



# CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

COUNSELOR

to

DIRECTOR OF COUNSELING SERVICES/ADMINISTRATOR V

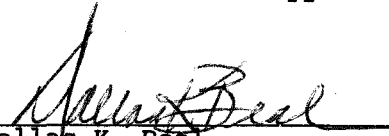
at

EASTERN CONNECTICUT STATE UNIVERSITY

JUNE 17, 1988

RESOLVED, That the currently vacant position, Counselor, at Eastern Connecticut State University, be reclassified to Director of Counseling Services/Administrator V, effective June 17, 1988, in accordance with the proposal attached to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 5/20/88

## POSITION ACTION REQUEST

POSITION \_\_\_\_\_ DATE \_\_\_\_\_ PERM(X) FT(X)  
 ACTION: ESTABLISH ( ) RECLASSIFY ( X ) EFF. 6/17/88 TEMP( ) PT( )  
 ABOLISH ( ) OTHER ( )

POSITION \_\_\_\_\_  
 TITLE: Counselor Dir. of Counseling Svcs./Adm. V 7868  
 CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	FUND	BARG UNIT	AAUP	SUOAF
9021	.00	(42,021.) 1,610.00	General		From	To

## RESOLUTION

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

RESOLVED, That the current position, Counselor, at Eastern Connecticut State University be reclassified to Director of Counseling Services effective June 17, 1988.

A Certified True Copy \_\_\_\_\_

Dallas K. Beal, President Date \_\_\_\_\_

PERCommittee 6/7/88  
 Date

BOARD OF TRUSTEES 6/17/88  
 Date

JUSTIFICATION: In analyzing the need for counseling services at the University, it has become apparent that coordination is needed to organize the present system of counseling, peer advisors, etc. and to provide a more diverse range of counseling services (ie: substance abuse, group therapy, training services). Accordingly, a director of counseling position is requested to increase services to students and to better organize and coordinate our efforts.

\$42,021 (budgeted 87-88 FY)

Approx. Cost

Michael Beal 5/24/88  
 Signed (University) Date

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Director of Counseling Services

Campus Eastern Connecticut State University Date 5/20/88

**LEVEL 1, Day 0** Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE MB S/2Y

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE \_\_\_\_\_

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY B. Tipton

DATE OF SUOAF CAMPUS REVIEW 5/24/88

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

**LEVEL 2, Not to exceed 10 working days after receipt** Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE B. Tipton Date May 24, 1988

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA \_\_\_\_\_

**LEVEL 3, Not to exceed 10 working days after receipt** Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL \_\_\_\_\_

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL \_\_\_\_\_ DATE \_\_\_\_\_

**LEVEL 4** Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved  disapproved

DATE \_\_\_\_\_

DATE OF BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_

RECEIVED

JUN 1 1988  
THE CONNECTICUT  
STATE UNIVERSITY

## EASTERN CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF COUNSELING SERVICES

ADMINISTRATIVE RANK: 5

## INCUMBENT:

Under the supervision of the Dean of Student Affairs, the director develops and administers both preventive and support services in various forms of individual and group counseling including but not limited to psychotherapy, stress reduction, substance abuse, etc. Responsibilities shall include the following:

1. Organizes and administers a complete counseling service for students of the University.
2. Develops and maintains a system of long range planning for counseling services.
3. Provides liaison with other campuses offices such as housing and the health services office to insure a coordinated effort toward a total student health program.
4. Coordinates staff development programs for professional staff members as well as para-professionals and peer advisors.
5. Maintains counseling records and prepares reports as needed.
6. Supervises professional, para-professional, and peer counselors as required.
7. Develops and directs research and evaluative studies relating to the student body including studies on student attrition and personally related leaves of absence.
8. Oversees student outreach programs.
9. Coordinates and maintains professional standards of confidentiality and ethics in conjunction with established guidelines of appropriate professional organizations.
10. Administers and supervises testing programs including personality inventories, career testing, and psychological testing. Such administration includes evaluation and interpretation of test results.
11. Serves as psychotherapist for both individuals and groups.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Five years of progressively responsible experience in counseling or related programs. Master's degree required. Doctorate or other appropriate terminal degree preferred. Experience in higher education and administration preferred.

These qualifications may be waived for individuals the appropriate alternative experience.

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For the University	Date	For the Union	Date
4/27/88			

DEAN OF STUDENT AFFAIRS

