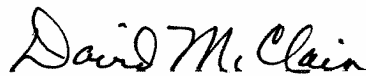


VICE PRESIDENT FOR STUDENT AFFAIRS

This is executive management work in planning, organizing, directing, coordinating, and controlling student services including admissions and records activities at the University of Hawai'i at Manoa. The employee in this class is responsible for student affairs policies having systemwide implications; the provision of overall direction and control over a variety of enrollment services and student life activities such as student placement and career planning, student activities, financial aids, international student affairs, student housing, counseling and testing, student judicial and grievance administration, admissions and records, special recruitment programs, student employment and student health and other related programs and services. Work includes responsibility for exercising campus oversight of the intercollegiate athletic program, its operations, administration and management. Work entails drafting and participating in institutional policy development; preparing and submitting position papers and policy recommendations; conducting or directing the conduct of analyses of student affairs policies and procedures and developing solutions to identified problematic areas; and interpreting and applying policies and procedures in exceptional or unique cases. Work entails considerable contact with senior systemwide and campus administrators, faculty, students, parents, law enforcement agencies, and agencies of State, foreign and the U.S. Federal government. Work requires considerable knowledge of theories, principles, and contemporary practices of student affairs programs and service systems; and the academic, administrative and policy formulation processes common to universities and colleges. Direct supervision is exercised over professional and administrative personnel. Work is reviewed by the President and Chancellor, Manoa by evaluation of program and goal attainments.

In accordance with the Board of Regents' action taken on February 17, 2005, the class Vice President for Student Affairs is redesignated as a systemwide Executive class, effective February 18, 2005.



Interim President, University of Hawai'i

05/23/05

Date