

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII - WEST OAHU**

**MAJOR FUNCTIONS**

**OFFICE OF THE CHANCELLOR**

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

- . Oversees and is responsible for the entire operation of the University.
- . Provides leadership to senior staff in the development of academic, academic support, student services, public services and administrative programs.
- . Provides oversight in the development of the long-range master plan and its implementation through planning, design and construction.
- . Selects and recommends appointment to the President of senior staff; consults with senior staff on the recruitment and selection for positions reporting to them.
- . Represents the University at the senior level in systemwide matters and particularly those affecting the campus.
- . Represents the University with the legislature and individual legislators both during and between legislative sessions.
- . Represents the University in developing support in the community it serves.

## **STUDENT SERVICES**

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

### **Dean's Office**

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

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

### **Recruitment, Advising, Admission, and Records**

- . Produces institutional publications such as catalog and brochures.
- . Provides information to prospective students.
- . Reviews applications for admission.
- . Determines residence status.
- . Evaluates transcripts for transfer credits.
- . Determines admissibility.
- . Provides academic advising.
- . Conducts student registration.
- . Conducts orientation and testing.
- . Maintains academic records, determine eligibility for graduation.
- . Issues grade reports, transcripts, and diplomas.

### **Financial Aid, Student Employment, Veterans Affairs**

- . Determines eligibility for and administers all federal, state, and institutional financial aid programs.

- . Places students in college work-study and general funded positions on-campus.
- . Advises veterans of program requirements for purposes of qualifying for benefits.
- . Maintains records and provides information to Veterans' Administration regarding students receiving benefits.

#### **Career Counseling, Development, and Job Placement**

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

#### **Student Government and Alumni Organization**

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

#### **Outreach**

- . Publicizes availability of outreach program via various media (direct mail, site visits, newspaper, radio, TV ads).
- . Provides information to potential students.
- . Provides all required services to students in outreach programs through personal visits, via mail, or via phone, including academic advising, admission, academic advising, financial aid, veterans benefits, career and personal counseling.
- . Plans and coordinates commencement activities.

**INSTRUCTIONAL SERVICES (Upper Division)**

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

- . Devises course scheduling, room assignments, textbook purchases, etc.
- . Assigns instructors ensuring balancing of teaching loads and courses.
- . Coordinates educational development planning for the University.
- . Monitors probation status, promotion and tenure procedures.
- . Coordinates procedures for publicizing, interviewing, and advising on the selection of instructional personnel.
- . Coordinates and develops, when and where appropriate, the teaching process, including inter-disciplinary courses, practicums, and other aspects of the University curriculum.
- . Develops and implements all aspects of the instructional budget.
- . Coordinates faculty professional development activities including travel and conference attendance.
- . Monitors the purchase of computers and software and equipment needed by faculty.

**ACADEMIC SUPPORT SERVICES (Library)**

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

## **ADMINISTRATIVE SERVICES**

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

- . Budgeting: Develops and coordinates the preparation and execution of the University's budget.
- . Manages the fiscal operations of the University in the areas of accounting, disbursing, treasury, purchasing, contracts and grants, and inventory functions.
- . Responsible for the entire section of personnel services, including but not limited to benefits, classification, recruitment, workers compensation, and contract compliance.
- . Develops and administers all support services for the University relating to administrative matters.
- . Assists in long-range planning relating to the growth and development of the campus.
- . Responsible for the operations and maintenance of the facilities including janitorial, grounds, and security services.
- . Responsible for the auxiliary services of the University which includes mail services, transportation services, information systems and telecommunications.