STEM/ATSTMI COUNSELOR

University of Hawaii Maui College
Advanced Technology Solar Telescope (ATST) Mitigation Initiative

I. SUMMARY OF DUTIES: Regular, Full-Time, RCUH Non-Civil Service position with the Advanced Technology Solar Telescope (ATST) Mitigation Initiative, located at the University of Hawaii Maui College (UHMC) on the island of Maui. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

Reports to the Project Director and assists the program staff with case management, preparing reports, maintaining records, and aiding with procurement activities for Native Hawaiian students pursuing a degree in Science, Technology, Engineering, and Math (STEM) or STEM-related fields. Establishes and maintains project-based student internship opportunities with external partners, in particular locally based organizations and/or companies. Assists with the development of strategies to increase the number of UHMC Native Hawaiian graduates in the STEM Associate’s and Bachelor’s degree programs. Helps to establish the Ho'okuleana cohort for Native Hawaiian students, including criteria for cohort selection and awarding of funding. Coordinates the development and implementation of strategies/services to improve academic performance and promotes STEM secondary education and career training. Establishes rapport with high school students and assists with the development and execution of recruitment and retention initiatives. Develops an Individual Service Strategy (ISS) to establish short and long term goals for all students. Assists with the development of enrichment activities for students, staff, and parents. Monitors data, tracks student progress, and provides follow-up with students to ensure satisfactory completion rates. Provides academic and counseling support for undergraduate and graduate transfer students. Assists in data extraction for reports and presentations. Promotes and supports students to advance in vital cultural and scientific leadership roles for Native Hawaiians. Provides clerical support related to purchase requisitions and tracking expenditures.

II. SCOPE OF POSITION:

A. Reports to: Principal Investigator (Clyde Sakamoto)
Akeakamai I Ka Lā Hiki Ola Project Manager (Damien K. Cie)
B. **Supervises:** None.

C. **Budgetary and/or Fiscal Responsibilities:** None.

D. **Signature Authorities:**

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<td>Personnel Actions</td>
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<td>Time Reports &amp; Payroll Actions</td>
<td>Submits reports to Director</td>
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<td>Purchasing Actions</td>
<td>Places orders authorized by Director, inputs requisition requests</td>
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<td>Receiving Reports/Communications</td>
<td>Director reviews all report submittals/communications</td>
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<td>Receiving Supplies/Services</td>
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E. **Level of Interaction:** This federally funded multi-year National Science Foundation STEM Counselor will report to an RCUH Project Director. The ATST project will direct, provide oversight and assume primary responsibility to accomplish a unique set of goals under a “mitigation proposal” related to the construction of the Advanced Technology Solar Telescope atop Haleakala. To mitigate the asserted cultural impact of the ATST, the project seeks to provide STEM and STEM-related opportunities complemented by and integrated where feasible into Native Hawaiian studies. One of the aspirational goals will be to create a path for Native Hawaiian students to assume scientific, technological as well as cultural leadership roles in a variety of fields. This project will require a combination of student recruitment, orientation and ongoing academic support, internship through graduate placement support, curriculum integration and possible development of STEM/Native Hawaiian cultural secondary and post-secondary programs; management of student stipends and internships; recruitment, orientation and support for internship sites and prospective employers; development of relationships with other STEM and STEM-related professionals and initiatives, and outreach to Native Hawaiian and other community leaders to support the ATST project’s implementation and achievement of its goals. Will use existing educational support services or assist with the development of new services and/or programs as part of meeting the goals of the ATST Mitigation Initiative. This student support, integrated/interdisciplinary, and administrative position does not currently exist within nor correlate to any other UHMC current academic or student services or regular college faculty or staff responsibilities or duties.
III. MAJOR DUTIES & RESPONSIBILITIES (List 6-8 duties in order of importance, not by % values. Place a ☒ to identify the Essential Job Functions) BOLD all “primary duties”:

45% ☒1. Develops and implements strategies and services to identify and remove barriers that may impact student participant’s academic progress, education, and career goals. Establishes and maintains project-based student internship opportunities with external partners, in particular locally based organizations and/or companies.

20% ☒2. Assists with data collection and analysis to track student progress and generates reports.

15% ☒3. Develops an individual Service Strategy (ISS) to establish long and short term goals for all student participants. Provides academic and counseling support for undergraduate and graduate transfer students.

10% ☒4. Assists with planning enrichment activities during the academic year and summer, which may include cultural events, internships, employment opportunities, academic/skills courses, tutoring and mentoring sessions, and family workshops.

5% ☐5. Assists in developing and maintaining community involvement and outreach for our academic year and summer programs.

5% ☐6. Performs other duties as assigned.

IV. PRIMARY QUALIFICATIONS:

A. **Education:** Bachelor’s Degree from an accredited four (4) year college or university in social work, education, counseling, or related social sciences field.

B. **Experience:** Three to five (3-5) years of progressively responsible experience providing education and counseling services to high school and/or college students.

C. **Knowledge:** Knowledge of counseling procedures, practices, and techniques used in an institutional/academic setting. Familiar with Individual Service Strategies (ISS). Expert in communicating to students at the high school and collegiate level. Familiar with the Native Hawaiian community, organizations, cultures, and practices.

D. **Abilities and Skills:** Excellent communication skills. Work effectively in a collaborative team environment. Ability to mentor and lead by example, while being patient and attentive to students’ needs. Ability to provide constructive criticism and develop individualized academic pathways to success.
Post Offer/Employment Condition: Must be able to pass a post offer criminal background check.

E. Physical and/or Medical Demands: None.

V. SECONDARY QUALIFICATIONS: Master’s Degree from an accredited college or university in social work, education, counseling, or related social sciences field. Familiar with the University of Hawaii, State of Hawaii, and RCUH rules, regulations, and protocols. Experience in community outreach and working with Native Hawaiian students and youth. High level of organizational and facilitation skills.
VI. REVIEWED BY INCUMBENT OF POSITION: This position description is a summary of job functions, responsibilities and qualifications. These designations of functions are subject to change as needs dictate.

Signature of Employee ___________________________ Date ___________________________

Print Name

JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:

Signature of Supervisor or RCUH HR Representative ___________________________ Date ___________________________

Note: This sheet is attached to the position description. This page will be maintained with your file copy of the official installation date of the position description.

PREPARED/RECOMMENDED AND SUBMITTED BY:

Principal Investigator ___________________________ Date ___________________________

CLASSIFICATION:
Exempt
RCUH Pay Range: PR-E22

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APPROVED BY:

Director of Human Resources or Designee ___________________________ Date ___________________________

Completed by: Stacie Kondo

ATTACHMENT 1