Job Description

BIISC Admin Clerk-Hawaii

Job Title:

Project Name: Pacific Coop Studies Unit

Reference: 026295

Job Summary: Regular, Part-Time to Full-Time (50%-100% FTE), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Big Island Invasive Species Committee (BIISC), located on the Island of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Minimum Monthly Salary: $865.00 to $1,730.00 (@ 50-100% FTE).

Duties: Provides administrative support for BIISC management activities. Prepares all personnel, fiscal, and administrative documents; maintains and recommends budgets in consultation with PCSU/University of Hawaii (UH), State of Hawaii-Department of Land and Natural Resources (DLNR). Prepares and distributes correspondence. Handles routine office tasks. Maintains office files.


Experience: One to three (1-3) years of experience in office management with budget formulation and maintenance.

Abil/Know/Skills: Knowledge of office/business management; basic accounting and bookkeeping principles; travel/lodging planning and scheduling. Proficient in word processing and spreadsheet computer applications and internet use. Ability to use calculators. Ability to communicate in writing and verbally. Possess a valid drivers license. Desirable Qualifications: Expertise with Microsoft Office word processing, spreadsheet, and database programs. Basic acquaintance with biological principles and appreciation for biological resources, especially pertaining to Hawaiian ecosystems and alien/invasive species issues. Knowledge, experience, or familiarity with PCSU and/or RCUH policies and procedures. Experience working in an office to support biological field activities. Familiarity with Windows operating systems and web based operations.

Inquiries: Julie Leialoha 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 or mail before the closing date to:
Director of Human Resources, Research Corporation of the University of Hawaii
2530 Dole Street, Sakamaki Hall D-100
Honolulu, HI 96822
EEO/AA Employer.

Please apply before: 06/30/2006