

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

Office of the President

RESOLUTION

concerning

REVISION OF JOB DESCRIPTION

for

ASSOCIATE DEAN OF STUDENT AFFAIRS/ADMINISTRATOR VII

at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED,

That the job description for the position of Associate Dean of Student Affairs/Administrator VII at Eastern Connecticut State University be revised in keeping with changes in the University's organization, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 8, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

President

Doc. 181



CSU -, 2 -

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	12/8/88
BY:. CSU[]	
CCSU [ ] S	SCSU [ ]
FCCH (1 )	NCCLL [ ]

POSITION ACTION:	ESTABLISH ( )	RECLASSIFY ( ) C		DATE EFFECTIVE 2/3/	89
NATURE OF TH	IE POSITION: PER	RMANENT $(\chi)$ FULL-TIM	IE [X] TEMPORA	ARY [ ] PART-TIN	NE[]
TITLE: St	ociate Dean of / udent Affairs RRENT	Adm. VII 7869 CLASS CODE	Associate I Student A PROPOSED		7869 SS CODE
POSITION NUMBER 007	CURRENT 2458 3 SALARY \$ (64,15	.13 PROPOSED 2458.7 7) SALARY\$ (64,157)		BARGAINING UNIT SUOAF	SUOAF
				FROM	TO
EXPLAIN THE	NATURE OF THE	PROPOSAL:			

To alter the duties of the position, Associate Dean of Student Affairs, in keeping with changes in the University's organization.

## JUSTIFICATION:

This proposal is intended to assign certain line responsibilities to the position while eliminating certain academic administration duties now assigned to the Office of Academic Affairs.

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COST OR SAVINGS	SIGNED (UNIVERSITY)	DATE

ATTACH OLD AND NEW STAFFING CHART, (\*)
B DESCRIPTION, AND (x)
SUOAF SIGN OFF FORM IF REQUIRED (x)

MISCELLANEOUS COMMENTS:

### EASTERN CONNECTICUT STATE UNIVERSITY POSITION DESCRIPTION

POSITION TITLE

ASSOCIATE DEAN OF STUDENT AFFAIRS

ASMINISTRATIVE RANK

INCUMBENT

BETTY TIPTON

Under the general supervision of the Dean of Student Affairs the Associate Dean is responsible for the following:

- Serves as an Associate to the Dean in:
  - formulation and implementation of policy
  - selection, development, supervision and evaluation of staff members
  - administration of student services
  - coordination of campus judicial system
  - representing the Office of Student Affairs on a variety of campus and four State University committees
- Acts for the Dean when he/she is unavailable. 2.
- Supervises the Office of Career Development and Placement including the 3. cooperative education program.
- Supervises the Health Services Office and all health services programs. 4.
- Represents the Office of Student Affairs and the University by attending workshops and meetings on or off campus as needed.
- Counsels students on personal, social and academic matters.
- 7. Prepares reports as needed.
- Performs other duties and responsibilities related to those enumberated 8. above which do not alter the basic level of responsibility of the position.

#### QUALIFICATIONS

Six years of experience in student affairs equipping the applicant to formulate and implement student affairs policy and to supervise staff. Knowledge of two or more student services areas preferred. Master's Degree required; Doctorate preferred.

These qualifications may be waived for individuals with appropriate alternate

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2/12/88

## SHOAF/AFSCHE POSITION ACTION REQUEST

## FORM AND PROCEDURES

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	FORM	AND PROCEDURES	
Position Tit?	Associate Dean of Stud	ent Affairs	
Campus Eas	stern Connecticut State Uni	versity Dete	12/8/88
Attachments	Compas DPA creates and presen shall include the following item on descriptions, 3) salary, rank, equired.	s where applicable: and rationale for PERC	1) a copy of this shoot, 2) and the Seard, and 4) any a
INITIATING PR	ESIDENT OR DESIGNEE	ancho	New 12/2/20
DATE PRESENTE	TO CAMPUS SUDAF REPRESENTATIVE	B.Tiolin	111807
SUDAF/AFSCHE (	CAMPUS REVIEW AND RECOMMENDATION OF	<u> </u>	
DATE OF SUDAF	CAMPUS REVIEW		
THE ABOVE-MENT	IONED PACKAGE MAS BEEN FORWARDED	TO THE LOCAL UNION BY	THE CAMPUS DPA.
SUCAF shell re	ther megetiation may occur at thi turn all materials to the initiat OCAL PRESIDENT OR DESIGNEE	ing University DPA or 1	Date 1 17 89
	SUDAF LOCAL LEVEL:  oposed rank and selery  commendations;	( )disappr	eve proposed rank and salary
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