

University Arboretum Student Assistant

Do you enjoy working outdoors, gardening, and sharing your enthusiasm for plants with others? Join the University Arboretum team!

The University Arboretum is a 3.5-acre botanical garden on the north edge of the Sacramento State campus. Home to a diverse collection of California native and global plant species, the Arboretum serves as a living classroom, research resource, and community destination. We are seeking a motivated student assistant to help maintain the garden, support outreach efforts, and lead educational tours for campus and community visitors.

Responsibilities

- General Arboretum maintenance, including weeding, pruning, leaf blowing, and clearing paths (approximately 60%)
- Communicate and coordinate with volunteers, student assistants, Facilities Management, and the Arboretum Director
- Schedule and lead tours for campus classes and community groups
- Assist with outreach by preparing a newsletter each semester
- Photograph the Arboretum for promotional materials and help maintain the Arboretum's Instagram account

Required Qualifications

- Strong written and verbal communication skills
- Ability to work independently and collaboratively
- Reliable, organized, and self-motivated
- Comfortable working outdoors and performing physical tasks, including lifting, bending, kneeling, and working in varying weather conditions
- Ability to interact professionally with students, faculty, volunteers, and community members

Preferred Qualifications

- Interest or coursework in botany, horticulture, ecology, environmental science, biology, or a related field
- Experience with gardening, landscaping, nursery work, or plant care
- Experience giving presentations, leading tours, or working with the public
- Experience creating newsletters, social media content, or other outreach materials
- Photography or graphic design experience (Canva, Adobe Creative Suite, etc.) is a plus

Hours

15–20 hours per week during the academic year, with up to 30 hours per week available during summer and winter breaks.

Pay

\$17.00 per hour

Apply by September 4th, 2026 on Handshake!