Job Description

Job Title: Ethnographic Assistant
Job ID: 11281
Project Name: Pacific Coop Studies Unit
Full/Part Time: Part-Time
Regular/Temporary: Regular

Regular, Part-Time (50% FTE), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU) located in the Department of Land and Natural Resources (DLNR)-Division of Forestry and Wildlife (DOFAW) Administrative Office in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

MINIMUM HOURLY RATE: $14.19/Hr. (@ 50% FTE).

DUTIES: Works to increase public awareness of conservation work in Hawaii through the development and implementation of commercial quality videos presenting “heroes” of Hawaiian conservation, with a focus on botanical experts. This will involve documenting the voices of conservation experts through interviews either in office settings or in the field. Also responsible for background research, obtaining audio-visual equipment, editing and production of films. Videos will be shown on Olelo, at conservation conferences (e.g. the Hawaii Conservation Conference, The Society of American Foresters National Convention 2011), workshops, and other environmentally themed and other appropriate community outreach events (e.g. Earth Day, etc.).

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university. Certification as an Audio-Visual Editor and Producer from Olelo or other educational institutions. EXPERIENCE: Two to four (2-4) years of experience in public relations, oral history interviewing, and audio-visual production. Experience working on ethnographic projects in Hawaii. ABIL/KNOW/SKILLS: Must have knowledge of Hawaii’s natural resources, media relations, and audio-video materials. Demonstrated skills in editing software (e.g. Final Cut Pro). Must be able to communicate clearly and effectively with project partners and the community. Must have excellent communication and program management skills to implement the ethnographic project. Demonstrated ability to work with diverse groups of different backgrounds and opinions. Post Offer/Employment Condition: Must be able to pass criminal background check.

PHYSICAL/MEDICAL REQUIREMENTS: Ability to hike for up to 6.5 miles in mountainous and coastal conditions for film locations and interviews.

SECONDARY QUALIFICATIONS: Knowledge of Hawaiian culture, biota and ecosystems. Demonstrated ability to work effectively in a complex organizational structure, requiring sound decisions regarding priorities and workload. Demonstrated ability to work effectively and accurately with high degree of independence.

INQUIRIES: Charmian Dang 587-4155 (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 06/03/2011