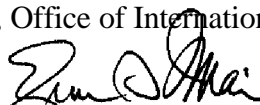


DIRECTOR OF INTERNATIONAL AFFAIRSDEFINITION

This is managerial work of an advanced level in providing systemwide leadership and direction for the University's program of international educational services. Responsibilities include providing staff assistance to the Senior Vice President, University of Hawaii and Chancellor for Community Colleges (hereinafter "SVP") and to the President's Committee on International Programs; assisting in developing the University's policy on international affairs and programs, campus visitations and social functions, and community advisory groups and media relations; developing/coordinating special programs and projects for the SVP across the University system; maintaining administrative oversight of policies and procedures for international agreements and the International Agreements Fund; managing the Office of International Affairs; establishing and overseeing the program of services to international scholars, including review and filing of applications and certifications for various categories of visas, assistance with spousal visas, compliance with immigration regulations, and other related assistance; formulating, designing and recommending programs of overseas study and research and bilateral agreements with foreign governments, universities and research institutes; representing the SVP as delegated. Work also includes serving as the University's host to international visiting scholars and dignitaries and advisor to executives and faculty on matters of protocol.

Work involves considerable contact with various national and international government agencies, representatives of U.S. and foreign universities and research institutes, and national and international dignitaries, as well as administrators, faculty and staff in the University system to carry forth the functions of the University's international affairs program and to promote and enhance the University's role and participation in international educational programs, agreements, and scholarly interchanges. Work is performed with wide latitude for decision making under the executive direction of the Senior Vice President, University of Hawaii, and Chancellor for Community Colleges and is reviewed by the accomplishment of program objectives and results achieved. Work requires thorough knowledge of the cultural and educational systems of other nations, including cross-cultural perspectives, and the ability to work with State, national, and international organizations and institutions, as well as with community interest groups.

The establishment of the class, Director, Office of International Affairs, is approved.



Eugene S. Imai

Senior Vice President for Administration

June 5, 1997

Date