Position Title: Program Assistant, Community Garden  
Position Department: Cesar Chavez Community Action Center (CCCAC)  
Status: Part Time, Student Status, Work Study  
Pay Rate: $12.00 per hour – WORK STUDY ONLY  
Reports to: Campus Community Garden Coordinator

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**POSITION PURPOSE**
Under the supervision of the Community Garden Manager, you will work in a collaborative team environment, facilitating volunteers/students at the garden, serving as the key spokesperson for all outreach efforts to students and working with staff to strengthen daily garden operations. You will be responsible for helping with workday planning, record keeping, and leading small groups of volunteers during workdays. This position is ideal for someone who is interested in sustainable gardening practices, and community organizing.

**ASSOCIATED STUDENTS**
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions and works to improve the quality of their educational opportunities and experiences. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

**EDUCATION / EXPERIENCE**
- Must be a current SJSU student.
- Requires an interest in gardening/agriculture
- Requires excellent time and project management skills.
- Requires strong ability to multi-task.
- Requires excellent interpersonal skills.

**MANDATORY SUMMER TRAINING DATES:**
- Monday, August 14, 2017, 10:30am-3:00pm
- Tuesday, August 15, 2017, 10:30am-3:00pm
- Wednesday, August 16, 2017, 10:30am-3:00pm
- Thursday, August 17, 2017, 10:30am-3:00pm
- Friday, August 18, 2017, 10:30am-3:00pm

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

I. Work with Student groups (50%)
   a. Serve as teacher and liaison between the garden and students
   b. Help schedule student organization visits/workdays
   c. Work with the Garden Manager and Cesar Chavez Director to create an inviting, non-judgmental environment for students of the university

II. Campus Outreach (30%)
   a. Work with the Garden Manager and the Director of the Cesar Chavez Community Center on developing strategies to involve students in the garden
   b. Aid in establishing connections to student groups as well as outreach to students of need
   c. Conduct workshops at the garden designed to teach nutrition, sustainability and possibly help raise funds for the garden
III. Garden Management (15%)
   a. Work with the Garden Manager to maintain recording keeping of planting schedules, composting logs and seeding schedule
   b. Research and help practice GAP (Good Agricultural Practices) as set forth by USDA
   c. Ensure all equipment (shovels, hoses, etc) are in good working order
   d. Help manage the greenhouse to ensure proper seed propagation
   e. Ensure that the garden is well maintained and is both productive and safe working environment

IV. Other Duties as Assigned (5%)

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:
To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily.

- Ability to think creatively and experience leading groups
- Some experience of gardening/agricultural practices or a willingness to learn
- Gain core understanding of food justice, and organic food systems
- Capacity to work effectively in a University environment and represent the goals and mission of the Associated Students of SJSU
- Effectively work with a wide population of students and cultural needs

GUIDELINES
This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE
Application Review will be on July 28th, 2017. The position will remain open until filled.

Click here to apply!