



**Associated Students, San Jose State University**  
**One Washington Square**  
**San Jose, Ca 95192-0128**

**Position Title:** Program Assistant, Community Garden  
**Position Department:** Cesar Chavez Community Action Center (CCCAC)  
**FLSA Status:** Non-Exempt  
**Full/Part-Time:** Part-Time  
**Compensation:** \$15.45 per hour  
**Reports To:** Campus Community Garden Coordinator

Click [here](#) to apply!

### **Associated Students Summary**

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

### **Position Summary**

This position works in a collaborative team environment, facilitating volunteers/students at the garden, serving as the key spokesperson for all outreach efforts to students and working with staff to strengthen daily garden operations. You will be responsible for helping with workday planning, record keeping, and leading small groups of volunteers during workdays. This position is ideal for someone who is interested in sustainable gardening practices, and community organizing.

### **Essential Functions**

- Assist in the operations of the Campus Community Garden. For example, ensure all equipment (shovels, hoses, etc.) are in good working order, help manage the greenhouse to ensure proper seed propagation, and ensure that the garden is well maintained and is both a productive and safe working environment.
- Assist with developing strategies to involve students in the garden.
- Assist in managing volunteer recruitment, training, scheduling, and ongoing support.
- Develop, plan, and facilitate workshops at the Garden designed to teach nutrition, sustainability, self-care, and/or environmental justice to students.
- Work with the Campus Community Garden Coordinator to maintain recording keeping of planting schedules, composting logs and seeding schedule.
- Research and help practice GAP (good agricultural practices) as set forth by USDA.
- Represent the CCCAC to the campus community (students, staff, faculty, leadership) and local community members and organizations via meetings, events, conferences, email communication, etc.; work to build reciprocal partnering relationships.
- Participate in all CCCAC staff meetings and professional development sessions.

- Work with the team to develop and implement a volunteer culture on campus.
- Contribute to all CCCAC special events and programs.
- Participate in summer orientation events if applicable.

### **Knowledge, Skills, and Abilities**

- Ability to think creatively and experience with leading groups.
- Some experience of gardening/agricultural practices or a willingness to learn.
- Ability to gain core understanding of food justice, and organic food systems.
- Capacity to work effectively in a University environment and represent the goals and mission of Associated Students.
- Effectively work with a wide population of students and cultural needs.

### **Work Environment, Hours and Physical Demands**

- This job operates in a garden environment and routinely uses standard garden equipment.
- Must be able to properly use garden equipment; i.e. hoses, shovels, etc.
- Must be able to occasionally lift or carry garden supplies, up to 40 pounds.
- Must be available Monday through Friday from 8:00AM -5:00PM.
- Reliable and consistent work attendance and professionalism is required.

### **Required or Preferred Education and Experience**

- Must currently be a matriculated San José State University student.
- Must be able to work 15-20 hours a week.
- Must be a current volunteer of the campus community garden or have relevant experiences.
- Requires an interest in gardening/agriculture.
- Requires excellent time and project management skills.
- Requires strong ability to multitask.
- Requires excellent interpersonal skills.

### **Notes to Applicants**

All Associated Students employees must be fully vaccinated against COVID-19 no later than September 30, 2021, unless they are exempt from this requirement because an exemption has been granted based on a medical contraindication or sincerely held religious beliefs. Fully vaccinated means that an individual has received all recommended doses of a COVID-19 vaccine that has received Emergency Use Authorization or full approval from the U.S. Food and Drug Administration (FDA) and that it has been at least two weeks since the final recommended dose.

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

### **Equal Employment Statement**

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or

local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

**Applications**

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

**Deadline**

The position will remain open until filled.

Click [here](#) to apply!