Job Title: HEAR Technical Assistant  
Job ID: 27270  
Project Name: HI Coop Studies Unit (HCSU)  
Full/Part Time: Part-Time  
Regular/Temporary: Regular  
Closing Date: 06/08/2007  

Job Summary  
Regular, Part-Time (50% FTE), RCUH Non-Civil Service position with the Hawaii Cooperative Studies Unit (HCSU), Hawaiian Ecosystems At Risk project (HEAR) located in Kahului, Maui. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.  

Minimum Hourly Pay Rate:  
$11.22.  

Duties:  
- Provides assistance to the Invasive Species Information Database Administrator (ISIDA) of the Hawaiian Ecosystems at Risk project (HEAR) in fulfilling the HEAR mission by performing daily maintenance of e-mail lists.  
- Enters data about non-native harmful species.  
- Assists with the maintenance of the HEAR website.  
- Performs additional duties on request as time allows and priority dictates.  

Minimum Qualifications:  
Education:  
- Associates Degree from an accredited community college in Office Technology or a related field.  
- A combination of education and experience demonstrating an equivalent level of proficiency may substitute for the Associates Degree.  

Experience:  
- One to three (1-3) years of experience that demonstrates proficiency in basic computer skills (including typing and word processing in a Windows environment).  
- Experience that demonstrates excellence in communication skills (e.g. writing, speaking, proofreading).  

Abil/Know/Skills:  
- Knowledge of basic computer technology, including office application software (e.g. word processor and spreadsheet).  
- Thorough knowledge of English spelling and grammar.  
- Excellent spelling and grammar skills.  
- High comfort level with basic computer technology.  
- Ability and willingness to quickly learn new computer-related skills (including HTML coding and website design principles).  
- Ability to perform repetitive computer-related tasks.  
- Skills in word processing.  
- Ability to use database software for entry.
Must possess a valid drivers license.

Desirable Qualifications:
- Knowledge of database- and/or web-based programming or scripting language(s).
- Understanding of biological taxonomic nomenclature.
- Understanding of general ecological principles, conservation biology, and/or invasive species issues (particularly with respect to Hawaii and/or other Pacific islands).
- Understanding of metadata documentation principles.
- Knowledge of HTML programming.
- Familiarity with website design principles.
- Knowledge of Portuguese language.

Inquiries:
Philip Thomas 891-1754 (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.