Job Description

Job Title: Project Administrative Office Assistant
Job ID: 12263
Project Name: DBEDT/Coastal Zone Mgmt Prog
Full/Part Time: Part-Time
Regular/Temporary: Regular

Regular, Part-Time (50%), RCUH Non-Civil Service position with the Department of Business Economic Development and Tourism, Office of Planning, Coastal Zone Management (CZM) Program, located in the State of Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

MINIMUM HOURLY RATE: $12.14/Hr.

DUTIES: Provides administrative, secretarial, clerical, and related research services to support the Statewide Marine and Coastal Zone Advocacy Council (MACZAC). Coordinates and completes MACZAC meeting needs. Coordinates all MACZAC travel logistics. Coordinates MACZAC correspondence. Maintains a record of expenditures and volunteer hours. Files MACZAC documents and informs the Public of MACZAC Activities. Assists in the recruiting of MACZAC members. Coordinates with CZM staff and MACZAC in recruiting MACZAC members. Assists MACZAC with research work.

PRIMARY QUALIFICATIONS: EDUCATION: Associate's Degree from an accredited community college in related field. EXPERIENCE: Three to five (3-5) years of specialized, progressively responsible, administrative clerical duties which demonstrated knowledge of common office equipment and typing and editing correspondence, including one year of experience with handling various office-related administrative details, comprehensive understanding of activities and administrative organization, and exercising sound judgment (Bachelor's Degree from an accredited four (4) year college or university in Political Science, Sociology, Geography, Archeology, Psychology, Biology, Marine Sciences, or related field may substitute for some experience). ABIL/KNOW/SKILLS: Working knowledge of word processing. Knowledge of Business English grammar, spelling, arithmetic; common office practices and procedures; and operation and maintenance of various office equipment. Knowledge of preparing requests for purchase orders. Ability to carry out a varied range of secretarial functions including typing accurately at a minimum of thirty (30) words per minute (wpm). Ability to compose routine correspondence.

SECONDARY QUALIFICATIONS: Bachelor's Degree from an accredited four (4) year college or university in Political Science, Sociology, Geography, Archeology, Psychology, Biology, Marine Sciences, or related field or a Graduate student attending an accredited college or university pursuing a degree in Planning, Law, Marine and Social Sciences, or related field will be highly considered for this position. Familiarity with State of Hawaii fisheries units. Knowledge of State and RCUH policies and procedures. Experience using various computer programs, e.g. Excel, Access, and PowerPoint. Awareness of related government and nongovernmental organizations active in the marine and coastal resource planning or management field.

INQUIRIES: Mary Lou Kobayashi 587-2808 (Oahu).

APPLICATION REQUIREMENTS: Please go to www.rcuh.com, click on “Employment”; select “Apply” and navigate to “See Job Announcements and/or Apply for a Job.” You must submit the following
documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Salary History, 4) Supervisory References, 5) Copy of Degree(s)/Transcript(s)/Certificate(s) All online applications must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuhr@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before 06/13/2012

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