

# Career Advice

WITH MELISSA PAVLICEK, SHRM-CP  
EXECUTIVE DIRECTOR  
SOCIETY FOR HUMAN RESOURCE MANAGEMENT HAWAII CHAPTER

## Continuous learning fuels career advancement



**P**ersonal and professional development can accelerate career advancement. For most jobs, even taking a one-time online class or reading trade publications can increase workers' knowledge, demonstrate their commitment to the company and contribute to improved job skills. Most employers seek employees who are humble and "hungry," meaning that employers want employees to learn and improve.

**Q.** Do I have to take classes to keep my current job?

**A.** Employers all have different expectations, but for most jobs, employees' efforts to increase their knowledge base will be recognized, and over time, rewarded. Being more productive and gaining new expertise is generally good, not just for the job you have, but for the job you may want next. Establish a professional development plan that may include taking classes (online or in person), reading, seeking a mentor or volunteering for a community-service activity outside of work that will foster new skills. If you are already at the most senior level of your job, consider mentoring a more junior employee.

**Q.** How do credentials, certifications and licenses help advance my career?

**A.** Earning new credentials or gaining certification from a recognized industry program demonstrates an employee's commitment to excellence. In the field of human resource (HR) management, national certification represents an HR professional's competency in skills, areas related to their jobs.

**Q.** Do I have to earn a college degree to get ahead in today's job market?

**A.** Of course, many jobs require a college degree, but with very low unemployment levels, many employers are willing to work with students who haven't yet graduated or candidates willing to demonstrate an ability to do the job and a willingness to learn.

**Q.** Should my employer pay for me to take classes?

**A.** Although it doesn't hurt to ask an employer to pay for a class, employees should consider investing in their own education. Employers may have constraints because classes that they request and pay for may trigger a requirement for them to compensate the employee for time spent in the class, in some circumstances.

Website: [WORKATUH.HAWAII.EDU](http://WORKATUH.HAWAII.EDU)

## UNIVERSITY OF HAWAII EMPLOYMENT OPPORTUNITIES

For full description and other employment listings, visit website above. Appointments are full time unless otherwise specified and subject to funding and/or position clearance.  
UH is an Equal Opportunity/Affirmative Action Institution.

### Executive/Managerial

**Associate Dean of Research, UHH**, Daniel K. Inouye College of Pharmacy, UH-Hilo, #89469, continuous recruitment, 808-932-7145

### Faculty

**Instructor, CC** (Agriculture), UH Maui College, Ho'olehua, Moloka'i, #83833, closes 04/03/17, 808-553-4490

**Assistant, Associate or Full Specialist (Law)**, William S. Richardson School of Law, University of Hawai'i at Manoa, continuous recruitment

**Instructor, CC** (Oceanography), University College, Honolulu Community College, #82773, closes 04/11/17, 808-845-9185

**Instructor, CC** (Biological Sciences), University College, Honolulu Community College, #83820, closes 04/11/17, 808-845-9185

**Instructor, CC** (Nursing), Hawai'i Community College, Hilo, #86568 or #86571 (2 posns), continuous recruitment, 808-934-2523

**Instructor, CC** (Nursing), UH Maui College, Kahului, Maui, #86683, closes 04/03/17, 808-984-3646

### Administrative, Professional, & Technical

**Institutional Support PBA** (Admin and Fiscal Support Sp), Undergraduate Education, Academic Development and Technology, Manoa, #77863T, temp, closes 03/21/17

**Institutional Support PBA or PBB** (Human Resources Sp), Manoa Human Resources, Manoa, #80179, closes 03/24/17, 808-956-3028

**Institutional Support PBA** (Administrative Officer), School of Medicine, Dept. of Ob/Gyn, Kapiolani Medical Center, #79049T, temp, closes 03/23/17, 808-203-6508

**Physical Plant Management PBB** (Auxil & Fac Svcs Off), Auxiliary Services, Manoa Campus, #80973, closes 03/24/17, 808-956-7455

**Information Technology PBA** (IT Specialist), UHM School of Nursing and Dental Hygiene, Honolulu, #79683T, temp, closes 03/24/17

**Academic Support PBB** (Educational Sp) - Readvertisement, Honda International Center, Kapiolani Community College, #78248, closes 04/04/17, 808-734-9832

**Physical Plant Management PBA** (Auxil & Fac Svcs Off) - Readvertisement, Auxiliary Services, Manoa Campus, #77340, closes 03/28/17, 808-956-7455

**Instructional and Student Support PBB** (Financial Aid Mgr), Hawai'i Community College, Hilo, #80967, closes 04/11/17, 808-934-2509

**Media Design and Production PBA** (Media Specialist), Hawai'i Community College, Hilo, #78751, closes 04/04/17, 808-934-2518

**Institutional Support PBB** (Fiscal Administrator) - Readvertisement, UH Manoa/Student Affairs/Student Housing Services, #80193, closes 03/29/17, 808-956-8177

**Institutional Support PBB** (Human Resources Sp), UH Manoa/Student Affairs/Student Housing Services, #78729, closes 03/29/17, 808-956-0549

**Academic Support PBA** (Educ. Specialist) - Ka Papa Loi o Kanewai, Hawaiiinuiakea Sch of Hawaiian Knowledge, UHM, Manoa, #81967, closes 03/29/17

**Academic Support PBA** (Educ. Specialist) - KOKUA, Manoa Campus, #81903T, closes 03/31/17, 808-956-7612

**Instructional and Student Support PBA** (Financial Aid Sp), Student Affairs, Windward Community College, #79718, closes 04/04/17, 808-235-7466

**Institutional Support PBA**, School of Medicine, Area Health Education Center, Kaka'ako, #80284T, temp, closes 03/30/17, 808-692-1069

**Academic Support PBB** (Educational Sp - Grants Coordinator), Dean's Office, Leeward Community College, #78824, closes 04/11/17, 808-455-0326

**Institutional Support PBB** (Administrative Officer), College of Natural Sciences Dean's Office, Manoa, #80181, closes 03/30/17

**Institutional Support PBB** (Administrative Officer) - Readvertisement, College of Social Sciences, Dean's Office, Manoa, #77562, closes 04/04/17, 808-956-6054

**Institutional Support PBC** (Facilities Contract Mgr), VP for Admin, Facilities Business Office, Manoa, #80567, closes 03/30/17, 808-956-8601

**Institutional Support PBD** (Bursar), VP for Budget & Fin., Financial Mgt Office, Manoa, #77243, closes 04/04/17, 808-956-8601

### Other

**Lecturer, UHM** College of Social Sciences (<http://www.socialsciences.hawaii.edu>), Manoa, temp, continuous recruitment.

**Graduate Research Assistant** (Epidemiology), Univerisyt of Hawaii Cancer Center, Honolulu, temp, closes 04/07/17

**Frontend Web Developer**, Center for Excellence in Learning, Teaching and Technology, Kapi'olani Community College, temp, continuous recruitment, 808-734-9310

**Lecturer, CC** (Arts and Humanities) - Fall 2017, Leeward Community College, temp, continuous recruitment, 808-455-0326

**Lecturer, CC** (Business) - Fall 2017, Leeward Community College, temp, continuous recruitment, 808-455-0326

**Lecturer, CC** (Language Arts) - Fall 2017, Leeward Community College, temp, continuous recruitment, 808-455-0326

**Lecturer, CC** (Math and Sciences) - Fall 2017, Leeward Community College, temp, continuous recruitment, 808-455-0326

**Lecturer, CC** (Professional Arts and Technology) - Fall 2017, Leeward Community College, temp, continuous recruitment, 808-455-0326

**Lecturer, CC** (Social Sciences) - Fall 2017, Leeward Community College, temp, continuous recruitment, 808-455-0326

For civil service positions (e.g., clerical, security, maintenance, lab aids, etc.), please view: [hawaii.gov/hrd/main/esd](http://hawaii.gov/hrd/main/esd)