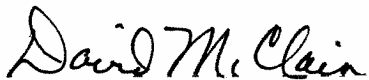


ASSISTANT VICE CHANCELLOR, UHM

The Assistant Vice Chancellor is a key member of the Vice Chancellor's management team and is charged with providing administrative leadership and coordination for the specific area of assignment (e.g., academic affairs, research and graduate education, student services, etc.). As a senior manager, the Assistant Vice Chancellor directs, plans, develops and coordinates programs for a specific area(s) of assignment. Work involves overseeing and providing leadership in the development of new initiatives and programs. Responsibilities include promoting, designing, implementing and coordinating programs designed to support a faculty/student/research centered university; assisting in formulating innovative strategies and policies in response to the changing nature of higher education; preparing, administering and interpreting programmatic, operational and administrative policies, procedures, guidelines, rules and regulations; analyzing and evaluating program requests and proposals involving the allocation or reallocation of resources, initiation or termination of programs, and alternative program operations or directions; conducting research and analysis of programs and issues resulting in the preparation of position papers, technical analyses, studies and reports in response to inquiries from the Board of Regents and legislature; formulating policy based on consultation with a variety of executives, administrators, faculty, staff and students; developing long- and short-range plans and policies; and serving as a representative of the office of the respective Vice Chancellor to individuals, groups, and organizations within and outside the University.

Work involves extensive collaboration with the respective Vice Chancellor as a member of the management team, working with the Vice Chancellor to create a faculty/student/research centered campus, and considerable contact with senior executives, administrators, the Board of Regents, legislators, State executives and representatives of the community. Work requires knowledge of academic programs and organized research programs; administrative structures, systems and policy formulation processes; and program planning and evaluation techniques. Work requires the ability to interpret and apply administrative policy statements to variety of unrelated situations, conduct and prepare program analyses, communicate effectively, and establish and maintain effective and responsible work relationships with a wide range of constituencies within and outside the University, conduct and prepare program analyses, and to exercise extreme tact, diplomacy, initiative and sound judgment. Work is performed with wide latitude for the exercise of judgment and initiative and is reviewed by observation and analysis of results obtained.

The class Assistant Vice Chancellor, UHM is established effective 05/23/05.



Interim President, University of Hawai'i

05/23/05

Date