

Job Description

Job Title: Sea Grant Extension Office Assistant
Job ID: 29407
Project Name: Sea Grant
Full/Part Time: Part-Time
Regular/Temporary: Regular

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Job Summary

Regular, Part-Time (50% FTE), RCUH Non-Civil Service position with the Sea Grant College Program, located on the island of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$899.50 (@ 50% FTE).

DUTIES: Provide administrative support in the day-to-day operations of the Sea Grant Extension Office in West Hawaii. Maintain an office organization in a dynamic, fast-paced multi-program office setting. Respond to and/or direct requests for information and inquiries from the public and teachers. Compile and maintain contact databases. Maintain fiscal files and records to track grant expenditures. Prepare and track progress of requisitions. Maintain resource, project and communication files. Schedule and advertise presentations, meetings and events. Assist extension agent with implementation of education/outreach programs throughout West Hawaii. Assist extension agent with support of county initiatives related to marine ecosystem health and hazard resiliency. Solicit for volunteer membership of projects/programs administered by the UH Sea Grant College Program extension agent. Maintain an active communications network with other regional agencies and groups. Edit reports and media releases.

PRIMARY QUALIFICATIONS: **EDUCATION:** Associate's Degree from an accredited community college in Business or related field. **EXPERIENCE:** One to three (1-3) years of experience working in an office setting in an office management capacity. **ABIL/KNOW/SKILLS:** Knowledge of Science topics and familiarity with scientific terminology. Computer skills with proficiency in word processing, spreadsheet, database, and publishing programs. Strong written and verbal communication skills. Must possess a valid driver's license. **PHYSICAL/MEDICAL REQUIREMENTS:** Must be able to lift/carry up to fifty (50) pounds.

SECONDARY QUALIFICATIONS: Able to work with local county and state agencies. Prior experience with environmental issues and local volunteer programs in the State of Hawaii, particularly on the Island of Hawaii (Big Island).

INQUIRIES: Sara Peck 329-2861 (Hawaii).

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: 10/22/2009

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