Job Description

Job Title:

Technology for Untapped Talent Instructor

Job ID:

12119

Project Name:

CRDG

Full/Part Time:

Full-Time

Regular/Temporary:

Regular

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|  | Regular, Full-Time, RCUH Non-Civil Service position with the Curriculum Research and Development Group (CRDG), located at the University of Hawai‘i at Manoa, in Honolulu, Hawaii.  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:** Salary commensurate with qualifications.   **DUTIES:**  Responsible for performing professional work representing CRDG learning technology focus area in a program support capacity. Serves as an instructor for Technology for Untapped Talent (TUT) research-based classes and workshops. Develops, prepares, demonstrates and delivers theoretical and hands-on instruction to middle school students, high school students, and vocational rehabilitation participants in computer aided design (CAD), computer assisted manufacture (CAM), workshop skills, workshop safety, and the use of manual and automated tools and machines. Develops curriculum and teaches operational practices and safety requirements. Assists in coordinating all TUT project activities, events, staff, and participants. Assists in collecting and analyzing research data for curriculum research and development. Designs and implements a selection of low-cost hardware and software modules for hands-on instruction and individual projects. Encourages team participation in TUT projects.   **PRIMARY QUALIFICATIONS:  EDUCATION:** Bachelor’s Degree from an accredited four (4) year college or university in Engineering, Information Technology or science-related field (Associate’s Degree from an accredited community college in Engineering, Computer Engineering, or Education and at least three (3) years of progressive experience in the field of Engineering, Information Technology or sciences in formal or informal settings may substitute for a Bachelor’s Degree).  **EXPERIENCE:** Up to one (0-1) year of experience in hardware and software design, construction, and maintenance. Some experience in teaching, training, or tutoring in an engineering or science-related subject.  **ABIL/KNOW/SKILLS:** Proficient knowledge of Mac and PC computers and principles of CAD, CAM, machine operation in a workshop environment, fabrication techniques, and wood properties/characteristics and also basic recognition and protection of intellectual property through copyright, patents, and trade secrets.  Ability to recognize problems, identify possible causes and related solutions, and resolve routine problems by developing long and short term plans of action. Excellent communication and interpersonal skills including patience.  Excellent writing skills. Ability to conduct presentations knowledgeably and professionally. Must possess a valid driver’s license.  Post Offer/Employment Condition: Must be able to pass a post offer criminal background check.  **PHYSICAL/MEDICAL REQUIREMENTS:** Must be able to lift and carry up to fifty (50) pounds.   **SECONDARY QUALIFICATIONS:** Familiarity with design and implementation of disability access technologies. Familiarity with manufacturing processes and training/teaching methodologies. Ability to link student experiences with design and fabrication to the related math and science. Familiarity with CorelDraw software.   **INQUIRIES:** Helen Au 956-4949 (Oahu).   **APPLICATION REQUIREMENTS:** The preferred method of applying for a job is through our on-line application process.  Please go to www.rcuh.com, click on “Employment” and navigate to “Job Announcements/Apply for a Job.” However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022, mail, or hand-deliver to: Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date.  Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.   EEO/AA Employer |

Please apply before

03/17/2012