DATE OF PREPARATION : 13 March 2024
APPROVED BY : __________________________
POSITION TITLE : Graduate Assistant
DEPARTMENT : Livestock
COUNTRY : Jamaica

FUNCTION:

Responsible for assisting CARDI Representative/Animal Productionist by performing a combination of duties related to livestock research or extension services.

The Graduate Assistant works under the direct supervision of the CARDI Representative and or Animal Productionist and is required to assist in agronomic/livestock research and development extension material such as fact sheets, brochures and tech packs and assisting in laboratory and field research activities.

The incumbent is required to assist in and give instructions in livestock management, crop cultivation, nursery and/or related studies such as farm management and agricultural activities such as application of fertilisers/animal treatments, animal husbandry, pest/disease/parasite management techniques and must also coordinate field and laboratory activities among technical/field assistants with respect to livestock and crop/weed management, treatment application and plot layout.

The Graduate Assistant is also required to conduct research in particular animal/crop science disciplines or to undertake research activity related to specific projects and prepare and present findings for publication in professional journals or agricultural publications. The incumbent may also be required to conduct on-the-job training in agricultural activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in planning and executing investigations at the Field Station as well as on-farm and the interpretation of results as well as with training support.

Collects plants, insects and animal specimens, prepares solutions and carries out demonstrations during laboratory sessions or on-farm demonstrations.

Plans, organizes and conducts practical sessions for Representation staff or farmers demonstrating methods and techniques and supervising performance of specific tasks.

Arranges field trips and accompanies Scientists or Senior Managers on one or more projects in
specified areas with respect to livestock or plants, ensuring implementation of Work Programme and adequate supplies of materials and equipment.

**Assists** and instructs in general livestock care, crop cultivation, nursery and plant propagation techniques, and related studies and farm management. Monitors and assists in preparation, handling and maintenance of livestock, garden beds, crops, compost bins/piles and equipment.

**Instructs** field staff in minor repair and routine maintenance of farm structures and equipment, application of fertilisers and pest/disease/parasite management techniques.

**Selects**, orders and arranges for transportation of livestock, forages, crops and related supplies for use in related work.

**Assists** in the financial and administrative arrangements of the Field Station

**May** operate farm equipment and machinery for: demonstration purposes; land preparation for planting; silage making; harvesting and so on.

*The responsibility statements identify specific duties necessary to attain CARDI’s overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.*

**REPORTING RELATIONSHIPS** : Reports to the Designated Scientist

**PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**

**Internal** : All departments within the Organisation

**External** : Government and Business organisations, and Agencies associated with CARDI.

**EXPERIENCE:** Requires a minimum of six (6) years’ experience. Experience and training in Animal Science is an asset.

**QUALIFICATIONS:** Bachelor’s degree in Animal Sciences, or related field. Enrollment in a post-graduate degree programme will be an asset.

Signature of Employee: ............................... Date: .........................

Signature of Manager/Supervisor: ............................. Date: .........................