



GRA (Noeau Program/Shidler)

SALARY: See Position Description

OPENING DATE: 05/08/20

CLOSING DATE: 05/22/20 11:59 PM

DESCRIPTION:

Title: Graduate Research Assistant
Position Number: pending
Hiring Unit: Hawaiiinuiakea to work at Shidler College
Location: Manoa
Date Posted: May 8, 2020
Closing Date: May 22, 2020
Salary Information: Step 8: \$22,140 annual
Monthly type: 11 month (fall semester 2020, with possible continuance)
Full/time/part time: Part time – Full time equivalency 50%
Temporary/Permanent: Temporary
Funding: NHEP Federal Grant

Other conditions:

To begin August 2020. Renewal dependent upon satisfactory performance, program needs, and availability of funds.

Duties and Responsibilities:

Shidler College of Business in partnership with Hawaiiinuiakea is seeking a graduate assistant to work directly with Professor C. Manu Kaiama, Project Manager of Oihana, Noeau Program, and Professor at the School of Accountancy. This person will be responsible to participate in research regarding Native Hawaiian achievement in the professional/business environment. The duties include assisting program management with evaluation, data collection, and coordination of program activities. Various other activities that require a working knowledge of basic financial accounting.

Minimum Qualifications:

1. Currently enrolled Master degree in accounting or Master in business administration.
2. Ability to clearly communicate in English, including reading, writing and speaking.
3. Ability to work independently and as part of a team.
4. Possess strong organizational skills.
5. Deep understanding of professionalism in the business world.
6. Must meet Graduate Assistant eligibility requirements of the UH Manoa Office of Graduate Division.

Desirable Qualifications:

1. Knowledge and experience working with Native Hawaiian communities, Hawaiian language and culture.
2. Ability to conduct independent research.
3. Ability to work with surveys and compile data in a meaningful manner.

To Apply: Forward the following documents via email attachment by the deadline to C. Manu Kaiama at ckaiama@hawaii.edu

- Cover letter,
- Resume,
- Recent transcripts.

Should you have any questions please contact Manu Kaiama at Kaiama@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.

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://ope.ed.gov/campusafety/#/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

In accordance with Article 10 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.

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/eoo/accommodation-request/>

The University of Hawai'i does not discriminate on the basis of age, race, sex, color, national origin, or disability in its programs and activities. For more information or inquiries regarding these policies, please refer to the following link: <https://www.hawaii.edu/titleix/help/coordinator/>

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

Position #2019-00526
GRA (NOEAU PROGRAM/SHIDLER)
KP

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