



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES



INTERNAL

Closing Date: **Until Filled**
POSITION TITLE: Agriculture/Vet-Tech Assistant
LOCATION: Sitting Bull College
 Fort Yates, ND
SALARY: Administrative, Level II
 (\$35,200 - \$42,200)
SUPERVISION: Division of Agriculture Director

Summary of Work:

Agriculture/ Vet-Tech Assistant will provide assistance in the delivery of Agriculture and Vet-Tech Program activities, clinics and presentations.

Duties and Responsibilities:

1. Assist Division of Agriculture Director with carrying out Agriculture Division Programming.
2. Facilitate communications for Agriculture Division and Vet-tech Programs.
3. Provide and facilitate educational programming, workshops and clinics.
4. Assist Veterinary Technician staff with obtaining and maintaining veterinary equipment, tools and supplies.
5. Assist Veterinary Technician staff with developing, implementing and maintaining Institutional Animal Care and Use Committee (IACUC) and USDA Protocols.
6. Assist with maintaining agriculture and vet-tech facilities.
7. Maintain Veterinary Technician laboratory space.
8. Operate and maintain all Agriculture Division equipment.
9. Provide friendly, helpful customer service to students, participants and visitors.
10. Attend all scheduled college functions and meetings as required.
11. Promote and recruit students for Sitting Bull College.
12. Perform other duties as assigned by Division of Agriculture Director.

Qualifications:

1. Associates degree in agriculture or related field or comparable training.
2. Experience handling and caring for animals and livestock.
3. Experience operating farming and ranching equipment.
4. Must be able to effectively communicate well with others.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug free.

EEO/AA/M/F/D/V 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.