



Graduate Assistant (Special Education)

SALARY: Depends on Qualifications

OPENING DATE: 05/04/20

DESCRIPTION:

Title: Graduate Assistant (Two (2) vacancies)
Position Number: 0000GA11
Hiring Unit: College of Education, Department of Special Education
Location: Manoa
Date Posted: May 4, 2020
Closing Date: Continuous - application review begins May 18, 2020
Salary Information: Commensurate with qualifications and experience
Monthly Type: 11 Month
Full Time/Part Time: Part Time - Full Time Equivalency: 50%
Temporary/Permanent: Temporary - Not to Exceed: July 31, 2021

Other Conditions: Two (2) position vacancies. Special funds. Appointment to begin August 1, 2020. Renewal contingent upon project/department needs, satisfactory performance, and availability of funds.

Duties and Responsibilities

1. Provide instructional and research support to the department chair and faculty;
2. Assist in developing on-line course websites
3. Assist in preparing on-line course materials and presentations
4. Assist in grading course assignments
5. Assist faculty in conducting literature reviews
6. Assist in developing materials for faculty research
7. Assist in implementation of faculty research projects (may be with students or teachers in Pre-K – high school settings)
8. Assist faculty with data collection, data analysis, and data presentation
9. Other duties as assigned.

Minimum Qualifications

1. Classified, full-time (minimum of 6 credits) graduate student in good academic standing (GPA of 3.0 or above) at UH Manoa;
2. Basic library research skills;
3. Proficient with basic computer hardware and software, such as Word, Excel, PowerPoint;
4. Strong written and oral communication skills;
5. Evidence of strong collaboration skills;
6. Evidence of high level organizational skills;
7. Demonstrated ability to make independent judgments under general supervision;

Desirable Qualifications

1. Classified doctoral student in Exceptionalities Specialization of the PhD in Education Program.
2. Experience with on-line instruction;
3. Experience conducting research in education or related field.

To Apply:

Submit a cover letter indicating how you satisfy the minimum and desirable qualifications, resume, names and contact information (including email addresses) of 3 professional references, and official transcripts (copies acceptable; however, official transcripts required upon hiring).

Inquiries: Mary Jo Noonan; 808-956-7956; noonan@hawaii.edu

EEO/AA, CLERY ACT, ADA:

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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: <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 Hawaii 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/>

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

Position #2020-00510
GRADUATE ASSISTANT (SPECIAL EDUCATION)
KY

Honolulu, HI 96822

uhnegov@hawaii.edu
