Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), performing project tasks on land controlled by the U.S. Army Garrison (USAG), Hawai'i (HI) at Pohakuloa Training Area (PTA), located on the Island of Hawai'i. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

HOURLY RATE RANGE: $9.60-$14.90/Hr.

DUTIES: Performs moderately complex clerical and administrative duties with moderate supervision. Coordinates, tracks and reports data, completes projects and supports the effective operation of the Cultural Resources Program. Activities include: data entry, faxing, scanning and photocopying, mail pick-up and distribution; compose and/or prepare correspondence; proofread for typographical errors and supply correct spelling, punctuation and grammar as needed. Establishes and maintains files, reports, and other hardcopy of computerized information related to program operations. Involved with purchasing and assisting with inventory orders. Organizes and manages office supplies and inventory. Assists in operations coordination, and day-to-day monitoring of field operations. Serves as Environmental Compliance Officer (ECO).

EXPERIENCE: At least one (1) year of related office work experience. Additional courses in office administration or computer training. ABIL/KNOW/SKILLS: Knowledge of computer software and application tools (Word, Excel, PowerPoint, Adobe Acrobat). Proficient in internet usage. Good oral and written communication skills. Strong interpersonal skills and ability to develop and maintain effective relationships. Able to manage multiple tasks and completing priorities. Ability to work effectively as part of a team. Ability to maintain and protect confidential information. Attention to detail. Must possess a valid driver's license and a clean driver's abstract and have no citations that will prevent incumbent from driving on Department of Defense (DoD) installations. Post Offer/Employment Condition: Must be able to pass a DoD security check for employment as an Army contractor. Must possess and pass the Army certification as a U.S. Army Environmental Compliance Officer (Army's Environmental Compliance rules/procedures, conduct inspections and able to write up reports, and train staff) within six (6) months of hire. Must possess the American Red Cross Certification for First Aid/CPR ) or be able to obtain the certificate following the training provided within three (3) months of hire. PHYSICAL/MEDICAL REQUIREMENTS: Must be able to lift fifteen (15) pounds.

SECONDARY QUALIFICATIONS: Familiar with Windows based software and database applications.

INQUIRIES: Ana Tejeda 969-3340 (Hawaii).

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** 12/17/2012