

Applicants Must Be: Regular (permanent) civil service employees of the University of Hawai‘i and meet all conditions of Subchapter 3.03 “Non-Competitive Movements,” State of Hawai‘i Personnel Rules, and State First Consideration Policy.

Forms to Complete: You must complete the Application for Non-Competitive Appointment (HRD 315A-white paper is acceptable) form and other supplemental forms as required and submit form(s) to the Office of Human Resources, Civil Service Employee Relations, 2440 Campus Road, Administrative Services Bldg 2, Honolulu, Hawai‘i 96822-2246 by the specified deadline. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications.

Forms Available at: You may pick up the Application for Non-Competitive Appointment (HRD 315A) form at the Office of Human Resources, 2440 Campus Road, Administrative Services Bldg 2, Honolulu, Hawai‘i 96822-2246 or at the following locations:

Hawai‘i Community College
Personnel Office
200 West Kawili Street
Hilo, HI 96720-4091

Leeward Community College
Personnel Office
96-045 Ala Ike
Pearl City, HI 96782

Honolulu Community College
Personnel Office
874 Dillingham Blvd.
Honolulu, HI 96817

Maui Community College
Personnel Office
310 Ka‘ahumanu Avenue
Kahului, HI 96732

Kapi‘olani Community College
Personnel Office
4303 Diamond Head Road
Honolulu, HI 96816

University of Hawai‘i at Hilo
Personnel Office
200 West Kawili Street
Hilo, HI 96720-4091

Kaua‘i Community College
Personnel Office
3-1901 Kaumuali‘i Highway
Lihu'e, HI 96766

Windward Community College
Personnel Office
45-720 Kea‘ahala Road
Kane'ohe, HI 96744

Quality of Experience: Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. The applicant’s overall paid or unpaid experience must be of the scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week.

Physical/Mental Requirements: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawai‘i is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should notify the University of their request in order that a determination can be made on its reasonableness and that it would not cause the employer undue hardship.

Crime Awareness and Campus Security Act: In accordance with the Campus Security Act of 1990, the University of Hawai‘i maintains data on the types and number of crimes that occur on University property as well as policies dealing with campus security. To obtain additional information, please visit your respective campus website or contact your campus security office.