SEABIRD HABITAT CONSERVATION PLANNING ASSOCIATE – ID# 27707.  Pacific Cooperative Studies Unit.  Regular, Full-Time, Limited Term (approximately two (2) years in duration), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU) Kauai Seabird Habitat Conservation Plan project, located on Kaua‘i.  Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.  **Minimum Monthly Salary Range:** $2,189.00-$3,750.00.  **Duties:** Manage, develop, and assist with technical outreach related to seabirds and the Habitat Conservation Plan (HCP).  Provide research, writing, and editing for HCP chapters and development of goals and objectives.  Produce HCP related letters, mailings, phone and email communications, website updates, and organize/manage project data/information.  Assist with coordination and moderation of public and agency meetings.  Assist with monitoring of take minimization efforts.  Assist with seabird colony surveys and habitat evaluations for mitigation options and with field surveys and seabird rescue as needed.  **Minimum Qualifications:**  **Education:** Bachelor’s Degree from an accredited four (4) year college or university in Environmental Policy, Biological/Conservation Sciences, or related field.  **Experience:** One to three (1-3) years working in the conservation and/or environmental policy field with demonstrated experience with one (1) or more of the following: habitat conservation planning, facilitation, production of environmental documents, or outreach.  Research or work experience in the field of Ornithology, seabirds, or conservation planning.  **Abil/Know/ Skills:** Working knowledge of Habitat Conservation Plans and/or conservation planning.  Mastery of the principles of conservation biology and environmental policy/law.  Demonstrated skills with document organization, writing, and research.  Ability to perform data entry and management using Microsoft Office and other software programs, and preliminary analyses.  Must possess a valid driver’s license.  **Physical/Medical Requirements:** Requires ability to hike and operate in remote locations.  **Desirable Qualifications:** Experience working with conservation planning, Habitat Conservation Plans in Hawaii or on the U.S mainland.  Demonstrated skills and experience related to conservation planning and outreach, meeting facilitation, and background in ecology, particularly birds/seabirds.  Master’s Degree from an accredited college or university in Conservation Biology, Environmental Policy, Ecology or related field.  Experience with website and internet navigation, editing, and use of Geographic Information System (GIS) software (Arcview etc.).  Strong public speaking skills.  Familiarity with seabird population ecology and conservation threats.  **Inquiries:** Andrea Erichsen 346-3489 (Kauai).  **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:** January 18, 2008.  EEO/AA Employer.
SEABIRD HABITAT CONSERVATION PLANNING ASSOCIATE

Pacific Cooperative Studies Unit
Kaua‘i Seabird Habitat Conservation Plan Project

I. SUMMARY OF DUTIES: Regular, Full-Time, Limited Term (approximately two (2) years in duration), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU) Kaua‘i Seabird Habitat Conservation Plan project, located on Kaua‘i. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Manage, develop, and assist with technical outreach related to seabirds and the Habitat Conservation Plan (HCP). Provide research, writing, and editing for HCP chapters and development of goals and objectives. Produce HCP related letters, mailings, phone and email communications, website updates, and organize/manage project data/information. Assist with coordination and moderation of public and agency meetings. Assist with monitoring of take minimization efforts. Assist with seabird colony surveys and habitat evaluations for mitigation options and with field surveys and seabird rescue as needed.

II. SCOPE OF POSITION:

A. **Reports to:** Principal Investigator (David Duffy)
   Project Leader (Scott Fretz)
   Project Coordinator (Andrea Erichsen)

B. **Supervises:** None.

C. **Budgetary and/or Fiscal Responsibilities:** None.

D. **Signature Authorities:** None.

E. **Level of Interaction:** Regular interaction with agencies, scientists, and the public via phone, email, letters, and meetings. Evening work at workshops and public meetings may be required. Requires occasional travel to other islands and fieldwork which would require ability to hike and operate in remote locations. Demonstrated ability to work independently and as part of a team with agencies and the public in a variety of settings.
Skills in public service and dealing with a variety of interests. Ability to communicate effectively and clearly to team members and the public.

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”:

25% ✗1. Manage, develop, and assist with technical outreach related to seabirds and the HCP.

25% ✗2. Provide research, writing, and editing for HCP chapters and development of goals and objectives.

20% ✗3. Produce HCP related letters, mailings, phone and email communications, website updates, and organize/manage project data/information.

15% ✗4. Assist with coordination and moderation of public and agency meetings.

5% ✗5. Assist with monitoring of seabird incidental take minimization efforts.

5% ✗6. Assist with seabird colony surveys and habitat evaluations for mitigation options.

5% ✗7. Assist with field surveys and seabird rescue and rehabilitation.

8. Perform other duties as assigned.

IV. MINIMUM QUALIFICATIONS:

A. **Education:** Bachelor’s Degree from an accredited four (4) year college or university in Environmental Policy, Biological/Conservation Sciences, or related field.

B. **Experience:** One to three (1-3) years working in the conservation and/or environmental policy field with demonstrated experience with one (1) or more of the following: habitat conservation planning, facilitation, production of environmental documents, or outreach. Research or work experience in the field of Ornithology, seabirds, or conservation planning.

C. **Knowledge:** Working knowledge of Habitat Conservation Plans and/or conservation planning. Mastery of the principles of conservation biology and environmental policy/law.

D. **Abilities and Skills:** Demonstrated skills with document organization, writing, and research. Ability to perform data entry and management using Microsoft Office and other software programs, and preliminary analyses. Must possess a valid driver’s license.
E. **Physical and/or Medical Demands:** Requires ability to hike and operate in remote locations.

V. **DESIRABLE QUALIFICATIONS:** Experience working with conservation planning, Habitat Conservation Plans in Hawaii or on the U.S mainland. Demonstrated skills and experience related to conservation planning and outreach, meeting facilitation, and background in ecology, particularly birds/seabirds. Master’s Degree from an accredited college or university in Conservation Biology, Environmental Policy, Ecology or related field. Experience with website and internet navigation, editing, and use of Geographic Information System (GIS) software (Arcview etc.). Strong public speaking skills. Familiarity with seabird population ecology and conservation threats.

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-N18

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APPROVED BY:

Director of Human Resources or Designee ___________________________ Date ___________________________

KM (11/13/07)
SEABIRD HABITAT CONSERVATION PLANNING ASSOCIATE – ID# 27707. Pacific Cooperative Studies Unit. Regular, Full-Time, Limited Term (approximately two (2) years in duration), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU) Kauai Seabird Habitat Conservation Plan project, located on Kaua‘i. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. **Minimum Monthly Salary Range:** $2,189.00-$3,750.00. **Duties:** Manage, develop, and assist with technical outreach related to seabirds and the Habitat Conservation Plan (HCP). Provide research, writing, and editing for HCP chapters and development of goals and objectives. Produce HCP related letters, mailings, phone and email communications, website updates, and organize/manage project data/information. Assist with coordination and moderation of public and agency meetings. Assist with monitoring of take minimization efforts. Assist with seabird colony surveys and habitat evaluations for mitigation options and with field surveys and seabird rescue as needed. **Minimum Qualifications:** **Education:** Bachelor’s Degree from an accredited four (4) year college or university in Environmental Policy, Biological/Conservation Sciences, or related field. **Experience:** One to three (1-3) years working in the conservation and/or environmental policy field with demonstrated experience with one (1) or more of the following: habitat conservation planning, facilitation, production of environmental documents, or outreach. Research or work experience in the field of Ornithology, seabirds, or conservation planning. **Abil/Know/Skills:** Working knowledge of Habitat Conservation Plans and/or conservation planning. Mastery of the principles of conservation biology and environmental policy/law. Demonstrated skills with document organization, writing, and research. Ability to perform data entry and management using Microsoft Office and other software programs, and preliminary analyses. Must possess a valid driver’s license. **Physical/Medical Requirements:** Requires ability to hike and operate in remote locations. **Desirable Qualifications:** Experience working with conservation planning, Habitat Conservation Plans in Hawaii or on the U.S mainland. Demonstrated skills and experience related to conservation planning and outreach, meeting facilitation, and background in ecology, particularly birds/seabirds. Master’s Degree from an accredited college or university in Conservation Biology, Environmental Policy, Ecology or related field. Experience with website and internet navigation, editing, and use of Geographic Information System (GIS) software (Arcview etc.). Strong public speaking skills. Familiarity with seabird population ecology and conservation threats. **Inquiries:** Andrea Erichsen 346-3489 (Kauai). **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:** January 18, 2008. **EEO/AA Employer.**