

Job Description

Job Title: Cultural Resources Specialist (PTA)
Job ID: 11523
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

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(4) Regular, Full-Time, RCUH Non-Civil Service positions 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: \$2,868/Mo.

DUTIES: Provides day-to-day support in implementing the Island of Hawaii Cultural Resource Program Scope of Work (SOW). Serves as PCSU-PTA Cultural Resources Specialist to perform assigned tasks to implement programs developed by the Cultural Resources Program Manager US Army Hawaii (USARHAW). Works independently to support of all fieldwork, including accompanying cultural accesses, monitoring, pedestrian survey, data collection and input, and coordination of assigned tasks/projects. Becomes familiar with installation plans, undertakings, and cultural studies and inventories.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Archaeology, Cultural Resources Management, or related field.

EXPERIENCE: One to three (1-3) years of experience in performing archaeological fieldwork, including pedestrian survey, mapping, minor excavation and testing. **ABIL/KNOW/SKILLS:** Knowledge of archaeological methods. Ability to use compass, maps and Global Positioning Systems. Computer literate in Microsoft Office applications, including Word, Access, Excel, PowerPoint and Outlook. Must possess valid driver's license. Additional software knowledge includes familiarity with ArcGIS software or similar. Must have or obtain First Aid/CPR within three (3) months of hire. **Post Offer/Employment Conditions:** (Jobs requiring U.S. Defense Department Security Services (DSS) clearance) - Applicants selected will be subject to a Government security investigation and must meet eligibility requirements for access to classified information. **PHYSICAL/MEDICAL REQUIREMENTS:** Works 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.

SECONDARY QUALIFICATIONS: Education and experience in the cultural and archaeological setting specific to PTA and Army lands on Hawaii Island. Experience in Hawaii and/or Pacific Islands archaeology. Knowledge of Hawaiian and/or Pacific Islands archaeology and cultural history. Knowledge of the National Historic Preservation Act of 1966, as amended, and related regulations and laws. Knowledge of Department of Defense cultural resources in general and the policy, organizational, and operational contexts within which they are managed. Knowledge of local, Federal and State lands use and environmental laws. Familiarity with integrative techniques used to inventory, assess, and display cultural resource assets, environmental impacts, and their interrelationships. Advanced experience with Geographic Information Systems (GIS) and Global Positioning Systems (GPS), in addition to advanced knowledge and experience with Microsoft Access database management. Experience performing 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 10/24/2011

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