OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

MANOA CAREER CENTER
Org Code: MAMCC
- Student Services Specialist, PBD, #80681 1.00
- Secretary II, SR14, #11046 1.00
- IT Specialist, PBA, #78604 1.00

CAREER SERVICES
Org Code: MACSCD
- Specialist Type Faculty: #70072, #82701, #88125, #88325, 4.00
- Student Services Specialist, PBB, #81434 1.00

COOPERATIVE EDUCATION
Org Code: MACECD
- Specialist Type Faculty #88117 1.00
- Specialist Type Faculty: #82642, #82644 2.00
- Office Assistant IV, SR10, #46550 1.00

STUDENT EMPLOYMENT SERVICES
Org Code: MASECD
- Student Services Specialist, PBB, #81481 1.00
- Student Services Specialist, PBA, #78605 1.00
- Student Services Specialist, PBA, #80453T 1.00

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
MANOA CAREER CENTER
ORGANIZATIONAL CHART
CHART IV-B

GENERAL FUND FTE 15.00*
GENERAL FUND FTE (AUTH TEMP) 1.00

*Abolished position #88326 (1.00 FTE)
MĀNOA CAREER CENTER – Org Code: MAMCC

The Mānoa Career Center reports to the Vice Chancellor for Students and oversees all workplace and employment functions for students. They work to ensure a successful transition into the workplace through student employment opportunities, career development activities, internships, cooperative education, and career services.

CAREER SERVICES – Org Code: MACSCD

- Provides comprehensive and progressive individual and group career counseling to enable students to make appropriate decisions and choices.
- Develops and implements intervention programs for the purpose of career development awareness, academic retention during participation in work-based learning, and acquisition of professional practices as it relates to career planning. Collaborates with Enrollment Management/Academic support programs as appropriate.
- Develops, implements, and evaluates career programs to increase student awareness of, and participation in, employment and career services programs.
- Assists students and alumni in matters related to careers, vocations, and employment by maintaining a career library, job announcements, and credential file.
- Promotes the University of Hawai‘i at Mānoa at and through career fairs and recruitment opportunities.
- Maintains a close relationship with the University of Hawai‘i Alumni Association and utilizes alumni to assist students in career decision-making and networking.
- Conducts evaluative assessments on programs and services offered to ensure support of the University of Hawai‘i mission, specifically in student learning, retention, and recruitment.
- Participates in research and remains updated in current employment trends and issues through local, regional, and national associations.
- Coordinates with Undergraduate Education and Enrollment Management for the provision of Service Learning opportunities to students.

COOPERATIVE EDUCATION – Org Code: MACECD

- Facilitates student work-based learning through progressive career development programming and collaborative partnerships with a spectrum of employers, community, faculty, and staff.
- Articulates the relationship between academic studies and work-based learning through programming, counseling, and policy recommendations.
- Administers cooperative education & internship opportunities in coordination with academic units.
- Partners with the University and business community to develop a comprehensive career/life planning approach to prepare a skilled, civically responsible workforce that will meet the changing needs of the workplace.
• Interactive database for the purpose of employment processing, student and employer tracing, job posting, and student referrals.
• Ensures compliance of programming with University, state, and federal laws and regulations in the employment arena including, but not limited to, equal employment opportunity, labor law, civil rights legislation, and federal program guidelines.
• Serves as advocate for students in employment matters.
• Administers the Federal Work Study Program, Job Location & Development, and other federal programs as appropriate.
• Assists all campus employers in filling student assistant positions.
• Works with Enrollment Management to ensure coordination of employment components of financial aid packages.