

SENIOR ADVISOR TO THE PROVOST, UHM

The Senior Advisor is a close partner and advisor to the Provost and a key member of the Provost's cabinet. A position in this class is designated and charged with authority to advise, lead, and drive the Provost's agenda in areas that intersect academic excellence, research, student success, and enrollment management. As a direct report to the Provost, the Senior Advisor provides strategic guidance and leadership on policy and program development, communications, and complex analyses of new campus programs and initiatives. At the direction of the Provost, the Senior Advisor may act and make decisions on behalf of the Provost for the programmatic areas within his or her purview. The Senior Advisor is a member of the Provost's Council, and may be assigned to represent the Provost on internal and external committees and advisory boards.

As confidential advisor to the Provost, the Senior Advisor ensures the advancement of short and long-term goals in alignment with the campus' mission and strategic plan. The work involves responsibility for leading initiatives and advancing the goals of the Provost on a day-to-day operational basis. This position works in close collaboration with members of the Provost's cabinet and other administrators to perform these duties. The Senior Advisor remains abreast of current and emerging issues in higher education; accreditation; local, national and international events; and federal laws and regulations in order to advise the Provost on challenges, opportunities, programs, and initiatives.

The Senior Advisor positively supports the goals and objectives of the Provost's Office at the highest level of excellence and achievement. Work is performed under broad direction of the Provost and requires extensive contact with a wide range of internal and external groups and individuals. The Senior Advisor promotes the University's commitment to diversity, equity, inclusion, and cultural values with all constituencies, embracing and understanding the university's kuleana to the populations it serves and Hawai'i's role in the national and international arena.

The establishment of the Executive/Managerial class, Senior Advisor to the Provost, UHM is approved effective

May 18, 2023

Date



President
University of Hawai'i