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

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: Program 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 Program 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 Program Specialist will be required to obtain skill sets beyond the scope of a traditional clerical assistant 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 Program Specialist will perform administrative and office support activities for multiple staff members. Duties include assisting with procurement functions, preparation of various research and fiscal reports, cultural and community relations, professional development training sessions, data entry and collection, compilation of student records and research projects, and institutional support and academic assistance for collaborative research and training projects with various internal and external 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