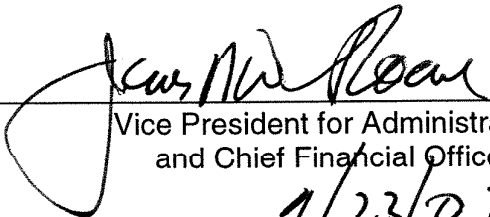


ADMINISTRATIVE ASSISTANT TO THE CHANCELLOR,
UNIVERSITY OF HAWAII AT MĀNOA

This is administrative staff work in serving as the administrative assistant to the Chancellor, University of Hawai'i at Mānoa (UHM). Work involves responsibility for providing administrative support of a broad scope and complexity, utilizing professional ability, mature judgment and knowledge of the academic and administrative program areas under the purview of the Chancellor, UHM as well as the organizational structure and programs of the University of Hawai'i system. Duties include reviewing documents, reports, requests and memoranda to determine the appropriate disposition and referral of issues, problems and concerns. Work involves speaking on behalf of the Chancellor in providing general direction and assistance in clarifying institutional approach, chancellory interpretations and guidance to resolve issues which do not align themselves in any specific program area but requires the exercise of independent judgement; recommending appropriate action to the Chancellor after reading and analyzing documents received; assisting in determining priorities of issues and courses of action to be taken; preparing the Chancellor for meetings and presentations with UH Executives, administrators, regents, faculty, staff as well as Legislators and State/Federal and foreign officials; coordinating communications and arranging for public relations activities on behalf of the Chancellor including assisting with the preparation of speeches; and preparing background and position papers, studies and reports.

Work entails considerable contact with senior administrative staff, campus administrators, Board of Regents, legislators and their staff, the public, state and federal agencies, student groups, faculty, staff and individuals involved in the University community. Work requires the exercise of extreme tact, diplomacy, initiative, sound judgement and communication skills. Work is reviewed by the Chancellor through observation of results obtained.

The establishment of the managerial class, Administrative Assistant to the Chancellor, University of Hawai'i at Mānoa is effective 10-01-2002.



Vice President for Administration
and Chief Financial Officer
1/23/02

Date