

Lac Courte Oreilles Ojibwe College
Position Description No. AHM10621



Position Title:	Agricultural Hemp Manager
Reports To:	Dean of Continuing Education & Custom Training
FLSA Status:	Exempt Salary
Annual Contract:	Fulltime, 52 Weeks, Three Year Grant Funding Dependent
Rate of Pay:	Dependent upon experience and education credentials
Posting Date:	February 05, 2021
Start Date:	As soon as possible
Application Deadline:	February 19, 2021

General Position Summary:

This is a 3-year USDA-National Institute of Food and Agriculture Tribal College Research Grant funded position. The Agricultural Hemp Manager will coordinate research in conjunction with the University of Wisconsin-Madison for “Evaluating the Economic Feasibility of Companion Cropping in Industrial Hemp.” The Agricultural Hemp Manager will be responsible for the planning, implementation, cultivation, harvest, and economic feasibility of the hemp research project.

Key Responsibilities:

- Implement the grant goals and objectives as outlined in the grant narrative
- Maintain standard operating procedures of the industrial hemp growing operation
- Prepare field areas, plant and maintain hemp and companion crops, and harvest crops
- Assist with the distribution and sale of hemp and companion crops
- Plan, coordinate, and implement field days for project outreach and sharing of information
- Complete annual research reports with appropriate outcomes
- Collaborate with other tribal, federal, state, and non-profit agencies on the most up-to-date hemp management and economic development opportunities
- Supervise college interns and limited term seasonal employees
- Maintain data collection in a central repository and in compliance with the data management plan
- Submit online requisitions for the purchase of supplies
- Provide updates to the LCO Tribal Governing Board as requested
- Ensure compliance with the Lac Courte Oreilles Tribe’s USDA approved Industrial Hemp Code
- Assist with the writing of a peer reviewed research article in conjunction with UW-Madison
- Other duties as assigned

Minimum Qualifications:

- Associate degree in Agriculture, or related field and four years of gardening or farming experience.

Preferred Qualifications:

- Bachelor’s degree in Agriculture, or related field and three years of gardening or farming experience.

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Knowledge and Skills Required:

- Industrial hemp production experience preferred; agricultural cultivation experience required
- Farm machinery operation (tractor, rototillers, lawn mowers, hand tools, etc.)
- Post-harvest handling certification preferred
- Proficiency in Microsoft office programs
- Experience working with disadvantaged populations
- Excellent organizational skills
- Excellent communication skills
- Effective time management skills

Ability to:

- effectively utilize email and other forms of electronic communications, specifically video conferencing,
- complete tasks with minimal supervision,
- maintain strict confidentiality,
- be a team player,
- communicate effectively

Work Environment:

- Work takes place primarily outdoors in all weather conditions
- Work entails physical, laborious gardening to include bending and stooping
- Some work-related travel required
- Requires ability to frequently lift 70 lbs.

Reportability:

- Reports to Dean of Continuing Education & Custom Training

Supervision:

- Supervises interns and limited term seasonal employees

Application Process:

Please submit either hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe College job application (available online at www.lco.edu/hr) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

Hand delivered application packages will be accepted at the College until 4:30 pm on the deadline date; mailed applications must be received by the deadline date, and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources
Lac Courte Oreilles Ojibwe College
13466 W Trepania Road
Hayward, WI 54843
Phone: 715-634-4790
Fax: 715-634-5049
Email – hr@lco.edu

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All materials submitted will become property of the College and will be retained for six (6) months from the application deadline.

Lac Courte Oreilles Ojibwe College encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

“The Lac Courte Oreilles Ojibwe College mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.”