

Research Coordinator I CSS Greenhouse Facilities

The Research Coordinator I position in charge of the CSS Greenhouse Facilities has several duties in order to manage the facilities in a productive and efficient manner. The duties are derived from a combination of scientific and administrative responsibilities.

Scientific Responsibilities

- Oversee the requirements (soil media preparation, irrigation, fertilizer application, etc) needed to grow and maintain plants at a standard suitable for research and teaching.
- Conduct surveillances, acquire identifications, and implement control measures of weeds, diseases, and insects.
- Coordinate repair, preventive maintenance, and capital improvements to the facilities.
- Operate and program research equipment to satisfy protocols.
- Implement and operate devices and systems needed to maintain proper environmental conditions in accordance to the requirements of research and teaching protocols.

Administrative Responsibilities

- Corresponds with administrative, research, and instructional leaders on recommendations and issues relating to the operations of the greenhouses and other facilities.
- Purchase and maintain supply inventories needed to support the facilities.
- Oversee and implement tasks of technical, non-technical staff, and students involved in a wide variety of teaching and research activities.
- Arrange administrative and technical needs for experiments or projects requested by faculty.
- Project and prepare budgets for personnel, equipment, capital upgrades and supplies essential to the operations and upkeep of the facilities.
- Select, train and supervise personnel needed to support the operations of the facilities.
- Implement and maintain university-minded safety and security standards and procedures.