



**Connecticut  
State  
University**

Central • Eastern • Southern • Western

Office of the President

BR#90-143

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

COORDINATOR, INTERNATIONAL INSTITUTE DEVELOPMENT/ADMINISTRATOR IV

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Coordinator, International Institute Development/Administrator IV be established at Central Connecticut State University effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated August 20, 1990, which is attached as an addendum.

A Certified True Copy:

Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

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

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

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

POSITION TITLE: Coordinator, International Institute Development  
ADM IV (CURRENT) (CLASS CODE) (PROPOSED) NC (CLASS CODE)

| POSITION NUMBER | CURRENT SALARY | PROPOSED SALARY | FUND    | BARGAINING UNIT | nc TO |
|-----------------|----------------|-----------------|---------|-----------------|-------|
| N/A             |                | \$ 37,734       | 0 (SID) | AdFac FROM      |       |

### EXPLAIN THE NATURE OF THE PROPOSAL:

To establish a new professional level position in the International Affairs Center.

### JUSTIFICATION:

Special funding was authorized to establish one professional level position to support the CSU International initiatives. This proposed position will be assigned responsibility for the overseas initiatives and administration of educational exchange programs.

COST OR (SAVINGS)  
\$37,734

*[Signature]*  
SIGNED (UNIVERSITY) DATE 8/11/90

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

MISCELLANEOUS COMMENTS:

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

**POSITION TITLE:** Coordinator, International Institute Development

**RANK:** Administrator IV

**DEPARTMENT:** International Affairs Center

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

**POSITION SUMMARY:**

Provides administrative support to the Connecticut State University's overseas institutes, develops and administers educational exchange and study abroad programs on behalf of the Central Connecticut State University and the Connecticut State University system.

**POSITION RESPONSIBILITIES:**

Provides administrative support to the Directors of Overseas Institutes by assisting with budget development, preparation and monitoring. Develops proposals for programs involving all CSU campuses and coordinates participation in the Institutes.

Establishes and coordinates a University-wide student exchange program with universities in Connecticut's German sister-state, Baden-Wurtemberg, and with other universities abroad developing similar exchange activities.

Serves as Secretary to Connecticut's sister-state relationships with Baden-Wurtemberg and Shandong Province, China and New Britain's sister-city relationships with Rastatt, Germany, and Atsugi, Japan. Plans visits of delegates to and from sister cities and states. Ensures that regular communication occurs. Facilitates and supports the sister city-state relationships.

Assists with the Center's recruitment of students and faculty for overseas exchanges, provides orientation for program participants. Facilitates and supports the exchange process within the system.

Assists with the Center's efforts to develop campus and community awareness and support for its international programs by developing printed materials and by conducting promotional activities.

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

**QUALIFICATIONS:**

Master's degree in a field related to international affairs, fluency in the German language, five years' administrative experience/ overseas experience required. Demonstrated organizational ability, and excellent communication skills. Knowledge of international exchange programs, experience in higher education, and awareness of Western European, Asian, and Connecticut systems preferred.

FORM AND PROCEDURES



Position Title Asst Dir for Technology Dev. Miller 11  
Campus CSU Date 8/23/90

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. All comments 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 Kelly  
DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 8/7/90

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 \_\_\_\_\_

POSITION AT SUOAF LOCAL LEVEL:  
 approve proposed rank and salary ( ) disapprove proposed rank and salary  
Comments or Recommendations:

IF 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.

IF CONSIDERED BY DPA'S COUNCIL \_\_\_\_\_

POSITION AT COUNCIL LEVEL:  
 approve submission to PERC ( ) disapprove submission to PERC  
Comments or Recommendations:

IF PRESIDENT FOR PERSONNEL David C. Neuber DATE 8/23/90

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 representatives and appropriate management officials of PERC disposition.

POSITION AT PERC LEVEL:  
 approved ( ) disapproved

IF BOARD APPROVAL \_\_\_\_\_

IF BOARD DISAPPROVAL \_\_\_\_\_

