Job Title: BIISC Administrative Clerk
Job ID: 27111
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular
Closing Date: 03/20/2007

Job Summary

Regular, Full-Time, 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:
$1,730.00 to $2,684.00.

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.

Minimum Qualifications:
Education:
- High School Diploma.

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 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.