

Assistant Specialist (Project Support Specialist)

Job Code: 0070269T

#70269T. Non-tenure track, limited term appointment; federal funds, not to exceed 12/31/13. Position to begin approximately January 2013; renewable subject to funding and operational needs. **Duties:** Work under the direction of senior faculty and Director to assist in the planning, organization, and management of HNEI renewable energy and energy efficiency projects. Duties will include but not be limited to: develop and implement long range plans, schedules and research tasks for projects including multi-task multi-year programs. Develop and apply day-to-day operational research management to meet program goals. Develop and implement required liaison, communication, and outreach processes to communicate research results to technical and lay audiences including support to keep HNEI website current. Collaborate with Director and senior faculty to support development and preparation of proposals including identification of funding opportunities, coordination of proposal submission, and completion of submission documents. Coordinate preparation and submission of progress and technical reports for multi-task, multi-year programs. Candidate will work closely with HNEI Director, other staff, and contractors in carrying out projects and is expected to interact with a broad array of stakeholders, including project partners, local and federal regulatory agencies, funding agencies, electric utility companies, and decision makers within the University of Hawaii and State government. Candidate is expected to contribute to and support research activities associated with projects. Perform other duties as required. **Minimum Qualifications:** Masters degree and in addition to the MS, 30 credits of graduate study from a college or university recognized standing in engineering, project management/contracting or related field. Minimum 3 years professional experience in engineering, project management, or contracting of energy-related projects and programs. Demonstrated ability to interpret and present technical information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials; and establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals. Computer knowledge and skills to support preparation of professional quality proposals, reports, and communication materials. **Desirable Qualifications:** Industrial and/or government experience in the energy sector such as state or federal government agency which required excellent communications and organizational skills. Familiarity with Hawaii energy programs, organizations, and business practices. In-depth knowledge of Hawaii energy systems and practices. Experience in development of proposals for federal funding. **Salary:** S3 rank; commensurate with qualifications and experience. **Application Procedures:** Submit cover letter indicating how you satisfy the minimum and desirable qualifications, statement of research interest, curriculum vitae, and the names and contact information (including email address) of 3 professional references. Official transcripts will be required at the time of hire. All application documentation must be postmarked by the closing date and become the property of the school. Submit application to: Personnel Officer, Hawaii Natural Energy Institute, University of Hawaii at Manoa, 1680 East West Road, Honolulu, HI 96822. **Closing Date:** Postmarked by January 9, 2013. Incomplete applications will not be accepted.

Expires: Check Closing Date

01/09/2013

Contact Link: [Richard E. Rocheleau](#) [1]

More Info: [Employment](#) [2]

Last Updated: Tuesday, December 18, 2012

[Hawaii Natural Energy Institute](#) ? 1680 East West Road, POST 109 ? Honolulu, HI 96822 ? Ph: (808) 956-8890 ? Fax: (808) 956-2336 ? Email:[Contact](#) ?

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Links:

[1] <http://www.hnei.hawaii.edu/staff/richard-e-rocheleau>

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