POSITION ANNOUNCEMENT

POSITION:  Assistant Coordinator, position#103151
           Full-time, 12-month

POSITION DESCRIPTION:
The position will be responsible for supporting the use of Departmental Livestock in our research, teaching and extension activities. Primarily this will involve assisting the Campus Farm Manager in all aspects of daily Campus Farm operations. In addition, this position will also support research and extension activities conducted by Departmental Faculty at Maryland Agricultural Experiment Station Research and Education Centers. Duties include: Work with equine faculty to manage the equine program including scheduling vet visits, coordinating pre- and post-foaling activities, hauling broodmares and seeking out donations to enhance the program. Provide day-to-day oversight of animals (sheep, cattle, pigs, chickens, and horses) including daily health checks, feeding, cleaning, treatments, and turnout. Monitor and oversee purchases of grain, hay, bedding, and supplies, and office and facility supplies as needed. Inventory control of farm, bedding, and feed supplies. Assist faculty and students with animal care handling and care portion of research projects utilizing livestock; including caring for research animals, training animals to experimental conditions, maintaining a clean research environment, collecting data adhering to research protocol, data entry, and analyzing samples. Supervise, schedule and train student employees and volunteers involved in the Campus Farm. Assist with general farm maintenance; operate various farm equipment. Assist with compliance with the University’s Animal Care and Use Committee.

QUALIFICATIONS:
Bachelor’s degree in animal science or closely related field and must have personal transportation and a valid driver’s license. At least 2 years of prior experience caring for and/or riding or training horses, prior experience with and handling livestock. Strong computer skills in MS Office Suite are required. Must be willing to work some evenings, weekends, and holidays due to the nature of caring for animals and hosting educational events. Individuals who have taken academic courses in equine science and/or management is preferred. Demonstrated ability to communicate effectively and demonstrated leadership skills supervising others in a farm setting. Prior experience handling cattle, broodmares, and foals, operating farm machinery, and managing pastures.

COMPENSATION:
Salary is highly competitive and commensurate with qualifications. Fringe benefits are offered.

CLOSING DATE:
For best consideration, applications should be submitted by October 22, 2021. Applications will be accepted until a suitable candidate is identified.

APPLICATION:
Applicants must apply through eTerp at www.ejobs.umd.edu. Candidates should upload a resume, unofficial transcript, a cover letter to Advisory Committee, Department of Animal and Avian Sciences with a brief description of previous experience and contact information for three professional references.
The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation, or gender identity and expression. Minorities and women are encouraged to apply.