

Conservation Landscape Intern Position Description

Essential Duties and Responsibilities		% of Time
Intern will assist a variety of Conservation Landscape work on campus, including:		
Field Work		
Garden and tree maintenance activities, such as weeding, watering, mulching, pruning, and planting		90%
Supporting volunteer project days, such as gathering tools, and transporting plants or mulch		
Meetings and other duties as assigned		10%

Minimum Qualifications Required to Perform Work

- Experience in gardening or ecological field work and at least one year of coursework in horticulture, environmental science, landscape architecture, plant science, or related fields.
- Ability to follow directions in regards to grounds care and maintenance and use of equipment
- Ability to work quickly with attention to detail both independently and with a team
- Must be able to interact with many different types of people at the University while maintaining a professional demeanor
- Proficiency with Google Apps: Gmail, Docs, Sheets, Slides, etc.

Learning Objectives

By working closely with the staff of the Arboretum and Botanical Garden, the intern will gain experience in many aspects of landscape facility maintenance, sustainability, and environmental impact. The campus is a large and diverse environment with many different stakeholders, from students to professors to visitors to staff. The intern will learn skills in customer service, multi- tasking, trouble-shooting/problem-solving, adapting to different situations, researching, coordination at events, creating and maintaining inventories, editing promotional materials, communication, organization, time management, and event management.

This is a full time position, working up to 40 hours a week.

Physical Demands of Position

Must be free from debilitating pollen allergies and the like; must be able to lift and carry up to 50 lbs.; stand and walk continuously; stoop, and bend for extended periods; wear and work with personal protective equipment