

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: MANAGER - VINTAGE FARM CAMPUS

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To coordinate and supervise the Vintage Farm Campus, including coordinating academic labs and scheduling of events.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: A Bachelor's degree in Animal Science or Plant Science or a related field is required.
2. Years of experience in the field: Minimum of two years working in a farm environment and one year of management experience required; experience working on an academic farm preferred.
3. Special skills or abilities related to the position: Must possess positive human relations skills and good communication skills. Good oral and written communication skills. Proficiency in Microsoft Office programs. Knowledge of working with horses and/or cattle.

ESSENTIAL JOB FUNCTIONS:

1. Oversee day-to-day operational duties of the Vintage Farm.
2. Coordinate with program managers of Agribusiness and Equine programs to schedule and set up academic labs on site.
3. Schedule and present all academic tours, including coordination with K-12 school systems in the tri-county area.
4. Coordinate crop, equine, and livestock planning.
5. Oversee farm budget.
6. Knowledge or ability to recognize horses or livestock needing care, and able to act in case of emergency.

ESSENTIAL JOB FUNCTIONS (continued):

7. Liaison between academic staff and faculty and facilities, security, IT, and conference services department.
8. Excellent public relations skills.
9. Assist with partnership and resource development by working with the college's Foundation.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 100 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching-up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS

- Works in an outdoor environment in occasional extreme weather conditions.
- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: VINTAGE FARM CAMPUS

SUPERVISOR OF POSITION: DEAN, BUSINESS, TECHNOLOGY AND CAREER AND TECHNICAL EDUCATION