



**Connecticut
State
University**

Central ■ Eastern ■ Southern ■ Western

BR#90-135

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF EDUCATIONAL SUPPORT SERVICES/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF EDUCATIONAL SUPPORT SERVICES/ADMINISTRATOR IV

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Assistant Director of Educational Support Services/Administrator III be reclassified to Associate Director of Educational Support Services/Administrator IV effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated July 3, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
Opportunity
Employer

SU-2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED			
BY:	CSU []	CCSU [X]	SCSU []
	ECSU []		WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () **DATE EFFECTIVE** 9/7/90

NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []
 Assistant Director Associate Director of Educational Support Services

POSITION TITLE: Educational Support Services ADM III ADM IV NC

(CURRENT) (CLASS CODE) (PROPOSED) (CLASS CODE)

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	FUND	BARGAINING UNIT	AdFac FROM	nc TO
2613	\$36,468	\$43,468	0			

EXPLAIN THE NATURE OF THE PROPOSAL:

To update position descriptions for the proposed Student Development Center.

JUSTIFICATION:

The establishment of an Associate Director of Educational Support Services will provide essential support and backup to the Director of this expanding unit of the Student Development Center. The position of Associate Director is also consistent with the other two units in the Center in terms of staffing patterns.

7,000
NET COST OR (SAVINGS)

30 June 1990 7/3/90
SIGNED (UNIVERSITY) **DATE**

- ATTACH OLD AND NEW STAFFING CHART, ()
- JOB DESCRIPTION, AND (X)
- UNIVERSITY OFFICE OF AFFAIRS SIGN OFF FORM IF REQUIRED (X)

DISCELLANEOUS COMMENTS:

88

LEAKE

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Associate Director of Educational Support Services

ADMINISTRATIVE RANK: Administrator IV

DEPARTMENT: Educational Support Services

SUPERVISOR'S TITLE: Director of Educational Support Services

POSITION SUMMARY:

Assists with the development and coordination of new and existing Educational Support Services (ESS) programs for academically at-risk students within the University.

POSITION RESPONSIBILITIES:

Develops, maintains and supervises a comprehensive academic support program for students on academic probation in coordination with appropriate University departments and personnel.

Trains and supervises staff who conduct the Methods of Inquiry program and who assist students on an individual basis.

Assists with the development of program support activities for the Educational Opportunity Program (EOP) and Connecticut Collegiate Awareness and Preparation Program (CONNCAP) programs.

Coordinates and supports a transfer transition program in cooperation with other Student Development Center departments.

Assists with the coordination of services provided by ESS, other Student Development Center programs as well as other departments within the University.

Assumes responsibility for Educational Support Services operations in the Director's absence.

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

QUALIFICATIONS:

Master's degree and four years of experience developing and providing educational support services. Prior experience in specialized student services programs preferred. These qualifications may be waived for individuals with appropriate alternate experience.

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR, EDUCATIONAL SUPPORT SERVICES

ADMINISTRATIVE RANK: ADMINISTRATOR III

DEPARTMENT: ACADEMIC AFFAIRS

SUPERVISOR(S) POSITION/TITLE: DIRECTOR, EDUCATIONAL SUPPORT SERVICES

POSITION SUMMARY:

Assists in all operations of the Educational Opportunity Program (EOP) including recruitment, academic support services, tutorial services, counseling, and related activities during summer phase of the program. Assists in developing and providing academic support services under Minority Student Services Program.

POSITION RESPONSIBILITIES:

Develop, coordinate and administer academic support activities such as skills building sessions, workshops, and tutorials

Administer a computer-assisted supplemental learning program

Assist in the recruitment of students for the Educational Opportunity Program

Assist in the supervision of the summer EOP program with particular emphasis on student life activities

Assist in coordinating and developing educational support services for minority students

Perform other duties and responsibilities which do not alter the basic level of responsibility of the position

QUALIFICATIONS:

Bachelor's degree and 2-3 years of experience with a commitment to working with disadvantaged and minority students required. Master's degree, bi-lingual ability in Spanish preferred.

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title ADM IV ASSOC DIR OF EDUCATIONAL SERVS SERVICES
Campus CENTRAL Date 3/27/90

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 DONNA MURROE

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 3/27/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF 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.

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:

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 David C. Hunt DATE 3/20/90

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 OF BOARD APPROVAL _____
DATE OF BOARD DISAPPROVAL _____