JOB DESCRIPTION

Position Title: Program Assistant (PA) - Pacific Islander Summer Bridge Program
Hourly Wage: $9 - $10.00 (commensurate with experience)
Bi-Weekly Hours: Total 12 hrs (April 2013 for training & prep), up to 40 hrs weekly (July 29 – August 25, 2013)
Summer: Summer employment at PISC a possibility
Reports to: Vidalino Raatior, Director, PISC

Purpose
The Pacific Islander Student Center (PISC) facilitates the success of Pacific Islander students in higher education at University of Hawaii at Hilo. The Center administers a series of services and programs including academic support, community outreach, lectures, summer bridge, and serves as the home-away-from-home for Pacific islander students both US-born and those from the U.S-affiliated island nations of FSM, Palau, Marshall Islands, Guam, CNMI, and American Samoa.

The Pacific Islander Summer Bridge Program (PISB) is a 9-day intensive college preparation program to introduce first-year students to college-level expectations. Specifically designed for Pacific islanders, the program includes a variety of learning activities, workshops, lectures, tours, and fun social events all designed to help a high school graduate or community college transfer student make the appropriate transition to college life at UH Hilo.

Essential Duties & Responsibilities
Assist PISB participants during all program-sponsored activities and events including meals, workshops, social activities, recreation and field trips, throughout the week, accounting for participants at all times; coordinate and provide assistance as needed; address needs and concerns of participants; maintain effective communication and cooperation with PISC professional staff and other personnel concerning issues pertaining to the well-being and safety of students; monitor student behavior and provide encouragement and constructive feedback to students; write and submit incident reports for violation of rules and agreements; attend all training sessions and staff meetings, including individual meetings with the PISC Educational Specialist and the PISC Director.

Employment Conditions
This is NOT an over-night live-in position, but the Program Assistant (PA) works collaboratively with the Resident Assistants (RA) for evening activities. The following are some of the required dates of paid training, preparation, and employment dates.

- PISB Student Staff Training & Prep (total 5 hrs) throughout April, 2013
- PISB Student Staff Training Day (total 6 hrs) on Saturday, April 20, 2013, 9:00 am – 3:00 pm, PISC
- Return to campus to start prep on July 29, 2013 (housing not provided)
- Supervise / support PISB participants for the duration of the residential experience (August 8 – 17, 2013)
- On-call during the duration of the residential program
- Duties as assigned

Minimum Qualifications
Pacific Islander undergraduate student, enrolled in at least half-time at UH Hilo, team player, one year of successful college-going experience; demonstrated commitment and ability to work with Pacific Islander students; ability to communicate effectively with superiors, co-workers, program participants, the university community, the general public and parents. Preferred: Completed PISB program, former Orientation Leader a plus, US Drivers License & UHH Vanpool certification preferred, but not required.

To Apply
Email a cover letter and resume to Vidalino Raatior (raatior@hawaii.edu) at the Pacific Islander Student Center, CC 307 with Subject Line: “PISB – Program Assistant.” Deadline: March 10, 2013