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| **Title of Position** | **Arboretum / Seedbank Assistant** |
| **Department** | **SENRS, Ecosystem Management Program** |

**Primary Job Duties**

**Inventory No. / Job Task Details**

3.0 Assist with daily cleaning and maintenance of classroom and/or lab space and equipment (cleaning, organizing, servicing, inventory and sign out of equipment)

3.01 Assist with health and safety observations, ensuring requirements are being met and maintained (PPE, proper machine and/or equipment function etc..)

3.05 Assist with the collection, organization and logging of specimens and data

3.07 Assist with field observations and/or assessments

3.09 Assist with the removal of invasive species

3.10 Assist staff in monitoring and assessing various experiments and other research activities

4.0 Assist with project related work as required

4.01 Participate in applicable orientation and training sessions as required

5.01 Assist with loading/unloading of supplies and materials

5.02 Manual labour requiring the use of basic tools and equipment and lifting up to 30Ibs

5.03 Seasonal gardening and/or planting of trees and shrubs

5.05 General outdoor grounds maintenance (could include: sweeping, raking and leveling ground, shovelling snow, road repair)

5.06 Assisting in seeding and sodding of newly graded areas, pruning trees and shrubs; mowing and trimming grass around trails

10.00 Other duties as required

**Qualifications**

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| * Current student of Fleming College
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| * Enrolled in a related program of study
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| * Good verbal and written communication skills
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| * Good human relations and interpersonal skills
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* Good organizational skills, with the ability to multi-task
* Ability to follow verbal and written instructions, seeking advice from manager as required

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| * Ability to communicate effectively and function as a team player
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| * Demonstrated attention to detail
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| * Ability to lift and move items that can weigh up to 30lbs
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* Valid G Driver’s License

**Additional Information** *(ie. special equipment or travel)*

Contributing to the Fleming College Arboretum and Fleming College Seedbank projects, applicants will be required to work outdoors in a variety of conditions (heat, rain, bugs etc.) Applicants must have their own steel toed boots and cloth face masks.