



IVCCD

NOTICE OF VACANCY

POSTED INTERNALLY:

6/5/2020

MAY BE POSTED EXTERNALLY:

6/10/2020

- POSITION:** Barn Manager
- STATUS:** Full-Time
- CLASSIFICATION TYPE:** EXEMPT (Salaried)
- LOCATION:** Ellsworth Community College
- JOB SUMMARY:** This position is responsible for supervising students involved in the Horse Operation Management classes and monitoring and tracking student performance. This position works with the Equine Facility & Event Coordinator and other faculty and staff to ensure a fully-functional show staff facility. This position is responsible for the oversight and daily operation of the Hamilton Campus, equine facilities, grounds, and equipment.
- EDUCATION/
EXPERIENCE:** Associate degree in Equine Management (or related field) preferred. Three years of experience in equine barn management preferred. Pedagogical experience preferred.
- ABILITIES:** Ability to communicate effectively orally and in writing to a diverse population of students. Knowledge and ability to organize multiple priorities and job duties. Knowledge of general office procedures and protocols.
- BASE WAGE:** \$ 34,268 Yearly.
Actual annual salary will be based on experience and education and calculated for a full fiscal year, which is pro-rated to start date and FTE.
- BENEFIT INFORMATION:** This position offers a full-benefit package including health, dental, vision, and life insurances, long-term disability coverage, retirement plan, sick, vacation, and personal leaves, and staff development opportunities.
- TO APPLY:** Internal Applicants: must send a completed Internal Application Request form to ivccdjobs@iavalley.edu. This form can be downloaded from SharePoint, under Intranet/Human Resources. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.
- If you experience issues completing the employment application online please update your web browser or use a different browser and try again.
- External Applicants: Please click here for our online application http://www.iavalley.edu/district/forms/affirmative_action.php.
- Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.
- Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.
- No-n-Faculty Positions: Official college transcript(s) will be required at the time of hire.
- Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.
- CLOSING DATE:** Open until filled

IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.