

STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO

FUNCTIONAL STATEMENT

STUDENT AFFAIRS

Plans, organizes, budgets, directs, evaluations and coordinates student affairs programs for students and prospective students of the University of Hawai'i at Hilo.

OFFICE OF THE VICE CHANCELLOR

Plans, organizes and directs activities related to the following:

- Recruitment, advising, counseling, evaluation and selection of students for admission;
- student financial aid program and financial counseling services;
- student government and student activities, residence life, student clubs and organizations, health services, and veteran's affairs;
- personal, vocational and academic counseling and testing services;
- career planning and placement services;
- construction, maintenance and management of residence halls and other facilities as necessary to carry out the functions of Student Affairs;
- student registration, collection and maintenance of student records; evaluation of records for graduation; compilation, production and presentation of analytical or related reports;
- budgets for the expenditure of funds of Student Affairs;
- diagnostic services and instructional support services.

EDUCATIONAL ASSISTANCE CENTER

Provides:

- diagnostic services and academic guidance to entering student who appear to be unprepared;
- educational counseling to students experiencing academic difficulty;
- activities.

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ADMISSIONS

Handles correspondence from prospective students:

- gives information about the University and various programs;
- evaluates credentials;
- processes applications for admission;
- evaluates transfer credits;
- compiles admission statistics;
- works with the Coordinated Admissions Program on a system-wide basis.

Evaluates students' academic progress to insure proper adherence to area requirements; credits earned; degree requirements met for all degree and certificate programs at the University of Hawai'i at Hilo.

Counsels students regarding admission and academic problems:

- assists in academic advising;
- determines residency requirements;
- maintains a school and college relations program.

FOREIGN STUDENT ADVISING

- Advises and assists in various areas, including academic, immigration, financial and health concerns;
- coordinates home and group hospitality;
- evaluates and determines admission of foreign students;
- maintains liaison with the U.S. Immigration Service;
- works with foreign student organizations;

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- counsels foreign students with academic, personal and special programs.

STUDENT ACTIVITIES, STUDENT GOVERNMENT AND  
CAMPUS CENTER

- Supervises programming, facilities management and services at the Campus Center;
- acts in advisory and support roles to the student governments at the University of Hawai'i at Hilo;
- responsible for budgeting and fiscal planning and serves as primary University of Hawai'i at Hilo liaison with the Board of Student Publications;
- fulfills responsibilities in carrying out policies, rules and procedures of the Campus Center Board;
- coordinates the orientation activities of new and transfer students;
- organizes the University of Hawaii at Hilo Volunteerism and Service learning Program, including coordinating campus activities associated with the institution's membership in Campus Compact - The Project for Public and Community Service.

RECORDS AND REGISTRATION

- Oversees the registration for the University of Hawai'i at Hilo, including reservation of physical facilities, schedules for advising, obtaining course cards;
- maintains liaison with the Management Systems Office and faculty in matters relating to registration and repository for all reports emanating from the Management Systems Office, as well as other computer reports generated locally;
- prepares schedule for final examinations;
- supervises development of a computerized system of record-keeping and registration, as well as computerization of other areas such as financial aids and housing;

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- issues transcripts, maintains academic records of all students at the University of Hawai'i at Hilo;
- sends grade reports;
- certifies grade point average for good driver claimants, attendance for Social Security Administration, as well as other organizations;

Works with veterans:

- advises veterans on credits, courses and program adjustments as they relate to the various veterans' programs;
- certifies veterans for G.I. benefits and allowances;
- certifies students' attendance for orphans and dependents of veterans;
- maintains cooperative relationships with the Veterans Administration and its local representative;
- provides such other assistance as indicated.

FINANCIAL AIDS/EMPLOYMENT (ON-CAMPUS)

Handles matters involving all financial aids, including federal programs; National Direct Student Loan; Basic Economic Opportunity Grant; College Work-Study Program; Federally Insured Loan; state scholarships; State Higher Education Loan Program; tuition waivers; general fund employment and short-term emergency loans.

COUNSELING AND TESTING

- Counsels students with educational, vocational and/or personal problems, including counseling of senior citizens and women returning to school;
- makes referrals to proper university or community resources as necessary;
- administers a variety of psychological tests and inventories;
- administers the National Testing Program.

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HOUSING

- Coordinates the operation of the residence halls (Hale Kanilehua, Hale Kauanoë, Hale Aloha, Hale Kehau and Hale 'Ikena), including application and admission, setting and enforcement of policies, maintenance, budget and supervision of the residents;
- acts as liaison to off-campus housing units, including Adult Student Housing.

PLACEMENT AND CAREER DEVELOPMENT

- Assists in identification of career objectives;
- provides employment information for use by students, faculty and alumni;
- initiates program of placement services for students;
- assists in completing confidential vitae for use by students;
- sets up files and resumes for distribution;
- acts in liaison capacity to promote establishment of contacts between University of Hawai'i at Hilo and business and government sectors of the community;
- promotes employment of University of Hawai'i at Hilo graduates;
- supervises placement of students in part-time, off-campus employment;
- assists former students;
- promotes alumni activities.

HEALTH SERVICES

- Provides emergency and first aid for all students at the University of Hawaii at Hilo;
- provides health counseling in such areas as family planning, birth control methods, alcohol and drug abuse, mental health, etc.;

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- provides referral services to other agencies as indicated;
- disseminates health information such as availability of health insurance forms;
- assists in processing of applications for health insurance;
- evaluates health forms and determines necessary followup;
- scheduling of chest x-rays;
- maintains confidential health files

NATIONAL STUDENT EXCHANGE

- Facilitates the exchange of students among institutions for a short-term educational experience at reduced tuition costs;
- disseminates program information;
- screens potential applicants;
- processes incoming and outgoing applications;
- facilitates transition of exchange participants;
- communicates with NSE Consortium and member institutions.