

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

**FUNCTIONAL STATEMENT**

**OFFICE OF 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;
- oversees Women's Center and addresses concerns of women students, staff, and faculty through counseling, workshops, and conferences.

**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**

- 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.

**ADMISSIONS**

Handles correspondence from prospective students;

**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 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.

**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 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 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.

### **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 & 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 compliance;
- 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.