

Research Greenhouse Manager - Northern Arizona University

The Greenhouse Manager is responsible for all aspects of the continued operation of the Research Greenhouse Complex (RGC). This includes maintaining and operating the facility to ensure safety and project integrity; management of finances and personnel; support for research project design and implementation; and management of some campus landscaping projects such as the NAU Arboretum.

The manager is responsible for the daily care and maintenance of research greenhouse plants including monitoring growth chambers, environmental controls, pest control and plant propagation for collection and research. Responsibility for greenhouse plant care and maintenance, including weekends/holidays.

Job Description

- Supervision of Horticulturalist and coordination of temporary and student workers and volunteers.
- Acts as a collaborator with faculty across campus on plant-related research.
- Assesses the need for capital equipment/improvements, supplies and services; takes appropriate action within budgetary parameters.
- Develop and implement yearly budgets and purchases (in consultation with supervisor). Track and submit NAU P-Card transaction cycle logs. Participate actively in service center rate-setting and evaluation process. Responsible for all finances of the RGC, including state subsidies, local funds, NAU Foundation gift funds, and sponsored project funds. Responsible for billing departments for research projects; grant proposal writing, and sponsored project management.
- Assist in plant propagation for restoration and research projects, including working with student and faculty researchers on project design, and occasional travel to field locations as needed.
- Coordinate and conduct plant production for small and large scale restoration projects, including development of new propagation techniques, written reports of findings (as needed), rate-setting and service center oversight, and invoicing.
- Must be able to respond to emergency alarms in a timely manner -Work schedule may include weekends and holidays -NAU is currently engaged in an Organizational Growth and Effectiveness Initiative, which focuses on positioning the University for future success of its operational practices. As a result, some aspects of this position may be subject to change, such as, but not limited to: duties, titles, reporting structure, etc.

Minimum Qualifications

- Bachelor's degree in horticulture, plant science, biology, or botany with 2-4 years of experience in greenhouse operations and management or equivalent combination of education/experience - Experience with greenhouse control systems, with the ability to operate, maintain, and perform basic repairs

Preferred Qualifications

- Experience in project and budget management -Experience in collaborative plant-based research or service projects.

Knowledge Skills and Abilities

-Maintain a thorough understanding of the climate control systems and other infrastructure, Integrated Pest Management, greenhouse best practices, workplace safety issues and policy, supervisory skills, and building security.

-Working knowledge of Plant Growth Chambers and operations -Must be able to do heavy lifting -Must be self-starter with good supervisory skills -Working knowledge of insect and disease control methods, current or prior certification for application of pesticides preferred -Effective communication skills with the ability to establish and maintain effective communications and working relationships with faculty, staff, students and the general public

Application Deadline - February 18, 2019 at 11:59 p.m.

Application and additional information can be found here:

<https://in.nau.edu/human-resources/current-job-openings/>

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