Regular, Part-Time (50% FTE), RCUH Non-Civil service position with the Pacific Cooperative Studies Unit (PCSU) performing project tasks on land controlled by U. S. Army Garrison, on the island of Oahu. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

**MINIMUM MONTHLY SALARY:** $1,012 - $1570/Mon. (@ 50% FTE).

**DUTIES:** Entry level curatorial technician for the Cultural Resources Section of the Directorate of Public Works Environmental Division (DPW-ENV-CR). Assist with the organization and inventory of architectural, engineering and historic document collections. Become familiar with installation plans and inventories. Assist staff to access collection in accordance with Federal Regulations.

**PRIMARY QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in Museum Studies, Library Information Science, or Natural Science is preferred.

**EXPERIENCE:** Up to one year of experience in collection or preservation management in a museum/repository, archive, or library.

**ABIL/KNOW/SKILLS:** Knowledge of standard museum policies and procedures, including inventorying, accessioning, cataloging and other recordkeeping. Knowledge of basic conservation methods. Ability to use personal computer systems and Microsoft applications. Must possess a valid driver's license. Post Offer/Employment Conditions: (Jobs requiring U.S. Defense Department Security Services (DSS) clearance) - Applicants selected will be subject to a Government security investigation and must meet eligibility requirements for access to classified information.

**PHYSICAL/MEDICAL REQUIREMENTS:** Able to lift items weighing up to thirty (30) pounds. Must have no mold allergies.

**SECONDARY QUALIFICATIONS:** Knowledge of Department of Defense cultural resources and the policy, organizational, and operational contexts within which they are managed. General knowledge of the application of historic preservation laws, regulations, policies, and standards in the management of cultural resources. Advanced knowledge of paper conservation and preservation methods.

**INQUIRIES:** Jill Sommer 655-9697 (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** 06/16/2011

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