Beloit College
Student Employment Job Description

Position Title: Biology Greenhouse Attendant
Hourly Rate: $7.50

Department: Biology
Supervisor: Yaffa Grossman

Work Location: Greenhouse
Account Number: 01-11120-00000-00000-xxxxx

Do multiple individuals hold this position at one time? Yes

Number of positions available: 2 - 4

Work Schedule
A student in this position can expect to work 0.5 - 3 hours per day, up to 7 hours per week.
The student will work ☑ Monday thru Friday ☑ Saturday ☐ Sunday ☑ any day of the week.

Hours are available during the following times of the day: 6:00 am - 6:00 pm.

Department/Position Overview
Greenhouse workers water, prune plants, clean, wash pots and dishes, and feed fish and otherwise take care of the plants and fish in the greenhouse. Yaffa Grossman and Deb Lynch helps supervise the students.

Description of Duties and Tasks
☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☑ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☐ Maintain the confidentiality of departmental/employee/student information
☐ Run errands on and/or off campus, including campus mail pick-up and delivery
☑ Perform light cleaning, departmental organization, and upkeep as required
☑ Work efficiently and accurately without immediate supervision
☑ Effectively maintain greenhouse.

Required Training and Skills
☑ Ability to communicate in a concise and effective manner, both verbally and in writing
☑ Detail oriented with strong organizational skills

☐ Familiarity with specific computer software, listed here:

☐ Familiarity with specific equipment, listed here: Greenhouse equipment

☑ Completion of coursework or training, prior experience, and/or specific certifications, listed here: BIOL 121: Botany with recommendation of professor or prior experience in greenhouse maintenance and care.