



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

CONVERSION OF POSITION

ASSISTANT DIRECTOR OF GRAPHICS/
ADMINISTRATOR III

to

DIRECTOR OF THE OFFICE OF EDUCATIONAL OPPORTUNITY/
ADMINISTRATOR V (Gen. Fund)


at

SOUTHERN CONNECTICUT STATE UNIVERSITY

April 12, 1985

RESOLVED, That the position, Assistant Director of Graphics/
Administrator III, be converted to Director of the
Office of Educational Opportunity/Administrator V,
at Southern Connecticut State University effective
April 12, 1985, in accordance with all provisions and
expectations as set forth in the proposal dated
March 21, 1985, which is attached as an addendum to
this Resolution.

A Certified True Copy:



James A. Frost
President

SOUTHERN CONNECTICUT STATE UNIVERSITY
Unclassified Position Alteration Summary

TITLE: Director of the Office of Educational Opportunity/Administrator V

FUND: General

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

EFFECTIVE DATE: April 12, 1985 Bargaining Unit AFSCME

COST: \$6,980 (i.e., difference in 1984-85 salary range minimums
between Administrator III and Administrator V ranks)

PROPOSAL:

That the Assistant Director of Graphics, Administrator III, position be converted to a Director of the Office of Educational Opportunity, Administrator V, position and the new job description be accepted.

JUSTIFICATION:

In keeping with Southern's commitment and with those of the Board of Governors for Higher Education and the State Affirmative Action Task Force, Southern seeks to actively and competitively attract, retain and graduate minority students by establishing an Office of Educational Opportunity. The Director will be responsible for recruiting minority students, coordinating the annual summer education program, supervising the education of minority students, and building outreach programs in public schools throughout the State.

Date: March 21, 1985

Prepared By Roger J. Beyle

Approved By [Signature]

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Director of the Office of Educational Opportunity

ADMINISTRATIVE RANK: Administrator V

POSITION SUMMARY:

Directs and is responsible for the development and administration of programs for the recruitment, retention, and supervision of the educational opportunities for minority students.

POSITION RESPONSIBILITIES:

Recruits minority students.

Administers and directs SCSU's summer educational opportunity program.

Supervises and coordinates academic advisement, class scheduling, curriculum development, academic performance evaluation, and other supportive help processes for minority students.

Builds outreach programs in primary and secondary schools through direct involvement with administrators, teachers and counselors, and minority students. Develops an awareness, among these groups, of University interest in and determination to recruit, educate and graduate the enrolled students.

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:

Master's degree and five years of related experience in recruiting and/or supervising educational opportunities for minority students (experience with Black and Hispanic students is desirable). Demonstrate practical and theoretical knowledge of tutoring and learning assistance strategies, professional and peer counseling processes, budget management, writing and oral communications skills. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

Richard V. Farrell

IMMEDIATE SUPERVISOR

Robert C. Carter

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Burch