

Bulletin Board Posting: 04/12/13
RCUH Website: 04/12/13
Hawaii Job Engine: TBD
Real Jobs Hawaii: TBD

REVISED POSTING: EXTENDED CLOSING DATE

HAWAII SOP GRANTS & ADMINISTRATIVE ASSISTANT – ID# 13224. Department of Business, Economic Development and Tourism. Regular, Part-Time (50% FTE), RCUH Non-Civil Service position with the State of Hawaii, Department of Business, Economic Development and Tourism (DBEDT), Office of Planning (OP), Coastal Zone Management (CZM) Program, located 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. **MINIMUM HOURLY RATE:** \$12.14/Hr. (@ 50% FTE). **DUTIES:** Provides administrative, secretarial, clerical, and grants management services to support the further development of the Hawaii Ocean Resources Management Plan (ORMP) Policy and Working Group partnerships through a formalized Hawaii Sub-regional Ocean Partnership (Hawaii SOP). Coordinates all Hawaii SOP meeting and travel logistics, meeting materials and minutes, mail lists, and maintains a record of expenditures. **PRIMARY QUALIFICATIONS: EDUCATION:** Associate's Degree from an accredited community college in a related field. **EXPERIENCE:** Three to five (3-5) years of specialized, progressively responsible, administrative clerical duties which demonstrated knowledge of common office equipment and typing and editing correspondence, including one (1) year of experience with handling various office-related administrative details, comprehensive understanding of activities and administrative organization, and exercising sound judgment (Bachelor's Degree from an accredited four (4) year college or university may substitute for some experience). **ABIL/KNOW/SKILLS:** Working knowledge of word processing. Knowledge of Business English grammar, spelling, arithmetic; common office practices and procedures; and operation and maintenance of various office equipment. Knowledge of preparing requests for purchase orders. Ability to carry out a varied range of secretarial functions including typing accurately at a minimum of thirty (30) words per minute (wpm). Ability to compose routine correspondence. **SECONDARY QUALIFICATIONS:** Bachelor's Degree from an accredited four (4) year college or university in Political Science, Sociology, Geography, Biology, Marine Sciences, or related field or a Graduate student attending an accredited college or university pursuing a degree in a related field. Knowledge of State and RCUH policies and procedures. Experience using various computer programs, e.g. Excel, Access, and PowerPoint. Awareness of related government and nongovernmental organizations active in the marine and coastal resource planning or management field. An understanding of Hawaiian culture, local communities, the basic principles of natural resources management, current trends and strategies for land and coastal management, and the political and policy landscape of Hawaii and the Pacific. **INQUIRIES: Mary Lou Kobayashi 587-2808 (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. **CLOSING DATE: April 26, 2013.** EEO/AA Employer.