

**ASSITANT DIRECTOR, HITAHR
(HAWAII INSTITUTE OF TROPICAL AGRICULTURE
AND HUMAN RESOURCES)**

DEFINITION

This is professional administrative work in one or more of the following areas: Agriculture and Applied Behavioral Sciences Research, Agricultural and Resources Development, or Cooperative Education Services. Work involves providing leadership and coordination in the planning, development, implementation and program evaluation of assigned area as well as control over faculty, staff and facilities. Appointees to these positions, under general direction of the Director, develop and recommend policy, mission direction, program priorities and budgetary allocations; work closely with academic departments, principal investigators, federal, State and county officials, and University staff; exercise administrative responsibility over agricultural and resource development programs; coordinate and evaluate mission-oriented disciplinary research programs; implement cooperative education programs and services; and participate in institutional administrative matters as required. Work requires knowledge of the theories, principles, and contemporary practices of higher education administration and the ability to interpret and apply established policies and procedures to standard as well as exceptional cases. Specialized knowledge and experience is required in teaching, research and public service as related to the specific area of assignment. Supervision is exercised over administrative, professional and technical personnel. Work is reviewed through written and oral reports and by observation of results obtained.

(Established per VPAA Memo to the President dated December 13, 1979 and approved by the President).