ORNITHOLOGICAL FIELD ASSISTANT
Unofficial version, for official version see http://www.rcuh.com
Pacific Cooperative Studies Unit
Pacific Island Ecosystems Research Center

I. SUMMARY OF DUTIES: Regular, Full-Time, Limited Term (eight (8) months in duration with possibility for extension), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Pacific Island Ecosystems Research Center, located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Assists in carrying out field activities for early detection of avian influenza in migratory and resident bird populations across the state. Most fieldwork will be performed on Oahu, and will require the ability to hike and backpack long distances both on and off trails over rough terrain, thick vegetation, exposed areas, often carrying loads up to forty (40) pounds. Prepares field supplies (banding equipment and sample media), ships samples, and manages data collected in the field. Prepares or assists in preparing correspondence and reports.

II. SCOPE OF POSITION:

A. Reports to: Principal Investigator (David Duffy)
   Day-to-day supervisor: Project Leader (Scott Fretz)

B. Supervises: None.

C. Budgetary and/or Fiscal Responsibilities: None.

D. Signature Authorities: None.

E. Level of Interaction: Requires biological field work which is performed in open, exposed areas, sometimes with extreme hot, sunny, and humid conditions. Meets with Project Leader to discuss progress of work. Will interact on a regular basis with cooperators. May require strenuous physical exertion and heavy lifting. Will require handling wild birds. Must be able to hike on obscure trails with thirty to forty (30-40) pound backpack. Requires a high degree of attention to detail for data collection, often under difficult field conditions. Occasional inter-island travel in
remote field sites may be required. May require strenuous physical activity and heavy lifting.

III. MAJOR DUTIES & RESPONSIBILITIES (List 6-8 duties in order of importance, not by % values. Place an ☑ to identify the Essential Job Functions) **BOLD all “primary duties”:**

60% ☑1. Performs all aspects of field research for the early detection of avian influenza in wild birds. Attends training for capture and swabbing of birds, site selection for bird capture, setting up traps and mist nets, handling, measuring and banding birds, collecting and storing biological samples, and recording data collected in the field.

25% ☑2. Prepares field supplies (banding equipment and sample media), ships samples, and manages data collected in the field. Microsoft Office software and web-based applications will be used for information management.

10% ☑3. Prepares or assists in preparing correspondence and reports.

5% ☑4. Performs other duties as assigned.

IV. MINIMUM QUALIFICATIONS:

A. **Education:** One to two (1-2) years of college level course work from an accredited university.

B. **Experience:** One to three (1-3) years of experience conducting research on birds; with primary focus on capturing, measuring, and banding birds.

C. **Knowledge:** Working knowledge of the principles of avian ecology and conservation. Working knowledge of various bird capture techniques.

D. **Abilities and Skills:** Ability and skills in techniques of capture, measure and banding. Able to coordinate field logistics and collect field data. Ability to perform data management and analysis using Microsoft Office. Must possess a valid driver's license.

E. **Physical and/or Medical Demands:** Ability to hike a minimum of four (4) miles on obscure trails with thirty to forty (30-40) pound backpack.

Post Offer/Employment Conditions: Completion of required safety and field protocol training within one (1) month of hire.

V. DESIRABLE QUALIFICATIONS: Bachelor’s Degree from an accredited four (4) year college or university in Biology, Zoology, Botany, Conservation Biology, or related biological science field. Experience with Geographic Information System (GIS). Proven experience in using multiple techniques to capture birds, especially shorebirds or waterfowl.
VI. **REVIEWED BY INCUMBENT OF POSITION:** This position description is a summary of job functions, responsibilities and qualifications. These designations of functions are subject to change as needs dictate.

__________________________________________  __________________________
Signature of Employee                        Date

__________________________________________
Print Name

**JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:**

__________________________________________  __________________________
Signature of Supervisor or RCUH HR Representative Date
Note: This sheet is attached to the position description. This page will be maintained with your file copy of the official installation date of the position description.

PREPARED/RECOMMENDED AND SUBMITTED BY:

Principal Investigator ___________________________ Date ___________________________

CLASSIFICATION:

Non-Exempt
RCUH Pay Range: PR-12

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APPROVED BY:

Director of Human Resources or Designee ___________________________ Date ___________________________

LM (06/27/06)
ORNITHOLOGICAL FIELD ASSISTANT – ID# 26356. Pacific Cooperative Studies Unit. Two (2), Regular, Full-Time, Limited Term (eight (8) months in duration with possibility for extension), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Pacific Island Ecosystems Research Center, located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Salary: Commensurate with qualifications. Duties: Assists in carrying out field activities for early detection of avian influenza in migratory and resident bird populations across the state. Most fieldwork will be performed on Oahu, and will require the ability to hike and backpack long distances both on and off trails over rough terrain, thick vegetation, exposed areas, often carrying loads up to forty (40) pounds. Prepares field supplies (banding equipment and sample media), ships samples, and manages data collected in the field. Prepares or assists in preparing correspondence and reports. Minimum Qualifications: Education: One to two (1-2) years of college level course work from an accredited university. Experience: One to three (1-3) years of experience conducting research on birds; with primary focus on capturing, measuring, and banding birds. Abil/Know/ Skills: Working knowledge of the principles of avian ecology and conservation. Working knowledge of various bird capture techniques. Ability and skills in techniques of capture, measure and banding. Able to coordinate field logistics and collect field data. Ability to perform data management and analysis using Microsoft Office. Must possess a valid driver's license. Physical/Medical Requirements: Ability to hike a minimum of four (4) miles on obscure trails with thirty to forty (30-40) pound backpack. Post Offer/Employment Conditions: Completion of required safety and field protocol training within one (1) month of hire. Desirable Qualifications: Bachelor's Degree from an accredited four (4) year college or university in Biology, Zoology, Botany, Conservation Biology, or related biological science field. Experience with Geographic Information System (GIS). Proven experience in using multiple techniques to capture birds, especially shorebirds or waterfowl. Inquiries: Scott Fretz 587-4187 (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: July 31, 2006. EEO/AA Employer.