

ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

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POSITION DESCRIPTION

POSITION: Animal Science Specialist/Instructor
POSITION NUMBER: 0135.2
PAY GRADE: E3
FLSA STATUS: Exempt
DEPARTMENT: Science
DUTY TOUR: 12-mos Faculty
REPORTS TO: Director of Veterinary Teaching Hospital
EFFECTIVE DATE: 12/6/2019

JOB PURPOSE:

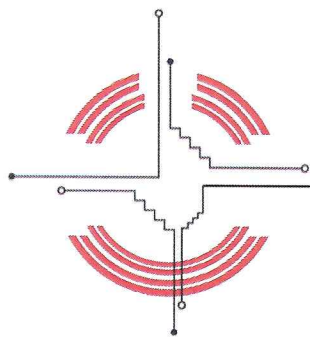
This 12-month, grant-funded, salaried staff/instructor position provides direct instruction of Animal Science program students and facilitates a meaningful and effective learning experience of the course competencies in the classroom, fieldwork, and laboratory. Employee will assist with program development and activities. Position is subject to all terms and provisions of the NTU staff contract. Employee will conduct research in Agriculture-related need areas building this capacity at NTU. Employee will assist with land grant activities twelve months out of the year. Employee will coordinate instructional livestock feeding, watering, and care and assist with feeding and watering during holidays and breaks, and when student workers are unavailable on a rotational schedule. This grant-funded position is subject to the availability of funding.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position. This position requires a criminal background check, and continued employment is contingent upon the results.

JOB DUTIES & RESPONSIBILITIES:

- Assists with developing, and maintaining a current curricula in Animal Science and complies with all requirements of the North Central Association's Higher Learning Commission. Plans, evaluates, implements and revises as necessary an overall written instructional plan in Animal Science, including syllabi and course outlines that embody the national accreditation standards of the Higher Learning Commission.
- Organizes and instructs classes, labs, and fieldwork in Animal Science from 14 to 16 student credit hours per semester, including direct instruction, supervised practicum, laboratory, clinical, and field experience; instructional planning and preparation, grading student assignments, tests and performance; tutoring; and planning and conducting student academic and career advisement meetings.

- Teaches all courses in accordance with the approved schedule of courses and approved course descriptions.
- Evaluates student performance systematically and creates and maintains accurate, confidential student performance records.
- Conducts and prepares reports of assessments in regard to performance measures that meet Higher Learning Commission and NTU requirements and uses data to improve instruction and promote student learning.
- Learns principles of the Dine' Philosophy of Education and integrates into course curricula.
- Actively seeks additional ways to improve instruction and to update and/or revise course content and teaching methodology in order to maintain currency and relevance to Animal Science association guidelines.
- Uses a variety of instructional techniques and methodologies, such as:
 - Student discussion of cases, questions, and issues in the subjects under study;
 - Laboratory and field practicum activities using technical equipment and instrumentation and dealing with real-time animal science and care situations;
 - Practical situational problem-solving;
 - Direct participation in action research projects including gathering data, developing procedures, sampling, handling samples, data entry, evaluating data and methods, developing abstracts, summarizing results, etc;
 - Use of audiovisual equipment, distance-learning technology, computerized instruction, outside presenters, long and short-term assignments, student teams, library research, and other current materials and methods appropriate to the courses taught.
- Travels to actively recruit students for the program year-round. Participates in and develops efforts to retain students.
- Provides and coordinates livestock husbandry, feeding, watering, and care, livestock transport, transport of feed/equipment/supplies necessary to support livestock in the program, etc. Works with Maintenance and other departments in facility maintenance. Works with Director in purchases of equipment/supplies/livestock to support the program, etc. Coordinates student worker and program student livestock care and husbandry duties.
- Works closely with Advisory Committee of the Animal Science program by attending meetings, providing student data and performance records, recruiting members, and improving program and student learning based on Committee's recommendations.
- Conducts program reviews based on accreditation guidelines with regard to student academic achievement and their success on learning outcomes.
- Maintains familiarity with current texts, materials, teaching aids and techniques in the assigned subject areas and recommends their adoption when appropriate and maintains up-to-date professional knowledge of the assigned subject areas.
- Works with Director in selection and requisition of textbooks, learning materials, tools, and equipment as necessary to support instruction and maintain a current inventory thereof.
- Maintains general knowledge of NTU degree requirements, programs and course transfer information for student advisement.
- Advises students on academic curricula, and admission requirements, and acts as advisor to student organizations as assigned.



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- Refers students for academic counseling and/or alcohol and substance abuse counseling as needed.
- Maintains regular office hours for students, faculty, and staff.
- Submits student grades and assessment reports in a timely manner.
- Assists students in researching and obtaining internships for credit, graduation, and if possible employment.
- Conducts and assists with research to promote learning, sustainability, and improvement in Ag-related projects and field of study. Identifies grant opportunities, develops grant proposals including narratives, budgets, supporting documents, submits reports, and manages grants. Works with federal, state, tribal, and local constituents in disseminating research findings.
- Works closely with Land Grant Program & Veterinary Teaching Hospital staff, and students year-round in providing community outreach, services, and education outside of instruction including camps, conferences, workshops, trainings, seminars, etc.
- Organizes collaboration with other institutions such as CSU & NMSU, for student experiential learning labs and field work at the partner institution and learning lab sites. Organizes travel and chaperones students to these learning labs.
- Participates in assigned university-wide committees and task forces.
- Takes all necessary and reasonable safety precautions to protect staff, students, materials, equipment and facilities.
- Attends and participates in faculty/department meetings, career and technical training, and personnel training as required.
- Maintains confidentiality of all privileged information including student, instructor, doctor, client, patient, and staff activities in the Veterinary Teaching Hospital, Land Grant Program, and Animal Science Program.
- Participates in full regalia in official graduation ceremonies.
- Performs inventory of equipment, office furniture, livestock, tools, and supplies as required annually by the finance department.
- Provides regular feedback on work and assignments to students, faculty, and Director.
- Communicates regularly, in writing and verbally, and collaborates with Director and staff regarding program activities, community outreach, research, wellbeing of instructional livestock, etc.
- Provides accurate and timely reports and documents as assigned; may be required to submit regular reports to Director.
- Position is contingent upon grant funding availability.
- Performs other duties as assigned by Director.

SUPERVISION RESPONSIBILITIES:

- Supervises students and staff during laboratory and field work, community outreach, research activities.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Master's degree or higher in Animal Science or closely related field.
- Minimum of 12 graduate credits in teaching undergraduates.
- Minimum of two years of teaching experience in Animal Science or related field.
- Valid and clean state driver's license.
- Must be able to pass a background check, with NO prior convictions of any felonies and no history of child abuse and/or neglect.

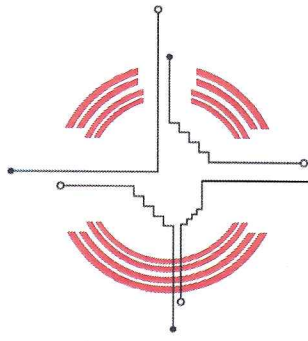
PREFERRED QUALIFICATIONS:

- Ph.D. in Animal Science or closely related field.
- Three years satisfactory college or university teaching experience in Animal, Equine or Veterinary Science or a related field.
- Active membership in an animal science-related professional organization.
- Documented participation in ongoing professional development activities, and/or publication or formal review of professional literature.
- Experience in research related to the animal, equine, or veterinary science fields.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements including Navajo Nation Animal Control, FERPA, etc.
- Knowledge of animal science techniques and practices in this field.
- Ability to safely tow livestock and equipment trailers for the program.
- Knowledge of university policies and procedures.
- Knowledge of instructional policies and procedures.
- Knowledge of college level teaching methods.
- Knowledge of modern office practices, procedures, and equipment.
- Skill in operating word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to write reports and business correspondence.
- Ability to organize and express ideas, directions, and data in a logical sequence to describe a process, or explain procedures such as on how to perform a certain task to the students.
- Ability to present materials effectively to individual students or groups.
- Ability to plan, implement, and evaluate community agricultural needs.
- Ability to react calmly and effectively in emergency situations.
- Ability to maintain confidentiality per HIPPA, FERPA, privacy act, etc.
- Ability to work independently and meet strict time lines.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to communicate effectively in the English language.

PHYSICAL DEMANDS:



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- While performing the duties of this job, employee frequently sits, stands, walks, bends, stoops, kneels, crouches, and squats.
- May stand, walk, and sit for prolonged periods.
- Use hands for dexterity of motion. Reach with hands and arms. Use abdominal and lower back muscles.
- Required to climb and balance.
- Have normal or corrected auditory and visual acuity, and verbal communication skills.
- Lift and/or move up to 75 pounds.

WORK ENVIRONMENT:

- Work is generally performed in an office, classroom, laboratory, or outdoor environment.
- Exposure to dust, chemicals, temperature variances, animal body fluids, and equipment with moving parts.
- Exposure to various weather conditions, dust, debris and hazards common at outdoor sites while performing duties.
- Situations where surgical mask/respirator, safety goggles, gloves and protective face shield may be required.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts will be required.