



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Filing Deadline: August 21, 2020, at 5:00 p.m.

AG AIDE I

\$13.50 per Hour; 5-20 hours per week

Categorically Funded, Short Term Non-Continuing Assignment (STNC)

DESCRIPTION:

Under the general direction of the Dean or designee, provides basic support services in the greenhouse and agriculture department. Involved in the basic maintenance and execution of agricultural needs and greenhouse work. Provides support for bi-annual plant sale.

ESSENTIAL FUNCTIONS:

- Waters plants as directed
- Plants and transplants seedlings and plants as directed
- Assists with set up and/or moving of greenhouse plants and/or equipment/material
- Assists with signage and other plan identification
- Supports bi-annual plant sale with customer support, monetary transactions, and tracking of sales
- Supports bi-annual plant sale with preparation, such as plant displays and general housekeeping

MINIMUM QUALIFICATIONS:

Must meet Human Resources guidelines for qualified hiring; including by not limited to a Live Scan background check, completion of TB, and work permit where required.

Knowledge of: Basic agriculture and/or greenhouse principles; basic customer service approaches; and basic mathematical and monetary calculations (with calculator assistance).

Ability to: Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of stakeholders; follow verbal and written directions; follow through on assigned task; conduct self in a professional manner; abide by District policies and procedures; lift up to 75 lbs.; and traverse uneven ground.

WORKING CONDITIONS

Usually working outdoors (weather is variable), occasionally in greenhouses, utilizing personal protective equipment such as gloves, eye protection, and sun protection. Physical demands include sitting, standing, reaching, bending, walking, driving, and frequent lifting (up to 75 lbs).



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SALARY AND BENEFITS:

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 5-20 hours per week, \$13.50 per hour. Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.

APPLICATION PROCEDURE: By August 21, 2020, 5:00 p.m., submit the following to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: <https://www.mendocino.edu/college/employment/employment-application-forms>
- Cover Letter
- Resume

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.



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THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*