RESOLUTION

concerning

Adjustment in Duties for
Assistant in Student Affairs/Administrator I at
Central Connecticut State College

March 7, 1980

RESOLVED, That the duties for the position, Assistant in Student Affairs/Administrator I, at Central Connecticut State College be adjusted effective March 7, 1980, in accordance with all provisions and expectations as set forth in the proposal dated February 7, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:

[Signature]
James A. Frost
Executive Director
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs
FROM: Central Connecticut State College, Michael L. Beber, Dean of Personnel Administration
Concerning: New Position, X Existing Position (Vacant/Filled)

1. Proposal:

To alter a vacant Counselor II position, 10 month, AAUP to an Assistant in Student Affairs, Administrator I position, 12 months, AFSCME.

2. Proposed Position:

Title/Rank: Assistant in Student Affairs, Administrator I

12 mos. $14,000 General AFSCME
10 or 12 mo. Salary Level Fund (Gen., Bargaining Unit
Full-Time Ed. Ext., Aux.)

3. Summary of Function (attach required job description)

See attached

4. Rational for Altering or Establishing Position

To utilize a counselling type position more effectively in the area of student recruitment and retention.

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

Previous incumbent's salary before retirement was $19,526 for a 10-month position. New person is to be hired at $14,000 for a 12-month position.

For Central Office Use:

Consultation with Bargaining Unit Completed 2/7/80

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

Comments:
Central Connecticut State College

POSITION DESCRIPTION

Position Title: __________ Assistant in Student Affairs __________

Administrative Rank: __________ Administrator I __________

Department: __________ Admission's Office __________

Supervisor(s) Position/Title __________ Director of Admissions __________

POSITION SUMMARY:

Advises and counsels incoming students. Develops and runs ongoing student orientation program. Serves as liaison with Academic Affairs, Administrative Affairs, and Public Affairs in furtherance of student retention efforts.

POSITION RESPONSIBILITIES:

Advises prospective applicants.

Counsels incoming students regarding campus adjustment and College policies.

Participates in recruitment outreach.

Designs, plans and implements orientation programs for new and continuing students.
POSITION RESPONSIBILITIES: (Cont'd.)

REVIEW AND APPROVAL:

Prepared by: ____________________________________________

Reviewed by: ____________________________________________

Approved by: ____________________________________________

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of ____________________.

Date

__________________________
(Signature)

__________________________
Campus JA Committee

Rev. 6/4/19