

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
School of Architecture

SCHOOL OF ARCHITECTURE

MAJOR FUNCTIONS

1. Dean's Office

The School of Architecture prepares students for careers in architecture in Hawaii and the Pacific Basin. The Dean's Office directs curricular, academic and administrative matters for the School. This includes:

- a. Development of basic policies and procedures.
- b. Recruitment of staff.
- c. Preparing and administering budget and fiscal reports.
- d. Development and review of curriculum.
- e. Planning, organizing and administering research and service functions.
- f. Coordinating and representing the School to the University, City and County, State and Federal units.
- g. Student affairs, including organizing and supervising registration and advising procedures.
- h. Scheduling classes and offices in consultation with advisors.
- i. Maintaining an accurate and up-to-date recording of class enrollments and enrollment projections.
- j. Overseeing the proper maintenance of space, facilities and equipment.
- k. Development of space and facility proposals.

3. Instructional Staff

Provides instruction, conducts research and undertakes community service pertaining to environmental design with particular references to Hawaiian and Pacific Basin needs. Serves on School committees and task forces relating to specific objectives.

4. APT Personnel

Provides, coordinates, and facilitates a variety of administrative and support functions for the School. Included are the following:

- a. Serves as Fiscal Officer for the School. Prepares and coordinates all School fiscal matters which includes budget requests, purchasing and recordkeeping.
- b. Prepares personnel action forms and maintains personnel files.
- c. Maintains inventory records, physical inventory, completes report forms, and arranges for the disposal and storage of obsolete and unused equipment.
- d. Prepares and administers student scholarships and coordination with donors.

5. Civil Service Personnel

Provides, coordinates, and facilitates a variety of administrative and support functions for the School. Included are the following:

- a. Secretary to the Dean.
- b. Manages the School's office.
- c. Maintains School files and student records.