

**Lac Courte Oreilles Ojibwe University**  
**Position Description No. LTEFA22024**



**Position Title:** Farm Associate  
**Reports To:** Agricultural Production Manager  
**FLSA Status:** Non-Exempt - LTE  
**Annual Contract:** 40 hours per week, 18 Weeks  
**Rate of Pay:** \$15.00-\$18.00 per hour depending on experience  
**Posting Date:** March 06, 2024  
**Application Deadline:** March 19,2024, or Until Filled  
**Start Date:** As soon as possible

**General Position Summary:**

The primary role is to ensure that all plants and livestock needs are met, data collected, and directions followed at the guidance of the Agricultural Production Manager.

**Key Responsibilities:**

- Harvesting, toppings, pruning, transplanting, weeding, and watering of planted areas
- Feeding, watering, and other daily maintenance tasks for farm livestock
- Scout weekly for plant pests and diseases
- Monitor environment
- Nutrient management and application
- Maintain a clean and organized work environment
- Maintain detailed and organized records of growing data
- Assist with farm tours and other community-oriented events

**Minimum Qualifications:**

- Knowledge of best growing practices and willing to learn
- Positive Attitude
- Ability to perform the following physical tasks: sitting, standing, stooping, stretching, walking, bending, twisting, reaching, performing repetitive motions, and carrying up to 60 lbs.
- Communicate effectively with supervisors and other staff members
- Ability to plan, troubleshoot, anticipate problems, and problem solve
- Other job duties as assigned

**Work Environment:**

- Ability to perform the following physical tasks: sitting, standing, stooping, stretching, walking, bending, twisting, reaching, performing repetitive motions, and carrying up to 60 lbs
- Ability to be outside in adverse weather conditions
- The ability to follow safety rules

**Reportability:**

- Reports to the Agricultural Production Manager

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**Application Process:**

Please submit either a hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at [www.lco.edu/employment](http://www.lco.edu/employment)) 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 University 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 University  
13466 W Trepania Road  
Hayward, WI 54843  
Phone: 715-634-4790  
Fax: 715-634-5049  
Email – [hr@lco.edu](mailto:hr@lco.edu)

All materials submitted will become property of the University and will be retained for one (1) year from the application deadline.

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

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