



**Connecticut
State
University**

Central • Eastern • Southern • Western

Office of the President

BR#90-133

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DIRECTOR, PLACEMENT AND CAREER DEVELOPMENT CENTER/
ADMINISTRATOR IV

to

ASSOCIATE DIRECTOR OF ADVISING INFORMATION SERVICES/
ADMINISTRATOR IV

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Associate Director, Placement and Career Development Center/Administrator IV be reclassified to Associate Director of Advising Information Services/Administrator IV effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated July 3, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
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Employer

SU-2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED			
BY:	CSU []	CCSU [x]	SCSU []
	ECSU []		WCSU

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER (x) DATE EFFECTIVE 9/7/90

NATURE OF POSITION: PERMANENT [x] FULL-TIME [x] TEMPORARY [] PART-TIME []

POSITION TITLE:	ASSOCIATE DIRECTOR, CAREER DEVELOPMENT ADM IV (CURRENT)	(CLASS CODE)	ASSOCIATE DIRECTOR ADVISING INFORMATION SERVICES NC (PROPOSED)	ADM IV (CLASS CODE)
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POSITION NUMBER	CURRENT SALARY \$44,876	PROPOSED SALARY \$47,100	FUND 0	BARGAINING UNIT AdFac	nc	FROM	TO
1586							

EXPLAIN THE NATURE OF THE PROPOSAL:

To update position descriptions for the proposed Student Development Center (SDC)

JUSTIFICATION:

The creation of the Student Development Center will result in realignment and alteration of a number of existing positions without a change in rank. The job descriptions require revision to accurately reflect the duties as aligned under the SDC.

2,244
COST OR (SAVINGS)

S. Hicks

SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, ()
- JOB DESCRIPTION, AND (x)
- UNOAF SIGN OFF FORM IF REQUIRED (x)

MISCELLANEOUS COMMENTS:

8/88 We are obligated contractually to negotiate the impact of restructured position responsibilities. The cost reflects the negotiated impact of the new job description.

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Associate Director of Advising Information and Support Services

ADMINISTRATIVE RANK: Administrator IV

DEPARTMENT: Advising Information Services

SUPERVISOR'S TITLE: Director of Advising Information and Support Services

POSITION SUMMARY:

Assists with the direction and operation of the Advising Information and Support Services. Coordinates assessment activities and develops office publications. Provides precursory and integrated educational and career information to student groups served by the office.

POSITION DESCRIPTION:

Assists with planning and program development related to Advising Information and Support Services.

Reviews and selects assessment instruments used in preliminary and integrated educational and career planning activities.

Coordinates the development of publications and handouts related to Advising Information and Support Services.

Designs and conducts workshops and programs on major selection, values clarification, decision-making, career options, etc.

Advises students on career concerns and their relationship to academic programs.

Provides precursory information related to academic programs; assists students in establishing an integrated educational/career plan. Refers students to other University departments and resources as appropriate.

Assists in coordinating Advising Information and Support Services activities with other Student Development Center units and University departments.

Assumes responsibility for program operations in the absence of the Director.

Manages and coordinates special projects and other responsibilities for Advising Information and Support Services. Performs other duties which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Master's degree and four years of experience in career planning and providing advising support services or related area in higher education required. Knowledge of academic programs and demonstrated administrative experience preferred. These qualifications may be waived for individuals with appropriate alternate experience.

Central Connecticut State University
Associate Director, Placement & Career Development Center / Placement and
Career Development Center / Administrator IV
(Code)

SUPERVISOR: *Director*
~~Associate to Dean of Instructional Services~~

SUPERVISION EXERCISED:

INCUMBENT NAME: Elizabeth ~~Burgess~~ *HICKS*

POSITION SUMMARY:

Assists in the direction of the operations of the Placement and Career Development Center. Coordinates the development and use of resource library and use of micro computer for placement, career development services and cooperative education.

POSITION RESPONSIBILITIES:

Assists in direction of placement operations for graduating senior and graduates.

Develops special career counseling programs and related career projects for students and graduates.

Provides career counseling to individual students, graduates, and campus organizations.

Develops, maintains, and coordinates use of career resource library and computer facilities.

Conducts employer relations activities.

Assists with supervision of graduate interns, and support staff.

Responsible for directing operations in absence of director.

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 three to five years of related experience demonstrating ability to relate effectively to students and staff, broad knowledge of placement practices and supervisory ability required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title ADMINISTRATIVE ASSOCIATE FOR FINANCIAL AID SERVICES

Campus CENTRAL Date 3/27/90

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE DONNA MUMFORD

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 3/27/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF CAMPUS REVIEW _____

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the Initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE _____ Date _____

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Nelson DATE 8/20/90

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____