

Job Description

Job Title: JIMAR Administrative Services Support Associate
Job ID: 29395
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the School of Ocean and Earth Science and Technology (SOEST), Joint Institute for Marine & Atmospheric Research (JIMAR), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/ operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$2,105/Mon.

DUTIES: Works as a member of the JIMAR Administrative Office, ensuring effective and efficient delivery of administrative services for the Institute. Provides support in the areas of personnel, procurement, payments, travel, and special projects. Initiates and prepares RCUH and UH personnel documents and transactions. Prepares and processes payroll for Institute's RCUH and UH employees. Initiates and prepares procurement and payment documents for the Institute in accordance with established policies, procedures, and regulations. Initiates and prepares travel request and completion documents. Ensures requested claims and reimbursements are in compliance with established policies, procedures, and regulations and adequately substantiated. Serves as on-site backup to other members of the JIMAR Administrative Office, providing additional support to other service areas as needed.

PRIMARY QUALIFICATIONS: **EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university. **EXPERIENCE:** Up to one (0-1) year of experience working in an administrative office. **ABIL/KNOW/SKILLS:** Knowledge of accounting and personnel concepts and principles. Some knowledge of practices and techniques of modern business management. Must possess excellent communication skills (both oral and written). Ability to review, analyze, interpret, and apply sound logic and judgment in application of a variety of financial/administrative rules and regulations. Proficiency in Microsoft Word, Access, and Excel as well as Internet and E-mail. Ability to compose written correspondence.

SECONDARY QUALIFICATIONS: Bachelor's Degree from an accredited four (4) year college or university in Business Administration with a focus on Accounting and/or Human Resource Management. Prior experience with RCUH and UH policies and procedures. Knowledge of Office of Management and Budget (OMB) Circulars A-110 and A-21. Knowledge of National Oceanic and Atmospheric Administration (NOAA) Policies and Procedures relating to the management of cooperative agreements and grants. Previous experience working in a research administration environment for a large-scale research program or institute.

INQUIRIES: Kevin Higaki 956-7729 (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: 09/30/2009

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