



UNIVERSITY of HAWAII SYSTEM

University of Hawaii Research Support Staff (#78052T)

Table with 4 columns: Field Name, Value, Field Name, Value. Fields include LOCATION, JOB TYPE, JOB NUMBER, DEPARTMENT, DIVISION, OPENING DATE, CLOSING DATE, POSITION NUMBER.

Description

Title: Research Support Staff
Position Number: 0078052T
Hiring Unit: College of Tropical Agriculture and Human Resources; Human Nutrition, Food & Animal Sciences
Location: Kamuela Research Station (Hawaii Island)
Closing Date:10/25/2023 \*Extended
Band: A
Salary: salary schedules and placement information
Full Time/Part Time: Full-time
Month: 11-month
Temporary/Permanent: Temporary

Other Conditions: To begin approximately November 2023 or soon thereafter. Continuation dependent on satisfactory performance, program needs and renewal of funds.

Duties and Responsibilities

- \*Assists principal investigator or project leader in the performance of specific and/or limited work assignments relating to research activities, including working with livestock.
Independently conducts field work following experimental protocols with livestock and on rangelands according to project objectives
\*Performs a variety of routine laboratory tests and procedures according to prescribed protocols and assigned schedules.
\*Uses basic instruments, equipment, and/or supplies in the conduct of routine research activities.
\*Assists with the care and maintenance of equipment and supplies.
\*Assists in the modification, fabrication, layout, installation and testing of equipment or subsystems.
\*Collects and enters research data into the computer or onto data forms and verifies data.
\*Assists in analyzing test data, recording observations and measurements, and preparing recommendations.
\*Conducts literature searches and creates and maintains a literature review database, as assigned.
\*Assists the principal investigator with planning, development, coordination, and implementation of project programs including workshops and stakeholder meetings.
\*Assists in the preparation of materials, reports, stakeholder surveys, and other communications as needed.

- Assists in the coordination of work assignments between project cooperators, stakeholders, and state agency personnel. This will include coordination of workshop dates, sites, and facilities, and conducting field experiments.
- \*Responsible for the collection and analysis of field data among project sites frequently requiring transportation of equipment and survey materials to and from remote, off-road locations.
- \*Creates, designs and produces extension and scientific materials including brochures, handouts, manuscripts, presentations, poster displays, and web pages using computer-based desktop publishing or other software.
- \*Develops and manages two project websites, including monitoring and updating content material.
- Consults and confers with IT specialists to resolve Website issues and improve functionality.
- \*Supervises subordinate staff and/or student assistants in assigned tasks, project activities, and other work-related activities.
- Works flexible hours including evenings, weekends and/or holidays as needed.
- Travels to various geographical locations as needed.
- Other duties as assigned

\* Denotes essential functions of the position

#### Minimum Qualifications

- Possession of a baccalaureate degree in Range Management, Animal Science, or closely related field and 2 year(s) of progressively responsible professional experience with responsibilities for research including project management and 1 year of experience working with livestock and rangelands; or equivalent education/training or experience.
- Functional knowledge of principles, practices and techniques in research experimentation demonstrated by knowledge, understanding and ability to apply concepts, terminology.
- Functional knowledge and understanding of principles, theories, federal and state laws, rules, regulations and systems associated with research experimentation.
- Demonstrated ability to recognize problems, identify possible causes and resolve the full range problems that may commonly occur in the research experimentation.
- Demonstrated ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals.
- Demonstrated ability to operate a personal computer and apply word processing software.
- Familiar with spreadsheets and statistical programs (e.g. SAS and Minitab).

#### Supplemental Minimum Qualifications

- Ability to travel independently to various geographical locations in a timely manner. Requirement may be fulfilled by a valid Hawai'i Driver's License (Class 3), comparable driver's license, or other means of transportation which meets position needs.
- Ability to travel to various field locations and able to work flexible hours including some weekends.

#### Desirable Qualifications

- Master's degree in Range Management, Natural Resource Management, Animal Science or a closely related agricultural field.
- Familiarity with the use of a map and compass, GPS, and GIS.

#### To Apply:

Note: If you have not applied for a position before using NeoGov, you will need to create an account.

Please submit the following online through NeoGov: 1) Cover letter indicating how you satisfy the minimum and desirable qualifications, 2) resume, 3) names and contact information for at least three professional references and 4) official transcripts (copies accepted, however official transcripts will be required upon hire). Failure to submit all required documents shall deem an application to be incomplete. Incomplete applications will not be considered

#### Inquiries:

Dr. Mark Thorne; [thornem@hawaii.edu](mailto:thornem@hawaii.edu)

#### EEO/AA, Clery Act, ADA

The University of Hawai'i is an [Equal Opportunity/Affirmative Action Institution](#) and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran. For more information or inquiries regarding these policies, please refer to the following link: <http://www.hawaii.edu/offices/eo/eo-coordinators/>

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawai'i may be viewed at: <https://www.hawaii.edu/titleix/help/campus-security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

In accordance with Article 10 of the unit 08 collective bargaining agreement, bargaining unit members receive priority consideration for APT job vacancies. As a result, external or non BU 08 applicants may not be considered for some APT vacancies. BU 08 members with re-employment rights or priority status are responsible for informing the hiring unit of their status.

Accommodation Request: The University of Hawai'i complies with the provisions of the Americans with Disabilities Act (ADA). Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the EEO coordinator directly. Determination on requests for reasonable accommodation will be made on a case-by-case basis. For further information, please refer to the following link: <https://www.hawaii.edu/offices/eo/accommodation-request/>

#### **CTAHR Diversity, Equity, and Inclusion Statement:**

We believe that inclusiveness and excellence are interdependent. Our local and global communities are best served by ensuring all populations are represented equitably throughout CTAHR. We strive to cultivate an environment that supports equitable opportunities for every member of CTAHR to achieve individual and common goals. We will advance diversity, equity, and inclusion by: (1) promoting the recruitment and retention of diverse students, faculty, and staff, especially from groups that have been underrepresented or marginalized; (2) creating equal opportunities for all members of CTAHR to participate in decision-making processes and scholarly and professional development; and (3) fostering an inclusive culture where every CTAHR member feels respected and valued.

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#### **Agency**

University of Hawaii

#### **Website**

<http://workatuh.hawaii.edu>