



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
827-7700
TEL. NEW BRITAIN: 203-229-1807 ~~TEL. NEW BRITAIN: 203-229-1807~~

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

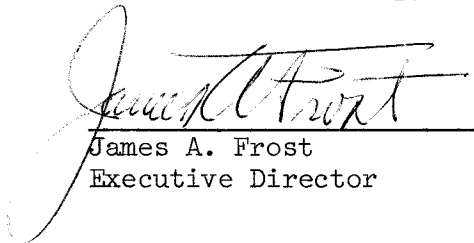
at Western Connecticut State College

Associate Dean for Student Affairs, Administrator IV

January 6, 1978

RESOLVED, That the position, Associate Dean for Student Affairs, Administrator IV, be established at Western Connecticut State College effective January 6, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated January 4, 1978.

A Certified True Copy:


James A. Frost
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

Executive Officer for Faculty and Staff Affairs

Western

Connecticut State College,

Dr. Robert Bersi
President

Concerning: X New Position; _____ Existing Position (Vacant/Filled)

Proposal:

Establish a position of Administrator IV

Proposed Position:

Title/Rank Assoc. Dean for Student Affairs, Administrator IV

Full-Time/12 mo. 10 or 12 mo. Full-Part-Time	Salary Level \$21,340.	General Fund (Gen., Ed. Ext., Aux.)	AFSCME Bargaining Unit
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Summary of Function (attach required job description)

See attached

Rationale for Altering or Establishing Position

The Dean of Students at Western is responsible for eleven major divisions. Supervisory and planning responsibility rests solely in the hands of the Dean as there is not administrative support personnel to assist in this function. Each of the other three State Colleges has at least one such individual providing administrative support and supervision. The administrative workload necessitated in overseeing eleven major divisions is such that it cannot be handled by a single individual in an adequate manner.

Conditions of Employment if Changed or Different from Norm.

N/A

Central Office Use

Consultation with Bargaining Unit

Completed 11/4/78

Approved:

1. For Submission to PERC (Signature)
2. By Committee/Board _____

Comments:

(Date)

(Signature)

POSITION:

ADMINISTRATOR IV
(In-house title: Associate Dean for Student Affairs)

RESPONSIBILITIES:

1. To assume, upon assignment, supervisory responsibility over specific Student Affairs divisions (i.e. Health Service, Counseling, Housing, etc.)
2. To provide greater student contact support through increased counseling and advising activities.
3. To increase liaison activities with the academic community.
4. To supervise and maintain the orientation process for new students on campus.
5. To represent the Office of Student Affairs as required, both on-campus and system-wide.
6. To provide general administrative support to the Dean.
7. To provide assistance and on-going supervision in the area of student activities and organizations.
8. To act in the absence of the Dean of Student Affairs.

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QUALIFICATIONS:

1. Master's degree minimum, preferably Doctorate or ABD in the area of student personnel services or related area.
2. Minimum of 8 years, including at least 2 years in a supervisory capacity, dealing with services to students in an institution of higher education.
3. Western seeks a candidate knowledgeable in all aspects of student life who has proven communicative ability, sensitivity in working with and counseling college students and whose personal qualities reflect strong leadership ability, flexibility and a humane concern for individuals.

SALARY:

Starting Salary \$21,340

APPLICATIONS:

Letters of application, resumes and transcripts are to be directed to Mr. Leslie L. LaFond, Dean of Student Affairs, Western Connecticut State College, 181 White Street, Danbury, Connecticut 06810 and must be received by November 29, 1977.

An Affirmative Action/Equal Opportunity Employer