Pursuant to the Internal Agreement between the University of Hawai‘i (UH) and the Research Corporation of the University of Hawai‘i (RCUH), the UH hereby requests the RCUH to provide personnel services required by the Principal Investigator (PI) in the administration of the following research or training activity. This form must be completed and approved to acquire personnel services through the RCUH.

**Title:** FY12 AKEAKAMAI I KA LA HIKI OLA PRG

**Project Period:** 09/11 - 08/21

**Project No:** 6662668

**PI:** Damien Cie

**Project Type:** Extramural Account

**Action Requested:** New Position

*No Attachment B required if initial approval was unconditional and/or there were no changes in essential functions.

**Questions:**

1. Is this position to be located outside the State of Hawaii? **No**

2. Is this position involved in a substantial amount of ship operations? **No**

3. Anticipated Start Date (mm/dd/yy) of employee **11/10/2014**

4. Anticipated Termination Date (mm/dd/yy) of employee **08/31/2021**

5. Position FTE (Full-time 1.00) of project **1.0**

6. What is the anticipated termination date of this project? **08/31/2021**

**Position:**

1. Requested position title: Internship, Recruitment, Retention, and Transfer (IRRT) Specialist

2. If more than one identical position is being requested, indicate the number.

**Explanation:**

Provide justification as to why this position cannot be effectively provided by the State or University human resource systems. The Internship, Recruitment, Retention, and Transfer Specialist will report to an RCUH Project Director and provide academic and personal student support services to assist the multiple research and training related projects under the Advanced Technology Solar Telescope (ATST) Mitigation Initiative. These projects include annual outreach workshops, public relations forums, professional development courses, STEM internships and service learning opportunities, K-12 STEM and Native Hawaiian curriculum development, and collegiate student support services. Due to the diversity of programs the mitigation supports, the Internship, Recruitment, Retention, and Transfer Specialist will be required to have and/or obtain skill sets beyond the scope of a traditional counselor and/or student support personnel to include experience in academic counseling, personal and conflict counseling, Native Hawaiian cultural affairs, public relations and outreach, internship development and metrics, incentivization, external campus relations and academic equivalency. The position also requires the Internship, Retention, and Transfer Specialist to work during academic breaks, weekends, and participate in off-island travel when deemed necessary to meet program goals and objectives. The grant sponsor evaluates grant implementation and rate of spending; therefore, an immediate filling of this key position is needed to increase overall program expenditures and compliance.

**Duties:**

What are the essential functions of this position? Summarize the major duties assigned to the position. The major duties are those activities that indicate the nature of work, occupy a significant amount of work time or effort, and are critical to identifying the type of qualifications required for the position.

**Examples of Summary Descriptions**

Assist with the development of strategies to increase the number of UHMC Native Hawaiian graduates in the STEM associate and bachelor’s degree programs. Coordinate the development and implementation of strategies/services to improve academic performance and promotes STEM secondary education and career training. Establish recruitment and retention initiatives for prospective, incoming, current, and transfer students. Develop an Individual Service Strategy (ISS) to establish short and long term goals for all students. Assist with the creation of enrichment activities for students, staff, and parents. Form external collaborations with various organizations and businesses both locally and abroad for internship development and student placement. Work closely with institutions throughout Hawaii and on the mainland to address academic requirements for transfer students. Continue to monitor and provide academic and student support services for transfer students so that they continue to meet program requirements for financial support. Work independently with minimal supervision and complete tasks assigned in a timely and efficient manner.

**Requested By:** Damien Cie

**Phone No:** 808-984-3543

**Date:** 10/16/2014
I do not concur with this request to service order through RCUH for a full-time position for a duration of about 6 yrs. and 10 mos. since the work of this position is not in direct support of a research or training project. This position should be established and filled as a UH APT Student Service Specialist position as the duties include coordinating the development and implementation of strategies/services to improve academic performance and promotes STEM secondary education and career training; establishing recruitment and retention initiatives for prospective, incoming, current, and transfer students; providing academic and student support services for transfer students so that they continue to meet program requirements for financial support; etc.

Jimmy Oshiro

Your request to acquire personnel services through the RCUH has been approved.

Please print this document and forward with the appropriate forms to the RCUH Human Resources Office.