**Job Description**

**Job Title:** PCSU Personnel Specialist  
**Job ID:** 12395  
**Project Name:** Pacific Coop Studies Unit  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU) and other related projects located on the University of Hawaii at Manoa Campus 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:** Salary commensurate with qualifications.

**DUTIES:** Co-coordinates the human resources management needs of the PCSU by supporting project leaders with personnel actions, records maintenance, job descriptions, recruitment, termination, annual job performance, timesheets, vacation, workers’ compensation and sick leave, and other related activities.

**PRIMARY QUALIFICATIONS:**  
**EDUCATION:** Bachelor’s Degree from an accredited four (4) year college or university in Business Administration specializing in Human Resources Management (HRM) or equivalent combination of education, experience, and training.  
**EXPERIENCE:** Three to five (3-5) years of experience in personnel administrative management duties and responsibilities.  
**ABIL/KNOW/SKILLS:** Knowledge of principles and practices of personnel and human resources. Good PC skills (experience with WWW, word processing, and spreadsheet). Able to interpret, administer, enforce and analyze personnel procedures and regulations.

**SECONDARY QUALIFICATIONS:** Familiarity with UH and RCUH administrative policies and procedures. Database experience and Word for Windows word processing experience is preferred.

**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 rcuhhr@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