

POSITION ANNOUNCEMENT

JOB TITLE	NURSERY FIELD STATION SPECIALIST – UB NORTH
TYPE OF VACANCY	CONTRACTUAL
DEPARTMENT/UNIT	SPECIAL PROJECTS – UB NORTH
REPORTS TO	HORTICULTURIST, UB NORTH
<p>SUMMARY: The Nursery/Field Station Specialist – UB North will perform his/her duties in a manner that ensures the smooth operation of the nursery and field station. This job requires the individual to work well with fellow staff members and guests. The specialist will welcome procure seeds/seedlings, care for plants within the nursery and participate in replanting activities. He/she will welcome visitors, help them settle in and assist them in the performance of their work while at the station. The specialist will remain in tune with conditions in the nursery on a daily basis and will keep the nursery in clean and organized state.</p>	
<p>DUTIES & RESPONSIBILITIES: The position of Nursery Field Station Specialist – UB North, is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> ➤ Carryout general activities in the Seedling Nursery. Germinate seedlings, and nurture them to viability. ➤ Participate in all aspects of reforestation projects such as seed procurement, seedling germination and development, replanting activities, research projects. ➤ Maintain the nursery is an organized, clean and tidy state at all times. ➤ Carryout general activities at the Marine and Environmental Field Station, with special emphasis on laboratory operations. ➤ Provide assistance to visiting faculty and students with locating and operating standard equipment in the laboratory. ➤ Maintain the laboratory in a safe and clean condition. Clean equipment and glassware as needed before and after laboratory sessions. ➤ Carry out minor equipment maintenance as needed. ➤ Report major equipment maintenance issues to the Faculty Coordinator or Maintenance Manager. ➤ Demonstrate and enforce safety rules in the laboratory and around the field station. ➤ Assist with the maintenance and of tools and equipment ➤ Perform other Nursery/Field Station related activities which may be assigned from time to time. 	
<p>REQUIREMENTS:</p> <ul style="list-style-type: none"> ➤ Good practical knowledge of forestry, horticulture, plant regeneration and growth from seedling to full development ➤ Excellent verbal and written communication skills and able to produce periodic reports as necessary ➤ Must be reliable, trustworthy, punctual and able to multitask and work independently without continuous supervision ➤ Able to think scientifically and methodically ➤ Must be computer proficient 	



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- Knowledge of chemistry and molecular lab techniques and mechanisms is a plus.
- The specialist must be able to work independently and be prepared to take the initiative in addressing concerns and competing tasks in a timely manner.

QUALIFICATIONS:

- Applicant must have a minimum of a High School Degree.
- At least three (3) years experience

Salary Grade	CONTRACTUAL
Date Published	July 3, 2023
Application End Date	July 16, 2023
Date to be Removed	July 17, 2023

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references

<https://ubhrapply.info/PeopleFirst>

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Nurse Field Station Specialist – UB North.