

ACADEMIC AND STUDENT AFFAIRS PROGRAM OFFICER,
COMMUNITY COLLEGES

This is administrative staff work in assisting the Community Colleges in the overall development, implementation and coordination of the Community College system's strategic plan for all vocational, liberal arts and/or continuing education programs on community college campuses. Work involves the responsibility for providing leadership in developing, implementing, monitoring and evaluating policies and procedures; evaluating and determining whether proposals for new academic and student services programs are consistent with the priority directions established by the State and the University; etc. Areas of responsibility include, but are not limited to, systemwide coordination of policy and planning related to all academic and student services programs, including inter-campus articulation and alignment for the community college system, inter-campus articulation and student services for transfer to baccalaureate programs; coordination with community partners including industry and social services; program review; enrollment management; distance learning and international education; integration of academic and student service programs to promote student success; use of data for reporting, analysis and program planning; etc.

Work entails considerable contact with senior systemwide and campus administrators and faculty, legislative committees and their staff, system and campus level support staff, student organizations, private industry and public officials, community groups, etc. Work requires knowledge of academic and student services programs and administrative and policy formulation processes common to institutions of higher education, especially community colleges. Work is reviewed by the Associate Vice President for adherence to general policy guidelines and results achieved.

The retitling and amendment of the class Academic Affairs Program Officer, Community Colleges, to Academic and Student Affairs Program Officer, Community Colleges, are approved, effective _____.



President, University of Hawai'i

9/23/19

Date