Job Description

Job Title: JIMAR Administrative Services Support Associate
Job ID: 10339
Project Name: JIMAR
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Joint Institute for Marine and 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 RANGE: $2,105-$3,266/Mo.

DUTIES: Works as a member of the JIMAR Administrative Office ensuring efficient delivery of administrative services for the Institute. Provides support in the areas of procurement, payments, travel, and institute/research administration. Prepares procurement and payment documents for the Institute in accordance with established policies, procedures, and regulations. Advises Institute staff on policies and procedures related to procurement/payments. Prepares travel request and completion documents. Ensures requested claims and reimbursements are in compliance with established policies, procedures, and regulations and adequately substantiated. Advises Institute staff on policies and procedures related to travel. Provides logistical support for visiting scientist seminars, Institute workshops, and conferences. Works on special projects for Institute management. Oversees work assignments of student assistant. 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 progressively responsible experience working in an administrative office. ABIL/KNOW/SKILLS: Knowledge of accounting concepts and principles. Some knowledge of practices and techniques of modern business management. Ability to review, analyze, interpret, and apply sound logic and judgment in application of a variety of financial/administrative rules and regulations. Ability to understand and follow complex oral and written instructions. Good organizational skills. Good verbal and written communication skills. Proficiency in Microsoft Word, Access, and Excel as well as Internet and e-mail. Ability to compose written correspondence.


INQUIRIES: Kevin Higaki 956-5018 (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, mail, or hand-deliver 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. Online applications and faxed documents must be submitted/received by the closing date (11:59
P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the
closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii
Standard Time/RCUH receipt time. If you have questions on the application process and/or need
assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 07/16/2010