RESOLUTION
concerning
ESTABLISHMENT OF POSITION
COORDINATOR, INTERNATIONAL INSTITUTE DEVELOPMENT/ADMINISTRATOR IV
at
CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Coordinator, International Institute Development/Administrator IV be established at Central Connecticut State University effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated August 20, 1990, which is attached as an addendum.

A Certified True Copy:

Dallas K. Beal
President
CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED

BY: CSU [ ]
CCSU [ X] SCSU [ ]
ECSU [ ] WCSU

POSITION ACTION: ESTABLISH (X) RECLASSIFY ( ) OTHER ( )
DATE
EFFECTIVE 9/7/90

NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]

POSITION TITLE: Coordinator, International Institute Development

CURRENT (CLASS CODE) PROPOSED
POSITION NUMBER CURRENT PROPOSED SALARY $ 37,734 SALARY $ 37,734
N/A SALARY

BARGAINING UNIT (AdFac) nc nc
FUND 0 (SID)
FROM TO

PLAIN THE NATURE OF THE PROPOSAL:

To establish a new professional level position in the International Affairs Center.

JUSTIFICATION:

Special funding was authorized to establish one professional level position to support the CSU International initiatives. This proposed position will be assigned responsibility for the overseas initiatives and administration of educational exchange programs.

SIGNED (UNIVERSITY) DATE

$37,734

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

ISCCELLANEOUS COMMENTS:
POSITION DESCRIPTION

POSITION TITLE: Coordinator, International Institute Development

RANK: Administrator IV

DEPARTMENT: International Affairs Center

SUPERVISOR'S TITLE: Director, International Affairs Center

POSITION SUMMARY:

Provides administrative support to the Connecticut State University's overseas institutes, develops and administers educational exchange and study abroad programs on behalf of the Central Connecticut State University and the Connecticut State University system.

POSITION RESPONSIBILITIES:

Provides administrative support to the Directors of Overseas Institutes by assisting with budget development, preparation and monitoring. Develops proposals for programs involving all CSU campuses and coordinates participation in the Institutes.

Establishes and coordinates a University-wide student exchange program with universities in Connecticut's German sister-state, Baden-Wurtemberg, and with other universities abroad developing similar exchange activities.

Serves as Secretary to Connecticut's sister-state relationships with Baden-Wurtemberg and Shandong Province, China and New Britain's sister-city relationships with Rastatt, Germany, and Atsugi, Japan. Plans visits of delegates to and from sister cities and states. Ensures that regular communication occurs. Facilitates and supports the sister city-state relationships.

Assists with the Center's recruitment of students and faculty for overseas exchanges, provides orientation for program participants. Facilitates and supports the exchange process within the system.

Assists with the Center's efforts to develop campus and community awareness and support for its international programs by developing printed materials and by conducting promotional activities.

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

QUALIFICATIONS:

Master's degree in a field related to international affairs, fluency in the German language, five years' administrative experience/overseas experience required. Demonstrated organizational ability, and excellent communication skills. Knowledge of international exchange programs, experience in higher education, and awareness of Western European, Asian, and Connecticut systems preferred.
LEVEL 1, Day 0  Campus DPA creates and presents package to Chapter level SUOA/AFSCME designee for review. All documents shall include the following items where applicable: 1) a copy of this sheet, 2) new and/or former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE

DIE PRESENTED TO CAMPUS SUOA REPRESENTATIVE 8/27/90

SUOA/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY

DIE OF SUOA CAMPUS REVIEW

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 SUOA/AFSCME review occurs during this time. Further negotiation may occur at this level prior to final Union approval. Upon such approval OAF shall return all materials to the Initiating University DPA or his designee.

OAF/AFSCME LOCAL PRESIDENT OR DESIGNEE

POSITION AT SUOA LOCAL LEVEL:

) approve proposed rank and salary amounts or Recommendations:

) disapprove proposed rank and salary

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/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

CONSIDERED BY DPA'S COUNCIL

POSITION AT COUNCIL LEVEL:

) approve submission to PERC

) disapprove submission to PERC

PRESIDENT FOR PERSONNEL

DATE 8/23/90

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/AFSCME representatives and appropriate management officials of PERC disposition.

POSITION AT PERC LEVEL:

) approved

) disapproved

OF BOARD APPROVAL

OF BOARD DISAPPROVAL