

Feather River College

Student Employment

Job Title: Agriculture Office Assistant

DESCRIPTION:

Under direct supervision, perform a variety of clerical tasks in the FRC Agriculture Department

ESSENTIAL DUTIES:

1. Clerical responsibilities of the Agriculture Department including facilitating Instructors and Instructional Assistant with maintaining records for classes, Student Horse Boarding Program, hay inventory, horseshoeing, worming, vaccinating, tack care and maintenance, horse facility inventory of equipment and supplies, type letters, record and submit the minutes for meetings, reports, and other material.
2. Supervising other students regarding student horse boarding rules, regulations, and procedures.
3. Keep track of releases signed by students, inform instructors when a student is missing a signed release,
4. Recruit, advice, and orient new students and their families including giving tours of the facilities, answering potential student questions, mailing informational packets, assisting with preparations for Agriculture New Student Orientation.
5. Assist with horse sale organization and management including assisting with sale catalog, correspondence with potential buyers, registering bidders, organizing student volunteers.
6. Keep a copy of feeding schedule for the facility. Keep an accurate phone list of boarders and their authorized agent(s). Facilitate Equine Health and Nutrition Student Assistants to promptly contact boarder of any injury or illness observed with their horse.

MINIMUM QUALIFICATIONS:

Basic Knowledge of:

Word processing

General office procedures and equipment

Office and recordkeeping that relates to the horse industry

Skills in:

Data entry

Operating a personal computer

Effective oral and written communication

Basic mathematical calculations (adding, subtracting, multiplying)

Arranging items in correct alphabetical and numerical order.

DESIRABLE QUALIFICATIONS:

Agriculture Major with plans to transfer to 4 year institution in Animal Science or related field

Completion of high school

Experience working with horses

Good people skills

Ability to perform multiple tasks in a busy work environment

PHYSICAL CHARACTERISTICS:

Vision sufficient to read computer screens and small print

Manual dexterity to operate keyboards, answer phones

Speech and hearing to communicate effectively

WORK SCHEDULE:

Weekdays and the occasional weekend.

TO APPLY:

Submit completed Student Application and Class Schedule form to the Career/Transfer Center.