Job Description

Job Title: UHMC/RDP Ocean Studies Educational Specialist
Job ID: 12104
Project Name: UH Maui College
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Regular, Full-Time, RCUH Non-Civil Service position with the University of Hawai‘i Maui College (UHMC), Rural Development Project (RDP), located in Maui, 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: $3,416/Mon.

DUTIES: Teaches undergraduate courses and coordinates, monitors, and facilitates the delivery of the Marine Sciences baccalaureate degree program and advises and mentors undergraduate students. Conducts research and publish results on Ocean Studies. Engages in scholarly activities, participates in departmental, community and university service, and participates in summer courses. Develops courses, assessment tools and strategies for course improvement. Performs outreach to students at UHMC and Maui County high schools to develop opportunities for research assistants and interns. Provides on-going support and advises students on the scope and sequence of the degree program and tracks student achievements. Assists in the procurement of oceanic equipment and supplies and maintains oceanic equipment in safe working condition for student participants.

PRIMARY QUALIFICATIONS:  EDUCATION: Ph.D. from an accredited college or university in Marine Science, Marine Biology, Oceanography or a marine-related subject area. EXPERIENCE: Two to four (2-4) years progressively responsible/related work experience in the field of teaching marine-related courses such as oceanography, Hawaiian Marine identification, quantitative underwater environmental survey techniques and communicating ocean sciences. Experience assisting with University marine research projects and working with marine-related non-profit organizations and governmental agencies. One to three (1-3) years of experience in word processing, database, and spreadsheet applications and experience performing research and writing reports. Experience mentoring student research. ABIL/KNOW/SKILLS: Strong knowledge of scientific marine research techniques; use and maintenance of scientific laboratory and field equipment; and the scope and needs of local marine related researchers, businesses, non-profit organizations and governmental agencies. Strong working knowledge of complex research issues and the ability to identify research requirements and locate research resources. Proficient in word processing, database, and spreadsheet applications including a strong working knowledge of Excel. Proficient in communicating orally and in writing. Possess a valid driver’s license and own personal transportation. Must be SCUBA certified (NAUI, PADI, etc.) and meet the standards established by the program’s diver certification process (which meets the standards set by the American Academy of Underwater Science). Post Offer/Employment Condition: Must be able to pass a post offer criminal background check. PHYSICAL/MEDICAL REQUIREMENTS: Must be able to lift fifty (50) pounds.

SECONDARY QUALIFICATIONS: General knowledge of University, State, RCUH and Federal rules, regulations, practices, policies and procedures. Experience coordinating and teaching for the University of Hawaii system-wide Marine Option Program.

INQUIRIES: Deborah McNulty 984-3210 (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 02/24/2012