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 in facilitating the agreement between the National Science Foundation and UHMC which seeks to increase the number of Native Hawaiian graduates in Science, Technology, Engineering, and Math (STEM) and STEM-related fields. The major duties include planning the Ke Alahaka STEM summer bridge program, targeting a minimum of forty (40) high school junior and senior students; developing a STEM lab that promotes STEM and STEM-related academic and career success; implementing an effective mentorship and tutorial training program linked to applied research projects; assisting the Project Director in developing a highly skilled, well-trained Native Hawaiian workforce for STEM and STEM-related industries and careers by establishing and strengthening partnerships with high-tech industries in the public and private sectors; designing a tracking system in relation to student academic achievement, matriculation patterns, graduation and employment. By creating and collecting a data management and reporting system, it will facilitate program assessment, identify refinement of planned activities and improve ATST outcomes. Also supports the Project Director with related responsibilities including scheduling, planning, personnel procedures, direction of day-to-day fiscal activities, and coordination of designated ATST projects.

II. **SCOPE OF POSITION:**

A. **Reports to:** Principal Investigator (Clyde Sakamoto)  
   Project Director (Damien K. Cie)

B. **Supervises:** None

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

D. **Signature Authorities:**
## Type of Action

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### E. Level of Interaction:

This federally funded multi-year National Science Foundation Project Administrator 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. The Project Administrator will be expected to facilitate, support and monitor all aspects of the project under the direction of the Project Director. 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”:**

#### 40% ✓1. Assists the Project Director in managing day-to-day activities, which include scheduling, coordinating, and overseeing workshops/training events. Aids in the recruitment and retention of program participants. Facilitates the success of the project, making recommendations to improve and enhance support activities, in addition to providing hands-on assistance when needed. Provides leadership and guidance to supporting staff members.

#### 15% ✓2. Utilizes the on-line RCUH system for initiating and processing purchases, payments, and verification of goods and services being delivered. Completes vendor registrations, PO verifications, and
payment reports. Assists in the review and analysis of budgets and in recommending changes and/or revisions as necessary to ensure compliance with University, State, and Federal policies and procedures. Assures the expenditures are proper and reasonable and that the appropriate supporting documents are available. Verifies the availability of funds to support such purchases. Assists in the maintenance and review, audit, and reconciliation of purchasing card transactions.

15% 3. Manages data collection activities to include web-based data collection, database development and maintenance, data compilation, and reporting requirements.

15% 4. Oversees project communication efforts including but not limited to program announcements, newsletters, e-mail blasts, Twitter feeds, Facebook updates, and website content.

10% 5. Establishes and maintains a good working relationship with the various departments on campus, external collaborating partners/organizations, and community outreach.

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 business administration, management, or related field.

B. **Experience:** Three to five (3-5) years of experience in administration and management. Previous experience working with state and federal agencies and institutions of higher learning.

C. **Knowledge:** Knowledge of the administrative/standard office procedures, practices, and techniques of modern business management, particularly in the institutional/academic setting. Expert in communicating project goals and objectives through various media (audio, video, online). Familiar with the Native Hawaiian community, organizations, cultures, and practices.

D. **Abilities and Skills:** Excellent computer skills, including but not limited to online social networking tools (i.e. Facebook, Twitter) and MS Office. Excellent interpersonal communication skills. Superior ability to lead by example and work effectively in a collaborative team environment. Must be able to skillfully handle difficult situations and make sound decisions with minimal input.

**Post Offer/Employment Condition:** Must be able to pass a post offer criminal background check.
E. **Physical and/or Medical Demands:** Ability to sit and work at a computer for extensive periods of time. **Must be able to** walk a minimum of one (1) mile over unpaved surfaces.

V. **SECONDARY QUALIFICATIONS:** Master's Degree from an accredited college or university in business administration, management, or related field. Previous experience working with the RCUH financial system. 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

________________________________________  __________________
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/Non-Exempt
RCUH Pay Range: PR-

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**APPROVED BY:**

________________________________________  __________________
Director of Human Resources or Designee  Date

Completed by: Una Ching

ATTACHMENT 1
STEM PROJECT ADMINISTRATOR – ID# ___. Project Name. Regular, __, RCUH Non-Civil Service position with the Project Name, located __. 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: __. DUTIES: PRIMARY QUALIFICATIONS: EDUCATION: EXPERIENCE: ABIL/KNOW/SKILLS: PHYSICAL/MEDICAL REQUIREMENTS: SECONDARY QUALIFICATIONS: INQUIRIES: Damien Cie 984-3543 (Maui). APPLICATION REQUIREMENTS: Please go to www.rcuh.com, click on "Employment"; select “Apply” and navigate to “See Job Announcements and/or Apply for a Job.” You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Salary History, 4) Supervisory References, 5) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuhr@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-3100. CLOSING DATE: __. EEO/AA Employer.
STEM PROJECT ADMINISTRATOR – ID#________
Regular, F/T position w/ the (Project) in (location). Duties: _____. Requires: _______. Inquiries: Damien Cie 984-3543 (Maui). Closing: _____ . Min Sal: $______