

## Job Description

**Job Title:** Educational Program Assistant  
**Job ID:** 11237  
**Project Name:** Lyon Arboretum  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

---

[Email to Friend](#)

[Select Job](#)

[Return to Previous Page](#)

---

Regular, Full-Time, RCUH Non-Civil Service position with the Lyon Arboretum, located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

**MINIMUM MONTHLY SALARY:** \$2,105/Mon.

**DUTIES:** Assist in developing Hawaiian cultural and plant science related curriculum for children's (K-12) education programs. Conduct teacher workshops in plant/natural science curriculum. Develop programs and program activities for adult education; deliver adult and children's education programs. Assist in organization (registration, public relations, purchasing of supplies) associated with children's and adult education courses and carry out educational aspects associated with special events and community outreach. Develop and prepare signage and interpretive materials for educational exhibits. Assist in event and outreach coordination, development, and record keeping. Assist in supervision of student assistants, interns, and volunteers in activities. Assist with the development, coordination, and instruction for children's summer and intersession programs and maintenance of the Children's Garden and Children's Learning Center. Assist in data compilation and interpretation of visitor and education programs. Schedules, and assists with the coordination of guides/docents for tours and field trips.

**PRIMARY QUALIFICATIONS: EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in Education or plant related fields. **EXPERIENCE:** One to three (1-3) years of experience with responsibilities for teaching in formal or informal setting. **ABIL/KNOW/SKILLS:** Knowledge and understanding of principles, theories, federal and state laws, rules, regulations and systems associated with standards-based education. Demonstrated ability to recognize problems, identify possible causes and resolve the full range of problems that may occur in the teaching of K-12 students. Demonstrated ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations. Demonstrated ability to operate a personal computer and apply word processing software. **Post Offer/Employment Conditions:** Must be able to pass post-offer criminal background check. **PHYSICAL/MEDICAL REQUIREMENTS:** Ability to work in wet and muddy conditions and on uneven terrain. Must be able to lift and carry forty (40) pounds.

**SECONDARY QUALIFICATIONS:** Experience working in an informal education program at a botanical garden and/or nature center. Holds a Teaching Certificate. Experience with University of Hawaii administrative procedures. Working knowledge of Hawaii's natural resources, native Hawaiian and Polynesian plants. Able to speak and understand Hawaiian language. Very comfortable in an outdoor work environment. Should be able to work well and communicate effectively with large groups and with individuals of all ages and possess excellent oral, written and interpersonal skills.

**INQUIRIES:** Jill Laughlin 988-0461 (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, 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** 05/31/2011

---

Email to Friend

Select Job

[Return to Previous Page](#)

---