

UNIVERSITY OF MARYLAND EXTENSION

College of Agriculture & Natural Resources
University of Maryland Extension

Position Announcement

Title: Coordinator

Working Title: Horticulture Consultant

Category Status: Exempt Staff- Part-time- Contingent I (6 month term appointment)

Unit: AGNR-UME-Home and Garden

Location: Central Maryland Research & Education Center – Clarksville, Maryland

Position Summary/Purpose of Position:

The Home and Garden Information Center (HGIC) is a national leader in garden/landscape and pest management education and problem-solving. Master Gardeners, schools, businesses, government agencies, non-profits, and residents use HGIC's information and answers across multiple digital platforms.

HGIC provides direct answers to residents who submit questions and photos online via the "Ask Extension" system. The Horticulture Consultant will work approximately 20 hours per week answering questions submitted by clientele. The job location is the Central Maryland Research & Education Center/Clarksville facility.

Position Responsibilities:

Use science-based resources to directly answer the garden, lawn, landscape, insect, and plant problem questions of Maryland residents via the national "Ask Extension" system (web-based q&a). This includes making plant and pest problem diagnoses and recommendations, identifying plants and insects, and educating clients about best practices for sustainable gardens and landscapes.

Answer questions accurately, efficiently, and courteously (with support of UME faculty) by searching internal and external web resources and digital files.

Stay up-to-date on subject matter and computer software through professional development opportunities. Must be able to adapt to changes in technology and an evolving workplace.

Qualifications:

- Bachelor's Degree required.
- Minimum 1 year of experience working with garden and landscape plants, and identifying plant and pest problems.
- Demonstrated understanding of the principles and practices of sustainable horticulture and integrated pest management.

- Ability to work independently and to function as part of a team.
- Strong oral, written, and electronic communication skills.
- Strong computer software skills, including Microsoft Office, Google Workspace, web search, and ability to work between platforms.
- Valid driver's license. Must provide personal transportation for meetings and conferences.
- This position is subject to a Criminal History Record Check. Employment is contingent upon successful completion of the Criminal History Record Check.
- Must obtain Pesticide Applicator and Certified Professional Horticulturist certifications from the Maryland Department of Agriculture within 18 months of hiring date.
- Preference for social media experience.

Preferences:

- Degree disciplines preferred in plant sciences, horticulture, botany, ecology, environmental sciences, entomology, biology, or related field.
- Work experience practicing and/or teaching plant identification and plant problem solving skills.
- Master Gardener certification helpful but not required.

Physical Demands:

- Work is performed in an office environment and requires the ability to operate standard office equipment.
- Must have close visual acuity and be able to work on a computer and view monitor for 4-8 hours per day.
- Must have the ability to walk short distances.

Salary & Benefit Information:

\$20.86/hr. Safe and Sick leave is available for eligible employees. No health benefits are offered for this hourly position.

Application Instructions:

Submit resume to Jon Traunfeld, Center Director; jont@umd.edu.

Best consideration date: October 28, 2022

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