

VICE PRESIDENT FOR ADMINISTRATION

This is executive leadership work of broad scope and complexity in the areas of administration. The primary responsibility of the Vice President for Administration is to ensure that all elements of administrative services support the delivery of quality education and the goals and vision of the University system.

Through innovative and effective leadership, the Vice President for Administration oversees the University's system wide components of administrative services (human resources administration, capital improvements program, procurement and real property management, risk management, and external affairs and University relations). Provides leadership in the management and coordination of system-level administration, such as, but not limited to, system wide leadership in sustainability program planning and initiatives, public safety and emergency management, system policies and procedures, and delegation of authority. Represents the President and the University on legislative matters involving the University Administration; advises the President and other senior executives on system wide issues under the purview of the Vice President for Administration; serves as a member of various executive committees to ensure that long-range program developments are in concert with the UH Master Plan and that appropriate infrastructure and external resources are supportive of these goals and objectives; and negotiates, on behalf of the President, with federal, state and other agencies on matters related to system wide administration. Work involves responsibility for the overall internal operation and direction of the University including major policy development affecting administrative matters. Work entails considerable contact with senior executives and administrators, faculty, staff, campus administrators, the Board of Regents, legislators, the public, student groups, and State and Federal agencies, thereby requiring the incumbent to exercise seasoned tact, diplomacy, initiative and sound judgment.

Work requires knowledge of public administration, human resources administration, procurement and real property management, risk management, and public relations laws, rules and regulations, and organization and resource management; and ability to provide effective leadership, develop and implement innovative and efficient changes, and communicate effectively with internal and external constituencies. Work is reviewed by the President for results and effectiveness.

In accordance with the Board of Regents' action taken on January 23, 2014, the class Vice President for Administration is amended effective January 24, 2014.



Interim President, University of Hawai'i

2/21/14

Date