RESOLUTION

concerning

RECLASSIFICATION OF POSITION

COUNSELOR II
to

ASSISTANT DIRECTOR, INTERNATIONAL AFFAIRS CENTER/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

June 16, 1989

RESOLVED, That the position of Counselor II at Central Connecticut State University be reclassified to Assistant Director, International Affairs Center/Administrator III, effective June 16, 1989, in accordance with all provisions and expectations as set forth in the proposal dated April 27, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President
CSU-2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 4-27-89
BY: CSU [ ]
CCSU [X] SCSU [ ]
ECSU [ ] WCSU

<table>
<thead>
<tr>
<th>POSITION ACTION</th>
<th>DATE</th>
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<tr>
<td>ESTABLISH ( ) RECLASSIFY (X) OTHER ( )</td>
<td>EFFECTIVE 7-1-89</td>
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<tr>
<th>NATURE OF POSITION</th>
<th>PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]</th>
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<tr>
<td>POSITION</td>
<td>TITLE: Counselor 2 (CURRENT) Asst. Dir., Int. Affairs Cntr, ADM 3 (CLASS CODE) (PROPOSED) (CLASS CODE)</td>
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<tr>
<td>NUMBER 562</td>
<td>CURRENT SALARY $32,000 PROPOSED SALARY $32,000 FUND Gen UNIT IntFacAdmFac</td>
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EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the ten month position of Counselor 2 in the International Affairs Center to a twelve month position of Assistant Director, International Affairs Center, Administrator 3.

JUSTIFICATION:

After examination of the services being provided to international students and the requirements for a quality program by a consultant, Dr Max Epstein, Dean of International Programs at UCLA, it has been determined that we do not need a psychological counselor to service the needs of our international students but rather an administrator who is available twelve months of the year.

$ -0-
COST OR (SAVINGS)

SIGN

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

MISCELLANEOUS COMMENTS:
7/88
POSITION TITLE: Assistant Director, International Affairs Center

RANK: Administrator 3

DEPARTMENT: International Affairs Center

SUPERVISOR'S TITLE: Director, International Affairs Center

POSITION SUMMARY:
Develops and provides a comprehensive orientation and support service program for the University's international students. Also recruits, coordinates and develops programs for education abroad participants.

POSITION RESPONSIBILITIES:
Administers orientation programs for new international students each semester and for education abroad students before and after their study abroad experience.
Assists international students with questions about visas, finances, housing and similar problems.
Recruits and provides information to University students about opportunities for overseas study.
Develops an alumni network for international and education abroad students.
Develops campus and community awareness and support for the University's international student programs.
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, three years' experience interacting with international students in a university environment, good organizational skills, and excellent speaking and writing ability required. Masters degree, a social science background, international experience and knowledge of at least one foreign language or culture preferred.

28 April 1989
SUOA/AFSCE POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Asst. Director International Affairs Center
Campus: Central
Date: 4-27-89

LEVEL 1. Day 0. Campus DPA creates and presents package to Chapter level SUOA/AFSCE 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

DATE PRESENTED TO CAMPUS SUOA REPRESENTATIVE: 4-27-89
SUOA/AFSCE CAMPUS REVIEW AND RECOMMENDATION BY

DATE OF SUOA CAMPUS REVIEW: 5/1/89

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

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

SUOA/AFSCE LOCAL PRESIDENT OR DESIGNEE

DATE

DISPOSITION AT SUOA LOCAL LEVEL:
( ) approve proposed rank and salary
( ) disapprove proposed rank and salary
Comments or Recommendations:

DATE RETURNED TO LOCAL DPA

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 SUOA/AFSCE 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

DISPOSITION AT COUNCIL LEVEL:
( ) approve submission to PERC
( ) disapprove submission to PERC
Comments or Recommendations:

DATE CONSIDERED BY PERC

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 SUOA/AFSCE representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
( ) approved ( ) disapproved

DATE

DATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL

OVER FOR APPLICABLE POSITION DESCRIPTION