Job Description

Job Title: Aquatic Invasive Species Program Specialist
Job ID: 29307
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: Salary commensurate with qualifications.

DUTIES: The primary function of position is to support a strategic approach to implement the State of Hawaii AIS Management Plan. The AIS Program Specialist will also plan and facilitate AIS Advisory Group meetings; update the State of Hawaii AIS Management Plan, communicate and coordinate the Division's AIS program priorities and activities with the DAR coral program including Hawaii's Coral Strategy. Works and communicates with resource managers, researchers, Local Action Strategy (LAS) coordinators and private sector individuals in order to coordinate AIS issues involving the State government, Federal government, and University. Identify relevant sources of funding for AIS Management Plan priorities and the Division's AIS priorities, and assist the Principal Investigator (PI) with grant management. Develop proposals for funding and facilitate the submission and review of proposals to different funding agencies. Assist the program staff with administrative duties.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited college or university in Biology, Zoology, Marine Science, or related field. EXPERIENCE: Three to five (3-5) years of progressively responsible work experience in project management. Experience should include planning and directing technical work in both office and field work settings. ABIL/KNOW/SKILLS: Knowledge of Hawaii marine life and aquatic invasive species. Knowledge of resource management policies and program development. Working knowledge of computers and word processing software. Ability to write clearly and produce comprehensive materials, e.g. preparation and/or review of proposals, budgets, articles analyses, and/or reports. Able to read and interpret complex materials such as Federal and State laws, rules, regulations, and/or program guidelines. Ability to gather and select the most pertinent information; collect, correlate, evaluate, analyze facts/data, develop sound conclusions, research, coordinate and prepare materials for publication. Skilled in speaking before groups and participating in meetings. Must possess a valid driver's license. Willingness to work long and irregular hours.

SECONDARY QUALIFICATIONS: Master's Degree from an accredited college or university in Biology, Zoology, Marine Science, or related field. Knowledge of State laws, Departmental rules and regulations, policies and procedures; applicable Federal laws, rules, regulations and policies; computer applications/software.

INQUIRIES: Tony Montgomery 587-0365 (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.

EEO/AA Employer.

Please apply before: 08/04/2009