



Connors State College

JOB DESCRIPTION

JOB TITLE: Horticulture Instructor / Greenhouse Manager

REPORTS TO: Agriculture Division Chair

CLASSIFICATION: Faculty

STATUS: Full-time, exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: Under the supervision of the Agriculture Division Chair, the Horticulture Instructor / Greenhouse Technician will teach a minimum of 9 hours of Horticulture classes per semester. In addition, this position will perform various other duties related to the greenhouse.

DUTIES AND RESPONSIBILITIES:

- Teach 9 credit hours per semester with 6 hours of release time
- Contribute to the design of curriculum for prospective courses
- Assist in the development of courses using distance education and other technologies.
- Assist with divisional events, clubs and teams
- Travel to various high schools, conferences, conventions and other sites for recruitment and promotions.
- Contribute to the development of promotional materials including but not limited to flyers and pamphlets
- Manage program's social media and contribute to the update of college website information.
- Provide reports and information as requested.
- Coordinate and conduct competitive and/or recruitment activities for the division.
- The Technician is responsible for assisting the Division Chair-Agriculture and other faculty members teaching horticulture courses, with the preparation of lab materials, supplies, crop management and educational reports.
- Generate purchase orders, order supplies, manage vendors, and schedule crops.
- Manage the campus greenhouses; growing environments; maintain their upkeep; and perform management activities to keep in proper working order.
- Approve student time sheets in payroll system; managing student worker tasks, reporting and reports.

- Participate in redesign and improvements to current facilities supporting the expansion and growth of program and student education.
- Overall maintenance of plants and facilities and campus plants at the Horticulture complex on a day to day basis, etc.
- Initiate and sponsor programs e.g., student crops, program crops, crops grown for campus and educational purposes.
- Interact with students in a learning and working environment
- Keep abreast of changing federal regulations governing the use of controlled chemicals
- Manage and assign student workers and students in the educational program.
- Work with community groups, businesses, individuals and college foundation and college clubs and groups in service learning activities; extension learning events; and continuing education opportunities.
- Other duties as assigned.

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:

- Ability to work well with a diverse population
- Computer proficiency, including use of Microsoft Office
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/EXPERIENCE REQUIRED:

- Masters in Agricultural program area required. Successful candidate with a B.S. must complete M.S. program within 3 years.
- Teaching experience at a 2-year institution preferred
- Experience in greenhouse production, floral design, irrigation, landscape design and management; crop production, etc.
- Experience in greenhouse management; crop management; greenhouse maintenance; pest management a plus
- Experience in a variety of propagation methods, grafting, and growing methods, and growing structures.
- Teaching experience in a blended format and/or distance education.
- Computer proficiency, including use of Microsoft Office.
- Experience with multimedia classroom technology
- Must be able to bend, stoop, and lift to 75 lbs.

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

SIGNED: _____ **DATE:** _____