OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

STUDENT LIFE & DEVELOPMENT
Org Code: MASLD

Director of Student Affairs (SLD), #89190 1.00
Student Services Specialist, PBA, #78447 1.00
IT Specialist, PBB, #81137 (W) 1.00 (W)

STUDENT LIFE BUSINESS SERVICES
Org Code: MABSSL

Student Services Specialist, PBB, #79129 1.00
Administrative Svcs Manager, PBB, #80163 (B) 1.00 (B)
Administrative & Fiscal Support Specialist, PBA:
#78450 (B), #79406 (B), #80649 (B) 3.00 (B)
Student Services Specialist, PBB, #80660(B) 1.00 (B)
Bldg Maintenance Worker, BC09, #28597(B) 1.00 (B)
Bldg & Grounds Utility Worker, BC05, #44085 (B), #44109 (B), #45379 (B) 3.00 (B)
Student Services Specialist, PBA, #78831(B) 1.00 (B)
Student Services Specialist, PBB, #79661 (B) 1.00 (B)

STUDENT EVENTS & CAMPUS LIFE SERVICES
Org Code: MASESL

Specialist Type Faculty, #88328 (B) 1.00 (B)
Specialist Type Faculty, #88364 1.00
Specialist Type Faculty, #70084 (W) 1.00 (W)
Student Services Specialist, PBB, #81486 (W) 1.00 (W)
Specialist Type Faculty, #88334 (W) 1.00 (W)
Student Services Specialist, PBB, #79313 (B) 1.00 (B)
Student Services Specialist, PBB, #80025 (B) 1.00 (B)
Student Services Specialist, PBB, #79713 (B) 1.00 (B)

STUDENT INVOLVEMENT & LEADERSHIP DEVELOPMENT PROGRAMS
Org Code: MASIL

Specialist Type Faculty, #85083 1.00
Student Services Specialist, PBB, #77071 1.00
Specialist Type Faculty, #83512 1.00
Office Assistant III, SR08, #26460 1.00
Student Services Specialist, PBB, #80025 (B) 1.00 (B)
Student Services Specialist, PBA, #79313 (B) 1.00 (B)

STUDENT RECREATION SERVICES
Org Code: MASRSL

Specialist Type Faculty, #85083 1.00
Student Services Specialist, PBB, #81486 (W) 1.00
Student Services Specialist, PBB, #80025 (B) 1.00 (B)
Student Services Specialist, PBB, #79713 (B) 1.00 (B)

*** Position recently established, pending funding

STATE OF HAWA'I
UNIVERSITY OF HAWA'I
UNIVERSITY OF HAWA'I AT MANOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
STUDENT LIFE & DEVELOPMENT
ORGANIZATIONAL CHART
CHART IV-A

GENERAL FUND FTE 11.00
SPECIAL FUND FTE (B) 25.00
REVOLVING FUND FTE (W) 5.00
STUDENT LIFE & DEVELOPMENT – Org Code: MASLD

The Office of Student Life & Development reports to the Vice Chancellor for Students and pursues as its primary mission the provision of a spectrum of involvement and learning opportunities for students through innovative programs and quality services which promote leadership, life skills, and personal development while enhancing campus life. In fulfilling this mission, the Office of Student Life & Development pursues two basic goals: 1) to provide co-curricular programs and learning opportunities which contribute to the quality of life for students by meeting their intellectual, social, recreational, physical, emotional and moral development needs; and 2) to promote leadership and self-direction among those students who become involved in managing student life activities on campus or who assume an active partnership role in campus governance. Inherent in pursuing these two goals are a product outcome and a process outcome, both of equal importance. Through the delivery of services and programs (the product) that meet the developmental needs of the general student population, the Office of Student Life & Development involves students in organizational governance (the process) that fosters the development of personal and organizational leadership.

The mission and goals of the department of Student Life & Development are fulfilled through five core functions: program or service administration; organizational advising & support; facility operations; organizational training & development; and staff efficacy & renewal as described below.

Program or Service Administration is a core function that involves the coordination and oversight of programs and services offered by the department. This function includes such tasks as the continuous analysis of service/program operations to improve operational efficiency and effectiveness; the development of scope of service/program changes to respond to assessed needs; supervision of service or program operations; the development of systematic marketing to promote use of program or service; the assessment of service or program for customer use, satisfaction, and cost benefits; the identification and analysis of preventive maintenance and repair of service area or program needs; and the administration of vendor contracts applicable to service area or program.

Organizational Advising & Support is a form of counseling and offering educational assistance to students in groups. This form of educational assistance involves assessing student and organizational needs; and instructing and counseling students to develop their interpersonal and leadership skills to work effectively in organizational or team settings. This also involves articulating and advocating the needs and interests of students to the University and conversely, representing, supporting, and communicating the University’s mission, institutional needs, and policies to students and student groups. Additionally, this core function involves providing fiscal oversight and program coordination for activities and programs offered by assigned student groups.

Facility Operations is a core function that involves the oversight of facility management and maintenance of the Campus Center, Hemenway Hall, and other related student life facilities (e.g. student publications buildings, intramural sports and recreational leisure facilities, etc.). This function includes analyzing facility operations; developing short-range and long-range plans for preventive maintenance and repairs; monitoring and directing the renovation, expansion and repair projects for facilities including replacing equipment and furnishings; and administering maintenance contracts for major mechanical systems including air conditioning, electrical system, gas & water systems, elevators, etc. This also requires that facility operating hours are adhered to, that facilities and services are properly prepared for opening and closing, and that proper controls are in place for facility security, key access, etc. to assure the safety and maintenance of buildings, grounds, and persons.
**Organizational Training & Development** is another core function that is delivered via instruction in both classroom and out-of-classroom settings. This function includes such tasks as researching existing literature, websites, and journals on assigned training topics; formulating learner outcomes; designing instructional methods and materials to achieve learner outcomes; delivering instruction and training; and evaluating instructional methods and materials to refine and improve training.

**Staff Efficacy & Renewal** is a core function that promotes continuous staff development to enhance individuals’ effectiveness in serving students with intentionality and efficacy. This function acknowledges the need to develop those professionals who serve and develop students.

Student Life & Development is comprised of four sections reporting to the Director and described below. Each section contributes to the fulfillment of the department’s mission by performing a differential ratio of the five core functions described earlier with a specialized focus as illustrated below.

**STUDENT LIFE BUSINESS SERVICES – Org Code: MABSSL**

- Budget development, preparation, maintenance, and variance
- Financial accounting including revenue & cash deposits, purchasing, bond payments, audits
- Personnel recruitment, processing, payroll, and records management
- Building management including facility use, property management, building security, and project management for new construction and renovation projects
- Facility maintenance and repair
- Universal debit card program including service development & design, operating process system design, training and development of end users
- Divisional food service program including contract management and oversight
- UPASS student transportation program including contract management and oversight
- Alternative funding resource development

**STUDENT EVENTS & CAMPUS LIFE SERVICES – Org Code: MASESL**

- Organizational advising & program/fiscal support for Campus Center Board, Activities Council, Board of Publications, Ka Leo O Hawai’i, Hawai’i Review, Broadcast Communication Authority, KTUH-FM campus radio station, and videocast UH Productions
- Organizational training & development for Campus Center Board, Activities Council, Board of Publications, Ka Leo O Hawai’i, Hawai’i Review, Broadcast Communication Authority, KTUH-FM campus radio station, and videocast UH Productions
- Student employee training & development
- Advertising sales development & oversight
- Publications operations including billing, accounts receivables, and circulation
- Meeting & event services including sales/event planning, reservations & scheduling, production setups, equipment upkeep & inventory, onsite program coordination, and event evaluation
- Service administration of student operated services including computer lab, lounge, graphics, gamesroom, and ticket & information
- Service liaison for contracted vendors including American Savings Bank, UH Federal Credit Union, automated teller machines, barbershop, Subway, dental hygiene, and UH Bookstore

**STUDENT INVOLVEMENT & LEADERSHIP DEVELOPMENT PROGRAMS – Org Code: MASISL**

- Organizational advising & program/fiscal support for Associated Students of the University of Hawai’i, Graduate Student Organization, and Student Activity & Program Fee Board
- Organizational training & development for Associated Students of the University of
Leadership education and development (credit classes; workshops & training for student volunteers, student organizations, and students; organizational consultation)

New student programs including summer freshmen orientation, parent & family orientation, transfer student orientation

Registered Independent Organizations (resource liaison, program consultation, benefits advising, annual organization registration and orientation, hazing awareness training)

STUDENT RECREATION SERVICES – Org Code: MASRSL

Organizational advising & program/fiscal support for Recreational Sports Programming Council, SAFC Mānoa Maniacs, and recreational services policy board

Organizational training & development for Recreational Sports Programming Council, SAFC Mānoa Maniacs, and recreational services policy board

Organized recreational play including registration and signups, and recruitment and training of officiating crews

Informal recreational play including gyms, fitness centers, facility management, equipment inventory and maintenance, and recruitment and training of student staff

Recreational equipment rental

Recreational Wellness and Leisure programs including Teams Course, crafts, dance and performance arts, fitness, personal wellness, outdoor land and water recreation, class registration and signups, instructor recruitment and support, and recruitment and training of student instructors