

**DEAN OF STUDENT SERVICES (UHM)****DEFINITION**

This is administrative work in organizing, directing, coordination, and controlling student services at the University of Hawaii at Manoa. The employee of this class is responsible for the provision of overall direction and control over placement and career planning, student activities, financial aids, international student affairs, student housing, counseling and testing, and health and related programs and services. Work entails participation in institutional policy development; preparing and submitting position papers; 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 Vice President for Student Affairs by evaluation of program and goal attainments.

This is a retitling of the class Director of Student Services (UHM) to Dean of Student Services (UHM) effective 11-21-86.

---

Albert J. Simone

Jan. 19, 1987

Date