

Position Description

Description Title: Associate or Full Professor, Director of College of Education Research Institute

Hiring Unit: College of Education

Location: University of Hawai'i, Mānoa

Position Number: N/A

Hiring Unit: Dean's Office, College of Education, Mānoa

Date Posted: May 22, 2023

Closing Date: Continuous – Application Review begins June 9, 2023

Salary Information: To be discussed

OTHER CONDITIONS

The position is an 11-month, one-year appointment with the possibility for renewal as the Director of the College of Education Research Institute (CERI); renewable based on satisfactory performance and College of Education needs. Should the candidate no longer serve as Director, the position will revert to the individual's 9-month position in an academic department.

General funds, contingent upon position clearance and CERI needs.

OVERVIEW

The appointee is responsible for all operations of CERI across the College of Education to ensure efficient use of resources, maximize coordination among units, and support research, grant writing and implementation, and development of collaborative relationships among faculty, staff, students and community organizations such as the Hawaii Education Research Network, the Hawai'i Department of Education and other community-based collaborators.

DUTIES and RESPONSIBILITIES

- Facilitate coordination of research efforts across the College of Education and with community partners.
- Coordinate high-quality professional development and research dissemination (e.g., webinars, brown bags, conferences, symposiums) for faculty, staff and students.
- Assist COE faculty, staff and students with publication of research, grant proposal writing including submission and implementation, and dissemination of findings.
- Facilitate research-related communication and networking among COE faculty and community collaborators.
- Advocate for research within COE and with community partners, serving as a resource for effective and best practices.
- Convene and oversee the CERI Advisory Council and serve as its direct liaison to COE administration.
- Work with University level research groups and committees to facilitate professional development and research collaboration.
- Serve as a member of the Dean's Council.
- Supervise research and grant-funded activities and staff that are housed within CERI.

- Option to teach undergraduate and graduate courses via on-campus and using a variety of distance delivery modes; mentor and advise students in the COE in your field of specialty.
- Participate in program review, program assessment, and accreditation activities;
- Monitor and direct CERI web resources and other communications;
- Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Earned doctorate or terminal degree in education or related discipline from an accredited institution;
2. A minimum of five (5) years of professional experience in higher education in Instructor, Research or Specialist lines, or a demonstrated record of comparable professional experience.
3. Evidence of proficiency in teaching; a minimum of four years of teaching at the rank of Associate professor or equivalent, with evidence of increasing professional maturity.
4. Four (4) or more years of administrative experience (e.g., leading grant implementation teams, Department Chair, Program Coordinator, etc.).
5. Experience working effectively with empowering and respecting multicultural populations, which may include Native Hawaiians and other indigenous people, immigrants, ethnic minorities in university and community-based educational settings.
6. Experience working with community-based educational organizations such as the Hawai'i Department of Education (HIDOE), Charter Schools, Hawai'i, Association of Independent Schools (HAIS).
7. Demonstrated leadership, team leadership, and interpersonal communication skills.
8. Record of scholarship and publication.
9. Excellent written and oral communication skills.
10. Any equivalent combination of education and/or professional work experience that provides the required education, knowledge, skills, and abilities as indicated.

DESIRABLE QUALIFICATIONS

1. Demonstrated outcomes in research, publication, grant writing, and collaboration in these activities.
2. Evidence of experience in developing, coordinating and implementing successful research partnerships and collaborative programs and initiatives, or a demonstrated record of comparable professional experience.
3. Evidence of ability to establish and maintain effective working and collaborative relationships with administrators, faculty, staff, students, legislators, state officials, and the general public.
4. Evidence of ability to communicate effectively, orally and in writing, with internal and external constituencies, including preparing and delivering public presentations, conducting research, forging partnerships, and preparing reports.
5. Effective interpersonal skills including, diplomacy, initiative, and ethical judgment.
6. Demonstrated ability in providing professional development for educators at all levels.

To Apply:

Submit

- 1) A cover letter of application clearly addressing how they meet the qualifications for the position; To include a statement of vision for CERI
- 2) A curriculum vitae
- 3) Names, addresses, and phone numbers of five (5) professional references, and,
- 4) If available, reprints of selected publications.

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cc: Nancy Fujii; nfujii@hawaii.edu

EEO/AA, CLERY ACT, ADA:

The University of Hawai'i is an Equal Opportunity/Affirmative Action Institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran. For more information or inquiries regarding these policies, please refer to the following link: <http://www.hawaii.edu/offices/eo/eo-coordinators/> 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 Hawai'i may be viewed at: <https://www.hawaii.edu/titleix/help/campus-security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

Accommodation Request: The University of Hawai'i complies with the provisions of the Americans with Disabilities Act (ADA). Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the EEO coordinator directly. Determination on requests for reasonable accommodation will be made on a case-by-case basis. For further information, please refer to the following link: <https://www.hawaii.edu/offices/eo/accommodation-request/>