



**Connecticut
State
University**

Central • Eastern • Southern • Western

Office of the President

BR#90-136

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF COOPERATIVE EDUCATION/ADMINISTRATOR III
to
ASSISTANT DIRECTOR OF EDUCATIONAL SUPPORT SERVICES/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Assistant Director of Cooperative Education/Administrator III be reclassified to Assistant Director of Educational Support Services/Administrator III 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

U-2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

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

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

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

POSITION TITLE:	ASSISTANT DIRECTOR, COOPERATIVE EDUCATION ADM III (CURRENT)	ASSISTANT DIRECTOR EDUCATIONAL SUPPORT SERVICES NC ADM III (PROPOSED)	(CLASS CODE)	(CLASS CODE)
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POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY \$	FUND	BARGAINING UNIT	FROM	TO
0144	\$42,315	\$ 43,315	0	AdFac	nc	nc

EXPLAIN THE NATURE OF THE PROPOSAL:

To update position descriptions for the proposed Student Development Center (SDC)

JUSTIFICATION:

The creation of the Student Development Center will result in realignment and alteration of a number of existing positions without a change in rank. The job descriptions require revision to accurately reflect the duties as aligned under the SDC.

1,000
COST OR (SAVINGS)

John Hill

SIGNED (UNIVERSITY)

7/3/90

DATE

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

SCCELLANEOUS COMMENTS:

We are obligated contractually to negotiate the impact of restructured position responsibilities. The cost reflects the negotiated impact of the new job description.

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Educational Support Services

ADMINISTRATIVE RANK: Administrator III

DEPARTMENT: Educational Support Services

SUPERVISOR'S TITLE: Director of Educational Support Services

POSITION SUMMARY:

Assists the Director with the development and design of Educational Support Services (ESS) program components and related activities. Provides support for recruiting, interviewing, selecting, scheduling, and monitoring students who participate in all ESS programs.

POSITION RESPONSIBILITIES:

Serves as liaison between the Admissions Office and ESS in the recruitment of Educational Opportunity Program (EOP) participants.

Assists with planning the Summer EOP and Connecticut Collegiate Awareness Program (CONNCAP) programs, including the supervision of participating students and staff.

Provides support to CONNCAP students entering the University and monitors their progress.

Assists with support activities for specialized student populations by conducting Methods of Inquiry sessions and other intervention programs; i.e., skills building activities and tutorials.

Assists with the coordination of services provided by ESS and those performed in other areas of the University.

Provides individual assistance and support to participants to facilitate successful completion of program activities.

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

QUALIFICATIONS:

Bachelor's degree and two years of experience developing and providing educational support services. Master's degree and experience with computer assisted learning programs preferred. These qualifications may be waived for individuals with appropriate alternate experience.

Central Connecticut State University
Assistant Director, Cooperative Education - Education & Behavioral
Sciences. Cooperative Education/Administrator III
(Code)

SUPERVISOR: Director of Cooperative Education

SUPERVISION EXERCISED:

INCUMBENT NAME: Janice Witek

POSITION SUMMARY:

Responsible for providing direct service to co-op students; including but not limited to recruitment, pre-intake and post-intake advising, conducting career development seminars, job development, placement referrals and field supervision.

POSITION RESPONSIBILITIES:

Recruitment: In conjunction with the Admission's Assistant Co-op, plan and implement recruitment activities such as individual meetings with guidance counselors, participation in "university night" programs and conduct "open house" meetings.

Pre-intake and post intake advising: Conduct individual orientation/advising sessions with incoming students and parents when appropriate. Provide academic adjustment advising and individual assistance in preparing students for job placement.

Career Development Seminar: Lead one or more sections of a sixteen (16) hour career development seminar.

Job Development: Develop job placements.

Placement referrals: Refer students for co-op placement and necessary interview arrangements.

Field Supervision: Conduct on-site visits during student work terms.

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

Bachelor's degree and three years relevant experience in either cooperative education and/or career planning and placement in higher education required. Master's preferred.

Three or more years of non-education employment preferably in the academic area of coordinator responsibility desired.

SPECIAL NOTATIONS:

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title ADM. III ASST DIR ED SUP VRU

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 MUMFORD

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:

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 _____

DISPOSITION AT COUNCIL LEVEL:

() approve submission to PERC

() disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Moore

DATE 8/20/90

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 _____