



STATE OF CONNECTICUT

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FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning


ESTABLISHMENT OF A PART-TIME POSITION

ASSISTANT REGISTRAR/ADMINISTRATOR I
at
SOUTHERN CONNECTICUT STATE COLLEGE

September 5, 1980

RESOLVED, That the part-time position, Assistant Registrar/
Administrator I, be established at Southern Connecticut
State College effective September 1, 1980 in accordance
with all provisions and expectations as set forth in the
proposal dated September 5, 1980, which is attached as
an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION SUMMARYTitle: Assistant Registrar/Administrator IFund: GeneralPosition Type: Permanent Part-time 20 hours per weekEffective Date: September 1, 1980Cost: \$5,085.00Campus: Southern Connecticut State CollegeProposal: To establish a new Assistant Registrar position in the General Fund.
Position to be part time.

Summary: See attached.

Date: September 5, 1980

Job Description

RECEIVED
AUG 30 1980
DEAN, PERSONNEL ADMIN.

Position: Assistant Registrar (20-hour)

Job Function: To assist the Registrar and Associate Registrar primarily by assuming responsibility for the day to day operation of the registration system; secondarily to serve as a back-up for the other assistant registrars in the auditing of degree requirements, supervision of posting of grades, transcript production, and other operations of the Records Office.

Responsibilities: The Assistant Registrar is expected to have daily contact with students, faculty, other administrative officers, clerical personnel, and the general public in matters relating to the responsibilities of the Records Office. He or she is expected to reflect accurately the policy of S.C.S.C. in reference to whatever problems are presented and to make decisions accordingly. There will be many occasions (evenings) when this Assistant Registrar will be the only administrator present in the Records Office.

Therefore, this Assistant Registrar is expected to be thoroughly familiar with the day-to-day operation of the Records Office including, for example, enrollment of students, registration for courses, charging for fees and tuition, auditing of degree requirements, issuance of transcripts, and applications for degrees and certification.

Specifically, this Assistant Registrar will be responsible for the supervision of the registration staff afternoons, and those evenings when the Records Office is open for registration. He or she will be responsible for double checking all registration, drop/add, change of status, and other forms received during the registration process, sorting them properly, and batching each day's forms accordingly.

This Assistant Registrar will audit all schedules received from the data center, and supervise the mailing of the schedules to the students, follow up on the errors discovered, and communicate with the data center regarding necessary corrections. He or she will supervise the window staff, the tally, and the bulletin board of course offerings.

The Assistant Registrar must be sensitive to the role of this office in relation to students, faculty, and administration. Effective administration of the registration process, and its absence, are readily apparent to the entire S.C.S.C. community, and poor administration can easily result in unnecessary expense, or interference with the educational process for substantial numbers of students and faculty members. Since considerable independence will be given to this Assistant Registrar in carrying out these assignments, errors of commission or omission are likely to be very serious.

Qualifications: A baccalaureate degree from an accredited college or university. Evident ability to work with the academic public: students, faculty, and staff is necessary. Previous records office experience preferred, but not required.

TO: Dr. Nowlan
FROM: John D. Brereton
RE: Justification for Additional Assistant Registrar
DATE: May 5, 1980

As I have pointed out previously (March 18, 1979) the Records Office at Southern does not have a sufficient number of professional staff members to enable us to keep up with the amount of work that we are called upon to do.

including Information Systems

One only needs to examine the staffing at Central, where the Records Office staff includes seven assistant registrars, to see how understaffed we are. With an associate registrar and two assistant registrars to audit the academic records of approximately 2,850 juniors and seniors each year, there is a student load of about 950 students, plus supervision of undergraduate and graduate records staffs, registration staff, and transcript staff. This is an extremely high work load, and for the last two years, due to staff shortages, the workload has increased by 50%. The result has been an overload that is inexcusable, and certainly not equivalent to the workload at Central, a State College of similar enrollment.

In order to alleviate this situation, we need one additional full-time assistant registrar. This person would be assigned mainly to supervision of the registration process while, at the same time, learning the much more difficult procedures for academic auditing. This would relieve the more experienced staff members to concentrate on auditing and the preparations for commencement. It would also provide for an emergency backup should we lose the services of any of these experienced registrars, and serve to prevent the type of catastrophe which has happened to us for the last two years.

In addition, it would provide me with more time to work with the data center staff in designing an on-line system that meets all of the specification that the registration task force decided upon.

I realize that the addition of another staff member in a time of tight budgets may seem like the wrong thing to do, but this Records Office has functioned too long with a reduced staff, while our responsibilities have been increasing (part-time students registration, increased number of academic programs, additional registration complications, 40% increase in office hours during registration, etc.). One additional professional staff member is not too much to ask for in view of the improvement in service which has been commented upon by all parts of our academic community.

20 hours per week position of

TO: Dr. Nowlan
FROM: John D. Brereton
RE: Additional Assistant Registrar (Half-time)
DATE: July 2, 1980

In accordance with Dr. Jennings' decision to authorize an additional assistant registrar to work in the Records Office on a half-time basis, the position should be advertised with the following details:

General

- Characteristics:
1. Administrator I
 2. Half-time position, afternoons and some evenings
 3. Salary:
 4. Appointment date: On or about October 1, 1980

- Qualifications:
1. Baccalaureate degree required
 2. Ability to work with academic public: students, faculty, and staff
 3. Previous records office experience preferred but not required

- Duties:
1. Supervision of registration and clerical staff, afternoons and those evenings that the registration windows are open
 2. Additional shared responsibilities as assigned by the Registrar

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