



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050
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RESOLUTION

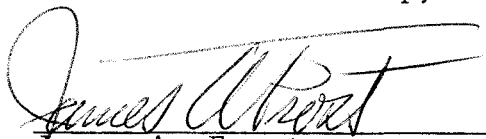
concerning

Adjustment in Duties
for
Assistant in Student Affairs/Administrator I
at
Central Connecticut State College

March 7, 1980

RESOLVED, That the duties for the position, Assistant in Student Affairs/Administrator I, at Central Connecticut State College be adjusted effective March 7, 1980, in accordance with all provisions and expectations as set forth in the proposal dated February 7, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: Central Connecticut State College,

Michael V. Barber

Dean of Personnel Administration

Concerning: _____ New Position, X Existing Position (Vacant/Filled)

1. Proposal:

To alter a vacant Counselor II position, 10 month, AAUP to an Assistant in Student Affairs, Administrator I position, 12 months, AFSCME.

2. Proposed Position:

Title/Rank Assistant in Student Affairs, Administrator I

12 mos.
10 or 12 mo.
Full-Part-Time

\$14,000
Salary Level

General
Fund (Gen.,
Ed. Ext., Aux.)

AFSCME
Bargaining Unit

3. Summary of Function (attach required job description)

See attached

RECEIVED

FEB 4 1980

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4. Rational for Altering or Establishing Position

To utilize a counselling type position more effectively in the area of student recruitment and retention.

5. Conditions of Employment if Changed or Different from Norm.

Previous incumbent's salary before retirement was \$19,526 for a 10-month position. New person is to be hired at \$14,000 for a 12-month position.

For Central Office Use:

Consultation with Bargaining Unit
Completed *cmk*

2/7/80

Approved:

1. For Submission to PERC *cmk*
2. By Committee/Board _____

Comments:

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant in Student Affairs

Administrative Rank: Administrator I

Department: Admission's Office

Supervisor(s) Position/Title Director of Admissions

POSITION SUMMARY:

Advises and counsels incoming students. Develops and runs ongoing student orientation program. Serves as liaison with Academic Affairs, Administrative Affairs, and Public Affairs in furtherance of student retention efforts.

POSITION RESPONSIBILITIES:

Advises prospective applicants.

Counsels incoming students regarding campus adjustment and College policies.

Participates in recruitment outreach.

Designs, plans and implements orientation programs for new and continuing students.

REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: _____

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of _____

Date

(Signature)

Campus JA Committee