

## **PURPOSE**

Perform research operations that have been planned by the research team to develop, identify, and document products and technology and ensure effective and efficient operations for the department.

## **DIMENSION/FUNCTION**

This position reports to the Research Station Manager and performs activities planned by the research team. Responsible for locating, planting, spraying and harvesting yield trials in our designated testing footprint. This position performs work in the corn breeding lab, research test sites, and nursery and may also travel to winter nurseries. This role has supervisory responsibilities for seasonal staff throughout the year.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list of duties and responsibilities is not all inclusive and may be expanded to include other responsibilities as management may deem necessary from time to time.

- Coordinate research test site selection, cooperators communication, planting, upkeep, note taking, and harvest. Additionally, assist in nursery and experimental seed production activities.
- Coordinate and supervise preparation of research materials and activities in the lab. Including seed preparation, inventory, organization, packaging, field layout, and all associated manual and computer-generated lists, labels, maps, stakes, and books for yield trials, experimental production, and nurseries. Additional studies and documentation are required as the need arises.
- Supervise, instruct, train, motivate, and delegate responsibilities to seasonal employees. Interpersonal and communication skills (written and verbal) are essential, and must be continually developed and cultivated.
- Organize and analyze data/information files and prepare required reports.
- Maintain and service lab and field equipment in cooperation with Wyffels service department. Schedule outside work and service as needed.
- Promote and contribute to improving accuracy and efficiency within the department through research and development of new procedures and/or tools.
- Assist lab and field technicians with coordination and execution of day to day activities such as seed processing,
- Organize and maintain Research Procedure and Protocols related to your specific responsibilities.
- Flexibility to work overtime when needed.
- Perform special projects that are assigned by Research Team throughout the year. Example: preparations for hybrid promotions and field days.

## **QUALIFICATIONS**

- B.S. Degree in Agronomy or closely related field -or- High School Diploma and five years of experience in corn research, testing, and evaluation.
- Experience with row crop farming and related equipment. Farm background preferred.
- Commercial drivers' license or ability to acquire one within three months of service date.
- Commercial Pesticide Applicator Certification or ability to become certified within three months of service date.
- Ability to perform physical lifting (50 lbs) and work in varying ergonomic environments

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Knowledge of field crop production and field/research equipment.
- Corn breeding and seed production methods and techniques.
- Research plot and testing techniques used in hybrid evaluation.
- Organizational and supervisory skills to effectively supervise seasonal employees and complete all necessary operations effectively.
- Good verbal and written communication skills enabling interaction with co-workers, growers, cooperators and customers.
- General computer skills and knowledge of Windows based programs, and a “quick study” in new software and computer accessories.
- Work under minimal supervision.
- Establish and maintain effective working relationships with employees, supervisors, business partners, and the public.
- Maintain security and confidentiality of information, demonstrating discretion and professionalism.
- Maintain accurate records, and efficient file management.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL PHYSICAL REQUIREMENTS, but not all inclusive**

Lifting	Files, Paperwork, and seed packages (up to 50 lbs.)	Frequently
Sitting	At desk	Frequently
Talking/Hearing	Voice communication with customer & co-workers	Frequently
Typing/Writing	Type & enter data into computer, complete paper work and forms, take notes, send electronic mail	Frequently
Standing	Lab and field work	Frequently
Stooping/Bending	Field work	During Growing Season

**WORK ENVIRONMENT**

This is an office and field position that will involve up to 25% travel with occasional overnight stays throughout the year. Outside working conditions during part of the growing season may include long hours in variable weather conditions. The noise level is moderate for the majority of the job responsibilities. During the planting and harvest season, the noise level at research test sites will be greater. Ability to operate commercial vehicles, forklifts, and various types of heavy field equipment safely is required. Loading and transporting heavy equipment will be necessary certain times of the year.