

**STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF LIBRARY AND INFORMATION STUDIES**

MAJOR FUNCTIONS

Dean

Plans, organizes, directs and controls the School of Library and Information Studies instructional, academic support, student services, institutional support and community services programs in accordance with the established policies. The School prepares students for beginning professional positions in academic, public, school and special libraries and other types of information agencies in Hawaii, on the U.S. Mainland and abroad. It has a general professional curriculum with specialization in archives and records management and library automation. It also provides continuing education for librarians through advanced courses, institutes, seminars and conferences. The School also is a sponsor of the Interdisciplinary Doctoral Program in Communication and Information Sciences. There are also several dual master's programs e.g., Information and Computer Sciences, History, American Studies and Pacific Islands Studies, Asian Studies; J.D./MLIS, William S. Richardson School of Law, coordinated by the Dean's office.

- Develops short-and long-range educational plans for the improvement and growth of the programs and budget requests for expending funds.
- Coordinates instructional activities and develops and issues policies governing the activities of the School.
- Sets broad policies and develops program goals within established constraints and with faculty cooperation.
- Performs administrative duties, including budget preparation and review, correspondence and interviewing of interested parties, report writing, attendance at administrative meetings, preparation of grant requests, supervision of office functions, counseling of applicants, students and graduates.
- Teaches at least one course a year.
- Evaluates performance of faculty and staff on a regular basis.
- Serves as liaison between University administration, academic support, government agencies, and community groups. Coordinates public relations and communication.

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UH Student Services Specialist II

- Administers admissions operations.
- Provides applicant counseling, conducts interviews and evaluates applications.
- Manages scholarship/internship programs.
- Organizes placement workshops, serves as contact for employers and graduating students.
- Determines graduates' eligibility for certification.
- Serves as fiscal officer.
- Implements continuing education programs.
- Gathers data for reports.
- Serves as liaison with other campus units in student services.
- Assists the Dean with other special activities related to student services and academic programs.

Office Staff

The office of the School of Library and Information Studies functions to implement the instructional and administrative decisions and procedures essential to the School's operation.

- Secretarial duties involving receipt, routing, and preparation of response to correspondence; receiving of callers, maintenance of appointment schedules; typing of reports, manuscripts, correspondence, course outlines, and catalog preparation; and file and supplies maintenance.
- Administrative duties involving personnel supervision (student help), responding to general inquiries, compiling statistical data on enrollment, etc.
- Other clerical duties, i.e., establishment and maintenance of student personnel records, assistance in registration and advising routines, taking inventory, word processing of reports, evaluations of students, correspondence, etc. preparing lists, and completing questionnaires and routine forms.
- Fiscal duties involving preparing and processing of personnel notification (PNF) and other forms relating to personnel actions. Preparation and processing of purchasing orders, requisition and other financial forms.