



# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR OF THE OFFICE OF EDUCATIONAL OPPORTUNITY/  
ADMINISTRATOR V

to

DIRECTOR OF STUDENT SUPPORTIVE SERVICES AND EDUCATIONAL OPPORTUNITY/  
ADMINISTRATOR VI

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

APRIL 4, 1986

RESOLVED, That the position, Director of the Office of Educational Opportunity/Administrator V, at Southern Connecticut State University, be reclassified to Director of Student Supportive Services and Educational Opportunity/Administrator VI, effective April 4, 1986, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal  
President

SOUTHERN CONNECTICUT STATE UNIVERSITY  
POSITION DESCRIPTION

POSITION TITLE: Director of Student Supportive Services and Educational Opportunity

ADMINISTRATIVE RANK: Administrator VI

POSITION SUMMARY:

Directs and is responsible for the development and administration for all phases and aspects of present and future operations within Student Supportive Services including: Educational Opportunity Program, College Achievement Program, Disabled Student Services, Foreign Student Advisement, Veterans' Affairs, Writing Center, Minority Affairs, and the Tutorial Center. 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:

Responsible for development and coordination of a large and comprehensive Student Tutorial Program.

Responsible for the supervision of staff who oversee the Campus Veterans' Affairs Office

Responsible for the supervision of staff who oversee the Campus Office of Disabled student Services.

Responsible for the supervision of staff who oversee the Foreign Student Advisement Office.

Responsible for the development and supervision of a large and comprehensive student writing laboratory.

Responsible for minority student affairs.

Supervises and coordinates all academic advisement support services (e.g., student advisement in course selection/program development and performance evaluation).

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 the University's interest in and determination to recruit, educate and graduate the enrolled students.

Oversees and coordinates the Student Supportive Services areas. Develops and recommends policies/procedures for those areas.

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

R. V. Farnsworth / William J. O'Donoghue

IMMEDIATE SUPERVISOR

David A. Pedersen

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Berg