WMMWP PROGRAM & DATA ASSISTANT
Pacific Cooperative Studies Unit
West Maui Mountains Watershed Partnership

I. SUMMARY OF DUTIES: Regular, 75-100% FTE RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), West Maui Mountains Watershed Partnership (WMMWP), located in the Lahaina District, Maui. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds and compliance with applicable Federal/State laws.

Responsible for general program support duties required to efficiently administer a natural resources research and protection project with seven to twenty (7-20) employees and volunteers protecting over 50,000 acres of forested watershed. Manages and organizes all support activities for the project including travel, timekeeping, purchasing, and other Research Corporation of the University of Hawaii (RCUH) and University documents. Manages and tracks budget/expenditures for project grants and prepares financial summaries. Assists in the development of proposals and management of proposed project budgets. Manages, maintains and organizes accurate records and files on all project activities and assists with the preparation of reports on accomplishments and activities. Assists with organization and operations for an associated non-profit corporation, Malama Kahalawai Inc. Manages project data and provides data analysis support for field work.

II. SCOPE OF POSITION:

A. Reports to: Principal Investigator (Dr. Clifford Morden)
   West Maui Mountains Watershed Partnership Coordinator
   (Chris Brosius)

B. Supervises: None.

C. Budgetary and/or Fiscal Responsibilities: None

D. Signature Authorities:

<table>
<thead>
<tr>
<th>X</th>
<th>Type of Action</th>
<th>Defined Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Time Reports &amp; Payroll Actions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purchasing Actions</td>
<td></td>
</tr>
</tbody>
</table>
E. **Level of Interaction:** Supervised by the West Maui Mountains Watershed Partnership Manager who provides goals, direction and will delegate responsibility for project completion. Person-to-person contacts are primarily with supervisors, coworkers, partnership organizations, and PCSU staff. Daily interaction with project personnel (presently thirteen (13) employees). Must be able to work independently and as part of a team, organize time, and be responsible for project quality and completion. Work must be in accordance with applicable Federal, State, RCUH, and PCSU policies, management guidelines and standard operating procedures and is evaluated on effective progress, quality of work, attention to detail and on workplace safety. Contributes to creating and preserving a positive work environment. Ability to understand and carry out oral and written instructions and strong verbal and written communication skills are important. Must be dependable and accurate, and exhibit flexibility and patience with attention to details. Must be able to organize time and job demands for timely completion of responsibilities, use discretion and maintain confidentiality regarding personnel, budgeting, and other matters.

III. **MAJOR DUTIES & RESPONSIBILITIES** (List 6-8 duties in order of importance, not by % values. Place an ✗ to identify the Essential Job Functions) **BOLD all “primary duties” :**

40% ✗1. Under the direction of the WMMWP Program Manager, develops and organizes budgets, accounts, and purchasing for WMMWP program and projects. Maintains accurate records, files, and tracking on all project activities. Compiles information for reports and grant proposals. Assists with preparation and editing of proposals and reports on accomplishments and activities for funding agencies, donors and partners. Assists with organization, management and operations for an associated non-profit, Malama Kahalawai Inc., whose charter is to help implement the goals of the West Maui Mountains Watershed Partnership. Develops and maintains budget spreadsheets for multiple grants/funding sources. Ensures that fund expenditures are accurately and timely allocated to appropriate accounts and reconciles budget with appropriate reports between multiple fiscal agents and sponsors. Prepares financial summaries. Monitors grant opportunities.

40% ✗2. Manages and organizes all support activities for the project including travel, timekeeping, procurement, and employment documents. Manages, coordinates, processes, records, tracks and maintains all personnel actions for WMMWP staff. Includes but not limited to, employment and recruitment related documents, travel arrangements, time reports, vacation and sick leave status, workers compensation, etc. Makes recommendations to the WMMWP Program Manager on all employment actions. Maintains personnel records (applications, timesheets, and travel per diem and scopes of
work). Attends program meetings and types meeting minutes and performs radio checks with field staff.

10%  3. Assists with project data management using the software programs Microsoft Access and Excel and potentially QuickBooks. Inputs field and Global Positioning System (GPS) data and other features as needed by the project. Compiles data, and assists with analysis of data collected to create maps, charts, and graphs using ArcView and similar GIS software. Assists with maintenance of computer network.

10%  4. Performs other duties as assigned including occasional short-term field assignments and providing support for field operations (communications, transportation, and logistics).

IV. PRIMARY QUALIFICATIONS:

A. **Education:** Associate’s Degree from an accredited community college with coursework/training in program and data management applications from an accredited institution.

B. **Experience:** Up to one (0-1) year of experience providing office management with budget formulation and maintenance.

C. **Knowledge:** Knowledge of office/business management practices.

D. **Abilities and Skills:** Proficient in use of computer applications (e.g., MS Word, MS Excel, etc.) and data entry with accuracy, word processing and Internet use. Use and maintenance of office equipment. Ability to manage an office/project in an organized and efficient manner. Must possess valid driver’s license. Ability to communicate orally and in writing, and to comprehend complex verbal and written instructions. Ability to track and manage budgets.

E. **Physical and/or Medical Demands:** Able to lift and carry twenty (20) pounds.

V. **SECONDARY QUALIFICATIONS:** Familiarity with procurement and human resources policies and procedures of the Research Corporation of University of Hawaii. Proficient with Microsoft Access database programs. Skills and experience with QuickBooks® and ArcGIS programs. Familiarity with office networking and information technology management. Familiarity with basic biological principles especially pertaining to Hawaiian ecosystems and the threats from alien/invasive species. Experience in project management, grant writing, preparing written reports and interpretation of data.
VI. **REVIEWED BY INCUMBENT OF POSITION:** This position description is a summary of job functions, responsibilities and qualifications. These designations of functions are subject to change as needs dictate.

__________________________________ ___________________
Signature of Incumbent Date

__________________________________
Print Name

**JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:**

__________________________________________    On:  ________________
Signature of Supervisor or RCUH HR Representative Date

**Note:** This sheet is attached to the position description. This page will be maintained with your file copy of the official installation date of the position description.

**PREPARED/RECOMMENDED AND SUBMITTED BY:**

________________________________________ ____________________
Principal Investigator Date

**CLASSIFICATION:**

Non-Exempt
RCUH Pay Range:  PR-N16

<table>
<thead>
<tr>
<th>SLOT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KNOW HOW</td>
<td></td>
</tr>
<tr>
<td>D12</td>
<td>175</td>
</tr>
<tr>
<td>ACCOUNTABILITY</td>
<td></td>
</tr>
<tr>
<td>C(2)C</td>
<td>50</td>
</tr>
<tr>
<td>PROBLEM SOLVING</td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>16% 28</td>
</tr>
</tbody>
</table>

**************************************************************************************

**APPROVED BY:**

_____________________________________  __________________
Director of Human Resources or Designee Date

**ATTACHMENT 1**
REVISED POSTING: EXTENDED CLOSING DATE
WMMWP PROGRAM & DATA ASSISTANT – ID# 12304. Pacific Cooperative Studies Unit. Regular, 75% - 100% FTE, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), West Maui Mountains Watershed Partnership (WMMWP), located in the Lahaina District, Maui. 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: $1,518 - $2,355/Mon. (@ 75% FTE) to $2,024 - $3,140/Mon. (@ 100% FTE) DUTIES: Responsible for general program support duties required to efficiently administer a natural resources research and protection project with seven to twenty (7-20) employees and volunteers protecting over 50,000 acres of forested watershed. Manages and organizes all support activities for the project including travel, timekeeping, purchasing, and other Research Corporation of the University of Hawaii (RCUH) and University documents. Manages and tracks budget/expenditures for project grants and prepares financial summaries. Assists in the development of proposals and management of proposed project budgets. Manages, maintains and organizes accurate records and files on all project activities and assists with the preparation of reports on accomplishments and activities. Assists with organization and operations for an associated non-profit corporation, Malama Kahalawai Inc. Manages project data and provides data analysis support for field-work. PRIMARY QUALIFICATIONS: EDUCATION: Associate’s Degree from an accredited community college with coursework/training in program and data management applications from an accredited institution. EXPERIENCE: Up to one (0-1) year of experience providing office management with budget formulation and maintenance. ABIL/KNOW/SKILLS: Knowledge of office/business management practices. Proficient in use of computer applications (e.g., MS Word, MS Excel, etc.) and data entry with accuracy, word processing and Internet use. Use and maintenance of office equipment. Ability to manage an office/project in an organized and efficient manner. Must possess valid driver’s license. Ability to communicate orally and in writing, and to comprehend complex verbal and written instructions. Ability to track and manage budgets. PHYSICAL/MEDICAL REQUIREMENTS: Able to lift and carry twenty (20) pounds. SECONDARY QUALIFICATIONS: Familiarity with procurement and human resources policies and procedures of the Research Corporation of University of Hawaii. Proficient with Microsoft Access database programs. Skills and experience with QuickBooks® and ArcGIS programs. Familiarity with office networking and information technology management. Familiarity with basic biological principles especially pertaining to Hawaiian ecosystems and the threats from alien/invasive species. Experience in project management, grant writing, preparing written reports and interpretation of data. INQUIRIES: Chris Brosius 661-6600 (Maui). 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. **CLOSING DATE: July 23, 2012.** EEO/AA Employer.
WMMWP PROGRAM & DATA ASSISTANT – ID# 12304

Regular, 75-100% FTE position w/the Pacific Cooperative Studies Unit, West Maui Mountains Watershed Partnership, located in the Lahaina District, Maui. **Duties:** Responsible for general program support duties required to efficiently administer a natural resources research & protection project w/7-20 employees & volunteers protecting over 50,000 acres of forested watershed. Manages/organizes all support activities for project incl. travel, timekeeping, purchasing, & RCUH & University docs. Manages & tracks budget/expenditures for project grants & prepares financial summaries. Asst. in development of proposals & mgmt. of proposed project budgets. Manages, maintains & organizes accurate records & files on all project activities & asst. w/prep. of rpts. on accomplishments & activities. Asst. w/organization & operations for associated non-profit corp., Malama Kahalawai Inc. Manages project data & provides data analysis support for field-work. **Requires:** AA w/coursework/training in program & data mgmt. applications. 0-1 yr. of exper. providing office mgmt. w/budget formulation & maintenance. Knowl. of office/business mgmt. practices. Proficient in use of computer apps., data entry w/accuracy, word processing & Internet use. Able to manage office/project in organized & efficient manner. Valid driver’s license. Able to communicate orally & in writing, & comprehend complex verbal/written instructions. Able to track & manage budgets. **Inquiries: Chris Brosius 661-6600 (Maui). Closing: 07/23/12. Min Sal: $1,518 - $2,355/Mon. (@ 75% FTE) to $2,024 - $3,140/Mon. (@ 100% FTE).**