Job Description

Job Title: JIMAR Bigeye Tuna Fisheries Database Assistant
Job ID: 29338
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $1,871/Mon.

DUTIES: Processes commercial marine fisheries data. Collects data from incoming Hawaii commercial fisheries logbooks, and processes the data. Reviews submitted fisheries logbooks for completeness and contacts fishermen (or other submitters of logbooks) for clarification if needed. Conducts tallies of logbook data, codes and quality controls the data, and enters data into the data systems and/or spreadsheets.

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 professional business or research environment may substitute for Associate’s Degree).
EXPERIENCE: One to three (1-3) years of experience in the following areas: data processing and data quality assurance/quality control. ABIL/KNOW/SKILLS: Ability to work and communicate well with coworkers, fishery scientists, and the general public. Ability to operate a personal computer with Windows operating system, computer’s peripherals (e.g. scanner), and Microsoft Office software. Training on internal procedures, databases, and proprietary scanning software will be provided. Must possess a valid driver's license and be able to operate a motor vehicle. 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. Must read, understand, and sign all required confidentiality forms and agreements. PHYSICAL/MEDICAL REQUIREMENTS: Able to lift computer equipment and office supplies of not more than sixty (60) pounds.
SECONDARY QUALIFICATIONS: Knowledge of the Hawaiian marine fisheries and local fish market industry. Familiarity with marine science, fisheries terminology, and fishing industry knowledge. Prior experience working in a data monitoring and research environment.
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:** 08/24/2009