

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

## INTRODUCTION

This office provides executive leadership for Student Affairs in the University of Hawaii System. In collaboration and consultation with the Office of the UH System Vice President for Academic Planning and Policy and Senior Student Affairs and Student Services Officers on all UH campuses, this office initiates, develops, and coordinates student affairs programs and policies and procedures related to system wide Student Affairs programs.

This office advocates for Student Affairs faculty and staff, students, and equity of service to students throughout the University of Hawaii System.

This office serves as administrative liaison for the Hawaii Commission for 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.

## MAJOR FUNCTIONS

- Advises the senior University staff on Student Affairs matters.
- Serves as administrative liaison with Board of Regents Committee on Student Affairs.
- Serves as an advocate for students within the scope and intent of the Board of Regents, executive policy and the UH system and campus strategic plans, goals, and objectives.
- In consultation with the Office of the UH System Vice President for Academic Planning and Policy, participates in the development of student affairs policies and coordinates the implementation of system wide policies among UH campuses, including but not limited to residency, admissions, enrollment management, recruitment, records and registration, financial aid, tuition waivers, scholarships and tuition differentials.
- In consultation with campus student affairs and student services offices, develops and facilitates Student Affairs programs that require coordination among UH campuses, including but not limited to counseling; student employment and cooperative education; career services; internships; service learning; judicial affairs; residence halls; students with disabilities; child care; student health insurance; student health services; student equity and diversity; and international student services.
- Convenes/facilitates meetings of the UH Council of Senior Student Affairs Officers (CSSAO).
- Works with UH System Student Caucus.
- Monitors campuses' compliance with federal and state statutes, acts, and administrative procedures related to Student Affairs programs and jurisdictions.

- 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.

#### **ACADEMIC PLANNING AND POLICY AND STUDENT AFFAIRS COLLABORATION**

It is imperative that the Office of the UH System Vice President for Academic Planning and Policy and the Office of the UH System Vice President for Student Affairs work closely and collaboratively in matters related to enrollment management, admissions, recruitment, records, and registration, financial aid, tuition waivers, scholarships and tuition differentials. In general, the Vice President for Academic Planning and Policy will have jurisdiction and leadership for the initiation and development of policies related to these areas, while the Vice President for Student Affairs will have jurisdiction and leadership for coordinating among campuses the implementation of system wide student affairs policies.