

THE CONNECTICUT STATE UNIVERSITY

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



RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DIRECTOR OF HEALTH SERVICES/ADMINISTRATOR IV
to
ASSISTANT DIRECTOR OF DEVELOPMENT AND ALUMNI AFFAIRS/
ADMINISTRATOR III

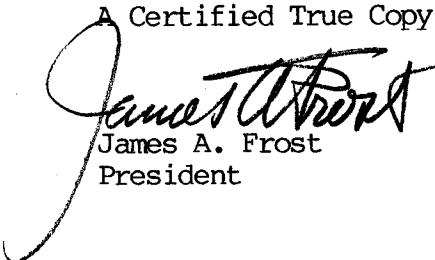
at

CENTRAL CONNECTICUT STATE UNIVERSITY

December 7, 1984

RESOLVED, That the position of Associate Director of Health Services/Administrator IV at Central Connecticut State University be reassigned and reclassified to Assistant Director of Development and Alumni Affairs/Administrator III, effective January 1, 1985, in accordance with all provisions and expectations as set forth in the proposal dated November 9, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

RECEIVED
NOV 15 1984
THE CONNECTICUT
STATE UNIVERSITY

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

TITLE: Assistant Director of Development and Alumni Affairs
Administrator III

FUND: General

POSITION TYPE: Permanent X Temporary
Full-time X Part-time

EFFECTIVE DATE: 1 January 1984 Bargaining Unit Admin Faculty

COST: \$ (6,339)

PROPOSAL:

To abolish the position of Associate Director of Health Services, Administrator IV, which is being vacated by retirement, and use that position to establish the job of Assistant Director of Development and Alumni Affairs.

(See "old" and "new" job descriptions attached)

The retiring incumbent's salary is \$31,339. We would not expect to hire somebody for this new job above \$25,000 and thus will realize an annualized saving of \$6,339.

JUSTIFICATION:

Analysis of use patterns in the Health Service suggests that the Associate Director position is not vital. As the University's efforts in generating alumni interest and giving and other forms of development expand the need for additional manpower becomes critical. This change will make more efficient use of scarce resources.

Date: 9 November 1984 Prepared by: Michael K. Becker
Approved by: R. Don James

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Central Connecticut State College

POSITION DESCRIPTION

Assoc
 Position Title: A Director of Health Services of Nurses & Nurse Practitioner

Administrative Rank: Administrator II IV

Department: Health Services

Supervisor(s) Position/Title Director of Medical Services

POSITION SUMMARY:

Supervises the administrative duties of each nurse member of the Health Services to include operational functions, consulting physicians, maintaining lines of communication, record keeping and reporting.

Assesses the physical and psycho-social health illness of individuals by health and developmental history taking and physical examinations. Evaluates and interprets in order to plan and execute appropriate nursing intervention. Engages in decision making and implementation of therapeutic actions cooperatively with other members of the health care team.

POSITION RESPONSIBILITIES: (Administrative Responsibilities)

Represents nursing formulating policy and program determination for the Health Services.

Interprets to members of the ^{University} college community the extent and limitation of service available in the Health Services.

Interviews and recommends for employment personnel for the nursing service. Provides orientation and evaluates performance of nursing personnel.

Assists the Medical Director in standardization of nursing procedures and techniques. Reviews and develops Procedure and Policy Book.

Assists the Medical Director in the development and maintenance of recording & reporting.

Assists Medical Director in assembling basic data essential for budget.

Assists Director in planning and carrying out epidemiologic studies, specific research projects, clinics, and immunizations.

Acts as liaison between the Health Services and health agencies in the Community.

Directs and schedules nursing personnel, assigns responsibility, and delegates authority.

Plans for the yearly review of disaster plans and organizes and participates in yearly fire drill involving all nursing personnel.

POSITION RESPONSIBILITIES: (Cont'd.)

Informs Medical Director of individual health problems in order that the students involved may be provided with the best care possible.

Assumes responsibility for the administration of the Health Services in the absence of the Medical Director.

NURSE PRACTITIONER RESPONSIBILITIES

Administers physical examination and records developmental history

Evaluates and interprets data in order to plan and execute nursing intervention.

Makes decisions and implementation of therapeutic actions.

Consults with Medical Director regarding plan of action.

Refers to physician specialist and community agencies those conditions which cannot be treated in Health Services. Provides necessary follow-up.

Consults with physician regarding health needs of students.

Interprets duties of Nurse Practitioner to ^{university} college community.

Evaluates Nurse Practitioner program with Health Services personnel.

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

REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: Michael K. Becker 11-21-79

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of _____

Date

QUALIFICATIONS: R.N. required; BSN, licensure as a nurse practitioner, or the equivalent preferred.

Four years of nursing experience demonstrating ability to relate effectively to students, staff and to supervise other members of a health care team.

(Signature)

John J. [Signature]
Campus JA Committee

NEW

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: Assistant Director of Development and Alumni
Affairs

Administrative Rank: Administrator III

Department: Development and Student Services

Supervisor's Title: Executive Dean for Development and Student
Services

POSITION SUMMARY:

Under the direction of the Executive Dean, assists in all facets of the University's development and alumni relations program.

POSITION RESPONSIBILITIES:

Assists in the planning and execution of alumni and development projects and programs which include, but are not limited to, alumni reunions, alumni committee activities and lecture series.

Develops and implements new projects and programs including, but not limited to, student alumni association, alumni athletic boosters, formation of alumni chapters and alumni placement network.

Prepares written material for publication in the Central Alumnus.

Develops and directs an ongoing volunteer program.

Provides staff assistance to the CCSU Foundation and Alumni Association.

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

QUALIFICATIONS:

Bachelor's degree, excellent writing skills and two to three years experience in higher education required. Master's degree and experience in alumni affairs and development preferred.