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  [ ] Intramural Account  [ ] RCUH Revolving Fund

Action Requested: [ ] New Position  [ ] Time Extension of Position/Employee *

*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?  [ ] Yes  [ ] No
2. Is this position involved in a substantial amount of ship operations?  [ ] Yes  [ ] No
3. Anticipated Start Date (mm/dd/yy) of employee  1/5/15
4. Anticipated Termination Date (mm/dd/yy) of employee  8/31/21
5. Position FTE (Full-time 1.00)  1.0
6. Anticipated Termination Date (mm/dd/yy) of project  8/31/21

Position:
1. Requested position title: Operations and Budgetary 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 Operations and Budgetary Specialist will report to an RCUH Project Director and provide support for 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, STEM retention and persistence rates/analysis, and collegiate student support services. Due to the diversity of programs the mitigation supports, the Operations and Budgetary Specialist will be required to obtain skill sets beyond the scope of a traditional clerical and/or budgetary employee and be willing 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

The Operations and Budgetary Specialist will assist program staff with daily operations to include clerical/administrative work, procurement functions, preparation of fiscal reports and budgets, contract management, cultural relations, professional development training sessions, data collection and analysis, and institutional support and academic assistance for collaborative research and training projects with various organizations to include Muo’Ae Native Hawaiian Student Support Program, Hawaii Department of Education, UH Institute for Astronomy, UH Manoa STEM Institute, and UH Hilo Imiloa Astronomy Center of Hawaii.

Requested By: Damien Cie  Phone No: 808-984-3543  Date: 11/19/14