

JOB TITLE: Environmental Science Technician

WORK AREA: ST 309 Lab, Greenhouse, Environmental Science Program Garden and Nature Area

AREA HOURS: Preferred: Monday @ 10:00 am – 12:00 pm and Thursday @ 1:00 – 3:00 pm

JOB RESPONSIBILITIES, DUTIES:

- **Greenhouse Management:** Organize and maintain the ST 309 greenhouse, including routine care and propagation of a variety of greenhouse plants.
- **Specimen Curation:** Curate, catalog, and organize zoology and botany specimens. Prepare signage for specimen cabinets and assist in developing and maintaining a digital inventory database. Provide care for live organisms such as pill bugs and other small invertebrates used in labs and demonstrations.
- **Garden and Natural Area Maintenance:** Support the upkeep of the Environmental Science Program Garden and Natural Area, with particular attention to maintaining a clean and weed-free gravel trail.
- **Wildlife Support:** Maintain campus bird feeders and bird baths to support local bird populations and enhance outdoor learning environments.
- **Lab Support:** Assist with the setup and cleanup of outdoor laboratories and fieldwork activities as needed.

PERFORMANCE EXPECTATIONS/CONDUCT:

- Must be punctual, reliable, and responsible.
- Ability to work independently with minimal supervision.
- Strong attention to detail and ability to complete assigned tasks thoroughly and on time.
- Interest or background in environmental science, biology, or related fields is a plus.

Additional Information:

- Turn in Payroll forms to be granted access to eTime via e-Services under Student Employment
- All hours must be recorded on eTime the day they are worked: <https://www.rctc.edu/eservices/>

NUMBER OF STUDENT'S NEEDED: 1-Fall Semester 2025  
(Assume 10-15 hours per student.)

TYPICAL WORK HOURS:

☒ Daytime   ☐ Evening   ☐ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Cory Rubin  
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