Regular, Full-Time, RCUH Non-Civil Service position with the College of Natural Sciences, Pacific Cooperative Studies Unit (PCSU), 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.

MONTHLY SALARY: $2,105-3,200/Mon.

DUTIES: Serves as an administrative support for the unit performing office duties required to efficiently support administering 200+ projects. Duties include the preparation and routing of proposals for execution, maintaining agreements database, providing status reports. Composes, writes, reviews, and edits proposals and coordinates with funding agencies and projects to ensure proposals are fully executed.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university. EXPERIENCE: Experience working with grant funding, databases, word processing and spreadsheet applications. Progression from one level to the next is not dependent on “time-in-grade”, rather upon incumbent’s demonstrated abilities, competence, and operational needs. ABIL/KNOW/SKILLS: Working knowledge of Microsoft Word and Excel. Ability to utilize, understand, analyze and apply general administrative rules and regulations. Ability to communicate orally and in writing and to comprehend complex verbal and written instructions. Ability to multi task and to work under deadline pressure.

SECONDARY QUALIFICATIONS: Knowledge of Microsoft Access. Familiarity with UH and RCUH policies and procedures, OMB Circulars and CFRs.

INQUIRIES: Linda Hara 956-7422 (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)956-8344.

EEO/AA Employer.

Please apply before 09/01/2012