



UNIV. OF HAWAII
UH BUDGET OFFICE

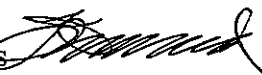
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UNIVERSITY
OF HAWAII
HILO

September 22, 2010

MEMORANDUM

TO: Glenn Okimoto
Director, University Budget Office

FROM: Kerwin Iwamoto
Human Resources 

SUBJECT: **Notification of Change in Organization - University of Hawai'i at Hilo,
Academic Affairs and Student Affairs**

Enclosed for your information and files are copies of the organizational charts and functional statements of the above-mentioned reorganization that was approved by the Chancellor on September 20, 2010. The reorganization removed the Freshman Year Program from Academic Affairs and established a First Year Student Experience Program in Student Affairs with a focus on both freshman year students and students transferring to UH Hilo, regardless of standing.

Please replace the respective organization charts and functional statements you have on file with the new material.

If you have any questions regarding this matter, please call me at (808) 974-7449.

Enclosures

cc: UH System Office of Human Resources w/o encs.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

www.uhh.hawaii.edu/uhh/hr

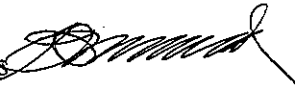


UNIVERSITY
OF HAWAII
HILO

September 22, 2010

MEMORANDUM

TO: Ms. Brenna Hashimoto
UH System Director, Office of Human Resources

FROM: Kerwin Iwamoto
Human Resources 

SUBJECT: **Notification of Change in Organization - University of Hawai'i at Hilo,
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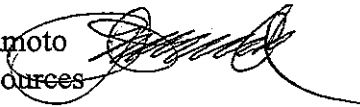


UNIVERSITY
OF HAWAII
HILO

September 22, 2010

MEMORANDUM

TO: Georgina Kawamura
Director, State of Hawai'i
Department of Budget and Finance

FROM: Kerwin Iwamoto 
Human Resources

SUBJECT: **Notification of Change in Organization - University of Hawai'i at Hilo,
Academic Affairs and Student Affairs**

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Human Resources Management

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UNIVERSITY
OF HAWAII
HILO

September 22, 2010

Dr. J. N. Musto, Executive Director
University of Hawaii Professional Assembly
1017 Palm Drive
Honolulu, Hawaii 96814

Dear Dr. Musto:

**SUBJECT: Notification of Change in Organization, University of Hawaii at Hilo
Academic Affairs and Student Affairs**

Enclosed for your information and files are copies of the organizational charts and functional statements of the above-mentioned reorganization that was approved by the Chancellor on September 20, 2010. The reorganization removed the Freshman Year Program from Academic Affairs and established a First Year Student Experience Program in Student Affairs with a focus on both freshman year students and students transferring to UH Hilo, regardless of standing.

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If you have any questions concerning this matter, please call me at (808) 974-7449.

Sincerely,

Kerwin Iwamoto
Human Resources

Enclosures

cc: UH-Hilo Human Resources Office w/o encls.
UH Office of Human Resources w/o encls.
✓UH Budget Office w/o encls.

Human Resources Management

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HILO, HAWAII 96720-4091
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UNIVERSITY
OF HAWAII
HILO

September 22, 2010

Mr. Randy Perreira, Executive Director
Hawai'i Government Employees Association
888 Mililani Street, Suite 601
Honolulu, Hawai'i 96813

Dear Mr. Perreira:

**SUBJECT: Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs and Student Affairs**

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If you have any questions concerning this matter, please call me at (808) 974-7449.

Sincerely,

Kerwin Iwamoto
Human Resources

Enclosures.

- c: Ann Ebesuno, HGEA – Hawai'i Division w/o encls.
UH System Office of Human Resources w/o encls.
✓ UH Budget Office w/o encls.

Human Resources Management

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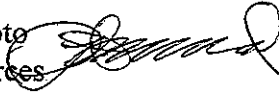


UNIVERSITY
OF HAWAII
HILO

September 22, 2010

MEMORANDUM

TO: The Honorable James R. Aiona, Jr.
Lt. Governor, State of Hawai'i

FROM: Kerwin Iwamoto
Human Resources 

SUBJECT: **Notification of Change in Organization - University of Hawai'i at Hilo,
Academic Affairs and Student Affairs**

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✓UH Budget Office w/o enc.

Human Resources Management

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**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO**

FUNCTIONAL STATEMENT

STUDENT AFFAIRS

Plans, organizes, budgets, directs, evaluates, and coordinates student affairs programs for students and prospective students of the University of Hawaii 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, and compilation, production, and presentation of analytical or related reports;
- budgets for the expenditure of funds of Student Affairs;
- diagnostic services and instructional support services.
- student physical and mental health, including counseling services, medical services, and health promotion and educational activities and programs.
- programs and initiatives designed to improve first year student's success, retention rate, and eventual graduation.

EDUCATIONAL ASSISTANCE CENTER

Provides:

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

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
FUNCTIONAL STATEMENT
STUDENT AFFAIRS
Page 2**

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 system-wide.

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 Hawaii'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;
- counsels foreign students with academic, personal and special problems.

STUDENT ACTIVITIES, STUDENT GOVERNMENT AND CAMPUS CENTER

- Supervises programming, facilities management and services at the Campus Center;
- acts in advisory and supportive roles to the student governments at the University of Hawaii'i at Hilo;
- responsible for budgeting and fiscal planning and serves as primary University of Hawaii'i at Hilo liaison with the Board of Publications;

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
FUNCTIONAL STATEMENT
STUDENT AFFAIRS
Page 3**

- 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 Hawai'i 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;
- 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 College
- Opportunity Grant; 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 of community resources as necessary;
- administers a variety of psychological tests and inventories;
- administers the National Testing Program.

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 of 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 Hawaii'i at Hilo and business and governmental sectors of the community;
- promotes employment of University of Hawaii'i at Hilo graduates;
- supervises placement of students in part-time, off-campus employment;

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
FUNCTIONAL STATEMENT
STUDENT AFFAIRS
Page 5**

- assists former students
- promotes alumni activities.

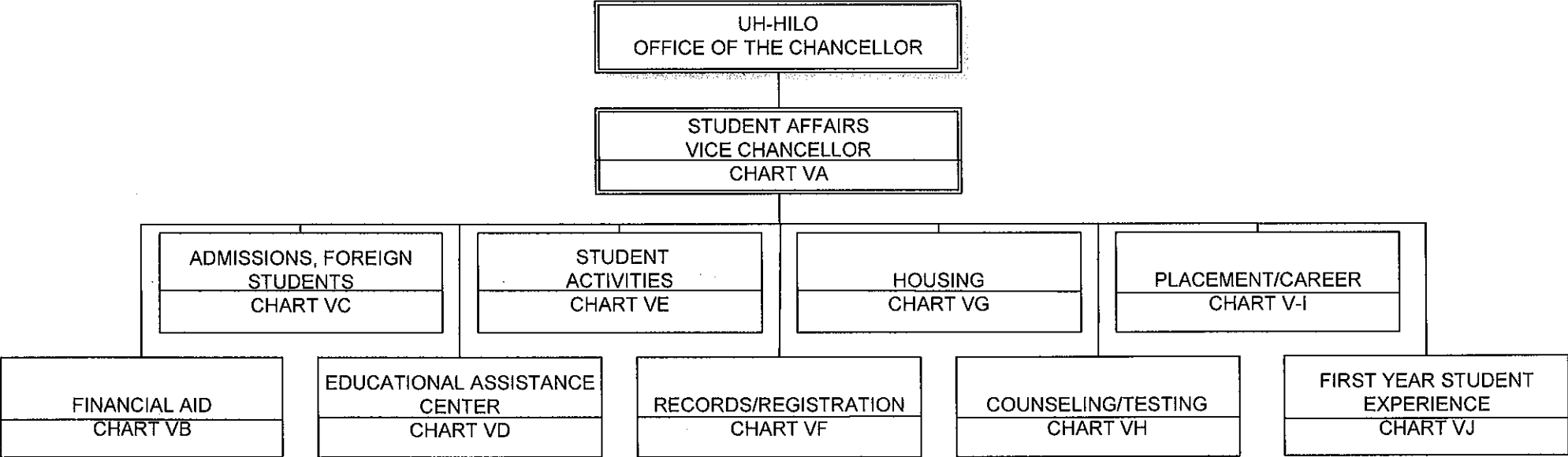
FIRST YEAR STUDENT EXPERIENCE

- Develops, delivers, and evaluates programs to support the success of first year students;
- provides training and development for faculty and staff in methods to positively impact first year students and contribute to their success;
- develops and disseminates appropriate and culturally relevant multi-media educational materials;
- provides linkages between academic and student affairs to maximize effectiveness of curricular and co-curricular programs

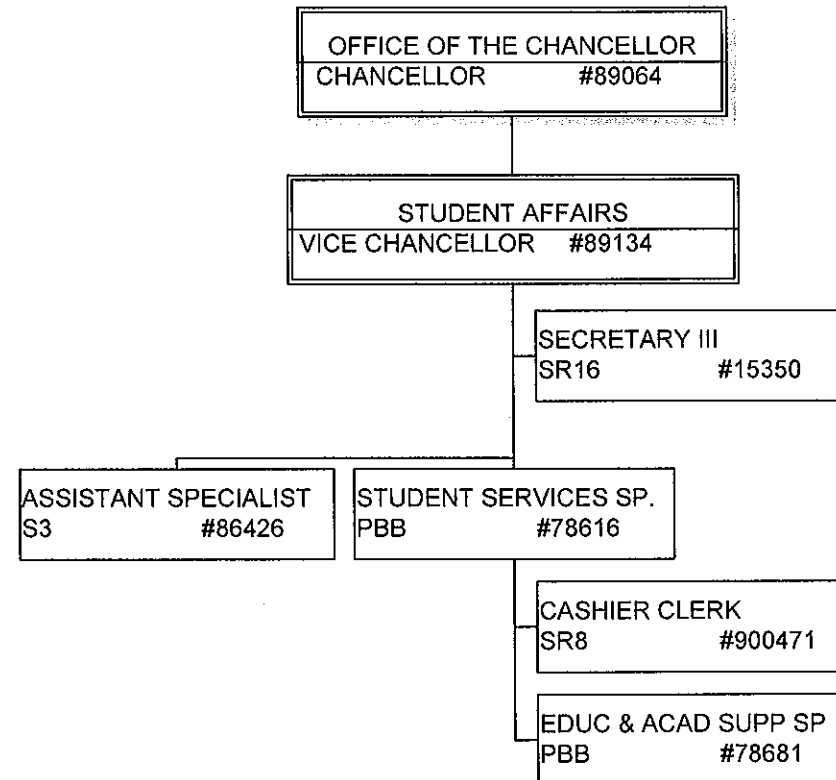
NATIONAL STUDENT EXCHANGE

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

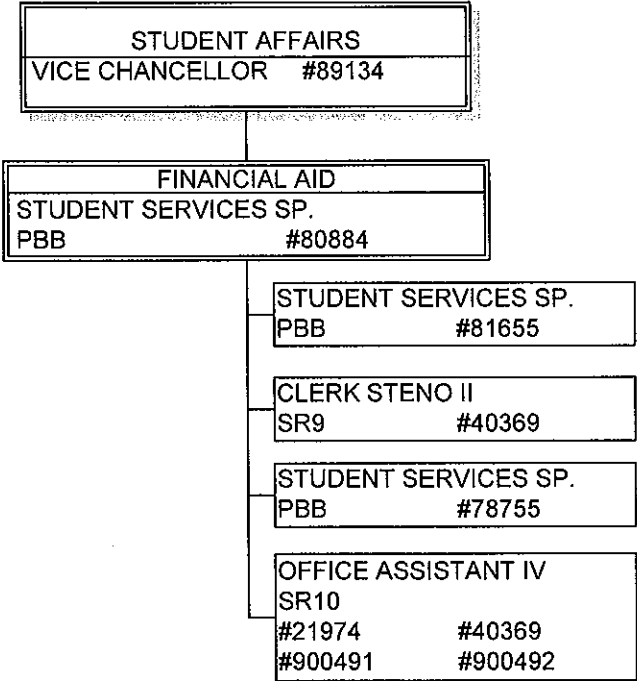
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
STUDENT AFFAIRS
POSITION ORGANIZATION CHART
CHART V



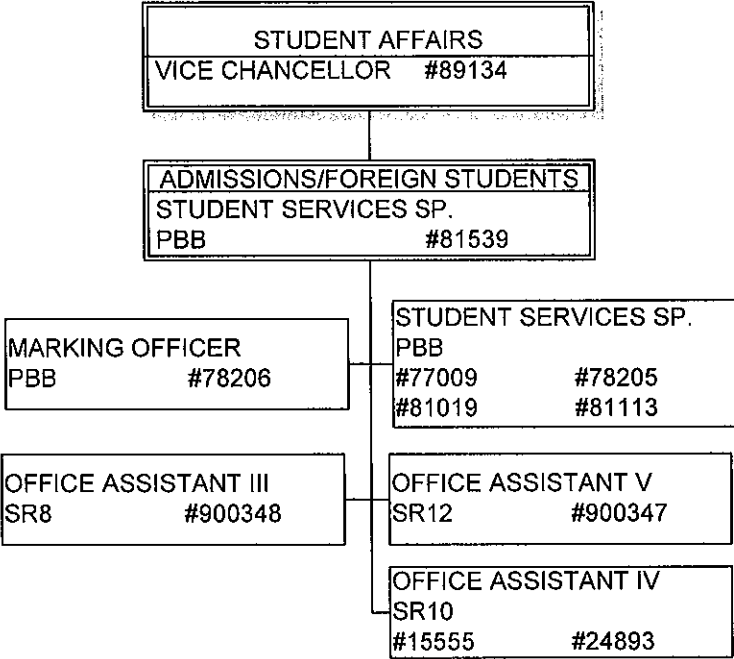
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
VICE CHANCELLOR'S OFFICE
POSITION ORGANIZATION CHART
CHART VA



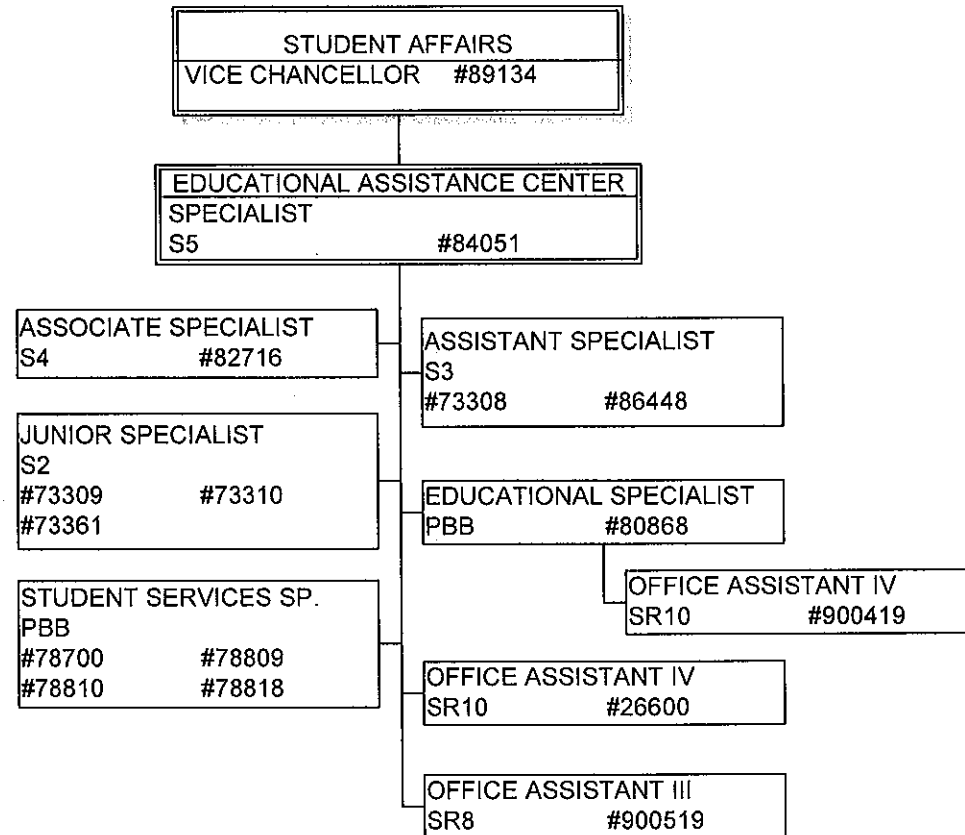
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
STUDENT AFFAIRS
FINANCIAL AID
POSITION ORGANIZATION CHART
CHART VB



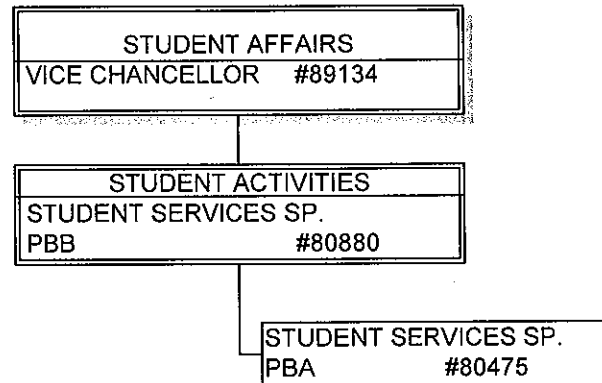
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
STUDENT AFFAIRS
ADMISSIONS/FOREIGN STUDENTS
POSITION ORGANIZATION CHART
CHART VC



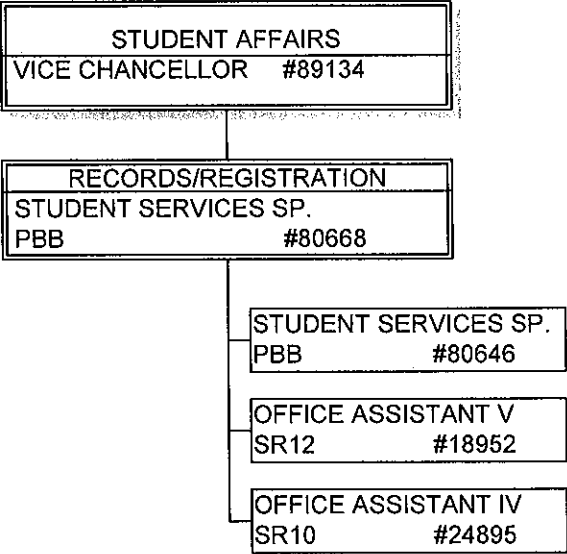
STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT HILO
 STUDENT AFFAIRS
 EDUCATIONAL ASSISTANCE CENTER
 POSITION ORGANIZATION CHART
 CHART VD



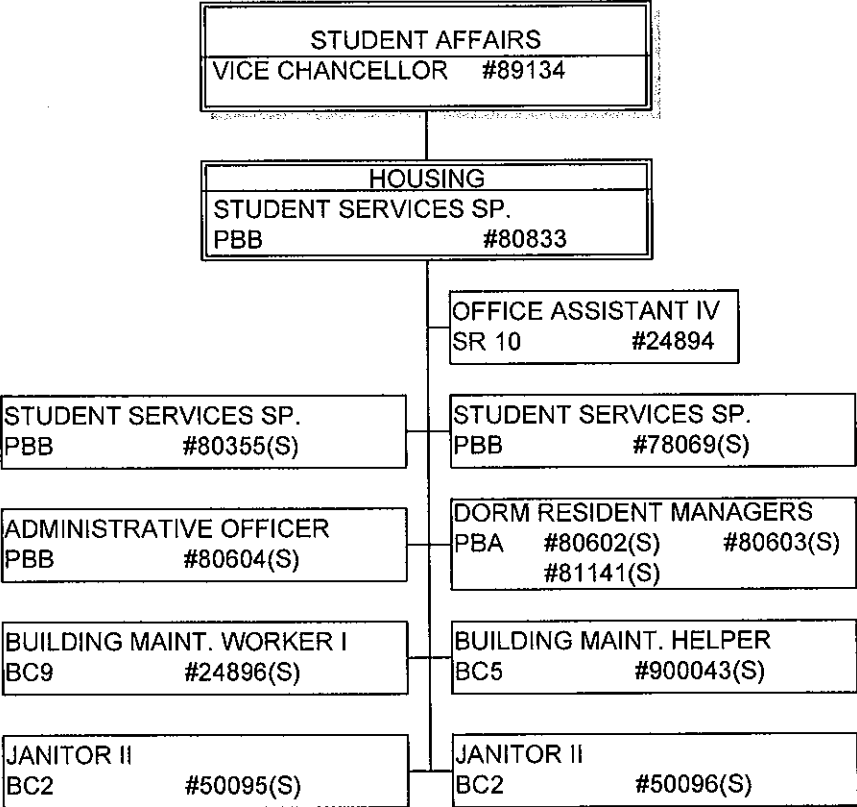
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
STUDENT ACTIVITIES
POSITION ORGANIZATION CHART
CHART VE



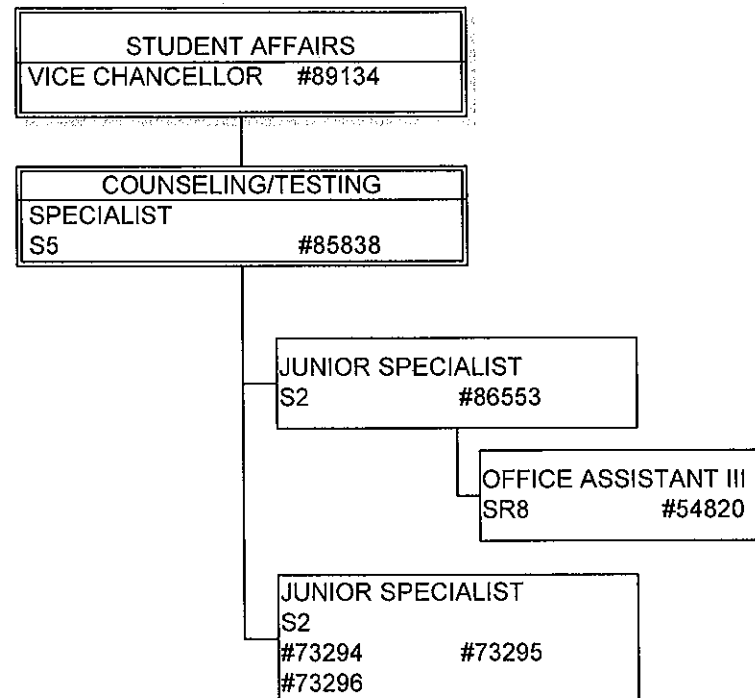
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
RECORDS/REGISTRATION
POSITION ORGANIZATION CHART
CHART VF



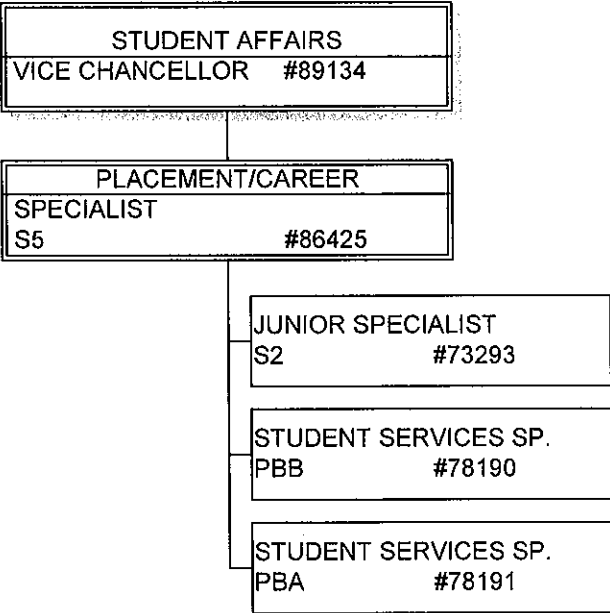
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
STUDENT AFFAIRS
HOUSING
POSITION ORGANIZATION CHART
CHART VG



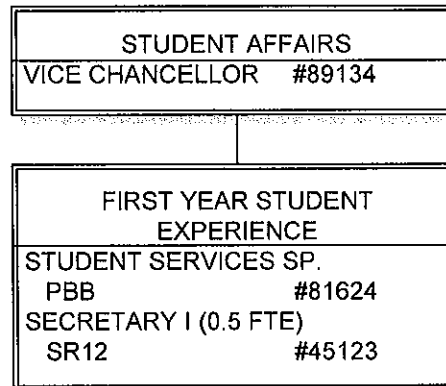
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
COUNSELING/TESTING
POSITION ORGANIZATION CHART
CHART VH



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
PLACEMENT/CAREER
POSITION ORGANIZATION CHART
CHART V-I



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
FIRST YEAR STUDENT EXPERIENCE
POSITION ORGANIZATION CHART
CHART VJ



**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO**

FUNCTIONAL STATEMENT

OFFICE OF ACADEMIC AFFAIRS

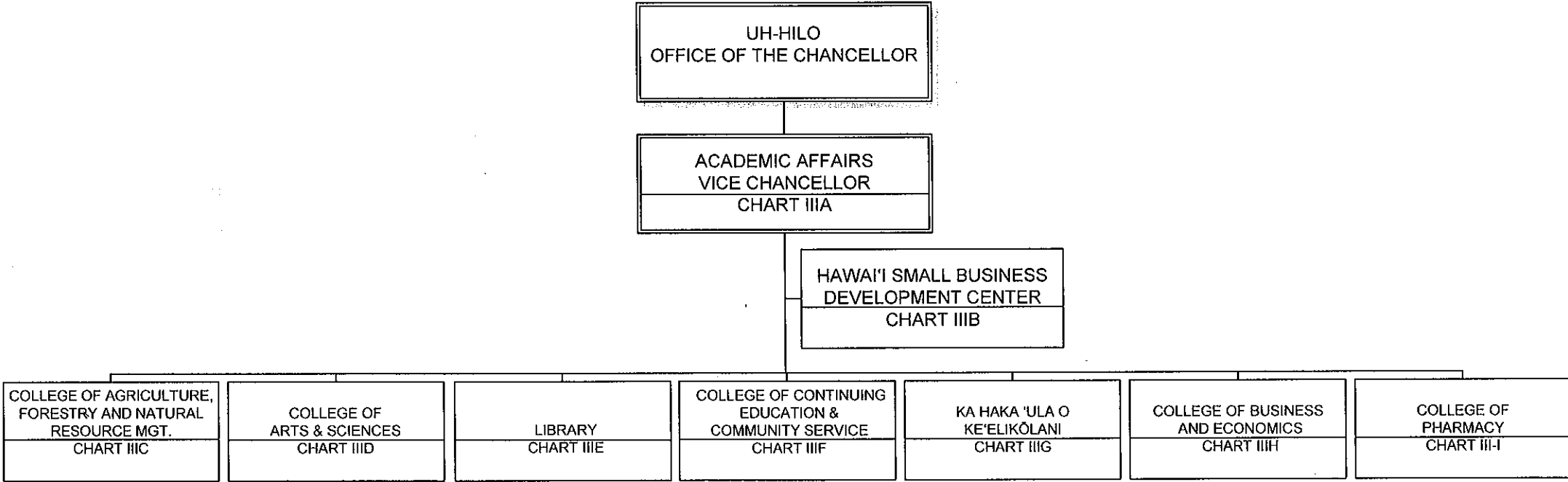
As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawaii at Hilo.

OFFICE OF THE VICE CHANCELLOR

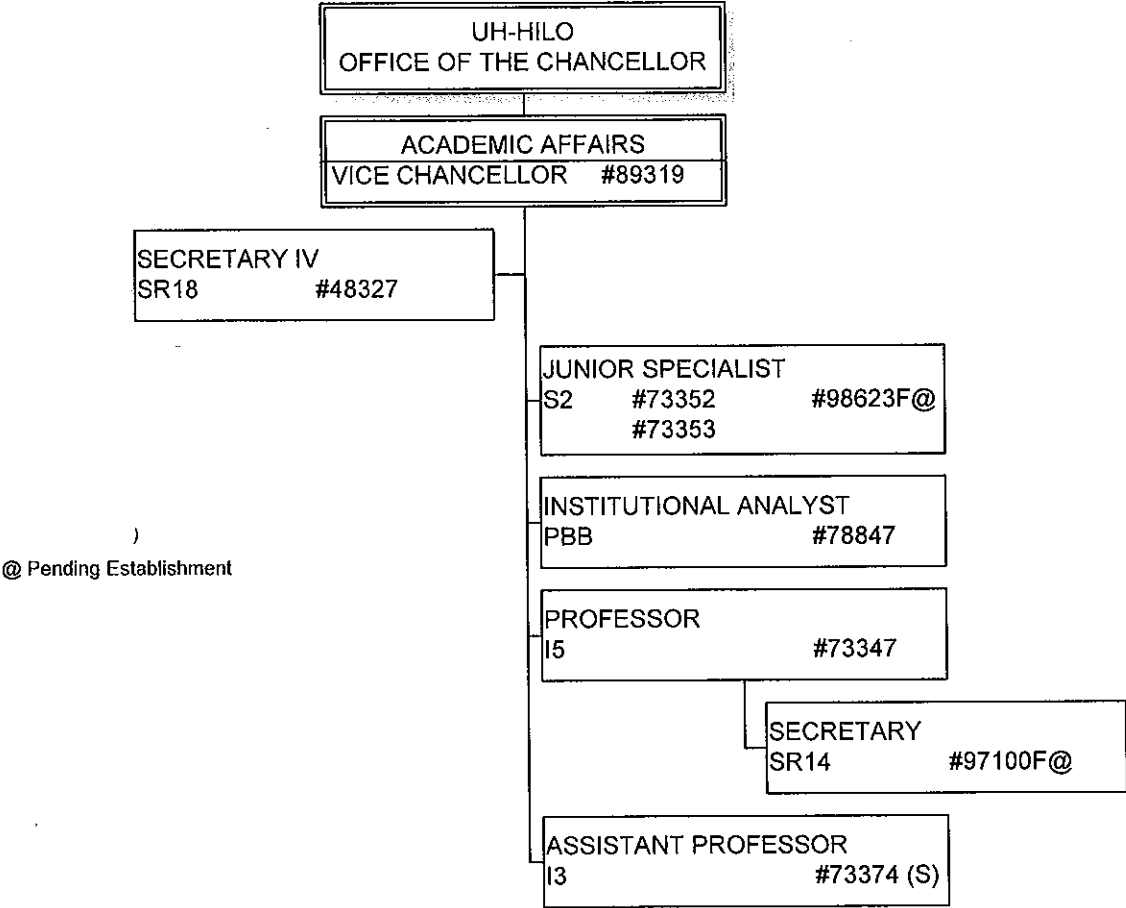
Serves as the principle assistant to the Chancellor in all academic matters.

- Plans, organizes, directs, coordinates and evaluates all academic programs, including student information systems and analytical studies, requirements of the campus, the system-wide offices and the Federal government;
- Directly supervises the personnel responsible for: the College of Arts and Sciences, the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; the College of Pharmacy, the College of Continuing Education and Community Services; and the Library
- Bears senior responsibility for the effectiveness of programs such as the Hawaii Small Business Development Program; and
- Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.

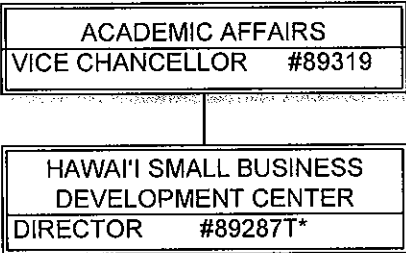
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
ACADEMIC AFFAIRS
POSITION ORGANIZATION CHART
CHART III



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
VICE CHANCELLOR'S OFFICE
POSITION ORGANIZATION CHART
CHART IIIA

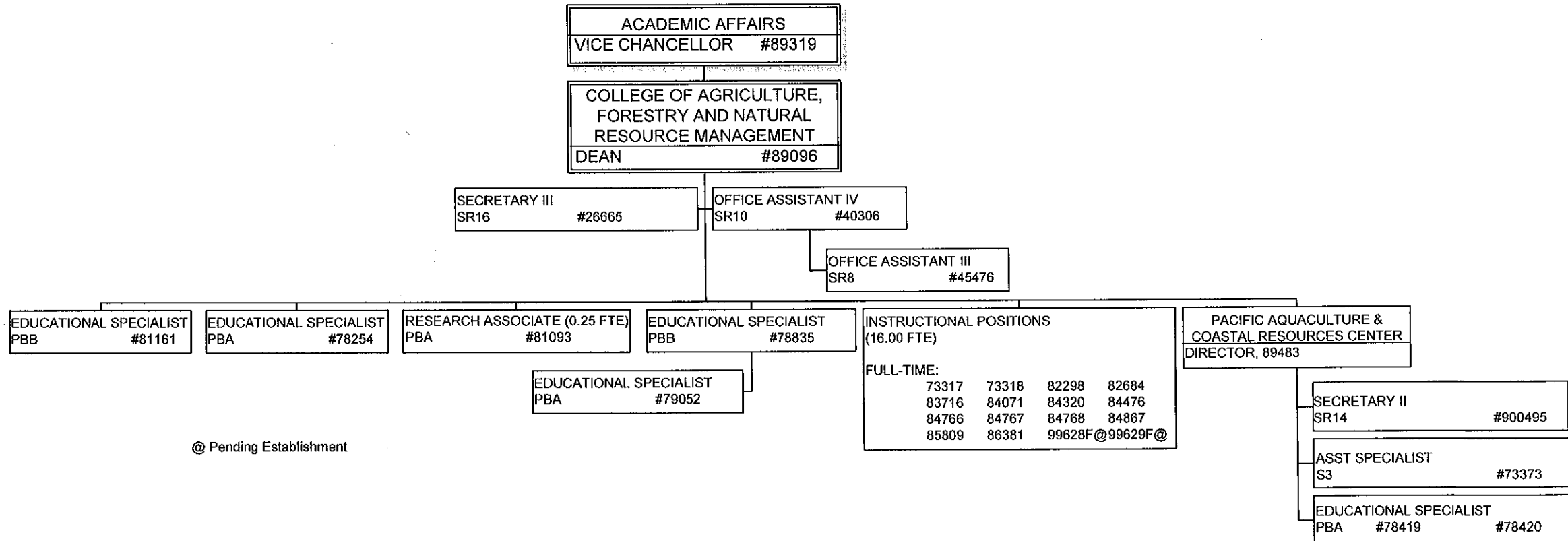


STATE OF HAWAII
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UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
HAWAII SMALL BUSINESS DEVELOPMENT CENTER
POSITION ORGANIZATION CHART
CHART IIIB

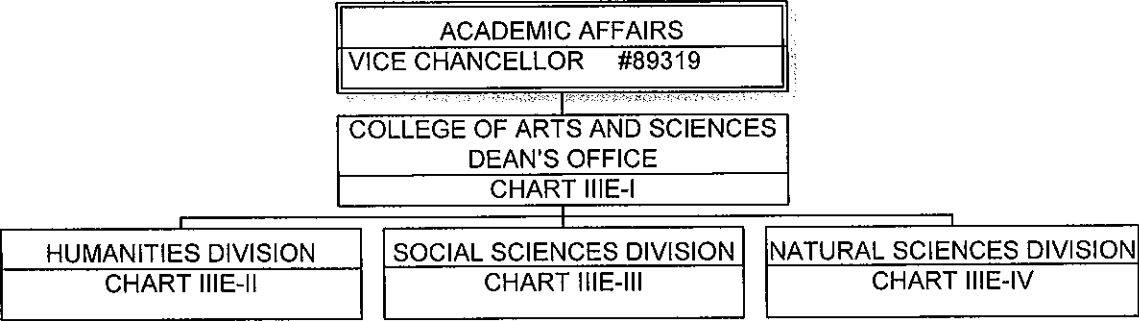


*Temporary General Funds – 1.0

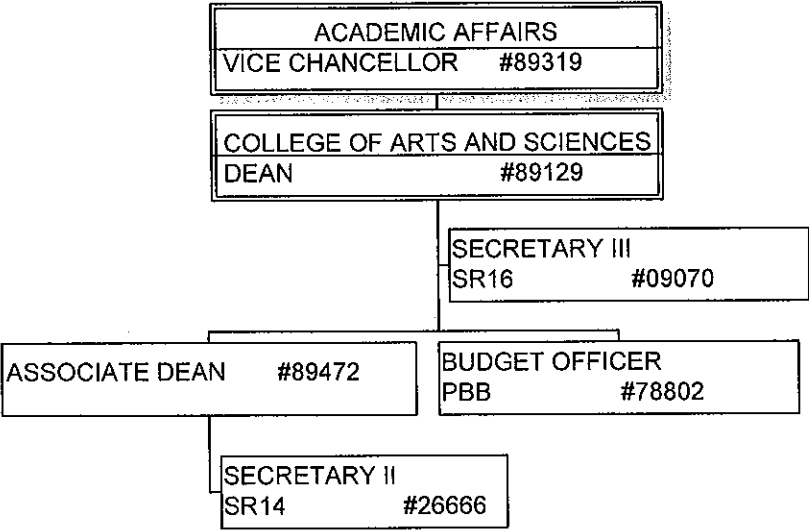
STATE OF HAWAII
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 ACADEMIC AFFAIRS
 COLLEGE OF AGRICULTURE, FORESTRY AND
 NATURAL RESOURCE MANAGEMENT
 POSITION ORGANIZATION CHART
 CHART IIIC



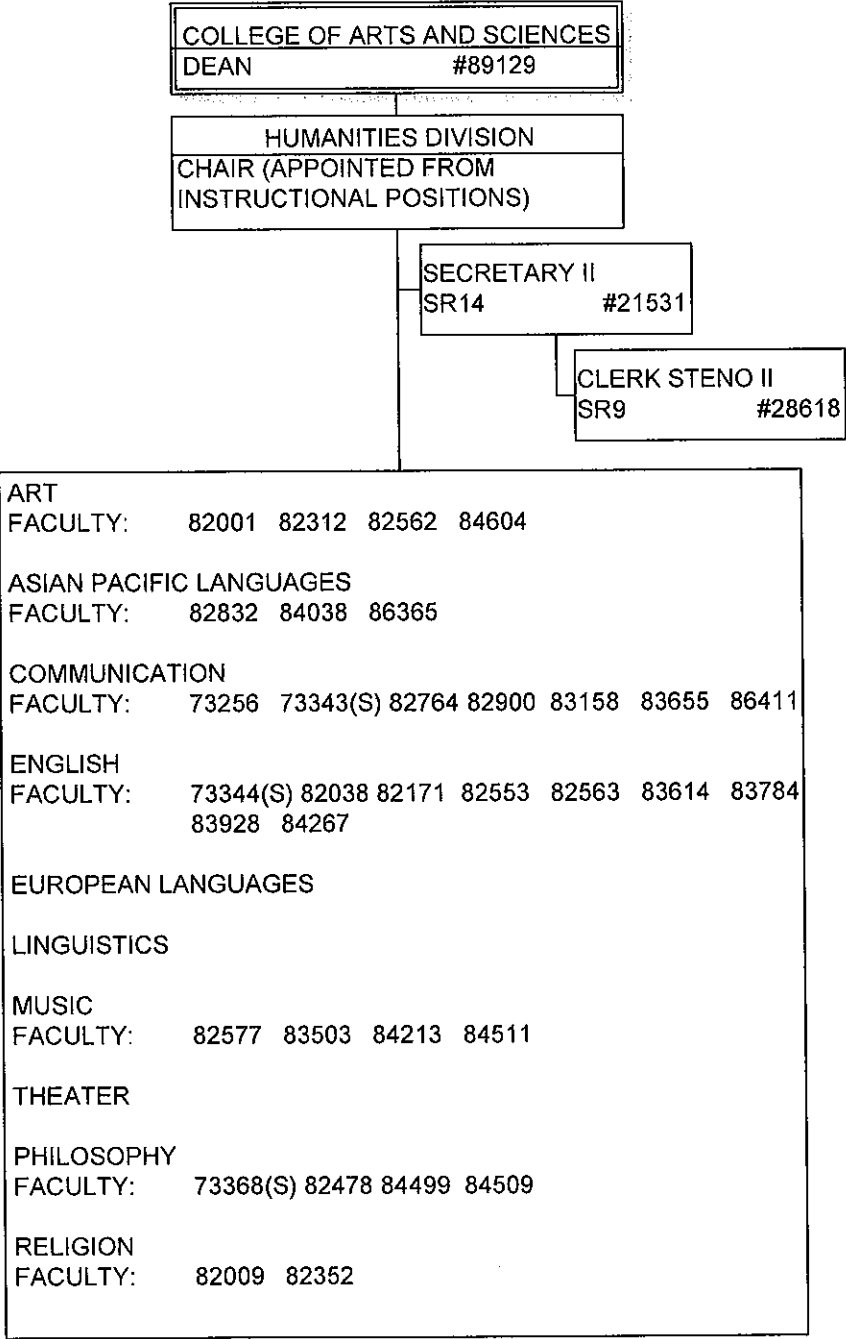
STATE OF HAWAI'I
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UNIVERSITY OF HAWAI'I AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS AND SCIENCES
POSITION ORGANIZATION CHART
CHART IIID



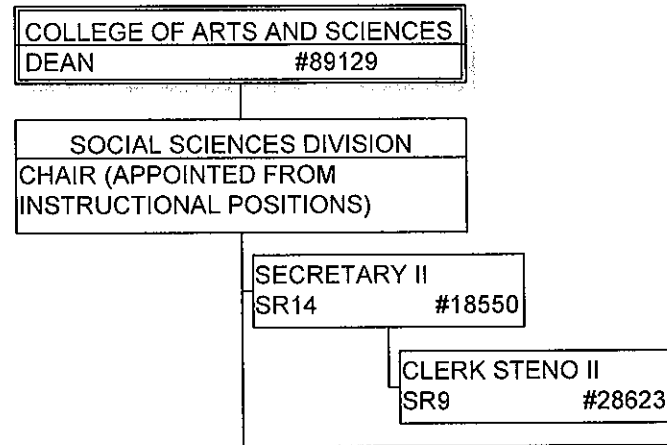
STATE OF HAWAII
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UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS AND SCIENCES
DEAN'S OFFICE
POSITION ORGANIZATION CHART
CHART IIID-I



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS AND SCIENCES
HUMANITIES DIVISION
POSITION ORGANIZATION CHART
CHART IIID-II



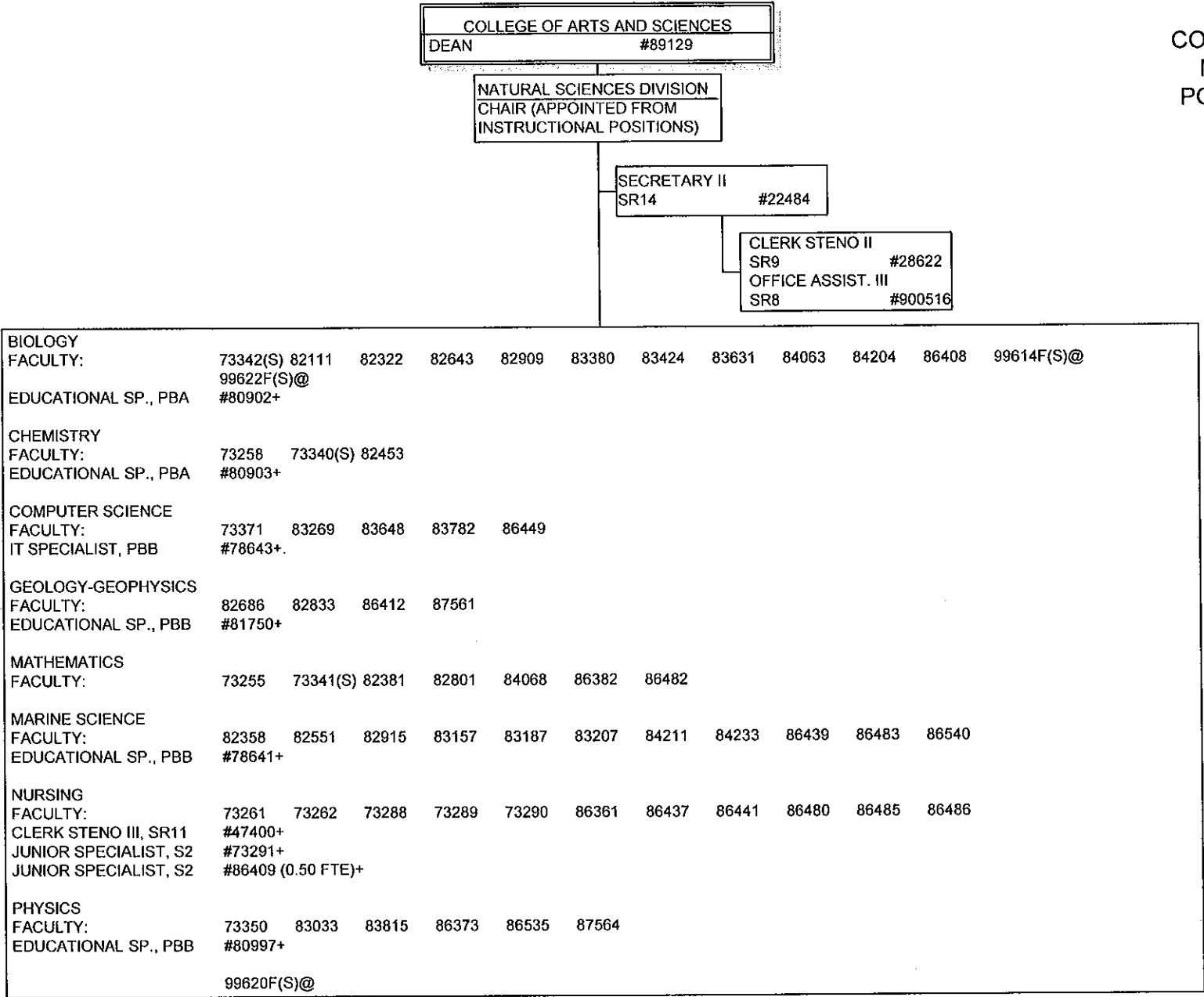
STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT HILO
 ACADEMIC AFFAIRS
 COLLEGE OF ARTS AND SCIENCES
 SOCIAL SCIENCES DIVISION
 POSITION ORGANIZATION CHART
 CHART IIID-III



ANTHROPOLOGY												
FACULTY:	73345(S)	82214	82556	82557	83005	86481	99616F(S)@					
EDUCATION												
FACULTY:	73298	73299	73300	73301	82654	83049	83596	86364	86366	86534	86541	
CLERK STENO III, SR11			#42269+									
JUNIOR SPECIALIST, S2			#73257+									
GEOGRAPHY												
FACULTY:	82899	83122	83190	84242	86404	86414						
HISTORY												
FACULTY:	73372	82179	84198	84285	84483	86360	99626F@					
HPE												
FACULTY:	73367(S)	82781	86416									
POLITICAL SCIENCE												
FACULTY:	73356(S)	83186	84855	86450								
PSYCHOLOGY												
FACULTY:	73254	73362	73363	82349	82542	82847	82933	83107	83791	83929	83981	
	86362	86413	86417									
OFFICE ASSIST. IV, SR10			#900518+									
JUNIOR SPECIALIST, S2			#73370+									
SOCIOLOGY												
FACULTY:	73346	82169	82309	82648	84593	86370	86488	99635F@				

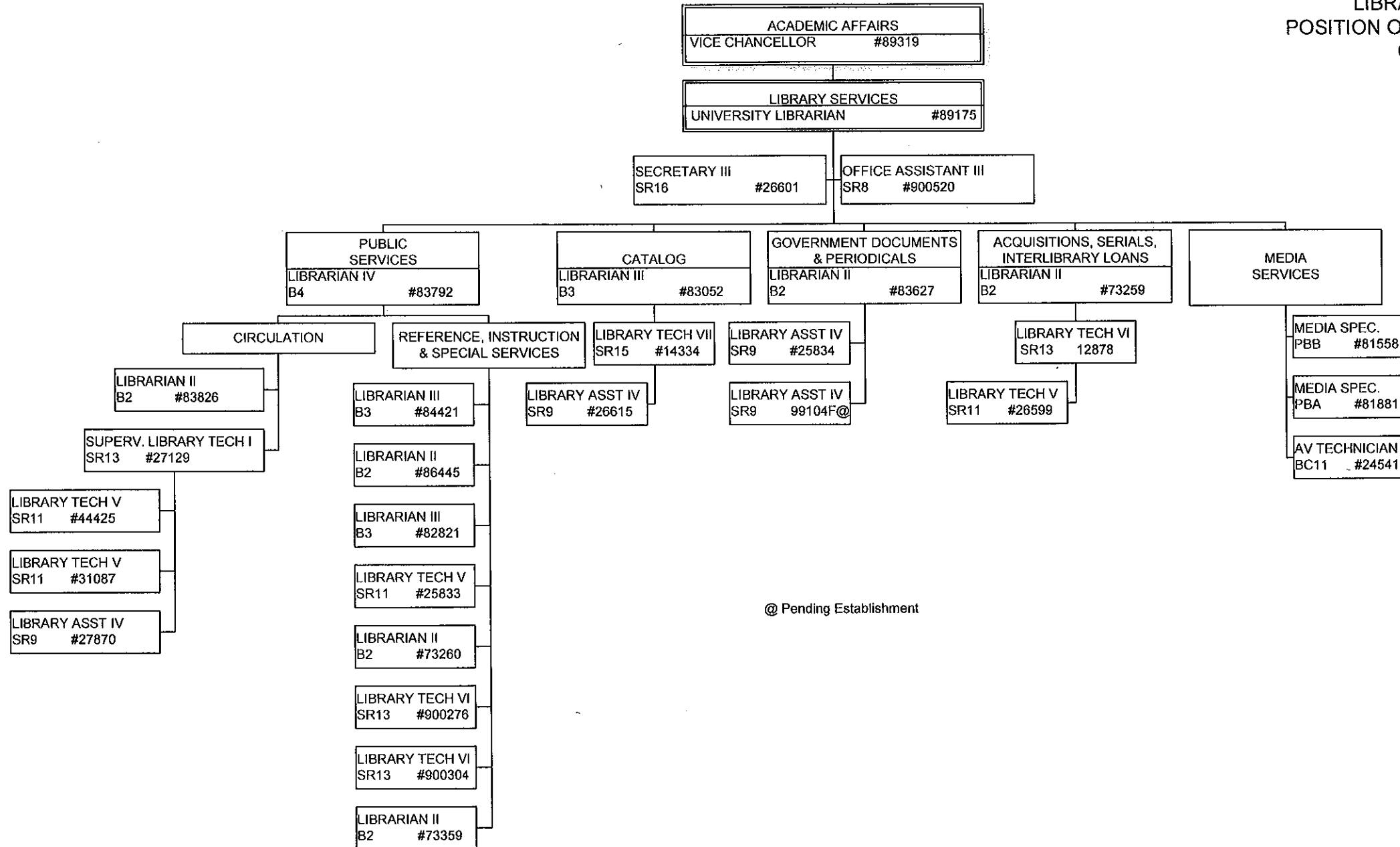
@ Pending Establishment
 + Reports to Department Chair

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS AND SCIENCES
NATURAL SCIENCES DIVISION
POSITION ORGANIZATION CHART
CHART IIID-IV



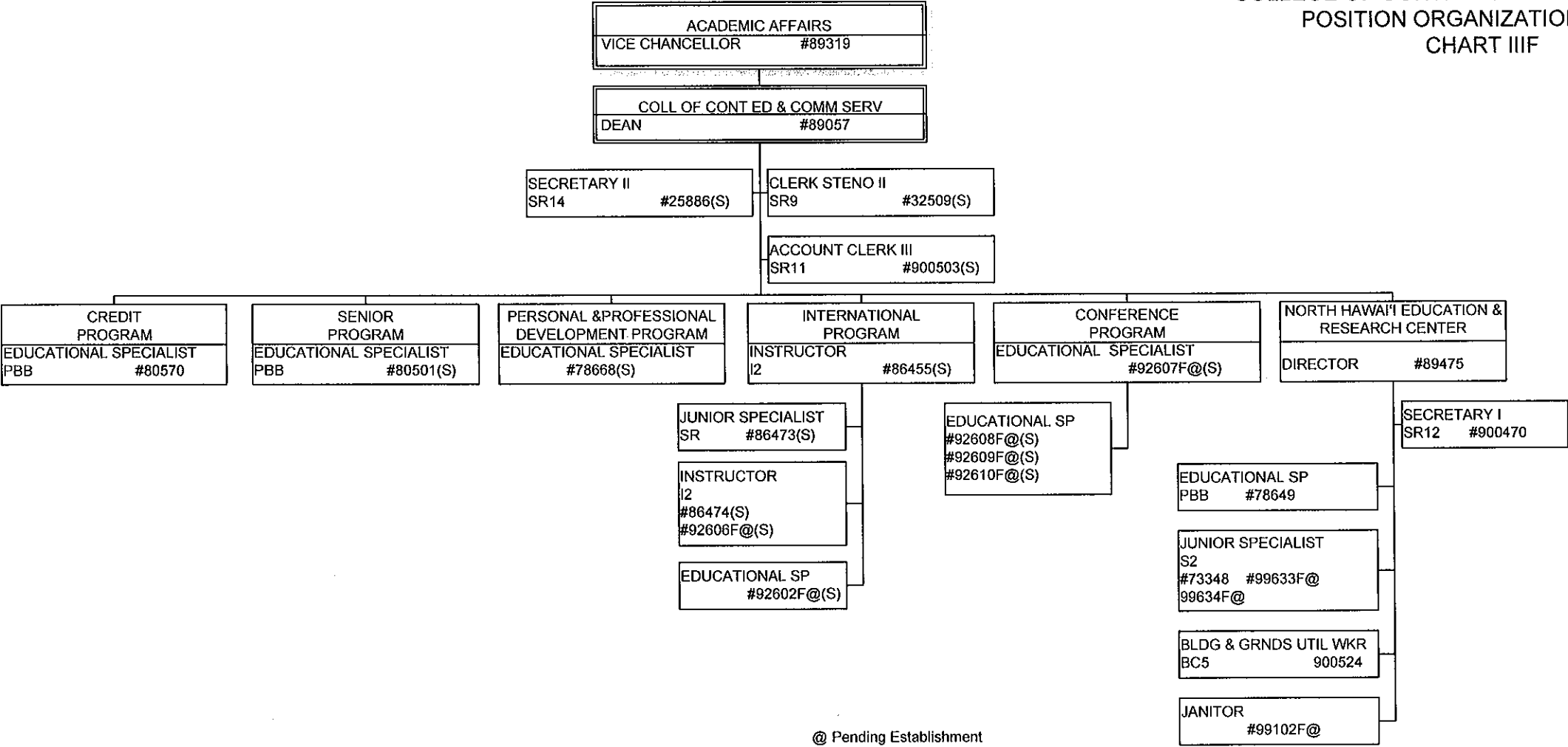
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+ Reports to Department Chairs

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
LIBRARY SERVICES
POSITION ORGANIZATION CHART
CHART IIIIE

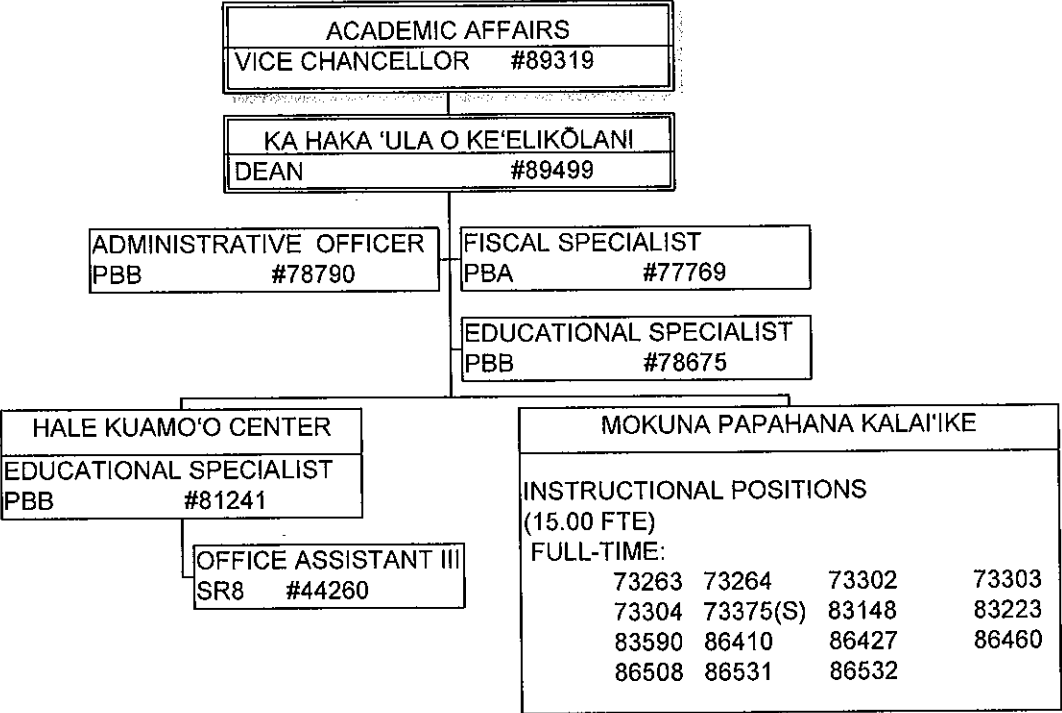


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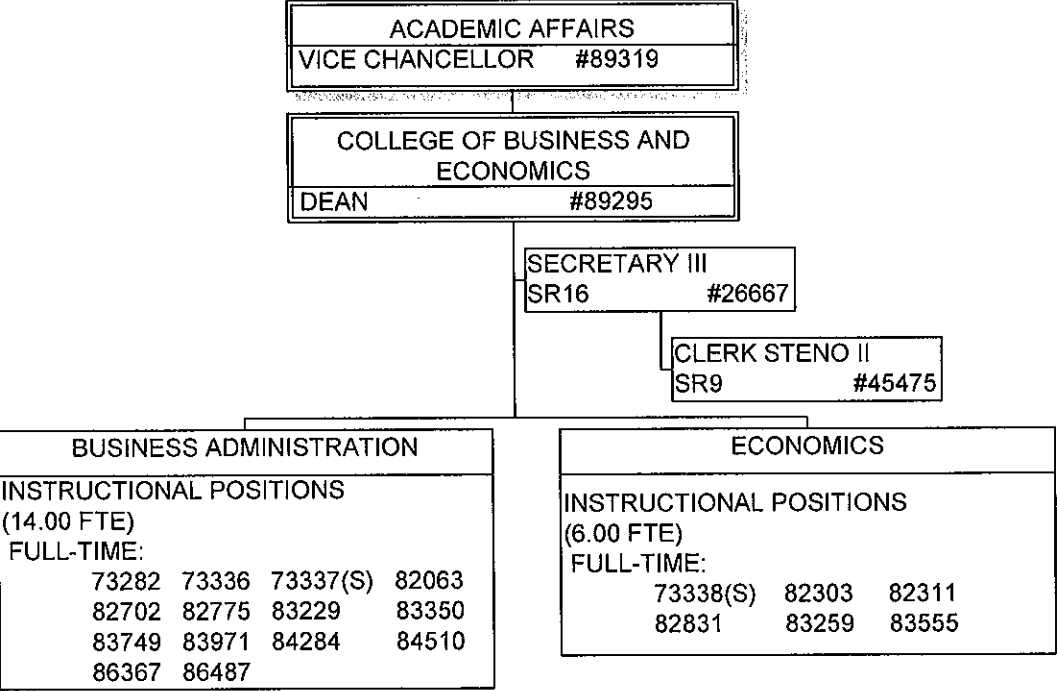
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COLLEGE OF CONT. EDUC. & COMM. SERVICE
POSITION ORGANIZATION CHART
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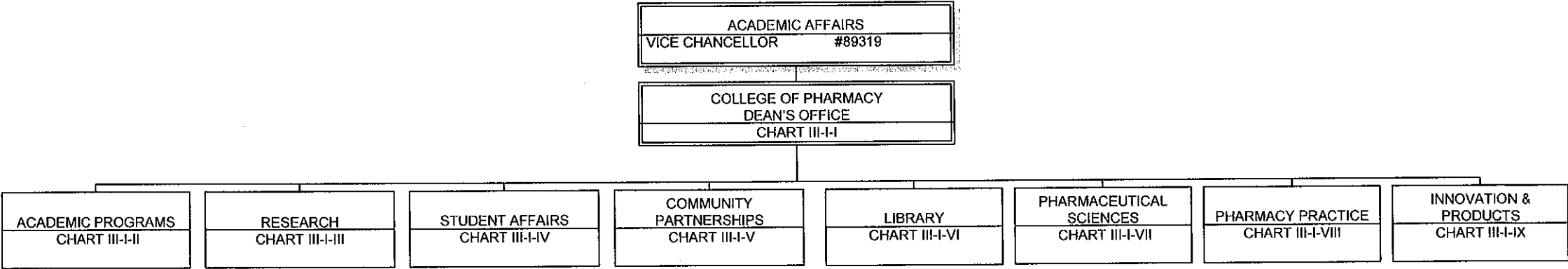
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POSITION ORGANIZATION CHART
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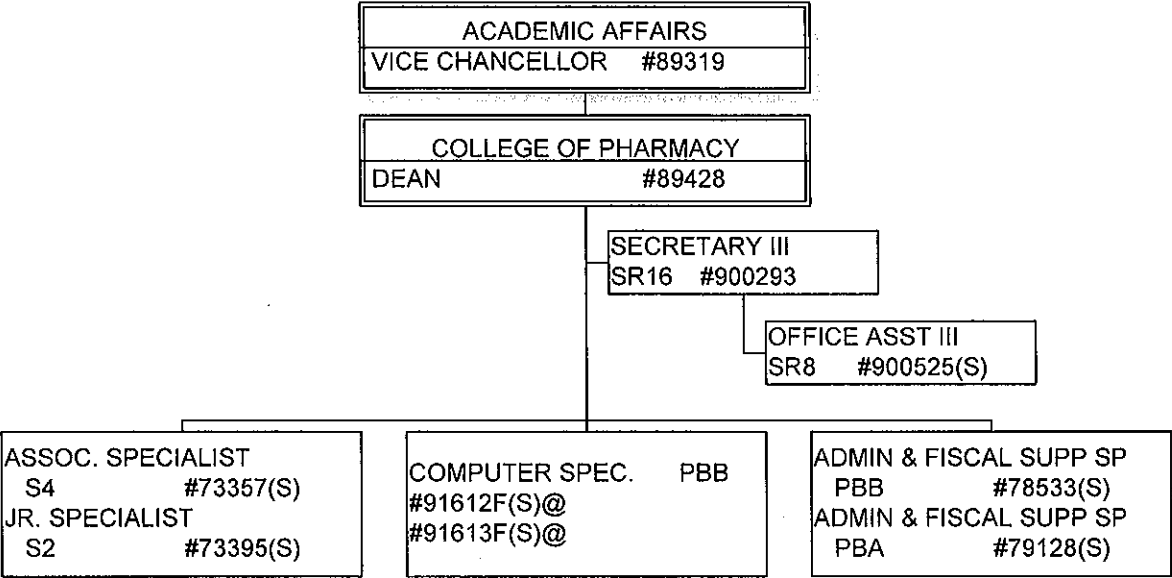
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ACADEMIC AFFAIRS
COLLEGE OF BUSINESS AND ECONOMICS
POSITION ORGANIZATION CHART
CHART IIHH



STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
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ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
POSITION ORGANIZATION CHART
CHART III-I

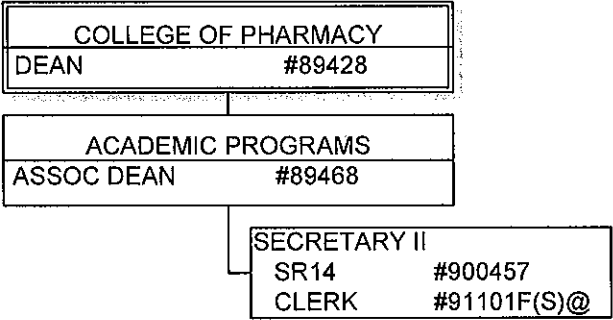


STATE OF HAWAI'I
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ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
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POSITION ORGANIZATION CHART
CHART III-I-I



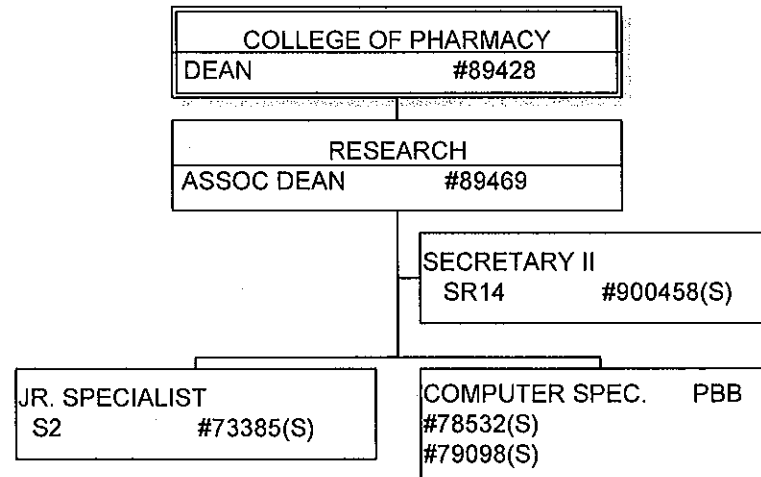
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STATE OF HAWAI'I
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UNIVERSITY OF HAWAI'I AT HILO
ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
ACADEMIC PROGRAMS
POSITION ORGANIZATION CHART
CHART III-I-II

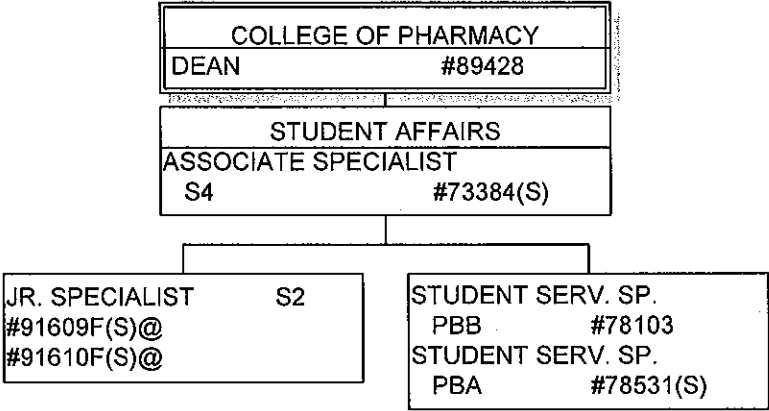


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ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
RESEARCH
POSITION ORGANIZATION CHART
CHART III-I-III

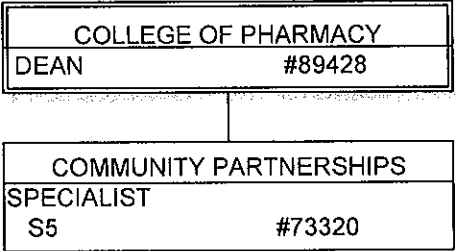


STATE OF HAWAI'I
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UNIVERSITY OF HAWAI'I AT HILO
ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
STUDENT AFFAIRS
POSITION ORGANIZATION CHART
CHART III-I-IV

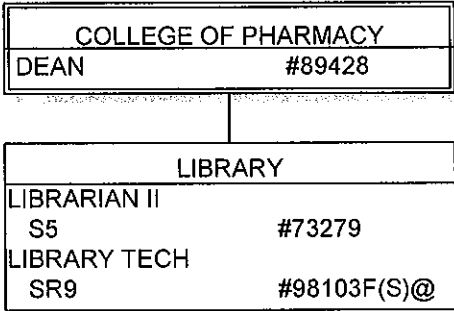


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COLLEGE OF PHARMACY
COMMUNITY PARTNERSHIPS
POSITION ORGANIZATION CHART
CHART III-I-V

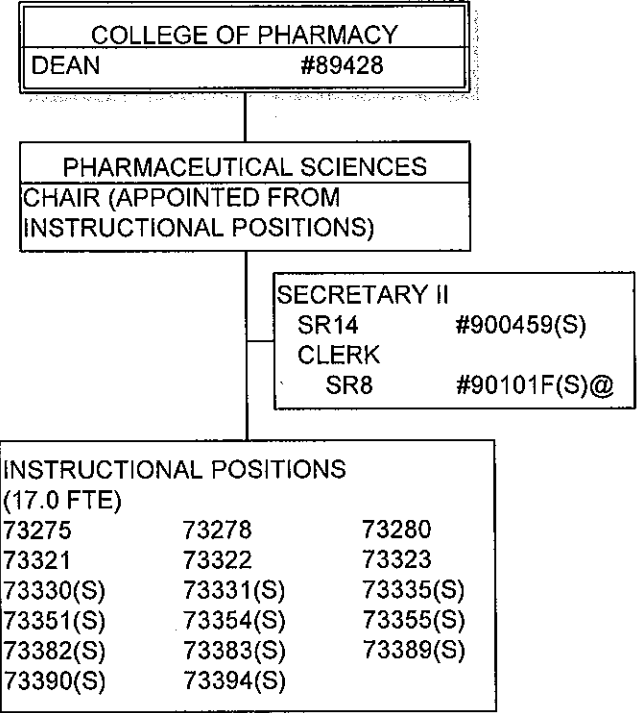


STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
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ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
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POSITION ORGANIZATION CHART
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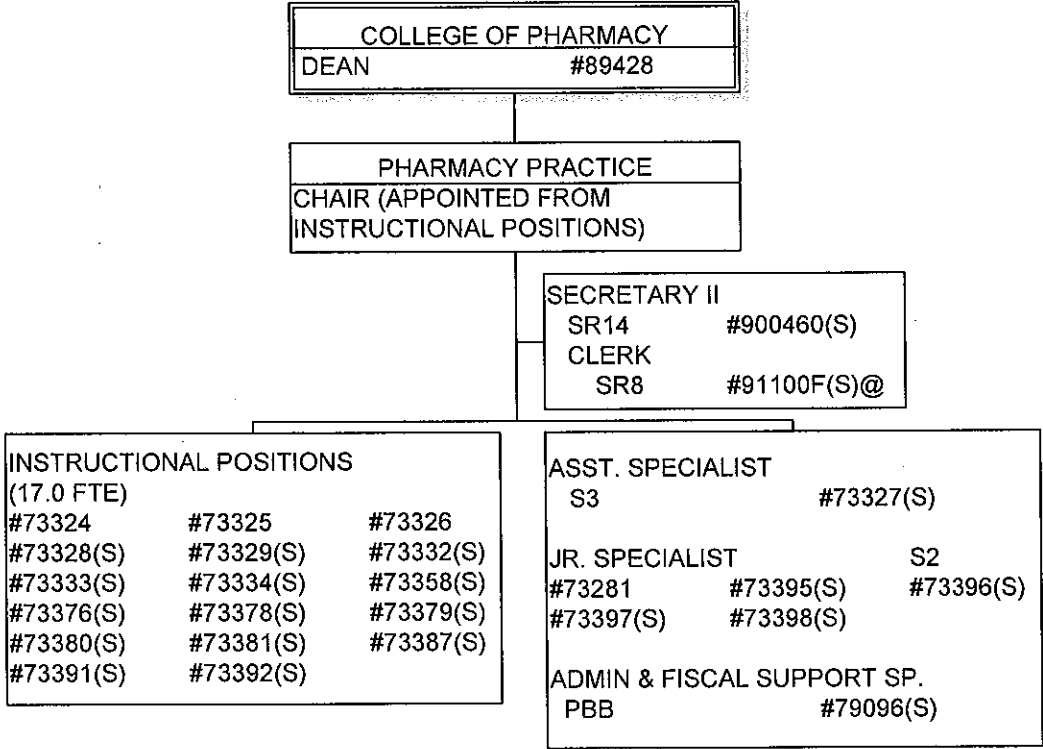
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STATE OF HAWAII
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ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
PHARMACEUTICAL SCIENCES
POSITION ORGANIZATION CHART
CHART III-I-VII



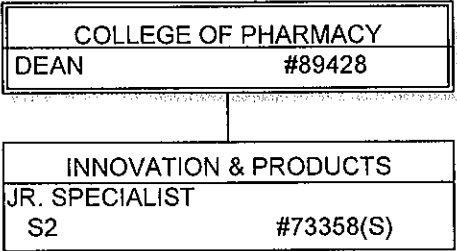
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STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
PHARMACY PRACTICE
POSITION ORGANIZATION CHART
CHART III-I-VIII



@ Pending Establishment

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
INNOVATION & PRODUCTS
POSITION ORGANIZATION CHART
CHART III-I-IX



Next Reorganization Proposal



UNIV. OF HAWAII
UH BUDGET OFFICE


10 OCT 28 P4:40

UNIVERSITY
OF HAWAII
HILO

October 26, 2010

MEMORANDUM

TO: Glenn Okimoto
Director, University Budget Office

FROM: Kerwin Iwamoto
Human Resources 

SUBJECT: **Notification of Change in Organization - University of Hawai'i at Hilo,
Student Affairs, Student Health and Wellness**

Enclosed for your information and files are copies of the organizational charts and functional statements of the above-mentioned reorganization that was approved by the Chancellor on October 25, 2010. The reorganization establishes Student Health and Wellness Services in the Division of Student Affairs.

Please replace the respective organization charts and functional statements you have on file with the new material.

If you have any questions regarding this matter, please call me at (808) 974-7449.

Enclosures

cc: UH System Office of Human Resources w/o encs.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

www.uhh.hawaii.edu/uhh/hr

An Equal Opportunity / Affirmative Action Institution

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO**

FUNCTIONAL STATEMENT

STUDENT AFFAIRS

Plans, organizes, budgets, directs, evaluates, and coordinates student affairs programs for students and prospective students of the University of Hawaii 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, and compilation, production, and presentation of analytical or related reports;
- budgets for the expenditure of funds of Student Affairs;
- diagnostic services and instructional support services.
- student physical and mental health, including counseling services, medical services, and health promotion and educational activities and programs.
- programs and initiatives designed to improve first year student's success, retention rate, and eventual graduation.

EDUCATIONAL ASSISTANCE CENTER

Provides:

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

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
FUNCTIONAL STATEMENT
STUDENT AFFAIRS
Page 2**

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 system-wide.

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;
- counsels foreign students with academic, personal and special problems.

STUDENT ACTIVITIES, STUDENT GOVERNMENT AND CAMPUS CENTER

- Supervises programming, facilities management and services at the Campus Center;
- acts in advisory and supportive 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 Publications;

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
FUNCTIONAL STATEMENT
STUDENT AFFAIRS
Page 3**

- 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 Hawai'i 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;
- 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 College
- Opportunity Grant; 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 of community resources as necessary;
- administers a variety of psychological tests and inventories;
- administers the National Testing Program.

HOUSING

- Coordinates the operation of the residence halls (Hale Kanilehua, Hale Kauano, 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 of 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 governmental sectors of the community;
- promotes employment of University of Hawai'i at Hilo graduates;
- supervises placement of students in part-time, off-campus employment;

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
FUNCTIONAL STATEMENT
STUDENT AFFAIRS
Page 5**

- assists former students
- promotes alumni activities.

STUDENT HEALTH AND WELLNESS SERVICES

- Provides culturally relevant health education programs for diverse student population;
- provides counseling, advocacy and or support services to individual students, couples, and groups in such areas as family planning, birth control methods, alcohol and drug abuse, mental health, etc.;
- provides up-to-date resources and services information and makes referrals to other campus and community social and psychiatric agencies as indicated;
- administers emergency medical services to students and members of campus community
- disseminates health information, such as availability of health insurance forms; assists in processing of applications for health insurance; maintains confidential health files.

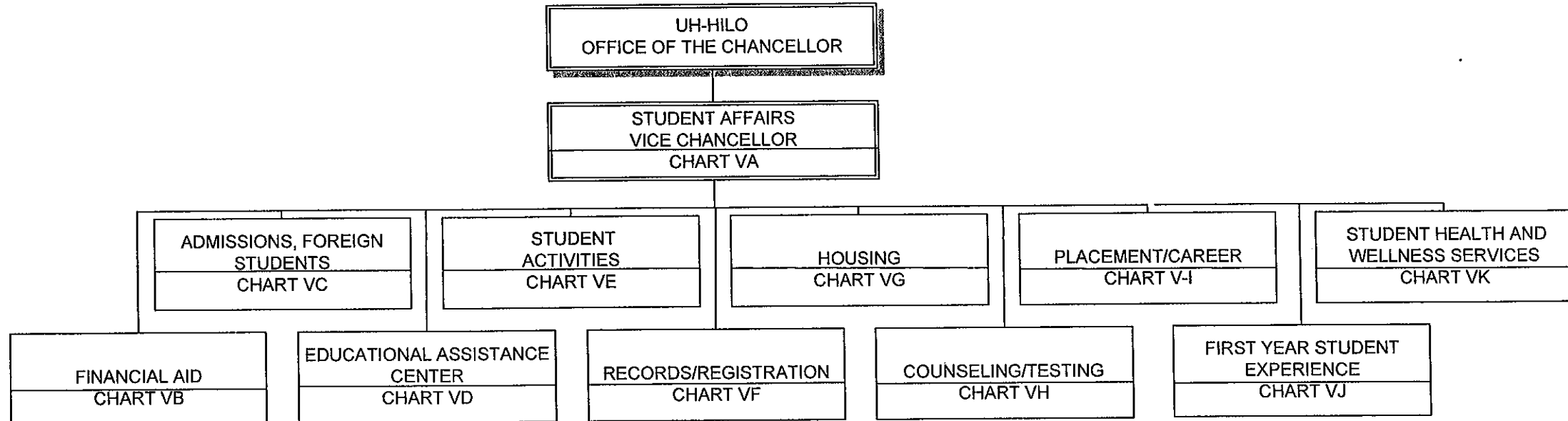
FIRST YEAR STUDENT EXPERIENCE

- Develops, delivers, and evaluates programs to support the success of first year students;
- provides training and development for faculty and staff in methods to positively impact first year students and contribute to their success;
- develops and disseminates appropriate and culturally relevant multi-media educational materials;
- provides linkages between academic and student affairs to maximize effectiveness of curricular and co-curricular programs

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 in-coming and out-going applications;
- facilitates transition of exchange participants;
- Communicates with NSE Consortium and member institutions.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
POSITION ORGANIZATION CHART
CHART V

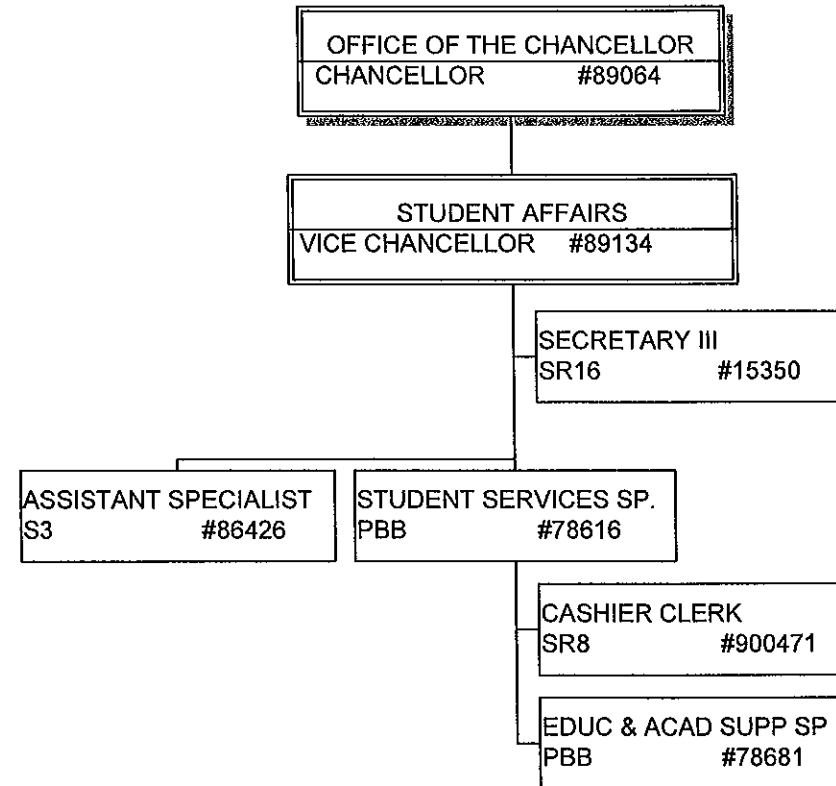


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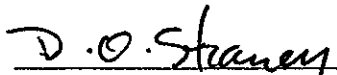
D.O. Straney
Donald Straney, Chancellor, UH Hilo

October 25, 2010

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
VICE CHANCELLOR'S OFFICE
POSITION ORGANIZATION CHART
CHART VA

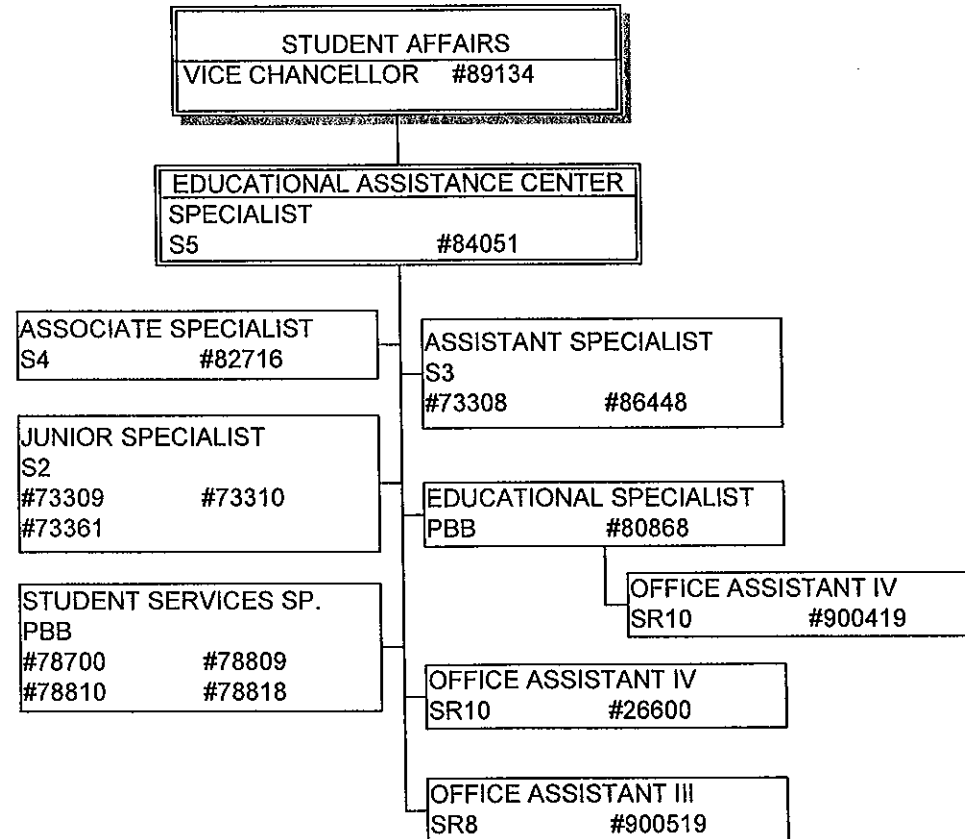


Approved


Donald Straney, Chancellor, UH Hilo

October 25, 2010

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT HILO
 STUDENT AFFAIRS
 EDUCATIONAL ASSISTANCE CENTER
 POSITION ORGANIZATION CHART
 CHART VD

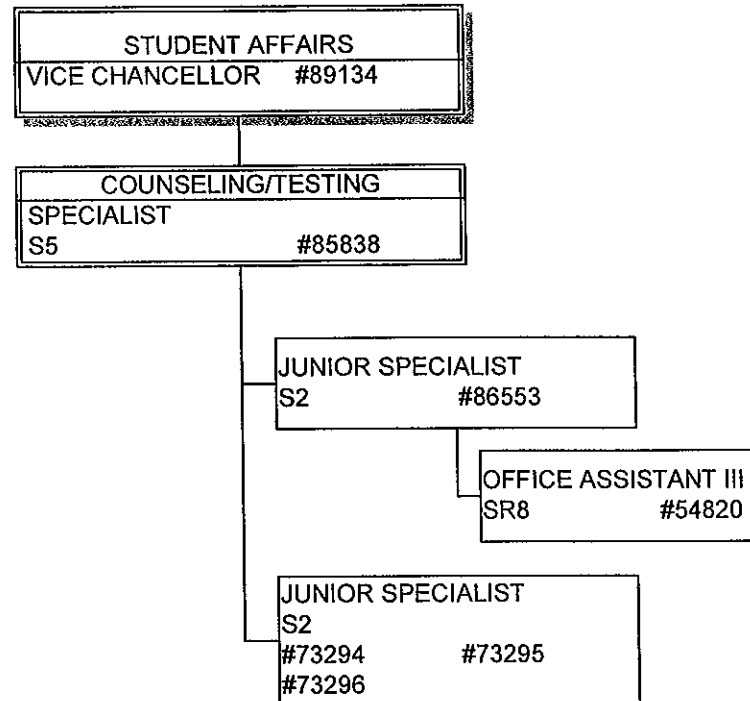


Approved

D.O. Straney
 Donald Straney, Chancellor, UH Hilo

October 25, 2010

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
COUNSELING/TESTING
POSITION ORGANIZATION CHART
CHART VH

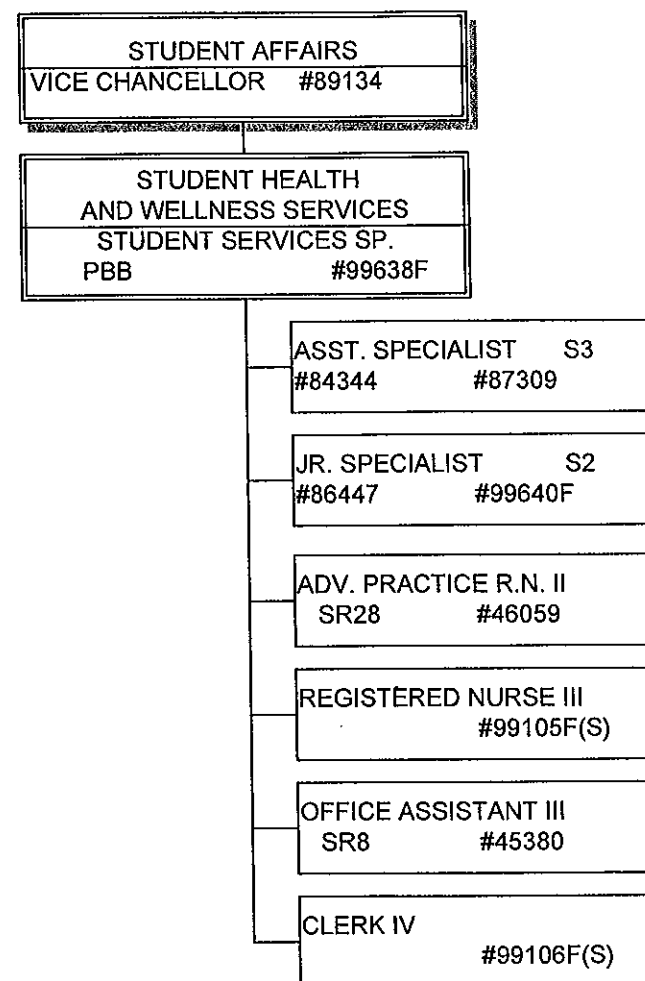


Approved

D.O. Straney
Donald Straney, Chancellor, UH Hilo

October 25, 2010

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT HILO
 STUDENT AFFAIRS
 CENTER FOR STUDENT HEALTH
 AND WELLNESS
 POSITION ORGANIZATION CHART
 CHART VK



Approved

D.O. Straney
 Donald Straney, Chancellor, UH Hilo

October 25, 2010