Job Description

Job Title: Resource Management Assistant
Job ID: 12591
Project Name: Mauna Kea Management Authority
Full/Part Time: Full-Time
Regular/Temporary: Regular

Regular, Full-Time, Limited-Term (up to two (2) years), RCUH Non-Civil Service position with the University of Hawaii at Hilo, Office of Mauna Kea Management (OMKM), 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 HOURLY RATE: $12.14/Hr.

DUTIES: Serves in a limited-term career development position developing demonstrable knowledge, skills, and abilities a typical resource management position requires, with additional depth of experience and understanding in the incumbent's identified subject(s) of interest. Independently conducts field operations implementing the Office of Mauna Kea Management's Invasive Species Management Plan. Assists with public relation activities and events, field archeology investigations, and natural resource investigations. Enters data into databases, spreadsheets, and other standard reporting formats for long-term institutional record keeping. Analyzes spatial and tabular data and prepares both technical and non-technical summary reports of findings, using management plans, legislation, and policy documents as guides. Under supervision of others, implements fieldwork and administrative elements of the Comprehensive Management Plan and sub-plans, including reviewing proposed development plans to identify potential resource impacts and determine applicable plan and legal requirements. Prepares natural history or archeological specimen collections under the guidance of subject matter experts.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university in Natural Resource Management or a related field (i.e., Archeology, Anthropology, Biology, Entomology, Environmental Studies, Geographic Information Systems, Geography, Hawaiian Studies, Zoology, etc.). EXPERIENCE: At least six (6) months of experience conducting resource management field work such as invasive plant control, plant or wildlife research, geologic field studies, and archeological research or monitoring. ABILI/KNOW/SKILLS: Basic knowledge of terrestrial Hawaiian ecosystems and cultural interactions. Basic knowledge of field activities relating to natural or cultural research or resource management. Basic knowledge of methods used to document natural or cultural resource data (i.e., metadata). Good oral and written communication skills. Able to use MS Word and Excel programs. Ability to use databases to identify of species and objects of cultural patrimony. Able to read maps and aerial photographs and document work. Must possess a valid driver’s license and be able to drive a 4-wheel drive vehicle with manual transmission. Proficient with use of common hand tools. Post Offer/Employment Condition: Must possess Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within twelve months of hire). Must be able to complete basic aviation safety course within twelve (12) months of hire or as course is available. PHYSICAL/MEDICAL REQUIREMENTS: Able to backpack, lift, and carry up to thirty-five (35) pounds of weight. Able to hike and conduct fieldwork at a high elevation (14,000 feet). Post Offer/Employment Condition: Must be able to work at 14,000 feet and pass a post offer high-altitude medical examination.

of arthropod identification methods and ability to identify common high-elevation Hawaiian native and non-native arthropods. Experience using handheld Global Positioning System (GPS) units and ArcGIS software. Demonstrated ability to make sound planning and logistical decisions in the field. Experience working independently and making independent field decisions. Demonstrated ability to identify a wide variety of native and alien plants/animals. Successful completion of a University of Hawaii (UH) system internship of at least two (2) months that focused on land or resource management or research with emphasis on natural or cultural resources.

INQUIRIES: Stephanie Nagata 933-0734 (Hawaii).

APPLICATION REQUIREMENTS: Please go to www.rcuh.com, click on “Employment”; select “Apply” and navigate to “See Job Announcements and/or Apply for a Job.” You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Salary History, 4) Supervisory References, 5) Copy of Degree(s)/Transcript(s)/Certificate(s) All online applications must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuhhr@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before 11/30/2012