

Posted by: Michael Mucci on 6/8/2021 at 3:27 PM

University of Illinois at Urbana Champaign

Plant Biology Greenhouse Coordinator

College of Liberal Arts and Sciences

The Department of Plant Biology at the University of Illinois at Urbana Champaign is accepting applications for a full-time Greenhouse Coordinator who will lead the operations of the Plant Biology Greenhouses and Conservatory to achieve care of plants, research protocol planning, personnel management, and policy development in an effective and efficient manner.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit go.illinois.edu/EEO.

This work will be done with oversight from the Greenhouse Committee and Head of the Department of Plant Biology and through cooperation with the Plant Care Facility Coordinator in the College of ACES.

Major Duties and Responsibilities:

Administrative Duties (80%)

1. Oversee the daily and periodic plant maintenance programs to provide the proper care of plants in the Department's greenhouses and conservatory.
2. Design, implement, and administer greenhouse space and usage guidelines in coordination with the Plant Biology Greenhouse Committee (PBGC), including user training protocols.
3. Design and oversee hygiene measures to prevent the introduction and spread of pests and diseases, in co-ordination with the PBGC.
4. Oversee the pest and disease monitoring and control program utilizing chemical, biological and other control measures as appropriate.
5. Implement decisions that improve the greenhouse complex while working closely with the Department Head and the Greenhouse Committee.
6. Coordinate the installation, repair, adjustment and maintenance of greenhouse systems, machinery and equipment required for the operation of the facility. Systems to include evaporative cooling systems, greenhouse shading, humidifying and mist systems, watering systems, pumps, environmental control system and manual overrides, pneumatic controls, steam and water distribution systems, sprayers, and fertilizer injectors.
7. Purchase and/or replace greenhouse equipment and supplies in the greenhouse.
8. Maintain records of soil use, disease and pest control, chemical applications,

purchasing records, and supply inventory.

9. Coordinate the delivery of plant materials and supplies to labs, growth chambers and classrooms.
10. Manage the environmental control systems for the greenhouse along with responding to alarms.
11. Assign greenhouse space to research projects and classes, following priorities given by the Department Head.
12. Supervise employees and schedule staff for appropriate coverage.
13. Assist in the management of the greenhouse operational budget, including updating records and providing reports as needed for monthly space usage, supply purchases, and a la carte service.
14. Responsible for assisting in the management of the operational budget and engaging external stakeholders in revenue generating contracts.
15. Enforce research methodology and protect research integrity by providing expertise and guidance to staff and users to develop and implement daily and periodic plant maintenance programs to provide proper plant care in the greenhouse and associated areas.
16. Provide recommendations and application of fertilizers and pest management, understand, and implement new advances in technology and the application of technology within greenhouse and growth chamber operations.
17. Implement and oversee biohazard programs as they relate to research involving regulated organisms (i.e., plants, pathogens, arthropods).

Teaching/Training Duties (20%)

1. Assist researchers, instructors, graduate assistants and other departmental personnel in planting, care and growth to maturity with a wide selection of plant materials used for research, teaching and display purposes.
2. Assist greenhouse users in the setting up, maintaining, and dismantling of projects.
3. Supervise and train greenhouse staff in their areas of responsibilities. Perform propagation, pruning, and other hands-on work which is beyond the skill set of assistants and students.
4. Conduct tours of the greenhouse facility for University faculty, staff, and students.
5. Conduct tours of the Department of Plant Biology Conservatory.
6. Teach and write and be an ambassador for the Plant Biology Conservatory.
7. Use vehicle transportation to purchase supplies, move plants to other buildings for teaching.

Education:

Required: Bachelor's degree in Horticulture, Plant Biology, or other closely related field.

Preferred: Bachelor's degree in plant biology, Horticulture, or other closely related field.

Experience:

Required: At least 2 years of project management related to scientific research or work

experience in a greenhouse or similar environment.

Preferred:

- Prior experience in a research environment with environmental control systems.
- Prior experience with greenhouses within a research setting is desirable.
- Prior experience working in customer service.
- Prior experience with budget spreadsheets, databases.
- Prior experience implementing Integrated Pest Management strategies or Biological Controls.

Training, Licenses or Certifications:

Required: An appropriate State of Illinois Pest Applicators License. Valid drivers license.

Preferred: Certification in the use and application of pesticides and herbicides is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of greenhouse and equipment maintenance.
- Knowledge of plant propagation, plant care, and cultivation.
- Knowledge of soils, fertilizers, soil amendments and soil mixes as used with specific plants or groups of plants.
- Knowledge of current disease and pest control practices including disease and pest identification, chemical or biological controls and necessary equipment.
- Knowledge of safety and in-service trainings.
- Ability to work under pressure, independently and in a team environment, to solve multiple problems.
- Excellent interpersonal skills and ability to collaborate with a diverse university community to cultivate and maintain relationships.
- Demonstrated supervisory experience.
- Ability to coordinate and manage multiple projects in a complex and technical environment. Proficiency with email, Internet, word processing and basic spreadsheets (Excel, Word). Awareness of, and sensitivity to, cultural and linguistic differences.
- Commitment to diversity and inclusion.

Environmental Demands: To perform the functions of this position, the employee will be required to perform work both within an office and outside (for instance in a greenhouse, outside in fields etc.). When working, the employee may be exposed to a variety of environmental factors including, but not limited to, hot or cold weather, high humidity and exposure to noise and allergens. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well including, but not limited to, lifting, and moving items that weigh up to fifty (50) pounds, and twisting, pushing, and pulling movements. Ability to climb a ladder. This position will require occasional weekend and holiday availability.

This is a full-time 100%, benefit eligible, academic professional appointment on a 12 month basis. The proposed start date is as soon as possible after closing date. Salary is commensurate with experience and qualifications.

Application:

To ensure full consideration, candidates should apply by **June 18, 2021**. Please create your candidate profile at jobs.illinois.edu and upload a letter of application/interest, resume and contact information for three professional references (include name, title, address, phone, e-mail) by close of business on **June 18, 2021**. All requested information must be submitted for your application to be given full consideration. For further information, please contact Dr. Katy Heath, Search Committee Chair, via e-mail at kheath@illinois.edu