



CONNORS
— STATE COLLEGE —
Building Futures One At A Time Since 1908

JOB DESCRIPTION

JOB TITLE: Horticulture Assistant

REPORTS TO: Agriculture Division Chair; Horticulture Technician

STATUS: Part-time, non-exempt

LENGTH OF EMPLOYMENT: Part-time; 12 month
(29 hours per week/\$15.00 per hour)

JOB OVERVIEW: The assistant to Horticulture must be able to perform all types of tasks given. Manage all types of tasks that the greenhouse or grounds needs to be done. Assist with planting, fertilizing, propagating, repotting, or installation of campus plants. Complete tasks and reports, inventories, and planting schedules. Activities will occur under the supervision of the office of Agriculture Division Chair and the Horticulture Instructor and/or Technician.

DUTIES AND RESPONSIBILITIES:

Provide assistance for the Horticulture/Grounds listed below as directed by supervisor:

- Assist Horticulture Instructor/Technician in the daily operation of the Greenhouses and Horticulture Complex.
- Provide daily assistance in reports; lab set up and tear down; planting and greenhouse management and grounds management and maintenance.
- Maintain, manage, store and inventory equipment, supplies and materials.
- Must be willing and able to perform necessary manual tasks
- Keep facilities clean and in a manner that is presentable to the public
- Perform the duties necessary for a successful horticulture program without time and weekend constraints
- Maintain the campus flower beds through planting, weeding, irrigation, deadheading, dividing, mulching, etc.
- Maintain facilities.
- Maintain equipment, supplies and vehicles related to the Agriculture division.
- Coordinate and implement plant materials for large scale events including banquets; and all campus and division events.
- Fundraise for program and/or division benefits through plant sales, wreath sales, arrangement designs, etc. and maintain all components of the complex,
- Assist with the greenhouse health and pest management schedules

- Identification and labeling of all plants and plant materials.
- Assist with division functions including plant sales; workshops; aggie day; fall on the farm; etc.
- Conduct Sales; perform customer service and work with the public.
- Work and communicate well with others

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of horticulture operations
- Knowledge of the agriculture plant industry
- Experience with customer service, sales, marketing, displays.
- Ability to handle plants; work inside and outside in a variety of weather.
- Ability to work well with a diverse population
- Demonstrated willingness and ability to act ethically and socially responsible
- Computer proficiency, including the use of Microsoft Office
- Knowledge of Square Software a plus

EDUCATION/ EXPERIENCE REQUIRED:

- High school diploma or equivalent
- Experience or knowledge in Horticulture a plus

SPECIAL REQUIREMENTS:

- Must be able to sit, bend, stoop, and to lift up to 50 pounds
- Must be able to work outdoors in all weather conditions (i.e. high/low temperatures)

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____