

## Job Description

**Job Title:** ICAP Program Assistant  
**Job ID:** 29503  
**Project Name:** Sea Grant  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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### Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the University of Hawaii at Manoa Sea Grant College Program (SGCP), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$2,189/Mon.

**SUMMARY OF DUTIES:** Provides assistance to the Director of ICAP (The Center of Excellence for Island Climate Adaptation and Policy) by serving as a core assistant in advancing the mission of this center. The Program Assistant will assist in the development of content for a dedicated, user-friendly website for ICAP; assist in the production of new publications on coastal hazard mitigation and climate adaptation; assist in the production of white papers on policy that provide guidance to decision-makers and agency managers on coastal hazard mitigation and climate adaptation strategies; conduct outreach and disseminate information associated with coastal hazard mitigation and climate adaptation; participate in planning efforts; assist in identifying and developing alternative sources of public and private funding for ICAP; and other activities as assigned.

**PRIMARY QUALIFICATIONS: EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in environmental or biological sciences, marine/ocean policy or law.  
**EXPERIENCE:** A minimum of one year of experience in the private sector and/or academic or government service, or its equivalent. **ABIL/KNOW/SKILLS:** Strong document editing skills. Knowledge of commonly used computing programs (eg., Word, PowerPoint, and Adobe). Excellent writing, communication and presentation skills.

**SECONDARY QUALIFICATIONS:** Experience with a Sea Grant College Program. Experience in design and implementation of outreach programs to convey pertinent information to stakeholders. Knowledge and experience in climate change issues/policy. Experience and success in grant writing.

**INQUIRIES:** Darren Lerner 956-7031 (Oahu).

**APPLICATION REQUIREMENTS:** The preferred method of applying for a job is through our on-line application process. Please go to [www.rcuh.com](http://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:** 12/01/2009

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