BIISC Data Entry Clerk

Regular, Part-Time (50% FTE), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Big Island Invasive Species Committee (BIISC), located in Hilo, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. **Minimum Monthly Salary Range:** $865.00-$937.00 (@ 50% FTE). **Duties:** Performs daily data entry and maintenance of the coqui frog hotline and other various coqui data into a consolidated data base. Assists in receiving calls from the coqui hotline. Assists in data management support as required to ensure continuity and integrity of data used for research and planning, including verification and accuracy of data. Performs routine scheduled backups of data files and updates reports as necessary. **Minimum Qualifications:** Education: High School Diploma. Experience: One to three (1-3) years of general clerical and data entry experience. Abil/Know/Skills: Working knowledge of Word processing, Excel spreadsheets, and Access databases. Good communication skills. Valid driver’s license. **Physical/Medical Requirements:** Ability to do fieldwork in remote areas with adverse weather and rough terrain on a limited basis. **Desirable Qualifications:** Working knowledge of statistics, or graphics software. Some knowledge of coqui frogs in Hawaii. **Inquiries:** Hans Sin 217-5856 (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.

**Please apply before:** 01/07/2008