

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

FUNCTIONAL STATEMENT

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 offices.

HUMAN RESOURCES

- Administers and manages all areas of personnel administration and management; e.g., recruitment, labor relations, employee benefits, workers compensation, etc.;
- advises executive leadership and management on human resources-related issues, strategic direction, and emerging trends and directions.

AUXILIARY SERVICES

- Administers the repair and maintenance of the campus buildings and grounds;
- campus communication, inventory, motor vehicle licensing, motor pool, building keys and locks, and;
- parking.

FACILITIES PLANNING AND CONSTRUCTION

- Administers the CIP program (planning, design, construction) repairs and maintenance projects;
- administers 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.

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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, hazardous waste, chemical safety, etc.

CAMPUS SECURITY

- Administers and manages all areas of campus security, including safety and welfare for students, staff and visitors to the main UHH campus, its on-campus housing, and other worksites on Hawai'i island.

COMPUTING CENTER

- Responsible for all information technology aspects of the UHH, including the management and support of campus information systems (e.g. student, financial, human resources), campus networks and servers, academic computing services to serve instructional and research programs, academic computer labs, general student access to systems, academic hardware and software, instructional audio and video, maintenance of internet and intranet servers, and training and consulting for faculty and staff.

WEB AND GRAPHICS SERVICES

- Provides graphics design and/or production services for institutional and curricula support;
- oversees the main UH Hilo website and subsidiary websites; builds custom web applications; maintains and supports current applications; and consults on user-developed and maintained applications.