

POSITION ANNOUNCEMENT

Partnership in Agricultural Education Coordinator

The Tennessee College of Applied Technology Crump is accepting applications for the full-time position of Partnership in Agricultural Education Coordinator. The primary purpose of this position is to develop and implement the goals and objectives of the Partnership in Agricultural Education (PAE) Collaborative. The Partnership in Agricultural Education Collaborative lead by the Tennessee College of Applied Technology Crump and The University of Tennessee at Martin will contribute to the growth and prosperity of rural West Tennessee by identifying agricultural employment needs, attracting workers to fill these needs, and providing the workforce with training and education to meet the available needs.

MINIMUM QUALIFICATIONS

- Minimum of a Bachelor's Degree in the agricultural instructional area.
- Minimum three (3) years of experience in the agricultural field within the last five (5) years.
- Must possess a high degree of knowledge and agricultural expertise in all phases of **LIVESTOCK PRODUCTION, CROP PRODUCTION** and **PRECISION AGRICULTURE**
- A general knowledge of mechanical skills, general welding skills, basic electricity and farm maintenance skills is a plus for the position.
- Prior secondary or post-secondary teaching and/or guidance is a plus for the position
- Ability to lead, plan and prioritize projects.
- Ability to communicate effectively in written and spoken English with excellent public speaking and presentation skills.
- Detailed and results-oriented
- Must be willing to work a flexible schedule, including evening and weekend hours
- Ability to work with diverse populations

GENERAL DUTIES:

- Plan and execute special projects and events in alignment with the goals and objectives of the college.
- Collaborate with education and employer partners to market and publicize the program.
- Maintain assigned recruitment territory including a visitation schedule, presentations, college fairs, and events as needed.
- Coordinate dual enrollment communications between the student services department, business office, faculty and public/private/home school staff and students in the service area.
- Initiate and develop relationships with school administrators, counselors, teachers, and other members of the educational community.
- Work closely with elementary schools, middle schools, high schools, and adults to assist students in choosing an agricultural career that will lead to high-skill, high-wage, and high demand occupations
- Develop, expand and coordinate, work-based learning activities related to agricultural programs of study.
- Develop and maintain effective academic and industry partnerships
- Coordinate, monitor, track, and provide status reports on work-based learning (WBL) programs
- Coordinate agricultural industry partner and PAE Steering Committee meetings
- Provide training to students, staff, educators, and industry partners
- Coordinate visits to WBL locations to ensure proper working conditions, accessibility and required oversight.
- Represent the college as appropriate on external boards, councils and committees
- Engage K-12 and Post-Secondary Educators to plan and implement Educator Externship Program
- Possess knowledge of purchasing requirements to meet budget standards and the ability to operate within budget restrictions
- Other duties include curriculum development, student recordkeeping, and student recruitment, placement, follow-up of program graduates, participation in professional development activities, and participation in student organizations
- Travel is required
- Perform other duties as assigned

SALARY: Commensurate with Tennessee Colleges of Applied Technology salary guidelines.

WORKING CONDITIONS:

- Use of computer
- Normal standing, sitting, and walking
- Lifting of boxes weighing approximately 40 lbs.
- Operating a motor vehicle to travel within the college service area and in other areas as needed
- Can be exposed to a variety of weather conditions for periods of time

APPLICATION & RESUME SUBMISSION: Qualified applicants should submit a cover letter, resume, and application online at www.tcatcrump.edu For more information call Brian Harris at 731-632-3393. Applications with cover letters and resumes will be accepted until position is filled.

APPLICATION REVIEW: Review of complete application submittals will begin immediately.

Tennessee College of Applied Technology Crump does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex disability, age, status as a protected veteran on any other class protected by the Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Harris, Interim Vice President, PO Box 89, Crump, TN 38327, brian.harris@tcatcrump.edu See the full non-discrimination statement at tcatcrump.edu/about/non-discrimination-statement.