Job Description

Job Title: JIMAR PIRO Sus Fish Com Assoc
Job ID: 28379
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time RCUH Non-Civil Service position with the School of Ocean and Earth Science and Technology (SOEST), Joint Institute for Marine and Atmospheric Research (JIMAR), located at the National Marine Fisheries Service's Pacific Islands Regional Office in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Minimum Monthly Salary: $2,105/Mon.

Duties: Works with the Sustainable Fisheries Division's (SFD) National Environmental Policy Act (NEPA) Specialist on NEPA compliance for projects pertaining to fishery management actions in the western Pacific region that are proposed by the Western Pacific Fishery Management Council (WPFMC) or National Marine Fisheries Service (NMFS). Reviews environmental impact analyses and drafts proposed agency or division responses and ensures analyses are complete and accurate. Assists with compiling and disseminating information for agency and public input which includes document distribution and compiling public comments into digital format. Performs reference searches and records maintenance to assist with preliminary socioeconomic, biological, and physical environmental impact research. Assists with inputting changes to digital documents; copies and scans documents; and also assists with program reports, logs, and administrative file and other records maintenance.

Minimum Qualifications: Education: Bachelor's Degree from an accredited four (4) year college or university in Natural Resource Management, Project Planning, Environmental Science, Biology, Zoology, Marine Biology, or a related field (an Associate's Degree and four (4) years of full time experience in reviewing and preparing environmental impact analyses and responses (such as NEPA documents) and experience in technical writing for natural resources management may substitute for Bachelor's Degree). Experience: Up to 1 year experience, (0-1) years of professional experience in natural resources management, environmental policy, reviewing or developing environmental impact analyses and responses (such as NEPA documents), or technical writing. Abil/Know/Skills: Proficient knowledge of grammar and editing, strong technical writing skills, basic analytical writing skills, basic understanding of environmental or natural resources management issues and government policy and practices. Familiarity with NEPA documents. Able to proficiently use PC computer including word processor, spreadsheet, email, and internet programs. Able to work long hours at a computer inputting detailed corrections. Able to maintain organized computerized (digital) and hard files in accordance with established systems. Able to conform with established organizational systems that include digital and hard-copy filing, and time and project management systems. Able to write clearly for intended audience. Able to follow complex oral and written instructions. Must meet U.S. Department of Commerce (DOC), National Oceanic and Atmospheric Administration security
requirements for working in a federal facility which includes being fingerprinted and having a federal background check performed.

Desirable Qualifications: Coursework in natural sciences and conservation, natural resources policy, fisheries management, or marine biology. College coursework in technical writing. Continuing education coursework in teamwork and effective communication skills. Three (3) or more years of professional experience that involved fisheries or aquatic resources management, developing and reviewing NEPA documents, or technical analysis and resource management writing. Team leadership training (e.g., including communication skills, dealing with difficult people, prioritizing, flexibility, time management). Responsibility for maintaining organized digital document files. Ability to articulate basic analytical findings. Ability to write clearly for a wide variety of government audiences.

Inquiries: Nicole Wakazuru 956-9465 (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. EEO/AA Employer.

Please apply before: 08/08/2008