

Papa Ola Lokahi

POSITION DESCRIPTION: Administrative Assistant, Native Hawaiian Health Scholarship Program
TYPE: Hourly (up to 18 hours per week), At Will (Non-Exempt)
FUNDING:
RESPONSIBLE TO: Program Director, Native Hawaiian Health Scholarship Program

POSITION SUMMARY:

This position reports to the NHHSP director and assists the director with the administration and operations of the program. A significant responsibility of this position is to qualify and process annual scholarship applications, while maintain administrative duties to assist the director with record keeping, purchasing, program budget and expenditures, staff travel arrangements and the program's overall operation's calendar.

ESSENTIAL RESPONSIBILITIES:

Job duties

- a. Assist Program Director with the operations of the Native Hawaiian Health Scholarship Program in accordance with federal guidelines and requirements and in accordance with program objectives.
- b. Provides administrative support to the Program Director to include: establishing, maintaining, and updating recipient files and records; scheduling and confirming travel arrangements for program staff; ordering and maintaining office supplies, publications, subscriptions, instructional materials, equipment; maintaining inventory records; completing and submitting required reports; and responding to all routine telephone or email inquiries as indicated by agency procedures.
- c. Creates, manages and updates appropriate data systems necessary to document and monitor program activities and expenditures. Assists the Program Director in budget preparation, in developing budget modifications and in monitoring program expenditures.
- d. Assist Program Director and IT Coordinator with the program's website, to include maintaining and updating the site as directed.
- e. Follows agency policies and procedures in compliance with government, funder and corporate requirements and policies.
- f. May assist the Program Director with the development of policies and procedures for his/her respective department.
- g. Assists the Program Director in the processing of scholarship applications.
- h. Maintains the reference library, to include the cataloging of all reference books, journals, post-secondary catalogs, updating materials; and managing the check-out and return of loaned materials.
- i. As directed, may represent the program in the community at health fairs and other similar activities which involve the dissemination of program information and responding to inquiries about the program. Coordinates the logistical aspects of all presentations, program activities and field trips.
- J. Work is generally performed in an office environment, but may also require travel to secondary and post-secondary educational institutions, health agencies and community-based organizations on-island and off-island. Must have reliable transportation and the ability to travel to off-site meetings and work-related events. Neighbor Island travel may also be required. Approximately 10% of the average work week may be spent out of the office.
- k. Work involves frequent contact with program participants, administrators and other staff of educational institutions, staff of community-based and health organizations, and staff of federal agencies.

- l. Follows agency policies and procedures in compliance with government, funder and corporate requirements and policies, including confidentiality policies and the Health Insurance Portability and Accountability Act (HIPAA) policies.
- m. Provides training and technical assistance to applicants and active scholars as directed by NHHSP director.
- n. Ability to multitask with phone calls and other interruptions.
- o. Ability to sit for long periods of time.
- p. Support Papa Ola Lokahi's mission and related activities.
- q. Ability to deal effectively and courteously with all NHHSP and POL staff and constituents.
- r. Ability to carry approximately 15 pounds.
- s. Performs other related duties and responsibilities as assigned by NHHSP director.

Working Conditions: Work is office-based in an environment where other administrative and program staff share a large open-plan room with individual offices. Work is almost always in- doors and the director requires the skills needed to work with a range of people from different backgrounds. Weekend hours and neighbor islands travel may be required.

Work Hours: Normal working hours 8:00am- 5:00pm (includes 60 minutes lunch). Weekend hours may be required for training events, health education events and conferences.

Equipment Use: Familiar with computers, photocopiers, fax machines, telephone and messaging systems and other generalized office equipment. He/She will be competent with a range of software including MS Word, Excel, PowerPoint and any other programs that may be relevant to their area of business.

Mental, Physical and Communication Demands: Travel during the day may be necessary to attend meetings in other locations and out of state travel is required to attend meetings that are deemed mandatory by a funder, e.g., National Cancer Institute. Essential: sitting, walking, stooping/bending, finger dexterity, seeing, hearing, speaking. Frequent standing, lifting usual weight up to 25 pounds; carrying usual weight of 5 pounds up to 20 pounds; reaching above, at and below shoulder level; repetitive arm/hand motions. Occasional: climbing stairs, twisting body, pushing/pulling. Operates computer, printer, copier, facsimile machine, typewriter, telephone and other office equipment.

Experience & Qualifications

1. Associate-level degree or higher in business sciences, with 5 years of directly related experience, or equivalent.
2. Strong analytical, report writing and communication skills.
3. Operate standard office equipment to include the phone, fax, copier, scanner and personal computer.
4. Must have excellent computer skills and experience with MS Office Pro Word, Excel, Access, and Outlook (e.g., email, calendar, contacts, and tasks), as well as skills to learn and utilize other computer software programs as required.
5. Communicate effectively with agency management and staff, program scholars, staff of post-secondary educational institutions and federal agencies.
6. Demonstrated knowledge of Native Hawaiian health.
7. Demonstrated knowledge of the Native Hawaiian Health Care Systems and Centers.
8. Demonstrated knowledge of post-secondary education matriculation, and job development and vocational placement.
9. Demonstrated competency in Native Hawaiian culture, values, and protocols.
10. Demonstrated knowledge of multiple higher education systems.
11. Demonstrated knowledge of financial aid programs.

Authorized/Approved By: _____

I, _____ acknowledge receiving this job description.

Authorized/Approved By:

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. **It** is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revised, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.