Job Description

Job Title: CREST Evaluation Specialist
Job ID: 10079
Project Name: UHH/EPSCR
Full/Part Time: Part-Time
Regular/Temporary: Regular

Job Summary

Regular, Part-Time (50% FTE), RCUH Non-Civil Service position with the Centers of Research Excellence in Science and Technology (CREST), located in Hilo, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Determine the alignment of the project deliverables and what indicators are already available in the three administrative databases. Create and conduct a pilot test using anthropological techniques in the area of mentoring to get (a) a descriptive study of the baseline BEFORE the National Science Foundation (NSF) CREST award and (b) a descriptive study of current activities related to mentoring. Devise interviews and focus group sessions with students, faculty groups, and mentor/agency advisors to determine efficacy of the CREST project activities with respect to deliverables stated in the project¿s proposal document. Interviews and focus groups sessions must be written up and shown in draft only to the interviewees. Devise and enforce a documented sign-off process permitting anonymous use of the material. Adhere scrupulously to protocols for data protection involving computer security and/or security of any written documents.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in a Social or Natural Science. EXPERIENCE: At least three (3) years experience working with scientific and social science projects based in Hawaii and concentrating on Hawaiian and/or Pacific Island cultures. ABIL/KNOW/SKILLS: Must be familiar with methodologies in topics such as cultural anthropology, cultural resources and practices, organizational theory. Demonstrated familiarity with computer word processing and spreadsheet applications on both personal computer (PC) and Macintosh platforms. Must possess a valid driver's license. Post Offer/Employment Condition: Must be able to pass a post offer criminal background check.

SECONDARY QUALIFICATIONS: Demonstrated experience in mentoring Pacific Island and/or under-represented students in post-secondary educational settings. Familiar with University of Hawaii (UH) and RCUH policies and operations, demonstrated by past experience; familiar with Hawaiian and Pacific Island cultural practices and ethnographic methods, familiar with history of UH Hilo¿s research and graduate study enterprises, demonstrated familiarity with the several undergraduate programs that act as feeders to the Tropical Conservation Biology and Environmental Sciences program from with CREST derives its student body.

INQUIRIES: Terrilani Chong 933-7659 (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. EEO/AA
Employer.

Please apply before: 02/19/2010