

Class Code:.....1279  
Position #: (PSA)....(E)  
Developed by:.....NS,CCM  
Reviewed by: .... DLJ;LK  
Approved by:.....LK  
Date:. . . . . 02/18

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Coordinator, College of Pharmacy (COP) Medicinal Garden  
**DIVISION:** Academic Affairs (Pharmacy)  
**REPORTS TO:** Principal Investigator and/or Department Chair  
**GRADE:** 8  
**SUPERVISES:** Support staff, assistants, students, and volunteers

**BASIC FUNCTION:**

Responsible for managing and maintaining the COP Heber Youngken Medicinal Garden including plants in Avedisian Hall, COP assigned greenhouse(s), and surrounding COP courtyard environs. Lead students, faculty, and garden volunteers to enable use of Medicinal Garden for research, teaching, public education and outreach.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To plan, supervise and participate in maintaining plants in COP Medicinal Garden, Avedisian Hall and Courtyard and ensure that associated equipment, facilities and grounds are in good condition consistent with use of the garden for research, teaching, public education and outreach.

Manage allocated funds. Maintain inventory and purchase supplies and equipment necessary for garden upkeep.

Assist in developing a funding stream that assures the sustainability of the Gardens.

Assist in teaching and educational activities within the College and to external constituents.

Undertake and coordinate educational, outreach and extension activities (high-schools, community groups, garden-clubs, etc.) related to the Garden.

Actively supervise and train undergraduate/graduate student and volunteers assigned to perform tasks related to upkeep and maintenance of garden.

Maintain Medicinal Garden website and social media in collaboration with IT personnel.

**OTHER DUTIES AND RESPONSIBILITIES:**

Establish and cultivate collaborative relationships with Friends of the Youngken Garden, strategic partners, professional garden organizations in RI and Northeast region.

Undertake promotional activities to enhance the public visibility of the Gardens.

Work with web development staff to maintain and enhance COP Medicinal Garden website and internet communications for information access and interactive communications.

Participate as a member of the staff to deliver and supervise special events and other functions.

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and printers; word processing; database management and spreadsheet software; Gardening tools and equipment.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in Horticultural or Plant Sciences or an agriculture related field; Minimum three years agriculture related hands-on-experience in garden management; Demonstrated experience in greenhouse management; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to use and make minor repairs to gardening tools and equipment; and Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated grant writing experience.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**