**Job Description**

**Job Title:** Conservation Wildlife Coordinator

**Job ID:** 11417

**Project Name:** Pacific Coop Studies Unit

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

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Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), located in Waimea, on the Island of 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 the planning of the development of wildlife management plans. Plans will include the conservation and preservation of both game and non-game resources. Performs literature reviews, develops experimental designs, and pursues funding opportunities. Coordinates the implementation of the wildlife management plans and supervises Wildlife Assistants and volunteers to perform simple structure construction, fence building, wildlife monitoring and predator trapping. Responsible for analyzing the data collected and writing up reports which include statistical information which will be used for presentations to agencies and the public. Maintenance and upkeep of ongoing wildlife management practices.

**PRIMARY QUALIFICATIONS:**

**EDUCATION:** Bachelor’s Degree from an accredited four (4) year college or university in Wildlife Biology or related field.

**EXPERIENCE:** At least two (2) years of experience in wildlife conservation (wildlife identification, trapping, predator control, fencing, banding, marking and general handling of both game and non-game wildlife) or related area.

**ABIL/KNOW/ SKILLS:** Knowledge of and ability to recognize common plant species, wildlife such as forest and water birds and mammals. Working knowledge of the life histories of those wildlife species. Must possess a valid driver's license and be able to drive a 4-wheel drive vehicle with manual transmission. Skilled in the use of simple hand and power tools and be familiar with operation of motorized equipment; firearms safety; able to use various relevant software such as Microsoft Office (Word, Excel, PowerPoint), GIS, and statistical analysis packages; able to carry out oral and written instructions; make field observations; good oral and written communication skills; able to prepare reports and make analysis and recommendations to the Wildlife Biologist. Post Offer/Employment Conditions: Must be able to complete basic helicopter safety course within six (6) months of hire. 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). Must be able to pass firearms certification (National Rifle Association or National Park Service) and State of Hawaii Hunter Safety Program and legally possess and use firearms within six (6) months of hire.

**PHYSICAL/MEDICAL REQUIREMENTS:** Able to hike into remote areas and have endurance to work irregular hours on occasion. Able to conduct field work in dense vegetation under difficult conditions (rain, cold temperatures, poor footing).

**SECONDARY QUALIFICATIONS:** Master’s Degree from an accredited college or university in Wildlife Biology or related field. Hunting experience. Familiarity with Hawaiian forests and conservation issues.

**INQUIRIES:** Hans Sin 887-6063 (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, 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 08/24/2011