



Position Description Business Operations Specialist

Who we are:

The Arizona State University Center for Global Discovery and Conservation Science (GDCS) is an enterprising organization that leads the multi-agency 'Āko'ako'a Ridge to Reef Restoration Program on Hawai'i Island, focused on improving coral reef outcomes and community participation along the 190 km stretch of coastline. The 'Āko'ako'a program requires an integrated combination of activities with diverse personnel, multiple marine and aviation assets, land-based facilities, and operations to achieve mission success. We seek top personnel to grow all programmatic elements and to shape scientific and culturally-based solutions for reef resilience on Hawai'i Island. Current personnel structures are fluid and require individuals to take on diverse roles that forge new ground for the program.

Who you are:

Our Center seeks a reliable and organized individual to serve as part-time Business Operations Specialist to support our growing programs. Under the direct supervision of the Center Director and Assistant Director, this position will be essential in supporting the people, assets, and vendors working within the 'Āko'ako'a Restoration program.

The ideal candidate will be a creative problem-solver and highly organized to keep track of expenses, vendors, relationships, and assets using budgeting, accounting, and task management systems. They will have basic knowledge of the principles, practices and methods of accounting, budgeting, and inventory management. They will also have knowledge of basic project management, coordinating activities, and establishing priorities. Skill in establishing and maintaining effective working relationships. Skill in effective communication, both verbal and written.

Your challenge:

This role will be tasked with responsibilities such as:

- Interfacing with a diverse array of Hawai'i-based, national, and international vendors and service providers in support of research, education, and community engagement program elements.

- Monitoring daily, weekly and monthly project transactions, by using various ASU systems including but not limited to Workday, Workday Foundation, Peoplesoft, Zoom, Excel, Smartsheet and various internet websites.
- Purchasing supplies, services, and equipment using ASU platforms (Workday or purchasing card).
- Performing monthly purchasing card reconciliations.
- Maintaining government documents including registrations and inspections for all Hawai'i-based assets and locations including Kailua-Kona, Miloli'i, Hilo, and Kawaihae.
- Communicating in a timely manner to all internal (ASU) and external (vendors and local Hawaii contributors) with excellent customer service.
- Preparing budgets and financial reporting for a variety of account types.
- Assisting in planning events, coordinating logistics, scheduling and assisting with participant communications.
- Event planning, including local travel to obtain necessary items for events and registrations as needed.

Minimum qualifications:

Bachelor's degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, seven (7) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Desired qualifications:

Knowledge of Hawai'i Island geographical and commercial features, and communities.
 Experience supporting a diverse and distributed team on Hawai'i Island.
 Experience with marine or facility operations and logistics.

Hours & Place of Work:

Up to 20 hours per week distributed uniformly between Monday and Friday from 8 am and 5 pm, with exceptions scheduled in advance. Place of work: ASU Ridge to Reef Restoration Center | 73-4485 Kahilihili Street, Kailua-Kona, HI

Working Environment:

Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse (75%); frequently required to stand for varying lengths of time and walk moderate distances to perform work (25). Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts. Ability to clearly communicate verbally, read, write, see and hear to perform essential functions. Calculator, telephone, computer (monitor, keyboard and mouse), printer, fax and copier. This position receives regular review of objectives.

To apply for this position: please send your cover letter, resume/CV, and contact information for three potential providers of recommendation letters to Andrea Scott, AndreaScott@asu.edu.

Please include the position name you are applying for in your email subject line.

Position will remain open until filled.