

Job Description

Job Title: Cultural Resources Program Manager (PTA)
Job ID: 11494
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

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[Return to Previous Page](#)

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU) performing project tasks on land controlled by U. S. Army Garrison, Hawaii at Pohakuloa Training Area (PTA) 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: \$4,067/Mo.

DUTIES: Supervise programs developed in coordination with the Cultural Resources Manager, US Army Hawaii (USARHAW). Has overall responsibility for the program, its planning, scheduling and budget and may delegate as needed to ensure successful completion of its tasks. Prioritize and implement actions required in the programmatic agreements for the transformation of the 2nd Brigade to a Stryker Brigade Combat Team, the Integrated Cultural Resources Management Plan actions for PTA and those contained in the PTA Cultural Resource Program Scope of Work. Familiarizes him/herself with installation plans, undertakings and cultural studies and inventories.

PRIMARY QUALIFICATIONS: EDUCATION: Master's Degree from an accredited college or university in Archaeology or Anthropology or a Bachelor's Degree in Archaeology or Anthropology and five (5) or more years field experience. **EXPERIENCE:** Three to five (3-5) years experience in surveying, monitoring and/or otherwise managing cultural resources. One to three (1-3) years of experience as a Field Supervisor in an Archaeological project, including project report write-up.

ABIL/KNOW/SKILLS: Working knowledge of and understanding of Section 106 of the National Historic Preservation Act of 1966, as amended, and related laws and regulations. Knowledge of Polynesian archaeology and cultural history. Ability to use altimeter, compass, maps and Global Positioning System. Skilled in use of Arcview/Geographic Information System (GIS). Computer literate in common word processing, database and spreadsheet programs. Must possess valid driver's license. Post Offer/Employment Conditions: Must possess First Aid/CPR certifications (or be able to obtain the certificate following the training provided within three (3) months of hire).

PHYSICAL/MEDICAL REQUIREMENTS: Willing to work under strenuous and extreme outdoor conditions. Able to hike up to ten (10) miles per day with backpack weighing forty (40) pounds, and camp in remote and rugged areas for periods of several days. Backpacking field trips of several hours are commonly required over rough terrain at elevations of 5,000 to 8,000 feet.

SECONDARY QUALIFICATIONS: Education and experience in the cultural and archaeological setting specific to Army lands on Oahu and/or Hawaii islands. One to three (1-3) years experience in Hawai'i and/or Pacific Islands archaeology. Knowledge of Department of Defense cultural resources in general and the policy, organizational, and operational contexts within which they are managed. Skill as a catalyst and motivator to elicit cooperation and compliance actions from diverse individuals and groups. Knowledge of local, Federal and State lands use and environmental laws. Demonstrated ability and willingness to make frequent, effective oral and written presentations. Familiarity with integrative techniques used to inventory, assess, and display cultural resource assets, environmental impacts, and their interrelationships. Working knowledge of supplies procurement and inventory within Department of Defense. Experience coordinating a variety of cultural resources program tasks, particularly in a governmental agency setting.

INQUIRIES: Lynnette Kinoshita 956-3932 (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 10/20/2011

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[Return to Previous Page](#)
