

# Pamela Alconcel

## Current Position

2005-Present UH Maui College Lāna'i City, HI  
**Coordinator /Associate Professor** Lāna'i Education Center  
 Facilitate and provide delivery of learning instruction between UHMC, UH System, Lāna'i High School, and the community.  
 Recruit qualified lecturers.  
 Counsel and recruit students.  
 Plan and organize semester courses; live, interactive tv, internet, and cable.  
 Prepare, execute, and monitor fiscal budget.  
 Provide, plan, and conduct student services including; advising, admissions, testing, registration, collection of tuition and fees, and track student retention and persistence.  
 Perform instructional support; guide distance instructions, exams and equipments. Troubleshoot and maintain equipment inventory.  
 Administer and execute grants provided to LEC.  
 Coordinate Education Center activities, address student, community and college requests and concerns.  
 Organize and facilitate with the LHES the College and Career Fair and Scholarship Aha.  
 Maintain liaison between Maui campus, Lāna'i Education Center and the community.  
 Produce comprehensive and annual reports.  
 Supervise staff, students, and facility.

## Experience

2003-Present Nā Pua No'eau Lāna'i City HI  
**Kumu/Mentor**  
 Program working with the gifted and talented students of all ages.  
 Started the Papa Alaka'i (Leadership class) which is a summer school program for students 6-12 grade.  
 Produced and implemented Lāna'i place-based curriculum.  
 Created Hawaiian language and culture lessons.  
 Organized field trips on Lāna'i and other islands. Teaching about the history of Lāna'i and its relationship to the other islands.

2009-2012 Pacific American Foundation, 'Imi Na'auao Lāna'i City HI  
**Kumu/Mentor**  
 Recruit middle school students to participate and engage in STEM (Science, Technology, Engineer and Math) projects.  
 Helped students to make the connection and correlation between places on and how STEM was used as a way of life and survival.  
 Assist and create lessons on how Lāna'i natural resources are used and visit these areas and learn the job opportunities that are available.  
 Development and implementation of curriculum and lesson plans.

Serve as a mentor in helping students develop life skills and social skills.  
Assist with career exploration and enrichment activities.  
Develop community partnerships.  
Submit monthly reports.

2003-2005      Lāna'i Rural Development Project      Lāna'i City, HI  
**Project Director**

Follow-up with program participants, fiscal and programmatic reporting, and case management

Collaborate with workforce agencies to develop job skills and internships.

Provide liaison services between the community, community college and the high school.

Process employment applications, requisitions, and supervise staff and facility.

Develop workforce training and economic development programs on island.

Ensure program outcomes meet established goals and objectives.

Budget and contract administration, able to compile grant proposals and reports to meet multiple deadlines.

Supervise, monitor and facilitate services and completion of programs.

Conduct meeting and training sessions to inform the public about RDP programs and services.

Execute and generate grants for labor and job training programs.

Recruit participants.

Conduct surveys to see what were the training and job needs of the community.

Work with island and statewide agencies to facilitate curriculum.

Conduct intake and maintain participants' data base.

Generate budget and project reports for each grant.

Follow and implement state and federal policies and procedures

2002-2003      Lāna'i High School      Lāna'i City, HI  
**Counselor Assistant**

Management of student's college and scholarship applications.

Assist with resume preparation, student testing, and post high school preparation.

Utilized and provided training on Career Kokua Program to provide information relating to careers and programs of study.

Conducted workshops on career exploration, job skills, and interview techniques.

1995-2001      Foothill Oaks Care Center      Auburn, CA  
**Administrator**

Responsible for the operations and financial viability of the 99 licensed bed nursing facility with a staff of over 100 personnel.

Collaborated with consultants, vendors, government agencies, community resources, staff, and families in implementing long-term care health, operational, and financial objectives.

Established policies and procedures to comply with federal and state regulations.

Interacted effectively with residents, family members, and legal representatives to address concerns and provided prompt resolutions to

grievances.

Conducted meetings and quality assessments to monitor for regulatory compliance.

Hired and trained employees, conducted interviews, provided performance reviews and employee counseling.

File, review, and monitor workers compensation reports. Establish corrective actions to ensure safety of staff and residents.

## **Education**

2023-Training in Guam and Saipan in Collection Care at the Joeten Kiyu Public Library after the typhoon in 2023.

2022 – Native Hawaiian Pacific Islander Museum Institute, Weaving a Network of Collection Care, 1 Month Program, Certificate

2018-2022      University of Hawai'i at Manoa      O'ahu, HI  
Museum Studies Graduate Certificate Program, Fall 2022

2019-2020      University of California      San Diego, CA  
College Counseling Certificate

2018 Summer, 4 Weeks      San Diego University San Diego, CA  
Western Archives Institute Certificate

1985-1988      University of Hawai'i at Hilo      Hilo, HI  
Bachelor of Arts, Hawaiian Studies/Hawaiian Language.

1980-1982      Brigham Young University-La'ie      La'ie, HI  
Associate Degree, Office Management and Accounting

1978      Lāna'i High and Elementary School      Lāna'i, HI  
Graduate

## **Organizations/ Other Info**

Lāna'i Cultural and Heritage Center, Vice-President and Treasurer, Board Member since 2007

Hawai'i Museum Association, Bishop Museum, Hawaii Historic Foundation, Member

Lāna'i Archeological Committee, Member

Native Hawaiian Education Association, Member

Taught Hawaiian Language 101 and 102 at Lāna'i High School, 2013-Present