



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

POSITION TITLE: Greenhouse Assistant

PRIMARY WORK LOCATION: Macy Campus

CLOSING DATE: Until filled

STARTING SALARY: \$15.00-\$17.31/hour (Depending on experience)

ABOUT THE COLLEGE: *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo'ho" (Omaha) Isanti (Santee Dakota) and all learners."* Nebraska Indian Community College is envisioned as a comprehensive Tribal College that values service through high-quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the well-being of our communities, and the quality of life and development of its learners, faculty, and service areas.

Job Summary: We are seeking a motivated and dedicated Greenhouse Assistant to join our team. This role will primarily focus on maintenance and upkeep within the greenhouse environment, supporting research initiatives, and assisting with educational activities. The ideal candidate will have a passion for plants, a strong work ethic, and a willingness to learn.

Service Duties (80% or approximately 32 hours per week):

- Assist with daily greenhouse operations, including planting, watering, and maintaining plant health.
- Monitor and manage environmental conditions (temperature, humidity, light) to optimize plant growth.
- Maintain cleanliness and organization within the greenhouse and associated workspaces.
- Support the preparation and execution of plant care protocols and pest management strategies.
- Assist with the inventory and tracking of plant materials and supplies.

Research Duties (15%):

- Collaborate with researchers in conducting experiments, collecting data, and maintaining accurate records.
- Help in the setup and maintenance of research projects related to plant growth and health.
- Participate in the evaluation of plant performance and contribute to reports as needed.

Teaching Duties (5%):

- Assist in the development and delivery of educational workshops or demonstrations for students and the community under the guidance of the Greenhouse Facilities Manager and other Math & Science Departmental Faculty.
- Help train interns and volunteers in greenhouse practices and procedures.

Working Conditions:

This position involves working in a greenhouse setting, which may include exposure to varying temperatures, humidity levels, and some manual labor.

QUALIFICATIONS:

- High school diploma or equivalent; further education in horticulture, botany, or related fields preferred.
- Previous experience in a greenhouse or gardening environment is a plus.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Excellent communication skills and a passion for teaching others about plants and gardening.
- Physical stamina and the ability to lift up to [specify weight, e.g., 50 lbs] and work in varying environmental conditions.

SPECIAL INSTRUCTIONS TO APPLICANTS: Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, religion, sex, national origin, age, sexual orientation, gender, veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

HOW TO APPLY: You can visit us on the web at <http://www.thenicc.edu>. Applications are also available at any of our three campuses. **FACULTY:** Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) a copy of official transcripts, and (4) an NICC Application. Please send your application materials to the Human Resources Director, Gregory Bass III at gbass@thenicc.edu.

NICC (South Campus)
111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

NICC (West Campus)
North River Road
Niobrara, NE 68760
Phone: 402-494-2311

NICC North Campus
2605 ½ Dakota Ave.
South Sioux City, NE 68776
Phone: 402-494-2311