## Job Description

**Job Title:** HICES Program Facilitator  
**Job ID:** 29543  
**Project Name:** UH-Hilo (General)  
**Full/Part Time:** Part-Time  
**Regular/Temporary:** Regular

### Job Summary

Regular, Part-Time (40% FTE), RCUH Non-Civil Service position with the Hawaii Island Coastal Education and Stewardship (HICES) Project, Pacific Aquaculture and Coastal Resources Center (PACRC), located in Hilo, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

**MINIMUM MONTHLY SALARY:** $875.60/Mon. (@ 40% FTE)

**DUTIES:** Oversee the day-to-day activities of the project and supporting the research and evaluation components. This will include coordinating the meetings between HICES project partners, supporting the UHH students and participating teachers and overseeing the ongoing data collection. Work on Environmental Education (EE) efforts and administer fiscal and travel support. Develop and guide PACRC field activities.

**PRIMARY QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in natural science, education or administration.  
**EXPERIENCE:** One to three (1-3) years experience in administering EE projects including administering field activities & developing EE curriculum for K-12 students.  
**ABIL/KNOW/SKILLS:** Basic knowledge of research and evaluation needs for EE projects, local customs and cultures. Proficient in operation of Microsoft Word, Excel and PowerPoint software. Excellent communication skills (both written and verbal).  
**Post Offer/Employment Condition:** Must be able to pass a post offer criminal background check.  
**PHYSICAL/MEDICAL REQUIREMENTS:** Able to hike on steep and rugged terrain and wade and swim as needed for field activities.

**SECONDARY QUALIFICATIONS:** Experience working with local and Hawaiian communities. Working knowledge of RCUH fiscal processing procedures and purchasing, hiring and travel policies as well as general University policies.

**INQUIRIES:** Michele Kubojiri 933-3289 (Hawaii).

**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.
Please apply before: 12/18/2009

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