Work at UH Advertisement

Readvertisement

Title: Academic Support (Educational Specialist)

Position Number: 0081957

Hiring Unit: Ka Papa Loi o Kanewai, Hawaiian Language, UHM

Location: Manoa

Date Posted: August 17, 2016

Closing Date: September 02, 2016

Band: A

Minimum Monthly Salary: salary schedules and placement information

Full Time/Part Time: Full Time

Temporary/Permanent: Permanent

Funding: General

Other Conditions: Position is also referred to as the Assistant Director.

Duties and Responsibilities

Under the supervision of the Director, assigns staff, student assistants, and volunteers to properly repair, maintain, and preserve the Hawaiian cultural gardens including the coordinating and overseeing of events, work assignments, and tours.

Oversee the procurement and inventory of plants, equipment, supplies, and services needed to operate the Center at an optimum level.

Plan and coordinate outreach visits to farms and communities throughout the State to disseminate information on kalo cultivation and gather plant specimens and data on Hawaiian horticulture.

Train and supervise student assistants in their daily tasks of leading tour groups visiting the gardens, data collection, and plant management.

Develop and coordinate workshops in the identification, cultivation, propagation, and uses of kalo and other native plants, as well as related cultural arts, crafts, and practices that enhance the learning opportunities at the lo‘i.

Other duties as assigned

Minimum Qualifications

Possession of a baccalaureate degree in Hawaiian studies, Horticulture, Education, Communication, or other related field and 1 year(s) of progressively responsible professional experience with responsibilities for Hawaiian plant cultivation and/or working with the Hawaiian community, or equivalent education/training or experience.

Functional knowledge of principles, practices, and techniques in horticulture demonstrated by knowledge, understanding and ability to apply concepts, terminology.

Functional knowledge and understanding of principles, theories, federal and state laws, rules, regulations and systems associated with horticulture.

Demonstrated ability to recognize problems, identify possible causes, and resolve the full range of problems that may commonly occur in the plant cultivation.

Demonstrated ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations.

Demonstrated ability to establish and maintain effective working relationships with internal and
external organizations, groups, team members and individuals.

Demonstrated ability to operate a personal computer and apply word processing software.

Any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

Functional knowledge of Hawaiian language, history and culture, especially cultural traditions regarding malama 'aina.

Demonstrated experience working effectively with Native Hawaiian communities.

Desirable Qualifications

Demonstrated ability to read, write, and speak fluently in the Hawaiian language.

Thorough knowledge of kalo identification, cultivation, and propagation techniques.

Demonstrated ability to relate well with a wide range of people, especially Native Hawaiian communities.

Demonstrated ability to cultivate taro.

Demonstrated knowledge of both traditional and contemporary agricultural and resource management, including current issues such as food security and sustainability in Hawai'i.

Proficiency in research and instruction in Hawaiian.

Demonstrated experience and success in grant writing and management.

---

To Apply: Submit cover letter indicating how you satisfy the minimum and desirable qualifications, UH Form 64A (attach resume) or UH Form 64B (enter credentials including education, experience, etc.), names (with contact information including e-mail address) of 3 professional references, 3 letters of recommendation with at least one indicating how you meet the minimum requirements, and copies of transcripts (official transcripts required upon hire) to the address below. Faxed, e-mailed, or incomplete applications will not be considered.

Address:
Hawaiinuikea School of Hawaiian Knowledge UHM
Attn K Latham
2640 Maili Way, Spalding Hall 454
Honolulu, HI 96822

Inquiries:
Katherine Latham; klatham@hawaii.edu

The University of Hawaii is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran.

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawaii may be viewed at: http://oep.ed.gov/security, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

In accordance with Article 10A of the unit 08 collective bargaining agreement, bargaining unit members receive priority consideration for APT job vacancies. As a result, external or non BU 08 applicants may not be considered for some APT vacancies. BU 08 members with re-employment rights or priority status are responsible for informing the hiring unit of their status.