

APPENDIX A

UH Student Basic Needs Coordinator Job Description

Supports the UH System Student Basic Needs Committee (BNC). Assists with the creation of surveys of all 10 UH System campuses to identify available resources and gaps in student basic needs provisioning. Distributes, collects, organizes, and analyzes survey data. Assists in developing a comprehensive online clearinghouse in partnership with UH ITS that centralizes outreach information and directs students and faculty/staff to basic needs resources on an off campus. Assists in drafting and finalizing the UH System Basic Needs Master Plan. Assists with drafting reports and grant applications. Under the general supervision of the UH System BNC Chair, administers and implements all operational aspects of the BNC website. Manages and inputs information on website. Assists in developing proactive Supplemental Nutrition Assistance Program (SNAP) outreach and enrollment programming for all eligible students across the UH System. Assists with organizing outreach media products/events to raise faculty, staff, and student awareness of student basic needs insecurity and available resources. Assists in organizing Professional Development (PD) opportunities for the UH Basic Needs Committee focused on Basic Needs Master Planning and related topic.

Primary Qualifications:

Education/Training: Bachelor's Degree from an accredited four (4) year college or university in Food Systems, Public Health, Education, Hawaiian Studies, Social Sciences, Public Administration, or related field.

Experience: Up to one (0-1) year of experience in project support/coordination.

Knowledge: Knowledge of student basic needs insecurity at the local and national level.

Abilities and Skills: Strong oral communication and presentation skills to translate basic needs information to students, administrators, community stakeholders, and the general public. Demonstrated ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals. Demonstrated ability to operate a personal computer and apply word processing software, data management. Must be able to work in on- and off-campus settings, and with a variety of traditional and non-traditional students as necessary.

Secondary Qualifications:

Experience working with diverse communities of color, including college students and indigenous populations. Strong written communication in the form of reports and grant applications. Experience working with diverse groups and working in collaboration with an executive committee. Knowledge of Hawai'i, Hawaiian history, and Hawaiian philosophy. Demonstrated experience in incorporating Hawaiian Language and Hawaiian Cultural practices to design, implement, and conduct outreach, recruitment, and retention programs and activities relating to student basic needs. Experience developing and utilizing electronic research tools including: (e.g. Survey Monkey, Qualtrics, Google Surveys). Functional knowledge and understanding of principles, theories, federal and state laws, rules, regulations and systems associated with basic needs insecurities.”