Job Title: EMWP Program & Data Assistant  
Job ID: 27218  
Project Name: Pacific Coop Studies Unit  
Full/Part Time: Full-Time  
Regular/Temporary: Regular  
Closing Date: 05/18/2007  

Job Summary  

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), East Maui Watershed Partnership (EMWP), located on the Island of Maui. Continuation is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Minimum Monthly Salary Range:  
$2,024.00 - $3,140.00.

Duties:  
- Responsible for general program support duties required to effectively administer a natural resources research and protection project.  
- Manages project data and provides data analysis to evaluate and facilitate fieldwork. Assists with project planning and reporting.  
- Maintains accurate records and files on project activities and assists with report preparation on project accomplishments or grants.  
- Manages, maintains and organizes office files and provides administrative oversight, including travel arrangements, purchase requests, and tracking budgets.  
- Participates and supports projects public relations programs and performs other duties as assigned.

Minimum Qualifications:  

Education:  
- Associates Degree from an accredited community college with coursework/training in program and data management applications.

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

Abil/Know/Skills:  
- Knowledge of office/business management practices.  
- Proficient in use of computer applications, data entry, word processing and internet use.  
- Able to communicate both orally and in writing and comprehend complex verbal and written instructions.  
- Must possess a valid drivers license.  
- Able to manage an office/project in an organized and efficient manner and skilled to perform all job duties and responsibilities.  
- Ability to track budgets.

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.
Knowledge and experience with PCSU and/or RCUH policies and procedures.
Experience working in an office to support biological field activities, project management and grant writing.
Familiarity with Windows operating systems and web based operations.
Experience preparing written reports based on data interpretation.

Inquiries:
Jordan Jokiel 573-6999 (Maui).

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.