

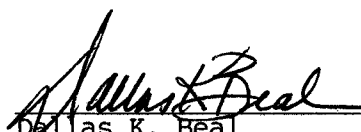
Office of the President

RESOLUTION  
concerning  
RECLASSIFICATION OF POSITION  
COUNSELOR II  
to  
ASSISTANT DIRECTOR, INTERNATIONAL AFFAIRS CENTER/ADMINISTRATOR III  
at  
CENTRAL CONNECTICUT STATE UNIVERSITY

June 16, 1989

RESOLVED, That the position of Counselor II at Central Connecticut State University be reclassified to Assistant Director, International Affairs Center/Administrator III, effective June 16, 1989, in accordance with all provisions and expectations as set forth in the proposal dated April 27, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:



Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED 4-27-89		
BY: CSU [ ]		
CCSU [X]	SCSU [ ]	
ECSU [ ]	WCSU	

POSITION ACTION:	ESTABLISH ( ) RECLASSIFY (X) OTHER ( )	DATE EFFECTIVE	7-1-89
NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]			
POSITION TITLE:	Counselor 2 (CURRENT)	Asst. Dir., Int. Affairs Cntr, ADM 3 (PROPOSED)	ADM 3 (CLASS CODE)
POSITION NUMBER	562	CURRENT SALARY \$32,000	PROPOSED SALARY \$ 32,000 FUND Gen UNIT IntFacAdmFac FROM TO

**EXPLAIN THE NATURE OF THE PROPOSAL:**

To reclassify the ten month position of Counselor 2 in the International Affairs Center to to a twelve month position of Assistant Director, International Affairs Center, Administrator 3.

**JUSTIFICATION:**

After examination of the services being provided to international students and the requirements for a quality program by a consultant, Dr Max Epstein, Dean of International Programs at UCLA, it has been determined that we do not need a psychological counselor to service the needs of our international students but rather an administrator who is available twelve months of the year.

\$ -0-  
COST OR (SAVINGS)

*J. M. ... 5-7-89*

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SIGNED (UNIVERSITY) DATE

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

**MISCELLANEOUS COMMENTS:**

# CENTRAL CONNECTICUT STATE UNIVERSITY

**POSITION TITLE:** Assistant Director, International Affairs Center

**RANK:** Administrator 3

**DEPARTMENT:** International Affairs Center

**SUPERVISOR'S TITLE:** Director, International Affairs Center

## **POSITION SUMMARY:**

Develops and provides a comprehensive orientation and support service program for the University's international students. Also recruits, coordinates and develops programs for education abroad participants.

## **POSITION RESPONSIBILITIES:**

Administers orientation programs for new international students each semester and for education abroad students before and after their study abroad experience.

Assists international students with questions about visas, finances, housing and similar problems.

Recruits and provides information to University students about opportunities for overseas study.

Develops an alumni network for international and education abroad students.

Develops campus and community awareness and support for the University's international student programs.

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, three years' experience interacting with international students in a university environment, good organizational skills, and excellent speaking and writing ability required. Masters degree, a social science background, international experience and knowledge of at least one foreign language or culture preferred.

28 April 1989

Call Betty

FORM AND PROCEDURES

Position Title Asst. Director, International Affairs Center

Campus Central Date 4-27-89

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 [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 4-27-89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY [Signature]

DATE OF SUOAF CAMPUS REVIEW 5/1/89

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 \_\_\_\_\_ Date \_\_\_\_\_

DISPOSITION AT SUOAF LOCAL LEVEL: ( ) approve proposed rank and salary ( ) disapprove proposed rank and salary

Comments or Recommendations: Consulted Betty Tipton per phone 5/1/89 to discuss job description, rank, and salary. Tentatively ok per BT upon submission of attached materials to her. Sent out 5/1/89

DATE RETURNED TO LOCAL DPA \_\_\_\_\_ [Signature]

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 [Signature] DATE 6/1/89

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 representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL: ( ) approved ( ) disapproved

DATE \_\_\_\_\_

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

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