

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

FUNCTIONAL STATEMENT

This office provides executive leadership for Student Affairs in the University of Hawai'i System. In collaboration and consultation with Senior Student Affairs and Student Services Officers on all UH campuses, this office initiates, develops, and coordinates policies and procedures related to systemwide Student Affairs programs.

This office serves as administrative liaison for the Hawai'i Commission on National and Community Service and the National Corporation for Community Service. This office interacts and collaborates with public and private pre-K through 20 schools and educational institutions on numerous and varied topics, issues, and projects that are mutually beneficial to students and the community.

- Advises the senior University staff on Student Affairs matters.
- Serves as administrative liaison with Board of Regents Committee on Student Affairs.
- In consultation with campus student affairs offices, develops and facilitates Student Affairs policies, procedures, and programs that require coordination among UH campuses, including but not limited to admissions; enrollment management; recruitment; records and registration; financial aid; student employment and cooperative education; internships; service learning; tuition waivers, scholarships, and tuition differentials; judicial affairs; residence halls; students with disabilities; child care; health insurance; health services; equity and diversity; international student services.
- Convenes/facilitates meetings of UH Senior Student Affairs Officers.
- Works with UH System Student Caucus.
- Develops and monitors policies related to tuition waivers, scholarships and tuition differentials.
- Monitors campuses' compliance with federal and state statutes, acts, and administrative procedures related to Student Affairs programs and jurisdictions.
- Coordinates student assessment, research and surveys with Institutional Research Office.
- Works with other appropriate UH schools, colleges, and campuses to collaborate, develop, and facilitate partnerships with pre-K through 20 educational institutions on projects that are mutually beneficial to students and the community.