



STATE OF CONNECTICUT

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AUTHORIZING RESOLUTION


concerning

Revision of Assistant in Student Affairs Position
at
Eastern Connecticut State College

July 18, 1980

RESOLVED, That the position, Assistant in Student Affairs (Administrator I), at Eastern Connecticut State College be changed from a ten month to twelve month position effective August 8, 1980 in accordance with all provisions and expectations as set forth in the proposal dated June 30, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant in Student Affairs (Administrator I)

FUND: General

POSITION TYPE: PERMANENT X TEMPORARY _____
FULL-TIME X PART-TIME _____

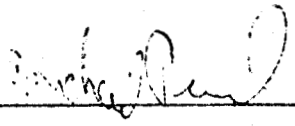
EFFECTIVE DATE: August 8, 1980 BARGAINING UNIT SCOAF

COST: \$2694 cost of equating 10 months salary to 12 months. Entire change (including 7% increase) to be as follows: $\$13,473.86 + 7\% = \$14,417 \div 10 \times 12 = \$17,300.40$ (\$662.85 bi-weekly)

PROPOSAL:
To change assignment of incumbent from 10 to 12 months and increase certain responsibilities involving services to students during the summer.

SUMMARY: Please see enclosed job description

DATE: 6/30/80

BY: 

MP/emb

ASSISTANT IN STUDENT AFFAIRS

DUTIES

Under the supervision of the Dean of Student Affairs the Student Affairs Assistant is responsible for the following functions:

1. Advises commuter freshmen students concerning course and schedule preparation, advisement on programs, remediation of academic problems and as a liaison with teaching faculty.
2. Administers reading skill tests, writing samples and other diagnostic tests used to assess academic skills, works as a part of the team that analyzes the results and develops appropriate remedial programs.
3. Participates in the orientation program as directed; particularly in the areas of testing and academic advisement for undecided majors.
4. Assists the Associate Dean of Students as directed in advising incoming students, undecided majors, and continuing students experiencing academic difficulties.
5. Reviews records of all incoming students and prepares basic information for the academic advisement program.
6. Provides assistance to the Director of Career Planning and Placement in carrying out assigned duties.
7. Recommends policy and procedure for a tutorial program to assist students with basic study skills and knowledge areas.
8. Assumes a major responsibility for selection, training, supervision, and evaluation of student tutorial staff.
9. Supervises the study lounge area of Winthrop Hall, as assigned.
10. Acts as a resource person for minority students; advises minority student groups.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

W. Mark Beaulieu 6/30/80
Signature Date
for the College

Signature 7/7/80
for AFSCME Date