

Job Description

Job Title: Environmental Data Analyst
Job ID: 27613
Project Name: PBRC
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Hawai'i Conservation Alliance (HCA), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Minimum Monthly Salary: \$2,868.00. Duties: Performs collection of conservation data contributing towards the Hawai'i Biodiversity Strategic Plan of the HCA. Conducts interviews with managers specific to environmental conservation. Coordinates data collection tasks including data input and database development. Analyzes data and produces geospatial data for effective conservation. Coordinates meetings, and field site assessments associated with this project. Prepares reports and oral presentations as required. Minimum Qualifications: Education: Bachelors Degree from an accredited four (4) year college or university in Environmental Science, Geography, Biology, Computer Science or related field. Experience: One to three (1-3) years of database experience, including database design. Demonstrated experience conducting informational surveys and data collection. Abil/Know/Skills: General knowledge of conservation issues in Hawai'i. Strong working knowledge of data structures and database design. Proficient with database systems (Microsoft Access or SQL Server), geographic information systems principles and practices (ESRI's ArcGIS 9 software and extensions), spreadsheets (Microsoft Excel), and basic statistics. Knowledge of geography and ecology of the Hawaiian Islands. Ability to communicate effectively, both orally and in writing. Ability to execute queries with multiple joins and summary calculations, import/export database files, report design, file conversion, archive and restore databases with MS Access. Demonstrated skills in geospatial analysis. Desirable Qualifications: Masters or Ph.D. from an accredited college or university in Environmental Science, Geography, Biology, Computer Science, or related field. Sophisticated geospatial analysis skills. Database management experience. Previous work experience with conservation groups or projects in Hawai'i. Inquiries: Christopher Puttock 586-0916 (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 or mail 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. EEO/AA Employer.

Please apply before: 10/31/2007

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