University of Maine

Job Description

TITLE: Research and Extension Assistant, Lowbush Blueberry Research and Extension Program

DEPARTMENT: School of Food and Agriculture

DATE: January 19, 2023

**REPORTS TO: Assistant Extension Professor**

**Purpose**: The purpose of this position is to support Dr. Lily Calderwood’s lowbush/wild blueberry research and Extension program. The person hired will specifically work on projects that include whole field mulching of wild blueberry fields for drought management, collection of plant and food science data to expand our knowledge of wild blueberry ripening for value-added markets, dual-use solar in wild blueberry, weed and fertility management for both organic and conventional wild blueberry growers. Annual Extension events include but are not limited to an annual conference in February and field days in May and June.

**Essential Duties and Responsibilities:**

* Plans and implements field, lab, or greenhouse experiments in wild blueberry.
* Applies treatments and maintains research plots as needed in the field
* Collects, tabulates, summarizes, analyzes, and interprets data in the form of written report and published paper drafts.
* Organizes undergraduates, supplies, and materials necessary to complete research projects in the field.
* Assists in compiling research into reports, IPM guides, factsheets, and publications.
* Assists in submitting state and federal grant packages.
* Attends appropriate research and Extension meetings related to the research and Extension program.
* Assists in planning and/or conducting research and Extension meetings.
* Maintains wild blueberry Extension website.
* Works collaboratively with a team of students, faculty, and farmers.
* Works with administrative assistant to maintain wild blueberry grower database.
* Provides safety management for students and staff.
* Develops and maintains professional relationships that reflect courtesy, civility, and mutual respect.
* Builds productive relationships with internal and external constituencies.
* Utilizes coaching and mentoring methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
* Commits to organizational improvement by identifying opportunities to improve, and recommending possible alternatives for a situation.
* Performs other reasonably related duties as assigned.

**Knowledge and Skill Qualifications:**

**Required:**

* B.S. or B.A. degree and at least four years relevant work experience in a related area.
* Ability to collect data and interpret results in graphical and written report form.
* Demonstrated excellent interpersonal, oral, and written communication skills.
* Demonstrated ability to exercise independent judgment and initiative, and manage multiple tasks and deadlines at once.
* Ability to travel normally requiring a driver’s license.
* Commercial Pesticide Applicators License for Maine categories 1B (wild blueberry) and 10 (research) is required within the first 6 months.

**Preferred:**

* M.S. degree.
* Successful supervisory experience.

**Supervisory Responsibilities:** Supervision of graduate and undergraduate students for field season day to day work activities. Supervision of research personnel associated with interdisciplinary wild blueberry research as necessary.

**Work Environment:** Position is based at 205 Deering Hall on the University of Maine, Orono campus. Extensive travel to Blueberry Hill Farm in Jonesboro, Maine and to wild blueberry collaborators throughout the state is required.

**Work Year:** Fiscal-year, full-time position.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 AM to 4:30 PM. Work outside regular hours (to include nights and weekends) may be necessary on occasion in order to allow for seasonal activities required by research and outreach events. The employee will establish in-person and work-from-home office hours in consultation with the supervisor, and adjust the work schedule as necessary.

**Position Type:** Soft Money Grant funded.Contingent on funding and successful performance.

**Schedule for Evaluation:** In accordance with UMPSA agreement.

**Job Family/Salary Grade:** 03/03

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.