|  |  |
| --- | --- |
| File No.: |  |
| Position No.: |  |
| Job Code: |  |
| RCUH Pay Range: |  |
| FLSA: |  |
| EEO Cat.: |  |
| WC Classification: |  |
| Effective Date: |  |

**JOB TITLE**

**Project Name**

1. **Summary of POSITION:** Regular, Full-Time/Part-Time (     % FTE), RCUH Non-Civil Service position with the Project Name, located in      . Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

**Summary of DUTIES:**

1. **SCOPE OF POSITION:**
   1. **Reports to:**

|  |  |
| --- | --- |
| Principal Investigator |  |
| Title/Immediate Supervisor |  |

* 1. **Supervises:**

|  |  |
| --- | --- |
| **Title** | **# of FTE(s)** |
|  |  |
|  |  |

* 1. **Budgetary and/or Fiscal Responsibilities (****applicable for only positions responsible for budgeting, payroll or procurement):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Direct:** | Amt. | **Indirect:** | Amt. |
| Salary |  | Salary |  |
| Fringes |  | Fringes |  |
| Equipment |  | Equipment |  |
| Other |  | Other |  |

* 1. **RCUH Human Resources or Financial Portal Access and Action Authorization Levels:**

|  |  |  |
| --- | --- | --- |
| **X** | **Roles and Actions** | **Define Access Level:**  Supervisory (Submit/Approve) or  Administrative (Initiate only) |
|  | UH Project Director (UH PNF required) |  |
|  | Personnel Actions |  |
|  | Timesheets |  |
|  | UH Fiscal Actions (UH FMO-1 required) |  |

* 1. **Level of Interaction:**      . Interacts and communicates (verbally, in written form or electronically) respectfully and professionally with supervisors, co-workers and others at all times.

1. **MAJOR DUTIES & RESPONSIBILITIES (See column instruction below):**

IIIA = % time/effort

IIIB = Place X if job duty is an Essential Job Function

IIIC = Job duty number **(BOLD if Primary Duty)**

IIID = Narrative description of Job Duty **(BOLD if Primary Duty)**.

|  |  |  |  |
| --- | --- | --- | --- |
| **IIIA** | **IIIB** | **IIIC** | **IIID** |
| % of Time | Essential Job Function | No. | Description of Major Duty. **BOLD if Primary Duty.** |
|  |  | 1 |  |
|  |  | 2 |  |
|  |  | 3 |  |
|  |  | 4 |  |
|  |  | 5 |  |
|  |  | 6 |  |
|  |  | 7 |  |
|  |  | 8 |  |
|  |  | 9 | Performs other duties as assigned. |

1. **PRIMARY QUALIFICATIONS:**

|  |  |  |
| --- | --- | --- |
|  | **Qualification** | **Description** |
| **A** | **EDUCATION/TRAINING** |  |
| **B** | **EXPERIENCE** |  |
| **C** | **KNOWLEDGE** |  |
| **D** | **ABILITIES & SKILLS** |  |
| **E** | **PHYSICAL/MEDICAL DEMANDS** |  |
| **F** | **POLICY/REGULATORY REQUIREMENT** | As a condition of employment, employee will be subject to all applicable RCUH policies and procedures and, as applicable, subject to University of Hawai‘i’s and/or business entity's policies and procedures.  Violation of RCUH's, UH's, or business entity's policies and/or procedures or applicable State or Federal laws and/or regulations may lead to disciplinary action (including, but not limited to possible termination of employment, personal fines, civil and/or criminal penalties, etc.). |

1. **SECONDARY QUALIFICATIONS:**

|  |
| --- |
| **Description** |
|  |

1. **(UPDATES & RECLASSES ONLY) REVIEWED BY INCUMBENT OF POSITION:** This job description is a summary of job duties, responsibilities, and qualifications. I acknowledge that I have read and understand the changes to the job description for my position. I understand that I must contact my supervisor/manager immediately if I have any questions regarding the content of the job description.

Print Name/Signature of Employee Date

Note: This sheet is attached to the job description. This page will be maintained with your personnel file as a copy of the official installation date of the job description.

-------------------------------------------------------------------------------------------------------------------------------

**CLASSIFICATION:**

Exempt/Non-Exempt

RCUH Pay Range: PR-

|  |  |  |
| --- | --- | --- |
| Factor | Slotting | Points |
| Know How |  |  |
| Accountability |  |  |
| Problem Solving |  |  |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**APPROVED BY:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Human Resources or Designee Date

**ATTACHMENT 1**

RCUH HR Staff: Bulletin Board Posting:

RCUH Website:

Hire Net Hawai‘i:

**JOB TITLE – ID#      .**

**CLOSING DATE:      .** **INQUIRIES:      .**

Regular, Full/Part-Time (     % FTE), RCUH Non-Civil Service position with the Project Name, located      . Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

**MINIMUM MONTHLY SALARY:**      .

**DUTIES:**      .

**PRIMARY QUALIFICATIONS:**

|  |  |
| --- | --- |
| **EDUCATION/TRAINING** |  |
| **EXPERIENCE** |  |
| **KNOWLEDGE** |  |
| **ABILITIES & SKILLS** |  |
| **PHYSICAL/MEDICAL DEMANDS** |  |
| **POLICY/REGULATORY REQUIREMENT** | As a condition of employment, employee will be subject to all applicable RCUH policies and procedures and, as applicable, subject to University of Hawai‘i's and/or business entity's policies and procedures. Violation of RCUH's, UH's, or business entity's policies and/or procedures or applicable State or Federal laws and/or regulations may lead to disciplinary action (including, but not limited to possible termination of employment, personal fines, civil and/or criminal penalties, etc.). |

**SECONDARY QUALIFICATIONS:**

|  |
| --- |
|  |

**APPLICATION REQUIREMENTS:** Please go to [www.rcuh.com](http://www.rcuh.com) and click on “Job Postings.” You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Supervisory References, 4) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawai‘i 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 [rcuh\_recruitment@rcuh.com](mailto:rcuh_recruitment@rcuh.com). If you have questions on the application process and/or need assistance, please call (808)956-7262 or (808)956-0872.

*RCUH’s mission is to support and enhance research, development and training in Hawai‘i, with a focus on the University of Hawai‘i.*

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law*.