

## Position Description

### Campus Farmer, Community Resilience Hub

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#),
2. Cover letter,
3. Resume/curriculum vitae,
4. Teaching Philosophy,
5. Three references, and
6. Salary desired.

Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Position Description. Make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The job starts as soon as possible.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

#### Administrative information

**POSITION TITLE:** CRH – Campus Farmer

**POSITION'S MAJOR OFFICE:** Office of the President

**MAJOR OFFICE RESPONSIBILITIES:** The purpose of the President's office is to identify and achieve the University's vision and goals, thus ensuring the University's long-term success and survival. Major responsibilities include 1) identifying and articulating the University's long and short-term vision and goals, 2) ensuring development of the strategic and tactical plans necessary for the University to achieve its vision and goals, 3) ensuring the identification and selection of the people needed to effectively and efficiently execute the strategic and tactical

plans of the University, and 4) broadening and enhancing the resources and reputation of the University in order to ensure the University's continued success.

**POSITION'S DEPARTMENT:** Community Resilience Hub - CRH

**POSITION'S DEPARTMENT RESPONSIBILITIES:** The purpose of the Community Resilience Hub is to lead the continuing development of initiatives in the areas of Education, Action and Advocacy, creating and developing a place where change agents come together, engaging urgent social issues through education, individual and collective action to nurture local and global resilience.

**POSITION'S DIRECT SUPERVISOR:** Community Resilience Hub Director

**DATE POSITION LAST REVIEWED OR ANALYZED:** August 2023; revised by CRH Director, reviewed by the President and CEO, and Human Resources.

**POSITION EMPLOYMENT STATUS:** Full-time staff, exempt (teacher professional exemption), at-will.

## Position information

**POSITION'S SUMMARY:** The Campus Farmer will manage food production on campus, create educational opportunities for students and educational tours for the community. The goal of the Campus Farmer is to not only manage food production, harvest and consumption on campus, but also utilize it as a tool to facilitate an educational learning environment. The ideal candidate will also be responsible for creating engaging social media content, developing educational labs, and assisting with practicums for the Heartland RIFT program. This position requires an understanding and passion for urban agriculture, exceptional organizational skills and excellent communication skills.

**POSITION WORKS WITH:** KWU faculty and students and the community

**POSITION'S STAFF AUTHORITY:** None.

**POSITION'S BUDGET AUTHORITY:** None.

**POSITION'S PHYSICAL WORKING CONDITIONS:** indoor and outdoor work will be required.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:**

Urban agriculture field work:

- Performing general gardening labor outdoors
- Adhering to USDA and FDA food handling regulations to ensure a food-safe product.
- Tending animals in a safe and humane manner, using best practices to humanely slaughter animals and process food products, such as meat, dairy and produce.
- Tracking input and output costs to monitor farm efficiency and balance costs.

Climate-controlled office and classroom:

- Standing, sitting, stooping, walking, seeing, hearing, keyboarding, filling, planning, executing plans, and other similar physical motions and activities are a usual part of the job.

**POSITION'S EQUIPMENT:** Computer.

**POSITION'S WORK SCHEDULE:** Hybrid (remote/campus), 40 hours per week and may include some evenings and weekends.

**POSITION'S TRAVEL REQUIREMENTS:** On campus presence and off-campus at Quail Creek Family Farms or other assigned locations, and other state, regional, national, and international travel as approved by supervisor.

## Position duties and performance standards

### **POSITION'S ESSENTIAL DUTIES:**

#### **Community garden management: 35%**

- Oversee the day-to-day operations of the community garden.
- Plan and execute planting schedules, crop rotation, and harvesting.
- Maintain garden beds, pathways, and common areas.
- Ensure the garden is a welcoming and educational space for KWU students and community members, creating opportunities and lesson plans that:
  - o Educate participants on the importance of soil health and how to maintain it.
  - o Teach proper planting techniques for various types of plants.
  - o Introduce participants to sustainable pest management practices.
  - o Promote efficient water usage and encourage the use of organic methods in the garden

#### **Microgreens production: 25%**

- Lead the production of microgreens, including seeding, growing, harvesting, and packaging.
- Develop and implement best practices for efficient and sustainable microgreens production.
- Monitor and maintain optimal growing conditions.
- Utilize the microgreens production as an educational space for KWU students and community members, creating opportunities and lesson plans that:
  - o Educate participants on the basics of microgreens, their nutritional benefits, and their market potential.
  - o Teach how to select and prepare seeds, and the light and water needs of microgreens for optimal growth.
  - o Educate how to monitor the health and growth of microgreens.

- Teach skills in harvesting microgreens at the right time for maximum flavor and nutrition, as well as proper post-harvest handling and storage techniques to maintain freshness and quality.

**RIFT Farm assistance, lab setup: 20%**

- Assist the Farm Instructor setting up and maintaining the farm infrastructure.
- Create and conduct educational labs and workshops related to gardening, microgreens farming, and sustainability.
- Develop instructional materials and hands-on activities for participants.

**Social Media content creation: 5%**

- Develop and curate engaging content for social media platforms to promote the Community Resilience Hub.
- Share success stories, gardening tips, and upcoming events.
- Monitor social media engagement and respond to inquiries.

**Tours and community engagement: 10%**

- Organize and lead tours of the community garden and microgreens production areas.
- Engage with community members, students, and visitors to foster a sense of community, promote urban agriculture sustainable practices, and educate on a myriad of topics such as:
  - Understanding the basic structure and function of plants
  - Learning about soil types and their importance in gardening.
  - Efficient watering methods.
  - Understanding what microgreens are, the varieties of seeds used for microgreens, and their nutritional benefits.

**Other duties as assigned by supervisor: 5%**

**Position's performance measures and standards:** Actual performance standards (goals) for each measure will be set in consultation with the position holder, and regular performance reviews will be scheduled with their supervisor.

## Position qualifications

**EDUCATION:**

**Minimum Required:**

- Bachelor's degree in biology, agriculture, horticulture or a related field preferred.
- Experience in gardening, farming, or horticulture.

**CERTIFICATION/LICENSES:**

- Valid driver's license

**DESIRED QUALIFICATIONS:**

- Self-starter with the ability to prioritize multiple activities.
- OSHA or other appropriate farm-based equipment training, or willingness to acquire such training.

**WORK EXPERIENCE:**

- Proven interest/background in organic and/or regenerative organic agricultural practices
- Excellent communication and presentation skills, with the ability to convey complex concepts in a clear and understandable manner.
- Skilled in using technology for delivering training, such as multimedia presentations, online platforms, and virtual learning environments.
- Highly patient, professional with a positive attitude.

**Knowledge, skills, abilities, and attitudes – KSAA's:**

- Excellent customer service skills
- Demonstrated ability to manage effectively and friendly interpersonal and working relationships in a team setting.
- Demonstrated ability to use planning and scheduling software, preferably Outlook.
- Demonstrated ability to manage and maintain physical and electronic files.
- Demonstrated professional oral and written communication skills, especially in creating, composing, and editing written and visual materials.
- Demonstrated ability to prioritize multiple and sometimes conflicting projects and responsibilities.
- Demonstrated problem solving and abstract thinking skills.
- Demonstrated ability to produce high quality work while working independently.
- Demonstrated ability to maintain a high degree of confidentiality.
- Demonstrated alignment with the mission and vision of KWU and CRH.
- Demonstrated proficiency in using Word and Excel.
- Demonstrated punctuality and reliability in attendance.

## NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.
6. All items created by this position are the sole property of Kansas Wesleyan University