Job Description

Job Title:      Marine Project Support Technician
Job ID:        12163
Project Name:  UHH/EPSCR
Full/Part Time: Part-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $1,459.50/Month (@ 75% FTE).

DUTIES: Duties will include various assigned tasks as part of an award from the National Park Service. Works project team leads to conduct field research in established research sites, and install and maintain data loggers. Works with supervisor and Co-PIs to plan research. Responsible for data collection with team members, and maintain field project notebooks. Coordinates with team and organizes activities for two to six (2-6) person crews on data collection trips. Field sampling will include: species identification of marine and estuarine (Anchialine pond) species, estimating abundance of organisms, including use of underwater field methods that includes accurate estimation of size. Ensures accurate and timely collection of data by effectively planning and coordinating sampling trips. Supervises students during field research, as required. Organizes field research, maintains field checklists, and coordinates with all participants. Prepares field equipment and supplies for field deployment, including data loggers and sensors, and maintains inventory. Organizes deployment and maintenance of equipment. Assists in securing and maintaining active permits for all research activities. Conducts data entry, management, summarization, and statistical analysis. Downloads, enters, organizes, and conducts quality control of data. Works with supervisor to review and draft project documents. Assists in reporting, directing office activities relating to the project, and engaging in community outreach. Maintains and operates all equipment, including instruments and boats. Reviews supply purchases. Reviews budgets and maintains account of purchases. Performs other duties as assigned.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Marine Science or related discipline. EXPERIENCE: One to three (1-3) years of demonstrated marine research experience, including benthic research methods. ABIL/KNOW/SKILLS: Basic knowledge of the principles of marine and aquatic ecology. Basic computer skills, including ability to use Microsoft Excel for data management and spreadsheet development and statistical analysis software. Must possess a valid driver's license. Must be SCUBA certified (NAUI, PADI, etc.) and meet the standards established by the program's diver certification process (which means the standards set by the American Academy of Underwater Science).

PHYSICAL/MEDICAL REQUIREMENTS: Able to lift and carry fifty (50) pounds. Able to carry heavy equipment and supplies under terrestrial and marine conditions.

SECONDARY QUALIFICATIONS: Experience in marine and aquatic field methods, specifically, transect and quadrat methods and the use of automated sensing systems, e.g., data loggers. Experience in the use of equipment and methods for quantifying water quality characteristics. Working knowledge of Microsoft Access and geographic information systems (GIS) ArcMap. Experience driving boats/trailers and using a 4-wheel drive vehicle.
INQUIRIES: Jim Beets 933-3493 (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 04/06/2012