Regular, Full-Time, RCUH Non-Civil Service position with the National Ocean Service (NOS), Papahanaumokuakea Marine National Monument (Monument), located in Honolulu, Hawaii. 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: $2,607/Mon.

DUTIES: Performs office management, administrative, and fiscal support services to the Papahanaumokuakea Marine National Monument in carrying out its management, education, programmatic, and administrative functions, to ensure the comprehensive, strong, and lasting protection of the natural and cultural heritage of the Northwestern Hawaiian Islands. These services range from providing administrative support to the Superintendent, reviewing and finalizing documents related to the management of the Monument, to maintaining internal accounting and fiscal records related to the operations of the Monument offices. Receive, review, and prepare correspondence; assist in the development and preparation of office procedures; maintain and update office reports and files; assist with receiving visitors, deliveries and phone calls; and assist with the procurement of equipment and supplies.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from an accredited four (4) year college or university (Associate’s Degree from an accredited community college and five to seven (5-7) years of job-related experience as a private secretary, administrative assistant, or executive assistant or related job may substitute for Bachelor’s Degree). EXPERIENCE: Three to five (3-5) years of demonstrated experience working in office administration or customer service-related work. Experience working with customers and/or general public in responding to requests for information or assistance. Experience working as a private secretary, executive assistant or related position.

ABIL/KNOW/SKILLS: Knowledge of office administrative functions, including answering a multi-line phone, scheduling appointments, receiving visitors, managing incoming, outgoing and internal correspondence and documents, composing correspondence, setting up conference calls, arranging travel, filing, preparing reports, coordinating conferences, scheduling meetings, taking and transcribing meeting minutes, and managing projects. Proficiency in Microsoft Word, Excel, and PowerPoint. Must have good written and oral communication skills. Demonstrated ability in office administrative functions.

SECONDARY QUALIFICATIONS: Familiarity with NOAA travel system, time and attendance program, and purchasing system. Familiarity with RCUH’s purchase, travel and human resource policies and procedures. Familiarity with the NOAA Papahanaumokuakea Marine National Monument, State of Hawaii Dept of Land & Natural Resources, US Fish & Wildlife Service and Office of Hawaiian Affairs. Familiarity with the Hawaiian Islands, its communities, and issues. Proficiency in other database, graphics or presentation software. Experience using both PC and Macintosh computers. Familiarity operating various office equipment, e.g., copiers, fax machines, scanners, etc.

INQUIRIES: Moani Pai 933-8191 (Hawai'i).
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 05/09/2012