



# Wisconsin Crop Improvement Association

554 Moore Hall, UW ~ 1575 Linden Drive ~ Madison, WI 53706-1514 ~ 608-262-1341 ~ Fax 608-262-0210

## JOB ANNOUNCEMENT

The **Wisconsin Crop Improvement Association** (WCIA) is seeking to fill a permanent full-time **Seed Laboratory Manager** position.

The WCIA **Seed Laboratory Manager** must be able to lead/supervise a team of skilled seed analysts and manage seed laboratory daily responsibilities including seed sample receiving, testing, status updates to producer inquiries, reporting, and seed storage as well as the organization, planting, and reporting of seed grow-outs. The Seed Laboratory Manager is responsible for the maintenance and coordination of the seed laboratory internet software program, and tag printing and distribution.

Field inspection responsibilities include initiating requests for field inspection, receiving and recording seed producer field inspection requests and WCIA field inspector reports, ensuring that all field inspections are completed and that all necessary field inspection request and report information has been received and entered correctly. The ability to perform actual field inspections after receiving appropriate training is expected.

Other responsibilities include preparing type-setting for the annual WCIA Seed Directory and Crop Brochures, and maintaining appropriate laboratory manuals, procedures, equipment, and inventory.

The minimum qualifications for a successful candidate are to be an experienced seed analyst with a **Bachelor of Science** degree or equivalent. The ideal candidate will have management experience and possess **Registered Seed Technologist** (RST) or **Registered Genetic Technologist** (RGT) credentials through the **Society of Commercial Seed Technologists** (SCST). The candidate must possess high integrity, work well with others, and have strong organizational and communication (both oral and written) skills.

WCIA is a professional seed lab services organization responsible for seed certification that provides quality third party testing for the agriculture industry in Wisconsin. Founded in 1901 through the efforts of University faculty, WCIA is a not-for-profit corporation located on the University of Wisconsin-Madison campus. WCIA works with the University of Wisconsin in cultivar development, evaluation, and commercialization in the public and private sectors.

The Seed Laboratory Manager reports directly to the WCIA General Manager. Please contact the WCIA General Manager to submit a resume, or if you have any questions (Phone: 608.262.1341 or [wcia@mailplus.wisc.edu](mailto:wcia@mailplus.wisc.edu)). Salary is dependent on experience.

