

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

**FUNCTIONAL STATEMENT**

The University of Hawai'i at Hilo is comprised of six (6) major educational delivery units: the College of Arts & 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; and the College of Continuing Education and Community Service. Also, there are courses and programs in West Hawai'i, managed by Hawai'i Community College. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs; Library Services; Student Affairs; University Relations; Intercollegiate Athletics; Mauna Kea Management; Institute for Agricultural Marketing and Education; and Technology and Distance Learning. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration, designed to meet most of the post-secondary education needs of the citizens of the State of Hawai'i.

**OFFICE OF THE CHANCELLOR**

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawai'i, the chief executive officer of the University of Hawai'i at Hilo provides leadership, direction, and coordination for the students, faculty, and staff in their programmatic activities. More particularly, the Office of the Chancellor:

- Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai'i at Hilo;
- Interprets the objectives and development of the University of Hawai'i to the citizens of the County of Hawai'i, to the alumni community, and to the students and their parents;
- Provides executive leadership in the administration of the instructional, research, and public service programs;
- Maintains effective working relationships with the Central Administration of the University of Hawai'i, the University of Hawai'i at Mānoa, the University of Hawai'i-West O'ahu, and the Community Colleges;
- Acts on behalf of the President of the University on all matters affecting the University in the County of Hawai'i;
- Provides timely responses to information and data requests from the System, State, and Federal governments and the administration of programs to enhance the functions of the University;
- Oversees the Institute for Agricultural Marketing and Education; and
- Provides general direction to the Office of Mauna Kea Management.

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EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

Under the direction of the Chancellor,

- Assures adherence to all Federal, State, and University of Hawai'i statutes and regulations affecting recruitment, employment and continued appointment of University personnel;
- serves as grievance officer for all matters and all personnel concerning charges of discrimination and/or harassment.

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WOMEN'S CENTER

Under the direction of the Chancellor,

- addresses concerns of women students, staff, and faculty through counseling, workshops, and conferences.

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**OFFICE OF ACADEMIC AFFAIRS**

As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i 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 and budgets;
- 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; the Library; and Kilohana: Academic Success Program;
- Bears senior responsibility for the effectiveness of programs such as Hawai'i Small Business Development Program; and
- Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.

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**FUNCTIONAL STATEMENT**

**COLLEGE OF AGRICULTURE, FORESTRY AND NATURAL RESOURCE  
MANAGEMENT**

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree and minor with emphasis in crop production, animal production, general agriculture, and forestry and natural resource management.

**OFFICE OF THE DEAN**

Directs activities, curricula, and personnel in the College of Agriculture, Forestry and Natural Resource Management. Directly supervises the personnel responsible for the Pacific Aquaculture and Coastal Resource Center. Directs activities and personnel of the University of Hawai'i Hilo Agricultural Farm Laboratory.

- Coordinates instructional activities.
- Recruits and retains qualified faculty and research staff members.
- Formulates and defends financial plans.
- Allocates funds to various programs.
- Controls the expenditure of funds.
- Develops and maintains quality instructional, research, and community service programs.
- Maintains communications with agricultural governmental agencies, client groups, and the general public.

**INSTRUCTION**

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales, and services in the field of agriculture and natural resource management.

- Provides courses and training for students planning agricultural and natural resource careers.
- Ensures that students complete a core of basic science courses and substantial courses in general education.

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**PACIFIC AQUACULTURE AND COASTAL RESOURCES CENTER**

The Pacific Aquaculture and Coastal Resources Center (PACRC) supports the University's aquaculture and marine science programs, emphasizing extension and research in aquaculture, fisheries, and coastal resource management. PACRC projects are collaborative with a wide variety of partners, funding institutions, and stakeholders throughout the world. Further, the PACRC houses the Hawai'i Cooperative Unit, a cooperative research unit with the U.S. Geological Survey.

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**AGRICULTURAL FARM LABORATORY**

The University of Hawai'i Hilo prepares students for careers in agriculture by offering a program that blends classroom education with hands-on learning provided at the University of Hawaii at Hilo Agricultural Farm Laboratory (UHHAFL).

At the AFL, students experience putting classroom learning into practice in plant, animal, and aquaculture fields. Working with anthuriums, ornamental foliage, hydroponics, floriculture plants, orchids, forestry, vegetables, sustainable agriculture, livestock production, horses, sheep, lambs, pigs, beekeeping, tropical fruit, and aquaculture, students learn first-hand what careers in animal science and agriculture entail.

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**KILOHANA: ACADEMIC SUCCESS PROGRAM**

Kilohana: Academic Success Program supports the learning and retention of all UH Hilo students by fostering the development of independent, self-motivated learners.

The Program offers subject-specific support and academic skills development and builds networks with other units on campus.

It offers tutoring in

- astronomy,
- physics,
- biology,
- chemistry,
- computer science,
- geography,
- marine science,
- math  
and
- writing.

It also offers seminars, workshop, placement testing services, and print and electronic resources for students and faculty.

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**COLLEGE OF ARTS AND SCIENCES**

Provides baccalaureate degree programs leading to the Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Master of Education and Minor in the Social Sciences, the Humanities, and the Natural Sciences.

**OFFICE OF THE DEAN**

Responsible for the overall activities, curricula, and personnel of the College of Arts and Sciences, including the School of Nursing.

- Responsible for faculty personnel actions, faculty recruitment, and affiliate faculty;
- Maintains liaison with College Faculty Senate and College Faculty Senate Executive Committee, other Deans, Directors, Vice Chancellors, and the Chancellor;
- Responsible for overall curriculum development and long-range planning;

**DIVISIONS**

**(Social Sciences, Humanities, and Natural Sciences)**

Develop coherent programs among the disciplines within the respective divisions.

- Coordinate curricular offerings among the disciplines;
- Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students;
- Consult and cooperate with other divisions on curricular matters;
- Review and process personnel transactions, administer student help and the operating and equipment budgets.

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COLLEGE OF ARTS AND SCIENCES**

**SCHOOL OF NURSING**

**Manage the Baccalaureate Nursing Program**

- Develop and manage administrative, academic, and programmatic policies and procedures.
- Assure compliance with licensing and certification requirements.
- Maintain NLNAC accreditation.

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**LIBRARY SERVICES**

**ADMINISTRATION**

Directs all library and media activities, services, and personnel for the University of Hawai'i at Hilo.

- Directs the development of library and media services, resources, and facilities;
- responsible for fiscal planning and management to insure the efficient operation and development of the Library and Media Center;
- provides for staff development and training to insure an adequate level of services;
- directs the selection, acquisition, and processing of library and media resources;
- provides for special collections and services in response to instructional and research needs of the University community.

**LIBRARY**

**PUBLIC SERVICES**

**Reference, Instruction, and Special Services**

- provides informational and reference services to students, faculty, and the community;
- responsible for the development and maintenance of Reference, Hawaiian, and other special collections;
- provides access to bibliographic information through online data bases, CD ROM, and other products;
- supervises the operation of special collections, including the management of archival materials;
- Provides access to Hawai'i Island newspapers and other materials through the Hawai'i Island Newspaper Indexing Project and other indexing endeavors;
- provides a bibliographic instruction program to assist students in making effective use of the library's collections and services. Special programs to instruct faculty with the new technologies are also available;
- develops bibliographies, guides, handbooks, and other finding tools to assist students in using the library's resources.

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Circulation

- Responsible for the circulation of all library materials;
- handles shelving and stack maintenance;
- responsible for the automated circulation system, including documentation, training, and maintenance;
- provides interlibrary loan services to the University community, including films and videotapes;
- manages special collection housed in circulation: closed shelves, reserves, all audiovisual materials, computer software, etc;
- processes all periodical and serial binding;
- handles general book mending and preservation;
- coordinates room reservations for the multilevel facility;
- responsible for the maintenance of a variety of equipment in the public areas;
- manages all public and staff photocopying.

Cataloging

- Responsible for the cataloging and processing of all materials added to the collection;
- responsible for the development and maintenance of the online data base.

Acquisitions, Receiving, and Serials

- Responsible for the ordering of library materials.
- Responsible for the receipt, processing, and payment of materials purchased.
- Maintains control over the materials and equipment budgets.
- Processes all gift materials presented to the library.
- Responsible for the acquisition and receipt of serial materials.

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Government Documents and Periodicals

- Responsible for the selection, acquisition, processing, development, and maintenance of the U.S. Government documents collection;
- provides reference services for government documents;
- responsible for the check-in, claiming, and maintenance of the periodical and newspaper collections.

**MEDIA SERVICES**

Audiovisual Services

- Makes available a variety of audiovisual equipment and services to support instructional activities;
- responsible for the acquisition, inventory, repair, and maintenance of audiovisual equipment.

Graphics Services

- Provides duplication services for the campus;
- provides graphics production for institutional and curricula support.

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**COLLEGE OF CONTINUING EDUCATION AND COMMUNITY SERVICE**

**OFFICE OF THE DEAN**

On a year-round, island-wide basis, provides overall supervision, administration and leadership of CCECS. Supervises professional staff of educational specialists, support staff, and special projects personnel.

**CREDIT PROGRAM**

- Acts as liaison with the UHH College of Arts & Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; and the College of Pharmacy in planning, developing, implementing, and evaluating University credit courses offered through CCECS
- Acts as liaison with appropriate units of UH Hilo and UH Mānoa in offering extended graduate programs.

**SENIOR PROGRAMS**

- In cooperation with senior citizens and local, state, and national organizations, plans, develops, implements, and evaluates programs to meet the educational needs of senior citizens.

**PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAM**

- Plans, develops, implements, and evaluates "in-service programs" for Hawai'i and Maui County teachers in the State of Hawai'i Department of Education system;
- plans, develops, implements, and evaluates non-credit personal and professional development programs for all citizens, except senior citizens.

**INTERNATIONAL PROGRAM**

- Plans, develops, implements, and evaluates international short-term travel/study to Hawai'i programs and the year-round English Language Institute (ELI) Program;
- plans, develops, implements, and evaluates English-as-a-Second-Language (ESL) courses.

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**CONFERENCE PROGRAM**

- Plans, develops, implements, and evaluates UHH and non-UHH conferences, workshops, professional and academic meetings and programs;
- Full support services and all aspects of program coordination are included as part of program responsibilities.

**NORTH HAWAI'I EDUCATION AND RESEARCH CENTER  
(NHERC)**

- Serves as the Distance Learning Center for the distance learning programs at the University of Hawai'i at Hilo, as a base station for field research, and as a community center;
- plans, develops, implements, and evaluates lifelong learning programs and higher education services to the region.

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**KA HAKA 'ULA O KE'ELIKŌLANI**

Provides baccalaureate, master's, and doctoral degrees and minor programs leading to the Bachelor of Arts in Hawaiian Studies; Master's of Arts in Hawaiian Language and Literature; Master of Arts in Indigenous Language and Culture Revitalization; Minor in Hawaiian Studies; and Certificates in Hawaiian Language; Basic Hawaiian Culture; Indigenous Language and Culture Revitalization; and Kahuawaiola Indigenous Teacher Education Program.

**OFFICE OF THE DEAN**

Directs activities, curricula, and personnel in Ka Haka 'Ula O Ke'elikōlani.

- Recruits and retains qualified faculty and research staff members;
- Formulates and defends financial plans;
- Allocates funds to various programs;
- Controls the expenditure of funds;
- Develops and maintains quality instructional, research, and community service programs;
- Coordinates instructional activities;
- Maintains communications with government agencies, client groups, and the general public.

**MOKUNA PĀPAHANA KALAI'IKE (Academic Programs Division)**

- Prepares students with broad and full understanding of the basic factors involved in the study for undergraduate and graduate degrees in the Hawaiian language;
- Provides courses and training for students;
- Ensures that students complete a core of basic courses and substantial courses in general education;
- Provides for teacher training.

**HALE KUAMO'O CENTER (Language Support and Outreach)**

- Maintains a Hawaiian language support center (Hale Kuamo'o) and other outreach programs;
- Provides research, curriculum development, language development, archival work, and educational technology.

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**COLLEGE OF BUSINESS AND ECONOMICS**

Provides for baccalaureate degree programs leading to the Bachelor of Business Administration and the Bachelor of Arts in Economics and certificate programs.

**OFFICE OF THE DEAN**

Responsible for the overall activities, curricula, and personnel of the College of Business and Economics.

- Responsible for faculty personnel actions, faculty recruitment, and affiliate faculty.
- Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors, Vice Chancellors, and the Chancellor.
- Responsible for overall curriculum development and long-range planning.
- Coordinates curricular offerings among the disciplines.
- Reviews and processes personnel transactions, administers student help, and the operating and equipment budgets.

**INSTRUCTION**

- Offers courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students;
- consults and cooperates with other divisions on curricular matters.

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**COLLEGE OF PHARMACY**

Provides the academic curriculum leading to the Doctor of Pharmacy (Pharm.D.) degree.

**OFFICE OF THE DEAN**

In the UHH system, deans of colleges report to the Vice Chancellor of Academic Affairs who in turn reports to the Chancellor. In addition, deans frequently interact with the Chancellor at various events throughout the year.

The College of Pharmacy functions as an autonomous unit within the system, with the dean serving as the chief academic officer and being responsible for many functions including:

- establishment of a pre-pharmacy curriculum for implementation throughout the system;
- development of the plan to develop and secure approval for implementation of the founding class of Pharm. D. students;
- acquiring precandidate status with ACPE, and regional accreditation with WASC;
- prepare and secure approval of annual budgets and start-up funds; development of plans for a new pharmacy building;
- obtain approval and recruit the administrative team for the UHH-COP;
- continue with recruitment of faculty members for the UHH-COP;
- secure affiliation agreements with key health systems and pharmacies to provide clinical instruction and shared faculty positions;
- prepare annual applications for Federal funding; organize and implement outreach programs for various stakeholders in the pharmacy program;
- develop and implement a fund raising program; nurture relationships with potential donors;
- secure funding from the State, Federal, Corporate, and private sectors; serve as a primary advocate for the College;
- represent the College in the internal and external environment; create and foster a positive environment for faculty, staff, and students;
- provide leadership and financial plans to meet the goals of the College; lead the College in obtaining and maintaining Accreditation Council of Pharmacy Education accreditation;

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- ensure effective services to students; provide budgetary administration and leadership;
- ensure administration and operations of the college reflect the diversity of the stakeholders' cultures and thinking;
- initiate and support the development of sustained academic partnerships and collaborations;
- serve as lead facilitator for academic, curricular, and research programs;
- develop and maintain excellence in instructions and research programs through recruitment and retention of high caliber faculty;
- facilitate and develop the adoption of best and promising curricular instructional delivery and research practices;
- personally engage in scholarly activity;
- support professional development of faculty and staff;
- provide leadership and support for initiatives that foster the dissemination of knowledge;
- provide leadership, direction, and support in implementing vision, mission, strategic plan, and commitments of the College;
- in collaboration with faculty and higher administration, develop, coordinate, and achieve short- and long-term goals of the College, University, and System;
- foster alumni morale and include alumni in strategic planning;
- foster networking and career services for students and alumni; serve as the primary advocate with various legislators;
- coordinate activities with international organizations to further promote the reputation of the College;
- encourage and support faculty and staff in the area of grant development;
- secure funding from various sources; collaborate with the UH Foundation;
- ensure the development of credit and non-credit programs to serve the needs of constituencies;

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**OFFICE OF THE ASSOCIATE DEANS**

**Associate Dean of Academic Affairs**

- Provides leadership in development and ongoing evaluation of the curriculum for the Pharm. D. program;
- oversees priorities in academic affairs for COP that include, but are not limited to, securing ACPE accreditation;
- recruitment, admission, and graduation of professional students;
- hiring and retention of faculty; management of staff support personnel and resources;
- other relevant activities to the academic offerings of the College;

**Associate Dean of Research**

- Lead the quest for scholarship of pharmaceutical and interdisciplinary sciences in the COP;
- Develop and sustain the COP's relationships in its scientific mission and vision throughout the UH system, UHH, and globally among academic institutions and/or pharmaceutical industries;
- Oversee the research mission and direct the establishment and continuation of funded research programs among the faculty;

**ACADEMIC SUPPORT UNITS**

**Student Affairs**

- Administer and manage the Office of Student Affairs specific to the COP. Responsible for implementing student services in accord with the ACPE standards;
- Plan and organize programs for students relative to recruitment, admissions, monitoring, and graduation;
- Inclusive of creating and maintaining a student information system;
- Work with academic administrators and/or faculty in formulating and implementing policies and programs specific to COP students.

**Library**

- Responsible for a wide variety of academic library public services duties with emphasis in the areas of pharmacy and health sciences, including delivering reference services;
- participating in library instruction activities;

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- assisting with health related library lending; providing outreach to distance learners and pharmacy partners and support to faculty teaching distance education courses;
- working with faculty to improve library services;
- performing assigned collection development responsibilities;
- serving on Library, UHH, and UH System committees; and other duties as assigned.

**DEPARTMENTS**

Each respective department will develop curricular programs, in accordance with accreditation guidelines, that lead to the Doctor of Pharmacy degree within respective departments.

- Coordinate curricular offerings between departments through appropriate consultation;
- Coordinate on-campus courses with distance learning based courses and pharmacy practice courses throughout the state;
- Review and process personnel transactions, administer student help, and the operating and equipment budgets.

**Community Partnerships**

- Designed to capitalize and harness Hawai'i's rich landscape of diversity among peoples, cultures, islands, healthcare systems, and pharmacy practices;
- this department will build partnerships for the COP in research, practice, education, and community outreach;
- the Director works collaboratively with the Dean's administrative team in building and sustaining community partnerships.

**Pharmaceutical Sciences**

- Oversee the scientific base of the Pharm. D. program and lead the faculty in implementing the professional curriculum that provides the scientific underpinnings of pharmacy practice;
- administer and manage the faculty in program delivery of teaching and research initiatives;
- recruit, mentor, and retain faculty with expertise in basic and pharmaceutical sciences.

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**Pharmacy Practice**

- Oversees the education of professional practice in the Pharm. D. program;
- Lead the faculty in implementing the curriculum that forms the foundation of professional pharmacy practice as a health discipline;
- organize the faculty to implement and evaluate professional education initiatives;
- build the clinical foundations of the Pharm. D. program via a professional network of partnerships among health systems within the state, nation, and world.

**Innovation and Products**

- Objectives include design, implement, and evaluate programs in research, education, and practice that apply Bioinformatics and technology for COP faculty and students;
- The Director will apply the IOM core competency related to Informatics in the Pharm. D. program via collaborative working relationships with the Associate Dean of Academic Affairs and Department Chair of Pharmacy Practice;
- This position works closely with the Director of Student Affairs for computerized dataset in the Pharm. D. program.

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**OFFICE OF UNIVERSITY RELATIONS**

As part of the Chancellor's Office, concentrates on efforts towards the development of external college relations and developing and preparing effective publications and activities to promote University of Hawai'i at Hilo.

**OFFICE OF THE DIRECTOR**

- Responsible for development and preparation of effective publications and activities to educate and foster affirmative attitudes and acceptance of UHH and its role in higher education for the State;
- responsible for marketing and promotion of UH Hilo throughout the state of Hawai'i, mainland United States, and Pacific Rim countries;
- responsible for composition, makeup and distribution of a wide variety of public relations materials; coordinates with respective university executives, outside agencies, media, legislators and the community to implement programs and projects;
- monitors and evaluates progress and assesses effectiveness.
- responsible for governmental relations on behalf of UH Hilo and the University of Hawai'i System at the State Legislature, County of Hawai'i, and Federal government.
- maintains close and effective working relations and communication with university executives, Board of Regents, legislators, community agencies, media, and faculty, staff, and students to coordinate the dissemination of information relating to UHH operations, programs, and activities.

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**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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- 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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- 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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**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 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

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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.

**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.

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INTERCOLLEGIATE ATHLETICS

- Plans, organizes, budgets, evaluates, and coordinates, athletic programs (intercollegiate and intramural) for the University of Hawaii at Hilo.
- Responsible for the general control, administration, supervision and coordination of the Athletic Department, its programs, personnel, budget and finances, facilities, equipment, publicity and public relations;
- establishes and maintains athletic relations with other institutions;
- advises, recommends and reports to the Chancellor on all matters pertaining to athletics.

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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 Hawaii 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, 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, 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 Hawaii at Hilo funds, and maintains accounting and financial records.

**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, workers' compensation, hazardous waste, chemical safety, etc.

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INSTITUTE FOR AGRICULTURAL MARKETING AND EDUCATION

With oversight provided by the Office of the Chancellor, in cooperation with the United States Department of Agriculture, distributes agricultural marketing and agricultural education throughout the Pacific Basin using state-of-the-art video and internet technology.

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OFFICE OF MAUNAKEA MANAGEMENT

Under the general direction of the Office of the Chancellor:

- Manages the Maunakea Science Reserve, Summit Road, and Hale Pōhaku;
- establishes and enforces management policies;
- serves as the focus of contact for the public and tenant organizations on the mountain;
- manages a program for the physical maintenance of the Maunakea Science Reserve, Summit Road, and Hale Pōhaku;
- functions as a referral and facilitative agency for issues that are outside its authority but related to the mountain;
- oversees permitting as well as requests and scheduling for use of facilities and support services;
- addresses other requests including requests for information and grievances;
- oversees educational and resource management programs;
- coordinates monitoring programs and databases; and
- develops and maintains safety and security plans.

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**OFFICE OF TECHNOLOGY AND DISTANCE LEARNING**

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

**OFFICE OF THE DIRECTOR**

- Serves as the principal assistant to the Chancellor in all technology and distance learning matters.
- Plans, organizes, directs, coordinates and evaluates all technology and distance learning programs, including the Computing Center, distance learning, delivery services relating to distance learning, academic computing, student information system, web design, and university hardware and software standards.

**COMPUTING CENTER**

Plans, organizes, directs, and coordinates the functions of the Computing Center to serve the administrative programs and institutional research activities, including the student information system, the financial management information system, the human resource information system, campus network and servers, web design, and faculty and staff training.

**DISTANCE LEARNING DELIVERY SERVICES**

Plans, organizes, directs, and coordinates the functions of the distance learning delivery services to serve the instruction programs, administrative programs, and research activities, including distance learning delivery via Hawaii Interactive Television System (HITS), internet and other means, the production of live TV programs, the production of promotional materials, and faculty and staff training.

**ACADEMIC COMPUTING**

Plans, organizes, directs, and coordinates the functions of the academic computing services to serve the instructional programs and academic research activities, including academic computer labs, general student access, campus-wide academic hardware and software standards and procurement, and faculty and staff training and consulting.

**MULTIMEDIA DEVELOPMENT**

Plans, organizes, directs, and coordinates the functions of the multimedia development services to serve the instructional programs, administrative programs, and research activities, including the multimedia courseware development, the technology for streaming audio and video, the maintenance of internet and intranet web servers, and faculty and staff training and consulting.

**GENERAL HELP DESK**

Plans, organizes, directs, and coordinates the functions of the general help desk services to serve instructional programs, administrative programs, and research activities, including the consultation of access and utilization of technology by faculty, staff and students; the trouble-shooting

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of hardware and software problems; and the training needs of faculty and staff.