



# THE CONNECTICUT STATE UNIVERSITY

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

## RESOLUTION

concerning

### REVISION OF JOB DESCRIPTION

For The Position

DIRECTOR OF THE OFFICE OF EDUCATIONAL OPPORTUNITY/  
ADMINISTRATOR V

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

September 13, 1985

RESOLVED, That the job description for the position of Director of the Office of Educational Opportunity/ Administrator V, at Southern Connecticut State University be revised effective October 4, 1985, in accordance with all provisions and expectations as set forth in the proposal dated September 10, 1985.

A Certified True Copy:

Dallas K. Beal  
President

**THE CONNECTICUT STATE UNIVERSITY**

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

Submitted	9/10/85
Date	
By: CSU ( )	
CCSU ( )	SCSU (X)
ECSU ( )	WCSU ( )



**POSITION ACTION REQUEST**

POSITION ACTION: ESTABLISH ( ) RECLASSIFY ( ) OTHER (X) DATE EFFECTIVE 10/4/85 PERM (X) PT (X)  
 TEMP ( ) PT ( )

POSITION Director of the Office of Educational  
 TITLE: Opportunity, Administrator V 7921

CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 4150 CURRENT (\$33,000.00) PROPOSED SALARY \$1,264.37 SALARY same FUND General BARG UNIT AFSCME  
 from to

**JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)**

Revision of the job description of the Director of the Office of Educational Opportunity to include responsibility for the student support service areas would provide greater direction to and coordination of those areas.

(New and old job descriptions are attached.)

\$ - 0 -  
 Approx. Cost

[Signature] 9.10.85  
 Signed (University) Date

**RESOLUTION**

BR# \_\_\_\_\_

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A Certified True Copy \_\_\_\_\_  
 Dallas K. Beal, President, CSU Date

PERCommittee \_\_\_\_\_ Date  
 BOARD OF TRUSTEES \_\_\_\_\_ Date

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Director of the Office of Educational Opportunity

ADMINISTRATIVE RANK: Administrator V

POSITION SUMMARY:

Directs and is responsible for the development and administration of programs for the recruitment, retention, and supervision of the educational opportunities for minority students.

POSITION RESPONSIBILITIES:

Recruits minority students.

Administers and directs SCSU's summer educational opportunity program.

Supervises and coordinates academic advisement, class scheduling, curriculum development, academic performance evaluation, and other supportive help processes for minority students.

Builds outreach programs in primary and secondary schools through direct involvement with administrators, teachers and counselors, and minority students. Develops an awareness, among these groups, of University interest in and determination to recruit, educate and graduate the enrolled students.

Oversees and coordinates the student support service areas. Develops and recommends policies/procedures for those areas.

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:

Master's degree and five years of related experience in recruiting and/or supervising educational opportunities for minority students (experience with Black and Hispanic students is desirable). Demonstrate practical and theoretical knowledge of tutoring and learning assistance strategies, professional and peer counseling processes, budget management, writing and oral communications skills. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

Richard V. Farnell

IMMEDIATE SUPERVISOR

David A. Pedersen

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Bergh

SOUTHERN CONNECTICUT STATE UNIVERSITY

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ADMINISTRATIVE FACULTY

*Richard V. Farnsworth*

IMMEDIATE SUPERVISOR

*Robert C. Carter*

DEAN OF PERSONNEL ADMINISTRATION

*Roger J. Berg*