Job Description

Job Title: CAFNRM Educational Assistant
Job ID: 29333
Project Name: UHH/Sakai
Full/Part Time: Part-Time
Regular/Temporary: Regular

Job Summary

Regular, Part-Time (50% FTE), RCUH Non-Civil Service position with the University of Hawaii at Hilo, College of Agriculture, Forestry and Natural Resources Management (CAFNRM), Alaska Native/Hawaii Native Serving, Cooperative State Research, Education, and Extension Service (CSREES) grant, located at the Heeia wetlands in Kaneohe, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: $1,012/Mon. (@ 50% FTE)

DUTIES: Assist supervisor in the planning, development, and implementation of the Native Hawaiian related agriculture (aquaculture, taro, etc.) educational program. This includes clearing of the land for agricultural uses and establishment of Native Hawaiian related agriculture such as kalo. Assist supervisor in the development of educational materials for Native Hawaiian related agriculture. Assist supervisor in research and compiling information on Native Hawaiian agriculture (kalo, awa, etc.) and its associated techniques to create an informational manual. Help teach volunteers and students in agriculture methods used by Native Hawaiians. Provide assistance to project staff when needed.

PRIMARY QUALIFICATIONS: EDUCATION: Associate's Degree from an accredited college or university in Agriculture, Biology, or related field. EXPERIENCE: At least one (1) year of experience working on community development projects. ABIL/KNOW/SKILLS: Strong working knowledge of Native Hawaiian related agriculture and vegetation. Post Offer/Employment Condition: Must be able to pass post-offer criminal background check. PHYSICAL/MEDICAL REQUIREMENTS: Must be able to lift/carry up to fifty (50) pounds.

SECONDARY QUALIFICATIONS: Bachelor's Degree from an accredited four (4) year college or university in Agriculture, Biology, or related field. At least one (1) year in teaching students in grades K-12.

INQUIRIES: Dr. Sabry Shehata 933-0856 (Oahu).

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. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.