



STATE OF CONNECTICUT
BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008 827-7700 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-~~229-1400~~ ~~XXX HARTFORD XX 283-2660 2877~~

AUTHORIZING RESOLUTION

concerning

Alteration of Title

at

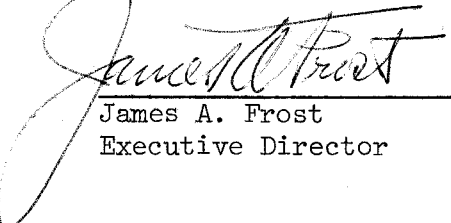
Southern Connecticut State College

Director of Counseling and Career Planning/
Administrator VI

January 8, 1982

RESOLVED, That the position and title Director of Counseling/
Administrator VI be altered to Director of Counseling
and Career Planning/Administrator VI, at Southern
Connecticut State College, effective January 8, 1982,
in accordance with all provisions and expectations as
set forth in the proposal dated December 28, 1981, which
is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Director of Counseling and Career Planning/Administrator VIFund: GeneralPosition Type: Permanent Part-time Effective Date: January 8, 1982Cost: \$2,000 annualCampus: Southern CT State College

Proposal: To alter the present position, Director of Counseling/Administrator VI to Director of Counseling and Career Planning/Administrator VI, with an increase in salary.

Summary:

With the recent resignation of the Director of Career Planning and Placement, an opportunity exists to consolidate the areas of Counseling and Career Planning and Placement. This reorganization will result in a higher utilization of present staff and college resources. It will also bolster the area of vocational counseling which is a vital student service.

Date: December 28, 1981

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

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College, Frank Harrison
President

Concerning: New Position, X Existing Position (Vacant/Filled)

Proposal:

To alter the position title and responsibilities of the Director of Counseling.

Proposed Position: Director of Counseling and Career Planning

Title/Rank Administrator VI

<u>12 mo.</u>	<u>\$22,000 - \$36,750</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

See present and proposed job descriptions which are attached.

4. Rationale for Altering or Establishing Position

With the recent resignation of the Director of Career Planning and Placement, an opportunity exists to consolidate the areas of Counseling and Career Planning and Placement. This reorganization will result in a higher utilization of present staff and College resources. It will also bolster the area of vocational counseling which is a vital student service.

5. Conditions of Employment if Changed or Different from Norm.

Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:
1. For Submission to PERC _____
2. By Committee/Board _____

Comments:

Date

Signature

NAME

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Director of Counseling ServicesADMINISTRATIVE RANK: Administrator III

POSITION SUMMARY:

The Director of Counseling Services is responsible, under the supervision of the Dean of Student Affairs, for the management of the Counseling Office and Veterans Affairs Office. This administrator is responsible for supervising four professional staff members and one clerical worker. In general, this position is concerned with planning and carrying out effective College-wide counseling programs for students at the College.

POSITION RESPONSIBILITIES:

1. Provides direct counseling services for full-time undergraduates.
2. Provides academic advisement and informational programs for students.
3. Maintains liaison activities for the counseling area with academic departments, administrative personnel and community agencies.
4. Works closely with various College offices to insure needed services to students.
5. Organizes and directs the Freshmen Orientation Program.
6. Interviews students withdrawing from the College and prepares periodic reports on attrition.
7. Prescribes a program of assistance for students with academic difficulties.
8. Represents the Counseling area on various College-wide committees.
9. Serves as advisor to students uncertain of a major.
10. Supervises the completion of recommendation forms for students.
11. Encourages and develops programs, institutional studies, and new ideas for the improvement of Counseling services for students.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATION

NEW

NAME _____

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Director of Counseling and Career Planning

ADMINISTRATIVE RANK: Administrator VI

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:

1. Develops and implements programs and services which address the personal, developmental, and special needs of students.
2. Advises students and alumni on career plans, job placement opportunities and development of job search skills.
3. Coordinates the appeal process for academic dismissal.
4. Directs a testing program to assist students in assessing their interests, abilities and aptitudes.
5. Offers academic advisement and information programs for students uncertain of a major.
6. Coordinates recruitment visits by prospective employers.
7. Supervises the Freshman Orientation Program.
8. Directs an off-campus student employment program.
9. Initiates job development strategies for cooperative training students.
10. Supervises and evaluates cooperative training students.
11. Plans and conducts career planning seminars, forums and symposia.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY _____

IMMEDIATE SUPERVISOR _____

DEAN OF PERSONNEL ADMINISTRATION _____