Job Description

Job Title: Natural Resource Office Assistant
Job ID: 11464
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

MONTHLY SALARY RANGE: $1,799-2,791/Mon.

DUTIES: Provides administrative and logistical support for Natural Resource Program management activities. Participates in various administrative tasks. Maintains inventory of equipment, monitors program equipment and tools. Facilitates communication program-wide. Functions as secondary communication hub that includes answering phones and functioning as a base radio dispatcher. Assists with organization of overall helicopter logistics. Serves as Environmental Compliance Officer (ECO) for the respective base yard.

PRIMARY QUALIFICATIONS: EDUCATION: Associate's Degree from an accredited college or university (Two (2) years of college coursework may substitute for Associate’s Degree).
EXPERIENCE: At least six (6) months of office experience.
ABIL/KNOW/SKILLS: Understanding of Hawaii’s diverse cultural background and basic Hawaiian biology. General knowledge of office equipment and inventory process. Must be an excellent communicator in writing and orally. Proficient in word processing and spreadsheet computer applications in Microsoft Office (Excel, Outlook, and PowerPoint). Proficient in internet usage. Ability to use calculators. Must possess a valid driver’s license. Post Offer/Employment Condition: Must provide a copy of driver’s abstract and have no citations that will prevent incumbent from driving on Department of Defense (DoD) installations. Must be able to pass a DoD security check for employment as an Army contractor. Must be able to complete basic helicopter safety course within six (6) months of hire. Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months of hire). Must pass Army certification as an Environmental Compliance (Army’s Environmental Compliance rules/procedures, conduct inspections and the ability to write up reports, and train staff.) Officer within six (6) months of hire.

PHYSICAL/MEDICAL REQUIREMENTS: Must be able to lift thirty (30) pounds and occasionally up to fifty (50) pounds. Able to hike with a thirty-five (35) pound backpack for two (2) miles.

SECONDARY QUALIFICATIONS: Basic acquaintance with biological principles and appreciation for biological resources, especially pertaining to the Hawaiian ecosystem. Knowledge, experience, or familiarity with PCSU/RCUH and Army policies and procedures. Knowledge of Army environmental compliance regulations including conducting regulatory/compliance inspections, writing reports and providing applicable training. Skills in technical support to include network, computer, printer, and fax/scanner trouble shooting. Current and/or previous CPR and First Aid training. Proficient in database applications.

INQUIRIES: Joby Rohrer 655-9187 (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 09/16/2011