Job Description

Job Title: Fishing Survey Coordinator
Job ID: 29136
Project Name: DLNR-Aquatic Resources
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Division of Aquatic Resources (DAR), Department of Land and Natural Resources (DLNR), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: $3,222.00.

DUTIES: Coordinate and manage personnel and essential activities of the project, which involves shoreline fishing ("creel") surveys at selected sites throughout the Main Hawaiian Islands. Perform a variety of administrative duties, personnel management and scheduling, data quality management, report writing, and publication and dissemination of outreach materials and results to the public and management community.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Fisheries Management, Biology, Zoology, Natural Resources Management, Oceanography or some combination of related fields. EXPERIENCE: Four to six (4-6) years of fishing or fisheries management experience (or equivalent) and communications experience with Hawaii's fishing community. At least two (2) years personnel management experience with staff of diverse backgrounds. ABIL/KNOW/SKILLS: Sufficient knowledge of fishing modes, gears, methods, fish species. Knowledge of basic math, science, and statistics. Ability to relate to and communicate with fishers in order to obtain required data. Basic computer skills and the ability to work in a Microsoft Windows environment to include Microsoft ACCESS, EXCEL, and WORD software. Effectively communicate both verbally and in writing.

SECONDARY QUALIFICATIONS: Master's Degree from an accredited college or university in Statistics, Mathematics, Oceanography, Fisheries, Resource Management or related field. Command of database management and SAS statistical programming. Proficient in the use of desktop publishing software. Localized knowledge of recreational boat fishery as a participant, captain or boat owner. Previous survey interview experience.

INQUIRIES: Katharine Hind 587-0090 (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. If you have questions on the application process and/or need assistance, please call (808)956-3100.