This is NOT the official posting. For the official posting see the RCUH Careers Website: http://www.hear.org/announcements/jobresources.htm (Search for Job ID# 27146)

**Job Title:** Rare Plant Permit Coordinator  
**Job ID:** 27146  
**Project Name:** Pacific Coop Studies Unit  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular  
**Closing Date:** 04/13/2007

**Job Summary**

Regular, Part-Time or Full-Time (50%-100% FTE), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), based in the Division of Forestry and Wildlife, Administrative office located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

**Minimum Monthly Salary:**  
$1,094.50 (@ 50% FTE) to $3,885.00 (@ 100% FTE).

**Duties:**

- Continue, improve, and refine the permit process for experimental restoration projects of Threatened and Endangered (T & E) plants in the State of Hawaii.
- Target species may be located on state or privately owned lands.
- Assist the Division of Forestry and Wildlife (DOFAW) professional and field staffs review of grant applications and T & E plant collection, possession, propagation, outplanting and sales applications.
- Research feasibility of applications, background information, and direct benefits to the species.
- Plan, organize, and participate in workshops providing private landowners information concerning restoration programs within Hawaii.
- Capable of working with a diverse group of federal and state agencies and with private landowners.

**Minimum Qualifications:**

**Education:**

- Bachelors Degree in Botany, Horticulture, or related field.

**Experience:**

- One to three (1-3) years experience in horticulture and/or plant conservation issues.

**Abil/Know/Skills:**

- Working knowledge of computer operation, horticulture, botany and Hawaiian flora.
- Knowledge of Hawaiis native plant species.
- Ability to assimilate complex and diverse situations and make sound biological decisions.
- Skills in Microsoft Word, Excel, and E-mail.
- Ability to create and/or maintain a database of applicable information.
- Must possess a valid drivers license.
Physical/Medical Requirements:
- Physically able and willing to carry out occasional field work in rugged terrain.

Desirable Qualifications:
- Knowledge of Federal and State Threatened and Endangered Species laws.
- Knowledge of rare plant species across the state.
- Knowledge of conservation issues in propagule collecting, propagating, cultivating, monitoring and outplanting rare and endangered Hawaiian plants.
- Experienced in working with diverse governmental agencies.
- Experience with GIS software.
- Experience in web design and technical writing.

Inquiries:
Vickie Caraway 587-0165 (Oahu).

Application Requirements:
The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on Employment and navigate to Job Announcements/Apply for a Job. However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. EEO/AA Employer.