Regular, Full-Time, RCUH Non-Civil Service position with the Pacific Cooperative Studies Unit (PCSU), Big Island Invasive Species Committee (BIISC), located on the island of 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 RANGE: $2,189-$3,396/Mon.

DUTIES: Processes fiscal, operational, and administrative support for the BIISC Invasive Species Control program and for BIISC cooperators. Responsible for the oversight of the project's budget. Tracks fiscal expenditures and projects budget needs for proposals. Works closely with the BIISC Manager to decide budget priorities. Work must be done in accordance with applicable State and Federal regulations and laws, especially regarding invasive species, safety and health, and pesticides. Provides oversight of all fiscal, personnel, and administrative documents to ensure project efficiency. Responsible for accomplishment of administrative tasks integral to the function of BIISC operations. Researches grant opportunities; prepares and writes proposals; and prepares and edits manuscripts, reports, and publications.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university. EXPERIENCE: One to three (1-3) years of experience with budget formulation, maintenance, and projection. ABIL/KNOW/SKILLS: Familiar with MS Excel. Knowledge of and experience with public accounting and purchasing practices. Proficient in word processing and spreadsheet computer applications and internet use. Ability to communicate effectively in writing and verbally. Must be accurate, dependable, and detail-oriented. Excellent organizational skills. Must be able to maintain confidentiality regarding personnel and budgetary matters. Must possess a valid driver’s license. Must be willing to work as part of a dynamic interdisciplinary team. PHYSICAL/MEDICAL REQUIREMENTS: Able to lift and carry twenty (20) pounds.

SECONDARY QUALIFICATIONS: Experience writing and reporting on federal, state, and private grants. Expertise with MS Office word processing, spreadsheet, and database programs. Knowledge of biological principles and appreciation for biological resources, especially pertaining to Hawaiian ecosystems and alien/invasive species issues. Knowledge and experience with BIISC policies and procedures; experience or familiarity with PCSU and/or RCUH policies and procedures. Familiarity with pesticide regulations, use, and documentation. Experience working in an office to support biological field activities.

INQUIRIES: Springer Kaye 933-3340 (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 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 03/08/2013