



## Graduate Assistant (Assessment)

**SALARY:** Not Displayed

**OPENING DATE:** 05/04/20

**DESCRIPTION:**

Title: Graduate Assistant  
Position Number: 0000GA11  
Hiring Unit: Office of the Vice Chancellor for Academic Affairs  
Location: Manoa Campus  
Date Posted: May 4, 2020  
Closing Date: Continuous Recruitment  
Salary: \$22,140 annual @ 20 hours per week  
Part Time, Temporary

Duties

1. As part of the Assessment and Curriculum Support Center, assist in conducting qualitative and quantitative research in higher education, including, but not limited to reviewing the literature, collecting data, managing and analyzing data, summarizing data, and writing reports.
2. Assist in planning, offering and evaluating workshops, events, projects, and online materials.
3. Train and assist in supervising student assistants, volunteers and interns.
4. Perform other duties as assigned.

Minimum Qualifications

1. Acceptance or enrollment in a Masters or PhD program in good academic standing; if currently enrolled, 3.0 GPA or above and making appropriate progress toward degree.
2. Coursework in qualitative and/or quantitative research methods involving human behavior (e.g., Educational Research Design, Qualitative Research in Social Science/Education, Indigenous Applied Research Methods, Analysis in Field Research Methods, Intro to Quantitative Methods, Survey Research Design and Analysis, Statistical Analysis for Social Sciences/Education)
3. Excellent communication skills both orally and in writing.
4. Complete assigned tasks with a high degree of attention to detail, accuracy and quality.
5. Able to work independently, take initiative as appropriate, and reliably contribute to the team.
6. Computer literate in word processing, spreadsheet and statistics software.
7. Demonstrated interest in higher education and assessment and evaluation.
8. Demonstrated ability to establish and maintain effective working relationships.
9. Demonstrated ability to be positive and professional in a work environment.

Desirable Qualifications

1. Demonstrated skills and previous work experience with higher education program assessment or evaluation.
2. Experience with project management and/or event planning.
3. Experience with updating websites, desktop and/or graphic design.

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 CV; (3) Names and contact information (telephone number and email addresses) of at least three professional references; and (4) copy of official transcript (copies acceptable, however official transcript will be required at the time of hire. Late and/or incomplete applications will not be considered. All documentation become the property of the school.

Review of applications will begin on May 26, 2020. Appointment to begin August 2020.

Note: If you have not applied for a position before using NeoGov, you will need to create an account after clicking on the "APPLY" button.

Inquiries:

Dr. Yao Hill; 808-956-4283; airo@hawaii.edu  
Dr. Monica Stitt-Bergh; 808-956-6669; airo@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/eoo/eoo-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/eeo/accommodation-request/>

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/hawaii.edu>

Position #2020-00512  
GRADUATE ASSISTANT (ASSESSMENT)  
GF

Honolulu, HI 96822

[uhneogov@hawaii.edu](mailto:uhneogov@hawaii.edu)

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