

Job Description

Job Title: HIMB Laboratory Research Associate
Job ID: 11557
Project Name: HIMB
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Regular, Full-Time, RCUH Non-Civil Service position with the Hawaii Institute of Marine Biology Laboratory, located at Coconut Island in Kaneohe Bay, 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: \$2,929/Mon.

DUTIES: Duties include: assisting the Director in the development of research grant proposals and conducting research on the genetics of marine organisms. Characterizing the benthic habitat and morphology of marine organisms. Collecting and archiving samples selected for genotyping. Developing protocols for the genotyping and DNA and RNA preparation of marine organisms, including marine algae and invertebrates. Analyzing sequence data and performing comparative studies with national and international databases. Incorporating information in GIS format and collaborating with UH-Hilo. Maintaining accurate records of procedures used to conduct basic experiments. Ordering and performing the inventory of research supplies. Operating and maintaining standard laboratory equipment. Handling and disposing of hazardous and non-hazardous materials in accordance with safety protocols. Performing basic laboratory safety as learned through the UH Biological Safety and Hazardous Materials Program. Performing other duties as assigned, this may include assisting the Lab Manager in the supervision of undergraduate student assistants.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Chemistry, Natural Sciences, Oceanography, Geology, Environmental Sciences, Biological Sciences, or other related field. **EXPERIENCE:** At least two (2) years of laboratory research experience. (Master's Degree from an accredited college or university in Natural Sciences or related field may substitute for some experience depending on qualifications to perform job duties). **ABIL/KNOW/SKILLS:** Knowledge of MS Excel and sequence analysis software. Demonstrated ability in conducting laboratory research, operating laboratory instruments, preparing reagents, operating a computer, and performing data analysis. Must have good communication skills. Demonstrated ability to open, edit, and perform calculations using MS Excel. **PHYSICAL/MEDICAL REQUIREMENTS:** Able to lift at least twenty (20) pounds.

SECONDARY QUALIFICATIONS: Master's Degree from an accredited college or university in Natural Sciences or related field. Previous experience in water quality sample preparation and analysis. Ability to work independently.

INQUIRIES: JoAnn Leong 236-7401 (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 10/30/2011

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