



## Perennial Internship Program – Summer 2025

### Internship Position Description

**Internship Title:** Solarium and Greenhouse Horticulturist

**Internship Site:** Aiken Solarium and UVM Greenhouses

**Description:** The Solarium and Greenhouse Horticulturist will split their time between the Aiken Solarium and the UVM Greenhouses, and this position offers students the opportunity to expand their horticultural experience while working in two unique roles on campus. Within greenhouses, horticulturists are responsible for providing advanced horticultural care for plants related to research, teaching, production, and the conservatory collections. Within the Aiken Solarium, the horticulturist will perform duties associated with the horticulture design, maintenance, and care of the Solarium collections and interior landscape. In addition, they are responsible for providing a positive first impression of the Aiken building and for maintaining a professional work environment. They will be trained by and report to the UVM Greenhouse Facilities Director.

#### Primary Tasks/Responsibilities:

- Water and fertilize research, teaching, production, and collection plants.
- Use an Integrated Pest Management (IPM) approach to control Solarium pests – scout, keep records, apply beneficial organisms, and use cultural and occasional organic chemical control methods.
- Trim, prune, and shape plants.
- Answer questions from visitors and create educational materials in the form of signage and/or social media.
- Maintain general aesthetic of Solarium and greenhouses (i.e., sweeping, removing leaf litter, etc.)
- Maintain general care of horticultural tools and equipment.
- Performs other duties relating to the Solarium and greenhouses as assigned.

#### Desired qualifications/skills/coursework:

- One to two years of experience working in a greenhouse or landscape design environment.
- Must complete Federal Worker Protection Training for Greenhouse Employees (WPT) and Lab Safety training at beginning of employment.
- Completed one or more college level introductory biology, plant biology, plant & soil science, or landscape design courses.
- The ideal candidate will have also completed one or all the following courses: Greening of RSEN, Greenhouse Operations and Management, Commercial Plant Propagation, and Home and Garden Horticulture.
- Knowledge of basic horticultural skills.
- Strong oral communication skills.
- Ability to independently solve problems.

- Strong attention to detail.

**Supervision:** Derek Allen - UVM Greenhouse Facilities Director

**Start and End Dates:** May 12th – August 25th, 2025 (exact start/end dates are negotiable)

**Total Hours:** Average of 20 hours a week for 12-15 weeks (or 240 total hours over the summer)

**Compensation:** \$18.00/hour

How to apply:

**Rubenstein students who will have completed their sophomore or junior year by summer 2025 are eligible to apply. Students graduating in May 2025 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required.**

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:

<https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click “UVM Net ID Login” & login.
- Click the Favorite button to enable easier searches in the future.

2. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page.

3. You should now see the Perennial Internship opportunities! Click “View Details” to learn more about each position.

- Please do take the time to carefully read each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
- You may apply for up to **three** Perennial Internships.
- All applications are due by **11:59pm, on Friday, February 7th, 2025.**

4. You’ll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please upload all documents as PDFs. The following are the required documents:

- Resume
- Cover Letter
  - You should write and upload a unique cover letter for each position to which you are applying.
  - In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, or a professor or teacher, etc. The person listed should not be the person who completes your recommendation form.

6. In addition to the documents listed above, a **recommendation form will need to be completed by a Rubenstein faculty, graduate student, or staff member of your choosing**. When you ask your recommender if they are willing to complete the form to support your application, please provide your recommender:

- This link: [RECOMMENDATION FORM](#)
- Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
- Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s). This recommendation form needs to be submitted by the February 7th, deadline.

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).
- Set up an appointment with one of Rubenstein's Career Coaches - [Emily LeForce](#) or [Cathy Shiga-Gattullo](#) - or with PIP Coordinator, [Sarah Mell](#). Sarah Mell will also be available on Wednesdays from 1pm-3pm for PIP Drop-ins! Just swing by Aiken 220 to connect!

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.