



OTTERBEIN UNIVERSITY

Job Posting

View our world-class facilities at <http://www.otterbein.edu/equine>

Job Title: Equine Stable Assistant

Job Class: Staff

Department: Austin E. Knowlton Center for Equine Science, located at 600 N. Spring Street Westerville, Ohio 43082

Reports to: Barn Manager

FLSA status: Part-time/Non-exempt

Current openings include: 30 hrs/wk shift or 20 hrs/wk shift; also less than 20 hrs/wk shifts available.

To Apply: Please email an [Otterbein Employment Application](#), resume stating your equine experience and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1151; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For more information: Please visit <http://www.otterbein.edu/jobs>

BENEFITS for employees working 20 hours or more per week include tuition benefits for employee and their dependents, 4 weeks of prorated vacation, and 11 paid holidays.

BENEFITSs for employees working 30 hours or more per week include those listed above as well as medical, dental, vision, life insurance and disability.

SUMMARY: Cares for horses under the guidelines of the Equine Science Department. Performs skilled tasks needed to maintain the facilities of the Austin E. Knowlton Center for Equine Science. Trains student workers engaged in similar activities involving the maintenance of the facility and the care of the horses as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- *Care for horses to protect their health and improve their appearance
- *Feeding and watering horses, managing supplements, basic equine first aid
- *Bring in and turnout horses
- *Cleans and beds stalls daily
- *Keep facility neat and clean at all times
- *Maintains facility equipment and vehicles, keeps service records, performs or schedules preventative maintenance
- *Maintains records and charts
- *Uses tractor with attachments to perform various field, arena and grounds maintenance
- *Perform landscaping duties such as weed removal, planting, mowing, shoveling walks and driveways, and some light carpentry and facility repairs
- *Assists with supervising and training of student workers

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: To perform this job successfully, an individual must have previous experience with horses and be able to perform each essential duty satisfactorily with training. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma and minimum 2 years' experience handling horses.

CERTIFICATES, LICENSES, REGISTRATIONS: Ohio Driver's license; ability to get and maintain Decision Driving Certificate through Otterbein.

LANGUAGE SKILLS: Must demonstrate competency in verbal and written English skills including grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Must take pride in and be thorough in quality of work produced; must be able to use general office equipment including office PC, copier, telephone, facsimile machine, etc.; must be able to use farm equipment and attachments; knowledge of power tools; knowledge of safety practices, precautions and occupational hazards associated with equine work; knowledge of basic equine first aid.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to spend prolonged periods of time working in a dusty environment; able to reach, lift to 80 pounds; must be able to hear and make self-heard by co-workers and other constituencies; must be able to see to process work that the position is responsible for completing; must be able to work under deadlines and with constant interruptions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is at an Equine Facility. Employees must work in all temperatures and weather conditions. The environment is very dusty. Going off premises for breaks is difficult due to time and distance constraints. A heated break room and lavatory are provided.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs

Title IX Coordinator
614.823.1130