Job Description

Job Title: HAS Program Management Assoc
Job ID: 28367
Project Name: Hawaiian Acad Of Science
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Hawaii Academy of Science (HAS), located at the University of Hawaii at Manoa, in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Minimum Monthly Salary: $2,320.00. Duties: Assists with the educational programs of HAS, which includes serving as the Associate Director of the Hawaii State Science and Engineering Fair and the Pacific Symposium for Science and Sustainability. Assists with fundraising and fiscal management of the program. Prepares and distributes various publications and handles publicity and media relations. Assists with the preparation of financial statements. Assists with workshops and answers queries related to the educational programs including the International Science Fair rules, and links student participants with scientist mentors. Minimum Qualifications: Education: Bachelor's Degree from an accredited four (4) year college or university (Associate's Degree (or at least 60 semester credits from an accredited four (4) year college or university) and three to five (3-5) years of business administration with fiscal management and personnel supervisory experience may substitute for a Bachelor's Degree). Experience: One to three (1-3) years of experience working with the public, media, and large activity/special events. Must possess supervisory and fiscal management/accounting experience. Abil/Know/Skills: Must have experience with Macintosh OSX and be able to troubleshoot the office computer network. Must be competent using Word, EXCEL, PowerPoint, Quicken, Filemaker Pro, 4D, InDesign and Dreamweaver. Must also have knowledge of Hawaii's public and private schools. Excellent writing skills including experience with grant proposal writing and newsletter writing. Must possess a valid driver's license and have access to an insured vehicle. Must be able to pass post-offer criminal background check. Physical/Medical Requirements: Able to lift up to forty (40) pounds. Desirable Qualifications: Master's Degree from an accredited college or university in Business/Non-profit Management, Education or Science. Experience working with non-profit organizations and familiarity with RCUH human resources and accounting methods and procedures. Inquiries: Christine Trusty 956-7930 (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.

Please apply before: 07/18/2008