Job Description

Job Title: Cultural Resources Program Assistant (Oahu)
Job ID: 13173
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM HOURLY 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; composition and/or preparation of correspondence; proofreading documents; and managing timesheets and other personnel documents. Establishes and maintains files, reports, and other hardcopy documents of computerized information related to program operations. Assists in day-to-day monitoring of field operations by facilitating communication program-wide. Serves as Environmental Compliance Officer (ECO). Organizes and manages office supplies and inventory. Assists with the purchase and inventory of orders.

EXPERIENCE: At least one (1) year of related office work experience.
ABIL/KNOW/SKILLS: Knowledge of computer software and application tools (Word, Excel, PowerPoint, Adobe Acrobat). Proficient in internet usage. Strong oral and written communication skills. Strong interpersonal skills and ability to develop and maintain effective relationships. Ability 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 U.S. Army Environmental Compliance Officer certification (Army's Environmental Compliance rules/procedures, conduct inspections, and able to write up reports and train staff) or obtain certification following the training within six (6) months of hire. Must possess certification in First Aid/CPR (or be able to obtain the certificate following the training provided within twelve months of hire). PHYSICAL/MEDICAL REQUIREMENTS: Must be able to lift fifteen (15) pounds.

SECONDARY QUALIFICATIONS: Familiar with Windows based software and database applications. Completion of training courses in office administration or computers.

INQUIRIES: Clifford Smith 554-7492 (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**  04/04/2013