Regular, Part-Time (50% FTE), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Plant Extinction Prevention (PEP) Program, located in Hilo, Hawaii Island. 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:** $899.50/Mon. (@50% FTE).

**DUTIES:** Responsible for general program support duties needed to effectively administer the PEP Program. Assists with the preparation of PEP Program grant proposals and meeting reporting requirements. Work with the Statewide PEP Coordinator to track fiscal obligations such as managing program expenses by maintaining budget spreadsheets, assisting with the development of budget requests for grant proposals, managing purchases, and other fiscal needs to ensure adequate administrative support to island programs. Assists with personnel management such as recruitment and related employment actions; volunteer program coordination; ensuring on-time staff time reporting; assisting with processing of reimbursement and travel requests, vacation and sick leave requests, etc.; and maintenance of staff training certification records. Assists Statewide PEP Coordinator to write and develop outreach material for publication or public distribution. Assists with general program management including (but not limited to) coordinating staff and partner meetings, recording and typing up meeting minutes and performing radio/phone checks with field staff, as needed. Assists Island PEP Coordinators with entry of field data using appropriate computer software (Microsoft Excel, Access, Word, etc.), as needed.

**PRIMARY QUALIFICATIONS:**

**EDUCATION:** High School Diploma.

**EXPERIENCE:** At least one (1) year of experience working with biological resources in Hawaii. One to two (1-2) years of experience in data and/or office management with budget organization and maintenance.

**ABIL/KNOW/SKILLS:** Knowledge of office/business management practice. Acquaintance with biological principles and appreciation for biological resources, especially pertaining to Hawaiian ecosystems. Proficient in use of computer applications, data entry, word processing and internet use. Able to communicate both orally and in writing and comprehend complex verbal and written instructions. Able to manage an office/project in an organized and efficient manner and skilled to perform all job duties and responsibilities. Ability to track budgets. Demonstrates keen attention to detail. Must possess a valid driver’s license.

**SECONDARY QUALIFICATIONS:** Expertise with Microsoft Office Word, Access, and Excel and graphic design programs such as Adobe Illustrator, InDesign, or Photoshop. Experience developing or managing websites. Knowledge and experience with PCSU and/or RCUH policies and procedures. Experience in biological field activities, project management and grant writing. Experience preparing written reports based on data interpretation.

**INQUIRIES:** Joan Yoshioka 974-4388 (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, 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 09/02/2011