AUTHORIZING RESOLUTION

concerning

Alteration of Title
at
Southern Connecticut State College
from
Assistant to the Dean of Student Affairs/Adm. II
to
Assistant Dean of Student Affairs/Adm. III

August 2, 1979

RESOLVED, That the position Assistant to the Dean of Student Affairs/Adm. II, be altered to Assistant Dean of Student Affairs/Adm. III, at Southern Connecticut State College effective August 2, 1979, in accordance with all provisions and expectations as set forth in the proposal dated July 11, 1979, 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: Southern Connecticut State College, Manson Van B. Jennings

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

Proposal:
Change of position - from Assistant to the Dean of Student Affairs, Administrator II.

Proposed Position: Assistant Dean of Student Affairs, Administrator III

Title/Rank Assistant Dean of Student Affairs, Administrator III

as of FY 1978 - 79 Ext. AFSCME
10 or 12 mo. $21,000 Fund (Gen., Bargaining Unit
Full-Time Ed. Ext., Aux.)
Temp. - Perm.

3. Summary of Function (attach required job description)

See Attachment

4. Rationale for Altering or Establishing Position

See Attachment

5. Conditions of Employment if Changed or Different from Norm.
Should an internal candidate be chosen who is already on the General Fund Budget, that position number would be used to fill.

Central Office Use

Consultation with Bargaining Unit Completed

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

Comments:

Date

Signature

RECEIVED
JUN 27 1979
FOR THE STATE COLLEGES
SOUTHERN CONNECTICUT STATE COLLEGE

NEW POSITION: Assistant Dean of Student Affairs

RANK: Administrator III, 12 months

RESPONSIBILITIES:

1. Directs and coordinates College academic advisement program for freshmen.

2. Increases liaison activities with the academic community.

3. Responsible for general supervision of clubs and organizations funded by the Student Activity Fee.

4. Provides support services for the Student Affairs Committee and serves as contact person within the College for members of the Committee.

5. Serves as College judicial officer.

6. Serves as Section 504 Compliance Officer for Handicapped Students.

7. Responsible to the Dean of Student Affairs for Student Handbook and Student Affairs publications.

8. Coordinates in-service programs for staff development.

9. Provides direct student personnel services to individuals and student groups as needed.

10. Assumes related duties as assigned by the Dean of Student Affairs.