

## Job Description

**Job Title:** JIMAR Administrative Associate  
**Job ID:** 29344  
**Project Name:** JIMAR  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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### Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the School of Ocean and Earth Science and Technology (SOEST), Joint Institute for Marine & Atmospheric Research (JIMAR), located at the National Marine Fisheries Service (NMFS), Pacific Islands Fisheries Science Center (PIFSC) in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$2,320.00.

**DUTIES:** Provides budgetary, personnel, and administrative support for a major research project off-site from the University of Hawaii. Monitors budget status and performs analysis of funding requirements to ensure projects are adequately funded. Prepares personnel, travel, and purchasing documents. Coordinates group travel and scientific meeting logistics. Advises staff on appropriate administrative procedures and guidelines.

**PRIMARY QUALIFICATIONS:** **EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university. **EXPERIENCE:** One to three (1-3) years of progressively responsible experience working in an administrative office. **ABIL/KNOW/SKILLS:** Working knowledge of computers and related software including Microsoft Windows and Office. Ability to understand and follow oral and written instructions and to manage multiple priorities. Ability to analyze, and use sound judgment in the application of a variety of financial/administrative policies and procedures. **Post Offer/Employment Conditions:** Must meet the US Department of Commerce, National Oceanic and Atmospheric Administration security requirements for working in a federal facility which includes being fingerprinted and having a federal background check performed.

**SECONDARY QUALIFICATIONS:** Bachelor's Degree from an accredited four (4) year college or university in Business Administration. Knowledge of UH, RCUH and federal policies and procedures relating to personnel, budget and procurement. Previous work experience in a research environment.

**INQUIRIES:** Nicole Wakazuru 956-9465 (Oahu).

**APPLICATION REQUIREMENTS:** The preferred method of applying for a job is through our on-line application process. Please go to [www.rcuh.com](http://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. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

**Please apply before:** 08/28/2009

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