

## **OFFICE OF ADMINISTRATIVE AFFAIRS**

As part of the 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 Chancellor in all non-academic matters.

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

## **HUMAN RESOURCES**

Administers and manages all areas of personnel administration and management; e.g., recruitment, labor relations, employee benefits, 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.

## **THEATER**

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

## **ENVIRONMENTAL HEALTH AND SAFETY**

Administers and manages all areas of environmental health and safety concerns; e.g., DOSH compliance, safety training programs, workers' compensation, hazardous waste, chemical safety, etc.

## **INSTITUTE FOR AGRICULTURAL MARKETING AND EDUCATION**

### **MAJOR FUNCTIONS**

In cooperation with the United States Department of Agriculture, distributes agricultural marketing and agricultural education throughout the Pacific Basin using state-of-the-art video and Internet technology.