

Job Title

Greenhouse Assistant

Location

Morris Arboretum of the University of Pennsylvania

100 East Northwestern Avenue Philadelphia, PA 19118

Job Description

The Greenhouse Assistant will work closely with the Propagator in our 10,000 square foot greenhouse complex and ½ acre nursery to grow a wide variety of woody and herbaceous plants for research and public display. They will assist in management of greenhouse facilities, implementation of IPM program, and maintenance of a unique Victorian Fernery. They will participate in keeping detailed and accurate records. The Greenhouse Assistant will participate in research projects as needed. They will supervise interns and volunteers as needed. Occasional weekend work required. Please note this is a Part Time Position, working on average 20 hours/week.

Duties and Responsibilities

- Assist with propagation and production of plants for the living collection, display, and distribution.
- Maintain detailed and accurate records. Participate in research projects as needed.
- Assist in maintaining healthy greenhouse inventory.
- Work as a team with interns and volunteers, provide guidance as needed.
- Propagate and grow plants for collections, display, and distribution.
- Maintain plant health of current nursery inventory.
- Implementation of Integrated Pest Management program for nursery.
- Data entry and record keeping -Oversee operation of Greenhouse physical plant.
- Work with & mentor interns and volunteers -Perform other duties as assigned.

Education and Experience

A H.S. Diploma or GED required, Associate's or Bachelor's Degree in Horticulture or related field preferred.

1 to 2 years of experience or equivalent combination education and experience.

A minimum of one year experience in propagation or nursery production required.

Application Instructions:

To apply follow the link below. Please submit resume and cover letter

https://wd1.myworkdaysite.com/recruiting/upenn/careers-at-penn/job/Morris-Arboretum/Greenhouse-Assistant--The-Morris-Arboretum_JR00045149

