

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII - 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 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

Plans, develops and 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 residence 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.

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 exercise 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.