Job Description

Job Title: Lyon Arboretum Botanical Asst
Job ID: 28490
Project Name: Lyon Arboretum
Full/Part Time: Part-Time
Regular/Temporary: Regular

Job Summary

Regular, Part-Time (49% FTE), RCUH Non-Civil Service position with the Lyon Arboretum, located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: $784.00 (@ 49% FTE).

DUTIES: Assists with the care of the ethnobotanical collections of the Arboretum, which involve land clearing, planting, weeding, pruning, thinning, edging, lawn mowing, and path construction. Helps with the planning, coordination and development of various ethnobotanical projects. Assists in choosing and locating new plantings, considering the horticultural needs of the plant, theme of the area, ease of maintenance, insurance of survival, and aesthetics. Assists with various research and educational projects to utilize and conserve traditional Hawaiian plants.

PRIMARY QUALIFICATIONS: EDUCATION: High School or GED (Bachelor's Degree from an accredited four (4) year college or university in Ethnobotany, Horticulture, or related plant science field may substitute for some experience requirements). EXPERIENCE: Two to three (2-3) years of experience in landscape maintenance. Experience with growing and maintaining ethnobotanically important plants. ABIL/KNOW/SKILLS: Functional knowledge of principles, practices, and techniques in gardening and plant systematics demonstrated by knowledge, understanding and ability to apply concepts and terminology. Knowledge and understanding of principles, theories, federal and state laws, rules, regulations, and systems associated with pesticides and hazardous materials. Knowledge and experience in plant identification. Demonstrated ability to recognize problems, identify possible causes and resolve full range of problems that may commonly occur in the complex plant collections. Demonstrated ability to understand oral and written documentation, writes reports and procedures, and communicates effectively in a variety of situations. Demonstrated ability to establish and maintain effective working relationships. Demonstrated ability to operate a personal computer including word processing software (e.g.: Microsoft Word, etc.) and database software (e.g.: Microsoft Access). PHYSICAL/MEDICAL REQUIREMENTS: Must be able to life and carry in excess of fifty (50) pounds. Must be able to hikes up to four (4) miles over rough and uneven terrain under inclement weather conditions.


INQUIRIES: Liloa Dunn 988-0455 (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.

Please apply before: 09/12/2008