Job Title: WMMWP Program & Data Assistant  
Job ID: 27119  
Project Name: Pacific Cooperative Studies Unit  
Full/Part Time: Full-Time  
Regular/Temporary: Regular  
Closing Date: 03/27/2007

Job Summary

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:
$2,024.00 to $3,140.00.

Duties:
- Performs data and program support duties required to efficiently administer a natural resources research and protection project with seven to twenty (7-20) employees and volunteers protecting over 50,000 acres of forested watershed.
- Assists with management of project data and assists with providing spatial data analysis support for alien species control and ecosystem monitoring projects.
- Uses Geographic Information Systems (GIS) to produce map products to evaluate and facilitate fieldwork and assist with mission planning and reporting.
- Maintains accurate records and files on all project activities and assists with the preparation of reports on accomplishments and activities.
- Manages and organizes all support activities for the project including travel, timekeeping, purchasing, and other Research Corporation of the University of Hawaii (RCUH) and University documents.
- Manages and tracks budget/expenditures for project grants and prepares financial summaries.
- Assists with organization and operations for an associated non-profit corporation, Malama Kahalawai Inc.

Minimum Qualifications:

Education:
- Associates Degree from an accredited community college.

Experience:
- Up to one (0-1) year of experience providing data and/or office support for a resource/land management or similarly related program.

Abil/Know/ Skills:
- Knowledge of basic public accounting and purchasing practices.
- Proficient in use of PC computer applications (i.e., MS Word, MS Excel, etc.) and data entry with accuracy.
- Use and maintenance of office equipment. Ability to manage an office/project in an organized and efficient manner.
- Must possess valid drivers license.
Ability to communicate orally and in writing, and to comprehend complex verbal and written instructions.

**Physical/Medical Requirements:**
- Able to lift and carry twenty (20) pounds.

**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.
- Bachelors 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:**
Chris Brosius 669-6461 (Maui).

**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.