WMMWP PROGRAM & DATA ASSISTANT

Pacific Cooperative Studies Unit
West Maui Mountains Watershed Partnership

Closing Date: December 3, 2004
Bulletin Board Posting: 11/09/04
RCUH Website: 11/09/04

WMMWP PROGRAM & DATA ASSISTANT – ID# 24579. Pacific Cooperative Studies Unit. Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), West Maui Mountains Watershed Partnership (WMMWP), located in the Lahaina District, Maui. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Minimum Monthly Salary: $2,105.00-$3,266.00. Duties: Performs the Geographic Information Systems (GIS)/database and general program support duties required to efficiently administer a natural resources research and protection project with seven to twenty employees and volunteers protecting over 50,000 acres of forested watershed. Manages project data and provides spatial data analysis support for alien species control and ecosystem monitoring projects. Uses GIS to produce map products to evaluate and facilitate fieldwork and assist with mission planning and reporting. Provides computer technical support, training, and maintenance for the team. Maintains accurate records and files on all project activities and assists with preparation of reports on accomplishments and activities. Manages and organizes all support activities for the project including travel, timekeeping, purchasing, and other RCUH and University documents as required. Incumbent also assists with organization and operations for an associated non-profit corporation, Malama Kahalawai Inc. Occasionally participates in field operations including monitoring the native ecosystem and controlling feral animal populations, building and maintaining fence lines, controlling alien plant invasions using mechanical and chemical means, restoring native vegetation. Collects spatial data during field operations and performs other duties as assigned. Minimum Qualifications: Education: Associate’s Degree from an accredited community college, with coursework/training in management and data/GIS related programs and applications. Experience: One to three (1-3) years of experience providing data/GIS and/or office support for a resource/land management related program. Abil/Know/ Skills: Knowledgeable with Arcview GIS data management and use of GPS. Proficient in use of PC computer applications (i.e., MS Word, MS Excel, etc.) and data entry with accuracy. Use of office equipment. Ability to manage an office/project in an organized and efficient manner. Must possess valid driver’s license, and must be able to drive 4-wheel drive vehicle with manual transmission. Ability to communicate orally and in writing, and to comprehend complex verbal and written instructions. Physical and/or Medical Demands: Field work will be infrequent but may involve remote field
areas, living in close quarters with co-workers in tents at spike camps in inclement weather. Ability to hike up to 12 miles on irregular terrain with backpacks weighing up to 40 pounds. Fieldwork may involve elevation changes up to 4,500 feet in a day. Must not be acrophobic (afraid of heights). **Desirable Qualifications:** Familiarity with procurement and human resources policies and procedures of the Research Corporation of University of Hawaii. Demonstrated skills and experience with MS Access®, and ArcView® GIS Software. Field work experience with emphasis on feral animal and alien plant control with a land management agency. Bachelor’s Degree from an accredited four (4) year college or university with coursework in natural sciences, administration, or similar discipline. Familiarity with basic biological principles especially pertaining to Hawaiian ecosystems and the threats from alien/invasive species. Experience preparing written reports based on interpretation of spatial data. **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. **Closing Date:** December 3, 2004. EEO/AA Employer