Regular, Full-Time, RCUH Non-Civil Service position with College of Natural Sciences, Pacific Cooperative Studies Unit, Big Island Invasive Species Committee (BIISC) located in Hilo, 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: Works in conjunction with private and public partners to implement invasive species management projects on the Big Island. Directs BIISC operations (including position management). Writes the annual work plan with guidance of BIISC Committee and/or Principal Investigator, BIISC members and cooperators and translates the plan into action. Provides overall leadership and oversight of BIISC team for the eradication and control of invasive introduced plant and animal species targeted by the annual BIISC action plan. Assures favorable public relations and quality control of actions by the team. Works with county, state and federal agencies to establish BIISC as an accepted and ongoing part of the solution to invasive species problems on the Big Island and forms new collaborative partnerships to further ongoing efforts. Works with funding agencies to identify and obtain financial support for projects and writes proposals to various agencies for funding. Prepares substantive written quarterly progress reports for BIISC and funding sources, annual report, press releases, and technical reports. Prepares and tracks budgets and expenses. Obtains necessary permissions from landowners prior to action by the crew. Assures establishment and maintenance of safety and sanitation protocols.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university. EXPERIENCE: Two to three (2-3) years of project management experience involving facilitation, planning, scheduling, internal/external relations, and administration. Two to three (2-3) years of supervisory experience overseeing a culturally and professionally diverse workforce, composed of both professional staff and field crews. ABIL/KNOW/SKILLS: Knowledge of threats from incipient alien plant and animal invasions in Hawaii. Good understanding of budgeting, procurement, report writing, and general office administration. Excellent organizational, leadership, public relations, and communications skills as well as strong problem-solving, decision-making, interpersonal and management skills. Ability to work well with and motivate project staff. Able to delegate. Must be proficient in the use of PC for word processing and spreadsheets. Must possess a valid driver’s license. Documented experience preparing funding proposals, including grant writing. Post Offer/Employment Conditions: 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 complete basic helicopter safety course within six (6) months of hire.

SECONDARY QUALIFICATIONS: Bachelor’s Degree from an accredited four (4) year college or university in Resources Management or related field (e.g. Biology, Botany, Forestry, Zoology, Wildlife, Entomology or Geography) or Public Administration with an emphasis on resource management. Knowledge of Hawaiian environment, community, economy, and politics. Experience working with control of invasive species in Hawaii or elsewhere. Knowledge of funding sources in Hawaii and nationally. Proven success in securing grant funding. Experience with PC software MS Access,
PowerPoint (versions 2000 or higher) and ArcView (version 3.2 or higher).

INQUIRIES: Pauline Roth 933-3340 (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 11/2/2012