



UNIVERSITY
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SYSTEM

University of Hawaii
Program Specialist (0097249T)

SALARY	\$4,458.00 Monthly	LOCATION	Honolulu, HI
JOB TYPE	Full-Time Temporary	JOB NUMBER	2025-02084
DEPARTMENT	University of Hawai'i at Manoa - John A. Burns School of Medicine	DIVISION	Medicine
OPENING DATE	09/29/2025	CLOSING DATE	10/13/2025 11:59 PM Hawaii
POSITION NUMBER:	0097249T		

Description

Title: Program Specialist

Position Number: 0097249T

Hiring Unit: C OF HLTH SCI & SW, SCH OF MED, MEDICINE DEPT

Location: UH at Manoa

Date Posted: September 29, 2025

Closing Date: October 13, 2025 at 11:59PM

Band: A

Salary: [salary schedules and placement information](#)

Full Time/Part Time: Full-time

Month: 11-month

Temporary/Permanent: Temporary

Duties and Responsibilities

1. *The Program Specialist provides coordination of administrative, fiscal, and operational functions primarily for the Chair of the Department of Medicine, organizing and planning programs relating to development, design, and evaluation of academic programs.
2. *Serves as an executive assistant to the Department Chair, providing advanced, complex professional responsibilities; contributing to the achievement and advancement of the Department of Medicine's excellence in teaching, research, and service.

3. Serves as principal administrative contact and liaison between the Chair, JABSOM, Department faculty and staff, residency and fellowship programs, healthcare systems, and other affiliated organizations.
4. Assists in facilitating and implementing a wide range of complex administrative duties impacting research, teaching, and clinical activities including project and strategic planning, executing day-to-day operations, training staff, and collaborating with faculty and key stakeholders.
5. *Provides skilled and accurate written and verbal communication to initiate and facilitate the multi-discipline planning and implementation of projects, ensuring compliance with UH policies and procedures, protected health information, and applicable state and federal laws.
6. Assists the Chair with developing, mapping, and scoping project timelines, and coordinating events and meetings for internal and external audiences.
7. Supports the Chair with priority programs, uses judgement with redirecting matters to appropriate team members, as needed.
8. Prepares, maintains, and handles confidential and sensitive information pertaining to personnel, fiscal, procurement, and patient information with multiple affiliated stakeholders.
9. Creates reports and documents for a variety of projects and strategic planning including but not limited to memos, PowerPoint presentations, financial spreadsheets and flowcharts.
10. Supervises student hires, as needed.
11. Other duties as assigned.

(* denotes essential functions)

Minimum Qualifications

1. Possession of a baccalaureate degree in healthcare administration, biomedical health science, or business administration, and 1 year of progressively responsible professional experience with responsibilities for planning, organizing and coordinating the operations of a program or service in a business, healthcare, research or academic setting; or any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.
2. Functional knowledge of principles, practices and techniques in the area of planning, organizing and coordinating the operations of a program or service in a business, healthcare, research or academic setting demonstrated by knowledge, understanding and ability to apply concepts, terminology.
3. Functional knowledge and understanding of principles, theories, federal and state laws, rules, regulations and systems associated with planning, organizing and coordinating the operations of a program or service in a business, healthcare, research or academic setting.
4. Demonstrated ability to recognize problems, identify possible causes and resolve the full range problems that may commonly occur in the area of planning, organizing and coordinating the operations of a program or service in a business, healthcare, research or academic setting.
5. Demonstrated ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
7. Demonstrated ability to operate a personal computer, apply word processing software and an understanding of

technology, systems, hardware and software associated with operations of personal computers, applications of word processing software, Microsoft Office Suite, including Outlook, Excel, Word, and PowerPoint.

8. Ability to lead and motivate teams while overseeing work objectives, projects, and employee relations.
9. Excellent organization and time-management skills.
10. A team player capable of cultivating productive, inclusive, and professional working relationships.

Desirable Qualifications

1. One to two years prior experience in supporting faculty leadership in an academic environment.
2. Research and/or grant experience.
3. Healthcare academic administration experience.
4. Management or supervisory experience.

To Apply:

Click on the “**Apply**” button on the top right corner of the screen to complete an application and attach the required documents by the closing date:

- a cover letter indicating how you satisfy the minimum and desirable qualifications
- current resume
- official transcripts confirming degree completion (copies acceptable; however official transcripts sent directly from the degree granting institution required upon hire)
- Three (3) professional references (complete with contact information including e-mail address)

The application will be considered incomplete if materials are unreadable. Late or incomplete applications will not be considered. Note: If you have not applied for a position before using NEOGOV, you will need to create an account.

Inquiries:

Helen Victor – hvictor@hawaii.edu

Catherine Takauye – ctaka@hawaii.edu

EEO, Clery Act, ADA

The University of Hawai'i is an Equal Opportunity Institution and is committed to a policy of nondiscrimination in employment, including on the basis of veteran and disability status. For more information, visit: <https://www.hawaii.edu/offices/eo/policies/>

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.

In accordance with Article 10 of the unit 08 collective bargaining agreement, bargaining unit members receive priority consideration for APT job vacancies. As a result, external or non BU 08 applicants may not be considered for some APT vacancies. BU 08 members with re-employment rights or priority status are responsible for informing the hiring unit of their status.

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/eoo/accommodation-request/>

Employer

University of Hawaii

Department

University of Hawai'i at Manoa - John A. Burns School of Medicine

Address

651 Ilalo Street

Honolulu, Hawaii, 96813

Website

<http://workatuh.hawaii.edu>