



**Academic Specialist (Educational  
Specialist #78183T)**

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**SALARY:** See Position Description

**OPENING DATE:** 05/08/20

**CLOSING DATE:** 06/01/20 11:59 PM

**DESCRIPTION:**

Title: Academic Support (Educational Sp)  
Position Number: 0078183T  
Hiring Unit: Kapi'olani Community College - Student Affairs  
Location: Kapi'olani Community College  
Date Posted: May 08, 2020  
Closing Date: June 01, 2020  
Band: B  
Salary : [salary schedules and placement information](#)  
Full Time/Part Time: Full Time  
Temporary/Permanent: Temporary - Not to Exceed: August 2021

**Duties and Responsibilities**

1. Under the general supervision of the Kapo'oloku Program Coordinator, the Native Hawaiian Career & Technical Education Program Coordinator is responsible for administering the federally funded Native Hawaiian Career & Technical Education Program (NHCTEP).
2. Working in close cooperation and collaboration with College colleagues, administrators, community leaders, industry and workforce resources, and current and potential program users.
3. Develop instructional programs and support services (e.g., service-learning opportunities, practicum/internship, seminars, or cooperative education) integrating Hawaiian values and culture to promote programs and professions in CTE and A&S education.
4. Provide student support services including, but not limited to recruitment, screening, orientation, advisement, monitoring/supporting, and transitioning grant participants into gainful employment or continuing education.
5. Responsible for the development, implementation, and evaluation of program operational strategies and event plans and strategies to include staffing requirements and plans, budget expenditures and management, and program space and equipment.
6. Identify areas for continuous improvement as noted by the program review.
7. Supervise program staff and lead educational specialist in the performance of their duties.
8. Conduct data collection against established program goals and objectives, for periodic and special program and/or grant reports, for program review/assessment based on grant indicators.
9. Serve as the program's liaison to the College, ALU LIKE Inc., other educational institutions (secondary and post-secondary), government, industry, community and cultural/special interest groups, and employers.
10. Attend meetings representing the NHCTEP and College.
11. Other duties as assigned

**Minimum Qualifications**

1. Possession of a baccalaureate degree in Counseling, Psychology, Family Resources, Human Development, Business Administration, Student Personnel Services, CTE, Arts & Sciences, or related field and 3 year(s) of progressively responsible professional experience with responsibilities for Counseling, Psychology, Family Resources, Human Development, Business Administration, Student Personnel Services, CTE, Arts & Sciences, or related field; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the Student Affairs and student support as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with Student Affairs and student support.
4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
9. Any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.
10. Demonstrated previous experience working with Native Hawaiian communities.
11. Demonstrated previous experience in grant management, evaluation, and report writing.
12. Minimum qualifications must be met by the close of application date.

**Desirable Qualifications**

1. Possession of a Master's degree.
2. Extensive experience working with diverse student populations, specifically indigenous populations, that include at-risk, socio-economically disadvantaged, under-represented, and/or non-traditional students.
3. Experience in working with computerized information management technology.

4. Working knowledge of community colleges, their student services, career and technical educational opportunities, and workforce development programs.

To Apply:

Click on the "Apply" button on the top right corner of the screen to complete an application and attach required documents. In addition to the Application, applicants must attach the following:

1. Cover letter;
2. Resume;
3. The names and contact information (telephone number and email addresses) of at least three professional references; and
4. Official transcript(s) showing degree and coursework to date appropriate to the position (copies of official transcripts are acceptable; however, original official transcripts will be required at the time of hire.) Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from an agency having membership with the National Association of Credential Evaluation Services, Inc., verifying the degree equivalency to that of an accredited institution within the USA. Expense of the evaluation shall be borne by the applicant.
  - o **Transcripts must be attached to receive credit for degree(s).**
  - o On-line transcripts or academic record/grade summaries will NOT be accepted.
  - o Diplomas and copies will NOT be accepted.
  - o Unofficial transcripts will NOT be accepted.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

NOTE: If you have not applied for a position before using NEOGOV, you will need to create an account. an account.

Inquiries:

Dr. Thomas N. Keopuhiwa; 808-734-9522; kapvcsa@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.

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/>

Kapi'olani Community College 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, contact Section 504 Coordinator, (808) 734-9575, 4303 Diamond Head Road, 'Ilima 209, Honolulu, HI 96816; Title IX Coordinator, (808) 734-9542, 4303 Diamond Head Road, 'Iliahi 116.

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

Position #2020-00520  
ACADEMIC SPECIALIST (EDUCATIONAL SPECIALIST #78183T)  
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Honolulu, HI 96816

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

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