Job Description

Job Title: JIMAR WPACFIN-DFW Fisheries Database Assistant (Saipan)
Job ID: 29324
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $1,871/Mon.

DUTIES: Assists local data managers in collecting fisheries data as required. Follows established standards and protocols when reviewing collected data forms for data errors and consulting data technicians for corrections. Uses WPacFIN developed software (written in Visual Foxpro) to input data. Monitors quality control of data by reviewing inputted work and running existing software utilities to find and remedy data discrepancies. Uses established Document Imaging Archival System (DIAS) to scan collected data forms and enter search keys for the images. Manages onsite databases, performs data backup, and uploads new processed data to Western Pacific Fisheries Information Network (WPacFIN) file server. Serves as onsite coordinator for WPacFIN and PIFSC related activities. Uses existing software to assist WPacFIN Program Manager and DFW staff in creating fisheries summary reports and fisheries management plan related reports.

PRIMARY QUALIFICATIONS: EDUCATION: Associate's Degree from an accredited community college. (A High School Diploma with an additional three to five (3-5) years experience working with data in a research or professional business environment may substitute for Associate's Degree.) EXPERIENCE: One to three (1-3) years of experience working with data in a research or professional business environment. ABIL/KNOW/SKILLS: Working knowledge of CNMI fishing practices and fishing methods. Knowledge of CNMI fish identifications (including local fish names) and local customs. Working knowledge of the use of scanners, database applications, and word processing and spreadsheet applications. Ability to read, write and communicate effectively. Ability to operate a personal computer with WINDOWS XP operating system, computer’s peripherals (e.g. scanner), and Microsoft Office software. Post Offer Employment Requirement: Must meet the US Department of Commerce, National Oceanic and Atmospheric Administration security requirements for working in a federal facility which includes being fingerprinted and having a federal background check performed.

PHYSICAL/MEDICAL REQUIREMENTS: Able to lift computer equipment and office supplies of not more than sixty (60) pounds.

SECONDARY QUALIFICATIONS: Ability to speak and understand Chamorro and/or Carolinian languages. Familiarity with marine science and fisheries terminology.

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: 08/12/2009