Job Description

Job Title:  Education Program Associate  
Job ID:  13080
Project Name:  HI Coop Studies Unit (HCSU)
Full/Part Time:  Full-Time
Regular/Temporary:  Regular

MINIMUM MONTHLY SALARY:  $2,189/Mon.

DUTIES:  Assists PIPES Director, Islands of Opportunity Alliance, Louis Stokes Alliance for Minority Participation (IOA-LSAMP) Program Project Coordinator, PIPES staff, and collaborators to coordinate, organize, and implement undergraduate programs in Hawaii and the Pacific. Focuses on increasing recruitment and retention of underrepresented students in science, technology, engineering and math. Assists PIPES in the design, planning, and implementation of the program, including fiscal, logistical, recruitment and implementation aspects, as well as developing and maintaining collaborative relationships with program partners, state and regionwide. Possesses direct and indirect budgetary and/or fiscal responsibility. Assists and coordinates IOA-LSAMP in the planning and implementation of program efforts and project activities, as well as assists with budgetary and fiscal program components.

PRIMARY QUALIFICATIONS:  EDUCATION:  Bachelor’s Degree from an accredited four (4) year college or university in Geography, Geology, Biology, Chemistry, Marine Science or other fields related to conservation science.  EXPERIENCE:  At least two (2) years of experience in customer service, sales, or public outreach, and training and supervising employees/students. At least one (1) year of experience (paid or documented volunteer work) working with and helping coordinate student experiential programs targeting participants of diverse backgrounds and cultures. At least one (1) year of experience with conducting scientific and applied research, including data collection and analysis. Successful experience working with government and non-profit agencies. Experience with transporting people in vans. Successful experience in scientific and/or non-scientific writing.  ABIL/KNOW/SKILLS:  Knowledge of Hawaii's diverse ecosystems and conservation challenges. Familiarity with scientific research methods relative to conservation biology. Knowledge and familiarity with local organizations in Hawaii and their work related to environmental and cultural issues in the region. Familiarity with Hawaiian cultural practices and values. Must possess a valid driver's license. Proficient in Microsoft Office and Adobe office software. Ability to coordinate program logistics including participant travel, program events, and outreach. Ability to multi-task in a high demand and fast pace setting. Ability to adhere to strict deadlines. Able to communicate effectively (both oral and written). Able to engage with individuals from diverse backgrounds and innovatively mitigate minor personal and logistical interruptions.  PHYSICAL/MEDICAL REQUIREMENTS:  Must be able to lift/carry up to twenty-five (25) pounds of equipment or materials. Able to traverse rough terrain and be exposed to slight to moderate environmental field conditions.

SECONDARY QUALIFICATIONS:  Knowledge of the Research Corporation of the University of Hawaii (RCUH) fiscal systems sufficient to assist with purchasing and other program logistics. At least one (1) year of experience working with fiscal accounts, management and paperwork. At least six (6) months of experience writing and designing public outreach materials.
INQUIRIES:  Moana Ulu Ching 933-0705 (Hawaii).

APPLICATION REQUIREMENTS: Please go to www.rcuh.com, click on “Employment”; select “Apply” and navigate to “See Job Announcements and/or Apply for a Job.” You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Salary History, 4) Supervisory References, 5) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuhhr@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-8344.

EEO/AA Employer.

Please apply before  02/14/2013