

**Director of Research Institute (UHM), Hawaii Institute of Marine Biology
Position Number: 0089005**

I. INTRODUCTION

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. HIMB is a globally recognized center of innovation for science and technology and place-based education that is fully committed to the University mission of becoming a Native Hawaiian Place of Learning.

The research institute is located on Moku o Lo'e, a 28-acre island surrounded by 65 acres of coral reefs located in south-central Kaneohe Bay. HIMB currently has an annual operating budget of \$4.5 million \$11.3 million in extramural funding, 26 faculty positions, 28 postdocs and more than 30 additional employees supporting the research, fiscal, personnel, security and maintenance requirements of HIMB.

HIMB is a global hub for cutting-edge science and technology aimed at understanding and conserving tropical marine and coastal ecosystems. The institute occupies a pre-eminent position in research on coral reef ecosystem processes, marine animal ecology and bioenergetics, marine evolutionary and ecological genetics, and coastal technologies, serving local, state, national and international needs.

HIMB has three faculty positions dedicated 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. HIMB also has four faculty positions dedicated to administering the He'eia National Estuarine Research Reserve program, a federal-state partnership that works with community co-management partners to steward and conduct research and education in the He'eia ahupua'a. HIMB also 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.

II. DUTIES AND RESPONSIBILITIES

- Provides academic and administrative leadership for HIMB, actively supports the missions and goals of HIMB, SOEST, the Mānoa campus and the University of Hawai'i system, and promotes the University's commitment to diversity, equity, and cultural values.

- Serves as 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.
- Ensures that the research, education, and service duties of the faculty members and the duties of staff are performed at the highest level of achievement within SOEST and the University.
- Develops and maintains excellence in HIMB research and education programs through the recruitment and retention of high quality faculty and staff; build and promotion of positive faculty and staff morale.
- Oversees management of a fleet of Boston Whalers, a 40 ft cargo vessel, a 45 ft education and passenger vessel, including other vessels acquired and managed by HIMB.
- Maintains a working partnership with the Department of Land and Natural Resources to provide docking and storage facilities for its invasive-algae-removal ships and equipment, as well as other relevant federal and state agencies.
- Responsible for oversight of the 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.
- Oversees the HIMB Dive and Boating Safety program, which includes a compressed gas system, and gas cylinder testing equipment.
- Provides effective leadership, direction, and support in establishing, communicating, and achieving short- and long- term development goals and initiatives in collaboration with faculty to support the research, education, and service missions of HIMB and the Mānoa campus.
- Ensures that the HIMB strategic plan effectively promotes the mission and vision of HIMB.
- Secures appropriate funding from state, federal, corporate, and private sources for needs identified in the HIMB strategic plan; establishes positive, proactive relationships with potential donors, sponsors, and community groups; promotes annual giving programs in cooperation with The University of Hawai'i Foundation.
- Provides administrative vision and 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.
- Promotes active communications with neighboring community members and HIMB alumni; oversees maintenance and updates of the HIMB website; establishes connections and promotes activities and collaborations with local, national, and international organizations to promote HIMB.

- Embraces the cultural diversity of the University's constituencies, and becomes readily knowledgeable about the islands, its people, and Hawai'i's role in the international arena, given the unique character and location of HIMB and the University of Hawai'i at Mānoa in the Pacific region; develops and maintains collaborations that contribute to the neighboring community.
- Leads faculty and staff meetings and annual faculty retreats with the goal of implementing and assessing the HIMB Strategic Plan.
- Oversees ongoing and planned capital improvement projects for HIMB requiring 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.
- Represents HIMB at the National Association of Marine Laboratories; represents HIMB as needed at the State Legislature; ensures that the designated responsibilities by the State Legislature for the Kāne'ōhe Bay Regional Council are performed, which includes nominating the HIMB representative seat to this Council.
 - Works with faculty to identify emerging areas of interest and exploration.
 - Oversees the development of new research initiatives for the institute.
 - Other duties as assigned.

III. LIST OF DIRECT REPORTS

As reflected on the organizational chart.

IV. AUTHORITY AND DECISION-MAKING EXERCISED

Provides general and broad guidance and direction with wide latitude to exercise authority and responsibility for administering and managing HIMB.

V. DIRECTION AND REVIEW OF WORK RECEIVED

The Director of HIMB is reviewed annually by the Dean of SOEST.

VI. CONTACTS AND RELATIONSHIPS

UH System and Mānoa executives, SOEST administrators, faculty, staff, students, legislators, state and federal personnel, donors, and members of the community.

VII. MINIMUM QUALIFICATIONS

- Doctorate in the physical or natural sciences or other disciplines related to marine and aquatic biology from an accredited institution.

- Attained the rank of full professor or have demonstrated a record of comparable professional experience prior to appointment.
- Three (3) years of professional experience in academic leadership at the level of department chairperson or higher or comparable professional experience.
- Strong interpersonal communication and leadership skills.
- Record of distinguished teaching, scholarship, research, publication, and/or professional activity and achievement.
- Successful fundraising ability and experience.
- Ability to establish and maintain effective working relationships with multiple constituencies.
- Ability to function successfully in an indigenous, multi-ethnic, multi-cultural environment.
- Demonstrated commitment to consultative and collaborative processes.
- Demonstrated commitment to the highest ethical and academic standards.

VIII. DESIRABLE QUALIFICATIONS

- Knowledge of Hawaii State fiscal and budgetary development.
- Experience in administration of Marine Facilities.
- Internationally established reputation in the physical or natural sciences or other disciplines related to marine biology.
- Demonstrated entrepreneurial vision and experience in relation to a scientific program.