

**POSITION:** Federal College Work Study **(**FCWS) Horticulture/Greenhouse Assistant

**DEPARTMENT:** Academic Affairs-Environmental Horticulture

**STATUS:** Part-time/Non-exempt **LOCATION:**  Waycross

**Education and/or Occupational Experience:**

Possess a high school diploma, a GED, pass an approved ability to benefit test, or have been home-schooled. Also, FCWS student must be enrolled as a student and taking at least six credit hours at Coastal Pines Technical College in a technical certificate of credit, diploma, or associate degree program.

**Minimum Qualifications:**

* Be a United States citizen, permanent resident, or other reliable classification of non-citizen
* Have a valid Social Security number
* Make Satisfactory Academic Progress for Federal Student Aid Programs
* Meet the requirements of the Federal College Work Study Program

**Key Competencies**

* Excellent verbal communication skills and customer service skills
* Dependable and Trustworthy
* Ability to follow directions and complete assigned tasks
* Basic Computer operation skills
* Ability to Work in Greenhouse
* Ability to operate Power Equipment
* Ability to maintain and care for plants
* May be required to lift a maximum of 50 lbs.
* Ability to work outdoors, in the heat/cold
* Preferred that applicant has completed Introductory Horticulture courses or is enrolled in the Environmental Horticulture Program

**Duties/Responsibilities**

Federal College Work Study Students may work up to but no more than 20 hours per week.

This FCWS worker will be responsible for:

* Maintain and Clean Greenhouse
* Maintain, Clean, and Organize Headhouse/Shop areas
* Care for and Maintain plants (watering, fertilizing, transporting, propagating, etc.)
* Assist in Horticulture classroom
* Assist with Plant Sales, HORT Club functions, and recruitment periodically
* Other duties as required

**Application Deadline**: Until Filled **Salary:** $10/hour

**Length of** **Employment:** Work Study Contract will end on the final day of the semester

**APPLICATION PROCESS:**

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/JobListings/joblistings.aspx). The letter of interest and resume along with copies of transcripts must be uploaded to the Job Center. A criminal background check and a driver’s motor history report will be

conducted prior to employment.

For additional information, contact Katrina D. Howard, Human Resources Coordinator at khoward@coastalpines.edu or

call 912-427-5876.

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