

Office of the President

RESOLUTION

#### concerning

### ESTABLISHMENT OF POSITION

### ASSISTANT DIRECTOR OF INTERNATIONAL AFFAIRS (BUSINESS & INTERNATIONAL EDUCATION)/ADMINISTRATOR III

at

#### CENTRAL CONNECTICUT STATE UNIVERSITY

### February 3, 1989

RESOLVED,

That the temporary grant-funded position, Assistant Director of International Affairs (Business and International Education)/Administrator III, be established at Central Connecticut State University, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated January 3, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

Dalla

President

Doc. 214



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

Addendum to #BR#89-22

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

	SUBMITTED 1-3-89
	BY: CSU [ ] CCSU [X] SCSU [ ] ECSU [ ] WCSU
POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () EFFECTIVE 2-3-89	
NATURE OF POSITION: PERMANENT [ ] FULL-TIME [X] TEMPORARY [X] PART-TIME [ ]	
	Business & Int. Ed., ADM 3 POSED) (CLASS CODE)
POSITION CURRENT PROPOSED NUMBER New SALARY \$ SALARY \$30,000 FUN	BARGAINING D GRANT UNIT AdmFac FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To establish the temporary grant funded position of Assistant Director of Teternational Affairs (Business & International Education), Administrator 3.

JUSTIFICATION:

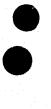
Th September 1988 the University received a grant from the U.S. Department of Education to enable it to release a staff member to run the Connecticut World Trade Association Education Institute. After a semester of experimenting with a different arrangement it has been determined that the best way to accomplish this task is to establish an entry level administrative position on site in Hartford. This position will be entirely supported by the grant.

\$<u>30,000</u> COST OR (SAVINGS)

AMAHAMAN 1-17-89 SIGNED (UNIVERSITY) DATE

ATTACH OLD AND NEW STAFFING CHART, (X) JOB DESCRIPTION, AND (X) SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS: 7/88



# CENTRAL CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

Position Title: Assistant Director of International Affairs (Business & International Education

Rank: Administrator 3

Department: International Affairs Center

Supervisor's Title: Director of International Affairs Center

### POSITION SUMMARY

Implements a program of education and training designed to promote increased public understanding of, and business participation in international commerce. Collaborates with the Education Institute of the Connecticut World Trade Association in establishment of such programs.

## POSITION RESPONSIBILITIES

Leganizes colloquia to train business people in the techniques of porting.

Arranges economic and area studies seminars for potential exporters.

Coordinates a program of public education designed to increase general understanding of Connecticut's place in international commerce.

Provides general administrative support as needed to ensure the success of the Education Institute of the Connecticut World Trade Association.

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, prior experience in organizing conferences and workshops and three years of business experience with significant overseas background required. Master's degree in international business or affairs, knowledge of Connecticut business and industry, university teaching and/or administrative experience and conversational fluency in at least one foreign language preferred.

💽 9 January 1989

SUDAF/AFSCME POSITION ACTION REQUEST
EORM AND PROCEDURES
Campus_ CRNtral Date 1-3-89
Campus <u>Central</u> Date <u>1-3-89</u>
EVEL 1, Day O 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
DATE PRESENTED TO CAMPUS SUDAF REPRESENTATIVE $-3-59$
SUDAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Suna mayneh
DATE OF SUDAF CAMPUS REVIEW
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.
SUDAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Bety Tipton Date 1/17/89
DISPOSITION AT SUDAF LOCAL LEVEL: () <u>approve</u> proposed rank and salary Comments or Recommendations: Captured with indexidentiated with the salary Total a law 28,000 billy office all of the line
DATE RETURNED TO LOCAL DPA 1/17/89
<u>LEVEL 3, Not to exceed 10 working days after receipt</u> 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 Presi- dent. If significant changes are required, documents are returned at Level 1. Minor changes may be ef- fected by appropriate phone consultation.
DATE CONSIDERED BY DPA'S COUNCIL 12/15/88
DISPOSITION AT COUNCIL LEVEL: (Xapprove submission to PERC ()disapprove submission to PERC comments or Recommendations:
VICE PRESIDENT FOR PERSONNEL and C Much DATE 1/18/89
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 representa- tive and appropriate management officials of PERC disposition.
DISPOSITION AT PERC LEVEL:
()disapproved ()disapproved
E OF BOARD APPROVAL
DATE OF BOARD DISAPPROVAL