



Job Title: Land Grant Programs Assistant
Hours per week: 10- 20
Number of positions: 2-4
Length of Employment: January 21, 2020 – May 15, 2020
(Academic progress must be met every semester to continue)

Pay rate: \$8.00
Supervisor Name: Teresa K. Quintana
Method of Contact: teresa.quintana@iaia.edu, LGP Office
Department Name & Code: Land Grant Program 4931/02
Location: CLE Land Grant Program Office

Classification: Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: To assist Land Grant Program Associate/ Gardener and Extension Educator with various ongoing projects including garden, greenhouse, and youth program.

Job Description/Responsibilities:

- Assist with assigned garden and greenhouse projects including planting, irrigation, fertilizing, harvesting foods
- Assist with irrigation projects
- Assist with preparation for Junior Master Gardener sessions
- Keep the tools, equipment, greenhouse, garden, office, and related areas operational and clean.
- Assist with additional project objectives requested such as research and filming.

WORKING CONDITIONS:

- Tasks are performed in varied external climates (vary from extreme cold to hot).
- Tasks are also performed in interior conditions (dust, fumes and/or particles).
- Duties require the ability to reach, stoop, bend and/or crawl.
- Duties require the ability to move and/or manoeuvre items weighing up to 50lbs.
- Duties require the ability stand for extended periods of time.
- Duties require the ability to safely use a wide range of gardening tools.
- Ability to complete all the physical dimensions and demands of the position.
- This job description does not list all the duties of the job.
- Incumbent may be asked by supervisors to perform other assignments or duties.

General Qualifications: Must be able to take direction and complete tasks unaccompanied within recommended timeframe. Attention to detail is favoured. Must be able to complete the physical and location assignment demands of this position. Must comply with the safety and health procedures.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).