



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

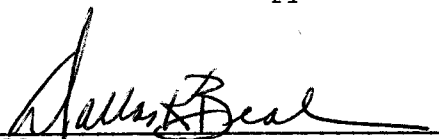
concerning

REVISION OF JOB DESCRIPTION
for
DIRECTOR OF COUNSELING AND CAREER PLANNING/ADMINISTRATOR VI
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

NOVEMBER 14, 1986

RESOLVED, That the job description for the position,
Director of Counseling and Career Planning/
Administration VI, at Southern Connecticut State
University be revised effective November 14, 1986,
in accordance with all provisions and expectations
as set forth in the addendum attached to this
Resolution.

A Certified True Copy:



Dallas K. Beal
President

THE CONNECTICUT STATE UNIVERSITY

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



Submitted	10/14/86
	Date
By: . CSU ()	
CCSU ()	SCSU (X)
ECSU ()	WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER (X) DATE EFFECTIVE 11/14/86 PERM (X) FT (X) TEMP () PT ()

POSITION TITLE: Director of Counseling and Career Planning/Administrator VI (7868)

CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 0863 CURRENT SALARY \$48,850 PROPOSED SALARY _____ FUND General BARG UNIT AFSCME from _____ to _____

RESOLUTION

BR# _____

RESOLVED,

That the job description for the position, Director of Counseling and Career Planning, Administrator VI, at Southern Connecticut State University be revised effective November 14, 1986.

A Certified True Copy

Dallas K. Beal
 Dallas K. Beal, President, CSU _____ Date _____

PERCommittee 10/29/86
Date

BOARD OF TRUSTEES 11/14/86
Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

With the establishment of a Director of Cooperative Education position at Southern, it is necessary that the job description for the Director of Counseling and Career Planning position be revised to reflect the change in direct responsibility for this program.

RECEIVED
 OCT 25 1986
 THE CONNECTICUT
 STATE UNIVERSITY

-0-
Approx. Cost

Michael J. ...
 Signed (University) _____ Date 10.16.86

SOUTHERN CONNECTICUT STATE UNIVERSITY
Director of Counseling & Career Planning Center/Administrator VI

SUPERVISOR: Dean of Student Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: Nathan DiFrancesco

POSITION SUMMARY:

Under the Dean of Student Affairs, the Director has full responsibility for planning and directing the operations of the Counseling and Career Planning Center. The Director is responsible for coordinating a wide range of professional counseling services which include educational counseling, personal counseling, vocational counseling, and testing. He/she works closely with the Vice President for Academic Affairs, the academic deans, faculty and alumni.

POSITION RESPONSIBILITIES:

Develops and implements programs and services which address the personal, developmental, and special needs of students.

Advises students and alumni on career plans, job placement opportunities and development of job search skills.

Coordinates the appeal process for academic dismissal.

Directs a testing program to assist students in assessing their interests, abilities and aptitudes.

Offers academic advisement and information programs for students uncertain of a major.

Coordinates recruitment visits by prospective employers.

Supervises the Freshman Orientation Program.

Directs an off-campus student employment program.

Plans and conducts career planning seminars, forums and symposia.

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:

Five years of experience in counseling, including formulation and implementation of counseling services policy and staff supervision. A Master's Degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATION

Richard V. Fagnano
David H. Pederson
Roger J. Bergh

PROCEDURES AND SIGNATURES FOR POSITION ACTION REQUEST FORMS

POSITION TITLE: Director of Counseling and Career Planning, Admin, VI

INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT Roger J. Bergh
DATE October 14, 1986

Date forms delivered to SUOAF October 14, 1986 by Roger J. Bergh

- I AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
- I DO NOT AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
- SUOAF HAS NO POSITION AND AGREES BOARD HAS FULFILLED CONTRACTUAL OBLIGATIONS.

SUOAF PRESIDENT OR DESIGNEE [Signature]
DATE 10/21/86

Date returned to local DPA from SUOAF 10/21/86 by R. Farricielli

Date considered by Council of DPAs 10/23/86 by DCN

- APPROVED FOR SUBMISSION TO PERC
- DISAPPROVED

VICE PRESIDENT FOR PERSONNEL [Signature]
DATE 10/24/86

Attachments:

- position req. form
- New pos. desc.
- Old pos. desc.
- Additional info

Date APPROVED DISAPPROVED by PERC _____ by _____

Date APPROVED BY BOARD _____ BY _____

NOTES ON REVISIONS OR TECHNICAL CHANGES:

1. Day 0. The local DPA will create a paperwork package negotiating appropriate items with the local SUOAF designee. The set of papers will contain job description, salary, rank, and rationale for PERC and the Board.
2. Day 1-15. SUOAF will be asked to review the matter (at the state-wide level) during a 15-day interval. The objective is to show SUOAF all the paperwork, for further negotiation if necessary, and comment on other matters. SUOAF returns papers and form appropriately signed and dated.
3. Day 16-30. Local DPA brings paperwork to DPAs meeting to review state-wide issues if any. If there are none, the appropriate document in the package is signed by and left with the Vice President for Personnel. Local DPA provides signed copy to SUOAF. If significant changes are required, documents return to Step 1 above. Minor changes may be accomplished by phone consultation as appropriate.
4. Day 31-60. Vice President for Personnel submits package to PERC and subsequently to the Board.
5. Upon approval by the Board, local DPA informs local SUOAF officer and appropriate managerial personnel of completed action.
