



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR OF SPECIAL PROJECTS AND CAMPUS EVENTS/ADMINISTRATOR VI

to

DIRECTOR OF PLACEMENT/ADMINISTRATOR VI

at


SOUTHERN CONNECTICUT STATE UNIVERSITY

February 2, 1990

RESOLVED,

That the position of Director of Special Projects and Campus Events/Administrator VI be reclassified to Director of Placement/Administrator VI effective February 5, 1990, in accordance with all provisions and expectations as set forth in the proposal dated January 17, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



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CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

AMENDMENT TO
BR#90-8

SUBMITTED 1/17/90
BY: CSU []
CCSU [] SCSU [X]
ECSU [] WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER (X) DATE EFFECTIVE 2/5/90

NATURE OF THE POSITION: PERMANENT [] FULL-TIME [X] TEMPORARY [] PART-TIME []

POSITION TITLE: Director of Special Projects and Campus Events, Adm. VI Director of Placement, Administrator VI
CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	FUND	BARGAINING UNIT	SUOAF FROM	SUOAF TO
1887	\$ 54,035	\$ 54,035				

EXPLAIN THE NATURE OF THE PROPOSAL:

To convert the position of Director of Special Projects and Campus Events, Administrator VI, to Director of Placement, Administrator VI.

JUSTIFICATION:

Seven years ago Southern combined its counseling and placement services into a Counseling and Career Planning Office. While this office has attempted to perform both distinct functions, the heavy personal and career counseling load along with the large number of academic appeals, change of status requests, etc., has not permitted proper fulfillment of the traditional placement services. It is therefore recommended that such responsibilities be assigned to an existing SUOAF position.

\$ 0
COST OR SAVINGS

Michael J. Adanti 1-23-90
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

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SOUTHERN CONNECTICUT STATE UNIVERSITY

Director of Placement, Administrator VI

SUPERVISOR: Associate Dean of Student Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: William Caliendo

POSITION SUMMARY:

This administrator is responsible for the direction and continued development of the placement program. The Director works closely with the career counseling center. The Director develops and maintains innovative programs which will enable students to explore, define, prepare for and realize their individual career objectives. The Director reports to the Associate Dean of Student Affairs in the areas of placement and career development.

POSITION RESPONSIBILITIES:

Directs all placement operations for graduating seniors and graduates.

Maintains a job bank and an active student and alumni applicant file.

Establishes and maintains contacts with employers in the public, non-profit and private sectors.

Develops and maintains effective interaction with faculty and administrators.

Responsible for the collection of statistical data for internal and external use.

Responsible for the publication of material pertaining to this office.

Designs, develops and maintains a comprehensive multi-media career information and resource center for students and staff interested in career placement programs.

Works in conjunction with the counseling center in career counseling activities.

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 experience in student services, including career planning and placement. Demonstrated ability to formulate and implement student service policies and to supervise staff is required. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

Richard V. Farnwell

EXECUTIVE DEAN

Roger J. Bergh

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SOUTHERN CONNECTICUT STATE UNIVERSITY

Director of Special Projects and Campus Events
Administrator VI

Supervisor:

Supervision Exercised:

Incumbent Name:

Position Summary:

Develops, coordinates and/or directs intramural program, special projects and campus events. Works closely with the other members of Student Affairs division, Athletics, Public Affairs, etc.

Position Responsibilities:

Responsible for the coordination of intramural programs and the development of recommended program improvements.

As assigned, responsible for the direction and coordination of special projects for the campus (e.g., parents day, homecoming, orientation, leadership conference).

Responsible for the direction and coordination of the University's leisure learning programs.

Responsible for the development and coordination of events, activities, programs which support the promotion of student involvement in the University's athletic programs. Work closely with Athletics, Housing, Student Center, and Public Affairs to develop and implement such programs.

Act as liaison with Athletics on events, projects, and programs as assigned.

Responsible for the coordination of other University functions or projects, as assigned (e.g., receptions for visiting dignitaries).

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

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Qualifications:

Master's degree and five years experience in student services, two of which must be student union programming, required. Extensive experience in providing student activity programming. Student leadership development preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

Administrative Faculty

R. V. Farnelli

Immediate Supervisor

[Signature]

Dean of Personnel Administration

Roger J. Brief

FORM AND PROCEDURES

Position Title Director of Placement, Administrator VI

Campus SCSU Date 1/17/90

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 Roger A. Bergh

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE [Signature] 1/23/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY [Signature]

DATE OF SUOAF CAMPUS REVIEW 1/23/90

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:

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 1/18/90

DISPOSITION AT COUNCIL LEVEL:

() approve submission to PERC () disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 1/24/90

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 _____