

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII 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, Office of Research Services and other central administration units.