



Graduate Assistant (Hawaii Interprofessional Education)

SALARY: Not Displayed
OPENING DATE: 05/12/20
CLOSING DATE: 05/28/20 11:59 PM

DESCRIPTION:

Title: **Graduate Assistant (Hawaii Interprofessional Education)**
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 June 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/>. The Graduate Assistant will work with the Hawaii Interprofessional Education (HIPE), a multi-disciplinary faculty partnership dedicated to enhancing team-based competencies among healthcare students and practitioners in medicine, nursing, pharmacy, public health, and social work.

Duties and Responsibilities

1. Coordinate and attend all HIPE workgroup meetings including providing logistical and programmatic support to facilitate activities in accordance with project plan.
2. Promote training activities, support HIPE workgroup with HIPE workgroup presentations.
3. Conduct literature reviews.
4. Compile, synthesize and analyze data.
5. Assist in the development of reports.
6. Manage and maintain HIPE website and newsletters.
7. Perform other duties as needed.

Minimum Qualifications

1. Must be a classified masters or doctoral student in nursing, public health, or social work under the UHM Graduate Division;
2. Must be in good academic standing with a GPA of 3.0 or above;
3. Successful completion of quantitative and qualitative research courses;
4. Evidence of strong time management and coordination competencies;
5. Demonstrated ability for inter-dependent work.

Desirable Qualifications

1. Strong academic writing and verbal communication skills.
2. Competent in development of print, web-based and other communication mediums.

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 Hawaii 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/hawaiiedu>

Position #2020-00522
GRADUATE ASSISTANT (HAWAII INTERPROFESSIONAL
EDUCATION)
MF

Honolulu, HI 96822

uhneogov@hawaii.edu
