

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT WEST OAHU

MAJOR FUNCTIONS

OFFICE OF THE CHANCELLOR

Provides leadership in developing academic programs and plans for the University of Hawaii at West Oahu.

- . Establishes close relationships with and solicits the participation and support of the community in which University of Hawaii at West Oahu will be located.
- . Actively participates in the planning and design of physical facilities at the earliest stage.
- . Develops educational plans for an arts-and-science college.
- . Recruits instructional and administrative staff for the new College.
- . Represents the college in all matters involving system-wide applicability such as in the areas of long-range program development and personnel practices and procedures.
- . Coordinates all presentations before various state legislative bodies.
- . Directs and coordinates the activities in the instructional program together with the non-instructional resources personnel, including the librarian and audio visual services to back up the quality of the educational program.

STUDENT SERVICES

*Student Svcs Section revised
10/16/89*

Plans, develops and administers the activities of the entire student services program.

- . Provides guidance and counseling in all areas to assist students to become more aware of their potential.

- Revised:
10/16/89*
- . Develops plans for admissions and registration, including the compilation of catalogs, and is responsible for the administration of financial aids.
 - . Coordinates and advises students on activities, especially on housing, health and insurance.
 - . Maintains student records and scheduling of classes.
 - . Determines the resident or non-resident tuition status of all applicants.
 - . Maintains the University controlled growth policies established by the Board of Regents.
 - . Plans and executes registration of students each semester.
 - . Coordinates the reporting of grades for input into the University's computer system.
 - . Administers funds for the College's work study program.

INSTRUCTIONAL SERVICES (Upper Division)

Develops, and constantly monitors the instructional staff and the curriculum for improvement.

- . Devises course scheduling, room assignments, etc.
- . Assigns instructors ensuring balancing of teaching loads and courses.
- . Coordinates educational development planning for the college.
- . Monitors promotion and tenure procedures.
- . Coordinates procedures for publicizing, interviewing, and advising on the selection of instructional personnel.
- . Coordinates and develops, when and where appropriate, the teaching process, including inter-disciplinary courses, practicums, and other aspects of college curriculum.

ACADEMIC SUPPORT SERVICES (Library)

- . Works closely with instructors to acquire educational materials needed to implement the educational objects of the college.
- . Plans, develops and controls all aspects of the college library and the learning resources center.

ADMINISTRATIVE SERVICES

This office is responsible for providing leadership and direction in the administrative management of the College and exercises general direction, control and coordination over all aspects of the non-academic administrative and support functions, including budgeting, fiscal, personnel, facilities, auxiliary services, and management information.

- . Budgeting: Develops and coordinates preparation and execution of budget and all attendant reports.
- . Administers accounting, disbursing, treasury, purchasing, contracting and inventory functions.
- . Plans and administers the employee relations classification, developments and training programs.
- . Develops and administers all support services for the college relating to administrative matters.
- . Responsible for long-range planning related to the growth pattern approved by the Board of Regents.
- . Added responsibilities to Administrative Services with the University System's delegation and the administrative flexibility granted by the Governor in the areas of personnel, budgeting, and fiscal and accounting.

State of Hawaii
University of Hawaii
UNIVERSITY OF HAWAII - WEST OAHU

MAJOR FUNCTIONS

STUDENT SERVICES OFFICE

Plans, develops, administers and coordinates all student services and student support activities and programs.

Dean's Office

Plans, develops, organizes, directs, coordinates, and evaluates the following student services programs:

- . Recruitment, academic advising, and admission
- . Registration and records
- . Career counseling and development, and job placement
- . Financial aid and student employment
- . Personal counseling and guidance
- . Student government and alumni organization
- . Veterans affairs
- . Outreach

Recruitment, Advising, Admission, and Records

- . Produces institutional publications such as catalog and brochures
- . Provides information to prospective students
- . Reviews applications for admission
- . Determines residency status
- . Evaluates transcripts for transfer credits
- . Determines admissibility
- . Provides academic advising

- . Conducts student registration
- . Conducts orientation and testing
- . Maintains academic records, determine eligibility for graduation
- . Issues grade reports, transcripts, and diplomas

Financial Aid, Student Employment, Veterans Affairs

- . Determines eligibility for and administers all federal, state, and institutional financial aid programs
- . Places students in college work-study and general funded positions on-campus
- . Advises veterans of program requirements for purposes of qualifying for benefits
- . Maintains records and provides information to Veterans' Administration regarding students receiving benefits

Career Counseling, Development, and Job Placement

- . Provides career information and vocational testing
- . Advises students on job searching, resume writing and interviewing techniques
- . Maintains credential files
- . Establishes contact with prospective employers
- . Informs students of available positions in public and private sectors

Student Government and Alumni Organization

- . Provides advice and support to student organizations
- . Oversees all student activities
- . Plans and coordinates commencement activities

Outreach

- . Publicizes availability of outreach program via various media (direct mail, site visits, newspaper, radio, TV ads)

- . Provides information to potential students
- . Provides all required services to students in outreach programs through personal visits, via mail, or via phone, including academic advising, admission, academic advising, financial aid, veterans benefits, career and personal counseling
- . Plans and coordinates commencement activities

STATE OF HAWAII
UNIVERSITY OF HAWAII
WEST OAHU COLLEGE

MAJOR FUNCTIONS

*Revised to reflect
name change
eff 7/1/84*

OFFICE OF THE CHANCELLOR

Provides leadership in developing academic programs and plans for the West Oahu College.

- . Establishes close relationships with and solicits the participation and support of the community in which West Oahu College will be located.
- . Actively participates in the planning and design of physical facilities at the earliest stage.
- . Develops educational plans for an arts-and-science college.
- . Recruits instructional and administrative staff for the new College.
- . Represents the college in all matters involving system-wide applicability such as in the areas of long-range program development and personnel practices and procedures.
- . Coordinates all presentations before various state legislative bodies.
- . Directs and coordinates the activities of the instructional program together with the non-instructional resources personnel, including the librarian and audio visual services to back up the quality of the educational program.

STUDENT SERVICES

Plans, develops and administers the activities of the entire student services program.

- . Provides guidance and counseling in all areas to assist students to become more aware of their potential.

Revised

- . Develops plans for admissions and registration, including the compilation of catalogs, and is responsible for the administration of financial aids.
- . Coordinates and advises students on activities, especially on housing, health and insurance.
- . Maintains student records and scheduling of classes.
- . Determines the resident or non-resident tuition status of all applicants.
- . Maintains the University controlled growth policies established by the Board of Regents.
- . Plans and executes registration of students each semester.
- . Coordinates the reporting of grades for input into the University's computer system.
- . Administers funds for the college's work study program.

INSTRUCTIONAL SERVICES (Upper Division)

Develops, and constantly monitors the instructional staff and the curriculum for improvement.

- . Devises course scheduling, room assignments, etc.
- . Assigns instructors ensuring balancing of teaching loads and courses.
- . Coordinates educational development planning for the college.
- . Monitors promotion and tenure procedures.
- . Coordinates procedures for publicizing, interviewing, and advising on the selection of instructional personnel.
- . Coordinates and develops, when and where appropriate, the teaching process, including inter-disciplinary courses, practicums, and other aspects of college curriculum.

Revised

ACADEMIC SUPPORT SERVICES (Library)

- . Works closely with instructors to acquire educational materials needed to implement the educational objects of the college.
- . Plans, develops and controls all the aspects of the college library and the learning resources center.

ADMINISTRATIVE SERVICES

This office is responsible for providing leadership and direction in the administrative management of the College and exercises general direction, control and coordination over all aspects of the non-academic administrative and support functions, including budgeting, fiscal, personnel, facilities, auxiliary services, and management information.

- . Budgeting: Develops and coordinates preparation and execution of budget and all attendant reports.
- . Administers accounting, disbursing, treasury, purchasing, contracting and inventory functions.
- . Plans and administers the employee relations classification, developments and training programs.
- . Develops and administers all support services for the college relating to administrative matters.
- . Responsible for long-range planning related to the growth pattern approved by the Board of Regents.
- . Added responsibilities to Administrative Services with the University System's delegation and the administrative flexibility granted by the Governor in the areas of personnel, budgeting, and fiscal and accounting.