



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: [REDACTED] TEL. HARTFORD: 203-566-7373
TEL. NO. 827-7700

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Eastern Connecticut State College

Assistant in Student Affairs, Administrator I

July 14, 1978

RESOLVED, That the position, Assistant in Student Affairs,
Administator I, be established at Eastern Connecticut
State College effective July 14, 1978, in accordance
with all provisions and expectations as set forth in
the proposal dated July 11, 1978, which is attached
as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
James A. Frost
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Dr. Charles R. Webb
(President)
Concerning: X New Position, _____ Existing Position (Vacant/Filled)

1. Proposal:

To create a new position - Assistant in Student Affairs to be funded in Auxiliary Services

JUL 1978

2. Proposed Position:

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

Title/Rank Assistant in Student Affairs / Adm I

<u>12 mo.-full</u>	<u>SC Admin. I</u>	<u>Aux.</u>	<u>AFSCME</u>	<u>T</u> (P)
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining	Temp. or
Full-Part-Time	\$ 8902- 14809	Ed. Ext., Aux.)	Unit	Permanent

3. Summary of Function (attach required job description)

Assists Director of Financial Aid in handling veterans' form-processing and counseling/referral requirements. Assists Director of Financial Aid in form processing and counseling/information-giving services to students, parents, and outside agencies. Assist Director of Placement in providing career information, and career counseling to veterans. Is available as a member of the

4. Rationale for Altering or Establishing Position (Use additional sheets of Student Affairs Staff as necessary)

Time and effort required to process forms and attend to the concomitant counseling and information-giving functions - increased burden on placement services.

necessary.
necessary.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

Full-time to be given to veterans and financial aid functions - previously no time given in assistance to placement office.

Michael Reina 7-2-78

For Central Office Use

Consultation with Bargaining Unit Completed 7/11/78

Approved:

1. For Submission to PERC cmk
2. By Committee/Board _____

Comments:

(Date)

(Signature)