

OFFICE OF ADMINISTRATIVE AFFAIRS

As part of the Senior Vice-President and Chancellor's Office, provides the business and managerial leadership required to support the administrative needs of the University of Hawai'i at Hilo.

OFFICE OF THE VICE CHANCELLOR

Serves as the principal assistant to the Senior Vice-President and Chancellor in all non-academic matters.

Plans, organizes, directs, coordinates and evaluates all of the business, budgeting, personnel, financial, administrative, computing and CIP activities, including management systems and analytical studies requirements of the campus and the system wide office.

HUMAN AND ENVIRONMENTAL RESOURCES MANAGEMENT

Administers and manages all areas of personnel administration and management; e.g., recruitment, labor relations, employee benefits, etc. Administers and manages all areas of environmental health and safety concerns; e.g., DOSH compliance, safety training programs, hazardous waste, chemical safety, etc.

AUXILIARY SERVICES

Administers the repair and maintenance of the campus buildings and grounds, campus security, campus communication, food service, inventory, and parking.

FACILITIES PLANNING AND CONSTRUCTION

Administers the CIP program (planning, design, construction) repairs and maintenance projects, facilities use program, space utilization programs and facilities inventory management.

BUSINESS MANAGEMENT

Prepares, administers, and audits budget and financial transactions of the UHH, including maintenance of position controls. Procures all goods and services, receipts and disburses all University of Hawai'i at Hilo funds, and maintains accounting and financial records.

COMPUTING CENTER

Plans, organizes, directs and coordinates the functions of the Computing Center to serve the instructional programs, administrative programs, and research activities.

THEATER

Administers and directs the theater program (productions, promotions, financial and facilities), with responsibility for the coordination of the activities of the Theater with faculty, students, University community and other public and private agencies.