Job Title: Land-Grant Assistant
Hours per week: 20
Number of positions: 12
Length of Employment: January 17 – May 12, 2023
(Academic progress must be met every semester to continue)
Pay rate: $11.50/hr
Supervisor: Teresa K. Quintana
Contact: teresa.quintana@iaia.edu 505-428-5943
Department Name & Code: Land-Grant 4931
Location: Land-Grant garden, greenhouse, apiary, office
Classification: Institutional
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
To assist in Land-Grant garden, greenhouse, apiary, restoration and pollinator oasis operations and projects including office and research tasks.

Job Description/Responsibilities/Abilities:
Assist with assigned projects in the garden, greenhouse, apiary, pollinator oasis, and restoration projects.
• Assist with cultivation, planting, fertilizing, and irrigation of garden, greenhouse, and orchard.
• Assist with harvest and food preservation
• Keep the tools, equipment, greenhouse, garden, and related areas operational and clean.
• Assist with additional agriculture project objectives requested.
• Assist with office tasks and projects
• Assist with all projects

General Qualifications:
• Ability to complete all the physical dimensions and demands of the position.
• Creative problem solver
• Team player
• Good communication skills
• Physical Demands: able to sit, stand for long periods of time, and lift and lower 50lb or more
• Knowledge of general office equipment
• The ability to safely use a wide range of gardening tools.
• Ability to work with limited supervision and often independently
• Ability to stay focused, on task, and always display a high level of professionalism
• Ability to work pro-actively and cooperatively with Staff, Faculty, and Students
• Must be able to balance work schedule and schoolwork
• Must have attention to detail

Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.