Job Description

Job Title: Fluid Earth Project Manager
Job ID: 10602
Project Name: Sea Grant
Full/Part Time: Full-Time
Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $3,222/Mon.

DUTIES: Coordinates overall project activities and serves as project manager. Participate in the hiring and supervising of a research team, monitor progress, coordinates internal review of project products and outputs, supports grant writing and fundraising activities of UH Sea Grant. Will collaborate extensively to develop new materials and integrate previously produced materials into the online National Oceanic and Atmospheric Administration (NOAA) curriculum materials as well as to develop the online interface for the modules. Will be responsible for logistics and coordination of NOAA science to be highlighted in the modules and multimedia outreach as well as drafting scripts to be used in the online and television outreach segments of the project. Recruit participants, organize venue and associated logistics, and attend event as spokesperson. Work to design evaluation instruments appropriate to the online and outreach environments. Assign tasks and monitor performance of the project graduate assistant.

PRIMARY QUALIFICATIONS: EDUCATION: Master's Degree from an accredited college or university in Biological Sciences or other field related to Aquatic/Marine science and experience teaching in a K-12 or informal setting or Master's Degree in Education, Communication, Learning Technology or related field and field experience in scientific research. EXPERIENCE: Three to four (3-4) years of experience working on projects involving curriculum development and outreach. At least one (1) year of experience supervising personnel, including but not limited to graduate and undergraduate students. Experience with managing large-scale projects, including budgets, travel, supply ordering, and reporting. Experience publishing peer-reviewed articles. Experience writing funding proposals for private and public grant sources. Experience preparing reports, presentations, and web materials. Experience organizing or managing a survey or research project. ABIL/KNOW/SKILLS: Considerable working knowledge of principles, practices and techniques of aquatic/marine science concepts, principles and methodologies (physics, biology, chemistry and ecology of the aquatic environment). Considerable working knowledge of online learning and communication protocols and evaluation. Considerable working knowledge of scientific inquiry and of the scientific process. Considerable background in education theory and/or experience in K-12 or informal teaching. Considerable working knowledge and understanding of the National Science Education Standards, the Hawaii State Content and Performance Standards, and the Essential Principles of Ocean Science K-12 (the Ocean Literacy Principles). Knowledge of assessment methods. Strong written and oral communication skills. Demonstrated ability to recognize problems, identify possible causes, and propose solutions. Ability to apply assessment methods.

SECONDARY QUALIFICATIONS: Scientific field and laboratory research experience. Teaching
Experience. Familiarity with NOAA science, NOAA scientists, and/or NOAA multimedia projects. Experience writing lesson plans or curriculum. Experience with distance education, including Laulima, Ning, Elluminate, and other online collaborative environments. Competence in both Windows and Macintosh applications.

INQUIRIES: Kanesa Seraphin 956-4439 (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, 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: 10/22/2010