

Job Description

Job Title: JIMAR WPACFIN-HDAR Fisheries Database Assistant
Job ID: 29405
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Email to Friend](#)[Select Job](#)[Return to Previous Page](#)

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 and Atmospheric Research (JIMAR), National Marine Fisheries Service (NMFS), Pacific Islands Fisheries Science Center (PIFSC), located at the State of Hawaii, Division of Land and Natural Resources (DLNR), Department of Aquatic Resources (DAR), in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$1,871.00.

DUTIES: Provides support for DLNR-DAR's automated computer fisheries report data processing systems. Scans, keys-in document index information, and verifies image of historical fishing records on an automated computer scanning, indexing and archiving system. Reviews submitted fisheries reports (fishers/dealers) for completeness; contacts (phone or mail correspondence) reporters to verify and correct discrepancies on the reports. Performs data quality control procedures to process keyed-in data, run error report modules to generate data error report lists, and contacts fisher/dealers to verify or correct the data errors. Prepares mail correspondence, assists other data assistants and supervisors with mass mailings, and answers incoming phone calls.

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 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; data processing in a research environment. **ABIL/KNOW/SKILLS:** Working knowledge of the use of scanners, database applications, and word processing and spreadsheet applications. Ability to work with and communicate well with the general. Ability to operate a personal computer with WINDOWS XP operating system, computer's peripherals (e.g. scanner), 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: Knowledge of the Hawaiian marine fisheries and local fish market industry. Use of computer applications such as Visual FoxPro, WordPerfect, Microsoft (MS) Word and Excel. Familiarity with marine science and fisheries terminology. Prior experience working in a 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: 10/05/2009

Email to Friend

Select Job

[Return to Previous Page](#)
