



Job title: Field and Laboratory Technician

Work Location: University of Nebraska – Lincoln, East Campus

Nebraska Crop Improvement Association is a self-supported 501c3 non-profit association that is designated by the Institute of Agriculture and Natural Resources of the University of Nebraska-Lincoln as the seed certifying agency in Nebraska.

☒ **Full-time**
☐ **Part-time**

☒ **Exempt**
☐ **Nonexempt**

Essential Duties and Responsibilities:

This position is designed to enable the employee to gain valuable insight into and assist in all the major program areas through on-the-job training experience and other educational opportunities. Opportunities to advance and take on more responsibility will be available and expected. Your role will include the following:

- Assist with field inspector training
- Conduct Certification and Quality Assurance inspections on all crops
- Assist in all aspects of applications and field inspection reports
- Assist in inspection and audit of member facilities
- Assist with and become proficient in planting and purity testing of seed
- Assist with tag and label printing
- Prepare for the Registered Seed Technologist examination
- Participate in field days, seed previews, and other educational events
- Assist with developing informational and educational materials
- Attend educational and other association meetings
- Perform related duties as assigned

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with customers and other clientele
- Excellent computer proficiency (Word, Excel, Outlook, and PowerPoint)
- Must be able to meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Associate degree required
- Preference will be given to candidates with education beyond Associate level as well as industry related or quality assurance experience

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards
- Must be able to lift and carry up to 50 lbs
- Must be able to talk, listen and speak clearly on telephone
- Must be able to walk long distances and stand for long periods of time
- Willingness to learn, travel, and work extended hours according to seasonal need

Salary and Benefits:

The salary is commensurate with experience and qualifications. NCIA has an excellent benefits package, including health and dental insurance, life insurance, retirement program, tuition reimbursement, and generous vacation and holiday leave. NCIA is also a qualified employer for Public Service Loan Forgiveness.

Application Procedure:

Submit cover letter, resume, and references to:

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