



## JOB DESCRIPTION

### Nursery Research Intern

#### Summary:

The Nursery Research intern will work in many aspects of field and container tree production under the supervision of the Director of Horticulture. The intern is expected to work independently with minimal supervision to carry out the assigned projects and trials at the nursery, efficiently and competently. The intern must be willing to work indoors or outside in all types of weather. This position will cover many aspects of nursery tree production and testing to improve it. This is a part time position with flexible day time hours.

#### Essential Duties and Responsibilities:

The essential duties and responsibilities for the position include the items listed below. Other duties and responsibilities may be assigned.

- Gather data and maintain in-progress experiments
- Plant manipulation and recording of identifications
- Coordination of experimental propagation
- Data input for eventual analysis
- Assist with numerous plant status measurements

#### Supervisory Responsibilities:

None

#### Competency:

To perform the job successfully, an individual will need to demonstrate the competencies listed below.

• Demonstrates leadership.	• Assesses own strengths and weaknesses.
• Analyzes issues with depth.	• Develops effective solutions.
• Strives to continuously build knowledge and skills.	• Follows policies and procedures.
• Upholds organizational values.	• Recognizes, understands and adapts to changing circumstances.
• Shows respect and sensitivity for cultural and other individual differences.	• Works with integrity and ethically.
• Treats people with respect.	• Works cooperatively and effectively with others.
• Maintains focus on work and attention to detail.	• Takes personal responsibility for meeting obligations.

#### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

##### *Education/Experience:*

Enrolled in agriculture, horticulture, or biology degree program at a 2 year or 4 year college or university. Must have already passed pertinent classes in plant science.

##### *Language Skills:*

Ability to read, write and speak English language effectively. Ability to write professional business correspondence and organized agendas and reports. Ability to effectively present information and respond to questions from employees and management when called upon.

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***Mathematical Skills:***

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratios and percentages.

***Reasoning Ability & Adaptive Skills:***

Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to learn and understand the preferences and processes employed by management and adapt to and utilize them.

***Computer Skills:***

Effective working knowledge of the operation of Microsoft-based personal computers and computer networks, including understanding of data storage, file management, security and troubleshooting. Strong working knowledge of and ability to effectively use the Microsoft office suite of software (Word, Outlook, PowerPoint and Excel). The ability to efficiently learn and use new software programs. The ability to utilize and interact with Social Media sites as pertinent to the position.

***Certificates, Licenses, Registrations:***

None.

***Other Skills and Abilities:***

Ability to operate telephone and voice mail system. Ability to drive a motor vehicle.

***Physical Demands:***

The employee is regularly required to sit and walk. The employee must be able to use hands to finger, handle or feel. The employee must be able to see, talk and hear. The employee is occasionally required to stand, bend and reach with hands and arms. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

***Work Environment:***

Both general office environment and outdoor park-like environment. The noise level in the indoor work environment is usually quiet to moderately quiet. The noise level in the outdoor work environment can be loud with the operation of power equipment. The outdoor environment can have widely variable weather conditions.

***Additional Details:***

Employee reports to the Manager of Horticulture Research. Position is classified as non-exempt under FLSA and California law.

***Acknowledgement:***

The employee is expected to adhere to all Sierra Gold policies and to act as a role model in the adherence to Company policies.

I have read and understand this explanation and the job description.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*