AUTHORIZED RESOLUTION

concerning

The Establishment of a New Position

at Western Connecticut State College

Associate Dean for Student Affairs, Administrator IV

January 6, 1978

RESOLVED, That the position, Associate Dean for Student Affairs, Administrator IV, be established at Western Connecticut State College effective January 6, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated January 4, 1978.

A Certified True Copy:

James A. Frost
Executive Director
Executive Officer for Faculty and Staff Affairs  
Western Connecticut State College, President  

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

Proposal:  
Establish a position of Administrator IV  

Proposed Position:  
Title/Rank Assoc. Dean for Student Affairs, Administrator IV  

Full-Time/12 mo. $21,340. General  
10 or 12 mo. Salary Level Fund (Gen., Ed. Ext., Aux.)  
Full-Time  

Summary of Function (attach required job description)  
See attached  

Rationale for Altering or Establishing Position  
The Dean of Students at Western is responsible for eleven major divisions. Supervisory and planning responsibility rests solely in the hands of the Dean as there is no administrative support personnel to assist in this function. Each of the other three State Colleges has at least one such individual providing administrative support and supervision. The administrative workload necessitated in overseeing eleven major divisions is such that it cannot be handled by a single individual in an adequate manner.  

Conditions of Employment if Changed or Different from Norm.  
N/A  

For Central Office Use  
Initiation with Bargaining Unit  
Committed 11/14/78  

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

(Date) (Signature)
POSITION: ADMINISTRATOR IV
(In-house title: Associate Dean for Student Affairs)

RESPONSIBILITIES:

1. To assume, upon assignment, supervisory responsibility over specific Student Affairs divisions (i.e. Health Service, Counseling, Housing, etc.)

2. To provide greater student contact support through increased counseling and advising activities.

3. To increase liaison activities with the academic community.

4. To supervise and maintain the orientation process for new students on campus.

5. To represent the Office of Student Affairs as required, both on-campus and system-wide.

6. To provide general administrative support to the Dean.

7. To provide assistance and on-going supervision in the area of student activities and organizations.

8. To act in the absence of the Dean of Student Affairs.

QUALIFICATIONS:

1. Master's degree minimum, preferably Doctorate or ABD in the area of student personnel services or related area.

2. Minimum of 8 years, including at least 2 years in a supervisory capacity, dealing with services to students in an institution of higher education.

3. Western seeks a candidate knowledgeable in all aspects of student life who has proven communicative ability, sensitivity in working with and counseling college students and whose personal qualities reflect strong leadership ability, flexibility and a humane concern for individuals.

SALARY: Starting Salary $21,340

APPLICATIONS:

Letters of application, resumes and transcripts are to be directed to Mr. Leslie L. LaFond, Dean of Student Affairs, Western Connecticut State College, 181 White Street, Danbury, Connecticut 06810 and must be received by November 29, 1977.

An Affirmative Action/Equal Opportunity Employer