

# Winthrop University

## NOTICE OF JOB VACANCY

March 25, 2026

<b>Position</b>	Employability and Greenhouse Assistant Temporary Position (20 hours per week, August 1, 2026, until July 31, 2027)	
<b>Department</b>	Counseling, Leadership and Educational Studies/WinthropLIFE	
<b>Band/Level</b>	N/A	<b>Vacancy No.:</b> 2026209T
<b>Starting Salary</b>	\$15.00 per hour	
<b>Minimum Training and Experience</b>		
<ul style="list-style-type: none"><li>• High school diploma.</li><li>• Valid driver's license with clean driving record.</li><li>• Greenhouse experience or strong knowledge of growing and planting annuals.</li></ul>		
<b>Knowledge, Skills and Abilities</b>		
<ul style="list-style-type: none"><li>• Knowledge of planting, growing and selling annuals.</li><li>• Exceptional oral and written communication skills.</li><li>• Ability to establish and maintain effective working relationships with faculty, staff and students.</li><li>• Ability and willingness to transport students in reliable personal vehicle to various locations when university vehicle is unavailable.</li><li>• Ability and willingness to assist students with intellectual and developmental disabilities.</li><li>• Willingness to engage in hands-on work, including tasks that may involve dirt or soil.</li></ul>		
<b>Major Duties</b>		
<p>Reporting to the WinthropLIFE Program Director, the Employability and Greenhouse 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"><li>• Provides coaching to students by modeling job tasks and assessing performance quality.</li><li>• Transports students to off-campus employment sites using university or personal vehicle.</li><li>• Supervises greenhouse planting, watering, fertilizing, pest control and harvesting of plants.</li><li>• Monitors and adjusts temperature, humidity and lighting to ensure optimal greenhouse conditions.</li><li>• Manages resources by controlling water, fertilizer and soil.</li><li>• Manages, trains, schedules and assigns daily tasks of student greenhouse workers.</li></ul>		

To apply, access <https://www.governmentjobs.com/careers/sc> to submit an on-line application no later than  
April 15, 2026

*Winthrop University is an Equal Opportunity / Affirmative Action employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, or veteran status. Women, minorities, and persons with disabilities are encouraged to apply.*