

## Job Description

**Job Title:** COSEE Island Earth Program Associate  
**Job ID:** 11678  
**Project Name:** HIMB  
**Full/Part Time:** Part-Time  
**Regular/Temporary:** Regular

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Regular, Part-Time (50% FTE), RCUH Non-Civil Service position with the Hawaii Institute of Marine Biology (HIMB), Centers for Ocean Sciences Education Excellence (COSEE) Island Earth program, located at Coconut Island in Kaneohe and the University of Hawaii (UH) Manoa campus in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

**MINIMUM MONTHLY SALARY:** \$1,381.50/Mon. (@ 50% FTE)

**DUTIES:** Responsible for coordinating and implementing the daily program activities of the National Science Foundation (NSF), COSEE Island Earth program at the University of Hawaii. Oversees the day-to-day operation of the project, schedules workshops, provides support to the scientist participants, and assists in the development of school and community partnerships. Helps teach science awareness and education courses and workshops.

**PRIMARY QUALIFICATIONS: EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in Marine Sciences, Environmental Studies, Science Education, or a related field.

**EXPERIENCE:** Three to five (3-5) years of experience in organizing, implementing, and teaching science education programs for a wide range of audiences. **ABIL/KNOW/SKILLS:** Firm understanding of basic marine science concepts, educational pedagogy, and communication approaches for various audiences. Knowledge of local marine environments, customs, and cultures, including western and native science ways of knowing. Demonstrated ability to organize and schedule daily program activities and efficiently plan for multiple events. Demonstrated ability to teach marine science concepts at an advanced high school level and teach education pedagogy and communication theory to marine science undergraduate and graduate students. Ability to develop program announcements, including press releases, or other public relations materials. Able to write science outreach materials for the general public. Ability to use Facebook and weblog sites.

**SECONDARY QUALIFICATIONS:** Master's Degree from an accredited college or university in Marine Sciences, Environmental Studies, Science Education, or a related field. Previous experience in program management. Experience with an online content management system to post and maintain website content. Self-motivated with excellent networking skills.

**INQUIRIES:** Dr. Judith Lemus 236-7422 (Oahu).

**APPLICATION REQUIREMENTS:** The preferred method of applying for a job is through our on-line application process. Please go to [www.rcuh.com](http://www.rcuh.com), click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022, mail, or hand-deliver to: Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. Online applications and faxed documents must be submitted/received by the closing date (11:59

P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

**Please apply before** 01/04/2012

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