

## ASSISTANT PROVOST

This is administrative work in providing management, expertise, direction and coordination in specific areas of assignment on behalf of the Provost. A position in this class is designated as a manager of a specific area of assignment (e.g., global engagement) with responsibility for the daily planning, management and coordination of those specific program areas, which may serve the campus and, as appropriate, the overall UH system. As a direct report to the Provost, the Assistant Provost is committed and responsible for assisting the Provost and Mānoa leadership, and as appropriate, the UH system leadership for hybrid endeavors and initiatives that also have system or systemwide impact. Work advances the strategic plans, goals and objectives of the UH campus in alignment with the priorities of the University of Hawai'i System.

The Assistant Provost ensures and facilitates the advancement of short and long-term goals and initiatives of the respective area of assignment in alignment with campus mission and goals, and may also provide direction, coordination and facilitation of systemwide programs (e.g., international affairs). The work involves responsibility for program development and implementation of program plans on a day-to-day operational basis. The Assistant Provost may serve as a representative of the Provost to individuals, groups and organizations within and outside the University in the specific area of assignment, and is a member of the Provost's Council. In some cases, may also be a key member of system committees and task forces. Further, the Assistant Provost promotes the University's commitment to diversity, equity, and cultural values within and external to the campus, embracing and understanding the university's constituencies and Hawai'i's role in the national and international arena. The Assistant Provost is also expected to actively engage in research, scholarship, and/or professional activity, as appropriate.

The Assistant Provost positively supports the goals and objectives of the Provost office, with implementation in alignment with campus mission and, if appropriate, larger UH system mission, at a high level of excellence and achievement. Work is performed under broad direction of the Provost for results obtained, and requires extensive contact and active engagement with a broad range of internal and external constituencies, groups and individuals.

The establishment of the class Assistant Provost is approved effective

September 14, 2022.



David Lassner, UH President

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