I. INTRODUCTION

The Vice Chancellor for Student Affairs is the chief student affairs officer for the University of Hawai‘i at Hilo and reports directly to the Chancellor of the University of Hawai‘i at Hilo. The Vice Chancellor serves as the chief advisor to the Chancellor and provides the executive leadership and direction in ensuring the overall development of each student as a person in the context of the university community through collegial leadership, vision, creativity, and dedication.

As chief student affairs officer, the Vice Chancellor for Student Affairs provides the executive leadership and accountability for the administration, development, assessment and improvement of student services and experiences which meet and support the University's missions and strategic plan. The Vice Chancellor analyzes issues and uses foresight and creativity in recommending viable courses of action and advising on policies in matters dealing with students.

The Vice Chancellor provides direct supervision and leadership development for the following units: admissions, records and registration, financial aid, academic advising, counseling and testing, international students, health services, housing and student activities, placement and career services, and federal programs. In addition, the Vice Chancellor also is responsible for coordinating legal issues relating to student higher education issues; campus communication and collaboration with internal constituencies - faculty, staff, and other administrative colleagues; communication and collaboration with external constituencies - business and community organizations; and budget development, planning and assessment.

Finally, the Vice Chancellor serves as the student advocate within the University community.
II. DUTIES AND RESPONSIBILITIES

ADMINISTRATION AND DEVELOPMENT 40%

Develops long- and short-range plans for the Student Affairs Program at the University of Hawai‘i at Hilo, which meets the University's missions and strategic plans and which also responds to the needs and requirements of its student constituencies. Responsible for planning, developing and implementing innovative and proactive programs, services, and procedures which respond to the changing needs and requirements of the University’s student community and which enhance the University's viability for student recruitment and retention purposes. Duties include developing partnerships with private and public entities; taking a leadership role in obtaining grants; developing programs to meet special needs for students; formulating policies and procedures; promoting and obtaining scholarships; and developing and coordinating out-of-state and international student exchanges and enrollments.

Supervises, directs and evaluates the student affairs programs, faculty and staff: admissions, records and registration, financial aids, academic advising, counseling and testing, international students, health services, housing and student activities, placement and career services, and federal programs. Develops strategic projections of program and staffing requirements including the budgeting of all expenditures and the development, identification and projection of long- and short-range requirements for budget preparation purposes. Oversees the hiring and evaluation of the professional and non-professional staff.

Develops and fosters communication with students, parents, faculty, community agencies, legislature, and the general public through participation in community organizations, student organizations and other entities which address student concerns, as well as encourages the overall growth of the University.

ASSESSMENT AND DEVELOPMENT 30%

Conducts periodic evaluations of programs, services, procedures and policies to ensure that the Student Affairs program is effective, innovative, proactive, anticipatory and responsive to student and community requirements. Utilizes analytical results and data to design, develop and implement innovative and effective student recruitment and retention programs, services and procedures.

Analyzes staff and program responsibilities and reorganizes, reassigns or realigns to best meet UHH and University of Hawai‘i strategic goals, missions and priorities, in accordance with University of Hawai‘i rules, regulations, procedures and collective bargaining agreements. Evaluates faculty for contract renewal, promotion and tenure and staff for periodic performance evaluations.
STUDENT CONDUCT CODE 15%
Reviews, investigates, and analyzes allegations of violation of the Student Conduct Code at the Pre-Disciplinary Hearing stage which includes initiating charges, referring cases to the Student Conduct Committee, and presenting the case, as appropriate, at Disciplinary Hearing.

COORDINATION 15%
Serves as the Chief spokesperson for the Chancellor on matters related to student life, services and programs with students, the community, system offices, state and federal agencies, and other campuses. Serves as the University ombudsperson for students.

III. LIST OF SUBORDINATES

Pos. No. 15350, Secretary III
Pos. No. 86426, Assistant Specialist
Pos. No. 80884, Instructor & Student Support (Financial Aid)
Pos. No. 81539, Instructor & Student Support (Admissions)
Pos. No. 84051, Specialist
Pos. No. 80880, Instructor & Student Support (Student Activities)
Pos. No. 80668, Instructor & Student Support (Records)
Pos. No. 80833, Instructor & Student Support (Housing)
Pos. No. 85838, Specialist
Pos. No. 86425, Associate Specialist
Pos. No. 46059, Registered Professional Nurse V
Pos. No. 84344, Assistant Specialist
Pos. No. 86553, Jr. Specialist

IV. NATURE AND EXTENT OF GUIDANCE AND DIRECTION RECEIVED
General and broad guidance and direction with wide latitude to exercise authority and responsibility for administering and managing the student affairs program in accordance with laws, rules, regulations, policies and procedures.

V. NATURE AND EXTENT OF CHECK OR REVIEW OF WORK
Work is reviewed for program and goal attainment.

VI. DESCRIPTION OF CONTACTS WITH OTHER DEPARTMENTS OR UNIVERSITY ORGANIZATIONS, WITH OUTSIDE ORGANIZATIONS, AND WITH THE GENERAL PUBLIC
Close cooperation with other collegiate units at UHH, senior campus administrators, faculty, students, state, federal and community agencies, media, general public and other related organizations. Liaison with UH system units in matters concerning student affairs.
VII. MINIMUM QUALIFICATIONS REQUIREMENTS
1. Doctorate from an accredited institution
2. 5 years of relevant senior level professional experience in higher education student affairs;
3. Proven strong managerial and collegial leadership in student affairs or related academic area;
4. Demonstrated knowledge of administrative support areas including fiscal, human resources management, and information technology;
5. Demonstrated positive leadership in developing collaborative relationships with internal and external constituencies;
6. Successful experiences in conflict resolution and long-range program planning;
7. Demonstrated understanding and leadership in issues concerning equal employment opportunity, student recruitment, retention and graduation, and advocacy.
8. Knowledge and understanding of the goals and philosophy of undergraduate, baccalaureate and graduate educational programs.

VIII. DESIRABLE QUALIFICATIONS
1. Knowledge of State fiscal and budgetary development
2. Familiarity with academic program development and administration

Approved December 1, 2006