

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA

GRADUATE SCHOOL OF LIBRARY STUDIES

MAJOR FUNCTIONS

Dean

Directs activities, curricula and personnel in the Graduate School of Library Studies. The School prepares students for beginning professional positions in academic, public, school and special libraries in Hawaii, on the U. S. Mainland and abroad. It has a general professional curriculum with specializations in Asian librarianship and by type-of-library. It also provides continuing education for librarians through advanced courses, institutes, seminars and conferences.

- . Coordinates instructional activities.
- . Sets broad policies and develops program goals within established constraints and with faculty cooperation.
- . Performs administrative duties, including budget preparation and review, correspondence and interviewing of interested parties, report writing, attendance at administrative meetings, preparation of grant requests, supervision of office functions, counseling of applicants, students and graduates.
- . Teaches at least one course a year.

UH Student Services Specialist II

- . Administers admissions operations.
- . Provides applicant counseling, conducts interviews and evaluates applications.
- . Manages scholarship/internship programs.
- . Provides student orientation, counseling, and assistance with academic procedures.
- . Organizes placement workshops, serves as contact for employers and graduating students.
- . Determines graduates' eligibility for certification.
- . Serves as fiscal officer.
- . Implements continuing education programs.
- . Gathers data for reports.
- . Serves as liaison with other campus units in student services.

Staff Office

The office of the Graduate School of Library Studies functions to implement the instructional and administrative decisions and procedures essential to the School's operation.

- . Secretarial duties involving receipt, routing, and preparation of response to correspondence; reception of callers, maintenance of appointment schedules; report manuscript, course outline and catalog preparation; file and supplies maintenance.

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## Staff Office (continued)

- . Administrative duties involving personnel supervision (clerk steno and student help) composing answers to routine inquiries, compiling statistical data on enrollment, etc.
- . Other clerical duties, i.e., establishment and maintenance of student personnel records, assistance in registration and advising routines, taking inventory, placing calls, preparing other lists questionnaires and forms.
- . Fiscal duties involving preparation of 5-B and other personnel forms; preparation and processing of purchase orders, requisitions and other financial forms; preparation of fellowship, tuition waiver, and other student financial forms.