

Miles Community College

## Meat Processing Program Coordinator

---

**Department:** Academic Affairs  
**FLSA Status:** Exempt

**Job Status:** Full-time, Temporary  
**Reports to:** Vice President Academic Affairs

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### SUMMARY

The Meat Processing Coordinator is a temporary position and is funded with money from the Department of Ag Meat Processing Infrastructure Grant and Perkins Reserve that is set to expire July 31, 2021. This is a grant funded position and renewal is based on continued grant funding.

### ESSENTIAL DUTIES

- Outreach to Meat Processing Facilities and Montana Meat Processing Association to establish intern/apprentice sites for students and establish on site supervision of students
- Curriculum oversight
- Oversight of student completion of Meat Processing 101 and 102 courses.
- Student Advising and Placement at internship/apprentice meat processing sites across the state
- Data collection/management of program outcomes for grant and institutional records
- Assessment and analysis of program and student outcomes
- Budget management
- Grant reporting
- Recruiting for program

### POSITION QUALIFICATIONS

#### Competency Statement(s)

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.

- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly. Ability to respond in the event of an emergency
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion - Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment - Assesses annual performance and works closely with the institutional research and enrollment management team.

## SKILLS & ABILITIES

**Education and Experience:** Minimum qualifications for this position are 3 year's work experience in meat processing. Preferred qualifications are 5 years' work experience in meat processing and an Associate's Degree in related field.

REVIEWED BY (SUPERVISOR SIGNATURE)

DATE

REVIEWED BY (EMPLOYEE SIGNATURE)

DATE

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

