



UNIVERSITY  
of HAWAII®  
**HILO**

June 24, 2015

**MEMO TO:** UH System Budget Office  
UH System Human Resources  
Hawaii Government Employees Association

**FROM:** Kalei Rapoza   
UH Hilo Human Resources

**SUBJECT:** Reorganization - UHH, Student Affairs, Financial Aid and  
Placement/Career Services

Please find attached the updated organizational chart for UH Hilo, Division of Student Affairs, Financial Aid (Chart VB) and Placement/Career Services (Chart V-I), as well as the functional statement for the Division of Student Affairs for which there was no change.

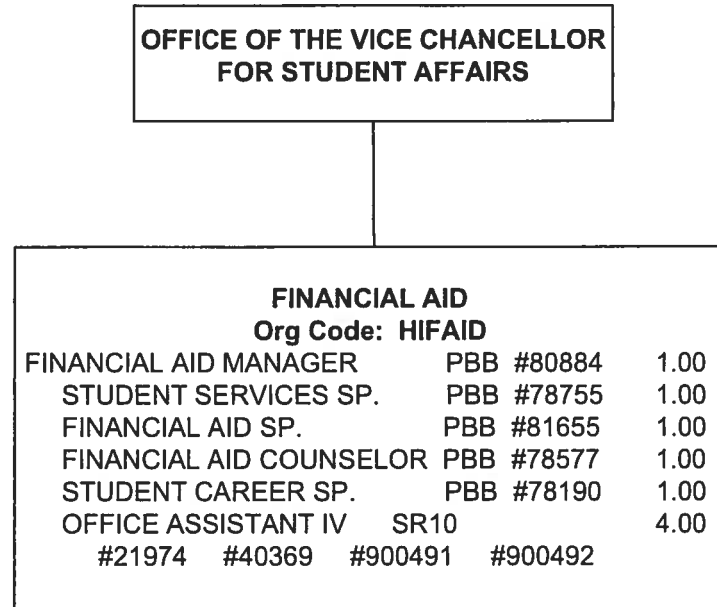
This reorganization involved transferring the Student Career Specialist, PBB, #78190, from the Placement and Career Development unit to Financial Aid, reporting to the Financial Aid Manager, PBB, #80884.

The HGEA was consulted on this matter. The consultation began on April 13, 2015 and concluded May 22, 2015. The HGEA submitted questions regarding this were responded to by UH Hilo.

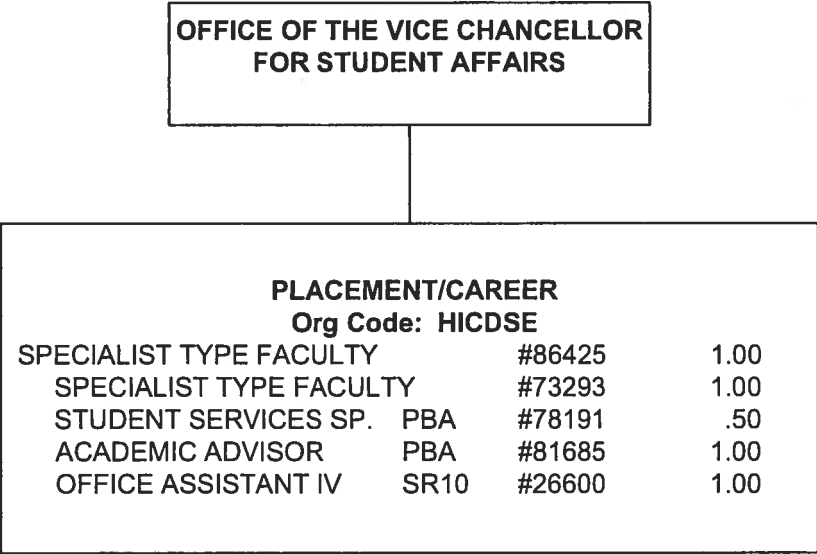
If you have any questions, please contact me at 932-7626 or [kaleihii@hawaii.edu](mailto:kaleihii@hawaii.edu).

**Attachment:** UHH Organizational Chart VB  
UHH Organizational Chart V-I  
UHH - Student Affairs - Functional Statement

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



APPROVED BY: Donald D. Stanley 15 June 15  
CHANCELLOR DATE

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I 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 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, 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.

**ADMISSIONS**

Handles correspondence from prospective students;

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UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
STUDENT AFFAIRS  
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- 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;
- 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;
- fulfills responsibilities in carrying out policies, rules, and procedures of the Campus Center Board;

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UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
STUDENT AFFAIRS  
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- 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 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.

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**ADVISING AND DISABILITY SERVICES**

- Counsels students with educational, vocational, and/or personal problems, including counseling of senior citizens and women returning to school;
- determines reasonable and appropriate academic accommodations for students with documented disabilities; coordinates implementation of designated accommodations in accordance with applicable laws and regulations;
- 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 Kauanoe, 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;
- assists former students;
- promotes alumni activities.

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FUNCTIONAL STATEMENT  
STUDENT AFFAIRS  
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**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**

- Develop, 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.

**INTERCULTURAL AND GLOBAL EDUCATION PROGRAMS**

- Develops, implements, and assesses educational programs/initiatives that promote intercultural fluency and build student capacity to work, live, and lead in an increasingly diverse/global community;
- Promotes, facilitates, and coordinates national and international exchange opportunities; coordinates the development of exchange agreements;
- advises students considering study abroad about options and choices; coordinates the study abroad application process; processes in-coming and out-going applications; assists students with visa process;
- assists degree-seeking international students with applicable immigration policy and procedure questions ;
- prepares and presents student orientations; facilitates transition of outgoing exchange/study abroad participants and incoming international students;
- expands opportunities for visiting scholars, speakers, cultural learning opportunities, and global education programs.





UNIVERSITY  
of HAWAII®  
**HILO**

April 1, 2015

**MEMO TO:** UH System Budget Office  
UH System Human Resources  
Hawaii Government Employees Association  
University of Hawaii Professional Assembly

**FROM:** Kalei Rapoza   
UH Hilo Human Resources

**SUBJECT:** Reorganization – Student Affairs, Educational Assistance Center

Please find attached the updated organizational chart for UH Hilo, Division of Student Affairs, Educational Assistance Center (EAC) (Chart VD) as well as the functional statement for the Division of Student Affairs for which there was no change.

This reorganization involved the shifting of positions on the organizational chart to show distinctions between three programs in the EAC: Kipuka Native Hawaiian Student Center, Na Pua Noeau, and the Minority Access and Achievement Program.

The HGEA and UHPA were consulted on this matter. The consultation began on January 30, 2015 and concluded February 27, 2015. The HGEA and UHPA did not submit an objection to this reorganization.

If you have any questions, please contact me at 932-7626 or [kaleihii@hawaii.edu](mailto:kaleihii@hawaii.edu).

Attachment: UHH Organizational Chart VD

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

OFFICE OF THE VICE CHANCELLOR  
FOR STUDENT AFFAIRS

EDUCATIONAL ASSISTANCE CENTER				
ORG CODE: HEAC				
SPECIALIST TYPE FACULTY	#84051			1.00
SPECIALIST TYPE FACULTY				3.00
#73309	#73361	#86448		
STUDENT SERVICES SPECIALIST	PBB			3.00
#78809	#78810	#78818		
PROGRAM MANAGER	PBC	#79854		1.00
ADMINISTRATIVE OFFICER	PBB	#79855		1.00
IT SPECIALIST	PBB	#79859		1.00
STUDENT SERVICES SPECIALIST	PBB			3.00
#79856	#79857	#79858		
EDUCATIONAL SPECIALIST	PBB	#80868		1.00
OFFICE ASSISTANT IV	SR10	#900419		1.00