

## **STUDENT LABOR POSITION DESCRIPTION**

### **Agriculture & Natural Resources**

Most Recently Updated 04/05/99

Position Title: Assistant Student Supervisor, Horticulture

Must work 10-15 hrs/wk.

#### **I. Grade Level: 4**

#### **II. Description:**

**A.** The following are the essential duties for an Assistant Student Supervisor in the Agriculture and Natural Resources Department/Horticulture:

1. Take increasing responsibility in the supervision of student trainees.
2. Be knowledgeable in basic management techniques for all horticultural species.
3. Train, be able to advise, and give detailed instructions to trainees.
4. Assisting Student Supervisor in setting work priorities for the week.
5. Assume responsibility for accomplishment of specific jobs, including training and allocating student workers at Grades 1-3.
6. Participate in departmental long-term planning and management.
7. Do labor on weekends and holidays in rotation.
8. Perform other job-related duties as assigned.
9. See that the workplace and environs are clean.

**B.** The following are *possible additional* duties for this position:  
None beyond those described as essential above.

#### **III. Learning Opportunities:**

**A.** Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.

- B.** Management and supervisory skills.
- C.** Training.
- D.** Labor planning.
- E.** Plant health and management.
- F.** Greenhouse operation.
- G.** Facility and equipment maintenance.
- H.** Problem solving skills.

#### **IV. Basic Qualifications:**

**A.** General: Have worked as Grade 3 ANR Trainee; have shown specific area interest and responsibility at previous levels; management aptitude and earnest desire to succeed.

- B.** Skill: Have shown promise using Grade 3 skills.
- C.** Physical: Mobility, ability to lift 25 pounds.

#### **IV. Basic Qualifications (Cont.):**

**D.** Academic: None.

**V. Desirable Qualifications:**

**A.** ANR major or minor.

**B.** Industrial Technology major or minor.

**VI. Narrative Summary:**

Student trained and supervised more junior trainees doing daily work with plants at College Greenhouse, and in offices with plants needing care throughout College. Student worked with in to ensure these planning and was familiar with basic management techniques for all horticultural species ANR program. Student helped set weekly work priorities and allocate labor priorities were met; student also participated in departmental long-term management.