**NEBRASKA CROP IMPROVEMENT ASSOCIATION**  
P.O. Box 830911, Lincoln, NE 68583-0911  
Phone: 402-472-1444

**JOB ANNOUNCEMENT**

**Position Title**: Lab Services Supervisor  
**Department**: Seed Laboratory  
**Location**: University of Nebraska East Campus, Lincoln, NE  
**Salary**: Salary rate competitive (based on experience and qualifications)  
**Benefits**: Health and dental insurance, life insurance, and retirement program  
**Application Deadline**: Resume review will begin on 01/16/2025, and resumes will continue to be accepted and reviewed until the position is filled.

**Position Overview**  
The Nebraska Crop Improvement Association (NCIA) is seeking a highly organized and detail-oriented **Lab Services Supervisor** for its Seed Laboratory. In this full-time role, the supervisor will be responsible for managing seed testing processes, ensuring adherence to standards, and overseeing the laboratory's day-to-day operations. This includes conducting various seed tests, maintaining accurate records, and verifying compliance with regulations. The position also involves learning to use the Nebraska Seed Tracking System (NSTS), reporting test results, and ensuring that all seed lots are properly classified. The successful candidate will play an essential role in supporting the NCIA’s commitment to high-quality service and customer satisfaction by learning about and assisting in all aspects of NCIA’s mission and business.

**NCIA Mission**:  
*To support and promote the production and use of high-quality seed through certification and quality assurance services, education, and collaboration with the agricultural community.*

**NCIA Vision**:  
*To be a trusted resource for improving and assuring seed quality.*

**Essential Job Functions**

* **Seed Sample Preparation & Testing**: Prepare and conduct tests on seed samples following industry standards, including the methodology outlined in the AOSA Rules for Testing Seeds and alternative methods where necessary. Perform a wide range of seed tests, including germination, tetrazolium (TZ), purity, vigor, and herbicide bioassay tests.
* **Seed Sample Examination**: Examine seed samples to identify species and determine purity, including classification of inert matter, distinguishing true vs. off-type varieties, and measuring physical characteristics of seed samples.
* **Regulatory Standards Compliance**: Review and adhere to references and rules for seed testing, including AOSA, ISTA, and Canadian rules, ensuring all tests meet the required standards for certification.
* **Quality Control & Confidentiality**: Maintain strict confidentiality of customer and company information, ensuring the integrity of all laboratory processes and results. Consistently uphold high standards of quality control to ensure accurate and reliable seed testing outcomes.
* **Professional Development**: Participate in workshops, professional seed association meetings, and other continuing education opportunities to stay up-to-date with industry best practices and innovations.
* **Team Collaboration**: Act as a key member of the NCIA management team, collaborating with other staff and contributing to a positive, productive work environment.
* **Customer Service & Relationship Building**: Promote good work habits, a positive workplace culture, and excellent customer service. Maintain effective relationships with clients and stakeholders.
* **Database Management & Reporting**: Verify the accuracy of seed samples received for testing and enter the necessary information into the Nebraska Seed Tracking System (NSTS). Learn to use the system for managing seed sample records, printing required cards for testing, and entering laboratory test results into NSTS as per AOSA and NCIA protocols.
* **Business Development & Expansion**: Assist in the development of new business opportunities for the NCIA Seed Laboratory, while also promoting and expanding NCIA’s full range of services, including seed certification, quality assurance, and educational programs. Identify and pursue opportunities to enhance the visibility and capabilities of the organization’s offerings to existing and potential clients. Collaborate with team members to build strategic partnerships that further the NCIA’s mission of promoting high-quality seed production and use.
* **Other Duties as Assigned**: Perform other related tasks and responsibilities as assigned by the Certification Manager.

**Minimum Qualifications and Skills**

* Bachelor’s degree in agriculture, biological sciences, or a related field of study.
* Certification as a Seed Analyst/Registered Seed Technologist, or in the process of obtaining certification with AOSA/SCST within 12 months of employment.
* Strong organizational skills, attention to detail, and the ability to maintain accurate records and perform quality control checks.
* Excellent communication skills, with the ability to effectively collaborate with colleagues and provide clear instructions or explanations.
* Demonstrated ability to promote a positive and productive work environment and work well in a team setting.
* Ability to lift 15-25 pounds and occasionally up to 50 lbs.
* Ability to stand or sit for extended periods.
* Availability and willingness to walk long distances during the inspection of seed fields during the growing season.
* Comfortable working with chemicals, herbicides, and seed treatments.

**Preferred Qualifications and Skills**

* Registered Seed Technologist (RST) or Certified Seed Analyst (CSA) certification.
* Registered Genetic Technologist certification or experience with genetic testing.
* Master’s degree (MS) in a related field.
* Experience evaluating a broad range of plant species, including seeds of native species and flowers.
* Ability to train, mentor, and provide leadership to new seed analysts or team members.

**How to Apply**  
Interested candidates should submit the following materials:

* A cover letter outlining your qualifications and interest in the position.
* A current resume detailing your relevant experience and education.
* At least three professional references.

Please submit applications to:  
spageler2@unl.edu

Alternatively, applications can be mailed to:  
Steve Pageler  
Nebraska Crop Improvement Association  
P.O. Box 830911  
Lincoln, NE 68583-0911