Regular, Part-Time (50% FTE), RCUH Non-Civil service position with the Pacific Cooperative Studies Unit (PCSU) performing project tasks on land controlled by U. S. Army Garrison, on the island of Oahu. 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:** $11.68 - $18.12/Hr.

**DUTIES:** Entry level curatorial technician for the Cultural Resources Section of the Directorate of Public Works Environmental Division (DPW-ENV-CR). Assist with the organization and inventory of architectural, engineering and historic document collections. Become familiar with installation plans and inventories. Assist staff to access collection in accordance with Federal Regulations.

**PRIMARY QUALIFICATIONS: EDUCATION:** Bachelor’s Degree from an accredited four (4) year college or university. Museum Studies or Library Information Science is preferred. **EXPERIENCE:** Up to one (1) year of experience in collection or preservation management in a museum/repository, archive, or library. **ABIL/KNOW/SKILLS:** Knowledge of standard museum policies and procedures, including inventorying, accessioning, cataloging and other recordkeeping. Knowledge of basic conservation methods. Ability to use personal computer systems and Microsoft applications. Must possess a valid driver’s license. **Post Offer/Employment Conditions:** (Jobs requiring U.S. Defense Department Security Services (DSS) clearance) - Applicants selected will be subject to a Government security investigation and must meet eligibility requirements for access to classified information. Must provide a copy of driver's abstract and have no citations that will prevent incumbent from driving on DoD installations. Must be able to pass a post-offer DoD security check for employment as an Army contractor. Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months of hire). **PHYSICAL/MEDICAL REQUIREMENTS:** Able to lift items weighing up to thirty (30) pounds. Must have no mold allergies.

**SECONDARY QUALIFICATIONS:** Knowledge of Department of Defense cultural resources and the policy, organizational, and operational contexts within which they are managed. General knowledge of the application of historic preservation laws, regulations, policies, and standards in the management of cultural resources. Advanced knowledge of paper conservation and preservation methods.

**INQUIRIES:** Jill Sommer 655-9697 (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.