



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

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

Office of the President

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT DIRECTOR OF INTERNATIONAL AFFAIRS
(BUSINESS & INTERNATIONAL EDUCATION)/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the temporary grant-funded position, Assistant Director of International Affairs (Business and International Education)/Administrator III, be established at Central Connecticut State University, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated January 3, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President

Doc. 214



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**CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM**

SUBMITTED 1-3-89			
BY:	CSU []	SCSU []	
	CCSU [X]	WCSU []	
	ECSU []		

POSITION ACTION:	ESTABLISH (X)	RECLASSIFY ()	OTHER ()	DATE EFFECTIVE	2-3-89
NATURE OF POSITION:	PERMANENT []	FULL-TIME [X]	TEMPORARY [X]	PART-TIME []	
POSITION TITLE:	(CURRENT)	(CLASS CODE)	Asst. Dir. Business & Int. Ed., ADM 3	(PROPOSED)	(CLASS CODE)
POSITION NUMBER	New	CURRENT SALARY \$	PROPOSED SALARY \$30,000	FUND GRANT UNIT	BARGAINING FROM AdmFac TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To establish the temporary grant funded position of Assistant Director of International Affairs (Business & International Education), Administrator 3.

JUSTIFICATION:

In September 1988 the University received a grant from the U.S. Department of Education to enable it to release a staff member to run the Connecticut World Trade Association Education Institute. After a semester of experimenting with a different arrangement it has been determined that the best way to accomplish this task is to establish an entry level administrative position on site in Hartford. This position will be entirely supported by the grant.

\$30,000
COST OR (SAVINGS)

J. M. ... 1-17-89
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- JOB DESCRIPTION, AND (X)
- SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant Director of International Affairs (Business & International Education)

Rank: Administrator 3

Department: International Affairs Center

Supervisor's Title: Director of International Affairs Center

POSITION SUMMARY

Implements a program of education and training designed to promote increased public understanding of, and business participation in international commerce. Collaborates with the Education Institute of the Connecticut World Trade Association in establishment of such programs.

POSITION RESPONSIBILITIES

Organizes colloquia to train business people in the techniques of reporting.

Arranges economic and area studies seminars for potential exporters.

Coordinates a program of public education designed to increase general understanding of Connecticut's place in international commerce.

Provides general administrative support as needed to ensure the success of the Education Institute of the Connecticut World Trade Association.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Bachelor's degree, prior experience in organizing conferences and workshops and three years of business experience with significant overseas background required. Master's degree in international business or affairs, knowledge of Connecticut business and industry, university teaching and/or administrative experience and conversational fluency in at least one foreign language preferred.

Rev. 9 January 1989

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Asst. Dir. of International Affairs (Business & International Education)

Campus Central Date 1-3-89

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1-3-89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Shana M Lynch

DATE OF SUOAF CAMPUS REVIEW 1/12/89

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty Tipton Date 1/17/89

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary disapprove proposed rank and salary

Comments or Recommendations: Approved with understanding that proposed salary will not exceed 28,000 only after negotiation with the Union. B.T.

DATE RETURNED TO LOCAL DPA 1/17/89

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 12/15/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 1/18/89

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____