

POSITION DESCRIPTION

ST. CROIX COUNTY PROGRAM ASSISTANT – Commercial Horticulture

COUNTY: St. Croix
OFFICE LOCATION: UWEX Office, Ag Center, Baldwin Wisconsin
POSITION TYPE: UW-Extension Horticulture Assistant
EMPLOYMENT PERIOD: May 1st, 2017 to September 15th, 2017 (tentative)
20 hours per week (50% time)

The Program Assistant – Commercial Horticulture will provide research based horticultural information, and further educational programming efforts focusing on small scale commercial horticulture production, local foods, marketing of horticultural products, and safe food handling related to fruit and vegetable production. This is a temporary, part time (50%), position that is not expected to continue past the Employment Period.

Primary Responsibilities:

- Serve as the primary horticultural contact for the UW-Extension St. Croix County office. Respond to commercial and homeowner questions, including plant problem diagnosis, weed identification, and pest and disease management. Provide research based recommendations and information from University of Wisconsin-Extension and other appropriate research institutions.
- Collaborate with the UW-Extension Pierce County Horticulture Educator
- Provide commercial horticulture educational programming addressing existing and emerging needs for fruit and vegetable production, which may include production for farmers markets, CSA's, direct marketing, cooperatives, and other venues.
- Report on activities and program outcomes to the UW-Extension St. Croix County department heads, St. Croix County administration, and UW-Extension

Additional Responsibilities may include:

- Interdisciplinary educational programming with UW-Extension St. Croix County staff (4-H Youth Development, Family Living, Community and Natural Resource, and Agriculture)

QUALIFICATIONS:

- Minimum qualifications required should be appropriate for the primary subject matter and include:
 1. Bachelor's or Technical College degree in horticulture, plant sciences, agronomy, botany, soil science, plant pathology, entomology **OR**
 2. Some post-secondary horticulture training (coursework) **AND** Master Gardener Volunteer training with specialized training answering consumer horticulture calls and questions, **OR**
 3. Educational training and experience outlined in #1 or #2 above **AND** work experience with horticulture responsibilities such as in the "green industry" (ornamental, landscape design, nursery, green house, etc.), fruit and/or vegetable production, etc. **AND**
 4. Demonstrated ability and resourcefulness to seek out Land-Grant University (preferably UW Extension), research-based, non-biased, resources and information to appropriately respond to clientele needs.
- Preferred personal traits include self-starter, ability to take ownership for assigned tasks, and ability to work both individually and as part of the St. Croix County UW-Extension office team
- Excellent communication skills with local food producers, the public, and office staff
- Demonstrated skills in interpreting, utilizing, and applying science based information and research
- Have current knowledge or experience in one or more of the following: agriculture, horticulture, local food production, safe food handling related to horticulture and agriculture production
- Must be able to handle physical activity such as carrying boxes of up to 50 lbs, etc.
- If a Student, be currently enrolled in a college curriculum that could lead to full time employment in university extension, agriculture, or horticulture fields
- Current Wisconsin Driver's License & Personal Automobile

SALARY: \$17/hr, 20 hours per week, for 20 weeks (\$7,480 maximum for period).
Reimbursement for official job travel, meals, etc. will be given according to county policy.

CONTACT: St. Croix County UW-Extension Office
1960 8th Ave, Suite 140
Baldwin, WI 54002
(715) 531-1930

University of Wisconsin, United States Department of Agriculture and Wisconsin Counties cooperating.
UW-Extension provides equal opportunities in employment and programming, including Title IX requirements.