

UT GARDENS JACKSON

2021 SUMMER JOB DESCRIPTION

Description

Employees will work alongside our Ornamental Horticulturalist at the UT Gardens in Jackson, TN located on the grounds of the West Tennessee Research & Education Center, at 605 Airways Blvd, Jackson, TN 38301. Employees will work on projects that benefit WTREC and are supervised by the professional staff. The normal work week Monday through Friday, with hours ranging from 7:00 a.m. to 5:00 p.m., but overtime in May, June and early July is often necessary and required.

Qualifications

The ability to work independently and as a team are highly important. The ability to use common sense and make sound decisions without micromanagement is crucial. A valid driver license is required. Applicants may be subject to drug testing and background check.

Duties & Working Conditions

Employees will be responsible for the standard duties of working in a public garden. Examples include assisting in all aspects of garden maintenance and development, including greenhouse work, nursery management, propagation, tilling, pruning, planting, watering, mulching, weeding, and pest management. Work involves heavy lifting and exposure to heat, humidity, and potential allergens. Employees are required to maintain a professional appearance and at times must work directly with the public in a respectful and mature manner.

Compensation

Compensation ranges from \$9.00 to \$12.00/hour depending upon qualifications and experience.

Features at UT Gardens - Jackson

Level III Certified Arboretum: The collection features more than 150 of species and cultivars of trees.

Conifer Reference Garden: The conifer collection is a Southeastern Regional American Conifer Society Reference Garden with over 100 specimens in the collection.

Gardens: The UT Garden Jackson is one of three University of Tennessee Gardens known collectively as the State Botanical Gardens of Tennessee. Displayed on the grounds are annuals, perennials, tropicals, rain garden, All-American Selection Winners, woody shrubs, and a bog garden. Collections include witchhazel (*Hamamelis*), redbud (*Cercis*), iris, magnolia, daylilies, and succulents. Many species and cultivars are being evaluated for their performance. The gardens are meant to serve as an area to showcase new plants as well as time tested classics. Though it is a young garden, there is a rich diversity of interests and artistry.

Staff: Jason Reeves, Research Horticulturalist; as well as a Research Coordinator

To apply: Complete employment application (see below), attach resume and statement of interest in the internship and send to Jason Reeves, Research Horticulturist, West Tennessee Research & Education Center, 605 Airways Blvd, Jackson, TN 38301 or email to jreeves3@utk.edu. Applications are currently being accepted and reviewed and we will do so until the positions are filled. Promptness is encouraged in applying.

THE UNIVERSITY OF TENNESSEE
APPLICATION FOR EMPLOYMENT



Date of Application: _____

For HR Use Only

Applicant No. _____

Position number and title:

Please check all applicable options: Full-time Part-time Temporary Date available: _____

Name: _____
Last First Middle Initial

()
Primary Phone No.,
Including Area Code

Mailing Address: _____

()
Alternate Phone No.,
Including Area Code

E Mail Address: _____

Other Contact: _____

()
Phone Number, including Area Code

Name

Address

To aid in our verification efforts, list any other names used while employed, e.g., maiden name, legal name changes, etc.: _____

Previous UT or State employee? Yes No If yes, please give dates and department/agency:

Previous Federal employee? Yes No If yes, please give dates and department/agency:

Relatives working for UT:

Name

Department

Relationship

Name

Department

Relationship

Please identify how you learned of this position and specify the source below:

- Newspaper Personal Referral Professional Journal Job Fair Job Line
 Vacancy List Internet Employment Security UT Employee Professional Meeting
 Other

Please specify source: _____

EDUCATION

Name and Location	From Month/Year	To Month/Year	Major/Degree	Did you graduate?
High School/GED:				
Vocational/Technical School:				
College/University:				
Postgraduate:				
Other:				

Honors: _____

Activities: _____

If applicable for the position applied for, note any current certificate, license (i.e. driver's license), and/or registration:	_____	Expiration Date:
Skills: List any skills, training, or other qualifications that you feel are applicable to the position for which you have applied:		
<input type="checkbox"/> Typing WPM _____	<input type="checkbox"/> Dictation WPM _____	
Specialized word processing or computer-related skills:		
_____ _____ _____		
Other: _____		

Employment: List present or most recent employment first. List all employment experience including military and volunteer service. Show employment history for the past ten years or from the time you left school (if employed less than ten years). You may attach supporting documents (resume, letters of reference, etc.). If you choose to attach a resume, you may use (See Resume) in the job title and duties section. This information will be used in reference checks necessary for further consideration. Failure to answer all items in the following section may eliminate you from further consideration. If necessary, please attach a supplement page for listing additional employment history.

EMPLOYMENT HISTORY

Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
May we contact: Yes ____ No ____		
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	

References: List three individuals, other than relatives, whom we can contact. They should have knowledge of your work experience and/or education. (Former employers, supervisors, professors, colleagues, etc.)

Name	Mailing Address and Phone Number	Occupation	Association With You
1.			
2.			
3.			

CERTIFICATION OF APPLICANT

I certify that all answers to the questions in this application are true, and I further understand that any false statement and/or omission in this application and all other accompanying documentation will be sufficient grounds for rejection of the application or termination of employment. I authorize the University to make any and all necessary and appropriate investigations to verify the information contained herein, including criminal records and work experience checks. I also understand prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility (I-9 form) shall result in immediate termination of employment and/or offer of employment.

Signature _____ **Date** _____

All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), A.D.A. (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.