Job Title: Malama Ahupuaa Program Coordinator  
Job ID: 28100  
Project Name: Maui Community College  
Full/Part Time: Part-Time  
Regular/Temporary: Regular  

Job Summary  
Regular, Part-Time (50% FTE), RCUH Non-Civil Service position with the Maui Community College (MCC) Malama Ahupua'a Grant, UH Agribusiness Education, Training and Incubator Project (AETI), located in Kahului, Maui. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds. **Minimum Monthly Salary:** $1,053.00 (@ 50% FTE)  
**Duties:** Provides direct management support to the Principal Investigator and/or Program Director. Facilitates the efficient execution of grant objectives and related actions. Works with the State of Hawaii Department of Land and Natural Resources (Maui Office) and other environmental organizations to create an Associate in Applied Sciences (AAS) degree program at Maui Community College. Assists in designing program activities, recruiting program participants, managing and monitoring activity budget, preparing reports and other program administrative requirements, developing program related materials and resources associated with the program, coordinating program activities, and compiling and evaluating data. Manages student applications and educational records of Malama Ahupua'a program participants in cohorts.  
**Minimum Qualifications:** Education: Bachelor's Degree from an accredited four (4) year college or university in Education, Communications, Human Relations, or related field. Experience: Up to one (0-1) year of experience working in a college environment.  
**Abil/Know/Skills:** Knowledge of Hawaiian programs, agencies, and communities. Good understanding of the instructional and student support services framework of Maui Community College. Able to collect and analyze data and use basic computer programs such as Word, PowerPoint, Excel and Access. Must be able to pass a post offer criminal background check.  
**Desirable Qualifications:** Experience working on federal grants that encompass Hawaiian programs and services. Knowledge about the Native Hawaiian community and familiarity with client intake/evaluation process. Demonstrated ability to coordinate, manage, and complete activities and project tasks in a timely and effective manner. Familiarity with Banner (UH Student Management Information system) or related.  
**Inquiries:** Kiope Raymond 984-3244 (Maui).  
**Application Requirements:** The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of
degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. EEO/AA Employer.

Please apply before:
02/14/2008