JOB DESCRIPTION

Position Title:  Student Research Assistant
Hourly Wage:  $9 - $10.50 commensurate with experience
Hours Per Wk:  8-15 hrs
Reports to:  Dr. Denise Uehara, Researcher, AANAPISI Grant Program

Purpose

Through the Pacific Islander Student Center (PISC), the Asian American Native American Pacific Islander Serving Institution (AANAPISI) grant facilitates the success of Pacific Islander students in higher education at University of Hawaii at Hilo. A major component of the grant is to conduct and disseminate research into best practices that support Pacific Islander students across the nation.

Essential Duties & Responsibilities

The Student Research Assistant supports the AANAPISI Researcher in conducting research and evaluation activities that include entering survey data; checking data for accuracy and completeness; data collection; data organization; basic analysis; reporting and dissemination. In addition, this person will need to meet deadlines, exercise independent judgment, and locate sources of information.

Employment Conditions:

The Student Research Assistant must be able to work with minimal on-site supervision but be accountable through an online process of logging activities and communicating regularly with the Researcher. The position will be housed at the PISC.

Preferred Qualifications

- Enrolled in a relevant major including but not limited to Education, Anthropology, Administration of Justice, Political Science, Psychology
- Proficient use of Microsoft: Excel, Word, Power Point, Publisher, as well as Social Networking sites
- Ability to work independently
- Ability to take initiative
- Detailed oriented
- Articulate in writing

To Apply

Please email cover letter and resume to Denise Uehara, duehara@hawaii.edu.