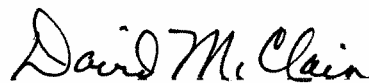


ASSOCIATE DEAN OF STUDENT SERVICES

This is administrative work in planning, organizing and directing all student services activities and functions requisite to the administration of the instructional, research and public service objectives of a school or college. Work involves developing strategic long and short term plans for a robust graduate student services program which includes responsive and innovative programs and projects; administering the academic advising program involving the implementation and interpretation of University, school or college policies and procedures relating to graduate admissions, minority admissions, retention and graduate requirements; developing recruitment strategies, admissions targets and priorities, admissions criteria, etc.; administering the registration program for graduate and professional studies programs; overseeing the awarding of scholarships and loans program; establishing and managing a student records system; planning, organizing and conducting new-student orientation programs; directing and adjudicating appeals from students on academic actions such as probation, suspension and dismissal; directing and overseeing the certification of degree requirements fulfillment for graduating seniors; assisting in the formulation of academic and administrative plans; developing grant proposals; providing outreach community services; and serving on committees or task forces concerned with curricula, academic standards, procedures, etc.

Work requires extensive knowledge of academic policies and procedures relating to admission and retention of graduate students, transfer credits evaluation, registration process, and certification process of academic requirements for graduation; academic advising; and curricula and academic standards. Requires the ability to administer an academic advising program; interpret and apply academic policies, standards and procedures; and communicate effectively both orally and in writing. Work entails extensive contact with campus academic and program administrators, faculty, and administrative staffs of State and federal agencies. Supervision may be exercised over administrative, professional and clerical personnel. Work is performed under general broad guidance and is reviewed through oral and written reports for adherence to policies and procedures and by evaluation of results obtained.

The amendment of the class, Associate Dean of Student Services, is approved and effective January 1, 2007.



President, University of Hawai'i

02/24/07

Date