

From: Marcus Duck <duckmarc@msu.edu>
Subject: 2011 MSU Horticulture Gardens Perennial Position
Date: November 16, 2011 4:36:27 PM GMT-05:00
To: Marcus Duck <duckmarc@msu.edu>



We are searching for highly qualified candidates to help care for our MSU Horticulture gardens. Specifically - we are looking for someone with extensive expertise with herbaceous perennials - plant selection, design and maintenance. Knowledge of woody plant material would also be highly desirable. Since we have a relatively small staff, the successful candidate will also need to work with our volunteers, give presentations, help organize our educational programs and help in various other ways in the garden.

The position has been listed and is open until November 23.
<https://jobs.msu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1320871495184>

Look under support staff - position 5401

A complete description follows:

Though it is listed for only one year, we have every intention of funding this position into the long-term future.

If you have any questions, please contact me directly.

Dr Art Cameron
Director, MSU Horticulture Gardens

Job description:

Oversees the operation and management of all herbaceous perennial beds in the MSU Horticulture Gardens; this will include herbaceous perennial beds and borders in the Judith DeLapa Herbaceous Perennial Gardens; will also coordinate and expand the herbaceous perennial and native plant trials; will be expected to readjust plants and beds to maximize performance and interest of the gardens, including development of new garden designs and renovation of beds on a regular basis; identifies and procures new plants each year for the gardens and for the trials; produces plants as needed in the greenhouses for subsequent transplanting into the gardens; report to garden manager and MSU Horticulture Garden Director, monitor and evaluate progress of herbaceous perennial development; prepares planting beds as necessary including edging, adding organic material, and rototilling; organizes, prepares, installs, and evaluates trial material; prepares reports in collaboration with faculty coordinator for perennial trial garden clientele; assists in the maintenance of the water features in the Judy DeLapa Perennial Garden; provides assistance for daily operation and class preparation of the PSSB teaching greenhouses; designs and installs display beds; supervises and trains students/temps and volunteers in horticultural methods and procedures; maintains records; performs routine maintenance, painting, and general repairs; orders materials and supplies; conducts visitor tours and garden workshops; assists with educational conferences and events, when appropriate; assists event coordinator with events/weddings; assists in producing interpretive materials such as brochures and handouts.

NON STANDARD/VARIABLE WORK HOURS: Work hours are typically Monday through Friday 8 a.m. to 5 p.m. with occasional evening and weekend hours.

SUMMARY OF HEALTH RISKS AND PHYSICAL DEMANDS: Duties associated with this position involve physical demands with frequent lifting and/or carrying objects weighing up to 50 pounds, pushing/pulling, and climbing.

Additional instructions and information:

To apply, go to <https://jobs.msu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1320869984402> and apply for position number 5401. Applications must be received by November 23, 2011.

Job Requirements

Education, training, experience:

REQUIRED: Knowledge equivalent to that which normally would be acquired by completing a four-year college degree program in horticulture or botany; three to five years of related and progressively more responsible or expansive work experience in landscape design, installation and maintenance, plant propagation, plant material identification; or an equivalent combination of education and experience.

DESIRED: Extensive knowledge of herbaceous perennials and at least a working knowledge of woody shrubs; experience and evidence of excellence for design (a portfolio will be requested of final candidates), installation and maintenance of a wide range of herbaceous perennials and woody shrubs; ability to coordinate student employees, temporary employees, and volunteers; computer processing skills including at the least Microsoft Word and Excel; proficiency with gardening and landscaping tools and equipment; ability to work with people.