



UNIVERSITY  
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SYSTEM

**UNIVERSITY OF HAWAII**  
invites applications for the position of:

## **Research & Assessment (Position #82864)**

**SALARY:** Depends on Qualifications

**OPENING DATE:** 01/21/20

**CLOSING DATE:** 04/15/20 12:00 AM

### **DESCRIPTION:**

Title: Assistant or Associate Specialist

Position Number: 82864

Hiring Unit: Office of Student Affairs / Office of the Vice Chancellor for Students

Location: Manoa

Date Posted: January 21, 2020

Closing Date: Continuous

Salary Information: Salary to commensurate with qualifications and experience

Monthly Type: 11 Month

Tenure Track: Tenure

Full Time/Part Time: Full Time

Temporary/Permanent: Permanent

Other Conditions: Continuous recruitment

#### Duties and Responsibilities

1. This position is responsible for identifying, analyzing, interpreting, and reporting on performance indicators which support effective student affairs strategic planning and goals. Research efforts will be related to UHM student affairs departments/programs, current issues/trends impacting higher education, and students, both nationally and locally, for a variety of uses. Work closely with the VCS in providing reliable data and analysis as requested. Data collected will promote and facilitate data guided decision-making within student affairs and advising the Vice Chancellor for Students.
2. This faculty specialist will be responsible for conducting intensive/exploratory research, analysis, and the development of reports necessary to the advancement of student affairs initiatives that support academic/personal growth of students. The collection of student data will also inform the creation of new OSA programs, identify areas of strength, and areas of further development. This individual will be responsible for leading, conducting and/or coordinating program and divisional evaluations and assessments and providing consultation/expertise to OVCS personnel. Moreover, this person will be responsible for the entire OSA Program Review Process. Responsible for facilitating, providing consultation, training, analyzing, and developing concise/cohesive reports that detail in department's self assessment. Person will be responsible for training OVCS and OSA personnel on program/departmental reviews to align with OSA program review procedures. Rigorous/Continuous assessment, development, and intensive research will be expected of this position to inform OSA strategic planning, evaluation, and growth.
3. This position will be responsible for generating reports based on primary or secondary data on such topics as student trends, changing profiles, demographic information, graduation rates among different student populations, OSA programs and initiatives, etc. and having data readily available. The aforementioned data collected by the Researcher will be integral to having access to relevant data pertinent to OSA to allocate limited resources in such a way as to maximize benefits and services provided to students.

4. The individual in this position will be expected to develop relationships with nationally recognized professional associations like NASPA, to establish national networks for best practices for Student Affairs programs, departments, and projects. Provide student/divisional support via range of delivery methods grounded in, and informed by, professional competencies and research. This includes direct services to OSA faculty/staff and students, as well as divisional programming, workshops, trainings, meetings, and events. Identify opportunities within OVCS and OSA for growth/development and identify duplication of efforts and enhance the effectiveness of assessment and program review.
5. Maintain active engagement with relevant national student affairs professional organizations and/or higher education assessment organizations, which includes, but is not limited to serving on regional and national committees and boards, presenting at conferences and sharing research, as well as planning and implementing professional development opportunities for OSA staff and faculty. Also participating on select University committees (ad hoc or ongoing), task forces, accreditation teams, etc.
6. This position will be integral to cross-campus and system-wide collaboration regarding assessment and student affairs research. Participate in community/system-wide research and/or training initiatives where needed. Responsible for linking with other programs within the UH system in support of the goals of the OVCS and generating/presenting reports to a variety of stakeholders. The OVCS interfaces with many community and governmental agencies in support of the goals of OSA and OVCS. Thus, this position will be implementing and maintaining a repository of current, readily available electronic data for a variety of uses (i.e., Legislature data requests). More importantly, having the ability to maintain positive and productive working relationships in a variety of settings is necessary for this position.
7. Other duties may be assigned by the Vice Chancellor for Students to improve services to students and/or Student Affairs division.

#### Minimum Qualifications

1. Experience in identifying (or producing), integrating, and reporting on performance indicators, trends, or other data pertinent to key decision makers;
2. Demonstrated ability to generate reports on a variety of student-related issues (demographics, local and national trends, etc.);
3. Demonstrated ability to quickly produce (or obtain) and analyze data related to a variety of issues upon request;
4. Demonstrated ability to conduct applied research related to student affairs;
5. Demonstrated ability to conduct exploratory research;
6. Demonstrated ability to develop survey instruments (questionnaires, inventories, web-based surveys, etc.) for a variety of student-related research initiatives;
7. Demonstrated ability to work with a variety of research methodologies, frameworks, and inquiry methods;
8. Experience in designing and implementing large-scale studies;
9. Possession of a working knowledge of spreadsheets, graphics, statistical programs such as SPSS (Statistical Package for the Social Sciences), web survey software, internet, and other technology which may be required to fulfill the needs of the position;
10. Demonstrated ability to design, plan, implement and evaluate a comprehensive program in research training and development for faculty and staff;
11. Experience with outreach, organizing, and planning programs, trainings, and workshops;
12. Experience presenting and sharing research and best practices with other student affairs professionals at the local, regional, and national level;
13. Demonstrated ability to exercise independent professional judgment;
14. Experience and ability to ground student affairs work in nationally recognized competencies and standards;
15. Demonstrated ability to work effectively in a culturally sensitive manner with people from diverse cultural and socio-economic backgrounds;
16. Demonstrated ability to work collaboratively, and take initiative;
17. Demonstrated ability to establish and maintain effective working relationships with faculty, staff, administrators, and external agencies/personnel;
18. Knowledge of student affairs and resources;
19. Knowledge of diverse student populations at the University of Hawai'i at Manoa, and in Hawai'i;

20. Excellent written and oral communication skills.

Assistant Specialist Minimum Qualifications

1. Master's degree in Education, public administration, social sciences, or other related field from an accredited college or university of recognized standing, an additional 30 credits of graduate study (post Master's)
2. At least three years of experience in student affairs and of progressively responsible experience in student-oriented research and training in a university setting or the equivalent

Associate Specialist Minimum Qualifications

1. Doctorate in education or other social science, from an accredited college or university of recognized standing with major coursework and dissertation pertinent to the duties and responsibilities
2. At least four years of experience in student affairs and progressively responsible experience in student-oriented research and training in a university setting or the equivalent

Desirable Qualifications

1. Knowledge of underrepresented populations in higher education in Hawai'i and the Asia Pacific Region
2. Knowledge of student development and learning
3. Knowledge of issues affecting student populations in higher education
4. Knowledge of student affairs and student support programs
5. Experience working with campuses throughout the UH system
6. Demonstrated ability to coordinate large scale assessment activities for the division or institution (e.g. reaccreditation, divisional program review, marketing and recruitment, etc.)
7. Familiarity and experience working with AANAPISI (Asian American Native American Pacific Islander) and NHS (Native Hawaiian Serving) Institutions
8. The ability to be flexible and work in a fast-paced, changing environment

Assistant Specialist Desirable Qualifications

1. At least three years of professional experience in student affairs, or its equivalent, represented by successful work experience in student services, assessment, or other positions related to the duties of the position

Associate Specialist Desirable Qualifications

1. At least four years of professional experience in student affairs, or its equivalent, represented by successful work experience in student services, assessment, or other positions related to the duties of the position

To Apply:

Click on the "APPLY" button on the top right corner of the screen to complete an application and attach required documents. Applicant must submit the following:

1. Cover letter indicating how you satisfy the minimum and desirable qualifications;
2. Current resume / curriculum vitae;
3. Names and contact information (including telephone number and email addresses) of at least three professional references;
4. Official transcripts showing degree awarded with confidential information (i.e. social security number, birth date) redacted. Copy of official transcripts acceptable at time of application; however, original transcripts are required upon hire.

NOTE: Incomplete applications will not be considered. Please create a new account if this is your first time applying for a position using NEOGOV.

Inquiries:

Sabrina Fallejo Uganiza, Ph.D.; 808-956-3290; [fallejo@hawaii.edu](mailto:fallejo@hawaii.edu)

### EEO/AA, CLERY ACT, ADA:

The University of Hawai'i 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. For more information or inquiries regarding these policies, please refer to the following link: <http://www.hawaii.edu/offices/eo/eo-coordinators/>

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 Hawai'i may be viewed at: <https://www.hawaii.edu/titleix/help/campus-security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

Accommodation Request: The University of Hawai'i complies with the provisions of the Americans with Disabilities Act (ADA). Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the EEO coordinator directly. Determination on requests for reasonable accommodation will be made on a case-by-case basis. For further information, please refer to the following link: <https://www.hawaii.edu/offices/eo/accommodation-request/>

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APPLICATIONS MAY BE FILED ONLINE AT:  
[workatuh.hawaii.edu](http://workatuh.hawaii.edu)

Position #2020-00111  
RESEARCH & ASSESSMENT (POSITION #82864)  
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