

## Job Description

**Job Title:** EMWP Program & Data Assistant  
**Job ID:** 11621  
**Project Name:** Pacific Coop Studies Unit  
**Full/Part Time:** Part-Time  
**Regular/Temporary:** Regular

---

[Email to Friend](#)

[Select Job](#)



[Return to Previous Page](#)

---

Regular, Part-Time (60% FTE), RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), East Maui Watershed Partnership (EMWP), located on the Island of Maui. Continuation is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

**MINIMUM MONTHLY SALARY:** \$1,214 – \$1,884/Mon. (@ 60% FTE).

**DUTIES:** Responsible for general program support duties required to effectively administer a natural resources research and protection project. Manages project data and provides data analysis to evaluate and facilitate fieldwork. Assists with project planning and reporting. Maintains accurate records and files on project activities and assists with report preparation on project accomplishments or grants. Manages, maintains and organizes office files and provides administrative oversight, including travel arrangements, purchase requests, and tracking budgets. Participates and supports project's public relations programs and performs other duties as assigned.

**PRIMARY QUALIFICATIONS: EDUCATION:** Associate's Degree from an accredited community college with coursework/training in program and data management applications. **EXPERIENCE:** One to three (1-3) years experience in data and/or office management with budget formulation and maintenance. **ABIL/KNOW/SKILLS:** Knowledge of office/business management practices. 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. Must possess a valid driver's license. 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.

**SECONDARY QUALIFICATIONS:** Expertise with Microsoft Office word processing, spreadsheet, and database programs. Basic acquaintance with biological principles and appreciation for biological resources, especially pertaining to Hawaiian ecosystems. Knowledge and experience with PCSU and/or RCUH policies and procedures. Experience working in an office to support biological field activities, project management and grant writing. Familiarity with Windows operating systems and web based operations. Experience preparing written reports based on data interpretation.

**INQUIRIES:** Randal Bartlett 573-6999 (Maui).

**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** 12/08/2011

---

Email to Friend

Select Job

[Return to Previous Page](#)

---