



Graduate Assistant (Global Health)

SALARY: Not Displayed

OPENING DATE: 05/12/20

CLOSING DATE: 05/28/20 11:59 PM

DESCRIPTION:

Title: **Graduate Assistant (Global Health)**

Position Number: **0000GA11**

Hiring Unit: **UHM School of Nursing and Dental Hygiene**

Location: **Honolulu**

Date Posted: **May 12, 2020**

Closing Date: **May 28, 2020**

Salary Information: **GA 11-Month; commensurate with qualifications and experience**

Monthly Type: **11 Month**

Full Time/Part Time: **Part Time, 50%**

Temporary/Permanent: **Temporary, NTE 06/30/2021**

Other Conditions:

Position is expected to begin approximately August 2020 or as mutually acceptable. Renewable depending on meeting the eligibility requirements of the assistantship (for details, go to the UHM Graduate Division website at <https://manoa.hawaii.edu/graduate/content/eligibility-criteria>), satisfactory performance and/or funding availability. To know more about the School of Nursing and Dental Hygiene, go to: <http://nursing.hawaii.edu/>.

Duties and Responsibilities

1. Organize documents, files and folders.
2. Assist in organizing meetings with faculty, administrators, internal and external stakeholders.
3. Schedule appointments for Global Health program planners.
4. Work on administrative projects as needed.
5. Work on research projects as needed.
6. Maintain confidentiality of information.
7. Complete various projects as assigned.
8. Perform other duties as needed.

Minimum Qualifications

1. Must be a classified degree seeking student in a Masters or PhD program in nursing or public health or related discipline under the UHM Graduate Division?
2. Must be in good academic standing and maintains a 3.0 GPA or above;
3. Evidence of strong time management and coordination competencies;
4. Demonstrated ability for inter-dependent work;
5. Demonstrated excellent skills in organization, communication and customer service skills;
6. Demonstrated ability to use SPSS, SAS or other statistical analysis software
7. Experience with developing survey instruments
8. Demonstrated ability to operate a desktop computer (pc) or laptop and other standard office equipment (fax machine, copiers, printers, scanners, etc.);
9. Demonstrated ability to use Microsoft office including MS Word, Excel and PowerPoint.

Desirable Qualifications

1. Knowledge of the healthcare industry and/or of global public health issues.
2. Experience on research projects

To Apply:

Click on the "Apply" button on the top right corner of the screen to complete an application and upload the required documents. Required documents include:

- Cover letter indicating interest in the position and how you satisfy the minimum and desirable qualifications;
- Current resume / curriculum vitae;
- Names and contact information (including email address) of at least three (3) professional references;
- Transcripts showing degree and coursework appropriate to the position (original official transcripts will be required at the time of hire).

NOTE: Application will not be considered if NEOGOV Online application is incomplete or any of the required documents are not included or are unreadable. If this is your first time applying for a position using NEOGOV, please create a new account.

Inquiries:

Corie O. Fulgencio-Arre, HR Specialist; mcfa@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/>

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

Position #2020-00524
GRADUATE ASSISTANT (GLOBAL HEALTH)
MF

Honolulu, HI 96822

uhneogov@hawaii.edu
