

Job Description

Job Title: Cultural Resources Program Manager (Oahu)
Job ID: 29328
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU) performing project tasks on land controlled by U. S. Army Garrison, on the Island of Oahu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Supervise programs developed in coordination with the Cultural Resources Manager, US Army Hawaii (USARHAW). Has overall responsible for the program, its planning, scheduling and budget and may delegate as needed to ensure successful completion of its tasks. Prioritize and implement actions required in the programmatic agreements for the Transformation of the 2nd Brigade to a Stryker Brigade Combat Team, the Integrated Cultural Resources Management Plan actions for Oahu and those contained in the Oahu Cultural Resource Program Scope of Work. Familiarizes him/herself with installation plans, undertakings and cultural studies and inventories.

PRIMARY QUALIFICATIONS: **EDUCATION:** Master's Degree from an accredited college or university in Archaeology or Anthropology or a Bachelor's Degree in Archaeology or Anthropology and five (5) or more years field experience. **EXPERIENCE:** Three to five (3-5) years experience in surveying, monitoring and/or otherwise managing cultural resources. One to three (1-3) years of experience as a Field Supervisor in an Archaeological project, including project report write-up. **ABIL/KNOW/SKILLS:** Working knowledge of and understanding of Section 106 of the National Historic Preservation Act of 1966, as amended, and related laws and regulations. Knowledge of Polynesian archaeology and cultural history. Ability to use altimeter, compass, maps and Global Positioning System. Skilled in use of Arcview/Geographic Information System (GIS). Computer literate in common word processing, database and spreadsheet programs. Must possess valid driver's license. **PHYSICAL/MEDICAL REQUIREMENTS:** Willing to work under strenuous and extreme outdoor conditions. Able to hike up to ten (10) miles per day with backpack weighing forty (40) pounds, and camp in remote and rugged conditions.

SECONDARY QUALIFICATIONS: Education and experience in the cultural and archaeological setting specific to Army lands on Oahu and/or Hawaii islands. One to three (1-3) years experience in Hawai'i and/or Pacific Islands archaeology. Knowledge of department of Defense cultural resources in general and the policy, organizational, and operational contexts within which they are managed. Skill as a catalyst and motivator to elicit cooperation and compliance actions from diverse individuals and groups. Knowledge of local, Federal and State lands use and environmental laws. Demonstrated ability and willingness to make frequent, effective oral and written presentations. Familiarity with integrative techniques used to inventory, assess, and display cultural resource assets, environmental impacts, and their interrelationships. Working knowledge of supplies procurement and inventory within Department of Defense. Experience coordinating a variety of cultural resources program tasks, particularly in a governmental agency setting.

INQUIRIES: Lynnette Kinoshita 956-3932 (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. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 08/13/2009

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