

UNIVERSITY PROGRAM OFFICER, UHWO

The University Program Officer will be an integral part in achieving the outcomes of UHWO's Strategic Action Plan as well as its mission and vision. The Director of Strategic Directions, Assessment, and Accreditation is a critical member of the Chancellor's team and works closely with the campus' leadership—its Vice Chancellors, Division Chairs, Grant Program Directors and Principle Investigators, and others—to ensure that all work, present and future, propels this campus toward successfully 1) Increasing Student Success and Engagement, 2) Advancing Dynamic and Integrated Learning Experiences, and 3) Strengthening Assets and Infrastructure.

Work involves responsibility for strengthening UHWO's ability to achieve its strategic outcomes, designing, implementing, evaluating, continually refining, and reporting assessment methods and procedures to improve campus programming; designing, implementing, and reporting progress toward maintaining accreditation for the campus; conducting assessment and research through an inclusive lens to ensure continual improvement of UHWO programs; providing staff assistance to campus programs and policy; the monitoring of the operations of a variety of campus programs and activities; the coordinating of the administration of a variety of campus support activities; the collection of data and the conduct of campus program studies and evaluations; the provision of technical information and interpretation of campus policies, procedures, requirements; the conduct of research relating to campus programs and their operations, administration, planning, and evaluation; the preparation of data and information relating it relates to campus programming; and the preparation of reports, position papers, analyses, draft manuscripts, inquiry responses relating to campus affairs and program operations and administration.

The class serves as representative of the Office the Chancellor to a variety of groups, agencies, and individuals within and outside the University and assists in a variety of campus administrative activities as may be assigned by the Chancellor. Work entails considerable contact with senior campus leadership and campus administrators, faculty, students, accrediting commisions, State agencies, legislative committees and their staffs.. Work is reviewed by the Chancellor for adherence to general policy guidelines and results achieved.

The class University Program Officer, UHWO is established effective 10/17/2022.



President, University of Hawai'i

10/17/2022

Date