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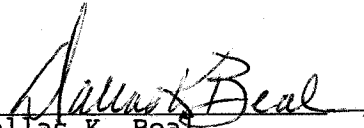
Office of the President

RESOLUTION
concerning
REVISION OF JOB DESCRIPTION
for
ASSOCIATE DEAN OF STUDENT AFFAIRS/ADMINISTRATOR VII
at
EASTERN CONNECTICUT STATE UNIVERSITY

February 2, 1990

RESOLVED, That the job description for the currently vacant position of Associate Dean of Student Affairs/Administrator VII at Eastern Connecticut State University be revised, while keeping the rank and level of responsibility of the position the same, effective January 12, 1990, in accordance with all provisions and expectations as set forth in the proposal dated December 28, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

AMENDMENT TO
BR#90-7

SUBMITTED	<u>12/28/89</u>
BY: CSU	[]
CCSU	[] SCSU []
ECSU	[X] WCSU []

POSITION ACTION:	ESTABLISH ()	RECLASSIFY ()	OTHER [X]	DATE EFFECTIVE	<u>1/12/90</u>
NATURE OF THE POSITION:	PERMANENT [X]	FULL-TIME [X]	TEMPORARY []	PART-TIME []	
POSITION TITLE:	<u>Associate Dean of Student Affairs</u>				
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	<u>0073</u>	CURRENT SALARY \$ <u>2,605.62 (68,006)</u>	PROPOSED SALARY \$ <u>2,298.85 (60,000.)</u>	FUND	<u>Gen</u>
				BARGAINING UNIT	<u>SUOAF</u>
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To make various changes to the job description without altering the level of responsibility of the position.

JUSTIFICATION:

This position is currently vacant and the University seeks to change various elements of the job description while keeping the rank and level of responsibility of the position intact.

\$ 8,006. Savings
COST OR SAVINGS

Doretha Penna
SIGNED (UNIVERSITY) 12/28/89
DATE

ATTACH OLD AND NEW STAFFING CHART, () NA
JOB DESCRIPTION, AND (X)
SUOAF SIGN OFF FORM IF REQUIRED ()SUOAF will not sign off

MISCELLANEOUS COMMENTS:
7/88

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE ASSOCIATE DEAN OF STUDENT AFFAIRS

ADMINISTRATIVE RANK 7

INCUMBENT

Under the general supervision of the Dean of Student Affairs the Associate Dean is responsible for the following:

1. Serves as an Associate to the Dean in:
 - a. formulation and implementation of policy
 - b. recruitment, selection, hiring, development, supervision, and evaluation of staff members,
 - c. administration of student services
 - d. coordination of Campus Judicial System
 - e. representing the Dean of Student Affairs on a variety of campus and CSU system committees
 - f. works with the special campus populations of minority students, non-traditional students, and commuters
 - g. supervises and conducts student affairs research function
 - h. coordinates Orientation Program.
2. Acts for the Dean when he/she is unavailable.
3. Supervises various student affairs and student service offices as assigned by the Dean.
4. Represents the Office of Student Affairs and the University by attending workshops, meetings (on/off campus) as needed.
5. Counsels students on personal, social and academic matters.
6. Prepares reports as needed.
7. Performs other duties and responsibilities related to those listed above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Six years of of increasingly responsible experience in student affairs service functions, providing the candidate with knowledge to assess, plan, and implement student affairs/service policy and to manage and supervise staff. Direct knowledge of two or more student service areas preferred. Graduate degree required, doctorate preferred. These qualifications may be waived for individuals with appropriate alternative experience.

For the University

DATE

For SUOAF

DATE

11/3/89

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

OLD

POSITION TITLE ASSOCIATE DEAN OF STUDENT AFFAIRS

ADMINISTRATIVE RANK 7

INCUMBENT BETTY TIPTON

Under the general supervision of the Dean of Student Affairs the Associate Dean is responsible for the following:

1. Serves as an Associate to the Dean in:
 - a. formulation and implementation of policy
 - b. selection, development, supervision and evaluation of staff members
 - c. administration of student services
 - d. coordination of campus judicial system
 - e. representing the Office of Student Affairs on a variety of campus and four State University committees
2. Acts for the Dean when he/she is unavailable.
3. Supervises the Office of Career Development and Placement including the cooperative education program.
4. Supervises the Health Services Office and all health services programs.
5. Represents the Office of Student Affairs and the University by attending workshops and meetings on or off campus as needed.
6. Counsels students on personal, social and academic matters.
7. Prepares reports as needed.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

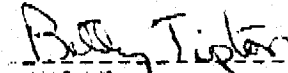
QUALIFICATIONS

Six years of experience in student affairs equipping the applicant to formulate and implement student affairs policy and to supervise staff. Knowledge of two or more student services areas preferred. Master's Degree required; Doctorate preferred.

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


For the University

1/11/85
DATE


For SUGAF

1/11/85
DATE

12/12/88