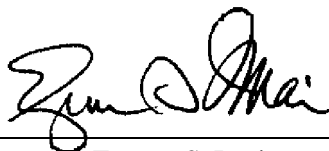


DIRECTOR OF RESEARCH RELATIONS

This is advanced administrative work associated with the planning, developing, evaluating, coordinating and facilitating research and graduate education programs, activities and administration. Work involves responsibility for providing support to University research efforts by developing the requisite infrastructure for researchers/faculty seeking extramural research support; working with the University of Hawaii Foundation to identify and seek funds for the support of research and graduate education; promoting and publicizing research and academic activities, projects and programs; analyzing and preparing research and graduate education program assessments and policy statements used in determining University priorities, goals and objectives; conducting a variety of special projects and activities; researching and preparing policies, procedures, guidelines, and regulations relating to research and graduate education; serving as the representative of the Senior Vice President for Research and Dean of Graduate Division to a variety of University committees, groups and agencies; serving on or as chair of various University committees; providing administrative staff support by advising the Senior Vice President in preparation for meetings with and presentations to University executives, administrators, Board of Regents, faculty, staff, representatives from external agencies, and the public; providing staff support in budget and resource allocation processes. Work entails serving as the designated representative of the Senior Vice President for Research and Dean of Graduate Education on all legislative matters; overseeing and approving legislative proposals to ensure content and conformity with legislative guidelines; reviewing and responding to legislative inquiries; developing overall policies and procedures for an effective legislative support program; and serving as liaison with various groups during legislative sessions.

Work involves considerable contact with senior executives, administrators, the Board of Regents, legislators, State and Federal executives, representatives of the community and other institutions of higher learning, faculty members and students. Work requires knowledge of administrative requirements and infrastructures of major research programs and organizations; familiarity with requirements of state and federal government legislative bodies and administrative organizations. Work requires the ability to communicate effectively both orally and in writing; to establish and maintain effective and responsible work relationships with a wide range of constituencies within and outside the University; and to conduct research and prepare reports. Work is reviewed by the Senior Vice President through observation of results achieved.

The amendment to the class specifications for the Director of Research Relations, M08-M(A) is approved.



Eugene S. Imai
Senior Vice President for Administration

December 5, 1996

Date