

Job Description

Job Title: Fish Harvest Protocol Project Facilitator
Job ID: 29451
Project Name: UHH/Beets
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the University of Hawaii at Hilo (UHH), Fish Harvest Protocol Development project, located in the Pacific Island Network at Hawaii Volcanoes National Park on the island of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$2,189/Mon.

DUTIES: Coordinate Fish Harvest Monitoring Protocol development and document tracking with the Fish Harvest Protocol development team: perform document version control, copy and technical editing, document formatting, internal review, and related technical tasks. Coordinate the established protocol development schedule and activities with PI, National Park Service (NPS) Agreement Technical Representative (ATR), and other protocol group members. Assist the Fish Harvest Protocol development team with final protocol completion: prepare protocol for external peer review, submit final review comments on all protocol chapters to all members of Fish Protocol development team, address comments of peer reviewers, and prepare final documents for NPS approval.

PRIMARY QUALIFICATIONS: **EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in Marine Science or a related field. **EXPERIENCE:** One to three (1-3) years experience with management of scientific information and facilitating the completion of technical scientific documents. One to three (1-3) years of experience in monitoring programs and/or Marine Science and management, and in the development of methods for Marine inventory and monitoring. **ABIL/KNOW/SKILLS:** Knowledge of standard data collection techniques for monitoring Marine resources. Knowledge of standard word processing programs (such as Microsoft Word). Proficient in the use of computer applications such as Microsoft Suite (e.g. Word, Excel, Access). Must possess effective oral and written communication skills appropriate for professional interaction.

SECONDARY QUALIFICATIONS: Experience in monitoring programs and/or Marine Science and management, and in the development of methods for Marine inventory and monitoring in the Pacific. Knowledge of and experience in Pacific Marine Biology and fisheries, Marine Ecology, and document and database management. Ability to facilitate the preparation of comprehensive government documents and research protocols.

INQUIRIES: James Beets, Ph.D. 933-3493 (Hawaii).

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: 10/23/2009

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