**Job Description**

**Job Title:** Ballast Water & Hull Fouling Coordinator  
**Job ID:** 11312  
**Project Name:** Pacific Coop Studies Unit  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), University of Hawaii, and the Department of Land and Natural Resources (DLNR) Division of Aquatic Resources (DAR) located 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 MONTHLY SALARY:** Salary commensurate with qualifications.

**DUTIES:** Coordinates and works with stakeholders, partners, and the Alien Aquatic Organism Task Force to develop ballast water and hull fouling management guidelines to be implemented by DLNR. Evaluates and synthesizes ballast water reports collected by DLNR/DAR. Collects data on vessel movement patterns, conducts hull surveys, maintains program equipment, and assists with writing proposals for program funding.

**PRIMARY QUALIFICATIONS:**

**EDUCATION:** Bachelor’s Degree from an accredited four (4) year college or university in Biology, Zoology, Marine Science, or related field.  
**EXPERIENCE:** Three to five (3-5) years of progressively responsible work experience in biological sciences. 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 maritime industry, practices, and issues as it relates to ballast water and hull husbandry management. Knowledge of resource management policies and program development. Working knowledge of computers and word processing software as well as database systems. 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. Must possess a valid driver's license.  
**Post Offer/Employment Conditions:** 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 able to work in and around the water using snorkel and cameras including pole cameras and remotely operated vehicles. Must be able to swim and be capable of climbing in and out of small vessels.

**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:** Jonathan Blodgett 256-3095 (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 07/05/2011

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