Dear Employer:

Thank you for your interest in our Job Bank.

We want to understand your business and your needs so we can provide you excellent referral service. Completing the requested information as thoroughly as possible helps us serve you better. If you have questions or need assistance, please call our Job Bank at (808) 586-8705. Fax your completed form to (808) 586-8724 or return it by e-mail to the sender. Submittals are subject to our suitability standards. Accepted postings will appear in the Hawaii Job Bank (http://web0.dlir.state.hi.us) and America's Job Bank (www.ajb.dni.us).

We will contact you if we need more information or to check on our referrals. We welcome feedback from you and may ask you to participate in our Customer Satisfaction Survey. Thank you for choosing our Job Bank services.

Date: 3 July 2006

**COMPANY INFORMATION**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Federal Employer ID Number</th>
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</thead>
<tbody>
<tr>
<td>Lyon Arboretum, University of Hawaii</td>
<td>99-6000354W</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Name</th>
<th>Hawaii General Excise Tax License</th>
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<tbody>
<tr>
<td>University of Hawaii</td>
<td>10016105</td>
</tr>
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<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>3860 Maile Way, Honolulu, HI 96822</th>
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</table>

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>3860 Maile Way, Honolulu, HI 96822</th>
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</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>(808) 988-0456</th>
<th>Alternate Phone</th>
<th>(808) 988-0457</th>
<th>Fax</th>
<th>(808) 988-0462</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-mail</th>
<th><a href="mailto:cmorden@hawaii.edu">cmorden@hawaii.edu</a></th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><a href="http://www.hawaii.edu/lyonarboretum">www.hawaii.edu/lyonarboretum</a></td>
</tr>
</tbody>
</table>

| Federal Contractor Job Listing? | X | Yes | ( ) No |

| Type of Business / Industry | Educational Institution |

| Your Products / Services   | Plants, Research, Education, Recreation |

| Number of Employees | 16 |
| Company Motto or Keywords |

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**JOB INFORMATION**
Job Title: Plant Collections Specialist  
Number of Openings: 1  
Duration of Job:  
( ) Regular  
( X ) Temporary  
Will last ___ 3 ___ months  
_____ weeks  
( ) Called as needed  
Approx no of hrs/wk ( )

Days of Work: Monday - Friday  
may include occasional weekends  
Number of Hours Per Week: 40  
Start and End Times: 7:30 – 4:30 (flexible)  
Pay Rate: $2727/month

Benefits for this Position  
None

Work Attire  
Casual at office; appropriate attire during field work

Job Site Address:  
3860 Manoa Road  
Honolulu, HI 96822

Worker’s Parking Available?  
Location: Yes, at Lyon Arboretum  
Distance from Nearest Bus Stop (2 blocks?): 1/2 mile

Summary Description of Job (10 words or less)  
Facilitate Hawaiian Plant and Seed Collections for Propagation and Storage

Essential Tasks of the Position  
Obtain permits for collection of plant material on State, Federal, and National Park lands; research available information of historical collections of plants; collect native Hawaiian plants from natural habitats that may include vegetative and reproductive material; make voucher specimens of collections for permanent record; record geographic and ecological data relevant to collections obtained; assist in processing seeds and/or vegetation material for storage or planting; prepare reports on progress of collections as necessary based on agency guidelines or needs of arboretum.

Skills and Knowledge Required to Successfully Perform This Job  
• Identification of native Hawaiian plants  
• Knowledge of plant reproduction and phenology  
• Collection processes of Hawaiian endangered species  
• Hiking and backpacking skills  
• Ability to camp overnight in remote locations  
• Experience with use of GPS and GIS  
• Basic knowledge of word processing skills and use of spreadsheets and databases

Licenses / Certifications Required  
Hawaii Drivers License

Education Required  
Bachelors degree (BA or BS) or above in botanical field
Experience Required
3 years (or equivalent) in conservation biology and/or ecology of Hawaii Ecosystems

Environmental Conditions
Variable; indoor and outdoor work

Physical Capabilities Required
Lift and carry 50 lbs.; Hike 10 miles with 50 lb backpack

Other Requirements
Ability to drive four wheel drive vehicle; use own vehicle on island of Oahu

How to Apply
Fax or e-mail resume, statement of interest and qualifications, names and contact information of three (3) references

Any special instructions?
No

Deadline to apply?
July 14, 2006

Contact Person for this Job
Name  Nellie Sugii
Title  Micropropagationist
Phone  (808) 988-0470 (B) or 226-1581 (M)  Fax (808) 988-0462  E-mail  sugii@hawaii.edu

Complete as Word document, or please use black ink and firm pressure.

The Department of Labor and Industrial Relations, Workforce Development Division, and Oahu WorkLinks are Equal Opportunity Employers / Program Managers. Auxiliary aids and services are available upon request. Call Diane Sakumoto at 808-586-8705 (voice) or 1-877-447-5990 (TTY) to request assistance.

December 2003