



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

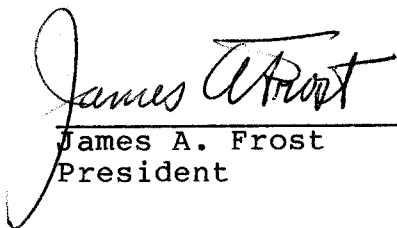
RECLASSIFICATION OF POSITION

COORDINATOR OF THE EDUCATIONAL OPPORTUNITY PROGRAM-ADMINISTRATOR II
to
COORDINATOR OF MINORITY STUDENT SERVICES-ADMINISTRATOR IV
at
CENTRAL CONNECTICUT STATE UNIVERSITY

APRIL 12, 1985

RESOLVED, That the position of Coordinator of the Educational Opportunity Program/Administrator III at Central Connecticut State University be reassigned and reclassified to Coordinator of Minority Student Services/Administrator IV, effective April 12, 1985, in accordance with all provisions and expectations as set forth in the proposal dated March 20, 1985, which is attached as an addendum to this resolution.

A Certified True Copy:


James A. Frost
President

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

TITLE: Coordinator of Minority Student Services
Administrator IV

FUND: General

POSITION TYPE: Permanent X Temporary
Full-time X Part-time

EFFECTIVE DATE: April 12, 1985 Bargaining Unit: Admin Faculty

COST: \$2,228.00

PROPOSAL:

To increase the duties of the incumbent Coordinator of the Educational Opportunity Program as described in the attached old and new job descriptions and increase his salary by \$85.35 biweekly or \$2,228 annually from \$29,701 to \$31,929 with an increase in rank from III to IV and an adjustment in title.

JUSTIFICATION:

The range of the Mr. Charles Jones, Jr., has increased tremendously as he has voluntarily moved into the co-op field with minority students. The strengthening of this position will greatly assist this institution in meeting the goals for minorities set forth in the proposed Board of Governors' strategic plan.

Date: March 20, 1985

Prepared by: Michael K Becker

Approved by: Edwin James

Central Connecticut State University
Coordinator Educational Opportunity Program / Administrator III
(Code)

To V. P. Academic Affairs
SUPERVISOR: Associate ~~Dean of Student Affairs and Instructional Services~~

SUPERVISION EXERCISED:

INCUMBENT NAME: Charles Jones Jr.

POSITION SUMMARY:

The Coordinator of the Educational Opportunity Program is responsible for making a concerted effort to increase opportunities for a college education for disadvantaged students by implementing special programs and services to aid their admission.

POSITION RESPONSIBILITIES:

Recruits potential candidates for the Educational Opportunity Program.

Interviews, screens and aids in the selection of students for the program.

Counsels: personal, tutorial and career planning.

Administers a six-week EOP summer program.

Plans curriculum.

Prepares documents on student performance.

Prepares budget.

Supervises staff.

Assists in procurement of financial aid.

Attends conferences on special programs and new trends in special education.

Acts as liaison between the program and academic departments.

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

EDUCATION AND EXPERIENCE

Bachelor's degree and two to three years of college or social agency experience with the disadvantaged required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.

Central Connecticut State University

POSITION DESCRIPTION

Position Title: Coordinator of Minority Student Services
Administrative Rank: Administrator IV
Department: Instructional Services
Supervisor(s) Position/Title Associate to the V.P. Academic Affairs

POSITION SUMMARY:

The Coordinator of Minority Student Services directs the Educational Opportunity Program and coordinates minority student services.

POSITION RESPONSIBILITIES:

Coordinates institutional services for minority students including liaison activities with Admissions, Cooperative Education, Placement & Career Development Center, Financial Aid and Bursar.

Directs Educational Opportunity program including: develops the budget, recruits candidates for EOP, selects and supervises teaching and counseling staff.

Directs supplemental tutorial and other academic support services for EOP and other students seeking such assistance during academic year.

Serves as counselor for minority students and acts as liaison for minority students with instructional faculty.

Recruits minority students.

Supervises an additional staff member responsible for career development phase of EOP.

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

QUALIFICATIONS:

Bachelor's degree and minimum of three years of college or social agency experience working with minority students. Masters degree and experience preferred.