Job Description

Job Title: HIHWNMS Education Specialist
Job ID: 10304
Project Name: HIHWNMS
Full/Part Time: Part-Time
Regular/Temporary: Regular

MINIMUM HOURLY RATE: $16.55/Hr.

DUTIES: Responsible for coordinating education programs for K-12 groups including the development of the content, recruitment of school groups and the execution of the lessons/activities. Develop and maintain student monitoring data bases. Assist as needed in the Education Center. Develop interpretive materials for the Education Center, including static and interactive exhibits and brochures.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Marine Science, Zoology, Environmental and/or Science Education. EXPERIENCE: One to three (1-3) years of experience working in informal or formal science education programs. One to two (1-2) years of designing and implementing marine life monitoring programs for students. One to two (1-2) years experience teaching Hawaiiana programs. Experience in developing exhibits. Database development and management experience. ABIL/KNOW/SKILLS: Knowledge of marine science, to include species identification, of fish, inverts and algae, educational methodologies, and Hawaiiana to include native fishpond cultural history. Competent in both PC and Macintosh computers, competent in desktop publishing and developing databases. Proficiency with underwater cameras and equipment. Must be lifeguard certified for in-the-water programs. Post Offer/Employment Conditions: Must be able to pass post-offer criminal background check.

SECONDARY QUALIFICATIONS: Knowledge of Hawaii's marine environment marine conservation issues in Hawaii and native Hawaiian cultural practices and traditions. Experience in environmental education and outreach.

INQUIRIES: Patty Miller 879-2818 (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, mail, or hand-deliver 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. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the
closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 07/02/2010