MAJOR FUNCTIONS

Dean of Students

Administers through Directors the eight (includes the Veterans/Senior Citizens/NSEP office) departments of OSA. Provides policy determination and approves procedures. Coordinates relationships between OSA Department and other Departments and offices of the University. Personally administers Student Conduct Code. Prepares original drafts of University (frequently system-wide) procedures needed to implement Federal and State Statutes. Prepares draft legislation and testimonies for Legislature, monitors non-University legislation for possible impact on the University. Supervises research. Serves Ombudsman role.

Secretary

Reviews and organizes incoming mail; schedules meetings and appointments for the Dean and his Assistant, takes dictation from the Dean of Students and transcribes; assists OSA departmental secretaries whenever assistance is necessary.

Specialist

Serves as EEO Coordinator as well as OSA Personnel Officer - takes care of personnel records and personnel processes for all OSA BOR appointees; assigned special projects; drafts required position papers, proposed University policies and procedures, legislative testimonies, etc.; does research and analysis for various operations of OSA, including information services, departmental relationships and functions. Hearing officer for Education and Rights and Privacy, serves on Academic Procedures Committee, serves as an Ombudsman.

Student Employment Office

Responsible for maintaining a student employment classifications, salary, grievance, and on-campus placement system. Also responsible for the production of student, faculty and staff identification cards.
Administrative Officer

Responsible for budgeting, preparing financial reports, purchasing, personnel and payroll and any other function relating to the fiscal aspects of the Office of Student Services.

Clerk-Typist III

Provides clerical support to the Administrative Officer such as typing, recording, and maintaining fiscal file and other clerical duties.

COORDINATOR: VA, NSEP, SR. CITIZENS

MAJOR FUNCTIONS

Coordinator

A counselor/administrator reporting directly to the Dean assigned to special programs which do not "fit" in any one department.

Senior Citizens Counselor

Acts as liaison between the community and the University. Dispenses information, handles inquiries and advises interested persons in areas of information, application, selection of courses and registration. Provides specific academic advice and counseling to Senior Citizens enrolling in the University of Hawaii at Manoa day program.

National Student Exchange Program

Counsels students from the University of Hawaii going to mainland universities and students from mainland universities attending the University under the National Student Exchange Program. Aids in application, record transfers, course selections and their applicability to degree programs, registration procedures,
coordinates financial aids transfers, etc.

Veterans Liaison and Certification Officer

Liaison between the Veterans Administration and the University in aiding veterans with University of Hawaii degree requirements and program in relation to VA requirements and benefits. As University officer, certifies enrollment, course loads and work toward degree program.

Clerk Steno II

Performs secretarial duties such as taking dictation, transcribing, maintaining files, supervision of student help, general receptionist, and provides information to students regarding Veterans Administration, National Student Exchange Program and Sr. Citizens programs.

UNIVERSITY PLACEMENT AND CAREER PLANNING OFFICE

MAJOR FUNCTIONS

The Placement and Career Planning Office is directly under the Dean of Students and is essentially an educational and counseling center that provides assistance to University of Hawaii students and alumni on matters concerned with vocations, employment and careers. Basic to the service is the counseling function which may be provided on an individual or group basis. The primary goal is to help students and alumni help themselves in their search for an optimum career. Research, publications and reports are prepared in support of the counseling function.

As a supporting and related activity, arrangements are made for business, industrial, government, academic and non-profit organizations, as well as graduate schools to interview on campus for employment and admission to graduate studies. A referral service for career employment is also provided for alumni.
MAJOR FUNCTIONS

1. To provide a continuous series of co-curricular programs and activities on campus supplementing and complementing the educational emphasis of the institution.

2. To maintain and improve the quality of community governance within the institution.

3. To maintain and expand the quantity and quality of support services provided for members of the campus community.

4. To expand the experiences and expectations of members of the campus community especially the students by added exposures to different thoughts, activities, ideas, and opportunities for personal involvement and commitment.

5. To provide opportunities for members with like interests, etc., to gather and promote programs and activities for their own benefit and that of their colleagues.

6. To assist in the evaluation of current programs and in the wisest expenditure of available funds in the provision of programs and services.

7. To help provide opportunities for members of the campus community, especially the students, to link forces with the major community in projects and the sharing of ideas that are of potential and mutual advantage.

8. To help provide avenues through which students can become involved in volunteer efforts which can provide personal satisfaction and can lead to personal development.

9. To provide fiscal and staff support services to the Associated Students of the University of Hawaii.
FINANCIAL AIDS OFFICE

Statement of Functions

Functions

The Director reports to the Dean of Students and directs and coordinates the total financial aids programs, operational activities and personnel in the Financial Aids Office, UHM; in keeping with the philosophy and purpose of financial assistance to students.

The Staff Specialist will have the following functions: (1) liaison with the UN Management Systems Office for the maintenance and update of the computerized Financial Aids Management and Information System (FAMIS), and coordinating student aid compliance and accountability requirements with the development of, or changes in, computer programs; (2) training of staff persons on appropriate utilization of computer terminals; (3) development of office calendar and monitoring the flow of office operations; (4) preparation of data for reports, research; and, (5) assume the duties of the Director in the absence of the Director and backup for counselors when the need arises.

The Program Specialist Pool of four counselors will have the following major and common functions: (1) counseling of students with need for financial aids information and/or assistance; (2) evaluating and packaging student applications; (3) working out revisions of awards directly with students; and, (4) coordinating efforts with schools, community, parents and UHM departments. Each position will also have specific program assignments, for which he/she will prepare requests for program(s) funds, will account for and monitor the use of the program(s) funds, and will prepare reports for assigned programs. The specific programs are as follows:

1. Scholarships and Grants (14)

State: Hawaii State Scholarships, Hawaii Merit Scholarships, Tuition Waivers, and Hawaii Student Incentive Grant.

Federal: Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant, Nursing Professions Student Scholarships (Graduate, Baccalaureate,
Institutional: Contingency Funds, Internal (49) and External (187) private scholarships; U.H. Foundation Scholarships (2).

2. Loans (11):

State: State Higher Education Loan; other state loan programs, such as the Hawaii State Loan.

Federal: National Direct Student Loan, Health Professions Student Loan, Health Education Assistance Loans, Nursing Professions Student Loans (Graduate Baccalaureate, Associate), Law Enforcement Education Program, and Guaranteed Student Loan.

Institutional: Short-Term Loans.

3. Employment (1):

Federal: College Work-Study Program.

The Data and Clerical Support Pool of four Civil Service persons under the supervision of the Clerk Supervisor will have the following major and common functions: (1) computer terminal on-line input of student data, awards, check orders and reconciliation; (2) preparation of draft fiscal reports for student aid programs; (3) rotation of notary public duties and providing accurate information by telephone and at information counter; (4) shared responsibility for clerical tasks during peak periods, such as around registration periods; and, (5) clerical support to professional staff for discreet student aid programs.
Director

Serves as Director and Foreign Student Adviser reporting to the Dean of Students and carries out administrative and counseling responsibilities, handles the non-routine immigration problems, financial assistance, answers most correspondence, and directs projects within the office, and advises American students of opportunities abroad. Represents the University nationally in foreign student matters.

Staff Office

The International Student Office is an arm of the Office of Student Affairs.

The International Student Office performs the multiple services and functions necessary to assist the foreign student in his relationship to the University, the community and the U.S. Immigration and Naturalization Service. Administers several scholarship programs and counsels its students. Upkeeps library for foreign study and travel.
Office of the Director

The Director reports to the Director of Student Services and is responsible for the housing services at the University of Hawaii, Manoa. In keeping with the philosophy and purpose of providing on-campus housing, the service includes but is not limited to educational development programs, fiscal management, physical plant programs, housing assignment, conference housing services, and student, faculty, parent and community relations programs.

Staff Support Services:

Educational Development:
1. Develops a sound and effective housing educational program that has as its fundamental roots a student development and student activities program that is guided by student affairs principles.
2. Plans, initiates and supervises ongoing staff development programs for housing staff.

Fiscal:
1. Revenue collection - receives, deposits, and accounts for all incoming revenues into the University revenue undertaking revolving fund.
2. Expenditures - reviews requests for procurement and processes payments. Identifies and recommends investment of excess funds to maximize interest income.
3. Finance management and budgetary planning - maintains accurate records and prepares income and expenditure projections.

Housing Services and Operations:

On-going operational detail of administering and managing residence facilities on campus involving staff personnel; budgeting; student programming, advising, and assignment; maintenance and plant management; conference housing; computerization and other aspects of management procedures. Coordinating with the staff support services of the central housing office personnel to implement department policies and responsibilities. Oversees food service operations and provides off-campus housing service as necessary.
Assignments

1. Coordinates and supervises the entire procedure of accepting and assignment of all student applications for housing. Implements computerized housing assignment program.

2. Furnishes and regularly reviews and edits all printing of housing information brochures, application contracts and other materials pertaining to residence halls.

3. Evaluates cafeteria operations and attends Food Service Committee meetings.

4. Meets with parents, prospective students, faculty and high school counselors.

Conference

1. Directs overall conference housing program making maximum utilization of housing facilities for conference usage and maximum conference income in support of the overall student housing operating budget.

2. Promotes and negotiates with various groups interested in conference housing.

Personnel

1. Coordinates all personnel matters including planning and initiating, recruitment programs, participating in the selection process and maintaining the personnel files.

Physical Plant

1. Establishes the guidelines and procedures, evaluates and assists in the implementation and operation of a complete maintenance program for housing facilities and grounds.

2. Develops preventive maintenance, coordinates major repair and purchase activities involving multiple operation units, refers them to outside agencies, reviews reports for repair and replacement requests, damage assessments and inventory as recommended by the area staff.

3. Coordinate energy conservation efforts.

Health and Safety

1. Reviews security reports and needs. Develops and recommends security programs and collaborates with security and police agencies.

2. Inspects, reviews and implements health and safety activities to insure environment conducive to on-campus living.
1. **Hale Aloha Residence Facilities:** Operational coordination of a major housing complex including supervision of full-time staff and paraprofessional "live-in" staff for group of residence facilities--Hale Aloha Ilima Tower (255 students), Lehua Tower (255), Lokelani Tower (255) and Nokihana Tower (255). Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and "cost center" budget planning and expenditures. Initiates purchases, requisitions and inspects contracts. Oversees desk operations, check-ins and out, damage assessments, and the Hale Aloha cafeteria board program; manages repair and maintenance programs and other management responsibilities to provide a sound student housing program.

2. **Maie Residence Facilities:** Operational coordination of a housing complex along Dole Street--Frear Hall (164 students), Johnson Hall (195) and Gateway House (208) including supervision of full-time staff and paraprofessional "live-in" staff. Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and "cost center" budget planning and expenditures. Initiates purchases and contracts for services. Oversees desk operations, check-ins and out, damage assessments, and the Gateway Cafeteria board program; manages repair and maintenance programs and other management responsibilities to provide a sound student housing program.

3. **Ma'uka Residence Facilities:** Operational coordination of a housing complex in Ma'uka Campus and the quarry area--Hale Lulima (134 students), Hale Kahawai (140) and Hale Aneueue (84) including supervision of full-time staff and paraprofessional "live-in" staff. Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and "cost center" budget planning and expenditures. Initiates purchases and contracts for services. Oversees desk operations, check-ins and out, damage assessments, and Hamilton Snackbar board program; manages repair and maintenance programs; and other management responsibilities to provide a sound student housing program.

4. **Hale Noelani Apartments:** Operational coordination of an apartment housing complex consisting of five low-rise housing units (328 students) including supervision of full-time staff and paraprofessional "live-in" staff. Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and "cost center" budget planning and expenditures. Initiates purchases and contracts for services. Oversees desk operations, check-ins and out and damage assessments; manages repair and maintenance programs; and other management responsibilities to provide a sound student housing program.
5. Hale Wainani Apartment Complex: Operational coordination of an apartment housing complex consisting of two high-rise and two low-rise buildings (648 students) including supervision of full-time and paraprofessional "live-in" staff. Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and "cost center" budget planning and expenditures. Initiates purchases and contracts for services. Oversees desk operations, check-ins and outs and damage assessments; manages repair and maintenance programs; and other management responsibilities to provide a sound student housing program.

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COUNSELING AND TESTING CENTER

MAJOR FUNCTIONS

Director

Directs activities, personnel and programs, and oversees all administrative functions at the Counseling and Testing Center. Reports to the Dean of Students.

Psychiatrists

Assists students with severe personal problems, prescribes medication, and consults with counseling psychologists and other University staff members regarding students with psychological problems.

Training

Services internship and practicum students through a structured training program. Students receive supervised counseling experiences, attend seminars and in-service sessions, and participate in other program activities at the Center.

Psychometrist (Testing)

Administers psychological and national examinations. Assists University staff, faculty and students regarding psychometry, and maintains the Vocational and Occupational Library at the Counseling and Testing Center.

Counseling Psychologists

Assists students through academic, vocational, and personal counseling; supervises practicum students and interns; engages in consultation with University staff and faculty; and coordinates special programs at the Counseling and Testing Center.

Learning Assistance Facilitator

Provides services to assist students in acquiring, developing, maintaining and improving their study habits and learning skills.

Secretary

Manages, supervises, and carries out the general clerical operational activities of the Center; functions under the general direction of the Director.

Clerk-Typist

Responsible for reception duties, scheduling of appointments for staff and students, perform clerical duties such as typing, filing, answering telephone, ordering supplies, supervising student assistants.
MAJOR FUNCTIONS

1. Provides following health services to students:
   a. Initial health assessment upon entry into University
   b. Clinic services for simple medical conditions.
   c. Referral services for private medical care.
   d. Preventative services such as immunizations and TB prophylaxis.
   e. Counseling and mental health services.
   f. Medical social services.
   g. Family planning services.
   h. Medical insurance assistance.

2. Provides health education and information to students through personal and group contacts and to the entire campus community through public means such as Ka Leo, bulletin boards, etc.

3. Provides faculty and staff for training of students in health oriented disciplines.

4. Develop and negotiate for student medical insurance which is appropriate to the needs of college students and available college health services.

5. Serves as the major health resource on campus and, as such, is concerned with assisting in creating a healthful environment for the pursuits of higher education thru personal as well as public health measures.

6. Provides emergency services to all members of the community.