

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

This is professional and administrative work in directing and coordinating services for students and prospective students. Work involves planning, directing and coordinating the College Student Services program including such areas as admissions, registration and records, placement, financial aid, counseling and guidance, housing, and student activities and affairs. Work includes responsibility for: planning, organizing and directing activities related to the recruitment, advising, counseling and selection of students for admission into the College; supervising the student financial aid program by directing the processing of student aid applications and conducting need analyses, establishing students eligibility for aid from a number of funds, and directing financial counseling services; planning, organizing, directing and coordinating programs related to student government, residence life and student clubs and organizations; providing career planning and placement counseling services and programs; and organizing and directing student registration, the collection and maintenance of student records, the evaluation of such records for graduation, and the compiling, production, and representation of analytical reports or related reports. Work requires considerable knowledge in the field of student services with emphasis on counseling and guidance. Supervision is exercised over a staff of professional and clerical subordinates which varies in size to the proportion of the number of students attending the College. Work is performed under the supervision of the Chancellor (UHH and UHWO) who reviews the work performed through conferences, both oral and written reports, and observation of results obtained.

The establishment of the class, Dean of Student Services, University of Hawaii-West Oahu is approved.

Albert J. Simone

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