


CSU

THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

Alteration in Duties
for
Assistant to the Dean of Student Affairs/Administrator II
at
Eastern Connecticut State University

November 4, 1983

RESOLVED, That the duties for the position, Assistant to the Dean of Student Affairs/Administrator II, at Eastern Connecticut State University be altered effective November 4, 1983, in accordance with all provisions and expectations as set forth in the proposal dated October 14, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
James A. Frost
Executive Director

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: ASSISTANT TO THE DEAN OF STUDENT AFFAIRS (Administrator 2)

FUND: General

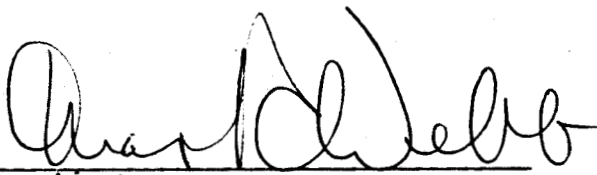
POSITION TYPE: PERMANENT X TEMPORARY
FULL-TIME PART-TIME

EFFECTIVE DATE: 11/4/83 BARGAINING UNIT SCOAF

COST: -0-

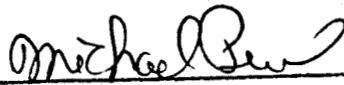
PROPOSAL: To change some of the duties of the Administrator 2 position to include increased responsibilities for the student work programs on campus. The position is presently vacant so no salary adjustment is necessary.

SUMMARY: Please see attached job description.



President

DATE: 10/14/83

BY: 

Dean of Personnel Administration

MP/emb

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE ASSISTANT TO THE DEAN OF STUDENT AFFAIRS

ADMINISTRATIVE RANK II

Under the general supervision of the Dean of Student Affairs and the immediate supervision of the Director of Financial Aid, the Assistant to the Dean is responsible for the following functions:

1. Coordinates Job Match Program as follows:
 - a. Contacts local and regional employers to identify and develop part-time and summer positions for students
 - b. Solicits and coordinates the placement of students in part-time and summer positions
 - c. Assists in the up-dating and maintenance of position listings
 - d. Develops and coordinates a system for advertising positions
 - e. Visits off-campus employment sites as necessary and visits potential employers of Eastern students
2. Is responsible for the administration of all on-campus student work programs
 - a. selects student workers
 - b. supervises payroll operations
 - c. counsels student workers and supervisors
 - d. handles grievances from student workers and supervisors
3. Performs simple needs analysis
4. Performs special projects in Student Affairs area as directed by the Dean of Student Affairs and serves as academic advisor as needed.
5. Performs other duties and responsibilities assigned by the Dean which do not alter the basic level of responsibility of the position

Michael Penn 10/13/83
Signature Date
for the University

Betty B. Tipton 10/13/83
Signature Date
for AFSCME

Rafael W. Meekanic 10/13/83
Signature Date
of Supervisor

Signature Date
of Incumbent

EASTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE ASSISTANT TO THE DEAN OF STUDENT AFFAIRS

ADMINISTRATIVE RANK II

Under the supervision of the Dean of Student Affairs, the Assistant to the Dean 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. Recommends policy and procedure for a tutorial program to assist students with basic study skills and knowledge areas.
4. Assumes a major responsibility for selection, training, supervision, and evaluation of student tutorial staff.
5. Supervises the study lounge area of Winthrop Hall, as assigned.
6. Acts as a resource person for minority students; advises minority student groups.
7. Assists in career planning advisement of commuter freshmen.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

One to two years of experience equipping the applicant to relate effectively to college students and staff. A Bachelor's Degree is required.

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

Signature for the College Date

Signature for AFSCME Date

Signature of Supervisor Date

Signature of Incumbent Date

emb
7/29/81