

ADMINISTRATIVE PROGRAM OFFICER

This is administrative work assisting the Vice President or designee in the development and direction of system wide policies and programs pertinent to administrative functions. Work involves responsibility for providing staff assistance to system wide and campus administrators; assisting in the development, amendment and implementation of the Board of Regents policies, executive policies, and administrative procedures; evaluating programs and services; analyzing problematic areas; providing leadership in program development; participating in legislative committee sessions, including presenting testimony on behalf of the UH System and responding to questions posed on administrative programs; drafting policy proposals and position papers; and serving as a system wide resource on administrative policies and procedures. Areas of responsibility include, but are not limited to, coordination of policy and planning related to administrative, management, and coordination of system initiatives; collection and stewardship of data and data systems, providing system wide reporting; coordination with state agencies to ensure that university plans and policies are consistent with state priorities; review and analysis of administrative programs and procedures; and coordination of system wide projects and programs across campuses. Work entails considerable contact with senior system wide and campus administrators, legislators and their staffs, faculty, students, and state agencies. Work requires knowledge of University programs and administrative and policy formulation processes common to institutions of higher education. Work is reviewed by the Vice President or designee for adherence to general policy guidelines and results achieved.

The class Administrative Program Officer is established effective February 9, 2012.

Neal Fennell
President, University of Hawaii

2/9/12

Date