

Director of Research Institute (UHM), Hawaii Institute of Marine Biology

Salary commensurate with qualifications and experience.

General Funds

Hawaii Institute of Marine Biology / SOEST

Coconut Island, Kaneohe

Excluded, general funds, contingent on availability of funds, satisfactory performance, operational needs and actual staffing requirements.

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OFFICE OF
HUMAN RESOURCES

The Director of the Hawai'i Institute of Marine Biology (HIMB) reports to the Dean of the School of Ocean & Earth Science and Technology (SOEST) at the University of Hawai'i at Mānoa (UHM) and serves on the SOEST Executive Committee. The Director provides academic and administrative leadership for HIMB, actively supports the missions and goals of SOEST, the Mānoa campus and the University of Hawai'i system, and promotes the University's commitment to diversity, equity, and cultural values.

The Director is the head facilitator and coordinator of the academic, curricular, research and service programs, and is responsible for all administrative matters for HIMB, including human resources management, space utilization, facilities, financial management, and budget planning and execution. The Director must ensure that the research, education, and service responsibilities of the faculty members and the duties and responsibilities of staff are performed at the highest level of achievement in order to support and enhance the research endeavor; contribute to the community; and support the overall strategic missions of HIMB and the University. The scope of responsibility includes, but is not limited to, providing effective leadership, direction, and support in establishing, communicating, and achieving short- and long- term development goals and initiatives to promote the research, education, and service missions of HIMB and the Mānoa campus; developing and maintaining excellence in HIMB research programs through the recruitment and retention of high quality faculty and staff; building positive faculty and staff morale; securing appropriate funding from state, federal, corporate, and private sources; promoting annual giving programs in cooperation with The University of Hawai'i Foundation; promoting active communications with alumni; establishing positive, proactive relationships with potential donors, sponsors, and community groups; and coordinating activities with local, national, and international organizations to promote HIMB. The Director is also expected to actively engage in scholarship and/or professional service.

Given the unique character and location of HIMB and the University of Hawai'i at Mānoa in the Pacific region, the Director is expected to embrace the cultural diversity of the University's constituencies, and become readily knowledgeable about the islands, its people, and Hawai'i's role in the international arena.

ADMINISTRATION AND DEVELOPMENT

The HIMB Director develops long- and short-range plans, in collaboration with the faculty and staff at HIMB, that meet the mission and strategic plan of SOEST and the University and which respond to the needs and requirements of its faculty, students, staff, and community constituencies. The HIMB strategic plan is to be a global hub for cutting-edge science and technology aimed at understanding and conserving tropical marine and coastal ecosystems. Thus, one of the main responsibilities of the Director will be to foster the HIMB mission and promote its vision, while periodically leading the revision of the HIMB strategic plan to address emerging needs and issues.

HIMB is a research institute located on Moku o Lo'e, a 28-acre island surrounded by 65 acres of coral reefs located in south-central Kane'ohe Bay. HIMB currently has an annual operating budget of \$4 million, 18 faculty positions, 15 postdocs and up to 36 additional employees supporting the research, fiscal, personnel, security and maintenance requirements of HIMB which is. An administrative officer, a facilities services officer, a marine laboratory supervisor, a dive safety officer, and an executive assistant report directly to the Director. The Director has management oversight over a fleet of Boston Whalers, a 40 ft cargo vessel, a 45 ft education and passenger vessel, and a diving platform vessel. There are seawater facilities, an ocean acidification research laboratory, and four

buildings that house wet laboratory facilities, a next-generation sequencing facility, a confocal microscope, and general use laboratories that house faculty students and staff, which number 200-350 during the height of the summer research season. HIMB also houses a diving certification and safety program with a dive and boating safety officer, compressed gas system, and gas cylinder testing equipment.

Marine facilities require constant administrative oversight that involves seeking capital improvement funds with the state legislature, federal grants through the Field Station and Marine Laboratory programs, and foundation funding from private partners and donors. Ongoing and planned capital improvement projects for HIMB will require meetings with architects, engineers, permit hearings, and construction managers, and coordination with the Office of Procurement and Real Property Management, Office of Capital Improvements and the Facilities Management Office at the University.

The Director represents HIMB at the National Association of Marine Laboratories. This organization provides information to national and state legislators on the function, importance, and needs of marine laboratories and sharing the common experiences of maintaining a marine laboratory.

In addition to monthly faculty and staff meetings, the Director hosts a faculty retreat with the goal of developing an HIMB Strategic Plan. This plan is developed for five-year intervals and an assessment in the third year of the plan is made with identified benchmarks. Maintenance and update of the HIMB website and brochure also reside in the office of the Director.

EDUCATION DEVELOPMENT

HIMB has three faculty positions to provide education resources and experiences to the public, K-12, undergraduate, and graduate education. The school and community based education programs reach over 5,000 people from schools, families and community groups each year with tours led by faculty, trained staff and volunteer docents. Commitment of resources and staff for this effort is critically important to maintain HIMB's support of the University of Hawai'i's mission for diversity, equity, and cultural values. Participation in community programs by providing marine science expertise to organizations including Paepae O He'eia, Kako'o O 'Iwi, Waikaloa Fishpond, the Pacific American Foundation, and Nalu Studies are an important part of the Director's duties.

HIMB houses the administration of the graduate program in Marine Biology. Since its inception in 2013, HIMB has provided the administrative support for this program and works with the College of Natural Sciences and SOEST to create a nationally recognized graduate program in Marine Biology. The HIMB Director works with the SOEST and CNS Co-Directors of the program to ensure delivery of a high quality experience for participating students. The director also engages with academic partners in Oceanography, Botany, Microbiology, and Biology, its federal partner, the Pacific Islands Fisheries Science Center, and its state partners, the Department of Land and Natural Resources and the Department of Business and Economic Development.

COMMUNITY PARTNERSHIPS

HIMB interacts with its neighborhood partners: Windward Community College, the Ko'olaupoku Hawaiian Civic Club, and the Kane'ohe and Kahalu'u Neighborhood Boards. The Director maintains a working partnership with the Department of Land and Natural Resources and The Nature Conservancy to provide docking and storage facilities for its invasive-algae-removal ships and equipment. HIMB also maintains a genetic sequencing core facility for the University of Hawai'i system NSF funded EPSCoR program. HIMB also has responsibilities designated to it from the State Legislature for the Kane'ohe Bay Regional Council and the Director nominates the HIMB representative seat to this Council.

FOUNDATION DEVELOPMENT. The HIMB Director works with the University of Hawai'i Foundation to raise funding for scholarships, equipment funds, research and education programs, and other projects. This effort requires hosting of events at the institute as well as at private venues.

NATURE AND EXTENT OF GUIDANCE AND DIRECTION RECEIVED. General and broad guidance and direction with wide latitude to exercise authority and responsibility for administering and managing HIMB is sought

from the Dean of SOEST. HIMB is subject to the policies of the University of Hawai'i as promulgated in policy documents from the offices of the President and the Chancellor. These policies largely govern the fiscal and personnel matters of the unit and the ethical conduct of research. The policies that shape the research direction and the operational policies that augment the research capabilities of HIMB are developed by the Director in consultation with the faculty and staff. Monthly faculty meetings are held for this purpose.

NATURE AND EXTENT OF CHECK OR REVIEW OF WORK. The Director of HIMB is reviewed annually by the Dean of SOEST and undergoes a 360 executive each year. The Director is responsible for biennial/triennial evaluations of HIMB tenured/tenure track faculty for SOEST and annual evaluation of its non-tenure track faculty.

DESCRIPTION OF CONTACTS WITH OTHER DEPARTMENTS OR UNIVERSITY ORGANIZATIONS, WITH OUTSIDE ORGANIZATIONS, AND WITH THE GENERAL PUBLIC. The Director provides professional leadership and represents the Hawai'i Institute of Marine Biology, SOEST, and the University in the community locally, nationally, and internationally. In fulfilling that role, the Director works with UH Systems and Mānoa executives, SOEST administrators, faculty, staff, students, legislators, state and federal personnel, donors, and members of the community. The Director's responsibilities also involve extensive contact and dialogue with private companies, corporations, and funding agencies, and with large public organizations. In addition, the Director interacts with visiting scholars and academicians.

Minimum Qualifications

1. Earned doctorate in the physical or natural sciences or other disciplines related to marine biology from an accredited institution.
2. Attained the rank of full professor or have demonstrated a record of comparable professional experience prior to appointment.
3. Three (3) years of professional experience in academic leadership at the level of department chairperson or higher or comparable professional experience.
4. Strong interpersonal communication and leadership skills.
5. Record of distinguished teaching, scholarship, research, publication, and/or professional activity and achievement.
6. Successful fundraising ability and experience.
7. Ability to establish and maintain effective working relationships with multiple constituencies.
8. Ability to function successfully in an indigenous, multi-ethnic, multi-cultural environment.
9. Demonstrated commitment to consultative and collaborative processes.
10. Demonstrated commitment to the highest ethical and academic standards.

Desirable Qualifications

1. Knowledge of Hawai'i state fiscal and budgetary development.
2. Experience in administration of Marine Facilities.
3. Internationally established reputation in the physical or natural sciences or other disciplines related to marine biology.
4. Demonstrated entrepreneurial vision and experience in relation to a scientific program.