

Job Description

Job Title: OANRP Administrative Coordinator
Job ID: 11295
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Oahu Army Natural Resources Program (OANRP), located at Schofield Barracks 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: Salary commensurate with qualifications.

DUTIES: Manages a wide range of personnel, fiscal, and administrative management and support for a complex endangered species stabilization and recovery operation comprised of approximately sixty (60) employees and one hundred and fifty (150) volunteers. Maintains, prepares, and recommends budgets and documents for PCSU and project leaders in consultation with PCSU/University of Hawaii and the US Army administrative units. Develops, implements and responsible for procedures and guidelines to meet management's operational requirements. Manages monthly and annual reports, employee resource requirements, purchasing and associated activities, and travel and volunteer programs. Updates and maintains OANRP files and performs other duties as assigned.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Business Administration or other related business field. **EXPERIENCE:** At least five (5) years of professional administrative management work experience, which includes fiscal accounting, personnel management, procurement, contract administration (i.e., drafting, reviewing, etc.) and program management. Three to five (3-5) years of experience in office management with budget formulation and maintenance. One to three (1-3) years of supervisory experience.

ABIL/KNOW/SKILLS: Knowledge of accounting and bookkeeping principles, human resource management, procurement and contracting requirements, workplace safety, equal employment opportunity, and work environment regulations and procedures. Applicable Office of Management and Budget (OMB) circulars, Federal Acquisition Regulation (FAR), and Code of Federal Regulation (CFR). Proficient in word processing software and spreadsheet computer applications in Windows operating system. Ability to use standard office equipment (i.e. electric typewriter, ten-key calculator, copy machine, and fax machine). Familiarity with email programs, Internet navigation, and PC operating systems (e.g., Windows OS, Mac OS, etc.) and common business computer hardware (i.e., PC, iPad, etc.). Ability to communicate efficiently and effectively both orally and prepared written communications. Must possess a valid driver's license. Post Offer/Employment Conditions: Must provide a driver's abstract and have no citations that will prevent incumbent from driving on Department of Defense installations. Must be able to pass a post-offer criminal background check for employment as an Army contractor. **PHYSICAL/MEDICAL REQUIREMENTS:** Able to lift twenty-five (25) pounds.

SECONDARY QUALIFICATIONS: Knowledge and experience with US Army/RCUH administrative (fiscal, procurement and human resources) and budgetary policies and procedures. Conducting EPA/environment or HIOSH safety compliance audits, training and inspections.

INQUIRIES: Clifford Smith 956-8820 (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 06/30/2011

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