Job Description

Job Title: Natural Res Office Associate
Job ID: 28371
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil service position with the Pacific Cooperative Studies Unit (PCSU), performing project tasks to support the completion of conservation actions by the U.S. Army Garrison, Directorate of Public Works, Environmental Office, Natural Resources Section on the Island of Oahu. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. Minimum Monthly Salary: $2,189.00- $3,396.00. Duties: Provides administrative and logistical support for Natural Resource Program management activities. Functions as primary communication hub that includes answering phones and functioning as a base radio dispatcher. Participates in various administrative tasks. Facilitates overall project logistics.

Minimum Qualifications: Education: Bachelor's Degree from an accredited four (4) year college or university. (Two (2) years of college and two (2) years of experience in office management may be substituted for Bachelor's Degree). Experience: One to three (1-3) years of experience in office management. Abil/Know/Skills: Knowledge of office/business management. Knowledge of basic accounting and bookkeeping principles. Knowledge of travel/lodging planning and scheduling. Must be an excellent communicator in writing and orally. Proficient in word processing and spreadsheet computer applications in Microsoft Office (Excel, Outlook, and Powerpoint). Proficient in internet usage. Ability to use calculators. Must possess a valid driver's license. Desirable Qualifications: Basic acquaintance with biological principles and appreciation for biological resources, especially, pertaining to Hawaiian ecosystem. Knowledge, experience, or familiarity with PCSU/RCUH and Army policies and procedures. Experience with logistical support. Experience working in an office to support biological field activities. Skills in technical support to include network, computer, printer, fax/scanner trouble shooting. Training as a meeting facilitator. Experience in database management and editing. Current and/or pervious CPR and First Aid training. Inquiries: Susan Harbin 656-7641 (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: 07/28/2008