Job Description

Job Title: JIMAR/PIRO International NEPA Administrative Assistant

Job ID: 28574

Project Name: JIMAR

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Summary

Regular, Full-Time, Limited Term (Up to 36 months), RCUH Non-Civil Service position with the Joint Institute for Marine and Atmospheric Research, located at the National Marine Fisheries Service (NMFS), Pacific Islands Regional Office (PIRO) in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: $1,946.00.

DUTIES: Works with staff of PIRO in the planning, development and production of assigned NEPA projects and documents and related tasks, particularly for international fishery issues and actions. Provides document preparation support for assigned NEPA projects and support compliance with applicable law in the production of assigned NEPA documents and related work products. Specific tasks may include, but are not limited to, organizing and supporting public meetings and distribution of information, assisting with the design and implementation of project and document tracking mechanisms, supporting creation of electronic and hard copy library and bibliography, supporting the collection and drafting and editing of NEPA documents and related products, collecting and indexing information, tracking documents and organizing and maintaining administrative records, supporting responding to comments from the public and government agencies, supporting production of preparing associated decision and/or briefing documents, and presenting information to the public. Coordinates with other programs as necessary for continuity in records handling. In coordination with staff of the PIRO International Program, helps develop and monitor regulatory schedules and program activities and keeps sponsor informed of issues, potential problems, and activity progress.

PRIMARY QUALIFICATIONS: EDUCATION: High School Diploma. EXPERIENCE: Three to five (3-5) years experience in administrative support work, including: experience managing records and experience in multi-disciplinary projects, particularly projects involving application of general guidelines to specific undertakings (e.g. indexing FOIA responses and administrative record materials). ABIL/KNOW/SKILLS: Demonstrated knowledge of records management concepts and methods including tools for tracking and organizing official records. Familiarity with software tools commercially available and applicable for document preparation and records management. Demonstrated knowledge of and ability to apply general guidelines to specific projects. Able to perform large document management, formatting, and editing; able to work with spreadsheets and appendices.

SECONDARY QUALIFICATIONS: Specialized training and/or experience working with official federal records and documents. Experience with projects involving administrative records or Freedom of Information Act (FOIA) requests. Work experience with NEPA document preparation and/or associated documents. Specialized coursework or training in desktop publishing and
tracking/spreadsheet computer programs.

INQUIRIES: Nicole Wakazuru 956-9465 (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. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 10/24/2008