Job Title: Project Admin Office Assistant  
Job ID: 27021  
Project Name: DBEDT/Coastal Zone Management Program  
Full/Part Time: Part-Time  
Regular/Temporary: Regular  
Closing Date: 02/09/2007

Job Summary

Regular, Part-Time (50% FTE), RCUH Non-Civil Service position with the Department of Business Economic Development and Tourism, Office of Planning, Coastal Zone Management (CZM) Program, located in the State of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.


Duties:
- Provides administrative, secretarial, clerical, and related research services to support the Statewide Marine and Coastal Zone Advocacy Council (MACZAC).
- Coordinates and completes MACZAC meeting needs.
- Coordinates all MACZAC travel logistics.
- Coordinates MACZAC correspondence.
- Maintains a record of expenditures and volunteer hours.
- Files MACZAC documents and informs the Public of MACZAC Activities.
- Assists in the recruiting of MACZAC members.
- Coordinates with CZM staff and MACZAC in recruiting MACZAC members.
- Assists MACZAC with research work.

Minimum Qualifications:

Education:
- Associates Degree in related field.
- (Bachelors Degree from an accredited four (4) year college or university in Political Science, Sociology, Geography, Archeology, Psychology, Biology, Marine Sciences, or related field may substitute for some experience).

Experience:
- Three to five (3-5) years of specialized, progressively responsible, administrative clerical duties which demonstrated knowledge of common office equipment and typing and editing correspondence, including one year of experience with handling various office-related administrative details, comprehensive understanding of activities and administrative organization, and exercising sound judgment.

Abil/Know/Skills:
- Working knowledge of word processing.
Knowledge of Business English grammar, spelling, arithmetic; common office practices and procedures; and operation and maintenance of various office equipment.

Ability to carry out a varied range of secretarial functions including typing accurately at a minimum of thirty (30) words per minute (wpm).

Ability to compose routine correspondence.

**Desirable Qualifications:**

- Bachelors Degree from an accredited four (4) year college or university in Political Science, Sociology, Geography, Archeology, Psychology, Biology, Marine Sciences, or related field or a Graduate student attending an accredited college or university pursuing a degree in Planning, Law, Marine and Social Sciences, or related field will be highly considered for this position.
- Familiarity with State of Hawaii fisheries units.
- Knowledge of State and RCUH policies and procedures.
- Experience using various computer programs, e.g. Excel, Access, and PowerPoint.

**Inquiries:**
Douglas Tom 587-2875 (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.