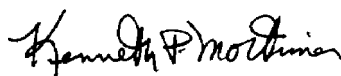


VICE CHANCELLOR FOR STUDENT AFFAIRS (UHH)

This is executive administrative work in planning, developing and directing services for students and prospective students. As chief student affairs officer, work involves planning, directing and coordinating the student services programs of the University of Hawai'i at Hilo with innovative and proactive programs and services, in the areas of admissions, registration and records, financial aid, academic advising, counseling and testing, international students, health services, housing and student activities, placement and career services, and federal programs. Work includes responding to the changing needs and requirements of the UHH student community which enhance the viability of student recruitment and retention. Responsibilities include: developing long- and short-range goals, objectives and plans for the Student Affairs Program which responds to the needs and requirements of its student constituencies; planning, organizing and directing activities related to the recruitment, advising, counseling and selection of students for admission into the University; developing institutional policies and procedures which affect student affairs; developing strategic projections of program and staff to meet UHH and University of Hawai'i goals, missions and priorities; overseeing the financial aid program by directing the processing of student aid applications and conducting need analyses; establishing students' eligibility for aid and directing financial counseling services; organizing, directing and coordinating programs related to student government, residence life, and student clubs and organizations; directing career planning and placement counseling services and programs; directing and organizing student registration, collection and maintenance of student records, including the evaluation of such records for graduation; preparing, producing and presenting analytical reports; and reviewing and investigating allegations of or violations of the Student Conduct Code, including presenting the case, as appropriate, at Disciplinary Hearings. Work requires considerable knowledge of the theories and principles of contemporary student affairs and services system with emphasis on counseling and guidance. Supervision is exercised over a staff of professional and administrative staff personnel. Work is reviewed by the Chancellor by evaluation of program and goal attainments.

In accordance with the Board of Regents' action taken on February 19, 1999, this class is retitled and amended from Dean of Student Services (UHH) to Vice Chancellor for Student Affairs (UHH), effective February 19, 1999.



President, University of Hawai'i and
Chancellor, University of Hawai'i at Mānoa

March 8, 1999

Date