



STATE OF CONNECTICUT  
 BOARD OF TRUSTEES  
 FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1697 ~~XTEL: HARTFORD: 203-668-7778~~

AUTHORIZING RESOLUTION

concerning

Temporary Full-Time Assistant Registrar  
 at  
Southern Connecticut State College

December 7, 1979

RESOLVED, That a nine-month temporary full-time position, Assistant Registrar/Administrator I, (January 1, 1980 - September 30, 1980), be established at Southern Connecticut State College in accordance with all provisions and expectations as set forth in the proposal dated November 26, 1979, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost  
 Executive Director

12/12/77

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 Jennings  
President

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

Proposal: One nine-month temporary, full-time position to be paid for from the extension fund, at the Administrator I level, to act as a replacement for Mrs. Noreen DeCrosta (Assistant Registrar) while on maternity leave.

Proposed Position: Temporary Full-time, January 1, 1980 - September 30, 1980

Title/Rank Assistant Registrar / Administrator I

Full Time - Temporary	\$9500.00	Ext. Fund	AFSCME
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time		Ed. Ext., Aux.)	
Temp. - Perm.			

3. Summary of Function (attach required job description)

Share supervision of the Registration (Spring '80, Summer '80, Fall '80)  
Perform duties of Assistant Registrar, audit for graduation, other academic audits, share supervision of the records clerical staff, transcript staff, certification applications, and consult with students regarding requirements for graduation.

4. Rationale for Altering or Establishing Position

Mrs. DeCrosta must go on maternity leave on or about the end of December. The Records Office will not be able to function properly with regard to registration and other duties without the presence of at least three Associate and/or Assistant Registrars. The temporary replacement is to cover the loss of Mrs. DeCrosta for the period January 1 to September 30.

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

Normal

Central Office Use

Consultation with Bargaining Unit  
Completed November 26, 1979

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

Comments:

\_\_\_\_\_  
Date Signature

NAME

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Assistant Registrar

ADMINISTRATIVE RANK: I

POSITION SUMMARY: Shares responsibility of maintenance, evaluation and registration of students and their records. Works closely with all pertinent offices on campus to assist the student.

POSITION RESPONSIBILITIES:

1. Graduation check - RE: graduating seniors
2. Certification requirements
3. Registration - supervision of registration personnel and all aspects of registration including Drop/Add, withdrawals, etc.
4. Approval of transfer credits--evaluation of transcripts
5. Distribution and collection of grading rosters
6. Honors checking for graduation

RECEIVED

JUL 10 1979

DEAN, PERSONNEL ADMIN.

ADMINISTRATIVE FACULTY, \_\_\_\_\_

IMMEDIATE SUPERVISOR \_\_\_\_\_

DEAN OF PERSONNEL ADMINISTRATION \_\_\_\_\_

*RADW*