


CSU

THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

CONVERSION OF POSITION

DIRECTOR OF COMMUNITY & MINORITY AFFAIRS/ADMINISTRATOR V
to
DIRECTOR, AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYMENT
ADMINISTRATOR V (General Fund)
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

January 6, 1984

RESOLVED, That the position, Director of Community & Minority Affairs/Administrator V be converted to Director, Affirmative Action/Equal Opportunity Employment/Administrator V at Southern Connecticut State University effective January 6, 1984, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
President

JAMES W. BARBER

NAME

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION TITLE: DIRECTOR, AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYMENT

ADMINISTRATIVE RANK: ADMINISTRATOR V

POSITION SUMMARY:

The Director, Office of Affirmative Action/Equal Opportunity Employment is responsible for developing, coordinating, monitoring, and reporting on the Affirmative Action Plan, 504 Compliance Transition Plan, and Title IX Compliance activities.

POSITION RESPONSIBILITIES:

1. Write, with appropriate consultation, any revisions of the Affirmative Action Plan and communicate them, subject to the approval by the President of the University, to the appropriate federal or state agency or office; and serve as the principal contact with state and federal representative in affirmative action reviews of the University.
2. Complete, or direct the completion of all Equal Opportunity Employment or Affirmative Action forms required by external monitoring agencies (DE, CHRO, OCR, BOG, etc.). In this function, the Office of Institutional Research along with the Computer Center serve as sources for statistical data and comparative analysis.
3. Receive and evaluate reports from all personnel involved in the affirmative action process and to review with those personnel a status report of their progress.
4. Devise a specific program of evaluation on a regular basis to determine the effectiveness of the University's Affirmative Action progress.
5. Implement, or coordinate the implementation, of the Affirmative Action Plan by all personnel named as having specific responsibilities and guide and assist all personnel involved in implementation through the development of written guidelines, resource files, orientation sessions, and individual advisement.
6. Monitor all search and selection procedures in each case where a new employee is hired and advise and inform those involved in the hiring and promotion process, through written guidelines and orientation sessions, of the legal requirements and of the University's procedures for recruiting, hiring and promotion actions.
7. Approve all recruitment advertisements for positions. Responsible for providing required notice(s) of position vacancies through posting, mailings, etc.

Southern Connecticut State University
Position Description

James W. Barber

NAME

- 8. Develop a resource file of recruiting sources; maintain a continuing contact with employee sources, particularly for protected groups; make these files available to all hiring personnel at the University; orient those personnel to the use of resource files; monitor the advertising of position vacancies, internally and externally; and provide support generally for the search for women and minority employees.
- 9. Coordinate the communication of affirmative action information to all employees and applicants and define each person's specific area of responsibility for the implementation of the Affirmative Action Plan.
- 10. Coordinate the activities of the Employee Advisory Committee, representing a cross section of all employees, particularly those in protected groups.
- 11. Report to the President of the University monthly and to the University community once a year on the status and progress of the Affirmative Action Plan through the annual revisions of the Affirmative Action Plan.
- 12. Receive, investigate, and resolve affirmative action grievances whenever possible either through direct action or referral.
- 13. Assist directly and indirectly in the recruitment of faculty and students with a special emphasis on minority faculty and students, through out-reach efforts and/or activities.
- 14. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY: *William F. [Signature]*

IMMEDIATE SUPERVISOR: *Frank [Signature]*

DEAN OF PERSONNEL ADMINISTRATION: *Roger J. Bergh*

James Barber

NAME

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Director of Community & Minority Affairs

ADMINISTRATIVE RANK: V

POSITION SUMMARY: Represents the college and its resources to the community, and conversely, represents the needs, problems, and aspirations of the community to the college. Functions as the Director of Minority Affairs within the institution.

POSITION RESPONSIBILITIES: Liaison between business, Labor, professional, educational groups, area school systems and Southern Connecticut State college. Assist in facilitating the operation of cooperative programs as they are developed, between the college and various groups and/or organizations.

Aid in providing for the enrichment of student learning by closer association with urban problems with a wider range of choices in the community; Provide a vehicle through which continuous feedback from the community can be assimilated and made available to the President and others so designated, for the purposes of review as it relates to institutional policy, curricula and programs; Assists in the recruitment of minority students and faculty; Available to Faculty, Administrative Faculty, Students and Staff re: community activities and problems;

ADMINISTRATIVE FACULTY James W. Barber

IMMEDIATE SUPERVISOR Dr. Manson V.B. Jennings

DEAN OF PERSONNEL ADMINISTRATOR Eugene R. Dixon

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Position Responsibilities cont'd

Works closely with minority groups and organizations both on and off campus; Initiating, channeling, and/or expediting the efforts of the institution in its' service to minority people in the immediate urban Community.

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