POSITION:
Environmental Technician position (Research Associate I Special) available with the Center for Environmental Management of Military Lands, to be assigned at Schofield Barracks on the Island of Oahu, Hawaii, to provide support for the Environmental Division of the Directorate of Public Works (DPW), US Army Garrison, Hawaii in the development and management of a database. Position contingent on availability of funding.

MINIMUM QUALIFICATIONS:
BS/BA in an applied discipline, with at least two years of experience in computer applications and office management. Appointment may be contingent on successful completion of a background check.

DESIRABLE QUALIFICATIONS IN ONE OR MORE OF THE FOLLOWING CRITERIA:
Knowledge of principles, concepts, and methods of the Endangered Species Act and National Environmental Policy Act rules and regulations. Experience with personal computers and MS Office software (Word, Excel, Access, Outlook, and PowerPoint). Experience in office administration. Excellent written and oral communication skills. Demonstrated initiative and ability to work independently.

RESPONSIBILITIES:
Provide assistance in the tracking, staffing, and filing of environmental documentation in the Environmental Division (e.g. Endangered Species Act Section 7 consultation, National Environmental Policy Act documents, and National Historic Preservation Act Section 106 consultations for the Cultural Resource Program administrative record). Conduct quality assurance on all outgoing correspondence to ensure it meets current Army standards. Assist program managers in the tracking of projects as assigned utilizing a customized tracking database. Provide the technical assistance necessary to review, update, and expand tracking database by incorporating user recommendations and through performing their own troubleshooting and evaluation of database capabilities. Serve as liaison between the Environmental Division and customers for obtaining proper environmental documentation for project review. This will involve attending project meetings and coordinating with project proponents and environmental program managers via email, telephone, and face-to-face. Additionally, provide assistance to customers in completing proper environmental documentation and help in accessing and using the Environmental Review database via the DPW Intranet.

SALARY: Commensurate with experience and qualifications. Range $36,000-$42,000


1) LETTER OF INTENT- a letter stating your interest in the position;
2) CV- resume;
3) TRANSCRIPTS-transcripts for each degree earned listed in the qualifications, (Bachelors);
4) DEGREE CONFERRAL- if transcripts do not include confirmation that degree was awarded, include a copy of diploma;
5) REFERENCES- contact information for professional references, including at least one supervisor; and
6) STATEMENT OF QUALIFICATIONS-a letter responding to the minimum and desirable criteria in the announcement.


CSU is an EO/AA employer.
responsibilities, ethnic minorities, women and other protected class members are encouraged to apply and to so identify themselves.

POSITION #: SCH/ENV/6/16/08