

Program Assistant

Urban Agriculture Program

Summary: Program Assistants support the Urban Agriculture program goals and lead small teams of students in maintenance and operations of the aquaponics systems, Greenhouse Lab, SES planters, mycology lab, farmers market, plant sales, and outdoor food production. Student employees will be assigned management level responsibilities in these areas with reporting requirements and weekly meetings. This position is aimed at LUC students with previous experience in food production, current SES Food Systems and Sustainable Agriculture (FSSA) majors, 3rd-4th year undergraduate and graduate students, Federal Work Study, and/or students with a high interest in pursuing a career in sustainable agriculture and food systems.

Employment Period: Start date: Saturday, April 10, 2021. End date: Friday, Nov 12, 2021 (8 months). Applicants must be able to commit to this entire period of employment.

Hours: 19-25 hours/wk, minimum 3-4 days/wk

Compensation: \$16/hr

Primary Duties and Responsibilities:

-Provide leadership in tasks related to outdoor food production, Greenhouse Lab, aquaponics, mycology lab, SES Ecodome, plant sales, and Farmers Market. Weekly reporting and check-ins required with program manager. Ensure student Interns and volunteers are working in a safe and clean environment, provide training and oversight in task completion, and manage students during volunteer shifts.

-Maintain cleanliness and organization of lab and production areas. This includes but is not limited to cleaning floors, tables and equipment in common areas, prepping supplies for class labs and volunteer workdays, post-harvest clean-up, aquaponics systems cleaning, and maintaining organization of supplies in the storage room and lab areas. Program Assistants will help identify and predict cleaning, organization, and other supply needs in a timely manner. Program Assistants will be trained in food safety and data collection protocols and will be expected to lead the implementation of these standards.

-Provide detailed reporting of leadership areas, including but not limited to aquaponics water quality data management, Greenhouse Lab environment data, farmers market sales data and income, planting and seeding schedules, food safety practices, plant sale distribution, and volunteer engagement.

-Participate in researching specific problem areas of projects including review of published literature to help solve troubleshooting areas. Develop creative and innovative solutions for ongoing projects in the absence of published data or guidelines.

Position Requirements:

- Full time LUC student (undergraduate or graduate) enrolled in Fall 2021 semester.
- Physical requirements: Must be able to lift 30 lbs and work in different temperature and weather conditions in both inside and outside environments.
- Candidate is dependable, responsible, able to work independently and adapt to flexible schedule.
- Candidate is available for the entire employment period. Weekend hours may be required.
- 3rd and 4th year undergraduates and graduate students are preferred. SES students, Food Systems and Sustainable Agriculture (FSSA) majors, candidates with previous experience in agriculture, and Federal Work Study students are preferred.
- Candidates have a strong interest in pursuing a career in agriculture, food systems, or a related field.

Application

Instructions: Fill out the contact info and answer the questions below. Save as a word doc or pdf and submit along with a current resume to Kevin Erickson, kerickson2@luc.edu.

Deadline: Sunday March 14, 2021 at 11:59pm. Applicants who are selected for the interview process will be notified by Friday, March 19.

1. Contact info:

Name:

Email:

Phone:

Major:

Minor:

Year in school:

Federal Work Study (Y/N):

Current GPA:

2. Why are you interested in this position and how does it fit into your future plans?

3. Why would you be a good fit for this position?

4. Do you have any experience (courses included) that are relevant to this position?

5. Do you have any experience in a position of leadership? Please explain

6. Do you have any time constraints (clubs, sports, travel, job, etc) that may conflict with this position from April 2021- Nov 2021?

7. Please list all days/times you will not be available during the course of the Internship or position you are applying for.

8. Reference 1:

Name:

Phone:

Email:

Relationship to applicant:

9. Reference 2:

Name:

Phone:

Email:

Relationship to applicant: