

Winthrop University

NOTICE OF JOB VACANCY

February 26, 2026

Position	Employability Assistant Temporary Position (20 hours per week, August 1, 2026, until July 31, 2027)	
Department	Counseling, Leadership and Educational Studies/WinthropLIFE	
Band/Level	N/A	Vacancy No.: 2026205T
Starting Salary	\$15.00 per hour	
Minimum Training and Experience		
<ul style="list-style-type: none">• High school diploma.• Three years of greenhouse experience.• Valid driver's license with clean driving record.		
Knowledge, Skills and Abilities		
<ul style="list-style-type: none">• Knowledge of planting, growing and selling annuals.• Exceptional oral and written communication skills.• Ability to establish and maintain effective working relationships with faculty, staff and students.• Ability and willingness to transport students in own reliable vehicle to various locations when university vehicle is unavailable.• Ability and willingness to assist students with intellectual and developmental disabilities.		
Major Duties		
<p>Reporting to the WinthropLIFE Program Director, the Employability Assistant supports the WinthropLIFE program and students, is responsible for daily greenhouse operations, and provides transportation for students to off-campus employment sites.</p> <ul style="list-style-type: none">• Provides coaching to students by modeling job tasks and assessing performance quality.• Transports students to off campus employment sites using university or personal vehicle.• Supervises greenhouse planting, watering, fertilizing, pest control and harvesting of plants.• Monitors and adjusts temperature, humidity and lighting to ensure optimal greenhouse conditions.• Manages resources by controlling water, fertilizer and soil.• Manages, trains, schedules and assigns daily tasks of student greenhouse workers.		

To apply, access <https://www.governmentjobs.com/careers/sc> to submit an on-line application no later than
April 14, 2026

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