Job Description

Job Title: Apiary Planner
Job ID: 10611
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), 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: Coordinates and provides professional assistance to the Hawaii Department of Agriculture (HDOA) in developing and implementing a varroa mite and honey bee strategic plan on a statewide basis while factoring individual island/county needs including (1) development of statewide strategic plan (2) coordination of statewide implementation of strategic plan; (3) capacity building (ex. grant writing); (4) public outreach and education. Works with large scale beekeepers down to hobbyist beekeepers, growers, private companies, and government agencies to facilitate communication, dialog, and implementation of strategic plans.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university. EXPERIENCE: Three to five (3-5) years of experience in leadership, planning, coordinating, or similar type of position. One to three (1-3) years of experience in preparing presentation materials, report writing, and strategic planning. ABIL/KNOW/SKILLS: Knowledge of implementing a multi-faceted invasive species project. Knowledge of how to work with disparate interest groups on complex, sensitive issues and to build consensus and acceptance of programmatic goals. Must have excellent oral and written communication skills. Must have excellent program management skills. Must have advanced computer skills with presentation software such as PowerPoint and desktop publishing. Must have basic computer skills in word processing, spreadsheets, and databases. Must be able to write clear and concise reports. Ability to work effectively and accurately with a high degree of independence. Ability with relationship building and project management. Must possess a valid driver's license. Post Offer/Employment Condition: Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months of hire). PHYSICAL/MEDICAL REQUIREMENTS: Must be capable of carrying fifty (50) pounds of equipment. Must be able to infrequently work in remote conditions under adverse conditions for up to eight (8) hours at a time.

SECONDARY QUALIFICATIONS: Master's Degree from an accredited college or university in Natural Resource Management Planning and/or Policy. Course work in Natural Resource Management Planning and/or Policy from an accredited college or university. Coursework in Entomology or Acarology. Experience communicating and coordinating with state and federal agency personnel, private agencies and companies. Experience working with farmers. Knowledge of beekeeping industries; including but not limited to honey production, queen bee production, and pollination services.

INQUIRIES: Darcy Oishi 973-9524 (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, mail, or hand-delIVER 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. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 11/13/2010