



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

CONVERSION OF VACANT 12-MONTH POSITION (AUXILIARY FUND)

DIRECTOR OF ATHLETICS/ADMINISTRATOR V

to

POSITION OF INSTRUCTOR, 10-MONTH

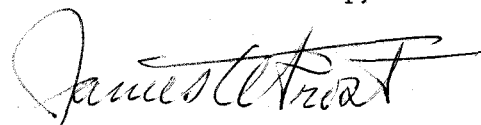
at

WESTERN CONNECTICUT STATE UNIVERSITY

April 8, 1983

RESOLVED, That the vacant 12-month (Auxiliary Fund) position, Director of Athletics/Administrator V, at Western Connecticut State University be converted to the position of Instructor, 10-month, effective August 20, 1983, in accordance with all provisions and expectations as set forth in the proposal dated March 16, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:



 James A. Frost
 Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Instructor - 10-month
 Fund: Auxiliary
 Position Type: Permanent X Part-time _____
 Effective Date: August 20, 1983
 Cost: Maximum net savings, \$6,000*
 Campus: Western CT State University

Proposal:

In fulfillment of a previously negotiated AAUP/AFSCME Side Letter, this action converts the vacant 12-month position of Director of Athletics/Administrator V to the position of Instructor, 10-month.

Summary:

Vacancy due to resignation of the incumbent. The incumbent of the Administrator's position was the Men's Athletic Director. When this position was originally filled, it was agreed with the bargaining agent for the State University instructional faculty, AAUP, that if the position became vacant it would revert to the instructional faculty bargaining unit.

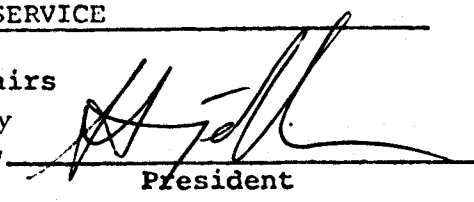
*Entry level Administrator V	-	\$21,000	
Entry level Instructor	-	<u>15,000</u>	
		\$ 6,000	Max. Net Savings

Date: March 16, 1983

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

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State University
College



President

Concerning: _____ New Position, XX Existing Position (Vacant/Filled)

1. Proposal:

To convert a Counselor II position (AAUP) to a Director of Counseling position (AFSCME) effective June 1, 1983. This conversion will take place upon the retirement of the incumbent in the Counselor II position with no additional cost.

2. Proposed Position:

Title/Rank Director of Counseling/Administrator 6

12 mo. FT
10 or 12 mo.
Full-Part-Time
Temp. - Perm.

\$24,000. min.
Salary Level

General
Fund (Gen.,
Ed. Ext., Aux.)

AFSCME
Bargaining Unit

3. Summary of Function (attach required job description)

See Attached

4. Rationale for Altering or Establishing Position

This position will allow for the improved coordination and delivery of counseling services to the student body. In addition to counseling responsibilities, the incumbent will supervise the counseling staff.

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

N/A

For Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:

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

Comments:

W. Adante

WESTERN CONNECTICUT STATE UNIVERSITY

181 White Street, Danbury, Connecticut 06810

Director of the Counseling Center

RECEIVED
FEB 25 1983
BOARD OF TRUSTEES
OF THE STATE COLLEGE

Position Summary: Under the direction of the Dean of Student Affairs, the director provides professional leadership, organizes, develops, directs, administers, and evaluates counseling and psychological services for the student body.

Responsibilities:

1. Supervise, direct, and evaluate counseling staff and programs.
2. Provide leadership to the center staff in developing programs designed to meet student needs.
3. Directs and develops research and evaluative studies related to the student body.
4. Oversees establishment and maintenance of counseling outreach programs for students.
5. Maintains professional standards of confidentiality and ethics in conjunction with established guidelines of appropriate professional associations.
6. Provides group and individual counseling and psychotherapy.
7. Is available to students on an appointment and drop-in basis.
8. Administers and supervises testing programs including personality, interest, and psychological tests; institutional contracts for national testing programs; competency testing; the College Level Examination Program; other testing programs as appropriate; and interpretation, evaluation and analysis of results from testing programs.
9. Cooperates with the Office of Student Affairs in planning for and conducting of staff training and orientation programs.
10. Works in a collaborative role with staff of the Division of Student Affairs providing for needs of special student groups (e.g. handicapped, minority, nontraditional, and academically underprepared).
11. Establishes channels of communication with students, the faculty, and administration; informing them about the Counseling Service, the referral process, and obtaining input regarding student needs.
12. Coordinates referral of students for psychiatric services.

Director of the Counseling Center

(continued)

Responsibilities:

13. Works cooperatively with other offices responsible for delivery of services to students (e.g. Career Development, advisement, special student offices).
14. Develops long range plans for the Center in cooperation with staff of the Counseling Center.
15. Provides periodic reports related to Center activities and concerns as requested and needed. Submits an annual written report of Center activities to the Dean of Student Affairs.
16. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position

Qualifications:

1. A Master's degree is required. Doctorate or equivalent in Counseling Psychology preferred.
2. Five years of experience in counseling preferably three years at the college level, including formulation and implementation of counseling services policy and staff supervision.
3. Ability to conduct and supervise group counseling.
4. Demonstrated administrative and supervisory ability in a counseling or counseling related setting preferred.
5. Knowledge of and experience in individual and group testing preferred.
6. Knowledge or experience in the following areas desirable: learning services; minority student services; academic advisement; and handicapped student services.

These qualifications may be waived for individuals with appropriate alternate experience.

Rank: Administrator VI

Application: Send letter of application, resume, and list of references to:

Dr. L. Russell Watjen
Dean of Student Affairs

Closing Date: March 1, 1983 for employees of the Connecticut State Universities

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