Job Title: Invasive Species Program Assistant I  
Job ID: 27079  
Project Name: Pacific Coop Studies Unit  
Full/Part Time: Full-Time  
Regular/Temporary: Regular  
Closing Date: 02/13/2008

Job Summary

(3) Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), the Oahu Invasive Species Committee (OISC), located on Oahu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Minimum Monthly Salary:
Level I: $2,200.00, Level II: $2,300.00, Level III: $2,400.00.

Duties:
- Assists the Oahu Invasive Species Committee (OISC) in conducting field operations to implement OISCs strategic action plan for control and eradication of incipient weeds from Oahu.
- Fieldwork involves reconnaissance, thorough surveys, and mechanical/chemical removal for invasive alien species in natural, urban, and suburban areas.
- Most fieldwork is conducted in natural areas off-trail where exposure to extreme temperature, mosquitoes, difficult terrain, and adverse weather conditions is common.
- Fieldwork also involves working in and around helicopters and occasional rappelling.
- In the absence of the Field Crew Supervisor, may serve as Field Leader, supervising field staff members.
- Assists in attaining favorable public relations and quality control of actions carried out by the team.
- Will adhere to project protocol for preventing spread of weed propagules.
- Must maintain project vehicles and equipment, adhere to herbicide application/safety guidelines, and assist supervisor in keeping accurate records of treatment and control work.
- Must be able to work flexible hours, including nights and weekends.
- Contributes to creating and preserving a positive work environment.
- This is a series job, which allows of entry and promotion to levels commensurate with experience and demonstrated competence.

Minimum Qualifications:
Education:
- Associates Degree from an accredited community college or two to three (2-3) years of college level coursework (High School Diploma with two (2) years experience in a natural resource management program may substitute).

Experience:
Level I: Up to one (0-1) year; Level II: One to two (1-2) years; Level III: Two to four (2-4) years of experience working with a natural resource management program. Must be experienced and familiar with working in the outdoors.

Abil/Know/Skills:
- Knowledge of and/or expertise in field work techniques and data collection/management.
- General knowledge of Hawaiian biota and threats from alien species.
- Knowledge of herbicide use and weed control techniques.
- Ability to make sound planning and logistical decisions.
- Ability to use PC and have strong working knowledge or ability to learn to use database programs (MS Access).
- Ability to write reports.
- Ability to identify native Hawaiian plants and alien weed plant species.
- Ability to read maps and aerial photographs. Ability to work with small mechanized equipment in a safe manner. Ability to use altimeter, compass and maps.
- Must have valid drivers license and able to operate a 4-wheel drive vehicle.
- Must be able to pass post-offer rappelling course.
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Physical/Medical Requirements:
- Ability to backpack, lift, and carry up to 50 pounds.
- Ability to hike and camp in remote areas and rugged terrain under inclement weather conditions, up to four (4) consecutive days.

Desirable Qualifications:
- Knowledge of threats to native Hawaiian ecosystems from incipient alien plant and animal invasions in Hawaii.
- Field experience in an active resource management program to protect ecosystems and/or with control of alien species in Hawaii or elsewhere.
- Knowledge of GPS systems and Arcview (GIS) software. Helicopter training First Aid. Bachelors Degree from an accredited four (4) year college or university in Biological Sciences or related field (Botany, Environmental Sciences, Planning etc.).

Inquiries:
Ryan Smith 453-6112 (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.