



*Ron/ file*

RODNEY SAKAGUCHI  
BUDGET

UNIVERSITY OF HAWAII

UNIV OF HAWAII  
UH BUDGET OFFICE

Nov 17 2 58 PM '92

VICE PRESIDENT FOR STUDENT AFFAIRS

November 12, 1992

**MEMORANDUM**

TO: University Executive Council  
UHM Deans and Directors  
UHM Academic Procedures Committee  
UHM Faculty Senate Executive Committee  
UHM Chartered Student Organizations

FROM: *[Signature]*  
Doris Ching  
Vice President for Student Affairs

SUBJECT: Reorganization of Office of Student Affairs (OSA)

It gives me great pleasure to announce the reorganization of the Office of Student Affairs which was approved by the Board of Regents on September 18, 1992. The new structure enables us to be more responsive and to deliver services to students with greater efficiency. The approved reorganization also relocates the KOKUA Program for Students with Disabilities to the Office of Student Affairs.

Your cooperation will be appreciated as we make the transition from the previous to the new structure, which we expect to be smooth and unobtrusive for most programs. If you are interested in reviewing the entire reorganization, please call Beverly Shigemura (x66405/x68753) to arrange for a copy. A list of the new organizational chart and acronyms is enclosed for your information and convenience.

Please feel free to call me if you have any question or concerns regarding the organization.

Enclosures

cc: OSA Dean and Directors

# UNIVERSITY OF HAWAII


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University Budget Office

October 5, 1992

## MEMORANDUM

TO: Vice President Doris Ching

FROM: Rodney Sakaguchi 

SUBJECT: COPY OF APPROVED REORGANIZATION FOR THE OFFICE OF STUDENT AFFAIRS

Enclosed for your information and files is a copy of the reorganization approved by the Board of Regents on September 18, 1992, for the Office of Student Affairs. Please ensure that copies of this reorganization are distributed to the appropriate agencies as required by Administrative Procedure A3.101, University of Hawaii Organizational and Functional Changes.

Attachment

Rodney Sakaguchi

UNIV OF HAWAII  
U H BUDGET OFFICE

AUG 28 11 32 AM '92

August 26, 1992

**MEMORANDUM**

**TO:** Mr. H. Howard Stephenson  
Chairperson, Board of Regents

**FROM:** Paul Yuen *Paul Yuen*  
Acting President, University of Hawaii and  
Acting Chancellor, University of Hawaii at Manoa

**SUBJECT:** PROPOSED REORGANIZATION OF THE OFFICE OF STUDENT AFFAIRS,  
UNIVERSITY OF HAWAII AT MANOA

1. Specific Action Requested

Approval of the Board of Regents is requested to reorganize the Office of Student Affairs (OSA), University of Hawaii at Manoa.

2. Recommended Effective Date

It is requested that the reorganization of the Office of Student Affairs be effective upon approval by the Board of Regents.

3. Background/Nature of the Proposal

a. Purpose

The goals of this reorganization are to:

- 1) Provide an organization which is responsive to major developments affecting campus life as well as student needs and issues.
- 2) Provide an organization that promotes internal teamwork as well as external networking relationships with all University of Hawaii units and campuses.
- 3) Streamline administrative responsibilities and transactions.
- 4) Accommodate the increased complexity and scope of the OSA.

Mr. H. Howard Stephenson  
August 27, 1992  
Page 2

- 5) Accommodate programs and responsibilities transferred from other units to the Office of Student Affairs, e.g., the Kokua Program from the Colleges of Arts and Sciences. This program provides direct academic access services to UH Manoa students with disabilities.
- 6) Accommodate new responsibilities of the office.
- 7) Recognize demonstrated projects as independent programs.
- 8) Retitle programs to accurately represent their responsibilities and jurisdictions.

This reorganization also reduces the span of control of the Vice President for Student Affairs (VPSA) from nine to four direct subordinates.

b. Present Organization

Under the present organization, nine organizational units report directly to the VPSA. They are:

- 1) Administrative Office.
- 2) Admissions and Records.
- 3) Financial Aid Office.
- 4) Bureau of Student Activities/Campus Center.
- 5) Student Housing Office.
- 6) Women's Center.
- 7) Child Care Center.
- 8) Intramural Sports.
- 9) Office of the Dean of Students UH Manoa.

C. Proposed Organization

All of the organizational units listed above will be incorporated into the proposed organization. In the proposed OSA organization four organizational elements will report directly to the VPSA. These are the:

- 1) Office of Administrative Services which is the redesignated Administrative Office.
- 2) Office of the Dean of Students and Student Services, UH Manoa.
- 3) Office of the Director of Student Equity, Excellence and Diversity which is a new office.

This office will oversee programs which promote educational equity and excellence for students and groups that have been underrepresented and underserved in higher educational institutions. For example, these are students from ethnic minorities, adults returning to education, persons with disabilities, and women.

- 4) Office of the Director of Universitywide Student Affairs/Assistant to the VPSA which is a new office.

This office will provide leadership and general coordination for systemwide student affairs and policy matters. UH Manoa Financial Aid Services, and Admissions and Records functions will also be administered by this office.

4. Impact on Staffing and Resources

No additional costs or office space are involved with this reorganization. Other than the five positions which are assigned to the Kokua Program discussed in item 3.a. above, only existing OSA positions are involved in this reorganization.

5. Consultation With Exclusive Employee Collective Bargaining Representatives

Consultation with the Hawaii Government Employees' Association and the University of Hawaii Professional Assembly has been completed with regard to the proposed reorganization. The United Public Workers organization has also been informed of this reorganization.

Mr. H. Howard Stephenson  
August 26, 1992  
Page 4

6. Recommended Action

It is requested that the Board of Regents place the OSA reorganizational proposal on the agenda for its September 1992 meeting. This reorganization seeks to ensure student access to services, effective programmatic action, and efficient communication. Approval is therefore recommended.

Attachment

cc: Board Secretary Shiramizu  
Vice President Ching  
Director Sakaguchi

A Proposal for the Reorganization of the  
University of Hawai'i at Manoa Office of Student Affairs

**INTRODUCTION AND EXECUTIVE SUMMARY**

The university provides many support services and co-curricular programs to enhance student development and learning. A primary objective of Student Affairs is to provide services and activities essential for assisting qualified students in their transition to college; in obtaining financial assistance and housing; and in developing skills and attitudes that augment their education. Student Affairs programs support, enrich, and broaden students' educational experiences.

Currently, at the University of Hawai'i at Manoa, these services, programs and activities are coordinated through the following units (also, see Attachments A and B, current organizational charts):

Office of the Vice President for Student Affairs

- Admissions & Records
- Bureau of Student Activities/Campus Center
- Financial Aid Office
- Intramural Sports
- Student Housing Office
- Child Care Center
- Women's Center

Office of the Dean of Student Services

- Career Placement Services
- Center for Student Development
  - Office for Non-Traditional Students
- College Opportunities Program
  - Operation Manong
- School and College Relations
- International Student Office
- Student Employment Office
- Student Health Service

Major developments in higher education over the past decade have influenced campus life at colleges and universities across the nation. First, there has been increased attention on undergraduate education and student life; second, campuses, including UH-Manoa, have seen a significant increase in "non-traditional students," by and large students who are female, older, part-time, working, with dependents, and of underrepresented ethnic minority backgrounds; third, mandates for compliance with federal and state laws, such as the drug-free workplace act and the laws for compliance to accommodate persons with disabilities, have increased the need for stringent campus procedures; fourth, efforts for achieving campus diversity and affirmative action have increased; and, fifth, research on student success relative to their involvement in

campus activities has resulted in increased opportunities for student involvement in co-curricular programs. Additionally, at the University of Hawai'i, responsibilities for universitywide student affairs have been transferred from the Office of Planning and Policy to the Office of Student Affairs. These developments have resulted in substantial growth of the Office of Student Affairs since 1987. While the growth has been decidedly positive and beneficial to students and the institution, it has also increased the complexity and scope of responsibility of this Office, making the reorganization imperative at this time.

The proposed reorganization emphasizes: (1) student needs and issues must be effectively addressed; (2) communication within the Office of Student Affairs must be open and effective; (3) administrative actions must be facilitated; (4) a spirit of teamwork must be promoted; and (5) communication must be facilitated among the Office of Student Affairs and all units and campuses throughout the UH System to enhance the "University acting as a system." The proposed reorganization reaffirms programs such as the Office for Non-Traditional Students, Operation Kua'ana, Operation Manong, and Minority Student Affairs which have demonstrated success, independence and substantial expansion by recognizing them as independent programs. The reorganization also requests the transfer of the KOKUA program for students with disabilities from the Colleges of Arts and Sciences to the Office of Student Affairs (see Charts, Attachment C) to enhance access to these and other services by students and prospective students with disabilities throughout the campus and to align the program with similar opportunity programs within the Office of Student Affairs toward greater service, effectiveness and efficiency on behalf of the student populations served. Finally, the proposed reorganization retitles positions and programs for accurate reflection of their administrative responsibilities and programmatic jurisdictions (see Charts, Attachments D and E):

<u>Proposed Title</u>	<u>Current Title</u>
Vice President for Student Affairs	(No title change)
Dean of Students and Student Services	Dean of Student Services
Co-Curricular Activities, Programs and Services	Bureau of Student Activities/ Campus Center
Intramural Sports Program (To be part of Co-Curricular Activities, Programs & Services)	(No title change)
Career Placement Services	(No title change)
Counseling and Student Development Center	Center for Student Development
International Student Services	International Student Office



Children's Center	Child Care Center
School & College Services	School and College Relations
Student <sup>==</sup> Employment and Cooperative Education	Student Employment Office
Student Health Services	Student Health Service
Student Housing Services	Student Housing Office
Director of Student Equity, Excellence and Diversity	Director of Minority Student Affairs
Center for Adults Returning to Education	Office for Non-Traditional Students
College Opportunities Program	(No title change)
Hawai'i Opportunity Program in Education	(No title change)
KOKUA Program	(No title change; transfer from Colleges of Arts and Sciences)
Operation Kua'ana	(No title change)
Operation Manong	(No title change)
Women's Center	(No title change)
Director of Universitywide Student Affairs/Assistant to the Vice President for Student Affairs	Assistant to the Vice President for Student Affairs
Admissions & Records	(No title change)
Financial Aid Services	Financial Aid Office
Universitywide student affairs policies/programs	
State Higher Education Loan	

**Student affairs research**

**UHM Student Affairs evaluation**

**Management of new Student  
Services Building (expected  
completion date January 1994)**

**Office of Administrative Services**

**Administrative Officer**

**Fiscal Services**

**Personnel Services**

**Purchasing/accounting**

**Coordination of fiscal/personnel  
services in Office of Student  
Affairs**

**Organization/coordination of  
personnel management and equal  
employment opportunity/  
affirmative action in Office of  
Student Affairs**

The proposed reorganization (see Attachments D and E) by and large rearranges existing positions and programs and revises the current organizational structure to deliver services to students with greater effectiveness. There is no cost factor in the reorganization. While space needs exist, all space requirements are being addressed internally within the Office of Student Affairs until the completion of the new Student Services Building in 1994, and no additional office space is requested with the proposed reorganization.

**A Proposal for the Reorganization of the  
University of Hawai'i at Manoa Office of Student Affairs**

**I. BACKGROUND INFORMATION**

The university provides a large number and wide range of support services and co-curricular programs that create a campus environment conducive to student development, learning, and achievement of academic goals. A primary objective of the Office of Student Affairs is to enhance students' educational experiences through services, activities, and programs supplementary to their academic coursework and essential for an enriched student life. Through Student Affairs, qualified students are assisted in gaining access and making the transition to the university; securing financial assistance and housing; developing learning skills; obtaining personal support to facilitate their academic progress; developing appreciation of aesthetics, culture, the environment, recreation, and health; developing awareness of international and social issues; developing leadership skills; preparing for graduate studies; and preparing for and attaining fulfilling careers.

The objectives of Student Affairs are to support, enrich, and broaden students' educational experiences. Currently, at the University of Hawai'i at Manoa, these services, programs, and activities are coordinated and offered through the following units (also, see Attachment A, organizational chart of current organization):

**Office of the Vice President for Student Affairs**

- Administrative Services**
- Admissions & Records**
- Bureau of Student Activities/Campus Center**
- Financial Aid Office**
- Intramural Sports**
- Student Housing Office**
- Child Care Center**
- Women's Center**

**Office of the Dean of Student Services**

- Career Placement Services**
- Center for Student Development**
  - Office for Non-Traditional Students**
- College Opportunities Program**
  - Operation Manong**
- School and College Relations**
- International Student Office**
- Student Employment Office**
- Student Health Service**

Major developments in higher education and in society over the past decade have significantly influenced campus life of colleges and universities across the nation. Appropriately, these developments have contributed to substantial improvement in Student Affairs at UH-Manoa.

First, the nations' colleges and universities focused attention on undergraduate education and student life.

Second, campuses are experiencing dramatic and significant change in the characteristics of their student populations with increasing numbers of "non-traditional students," many of whom face major challenges in their personal lives even as they are required to meet the expectations of their academic programs. UH-Manoa is similarly experiencing larger enrollments of students who are female; older than the traditional ages of 18 to 22; attending college part-time; working full- or part-time; of underrepresented ethnic minority backgrounds; and with dependents.

Third, mandates for compliance with federal and state laws such as the drug-free workplace act, the student's right-to-know bill, and the laws for compliance to accommodate those with disabilities have increased the need to establish stringent campus procedures.

Fourth, there is greater focus and effort toward achieving campus diversity and affirmative action.

Fifth, research in the development of students, relative to their involvement in campus life and co-curricular work, have increased the efforts of colleges and universities to provide meaningful opportunities for student participation in campus activities.

Largely as a result of these developments, the Office of Student Affairs has grown in complexity and size over the past four years. While the growth has been decidedly positive and beneficial to students and the institution, the expansion of programs and staff has nevertheless been accompanied by increased complexity of organizational and job-related tasks and issues. Moreover, additional responsibilities for systemwide student affairs were recently assigned to this office and, in Summer 1991, certain appropriate tasks were transferred to the Office of Student Affairs from the Office of Planning and Policy.

The growth and expansion of the responsibilities, programs, and staff of the Office of Student Affairs now make its reorganization imperative. The proposed reorganization is based on the following premises: (1) student needs and issues must be effectively addressed; (2) programs for special populations must be facilitated and accessible to students throughout the campus who need the specific service; (3) lines of communication

between program directors and their supervisors must be open and effective; (4) administrative actions must be facilitated; (5) a spirit of teamwork within the Office of Student Affairs must be enhanced; and (6) communication among the Office of Student Affairs and all units and campuses throughout the UH System must be promoted and the University "acting as a system" must be enhanced.

By and large, the proposed reorganization is a rearrangement of existing positions and programs to ensure student access, effective programmatic action, and efficient communication. The proposed reorganization also reflects a reaffirmation of projects, some of which have fully demonstrated success, independence, and substantial expansion by establishing them as independent programs. These include the Office for Non-Traditional Students, Operation Kua'ana, Operation Manong, and Minority Student Affairs Programs. Further, the reorganization requests the transfer of the KOKUA program for students, and prospective students, with disabilities from the Colleges of Arts and Sciences to the Office of Student Affairs to enhance access to these and other OSA services by these students throughout the campus, to align the program with similar equal opportunity programs in the Office of Student Affairs toward greater service, effectiveness, and efficiency on behalf of the student populations served. Finally, the proposed reorganization requests the retitling of some positions and programs for accurate representation of their administrative responsibilities and programmatic jurisdictions.

## **II. CURRENT ORGANIZATION OF THE OFFICE OF STUDENT AFFAIRS (See Charts, Attachment B)**

A. In the current organization, the following positions and program are located within the Office of the Vice President for Student Affairs:

1. Assistant to the Vice President for Student Affairs
2. Director of Minority Student Affairs
3. Student Affairs Researcher (UH Institutional Analyst)
4. Operation Kua'ana

B. In the current organization of the Office of Student Affairs, the following nine programs report directly to the Office of the Vice President for Student Affairs in addition to the four positions and programs mentioned above:

1. Administrative Services
2. Office of the Dean of Student Services
3. Admissions and Records
4. Financial Aid Office
5. Bureau of Student Activities/Campus Center
6. Student Housing Office

7. Women's Center
8. Child Care Center
9. Intramural Sports

C. In the current organization, seven programs report to the Office of the Dean of Student Services:

1. School and College Relations
2. Student Employment Office
3. International Student Office
4. Career Placement Services
5. Center for Student Development
6. Student Health Service
7. College Opportunities Program

### **III. PROPOSAL TO TRANSFER ADMINISTRATION OF KOKUA PROGRAM FROM ACADEMIC AFFAIRS TO STUDENT AFFAIRS (See Charts, Attachment C):**

- A. **Specific Action Proposed:** Transfer of administration of the KOKUA program from the Colleges of Arts and Sciences to the Office of Student Affairs effective upon approval of the proposed reorganization.
- B. **Purpose:** To enhance access to the services of KOKUA by students from all schools and colleges throughout the campus who require such services.
- C. **Specific Issues:** The KOKUA program, which provides services to students of all schools and colleges at UH-Manoa, is currently administered by the Colleges of Arts and Sciences Student Academic Services. Its current location is a result of its historical development. Services for students with special needs originated through projects of student organizations and was formalized in 1966. The program has grown since 1966 in staff, nature, extent of services, and number of participants. Yet, it remains small in comparison with the scope of need for the functions it performs. The population currently served includes a wider range of severity and multiplicity of disabilities, wider range of ages, and graduate as well as undergraduate students. Technological developments allow for increasingly sophisticated assistance, and federal requirements place emphasis on accessibility of programs and facilities.

Although KOKUA has functioned well within Academic Affairs and will continue to maintain close working relationship with the academic programs, it will benefit from closer alignment with other programs designed to provide services to students in the Office of Student Affairs.

- D. **Programmatic Impact:** The transfer of administrative responsibility from the Colleges of Arts and Sciences to the Office of Student Affairs is expected to have only minor and insignificant impact on the program and service to students. KOKUA will continue to occupy and maintain its current facilities at UH-Manoa and operate its activities and provide services to students at the current level.

One position will be affected by the transfer: the KOKUA Director (position #80666, Educational Specialist III, PO 9), which currently reports to the Associate Dean of Student Academic Services (position #89099, M-6), will report instead to the Director of Student Excellence and Diversity (position #89298, M-6), as described below in IV.B.1.b.

#### **IV. PROPOSED REORGANIZATION (See Charts, Attachment D)**

- A. The goals of the proposed reorganization are as follow:
1. To streamline administrative responsibilities and transactions, including the transfer of the KOKUA program from Academic Affairs to Student Affairs, in order to serve students and other members of the University community with greater efficiency, expediency, and responsiveness.
  2. To provide an organizational structure that promotes internal teamwork as well as external networking relationships with all UH units and campuses.
  3. To accommodate program and staff expansion.
  4. To accommodate programs transferred from other units to the Office of Student Affairs.
  5. To accommodate new responsibilities of the office.
  6. To recognize successfully demonstrated projects as independent programs.
  7. To retitle programs for accurate representation of their responsibilities and jurisdictions.
- B. In addition to the above goals, the proposed reorganization will achieve the following:
1. Four administrative offices will report to the Office of the Vice President for Student Affairs:

- a. Office of the Dean of Students and Student Services (current title: Dean of Student Services)
  - b. Office of the Director of Student Equity, Excellence and Diversity (current title: Director of Minority Student Affairs, located in the Office of the Vice President for Student Affairs)
  - c. Office of the Director of Universitywide Student Affairs/Assistant to the Vice President for Student Affairs (current title: Assistant to the Vice President for Student Affairs, located in the Office of Vice President for Student Affairs)
  - d. Office of Administrative Services
2. Nine programs will report to the Office of the Dean of Students and Student Services:
- a. Co-Curricular Activities, Programs and Services (current title: Bureau of Student Activities/Campus Center; currently reporting to the Office of the Vice President for Student Affairs)
    - Intramural Sports Program (currently reporting to the Office of the Vice President for Student Affairs): proposed to report to Co-Curricular Activities, Programs and Services.
  - b. Career Placement Services
  - c. Counseling and Student Development Center (current title: Center for Student Development)
  - d. International Student Services (current title: International Student Office)
  - e. School and College Services (current title: School and College Relations)
  - f. Student Employment and Cooperative Education (current title: Student Employment Office)
  - g. Student Health Services (current title: Student Health Service)



- h. Student Housing Services (current title: Student Housing Office; currently reporting to the Office of the Vice President for Student Affairs)
  - i. Children's Center (current title: Child Care Center; currently reporting to the Office of the Vice President for Student Affairs)
- 3. Seven programs will report to the Office of the Director of Student Equity, Excellence and Diversity:
  - a. Center for Adults Returning to Education (current title: Office for Non-Traditional Students; currently reporting to the Center for Student Development)
  - b. College Opportunities Program
  - c. Hawai'i Opportunity Program in Education
  - d. KOKUA Program (currently reporting to the Colleges of Arts and Sciences)
  - e. Operation Kua'ana (currently located in the Office of the Vice President for Student Affairs)
  - f. Operation Manong (currently reporting to the College Opportunities Program)
  - g. Women's Center (currently reporting to the Office of the Vice President for Student Affairs)
- 4. Two programs, in addition to other major responsibilities, will report to the Office of the Director of Universitywide Student Affairs/Assistant to the Vice President for Student Affairs:
  - a. Admissions and Records (currently reporting to the Office of the Vice President for Student Affairs)
  - b. Financial Aid Services (current title: Financial Aid Office; currently reporting to the Office of the Vice President for Student Affairs)
  - c. Other responsibilities of the Office of the Director of Universitywide Student Affairs/Assistant to the Vice President for Student Affairs will include:

- 1) Implementation and coordination of universitywide student affairs policies and programs.
  - 2) Administration and coordination of the State Higher Education Loan and other universitywide student affairs programs.
  - 3) Development, administration, and coordination of student affairs research projects.
  - 4) Development and coordination of evaluation of UHM student affairs programs.
  - 5) Management of the new Student Services Building (expected to be completed in January 1994).
5. Major responsibilities of the Office of Administrative Services include:
- a. Fiscal Services
  - b. Personnel Services
  - c. Other responsibilities will include:
    - 1) Purchasing and accounting;
    - 2) Liaison and coordination of fiscal and personnel services with all UHM Student Affairs fiscal and personnel offices;
    - 3) Organization and coordination of all personnel management and equal employment opportunity/affirmative action functions for the UHM Office of Student Affairs.

C. The proposed reorganization of the Office of Student Affairs and retitling of programs are as follows:

<u>Proposed Title</u>	<u>Current Title</u>
Office of the Vice President for Student Affairs	(No title change)
Office of the Dean of Students and Student Services	Office of the Dean of Student Services

**E. Required Office Space**

Space needs exist, and the Office of Student Affairs looks forward to the completion of the new Student Services Building in 1994. Nevertheless, all space requirements are being addressed internally at this time within the Office of Student Affairs. No additional office space is requested with the proposed reorganization.

**F. Proposed Organizational Chart and Major Functions (see Attachments D and E)**

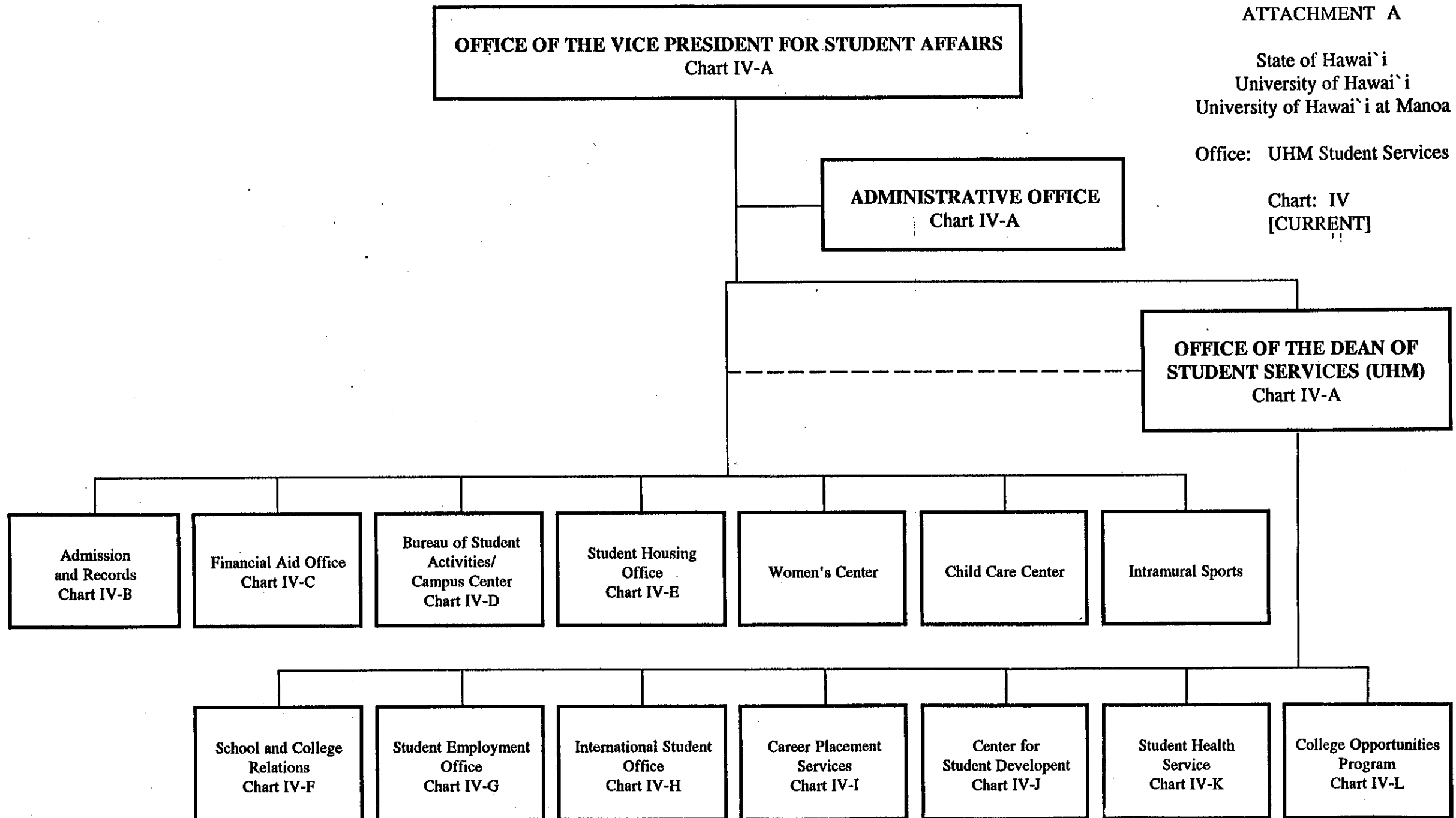
# ATTACHMENT A

ATTACHMENT A

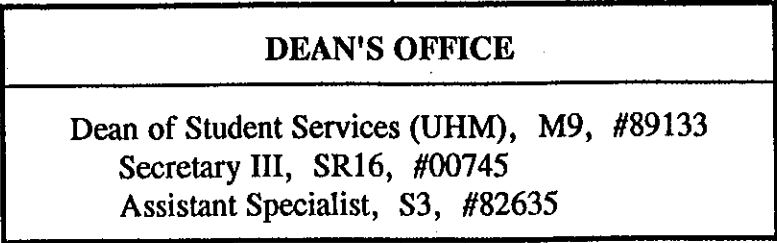
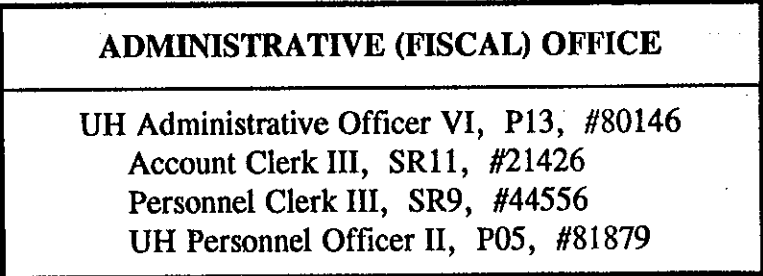
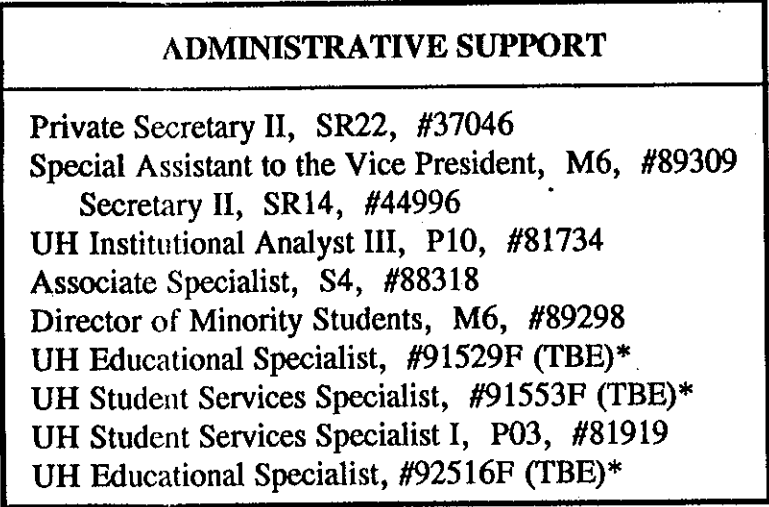
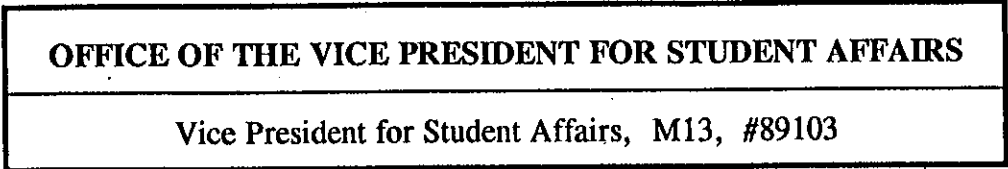
State of Hawai'i  
University of Hawai'i  
University of Hawai'i at Manoa

Office: UHM Student Services

Chart: IV  
[CURRENT]



# **ATTACHMENT B**



ATTACHMENT B

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services

Chart: IV-A  
[CURRENT]

\* To Be Established  
UH Educational Specialist, #91529F, #92516F  
UH Student Services Specialist, #91553F

**OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS**

**DIRECTOR**

Specialist, S5, #82701

**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #00751  
Specialist, S5, #83776  
Secretary I, SR12, #14866  
Clerk Supervisor IV, SR16, #21429  
UH Student Services Specialist IV, P12, #81154 (.3)

**ADMISSIONS AND RESIDENCY**

UH Student Services Specialist IV, P12, #81154 (.7)  
Clerk Supervisor III, SR14, #00748  
Clerk IV, SR10, #00772, #12550  
#12842, #12843  
#13495, #13496  
#18009, #21427  
UH Student Services Specialist III, P09, #80626  
UH Student Services Specialist III, P09, #81414  
UH Student Services Specialist III, P09, #80625  
Clerk IV, SR10, #11496  
Clerk IV, SR10, #26538

**RECORDS AND REGISTRATION**

UH Student Services Specialist IV, P12, #81614  
UH Student Services Specialist III, P09, #80658  
Clerk Supervisor III, SR14, #17447  
Clerk IV, SR10, #00750, #13959  
#14863, #14864  
#14865, #15502  
#17450, #18010  
#18011, #21430  
Clerk III, SR8, #13494  
Clerk III, SR8, #26539  
Clerk Typist II, SR8, #40006  
Scheduler, SR20, #05837

**INFORMATION AND  
COMPUTER SERVICES**

UH Student Services Specialist III, P09, #81070  
UH Data Processing Coordinator, P05, #80017  
UH Student Services Specialist I, P03, #81071  
Clerk Supervisor II, SR12, #22322  
Clerk IV, SR10, #40004  
Clerk IV, SR10, #40005  
Clerk-Stenographer II, SR9, #22321  
Clerk III, SR8, #15501  
Clerk III, SR8, #40003  
UH Computer Specialist I, P03, #80018

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Admissions and Records

Chart: IV-B  
[CURRENT]



**OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS**

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Financial Aid Office

Chart: IV-C  
[CURRENT]

**FINANCIAL AID OFFICE**

Director of Financial Aid, M4, #89184

**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #05737

**PROGRAM SPECIALISTS**

UH Student Services Specialist II, P06, #81608  
UH Student Services Specialist II, P06, #81607  
UH Student Services Specialist II, P06, #81606  
UH Student Services Specialist II, P06, #81609  
UH Student Services Specialist II, P06, #81151  
UH Student Services Specialist II, P06, #80922

**STAFF SPECIALIST**

UH Student Services Specialist III, P09, #81913

**DATA AND CLERICAL SUPPORT SECTION**

Clerical Supervisor III, SR14, #17599  
Clerk-Typist III, SR10, #16967  
Clerk-Typist III, SR10, #15265  
Clerk-Typist III, SR10, #17600  
Clerk-Typist III, SR10, #10929  
Clerk III, SR8, #44397

**OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS**

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Bureau of Student Activities  
Campus Center

Chart: IV-D  
[CURRENT]

**BUREAU OF STUDENT ACTIVITIES  
CAMPUS CENTER**

Director  
M4, #89190

**CLERICAL SUPPORT**

Secretary II, SR14, #13587  
Clerk-Typist II, SR8, #28134 (R)  
Clerk-Typist II, SR8, #25699 (R)  
Clerk II, SR6, #25698 (R)

**STUDENT LEADERSHIP DEVELOPMENT AND  
CO-CURRICULAR INTERVENTION PROGRAMS**

Assistant Specialist, S3, #82864  
Assistant Specialist, S3, #83668  
Assistant Specialist, S3, #82573  
Assistant Specialist, S3, #82597  
UH Admin/Fiscal Support Specialist, P1, #81510 (R)  
UH Student Services Specialist II, P6, #81374 (R)  
Assistant Specialist, S3, #88334 (R)  
UH Admin/Fiscal Support Spec, P1, #81137 (R)  
UH Publication Specialist II, P7, #81186 (R)  
UH Student Services Specialist II, P06, #80025 (R)

**OPERATIONAL PROGRAMS,  
FACILITIES AND SERVICES**

UH Student Services Specialist III, P9, #80660 (R)  
Building Maintenance I, WB9, #28597 (R)  
Janitor II, WB2, #25329 (R)  
Janitor II, WB2, #25392 (R)  
Janitor II, WB2, #44089 (R)  
UH Student Services Specialist II, P6, #80631 (R)  
UH Educ/Acad Support Specialist, P1, #80942 (R)

**ADMINISTRATIVE AND  
FISCAL SUPPORT**

UH Administrative Officer III, P7, #80163 (R)  
UH Admin/Fiscal Support Specialist, P1, #80649 (R)  
Account Clerk III, SR11, #25700 (R)  
Account Clerk II, SR08, #45362 (R)

Pending Establishment:

UH Student Services Specialist, #92524F (R)

Office: UHM Student Services  
Student Housing Services

Chart: IV-E  
[CURRENT]

**OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS**

**STUDENT HOUSING SERVICES**

Director of Student Housing,  
M6, #89007 (G)

Secretary II,  
SR14, #00743 (G)

**FISCAL**

UH Admin Officer IV,  
P09, #80193 (R)  
Clerk-Stenographer III,  
SR11, #18701 (R)  
Account Clerk III,  
SR11, #24026 (R)  
Cashier I,  
SR10, #28336 (R)

**ASSIGNMENTS**

UH Student Svs Spec II,  
P06, #81612 (R)  
Clerk-Typist III,  
SR10, #34981 (R)  
Clerk-Typist II,  
SR8, #15287 (R)  
Clerk-Typist II,  
SR8, #18115 (R)  
Clerk II,  
SR6, #36106

**PHYSICAL PLANT**

UH Student Svs Spec II,  
P06, #80629 (R)  
Clerk-Stenographer II,  
SR9, #13566 (R)

**ASSISTANT  
DIRECTOR**

UH Student Svs Spec IV,  
P12, #80630 (R)  
UH Computer Spec II,  
P05, #81361 (R)

**EDUCATIONAL  
DEVELOPMENT**

UH Student Svs Spec II,  
P06, #81611 (R)  
Clerk-Stenographer II,  
SR9, #31273 (R)

**CONFERENCE AND  
PERSONNEL**

UH Student Svs Spec II,  
P06, #81103 (R)

**SECURITY**

Univ Security Officer I,  
SR14  
Univ Security Officer I,  
SR14  
Univ Security Officer I,  
SR14

**MAUKA**

UH Student Hsg Coord I,  
P05, #80598 (R)  
Clerk-Typist II,  
SR8, #24249 (R)  
Bldg Maint Worker I,  
WB9, #31245 (R)  
Groundskeeper II,  
WF2, #31246 (R)

**MAKAI**

UH Student Hsg Coord I,  
P05, #80594 (R)  
Clerk-Typist II,  
SR8, #23582 (R)  
Bldg Maint Worker I,  
WB9, #13578 (R)  
Groundskeeper II,  
WF2, #35375 (R)

**HALE ALOHA**

UH Student Hsg Coord II,  
P07, #80597 (R)  
Clerk-Stenographer II,  
SR9, #24250 (R)  
Bldg Maint Worker I,  
WB9, #31242 (R)  
Groundskeeper II,  
WF2, #24251 (R)

**HALE NOELANI**

UH Student Hsg Coord I,  
P05, #80924 (R)  
Clerk-Typist II,  
SR8, #28545 (R)  
Bldg Maint Worker I,  
WB9, #23493 (R)

**HALE WAINANI**

UH Student Hsg Coord I,  
P05, #80595 (R)  
Clerk-Typist II,  
SR8, #31244 (R)  
Bldg Maint Worker I,  
WB9, #31241 (R)  
Groundskeeper II,  
WF2, #31243 (R)

**OFFICE OF THE DEAN OF STUDENT SERVICES (UHM)**

**SCHOOL AND COLLEGE RELATIONS**

Specialist, S5, #82771

**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #25830

Clerk-Typist II, SR08, #40445

Assistant Specialist, S3, #82637

Assistant Specialist, S3, #88147

UH Student Services Specialist II, P06, #81134

UH Student Services Specialist II, P06, #80463

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
School and College Relations

Chart: IV-F  
[CURRENT]

**OFFICE OF THE DEAN OF STUDENT SERVICES (UHM)**

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Student Employment

Chart: IV-G  
[CURRENT]

<b>STUDENT EMPLOYMENT</b>
UH Student Services Specialist IV, P012, #80661

<b>ADMINISTRATIVE SUPPORT</b>
Secretary II, SR14, #11046 Clerk Typist II, SR08, #46550

UH Student Services Specialist II, P06, #81063 UH Student Services Specialist I, P03, #81481 Junior Specialist, S2, #88117 Junior Specialist, S2, #88145 Junior Specialist, S2, #88333S* UH Educational/Academic Support Specialist, P1, #80453S*
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Pending Establishment:  
UH Student Services Specialist, #92573F  
Graduate Assistant, #92575F

\* Authorized Temporary

**OFFICE OF THE DEAN OF STUDENT SERVICES (UHM)**

**INTERNATIONAL STUDENT OFFICE**

Assistant Specialist, S3, #84594

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
International Student Office

Chart: IV-H  
[CURRENT]

**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #00763

Clerk-Stenographer II, SR9, #12763

Junior Specialist, S2, #88126

Junior Specialist, S2, #83747

Junior Specialist, S2, #88327

**OFFICE OF THE DEAN OF STUDENT SERVICES (UHM)**

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa  
  
Office: UHM Student Services  
Career Placement Services

Chart: IV-I  
[CURRENT]

**CAREER PLACEMENT SERVICES**

Specialist, S5, #83382

**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #14337  
Clerk-Stenographer II, SR9, #42979

Junior Specialist, S2, #88125  
Junior Specialist, S2, #83548  
Assistant Specialist, S3, #88325  
Junior Specialist, S2, #88326  
UH Student Services Specialist II, P06, #81434

**OFFICE OF THE DEAN OF STUDENT SERVICES (UHM)**

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Center for Student Development

Chart: IV-J  
[CURRENT]

**CENTER FOR STUDENT DEVELOPMENT**

Specialist, S5, #83151

**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #00746  
Clerk-Typist II, SR8, #15354

**PSYCHIATRISTS**

Specialist, S5, #82048 (.50)  
Specialist, S5, #83635 (.50)

**LEARNING ASSISTANCE**

Jr. Specialist, S2, #84554  
Assistant Specialist, S3, #88143

**TESTING**

UH Student Services Specialist II,  
P06, #80632

**COUNSELING**

Specialist, S5, #82695  
Assistant Specialist, S3, #82698  
Assistant Specialist, S4, #83035  
Specialist, S5, #83114  
Assistant Specialist, S3, #84139  
Associate Specialist, S3, #84173  
Assistant Specialist, S3, #88317  
Clerk Typist II, SR8, #43364 (.50)



**OFFICE OF THE DEAN OF STUDENT SERVICES (UHM)**

**STUDENT HEALTH SERVICE**

Specialist, S5, #82341

**ADMINISTRATIVE SUPPORT**

Assistant Specialist, S3, #83539  
Secretary II, SR14, #15353  
Clerk-Stenographer II, SR9, #21512  
Medical Records Technician VI, SR13, #03723  
Clerk-Typist II, SR8, #35147 (.50)

**MEDICAL STAFF**

Specialist, S5, #84576 (.50)  
Specialist, S5, #84576A (.50)  
Specialist, S5, #83261 (.50)  
Specialist, S5, #83397 (.50)  
Specialist, S5, #84581 (.50)

**NURSING STAFF**

Registered Professional Nurse IV,  
SR22, #10312  
Registered Professional Nurse III,  
SR20, #13616  
Registered Professional Nurse III,  
SR20, #13614  
Registered Professional Nurse III,  
SR20, #22672  
Registered Professional Nurse III,  
SR20, #13615  
Registered Professional Nurse III,  
SR20, #18091  
Registered Professional Nurse III,  
SR20, #13730 (.50)

**FAMILY PLANNING CLINIC**

Registered Professional Nurse IV,  
SR22, #41706 (.50)

**LABORATORY**

UH Medical Technician,  
P07, #80671 (.50)

**OFFICE OF THE DEAN OF STUDENT SERVICES (UHM)**

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
College Opportunities Program

Chart: IV-L  
[CURRENT]

**COLLEGE OPPORTUNITIES PROGRAM**

UH Educational Specialist IV, P12, #80582

**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #23086

**COLLEGE OPPORTUNITIES**

UH Student Services Specialist II, P06, #80628  
UH Student Services Specialist II, P06, #81736 (.50)  
UH Student Services Specialist I, P03, #80606

**OPERATION MANONG**

Associate Specialist, S3, #82281  
UH Educational Specialist III, P09, #80517  
UH Student Services Specialist I, P03, #81799  
UH Student Services Specialist I, P03, #81801  
Clerk Typist II, SR8, #43052

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA**

**OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS**

**MAJOR FUNCTIONS**

The Office of the Vice President for Student Affairs provides leadership and general coordination for all student affairs services and programs of the Manoa campus of the University of Hawaii. The Vice President serves as the primary advocate for students and assures that the quality of student life and co-curricular program are developed and sustained at the highest possible level. The Vice President serves as a consultant to the President on matters of student life on all campuses throughout the University.

The Office of the Vice President for Student Affairs:

- Provides leadership to assure high standards of service and continued improvements in all student affairs services and programs including Dean of Students, Admissions and Records, the Campus Center and Bureau of Student Activities, Center for Student Development, Career Placement Services, Student Employment, Financial Aid, International Student Office, Student Health Service, College Opportunities Program, High School Relations and Special Programs, and Student Housing Office.
- Recommends and implements campus policies for student affairs programs and service, staff development, and related matters in accordance with University and campus priorities.
- Develops means for improving the quality of student life on the campus.
- Provides means for representing the views and needs of the chartered student organizations to the University administration and Board of Regents.
- Provides for evaluation of student affairs programs and services, including activities related to accreditation of the institution and its programs.
- Implements ways of attracting and retaining a staff of high quality.
- Provides interpretation and implementation of existing personnel policies relating to appointments, promotion, tenure, contract renewal, leaves, retirement, stipends, and other pertinent matters. Participates in the formulation of personnel policies affecting student affairs staff. Shares responsibility with the campus Equal Employment Opportunity regulations regarding staff hiring. Reviews and approves BOR appointments, requests for sabbatical leave, request for leave without pay, and all out-of-state travel for Student Affairs staff.
- Provides for efficient management of all general, special, revolving and trust funds that are assigned to Student Affairs.
- Represents the views and needs of Student Affairs and the University in the general community, the Legislature, and, when appropriate, at the National and international levels.
- Serves as the chief decision maker for program, budget, and personnel for all units of the Office of Student Affairs.

## **DEAN OF STUDENT SERVICES**

### **MAJOR FUNCTIONS**

The functions of the Dean of Student Services extend over two major categories: (1) Administrator for Student Affairs programs, and (2) Dean of Students.

The Dean of Student Services administers Student Affairs programs and reports directly to the Vice President for Student Affairs. The Dean of Student Services serves as the liaison between the Vice President for Student Affairs and the program directors for Admissions and Records, Bureau of Student Activities and Campus Center, Career Placement Services, Center for Student Development, College Opportunities Program, Financial Aids Office, High School Relations and Special Programs, International Student office, Student Employment Office, Student Health Services, and Student Housing.

The Dean:

- Organizes and coordinates Career Placement Services, Center for Student Development, College Opportunities Program, High School Relations and Special Programs, International Student Office, Student Employment Office, and Student Health Services.
- Prepares procedures required to implement Federal and State statutes regarding student programs.
- Drafts position papers, proposed policies and procedures, and legislative testimonies.
- Coordinates preparation of legislative proposals and testimonies and monitors possible impact of legislation on the University.
- Facilitates and supervises research.
- Facilitates special projects.
- Oversees special projects.
- Serves as hearing officer for Educational Rights and Privacy.
- Serves on Academic Procedures Committee.
- Administers the Student Conduct Code.
- Serves the role of ombudsman.

## **ADMINISTRATIVE OFFICER**

### **MAJOR FUNCTIONS**

The Administrative Officer is responsible for budgeting, preparing financial reports, purchasing, personnel and payroll and other functions relating to the fiscal aspects of the Office of Student Services. Under the general direction of the Vice President for Student Affairs, the Administrative Officer provides assistance to all program directors and fiscal officers of Student Affairs programs in fiscal and personnel matters. The Administrative Officer serves as the liaison between the Office of the Vice President for Student Affairs and the Office of the Director of Budget.

The Administrative Officer also does the following:

- Formulates annual operating budgets and develops allocations to the operating departments.
- Develops expenditure plans and maintains expenditure controls which require analyzing program needs to determine variances and the recommendation to the resolution of these variances.
- Serves as the purchasing office for Student Affairs. Reviews and prepares procurement and payment documents for compliance to policies and procedures as well as accuracy. Also maintains all accounting records.
- Plans, organizes, coordinates and reviews all personnel management and EEO/AA functions including the daily transactions dealing with such matters.
- Serves as the resource unit responsible for the monitoring and maintenance of all personnel records and other required documents regarding to position.
- Serves as the liaison between central administration offices and OSA departments.
- Provides other staff support as required by the Vice President for Student Affairs.

## **OFFICE OF ADMISSIONS AND RECORDS**

### **MAJOR FUNCTIONS**

The Office of Admissions and Records:

- Counsels students and admits them into the University through the implementation of established policies and procedures.
- Develops an optimum master course schedule.
- Maintains an accurate data storage and retrieval system.
- Develops and maintains a computerized student information system.
- Disseminates and provides information on matters relating to admissions, residency, registration, student records, and other related matters.

### **Office of the Director**

Provides leadership and administrative direction to the functional units. In carrying out the mission of Admissions and Records, the Office of the Director performs the following functions:

- Plans Admissions and Records programs and determines the resources necessary to carry out the programs.
- Formulates office policies and procedures consistent with federal and state legislation and University policies governing admission of students, controlled growth of UHM and academic and administrative affairs.
- Directs the evaluation of Admissions and Records programs to determine the effectiveness and efficiency of operations to implement any corrective measures.
- Plans and guides the direction and development of a student information system.

- Provides liaison and technical services in the admissions and registration areas of the UHM administration.

### Admissions and Residency

Counsels and admits students into the University through the implementation of policies and procedures established as a result of articulation and planning among the Office of Admissions and Records, the offices of the Deans of the various colleges and the Faculty Admissions Committee. Determines residency status of all applicants for tuition assessment purposes.

The major functions of this unit are:

- Establishes policies and procedures for the admission and placement of students educated in the U.S. and abroad.
- Determines the admissibility of applicants by reviewing applications, transcripts, SAT scores and other supporting documents.
- Counsels applicants, parents and faculty regarding admissions and related areas.
- Establishes and implements the means by which the University's controlled growth policy is adhered to, the number not to exceed controlled growth ceilings.
- Evaluates the effectiveness and efficiency of the means by which applications are solicited, assessed and acted upon.
- Identifies and assesses those conditions which affect the admissibility of students; recommends possible remedial measures.
- Recommends and implements the means by which applicants are recruited for admission to UHM.
- Establishes criteria for and grants advanced standing credits for work performed outside this institution, including the granting of credits for work experience equivalent to collegiate courses.
- Administers rules and regulations pertaining to residency (tuition) classification.
- Compiles all appeals of initial residency classification for submission to the University Committee on Appeals.
- Establishes criteria by which equitable and consistent residency classifications are made.
- Clarifies and interprets residency requirements for applicants, for other University system-residency personnel and for the general public.
- Solicit reciprocal tuition agreements with other states and countries and establishes the terms of reciprocity, as recommended by the Board of Regents.

### Registration/Records

Develops, with the aid of the academic and administrative units of UHM, an optimum mix of courses, instructors, physical facilities and time into a master course schedule to satisfy student demands. Registers students. Maintains an accurate student data storage and retrieval system as a means to satisfy inquiries from students, administrators, and other agencies and institutions and to satisfy operational and management requirements. The following are the major functions of this unit:

- Assesses the input of College Deans with the projected and actual enrollments in courses to develop a master schedule of courses and informs colleges if student demand for courses are not being met.
- Develops a master schedule and distributes copies of the schedule of courses.
- Evaluates the efficient and optimum utilization of classroom space.
- Examines alternative registration methods and recommends changes and improvements.
- Plans the registration process and evaluates the extent to which student demands are met and the efficiency of the registration method utilized.
- Provides information to students on registration procedures.
- Coordinates planning activities and needs of all offices involved in registration.
- Prepares, organizes, and monitors all materials and resources required for registration.
- Maintains academic and personal history records of all students enrolled at UHM.
- Establishes standards and operating procedures in creating and maintaining student records in accordance with accepted standards of recordkeeping and with University rules and regulations.
- Creates record for all registrants and maintains currency and accuracy of data, including all academic work by students.
- Provides transcripts of academic records as requested by students and diplomas and certificates to graduates.
- Establishes standards and operating procedures to safeguard the confidentiality of records and to permit students accessibility to their own records in accordance with federal and state legislation (e.g., the Family Educational Rights and Privacy Act of 1974) and University policies and procedures.
- Establishes and implements procedures for the processing of graduation candidates.
- Informs students of their right to withhold authority to release directory information and obtains their authorization for release.

#### Information and Computer Services

Develops and maintains a student information system to provide services more effectively and to satisfy operational and managerial requirements and inquiries to facilitate decision making. Disseminates and provides information regarding admissions, residency, registration, student records and other related matters. The following are the major functions of this unit:

- Develops plans and alternatives for a computerized student information system.
- Plans and acquires computer support for Admissions and Records and other campus operations and for the generation of statistical and other required reports.
- Schedules produces and distributes course, student and enrollment information printouts to the college student services, departments and other offices.

- Identifies those areas which may require computerization and determines system specifications.
- Reviews data processing procedures to improve efficiency and accuracy.
- Provides analytical and statistical support in assessing the impact of policies and procedures on Admissions and Records programs and students' progress.
- Direct, analyze, design and modify, purchase and maintain inventory of computer related forms/equipment/supplies for data gathering and computer-generated output.
- Provides liaison/technical support for all users of the student information system.
- Maintains and controls student information systems code tables which control and preserve the integrity of our files and certain reports used in the student information system.
- Reviews alternative means by which student information is gathered, maintained and stored, including such alternatives such as a microfilming system.
- Identifies data needs of the University community and the general public.
- Evaluates alternative means of meeting data needs and selects methods which ensure efficiency and economy.
- Reviews and evaluates the various means by which information is disseminated and takes necessary corrective measures.
- Organizes resources needed for information dissemination.
- Receives, screens, and distributes mail within Admissions and Records and forwards to other offices as appropriate.
- Provides stenographic services to all the professional staff of A & R.

## **BUREAU OF STUDENT ACTIVITIES/CAMPUS CENTER**

### **MAJOR FUNCTIONS**

The Student Activities Program pursues two primary objectives: (1) to provide co-curricular programs, services and learning opportunities which contribute to the quality of campus life for students by meeting their intellectual, social recreational, physical, emotional, and moral development needs; and (2) to promote leadership and self-direction among those students who become involved in managing student life activities on campus or who assume an active partnership role in campus governance.

The Program pursues a product outcome and a process outcome, both of equal importance. Through the delivery of services and programs (the product) which meet the developmental needs of the general student population, Student Activities involves students in organizational governance (the process) which fosters the development of personal leadership.

The efforts of the Student Activities Program are focused among the following five sub-program areas:

- Administration & Management: To enhance the quality of departmental personnel and administrative support systems to effectively serve the University community.



- **Services & Facilities:** To ensure and promote a positive climate and community environment which supports institutional and personal developmental needs through the provision of services, conveniences, and amenities in the University community center complex of facilities.
- **Student Leadership Development:** To broaden opportunities for students to become self-directed and to improve their abilities to work effectively within organizational settings.
- **Co-curricular Interventions & Academic Interfacing:** To increasingly provide co-curricular programs and learning opportunities which contribute to the quality of life for students by meeting their intellectual, social, recreational, physical, emotional, and moral development needs.
- **Advocacy & Linkage:** To articulate the needs, goals, concerns, roles, interests, and causes of both the students and other University community members to each other and to advocate on behalf of one to the other in the process of institutional governance and management.

## **FINANCIAL AID OFFICE**

### **MAJOR FUNCTIONS**

The Financial Aids office serves as a steward for the University of Hawaii at Manoa for federal, state, and private sources of student aid funds to assist students with financial need. As a steward, the office has fiduciary responsibilities in the delivery of these funds to students who qualify. The office provides:

- Timely financial information throughout the State for high school students and their parents.
- Timely financial aid awards.
- Loan counseling.
- Assistance to students in preparing financial aid applications.

The Office monitors the use of program funds and prepares appropriate and timely reports for the following programs:

#### **1. Scholarship and Grants**

State:	Hawaii State Scholarships, Hawaii Merit Scholarships, Tuition Waivers, and Hawaii Student Incentive Grant
Federal:	Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant, Nursing Professions Student Scholarships (Graduate, Baccalaureate, Associate), Law Enforcement Education Program, and Exceptional Need Scholarship
Institutional:	Contingency Funds, Internal and External private scholarships; U.H. Foundation Scholarships

## 2. Loans

State:	State Higher Education Loan; other state loan programs, such as the Hawaii State Loan
Federal:	National Direct Student Loan, Health Professions Student Loan, Health Education Assistance Loans, Nursing Professions Student Loans (Graduate Baccalaureate, Associate), Law Enforcement Education Program, and Guaranteed Student Loan
Institutional:	Short-Term Loans

## 3. Employment

Federal:	College Work-Study Program
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Finally, the Office assists the University of Hawaii in the development of community scholarship programs.

## STUDENT HOUSING OFFICE

### MAJOR FUNCTIONS

The Student Housing Office provides housing services at the University of Hawaii at Manoa. In keeping with the philosophy and purpose of providing on-campus housing; the services include educational development programs, fiscal management; physical plant programs; housing assignment; conference housing services; and student, faculty, parent and community relations programs.

#### Educational Development

- Develops a sound and effective housing educational program.
- Plans, initiates and supervises ongoing staff development programs.

#### Fiscal

- Revenue collection - receives, deposits, and accounts for all incoming revenues into the University revenue undertaking revolving fund.
- Expenditures - reviews requests for procurement and processes payments. Identifies and recommends investment of excess funds to maximize interest income.
- Finance management and budgetary planning - maintains accurate records and prepares income and expenditure projections.

#### Housing Services and Operations:

On-going operational detail of administering and managing residence facilities on campus involving staff personnel; budgeting; student programming, advising, and assignment; maintenance and land management; conference housing; computerization and other aspects of management procedures. Coordinating with the staff support services of the central housing office personnel to implement department policies and responsibilities. Oversees food service operations and provides off-campus housing information service.

### Assignments

- Coordinates procedure of application and assignment for student housing. Implements computerized housing assignment program.
- Evaluates cafeteria and food service operations.

### Conference

- Directs overall conference housing program making maximum utilization of housing facilities for conference usage and maximum conference income in support of the overall student housing operating budget.
- Promotes and negotiates with various groups interested in conference housing.

### Personnel

- Coordinates all personnel matters including planning and initiating, recruitment programs, participating in the selection process and maintaining the personnel files.

### Physical Plant

- Establishes the guidelines and procedures, evaluates and assists in the implementation and operation of a complete maintenance program for housing facilities and grounds.
- Develops preventive maintenance; coordinates major repair and purchase activities involving multiple operation units; refers them to outside agencies; reviews reports for repair and replacement requests, damage assessments, and inventory as recommended by the area staff.
- Coordinates energy conservation efforts.

### Health and Safety

- Reviews security reports and needs. Develops and recommends security programs and collaborates with security and police agencies.
- Inspects, reviews and implements health and safety activities to insure environment conducive to on-campus living.

### Hall Operations

Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and cost center budget planning and expenditures. Initiates purchases and contracts for services. Oversees desk operations, check-ins and outs and damage assessments; manages repair and maintenance programs; and performs other management responsibilities to provide a sound student housing program for the following residence halls:

- Hale Aloha Residence Facilities: coordination of a major housing complex including supervision of full-time staff and paraprofessional "live-in" staff for group of residence facilities--Hale Aloha Ilima Tower (255 students), Lehua Tower (255), Lokelani Tower (255) and Mokihana Tower (255);
- Makai Resident Facilities: operational coordination of a housing complex along Dole Street--Frear Hall (144 students), Johnson Hall (195) and Gateway House (208) including supervision of full-time staff and paraprofessional "live-in" staff;

- Mauka Residence Facilities: operational coordination of a housing complex in Mauka Campus and the quarry areas--Hale Laulima (154 students), Hale Kahawai (140) and Hale Anuenue (84) including supervision of full-time staff and paraprofessional "live-in" staff;
- Hale Noelani Apartments: operational coordination of an apartment housing complex consisting of five low-rise housing units (528 students) including supervision of full-time staff and paraprofessional "live-in" staff;
- Hale Wainani Apartment Complex: operational coordination of an apartment housing complex consisting of two high-rise and two low-rise building (648 students) including supervision of full-time and paraprofessional "live-in" staff.

## SCHOOL AND COLLEGE RELATIONS

### MAJOR FUNCTIONS

This office includes the High School Relations, National Student Exchange (NSE), Regents Scholarships for Academic Excellence and Presidential Achievement Scholarship, Senior Citizens, and Veterans Affairs Programs.

- High School Relations. The High School Relations Program provides schools and community colleges in Hawaii with current and appropriate information on programs at UH-Manoa. This office maintains close working relationships with school administrators, counselors, and teachers. This office facilitates recruitment and campus visits of K-12 students and staff.
- National Student Exchange Program. This office counsels students from the University of Hawaii who plan to attend mainland universities and students from mainland universities attending the University of Hawaii under the National Student Exchange Program. This office assists in applications, record transfers, course selections and their applicability to degree programs, registration procedures, financial aid transfers, and other administrative requirements. This office provides overall leadership in the development of the program.
- Regents Scholarships for Academic Excellence and Presidential Achievement Scholarship Program. This office provides appropriate development of Regents and Presidential Scholars. The office develops spirit of intellectual and social pursuit. The office organizes student and faculty mentor program for scholars and provides appropriate orientation programs for scholars and parents of scholars.
- Senior Citizens Program. This office serves as liaison between the community and the University; dispenses information, handles inquiries, and advises interested senior citizens in application, selection of courses and registration; provides specific academic advice and counseling to senior citizens enrolling in the UH-Manoa day program; and provides leadership in the development of the program.
- Veterans Affairs Programs. The office serves as the liaison between the Veterans Administration and the University of Hawaii in assisting veterans with fulfilling degree requirements in accordance with VA requirements and benefits. The office certifies enrollment, courseloads, and work toward the degree program.

## **STUDENT EMPLOYMENT OFFICE**

### **MAJOR FUNCTIONS**

The Student Employment Office includes the on-campus student employment program, the off-campus student employment Job Locator Development (JLD) program, and the Cooperative Education Program. The Student Employment Office develops work experience programs to enhance the student's career development.

The Student Employment Office administers the student employment program of the University of Hawaii at Manoa.

- Assures that the student employment program complies with State and Federal requirements.
- Assures that student employees are treated equitably within the University of Hawaii at Manoa.
- Offers opportunities for career exploration.

The Student Employment Office develops and implements the Job Locator Development (JLD) program for off-campus student employment.

The Student Employment Office develops and implements the Cooperative Education Program.

## **INTERNATIONAL STUDENT SERVICES**

### **MAJOR FUNCTIONS**

The International Student Office (ISO) provides services to the 1400 non-immigrant students from more than 100 countries studying at the University of Hawaii and U.S. students who wish an experience abroad. To accomplish this, the ISO works in a holistic way, involving faculty, support personnel, fellow students, the wider Hawaii community, and national and international institutions. International students represent not only themselves and their families, but also their national interests and so the work of the ISO impacts national, state, and institutional concerns and provides opportunities for mutual educational exchanges.

Services provided by ISO include: orientation programs directed toward active understanding and participation in campus and community life for new international students; assisting the University of Hawaii in the administration of selected scholarship programs to promote international educational exchange; interpreting and assisting faculty, staff, and students with home country and U.S. regulations that apply to non-immigrant students; communicating information on University and intercultural matters pertinent to foreign students; interacting with community, schools and other organizations on global education activities; and stimulating intercultural training and activities among the students at the University.

The Study Abroad Center, located in the International Student Office, provides information and assistance to the growing number of American students who wish to include travel and overseas study as part of their educational program. It assists students in finding opportunities to study abroad and thereby expand their knowledge about the world. Study abroad programs such as the London Semester and short-term study programs abroad are coordinated by this center.

## **CAREER PLACEMENT SERVICES**

### **MAJOR FUNCTIONS**

"Higher education is one of the most valued means for preparing individuals for society...for embarking on a career, and for improving the quality of life." (Strategy for Academic Quality 1985-95. University of Hawaii, 1984). In response to these goals, the Career Placement Services Office develops and provides services to students and alumni of the Manoa Campus in planning and searching for rewarding careers.

Career Placement Services assists UH-Manoa students and alumni on vocations, careers, and employment. It maintains a library of employer information and directories, job announcements, graduate school catalogs and various career information books. The office also coordinates a campus recruiting program where employers interview graduating students and alumni for local, mainland and overseas positions.

The Career Placement Services Office:

- Assists UH-Manoa students and alumni in matters related to careers, vocations, and employment.
- Provides individual and group counseling on career and employment.
- Provides a career employment referral service for graduating students and alumni.
- Assists clients in establishing appropriate and realistic career goals and in developing the skills required to implement these goals.
- Coordinates a campus recruiting program and arranges for prospective employers to interview graduating students and alumni for local, mainland, and other overseas positions.
- Provides relevant research, publications, and reports.
- Provides information on employment needs and trends.
- Maintains a library of employer information and directories, job announcements, graduate school catalogs and various other career information resources.

## **CENTER FOR STUDENT DEVELOPMENT**

### **MAJOR FUNCTIONS**

The goal of the Center for Student Development is the development of intellectually, emotionally, physically, spiritually, ethically, mature individuals. The Center's view is a holistic one, recognizing that all facets of growth are important. There is a recognition that each student is a unique individual with different needs and different reasons for enrolling at UHM. The Center also recognizes that other members of the University faculty and staff are equally concerned about the development of students, and provide services and programs for students. The Center's unique mission and challenge is to attempt to continue to take a holistic view at all times.

The Center provides the following coordinated group of services designed to assist students:

- **Career Counseling Services.** All students should declare their majors before they progress too far in their academic programs. In addition, most students expect their academic studies to lead to some type of career upon graduation. Career

counseling helps students explore strengths and limitations, interests and values, and personality and skills; and to use this understanding in planning their academic and occupational career. Career counseling is not the major function, the Center coordinates career counseling with Career Placement Services and Student Employment Office.

- **Personal Counseling Services.** Lack of confidence, fears, low self-esteem, inability to get along with others, loneliness, not being able to cope with people and situations, and similar problems are not uncommon. Students who are in these situations can talk to one of the professional counselors. All matters discussed in counseling are confidential and do not affect academic standing in any way.
- **Psychiatric Consultation Services.** In any situation, a few people who find themselves more seriously depressed, unable to control their behavior or doing things they don't understand, may want and need psychiatric consultations. The counselor can determine whether or not psychiatric consultation is needed.
- **Educational Counseling Services.** The Learning Assistance Center offers programs, commercial materials and diagnostic services in developing more effective study habits and learning skills. These services are provided on an individual basis through personal program development or on a group basis through workshops. Areas of development include time management, listening/notetaking, reading, research paper writing and general and standardized exam preparation. Content area tutoring is provided upon availability of services.

## **STUDENT HEALTH SERVICE**

### **MAJOR FUNCTIONS**

The Student Health Service provides clinical and preventive health educational services for students at the University of Hawaii at Manoa. The Student Health Service provides health services to students as follows:

- Initial health assessment upon entry into University.
- Clinical services for simple medical conditions.
- Referral services for private medical care.
- Preventive services such as immunizations and TB prophylaxis.
- Counseling and mental health services.
- Medical social services.
- Family planning services.
- Medical insurance assistance.

The Student Health Service also provides:

- Health education and information to students through personal and group contacts and to the entire campus community through Ka Leo, bulletin boards, and other public means.
- Faculty and staff training of students in health oriented disciplines.

- Sports medicine and nutritional services.
- Emergency health services to all members of the community.

The Student Health Service develops and negotiates for student medical insurance which is appropriate to the needs of college students, and serves as the major health resource on campus.

## COLLEGE OPPORTUNITIES PROGRAM

### MAJOR FUNCTIONS

The major function of this office is to screen, select and prepare a minimum of 75 high-risk non-traditional adults from regionally disadvantaged areas and/or from multiple problem families for University admission and enable them to maintain themselves in a full-time University program. Participants will be with or without high school diplomas, who are normally inadmissible to a four-year degree program.

#### The College Opportunities Program:

- Conducts an intensive residential summer orientation and instructional program to prepare the student for a regular freshman program through (1) using diagnostic instruments to assess areas of academic weakness and planning developmental assistance; (2) informing and acquainting the students with the academic community and its services and requirements.
- Provides support services during the freshman year to maximize the learning experience of developing students through (1) individual and group counseling to overcome problems and enhance personal growth; (2) preparation of students to seek and utilize the campus resources and services.
- Acculturates students to University life by providing residential experiences and co-curricular activities.
- Establishes on-going evaluation processes to measure effectiveness of program goals and services.
- Provides management and general support for the Operation Manong Program, which is designed to provide University students with knowledge of and field experience with multicultural education and the education of immigrant children.
- Provides management and general support for the Health Careers Opportunity program for disadvantaged and non-traditional undergraduate students pursuing health, medical and allied health careers.



ATTACHMENT C

STENOGRAPHIC AND CLERICAL	
Clerical Supervisor II, SR12, #1	
Clerk IV, SR10, #44055 Clerk Typist II, SR8, #19119 Clerk Typist II, SR8, #15801 Clerk Typist II, SR8, #14862 Clerk Stenographer II, SR9, #1	

\*To Be Established

State of Hawai'i  
University of Hawai'i  
University of Hawai'i at Manoa  
Office: Arts and Sciences  
Student Academic  
Services  
Chart: IV-S<sub>2</sub>  
[PROPOSED]

COUNCIL OF ARTS AND SCIENCES DEANS  
Chair

STUDENT ACADEMIC SERVICES  
Associate Dean for Student Services  
M06-AM, #89099

U.H. Admin Officer III  
P07, #81335

Computer Specialist II  
P05, #80696

Secretary III  
SR16, #12848

STENOGRAPHIC AND CLERICAL SERVICES  
Clerical Supervisor II, SR12, #13480

Clerk IV, SR10, #44055  
Clerk Stenographer II, SR09, #19119  
Clerk Stenographer II, SR09, #15801  
Clerk Stenographer II, SR09, #14862  
Clerk Typist II, SR08, #45435  
Clerk Typist II, SR08, #45436

COUNSELING AND ADVISING  
Educational Specialist IV, P12, #80663

Educational Specialist III, P09, #80664  
Educational Specialist III, P09, #80665  
Educational Specialist III, P09, #80812  
Educational Specialist II, P06, #80645 (.50)  
Educational Specialist III, P09, #81853  
Faculty Advisors #82079 (.50) #85060  
#84964 (.50) #85061  
#85207 (.25) #85062  
#86057 (.50) #85063  
#85056 #85064  
#85057 #85065  
#85059

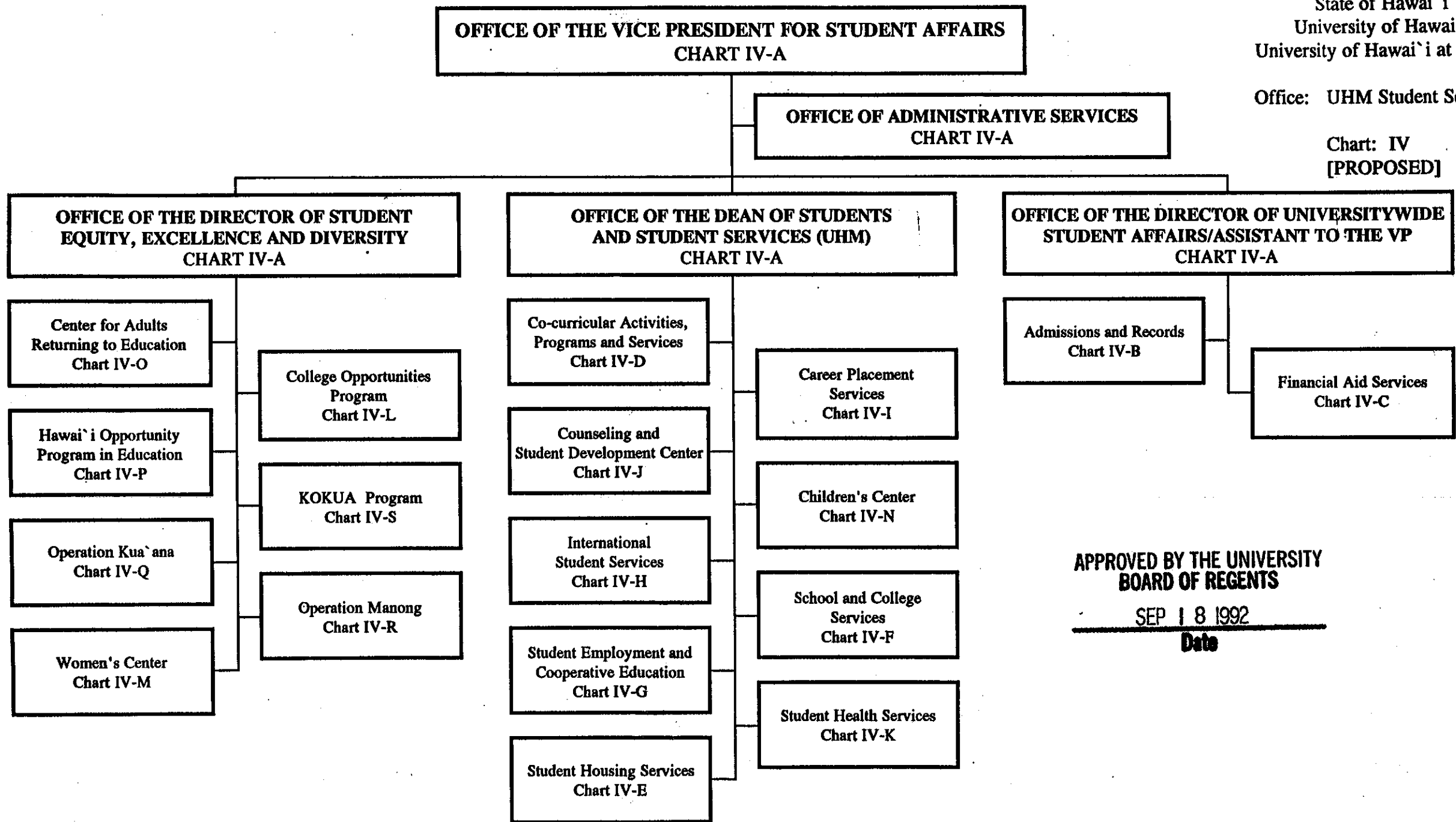
APPROVED PURSUANT TO BOR ACTION  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR  
DATE SEP 18 1992

# ATTACHMENT D

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services

Chart: IV  
[PROPOSED]



# ATTACHMENT E

State of Hawai'i  
University of Hawai'i  
University of Hawai'i at Manoa

Office: UHM Student Services

Chart: IV-A  
[PROPOSED]

# OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

Vice President for Student Affairs, M13, #89103

## ADMINISTRATIVE SUPPORT

Private Secretary II, SR22, #37046  
UH Educational Specialist, #91529F (TBE)\*\*

## OFFICE OF ADMINISTRATIVE SERVICES

UH Administrative Officer VI, P13, #80146

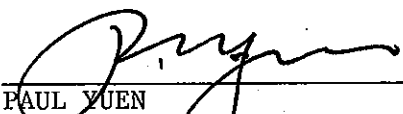
## FISCAL SERVICES

Account Clerk III, SR11, #21426

## PERSONNEL SERVICES

UH Personnel Officer II, PO5, #81879  
Personnel Clerk III, SR9, #44556

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR  
DATE **SEP 18 1992**

## OFFICE OF THE DIRECTOR OF STUDENT EQUITY, EXCELLENCE AND DIVERSITY

Director of Minority Students, M6, #89298  
Clerk Typist II, SR8, #40445

## OFFICE OF THE DEAN OF STUDENTS AND STUDENT SERVICES (UHM)

Dean of Student Services (UHM), M9, #89133  
Secretary III, SR16, #00745  
Assistant Specialist, S3, #82635

## OFFICE OF THE DIRECTOR OF UNIVERSITYWIDE STUDENT AFFAIRS/ASSISTANT TO THE VP

Special Assistant to the Vice President, M6, #89309  
Secretary II, SR14, #44996  
UH Institutional Analyst II, PO8, #81734  
UH Educational Specialist III, PO9, #81210

\*\*To Be Established With Variance To Managerial Position

**OFFICE OF THE DIRECTOR OF UNIVERSITYWIDE  
STUDENT AFFAIRS/ASSISTANT TO THE VP**

State of Hawai'i  
University of Hawai'i  
University of Hawai'i at Manoa

Office: UHM Student Services  
Admissions and Records

Chart: IV-B  
[PROPOSED]

**ADMISSIONS AND RECORDS**

Specialist, S5, #82701

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

DATE **SEP 18 1992**

**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #00751  
Specialist, S5, #83776  
Secretary I, SR12, #14866  
Clerk Supervisor IV, SR16, #21429  
UH Student Services Specialist IV, P12, #81154 (.3)

**ADMISSIONS AND RESIDENCY**

UH Student Services Specialist IV, P12, #81154 (.7)  
Clerk Supervisor III, SR14, #00748  
Clerk IV, SR10, #00772, #12550  
#12842, #12843  
#13495, #13496  
#18009, #21427  
UH Student Services Specialist III, P09, #80626  
UH Student Services Specialist III, P09, #81414  
UH Student Services Specialist III, P09, #80625  
Clerk IV, SR10, #11496  
Clerk IV, SR10, #26538

**RECORDS AND REGISTRATION**

UH Student Services Specialist IV, P12, #81614  
UH Student Services Specialist III, P09, #80658  
Clerk Supervisor III, SR14, #17447  
Clerk IV, SR10, #00750, #13959  
#14863, #14864  
#14865, #15502  
#17450, #18010  
#18011, #21430  
Clerk III, SR8, #13494  
Clerk III, SR8, #26539  
Clerk Typist II, SR8, #40006  
Scheduler, SR20, #05837

**INFORMATION AND  
COMPUTER SERVICES**

UH Student Services Specialist III, P09, #81070  
UH Data Processing Coordinator, P05, #80017  
UH Student Services Specialist I, P03, #81071  
Clerk Supervisor II, SR12, #22322  
Clerk IV, SR10, #40004  
Clerk IV, SR10, #40005  
Clerk-Stenographer II, SR9, #22321  
Clerk III, SR8, #15501  
Clerk III, SR8, #40003  
UH Computer Specialist I, P03, #80018

**OFFICE OF THE DIRECTOR OF UNIVERSITYWIDE  
STUDENT AFFAIRS/ASSISTANT TO THE VP**

State of Hawai'i  
University of Hawai'i  
University of Hawai'i at Manoa

Office: UHM Student Services  
Financial Aid Services

Chart: IV-C  
[PROPOSED]

**FINANCIAL AID SERVICES**

Director of Financial Aid, M4, #89184

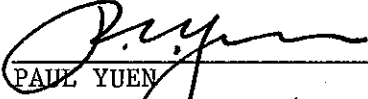
**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #05737

**PROGRAM SPECIALISTS**

UH Student Services Specialist III, P09, #81913  
UH Student Services Specialist II, P06, #81608  
UH Student Services Specialist II, P06, #81607  
UH Student Services Specialist II, P06, #81606  
UH Student Services Specialist II, P06, #81609  
UH Student Services Specialist II, P06, #81151  
UH Student Services Specialist II, P06, #80922

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

DATE **SEP 18 1992**

**DATA AND CLERICAL SUPPORT SECTION**

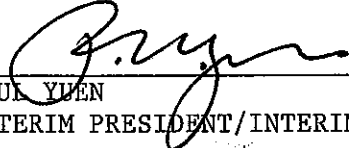
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Clerk-Typist III, SR10, #17600  
Clerk-Typist III, SR10, #10929  
Clerk III, SR8, #44397



**OFFICE OF THE DEAN OF STUDENTS AND STUDENT SERVICES (UHM)**

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

DATE **SEP 18 1992**

Office: UHM Student Services  
Co-curricular Activities,  
Programs and Services

Chart: IV-D  
[PROPOSED]

**CO-CURRICULAR ACTIVITIES, PROGRAMS AND SERVICES**

Director of Bureau of Student Activities, M4, #89190

**ADMINISTRATIVE AND FISCAL SUPPORT**

UH Administrative Officer III, P7, #80163 (R)  
UH Adm/Fiscal Support Specialist, P1, #80649 (R)  
Account Clerk III, SR11, #25700 (R)  
Account Clerk, #45362 (R)

**CLERICAL SUPPORT**

Secretary II, SR14, #13587  
Clerk-Typist II, SR3, #28134 (R)  
Clerk-Typist II, SR3, #25699 (R)  
Clerk II, SR6, #25698 (R)

**INTRAMURAL SPORTS**

Specialist, S5, #83512  
Specialist, S5, #85083  
Junior Specialist, S2, #83788  
Clerk-Stenographer II, SR9, #26460

**STUDENT LEADERSHIP DEVELOPMENT AND  
CO-CURRICULAR  
INTERVENTION PROGRAMS**

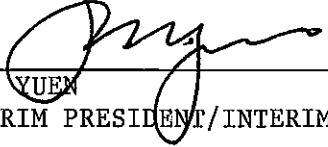
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Assistant Specialist, S3, #83668  
Assistant Specialist, S3, #82573  
Assistant Specialist, S3, #82597  
UH Adm/Fiscal Support Specialist, P1, #81510 (R)  
UH Student Services Specialist II, P6, #81374 (R)  
UH Student Services Specialist II, #80025 (R)  
Assistant Specialist, S3, #88334 (R)  
UH Adm/Fiscal Support Specialist, P1, #81137 (R)  
UH Publication Specialist II, P7, #81186 (R)

**OPERATIONAL PROGRAMS,  
FACILITIES AND SERVICES**

UH Student Services Specialist III, P9, #80660 (R)  
Building Maintenance I, WB9, #28597 (R)  
Janitor II, WB2, #25329 (R)  
Janitor II, WB2, #25392 (R)  
Janitor II, WB2, #44089 (R)  
UH Student Services Specialist, P6, #80631 (R)  
UH Ed/Acad Support Specialist, P1, #80942 (R)  
UH Student Services Specialist, #92524F (R) (TBE)\*

\* To Be Established

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

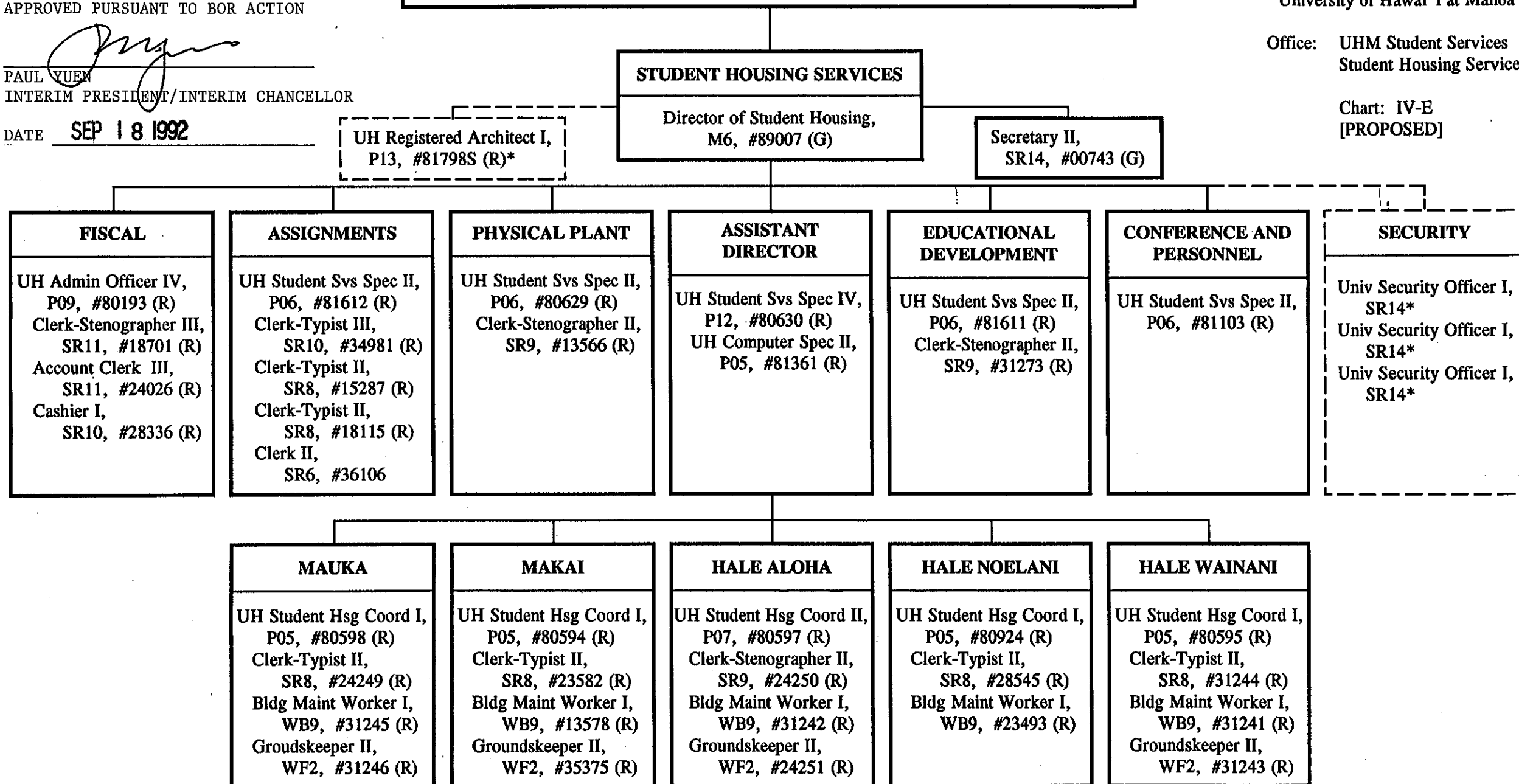
DATE SEP 18 1992

**OFFICE OF THE DEAN OF STUDENTS AND STUDENT SERVICES (UHM)**

State of Hawai'i  
University of Hawai'i  
University of Hawai'i at Manoa

Office: UHM Student Services  
Student Housing Services

Chart: IV-E  
[PROPOSED]



\* Student Housing Office Position Assigned to Campus Operations

**OFFICE OF THE DEAN OF STUDENTS  
AND STUDENT SERVICES (UHM)**

**SCHOOL AND COLLEGE SERVICES**

Specialist, S5, #82771

**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #25830

Assistant Specialist, S3, #88147

Assistant Specialist, S3, #82637

UH Student Services Specialist II, P06, #81134

UH Student Services Specialist II, P06, #80463

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
School and College Services

Chart: IV-F  
[PROPOSED]

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

DATE SEP 18 1992

**OFFICE OF THE DEAN OF STUDENTS  
AND STUDENT SERVICES (UHM)**

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Student Employment and  
Cooperative Education

Chart: IV-G  
[PROPOSED]

**STUDENT EMPLOYMENT AND COOPERATIVE EDUCATION**

UH Student Services Specialist IV, P12, #80661

**ADMINISTRATIVE SUPPORT**

UH Student Services Specialist, #92573F (TBE)\*  
Graduate Assistant, #92575F (TBE)\*\* (.50)  
Secretary II, SR14, #11046  
Clerk Typist, #92035F, (TBE)\*

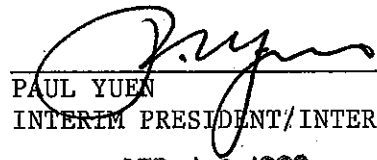
**STUDENT EMPLOYMENT SERVICES**

UH Student Services Specialist II, P06, #81063  
UH Student Services Specialist, #92574F (TBE)\*  
UH Educ and Acad Support Spec, P01, #80453S

**COOPERATIVE EDUCATION**

Junior Specialist, S2, #88117  
Junior Specialist, S2, #88121S  
Junior Specialist, #88145

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR  
DATE SEP 18 1992

\* To Be Established

\*\* To Be Established With Variance To UH Educational And Academic Support Specialist

**OFFICE OF THE DEAN OF STUDENTS  
AND STUDENT SERVICES (UHM)**

**INTERNATIONAL STUDENT SERVICES**

Assistant Specialist, S3, #84594

**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #00763

Clerk-Stenographer II, SR9, #12763

Junior Specialist, S2, #88126

Junior Specialist, S2, #83747

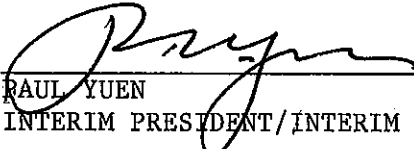
Junior Specialist, S2, #88327

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
International Student Services

Chart: IV-H  
[PROPOSED]

APPROVED PURSUANT TO BOR ACTION

  
RAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR  
DATE SEP 18 1992

**OFFICE OF THE DEAN OF STUDENTS  
AND STUDENT SERVICES (UHM)**

**CAREER PLACEMENT SERVICES**

Specialist, S5, #83382

**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #14337

Clerk-Stenographer II, SR9, #42979

Junior Specialist, S2, #88125

Junior Specialist, S2, #83548

Assistant Specialist, S3, #88325

Junior Specialist, S2, #88326


UH Student Services Specialist II, P06, #81434

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Career Placement Services

Chart: IV-I  
[PROPOSED]

APPROVED PURSUANT TO BOR ACTION

  
\_\_\_\_\_  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

DATE SEP 18 1992

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Counseling and Student  
Development Center

Chart: IV-J  
[PROPOSED]

**OFFICE OF THE DEAN OF STUDENTS  
AND STUDENT SERVICES (UHM)**

**COUNSELING AND STUDENT  
DEVELOPMENT CENTER**

Specialist, S5, #83151

**ADMINISTRATIVE SUPPORT**

Secretary II, SR14, #00746  
Clerk Typist II, SR8, #15354

**LEARNING ASSISTANCE**

Junior Specialist, S2, #84554  
Assistant Specialist, S3, #88143

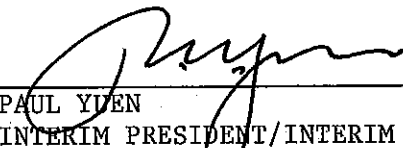
**TESTING**

UH Student Services Specialist II, P06, #80632

**COUNSELING**

Specialist, S5, #82048 (.50)  
Specialist, S5, #83635 (.50)  
Specialist, S5, #82695  
Assistant Specialist, S3, #82698  
Assistant Specialist, S4, #83035  
Specialist, S5, #83114  
Assistant Specialist, S3, #84139  
Associate Specialist, S3, #84173

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

DATE SEP 18 1992

**OFFICE OF THE DEAN OF STUDENTS  
AND STUDENT SERVICES (UHM)**

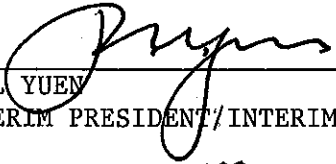
**STUDENT HEALTH SERVICES**

Specialist, S5, #82341

**ADMINISTRATIVE SUPPORT**

Assistant Specialist, S3, #83539  
Secretary II, SR14, #15353  
Clerk-Stenographer II, SR9, #21512  
Medical Records Technician VI, SR13, #03723  
Clerk-Typist II, SR8, #35147 (.50)

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

DATE SEP 18 1992

**MEDICAL STAFF**

Specialist, S5, #84576 (.50)  
Specialist, S5, #84576A (.50)  
Specialist, S5, #83261 (.50)  
Specialist, S5, #83397 (.50)  
Specialist, S5, #84581 (.50)

**NURSING STAFF**

Registered Professional Nurse IV,  
SR22, #10312  
Registered Professional Nurse III,  
SR20, #13616  
Registered Professional Nurse III,  
SR20, #13614  
Registered Professional Nurse III,  
SR20, #22672  
Registered Professional Nurse III,  
SR20, #13615  
Registered Professional Nurse III,  
SR20, #18091  
Registered Professional Nurse III,  
SR20, #13730 (.50)

**FAMILY PLANNING CLINIC**

Registered Professional Nurse IV,  
SR22, #41706 (.50)

**LABORATORY**

UH Medical Technician,  
P07, #80671 (.50)



**OFFICE OF THE DIRECTOR OF STUDENT  
EQUITY, EXCELLENCE AND DIVERSITY**

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
College Opportunities Program

Chart: IV-L  
[PROPOSED]

**COLLEGE OPPORTUNITIES PROGRAM**

UH Educational Specialist IV, P12, #80582

**ADMINISTRATIVE SUPPORT**

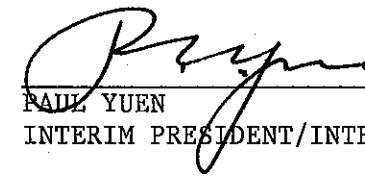
Secretary II, SR14, #23086

UH Student Services Specialist II, P06, #80628

UH Student Services Specialist II, P06, #81736 (.50)

UH Student Services Specialist I, P03, #80606

APPROVED PURSUANT TO BOR ACTION



PAUL YUEN

INTERIM PRESIDENT/INTERIM CHANCELLOR

DATE SEP 18 1992

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Women's Center

Chart: IV-M  
[PROPOSED]

**OFFICE OF THE DIRECTOR OF STUDENT  
EQUITY, EXCELLENCE AND DIVERSITY**

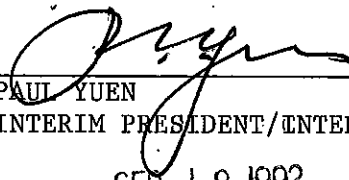
**WOMEN'S CENTER**

Junior Specialist, S2, #88123 (.50)

Junior Specialist, S2, #88144 (.50)

Clerk-Typist II, SR8, #44988 (.50)

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

DATE SEP 18 1992

**OFFICE OF THE DEAN OF STUDENTS  
AND STUDENT SERVICES (UHM)**

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Children's Center

Chart: IV-N  
[PROPOSED]

**CHILDREN'S CENTER**

Specialist, S4, #88318

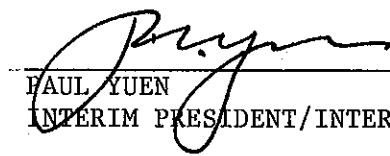
**ADMINISTRATIVE SUPPORT**

UH Educational Associate I, P03, #80232

**TEACHING STAFF**

UH Educational Associate III, P07E, #80029  
UH Educational Associate II, P05, #80109  
UH Educational Associate II, P05, #80496S  
UH Educational Associate I, P03, #80233  
UH Educational Associate I, P03, #80234S  
UH Educational Associate I, P03, #80424S  
UH Educational Associate I, P03, #80455S

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

DATE SEP 18 1992

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Center for Adults  
Returning to Education

Chart: IV-O  
[PROPOSED]

**OFFICE OF THE DIRECTOR OF STUDENT  
EQUITY, EXCELLENCE AND DIVERSITY**

**CENTER FOR ADULTS  
RETURNING TO EDUCATION**

Assistant Specialist, S3, #88317

Clerk Typist II, SR8, #43364 (.50)

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

DATE SEP 18 1992

State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Hawai`i Opportunity  
Program in Education

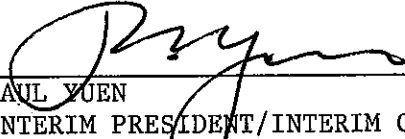
Chart: IV-P  
[PROPOSED]

**OFFICE OF THE DIRECTOR OF STUDENT  
EQUITY, EXCELLENCE AND DIVERSITY**

**HAWAI`I OPPORTUNITY  
PROGRAM IN EDUCATION**

UH Educational Specialist, #92516F (TBE)\*

APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

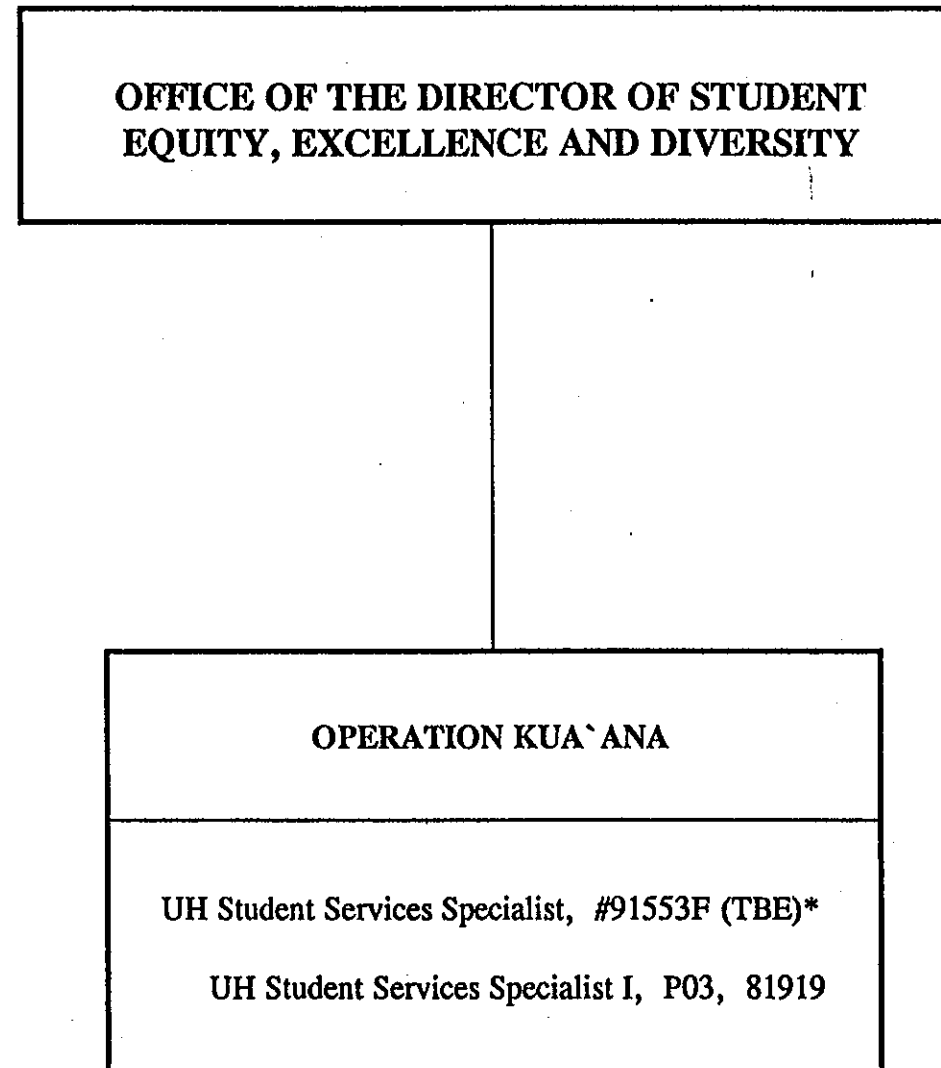
DATE SEP 18 1992

\* To Be Established

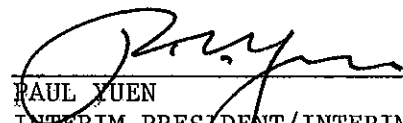
State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Operation Kua`ana

Chart: IV-Q  
[PROPOSED]



APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

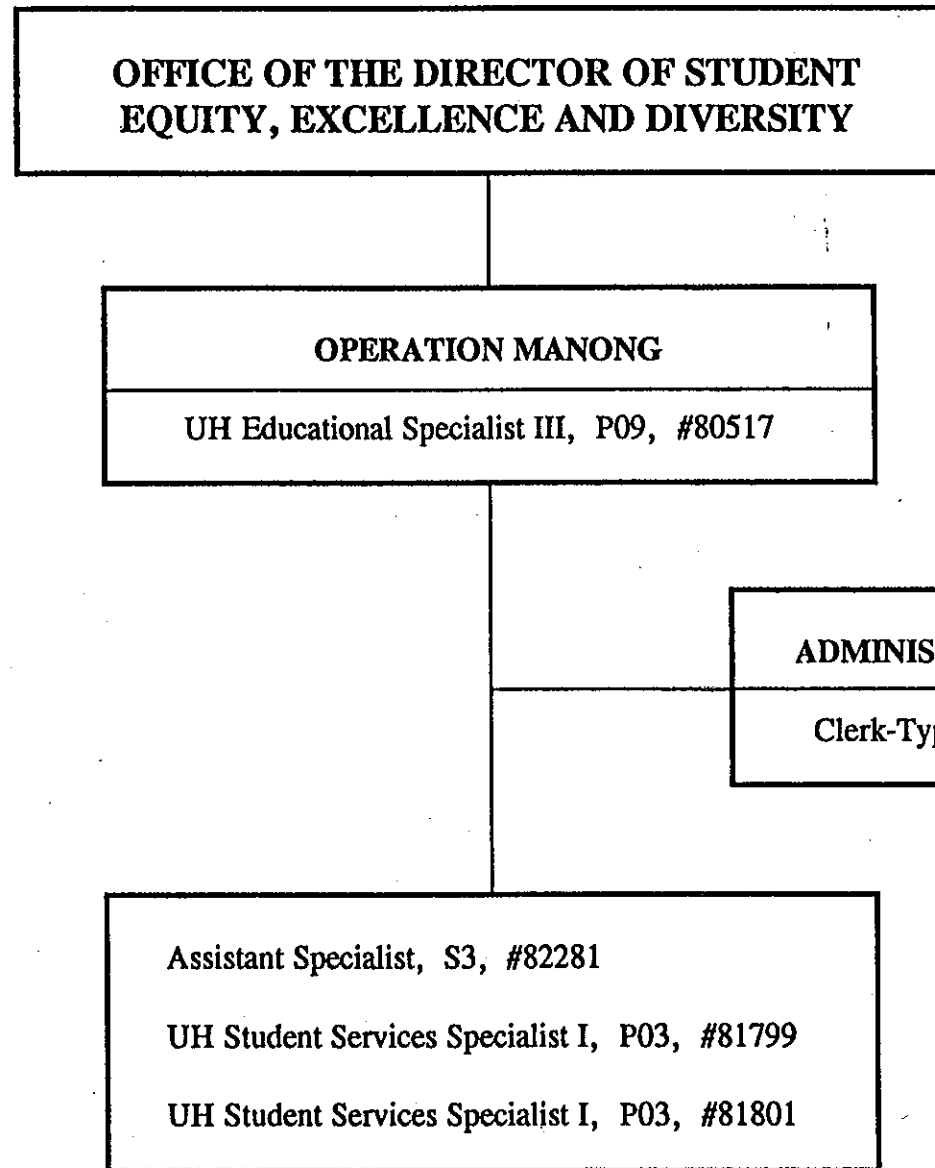
DATE SEP 18 1992

\* To Be Established. Also For #91553F Requesting Variance To UH Educational Specialist

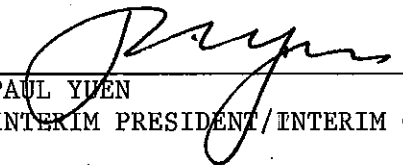
State of Hawai`i  
University of Hawai`i  
University of Hawai`i at Manoa

Office: UHM Student Services  
Operation Manong

Chart: IV-R  
[PROPOSED]



APPROVED PURSUANT TO BOR ACTION

  
PAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR  
DATE SEP 18 1992

**OFFICE OF THE DIRECTOR OF STUDENT  
EQUITY, EXCELLENCE AND DIVERSITY**

**KOKUA PROGRAM**

Educational Specialist III, P09, #80666

Educational Specialist I, P03, #80636

Educational Specialist I, P03, #80608

Educational Specialist II, P06, #81566

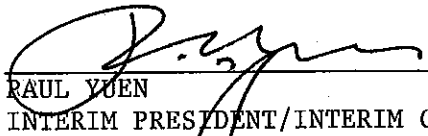
Clerk IV, SR10, #90014F\*

State of Hawai'i  
University of Hawai'i  
University of Hawai'i at Manoa

Office: UHM Student Services  
KOKUA Program

Chart IV-S<sub>1</sub>  
[PROPOSED]

APPROVED PURSUANT TO BOR ACTION

  
RAUL YUEN  
INTERIM PRESIDENT/INTERIM CHANCELLOR

DATE SEP 18 1992

\*To Be Established



**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT MANOA  
STUDENT AFFAIRS**

**FUNCTIONAL STATEMENT**

The University of Hawai'i provides a large number and wide range of support services and co-curricular programs that create a campus environment conducive to student development, learning, and achievement of academic goals. A primary function of the Office of Student Affairs is to enhance students' educational experiences through services, activities and programs supplementary to their academic coursework and essential for an enriched student life. The objectives of Student Affairs are to support, enrich, and broaden students' educational experiences.

**OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS**

The Office of the Vice President for Student Affairs provides leadership and general coordination for all student affairs services, programs and activities of the Manoa campus of the University of Hawai'i and for the implementation and coordination of student affairs policies and programs of the University of Hawai'i system. The Vice President for Student Affairs serves as the primary advocate of students and assures that the quality of student life and co-curricular programs are developed and sustained at the highest possible level. The Vice President for Student Affairs serves as a consultant to the University President on matters of student life on all campuses throughout the University of Hawai'i System.

The Office of the Vice President for Student Affairs:

- Provides leadership to assure high standards of service and continued improvements in student affairs services and programs.
- Recommends and implements policies for student affairs programs and services, staff development and related matters in accordance with University priorities.
- Develops means for improving articulation among all campuses of the UH system.
- Develops means for improving the quality of student life at UH-Manoa.
- Provides means for representing the views and needs of the chartered student organizations to the University administration and the Board of Regents.
- Provides for evaluation of student affairs programs and services, including activities related to accreditation of the institution and its programs.
- Provides for relevant institutional research on students and student life.
- Implements ways of attracting and retaining a staff of high quality.
- Provides interpretation and implementation of existing personnel policies; participates in the formulation of personnel policies affecting student affairs staff; and shares responsibility for enforcement of the campus equal employment opportunity policies.
- Provides for efficient management of all funds that are assigned to the Office of Student Affairs.
- Represents the views and needs of student affairs and the University in the general community, the State Legislature, and at national and international levels as appropriate.

- Serves as the chief decision maker for program, budget, and personnel for all units of the UHM Office of Student Affairs.

### **OFFICE OF ADMINISTRATIVE SERVICES**

The Office of Administrative Services is responsible for budgeting, preparing financial reports, purchasing, personnel and payroll and other functions relating to the fiscal aspects of the Office of Student Affairs. Under the general direction of the Office of the Vice President for Student Affairs, Administrative Services provides assistance to all its programs in fiscal and personnel matters. Administrative Services serves as the liaison between the Office of the Vice President for Student Affairs and the University Budget Office, Contracts and Grants Management Office and other central administration units.

The Office of Administrative Services performs the following:

- Formulates annual operating budgets and develops allocations to the operating departments.
- Develops expenditure plans and maintains expenditure controls which require analyzing program needs to determine variances and the recommendation to the resolution of these variances.
- Serves as the purchasing office for Student Affairs. Reviews and prepares procurement and payment documents for compliance to policies and procedures as well as accuracy. Also maintains all accounting records.
- Plans, organizes, coordinates and reviews all personnel management and EEO/AA functions including the daily transactions dealing with such matters.
- Serves as the divisional resource unit responsible for the implementation of all official personnel policies and procedures, monitoring and maintenance of all personnel records and other required documents.
- Serves as the liaison between various central administration offices and Student Affairs departments.
- Provides other staff support as required by the Office of the Vice President for Student Affairs and other administrators.

### **OFFICE OF THE DIRECTOR OF STUDENT EQUITY, EXCELLENCE AND DIVERSITY**

The major functions of this office are to advocate and provide programs that promote educational equity and excellence for students and groups that have been underrepresented and underserved in higher educational institutions. At the University of Hawai'i, these students and groups are students from ethnic minority groups, adults returning to education, persons with disabilities, women, academically talented as well as academically underprepared and disadvantaged students. As the only public institution of higher education in the State, the University of Hawai'i is committed to helping these students advance in their pursuit of higher education at Manoa. The University is strongly committed to the pursuit of equity, diversity and excellence.

The Office of the Director of Student Equity, Excellence, and Diversity:

- Facilitates the development, implementation and coordination of policies and programs that promote equity and excellence for special student populations who are underrepresented and underserved at the Manoa campus and the University of Hawai'i system.

- Administers the following programs and activities: Center for Adults Returning to Education, College Opportunities Program, KOKUA, Operation Kua'ana, Operation Manong, Women's Center, Minority Student Programs which includes the Hawai'i Opportunity Program in Education and the Regents and Presidential Scholarship Program.
- Prepares proposals and conducts research and training programs on student services, teaching and learning relevant to the recruitment and success of minority students, non-traditional students, women, persons with disabilities, and academically talented students.
- Assists in coordinating programs and activities of the various colleges and units at Manoa, system-wide, lower education and the State that promote educational excellence and equity for various student populations that are underserved and underrepresented in higher education.
- Coordinates minority student programs and activities administered by various units on the Manoa campus and systemwide. Monitors programs and policies that impact on minority student access and success.

### **CENTER FOR ADULTS RETURNING TO EDUCATION**

Major functions of the Center for Adults Returning to Education include services for veterans, senior citizens, and for all adult students returning to school after an interruption of their formal education.

#### **Returning adult students program:**

- Serves as a "welcome office" for adults returning to formal education after an absence of a year or more; provides information and referral, orientation, skills building workshops and other ongoing support services.
- Conducts outreach to other campuses in the University system and to the community-at-large, providing support for transfer students, students new to the campus, and to low-income students.
- Provides direct assistance and technical advice on policies and services.
- Sponsors special projects in the local and State community that will benefit Hawai'i's adult student population.

#### **Veterans program:**

- Serves as a liaison between the Department of Veterans Affairs and the University in assisting veterans fulfilling degree requirements.
- Serves as certifying agent for eligible veterans.
- Provides resource and referral information for veterans concerning special campus services.

#### **Senior citizens program:**

- Responds to senior citizens by advising them with application, selection of courses, and registration.
- Issues tuition waivers and audit passes to eligible students.
- Serves as liaison between the senior citizen student and the University.

- Conducts outreach to the community-at-large.
- Provides advice and support for the on-campus senior citizen group.

### **COLLEGE OPPORTUNITIES PROGRAM**

The major function of the College Opportunities Program is to recruit, screen, select and prepare high risk Hawai'i residents for a successful first year on the Manoa campus. Students may be without high school diplomas, may have been denied regular UHM admission, may be in need of a structured residential college experience, or may be disadvantaged, non-traditional or ethnically underrepresented on the UHM campus. Selected students must be committed, entering first-year undergraduate with potential and a desire to earn a baccalaureate degree.

The College Opportunities Program conducts the following programs and services:

- Conducts a residential summer orientation and instructional program to provide the student the opportunity to develop those learning skills, attitudes and familiarizations with the campus that are necessary for success during the first year.
- Coordinates student support services during the first year to monitor performance and improve student retention.
- Provides supportive services to returning students or those with academic difficulties through a Minority Student Retention Service.
- Establishes on-going evaluation processes, reports outcomes and effectiveness of program goals and services.
- Facilitates students' entry and adjustment within the higher education environment by providing a required residential living experience on campus and encouraging involvements in campus life activities.
- Administers the Health Careers Opportunity Program for disadvantaged and non-traditional undergraduate students pursuing health, medical or allied health careers in providing in-kind management, office space and clerical support.

### **HAWAII OPPORTUNITY PROGRAM IN EDUCATION (HOPE)**

This office is responsible for obtaining private sector support (for mentors and financial contributions for operating costs and scholarship funds), liaison to "I Have a Dream" Foundation, planning programs, monitoring student progress and implementing activities with the schools and parents. Projects for participants during the entire time period (grade 3 until college graduation.) are:

- Administers the Hawai'i Opportunities Program in Education (HOPE) in providing educational activities for minority at-risk children in various special needs public schools, liaison with private support groups and provides college financial scholarship support.
- Provides a mentoring program. Mentors will come from business or community volunteers as well as college or upperclass students. The mentors will provide one-to-one or small group support for participating HOPE students.
- Provides for an enrichment and support program. Scheduled enrichment and support program will include tutorials, Saturday and summer programs, part-time jobs or internships, field trips, role model speakers bureau and special campus events.
- Conducts monitoring of students and program assessment. Regular and systematic monitoring of student progress will provide necessary information to assure the student

is meeting academic objectives. Evaluation and assessment of the HOPE program will be conducted periodically.

- Provides for a parental involvement and training program. This component includes activities that will provide training and support for parents and/or guardians to encourage their children to actively participate in school activities and to prepare for college and careers.
- Coordinates a resource development and college scholarship program. This program is designed as a partnership between the University, the school and the private sector. Resources from the private sector for programs require coordination and development.

### **KOKUA PROGRAM**

The KOKUA Program is the primary campus unit responsible for providing direct academic access services to UHM students with disabilities. Services may also be provided to faculty and staff, depending on individual circumstances and capacity of the program to extend beyond the primary audience. KOKUA provides technical assistance to all other campus units on matters of disability access.

The KOKUA Program:

- Promotes equal access to a college education for students with disabilities.
- Provides support services needed by disabled persons (students, faculty and staff).
- Expedites coordination and referral among other campus units and outside agencies serving disabled individuals.
- Advises on the needs and expectations of disabled persons and assists in developing policies and programs to insure access and full participation.

### **OPERATION KUA'ANA**

The goal of Operation Kua'ana is to increase the enrollment and graduation rates of Hawaiian students at Manoa. Services include writing workshops, study groups, tutorials, and other enrichment activities. Operation Kua'ana works cooperatively with the Center for Hawaiian Studies.

The major functions of Operation Kua'ana are:

- Provides programs and activities that promote camaraderie and fellowship among students of Hawaiian ancestry at the University, perpetuating the true meaning of aloha and 'ohana.
- Conducts recruitment activities to increase the enrollment of Hawaiian students at the University. Statewide recruitment activities are conducted at schools, community college campuses, and community sites.
- Provides retention activities at the Manoa campus such as writing, computer and research workshops, tutoring, study groups and assistance with financial aid and graduate school applications.
- Serves as speakers bureau and role models for Hawaiian students.
- Coordinates with programs that serve Hawaiian students in the community as well as various units within Manoa and systemwide.

### **OPERATION MANONG**

Operation Manong provides part-time employment, training and multicultural field experience, tutorials and other support activities to University students while assisting minority students in public schools and at the University. The goal of Operation Manong is to recruit and retain Filipino students and other underrepresented minority students.

Operation Manong services for minority students include the following:

- Administers the Pre-Freshman Enrichment Project (PREP) which is a summer academic enrichment program with year-long follow-up activities for 7th through 12th grade students. Project curriculum includes science, math, computer and cultural enrichment components.
- Provides retention services through one-to-one tutorial and buddy-buddy programs. This includes a tracking system to follow Filipino students enrolled at UHM in an effort to provide proactive academic advising.
- Provides tutorial assistance, academic/college counseling, personal counseling and campus tours to public high school students of under-represented ethnic groups.
- Administers the Transfer Project which is designed to assist students of underrepresented ethnic groups transferring from the community colleges to UHM.
- Provides tutorial assistance, cultural awareness and recreational activities to underrepresented students at public elementary and intermediate/middle schools through early intervention.

### **WOMEN'S CENTER**

The Women's Center provides advocacy programs that serve women students, staff and faculty. It offers a resource library, cultural activities, referrals and programs that respond to special concerns of women.

The Women's Center is a gathering place for women. It is governed by a volunteer collective composed of women students, staff, faculty and community members. The major functions of the Center include:

- Provides space for women to work and meet and network.
- Serves as a referral office by providing information and assistance to women on academic, personal and public policy issues.
- Plays an advocacy role by addressing women issues and rights.
- Maintains a resource library.
- Sponsors cultural and educational events.

### **OFFICE OF THE DEAN OF STUDENTS AND STUDENT SERVICES**

The functions of the Office of the Dean of Students and Student Services extend over two major categories: (1) Administrator for Student Affairs programs, and (2) Dean of Students.

The Office of the Dean of Students and Student Services administers Student Affairs programs and reports directly to the Office of the Vice President for Student Affairs. This office serves as the liaison between the Office of the Vice President for Student Affairs and the programs under this office.

In addition, this office serves as chief judicial officer for the campus in regard to the Student Conduct Code and the Academic Grievance Procedure.

**The Office of the Dean:**

- Organizes and coordinates student services, especially in relation to the BOR chartered governance organizations, the registered student organizations, intramural sports, the Campus Center Complex, career counseling and placement, personal (psychological) counseling, the Learning Assistance Center, study abroad, foreign students, the National Student Exchange program, new student orientation, the freshman success course, volunteer community service, employment of students on and off campus (including co-op education), health care and counseling, the residence hall system, and a care program for children of students, faculty and staff.
- Provides the review for all faculty actions relating to promotion, tenure, and evaluation.
- Supervises the Student Advocate (in support of sexual harassment prevention) and the program on Creating Options for a Rape-free Environment.
- Drafts position papers, proposed policies and procedures, and legislative testimony.
- Assists in preparation of legislative proposals and testimony and monitors possible impact of legislation on the University.
- Facilitates and supervises staff development.
- Facilitates and oversees special projects.
- Serves as hearing officer for discrimination complaints involving students.
- Serves on the Academic Procedures Committee.
- Administers the Student Conduct Code.
- Serves as an ombudsman.
- Serves as acting Vice President for Student Affairs in the absence of the Vice President.

**CO-CURRICULAR ACTIVITIES, PROGRAMS AND SERVICES**

Co-curricular Activities, Programs and Services pursues two primary objectives: (1) to provide co-curricular programs, services and learning opportunities which contribute to the quality of campus life for students by meeting their intellectual, social, recreational, physical, emotional, and moral development needs; and (2) to promote leadership and self-direction among those students who become involved in managing student life activities on campus or who assume an active partnership role in campus governance.

The office pursues a product outcome and a process outcome, both of equal importance. Through the delivery of services and programs (the product) which meet the developmental needs of the general student population, this office involves students in organizational governance (the process) which fosters the development of personal leadership.

The efforts of Co-curricular Activities, Programs and Services are focused among the following five functions:

- Administers and manages the departmental personnel and administrative support systems to effectively serve the University community and provide quality co-curricular programs.

- Manages the services and facilities to ensure and promote a positive climate and community environment which supports institutional and personal development needs through the provision of services, conveniences, and amenities in the University community center complex and facilities.
- Provides Student Leadership Development to broaden opportunities for students to become self-directed and to improve their abilities to work effectively within organizational settings.
- Provides co-curricular programs and learning opportunities which contribute to the quality of life for students by meeting their intellectual, social, recreational, physical, emotional, and moral development needs.
- Provides opportunities to articulate the needs, goals, concerns, role, interests, and causes of both the students and other University community members to each other and to advocate on behalf of one to the other in the process of institutional governance and management.
- Through the Intramural Sports Program, provides opportunities for students, faculty, and staff to participate in sport and recreation activities as often as their time and interests permit. Objectives of the Program point toward the development of the total individual by means of two types of objectives—immediate and remote. The immediate objectives deal with the habits, knowledge, attitudes, and worthy use of leisure time while attending the University and the remote objectives are concerned with the extension of these traits throughout one's lifetime.
  - Provides a competitive program consisting of sport activities where participants enter individually or as teams in meets, leagues, and tournaments, and play according to specific schedules.
  - Administers an informal recreation program which emphasizes self-motivated, impromptu recreation. The emphasis and purpose of this is recreational free play.
  - Provides basic equipment usage in sport activities for use by participants both on and off campus by means of a free check-out system.

### **CAREER PLACEMENT SERVICES**

The Career Placement Services is an integral part of the educational process at Manoa. It prepares Manoa students and alumni for their future by developing and providing services related to planning and searching for rewarding careers. This office offers a wide array of services including the following:

- Assists UH-Manoa students and alumni in matters related to careers, vocations, and employment.
  - Provides career counseling and placement advice individually and in group settings.
  - Assists individuals in establishing appropriate and realistic career goals and in developing the skills required to implement these goals.
  - Conducts workshops and career related presentations.
  - Provides resume review/critique services.
  - Provides career employment referral service for students and alumni.
  - Links to a national computerized employment information and database programs.



## **FINANCIAL AID SERVICES**

Financial Aid Services receives, awards and accounts for federal, state and private student aid funds administered by the University of Hawai'i at Manoa; provides information and assistance to prospective aid applicants; and advises and counsels aid recipients on relevant financial matters.

### **Financial Aid Services:**

- Identifies and secures appropriate student financial aid funds from federal, State and private sources.
- Awards and accounts for funds in conformance with applicable criteria, rules, regulations, accounting practices, and audit standards.
- Provides timely and accurate information to applicants regarding availability of funds, application procedures, need analysis methodologies, and awarding criteria.
- Advises and counsels aid recipients on a variety of financial aid matters.
- Assists in disbursing student aid awarded by non-University organizations.
- Advises on matters relating to policies and procedures affecting the availability and delivery of student financial aid.
- Prepares analytical studies and reports on a variety of topics related to the administration of student financial aid.