Job Description

Job Title: HAS Program Support Assistant
Job ID: 29397
Project Name: Hawaiian Acad Of Science
Full/Part Time: Part-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $973.00 (@ 50% FTE).

DUTIES: Under the guidance of the State Science Fair Director/Program Coordinator and the HAS Executive Council, he/she will take major responsibility in coordinating the education programs of the Hawaii Academy of Science: the Hawaii State Science and Engineering Fair and the Pacific Symposium for Science and Sustainability, which are secondary science education programs involving schools in Hawaii and the Pacific. Assists in the day-to-day activities of the educational programs of the Hawaii Academy of Science, maintains databases, and prepares fiscal reports and correspondence for the State Science Fair Director and the Executive Council. Serves as the fiscal and office assistant.

PRIMARY QUALIFICATIONS: EDUCATION: Associate's Degree from an accredited college or university in Science, Business, Social Science, Education, or related field. EXPERIENCE: Two to four (2-4) years of experience coordinating special events or working as an administrative assistant. Two to four (2-4) years of experience with Macintosh computers and basic knowledge of database programs. ABIL/KNOW/SKILLS: Knowledge of Macintosh computer system and software including Microsoft Word, database programs and Excel. Ability to use electronic mail. Good verbal and written communications skills. Ability to prepare and maintain comprehensive and routine reports. Must possess a valid driver's license and own means of transportation. Post Offer/Employment Condition: Must be able to pass post-offer criminal background check. PHYSICAL/MEDICAL REQUIREMENTS: Able to lift up to forty (40) pounds.

SECONDARY QUALIFICATIONS: Bachelor's Degree from an accredited four (4) year college or university. Database management (using Filemaker, 4D), Fiscal records management (using Quicken), website design (Dream Weaver) and graphics/layout (using Indesign). Three (3) or more years experience coordinating special events. Knowledge of Hawaii's public and private schools.

INQUIRIES: Irvin King 956-4405 (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:** 09/18/2009