

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

FUNCTIONAL STATEMENT

The University of Hawai'i at Hilo is comprised of six (6) major educational delivery units: the College of Arts & Sciences; the College of Natural and Health Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; and the Daniel K. Inouye College of Pharmacy. Also, there are courses and programs in West Hawai'i, managed by Hawai'i Community College. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs; Library Services; Student Affairs; University Relations; Intercollegiate Athletics; Center for Maunakea Stewardship; and the Center for Community Engagement. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration, designed to meet most of the post-secondary education needs of the citizens of the State of Hawai'i.

OFFICE OF THE CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawai'i, the chief executive officer of the University of Hawai'i at Hilo provides leadership, direction, and coordination for the students, faculty, and staff in their programmatic activities. More particularly, the Office of the Chancellor:

- Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai'i at Hilo;
- interprets the objectives and development of the University of Hawai'i to the citizens of the County of Hawai'i, to the alumni community, and to the students and their parents;
- provides executive leadership in the administration of the instructional, research, and public service programs;
- maintains effective working relationships with the Central Administration of the University of Hawai'i, the University of Hawai'i at Mānoa, the University of Hawai'i-West O'ahu, and the Community Colleges;
- acts on behalf of the President of the University on all matters affecting the University in the County of Hawai'i;
- provides timely responses to information and data requests from the System, State, and Federal governments and the administration of programs to enhance the functions of the University; and
- provides general direction to the Center for Maunakea Stewardship.

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

FUNCTIONAL STATEMENT

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

Under the direction of the Chancellor,

- Assures adherence to all Federal, State, and University of Hawai'i statutes and regulations affecting recruitment, employment and continued appointment of University personnel;
- serves as grievance officer for all matters and all personnel concerning charges of discrimination and/or harassment;
- oversees and administers Title IX compliance and coordination for the UHH campus and works in conjunction with system offices and other campuses for system-wide compliance.

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

FUNCTIONAL STATEMENT

'IMILOA ASTRONOMY CENTER

The 'Imiloa Astronomy Center is a gathering place that advances the integration of science and indigenous culture, providing a diverse educational environment and programs to the community. This unit concentrates on efforts of community outreach and education, in particular as it relates to Hawaiian culture and Mauna Kea Astronomy.

In addition to providing educational outreach, 'Imiloa provides the following services for UH Hilo:

- Plans, develops, implements, and evaluates UH Hilo and non-UH Hilo conferences, workshops, professional and academic meetings and programs;
- full support services and all aspects of program coordination are included as part of program responsibilities;
- responsible for marketing and promotion of UH Hilo throughout the state of Hawai'i, mainland United States, and Pacific Rim countries.

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

FUNCTIONAL STATEMENT

HAWAII SMALL BUSINESS DEVELOPMENT CENTER

The Hawai'i Small Business Development Center, established in 1990, provides professional business advice, research and training to small business owners and new entrepreneurs in order to promote growth, innovation, productivity and management improvement. The mission of this unit is to drive the economic sustainability of Hawai'i by assisting businesses to form, grow and thrive.

The SBDC has offices in Hilo, Kona, Kaua'i, Maui and O'ahu and offers the following services to their small business communities:

- Provides counseling and training to small businesses including working with the Small Businesses Association to develop and provide informational tools to support business start-ups and existing business expansion.
- To accomplish the objectives, SBDC links federal, state and local resources, the educational community and the private sector to meet the needs of Hawai'i's businesses.
- All of the fees for Advising Services are underwritten through funding from the U.S. Small Business Administration and the State of Hawai'i.