



STATE OF CONNECTICUT

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AUTHORIZING RESOLUTION

concerning

Alteration in Duties and a Change in Title

Associate to Dean for Student Services/Administrator V
to

Associate to Dean of Instructional Services/Administrator V

at

Central Connecticut State College

July 23, 1982

RESOLVED, That the duties and title for the position, Associate to Dean for Student Services/Administrator V, at Central Connecticut State College be altered effective July 23, 1982, to Associate to Dean of Instructional Services/Administrator V, in accordance with all provisions and expectations as set forth in the proposal dated June 30, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Alteration Summary

TITLE: Associate to Dean of Instructional Services/Admin. VFUND: General FundPOSITION TYPE: Permanent X Temporary _____
Full-time X Part-time _____EFFECTIVE DATE July 23, 1982 Bargaining Unit Admin. FacultyCOST: \$ None

PROPOSAL:

To transfer incumbent Associate to Dean for Student Services from reporting to Executive Dean to report to Dean for Instructional Services and to revise title and job description to better reflect reality of incumbent's duties and responsibilities. "Old" and "new" job descriptions are attached.

JUSTIFICATION:

This change provides more immediate and available supervision of the incumbent and his responsibilities and frees the Executive Dean to concentrate further on development and external affairs.

Date: 6/30/82Prepared By Michael K BakerApproved By A. Don James

Central Connecticut State College

OLD

POSITION DESCRIPTION

Position Title: Assoc. to Dean of Student Services
~~Assistant Dean~~

Administrative Rank: Administrator III V

Department: Student Affairs

Supervisor(s) Position/Title Dean, Student Affairs

POSITION SUMMARY:

Assists the Dean of Student Affairs as Directed to complement the daily operations of the office of the Dean of Student Affairs through specific assignments as well as initiative on my behalf to commence certain projects and policies as I see the need for such to develop.

POSITION RESPONSIBILITIES:

Support the operation of the Office of the Dean of Student Affairs through specific assignments including, but not limited to, Coordination of the College's Judicial System-student discipline, Commencement responsibilities as related to the Area of Student Affairs, overseeing the Student Help Budget for the Area of Student Affairs and Coordination of many "special projects," such as Honors Programs, Special Olympics, Carpooling, etc.

Assist students and parents by providing counseling or advisement (both personal and academic).

Work closely with all groups within the Central Connecticut State College Community such as Faculty, Administration, Police, Maintenance, etc. To expedite problems which arise for students and departments within the Areas of Student Affairs.

Facilitate the day to day operation of the Office of the Dean of Student Affairs, including but not limited to: Withdrawals from College, exit interviews, withdrawal from courses, approval for students to carry below 12 semester hours, providing Notary services, advising some student organizations, representing the Dean of Student Affairs on various committees, handling complaints of faculty and students, resolving miscellaneous problems as they arise.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

POSITION DESCRIPTION

Position Title: Associate to Dean of Instructional Services

Administrative Rank: Administrator V

Department: Instructional Services

Supervisor(s) Position/Title Dean of Instructional Services

POSITION SUMMARY:

Assists the Dean of Instructional Services in matters relating to the continuing student services within Academic Affairs. Performs administrative and judicial functions as assigned.

POSITION RESPONSIBILITIES:

Coordinates non-academic withdrawals for students leaving college; for students in the General Fund requesting loads less than 12 credit hours; and for students requesting retroactive withdrawals.

Coordinates judicial services for the student body and reports as appropriate to the Executive Dean for Development and Student Services.

Administers academic matters pertaining to Commencement and other end-of-year activities.

Serves as a referral agent for student behavioral problems.

Assists students and parents by providing counseling or advisement (both personal and academic).

Performs other duties and responsibilities related to those enumerated which do not alter the basic level of responsibility of the position.

POSITION RESPONSIBILITIES: (Cont'd.)

QUALIFICATIONS:

Master's degree required. Four to five years of experience including demonstrated ability in at least two major student services areas. Experience in relevant policy implementation and student disciplinary procedures preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

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