



**DAWSON COMMUNITY COLLEGE**  
**Glendive, Montana**  
**JOB DESCRIPTION**  
**FEBRUARY 2017**

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**POSITION TITLE:** FACULTY– AGRICULTURAL SCIENCE  
**DIVISION:** Academic Affairs  
**DEPARTMENT:** Transfer  
**STATUS:** Full time, tenure track faculty  
**REPORTS TO:** VICE PRESIDENT OF ACADEMIC and STUDENT AFFAIRS

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**SUMMARY OF WORK:**

Dawson Community College invites qualified candidates to apply for the full time position of Assistant Professor within our Agriculture Program. This full time faculty position is responsible for the overall organization, administration, assessment, course development, and student recruitment of this newly revised degree program. In addition, the director is responsible for building industry relationships, and collaborating with local k-12 schools and four-year institutions. This person will serve as sole faculty for the program and will have oversight in selection and scheduling of agriculture courses. This person demonstrates the academic and professional qualifications and relevant experience in education required for providing effective leadership for the program and students. The Agriculture Assistant Professor will operate on a 10 month contract. Additional overload hours are possible between the months of June and August.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for the ongoing development of the Agriculture Program.
- Plan and implement a Ranch Horse and Livestock Judging team at DCC.
- Develop agriculture courses based on need of the industry.
- Develop a quality hands-on learning lab to support learning and growth in animal science.
- Advise DCC agriculture club(s) and team(s).
- Navigate curriculum development/approval process.
- Recommend and coordinate provisions for textbooks and course/lab materials.
- Review Agriculture Program Curriculum.
- Ensure congruence of program policies and procedures with those of Dawson Community College.
- Follow an Assessment plan as set out by the Vice President of Academic and Student Affairs.
- Review and revise policies for the program.
- Review and revise program goals/outcomes on an as needed basis.
- Collect and analyze program data; enrollment, graduation rates, employment, etc. – program review.

- Provide administrative support for the program including student advising, recruitment of students, development of class schedules, staffing of adjuncts, and evaluation of instruction.
- Maintain an advising load consistent with overall number of students in the program.
- Participate in recruitment efforts of the program and work collaboratively with the marketing department to develop needed materials.
- Determine teaching responsibilities considering the various strengths of the program.
- Develop and maintain a listing of qualified adjunct personnel for the program.
- Receive semester course evaluations for each agriculture course. Consult with Vice President of Academic and Student Affairs to make appropriate modifications.
- Teach courses in the program and supervise internship experiences.
- Teach Agriculture courses.
- Facilitate internships and student observations.
- Provide input into the budget process for the program.
- Work with Vice President of Academic and Student Affairs to assure adequate resources are available for agriculture students and program.
- Recommend needed equipment and supplies for the program.
- Ensure regular meetings (twice per year) of the faculty and Agriculture Program Advisory Committee to facilitate communication in planning, implementing, and evaluating the curriculum.
- Responsible for making and implementing approved changes as suggested by Advisory Board.
- Represent the Agriculture Program in the community and during campus events, and serve on appropriate committees.
- Maintain communication with students, administration, advisors, faculty, and external partners.
- Perform other related duties as the Vice President of Academic Affairs may assign for the good of the College.

**Required Knowledge, Skills, and Personal Qualifications:**

Must have a minimum of five years of experience in an agriculture related field as an educator. Have the ability to communicate effectively and build strong relationships with local high schools, industry, and community organizations. Have the motivation and desire to work independently, while also communicating with internal and external partners.

**Required Experience:**

Experience in a variety of areas of teaching, with experience in educational theory and methodology, instructional design and curriculum development. Furthermore, have experience with collegiate agricultural judging teams (e.g. Livestock Judging, Rodeo and Equine). In addition, have 3 to 5 years of experience in the agriculture industry or related area.

**Required Educational Background:**

Master's Degree in Animal Science or a closely related field in Agriculture from an accredited institution.

**Preferred**

Ph.D. degree

**COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, addresses, and phone numbers).

**INQUIRIES MAY BE DIRECTED TO:**

Human Resources Department  
hr@dawson.edu  
406-377-9412

**Qualified protected class individuals are encouraged to apply.**

Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

**Nondiscrimination Policy:**

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies. Inquiries or complaints concerning these matters should be brought to the attention of John Bole, Director of Student Learning and Engagement, Title IX Coordinator. Telephone: (406) 377-9416. **Email:** jbole@dawson.edu. Office: 117 Library. Mailing Address: John Bole, Title IX Coordinator, 300 College Drive, Glendive, MT 59330.