Work at UH Advertisement

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Title: Graduate Research Assistant - NRC EA
Position Number: Pending
Hiring Unit: School of Pacific and Asian Studies, Center for Japanese Studies
Location: University of Hawaii at Manoa
Date Posted: April 13, 2017
Closing Date: May 01, 2017
Salary Information: $1706 per month
Monthly Type: 11 Month
Full Time/Part Time: Part Time - Full Time Equivalency: 50%
Temporary/Permanent: Temporary
Funding: Extramural funds - federal

Other Conditions:
To begin approximately mid-August. Pending position clearance and availability of funds. Continuation based on satisfactory performance and availability of funds.

Duties and Responsibilities
Maintains websites for the National Resource Center East Asia (NRC EA) and the Center for Japanese Studies.
Writes and edits newsletters.
Coordinates lectures, seminars, workshops and conferences.
Collects information on East Asian Studies at the University of Hawaii at Manoa (UHM) for government and grant applications.
Other duties related to the NRC EA projects as assigned.

Minimum Qualifications
Bachelor's degree from an accredited college or university with work in or related to East Asian Studies (Chinese, Japanese and/or Korean).
Full time classified graduate student in an University of Hawaii graduate program.
Experience in designing and maintaining websites.
Excellent communication (read, write, verbal) skills in English at a native or near-native level.
Experience with newsletter layout.
Experience with preparing databases and spreadsheets.
Demonstrated organizational ability and attention to detail, be able work on a team and work without supervision.

Desirable Qualifications
Experience in coordinating outreach projects.
Experience in working on projects funded by Title VI National Resource Center.
Familiarity with WordPress
Some knowledge of Japanese language

To Apply:
Submit cover letter indicating how you satisfy the minimum and desirable qualifications, names of 3 professional references and their contact information (including email addresses), an URL website address of recent website design work and CV/resume. Applications must be postmarked by the closing date.

Address:
Dr. Lonny Carlile or Dr. Gay Satsuma
Center for Japanese Studies
1890 East West Road, Moore 216
Honolulu, HI 96822

Inquiries:
Dr. Lonny Carlile or Dr. Gay Satsuma; 808-956-2665
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Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawaiʻi may be viewed at: http://ope.ed.gov/security/, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.