



**Graduate Assistant (Languages,  
Linguistics & Literature)**

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**SALARY:** See Position Description

**OPENING DATE:** 05/15/20

**CLOSING DATE:** 05/31/20 04:30 PM

**DESCRIPTION:**

Title: Graduate Assistant (Languages, Linguistics & Literature)  
Position Number: Pending  
Hiring Unit: College of Languages, Linguistics & Literature  
Location: Manoa  
Date Posted: May 15, 2020  
Closing Date: May 31, 2020  
Salary Information: Master's - \$22,140 (step 8); PhD - \$23,028 (step 9).  
Monthly Type: 11 Month  
Full Time/Part Time: Part Time - Full Time Equivalency: 50%  
Temporary/Permanent: Temporary

Other Conditions: One-year appointment, renewable, to begin mid-July, 2020, salary commensurate with degree standing.

**Duties and Responsibilities:**

Provide assistance for the Dean's office in the following areas:

1. Develop/modify, administer, and analyze various types of College-sponsored surveys (e.g., student graduation surveys, faculty workload surveys).
2. Assist the Associate Dean in collecting, analyzing, and reporting institutional quantitative data (e.g., enrollment, majors, back credit, research grant, etc.).
3. Update information on the College website (created with WordPress).
4. Assist the Associate Dean in processing online proposals and applications (e.g., keep a proposal log).
5. Administer tests as needed for second language proficiency evaluation (e.g., communicating with the Language Testing International (LTI) to schedule OPIs and proctoring the ACTFL-OPI tests).
6. Other initiatives, projects, and other work as assigned.

**Minimum Qualifications:**

1. Classified graduate student, must be in good academic standing and maintain a minimum GPA of 3.0 or higher.
2. Strong organizational, writing, and communication skills in English.
3. Demonstrated ability to work independently and reliably, and with flexibility.
4. Excellent attention to detail and numerical data accuracy.
5. Excellent capabilities to work with Windows operating system, Word, Excel, PowerPoint, SurveyMonkey, WordPress, and Lulima.

**Desirable Qualifications:**

1. Prior work experience with faculty and staff at UHM campus.
2. Undergraduate or graduate major in languages, linguistics, literature or in related fields.
3. Coursework in qualitative and/or quantitative research methods involving human behavior.
4. Research interest in higher education and academic affairs.
5. Experience with WordPress or other online survey tools.
6. GPA of 3.5 or higher.

**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 transcripts (copies acceptable, however, official transcript will be required at the time of hire).

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

**Inquiries:**

Associate Dean Kimi Kondo-Brown (kondo@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/eo/accommodation-request/>

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

Position #2020-00526  
GRADUATE ASSISTANT (LANGUAGES, LINGUISTICS &  
LITERATURE)  
TK

Honolulu, HI 96822

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

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