

Research Analyst, Center for Alternative Dispute Resolution

Exempt Appointment (Non-Civil Service), Full-Time, Temporary

Location: Center for Alternative Dispute Resolution (CADR), Honolulu, O'ahu

Salary: \$4,603 to \$5,176 per month

Duties: This position administers mediation programs, facilitates meetings, assists with the design of ADR programs and special projects, and conducts training and research.

Education: College degree from an accredited college/university.

Experience: Three years of progressively responsible work experience in areas of research and writing.

Desirable Qualifications:

- Alternative dispute resolution experience.
- Experience in mediation, program coordination, meeting facilitation, training and/or case management.
- A law degree from an accredited university and/or a graduate certificate in conflict resolution.
- Good oral and written communication skills.
- Ability to plan and organize research projects, collect and analyze data and prepare clear and concise written reports.
- Ability to work cooperatively and independently.

How to Apply: If you are interested in this position, please submit a current resume and cover letter to:

Email: Cecelia.C.Chang@courts.hawaii.gov

OR

Mail: Center for Alternative Dispute Resolution
417 South King Street
Room 207
Honolulu, Hawaii 96813
Attention: Director, CADR - CONFIDENTIAL

First consideration will be given to resumes received by June 13, 2016. Recruitment will be conducted until the position is filled.