

Eastern Illinois University
Department of Biological Sciences
Greenhouse Manager

The Department of Biological Sciences at Eastern Illinois University (www.eiu.edu/biology) is seeking a knowledgeable and motivated Academic Support Professional (Greenhouse Manager). Primary duties include providing daily care for plant collections, which involves propagation, fertilization, and pest management (chemical and biological). Assisting faculty and students with classroom and research needs is also required, along with community engagement (e.g. greenhouse tours). Other duties for this position include preparing growth media and cultures for microbiology teaching purposes. This is a permanent, full-time, 12-month/year position. Salary is commensurate with experience.

Applicants must have a minimum of a Bachelor's degree in a relevant field (e.g. plant biology, horticulture, agriculture) or equivalent work experience (e.g. plant propagation and maintenance). Applicants must also obtain an Illinois Pesticide Applicator License within 6 months of hire date, possess excellent verbal and written skills, have experience with Microsoft Access, Excel and Word, and be able to lift up to 50 lbs. Demonstrated commitment to diversity and experience with promoting inclusive excellence is required.

Preference will be given to applicants with a Master's degree in a relevant field and/or two or more years of practical experience in a research or commercial greenhouse. Knowledge of plant culture and experimental design, and the ability to prepare growth media and culture bacteria is desirable. Experience mentoring students at the college level is considered an asset.

Applicants must submit a cover letter expressing interest in the position, a resume or curriculum vitae, and contact information for three professional references. Application materials must be submitted as separate files using Interfolio <http://apply.interfolio.com/56653>. Questions about the search may be directed to Dr. Scott Meiners, Chair of the Search Committee, at sjmeiners@eiu.edu.

Review of applications will begin on **November 6, 2018**. To ensure full consideration, please apply prior to the review date.

*Eastern Illinois University is an Affirmative Action/ Equal Opportunity Employer –
minority/female/disability/veteran – committed to achieving a diverse community.*