



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

[www.sittingbull.edu](http://www.sittingbull.edu)

701.854.8000

## EMPLOYMENT OPPORTUNITIES

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<b>Closing Date:</b>	<b>Until Filled</b>
<b>POSITION TITLE:</b>	Agricultural Division Foreman
<b>LOCATION:</b>	Sitting Bull College Fort Yates, ND
<b>SALARY:</b>	Support Staff (\$15.00-\$17.88)
<b>SUPERVISION:</b>	Division of Agriculture Director

**SUMMARY OF WORK:** This position entails working in all of the areas associated with the Agricultural Division. The Agricultural Division Foreman will assist with facilitation of all equipment used for gardening/farming/ranching activities associated with the agriculture grant programs. The Foreman will provide information and reports to all appropriate entities, maintain good working relations with area ranchers and producers along with county and tribal agencies.

### DUTIES AND RESPONSIBILITIES:

1. Assist Division of Agriculture Director with carrying out objectives for the grants awarded to the agriculture programs at SBC.
2. Assist with facilitation of any agricultural division activity and workshops as required by supervisor including but not limited to ranching, horsemanship, gardening and vegetable production.
3. Maintain agricultural division facilities and equipment including regular service and equipment repairs.
4. Maintain program inventory
5. Operate and facilitate the safe operation of agricultural equipment, tools etc.
6. Maintain inventory of department equipment.
7. Provide friendly, helpful customer service to students, clients and visitors.
8. Provide supervision of part time staff and contract personnel as necessary.
9. Provide reports as necessary as required by the Division of Agriculture Director
10. Promote and participate in student and community activities. (I.e. clubs, AIHEC, cultural events, volunteerism.)
11. Promote and recruit students for Sitting Bull College.
12. Other duties as assigned by the Division of Agriculture Director.

### QUALIFICATIONS:

1. Associate degree in environmental science, biology, or agriculture preferred. High school diploma or GED required.
2. General ranching/farming knowledge.
3. Strong skills working with horses and cattle.
4. Heavy equipment operation, CDL desirable.
5. Experience working with youth desirable.

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**New hires are subject to Federal. State Tribal background checks and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA \* EEO \* M \* F \* B Employer**

**Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:**

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

**Any applicant not having the above documents enclosed will not be considered**