

## Job Description

**Job Title:** BIISC Fiscal & Program Associate

**Job ID:** 11580

**Project Name:** Pacific Coop Studies Unit



**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

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[Return to Previous Page](#)

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Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Big Island Invasive Species Committee (BIISC), located on the island of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

**MONTHLY SALARY RANGE:** \$2,189-3,396/Mon.

**DUTIES:** Processes fiscal, operational, and administrative support for the BIISC Invasive Species Control program and for BIISC cooperators. Responsible for the oversight of the project's budget. Tracks fiscal expenditures and projects budget needs for proposals. Works closely with the BIISC Manager to decide budget priorities. Work must be done in accordance with applicable State and Federal regulations and laws, especially regarding invasive species, safety and health, and pesticides. Provides oversight of all fiscal, personnel, and administrative documents to ensure project efficiency. Responsible for accomplishment of administrative tasks integral to the function of BIISC operations. Researches grant opportunities. Researches grant opportunities; prepares and writes proposals; and prepares and edits manuscripts, reports, and publications.

**PRIMARY QUALIFICATIONS: EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university. **EXPERIENCE:** One to three (1-3) years of experience with budget formulation, maintenance, and projection. **ABIL/KNOW/SKILLS:** Familiar with MS Excel. Knowledge of and experience with public accounting and purchasing practices. Proficient in word processing and spreadsheet computer applications and internet use. Ability to communicate effectively in writing and verbally. Must be accurate, dependable, and detail-oriented. Excellent organizational skills. Must be able to maintain confidentiality regarding personnel and budgetary matters. Must possess a valid driver's license. Must be willing to work as part of a dynamic interdisciplinary team.

**PHYSICAL/MEDICAL REQUIREMENTS:** Able to lift and carry twenty (20) pounds.

**SECONDARY QUALIFICATIONS:** Experience writing and reporting on federal, state, and private grants. Expertise with MS Office word processing, spreadsheet, and database programs. Knowledge of biological principles and appreciation for biological resources, especially pertaining to Hawaiian ecosystems and alien/invasive species issues. Knowledge and experience with BIISC policies and procedures; experience or familiarity with PCSU and/or RCUH policies and procedures. Familiarity with pesticide regulations, use, and documentation. Experience working in an office to support biological field activities.

**INQUIRIES:** Jan Schipper 933-3340 (Hawaii).

**APPLICATION REQUIREMENTS:** The preferred method of applying for a job is through our on-line application process. Please go to [www.rcuh.com](http://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** 11/22/2011

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[Return to Previous Page](#)

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