



# STATE OF CONNECTICUT

## BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050  
827-7700  
TEL. NEW BRITAIN: 203-220-1000 XELXNARKTFCQD: 203-666-7373

### AUTHORIZING RESOLUTION

concerning

ESTABLISHMENT OF A TEMPORARY POSITION

at

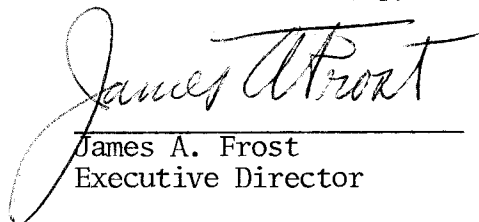
EASTERN CONNECTICUT STATE COLLEGE

ASSISTANT TO THE DEAN OF THE SCHOOL OF CONTINUING EDUCATION  
ADMINISTRATOR III

May 7, 1982

RESOLVED, That the temporary position, Assistant to the Dean of the School of Continuing Education, Administrator III, be established at Eastern Connecticut State College effective July 1, 1982 through June 30, 1983, in accordance with all provisions and expectations as set forth in the proposal dated April 8, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

EASTERN CONNECTICUT STATE COLLEGE  
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: ASSISTANT TO THE DEAN OF THE SCHOOL OF CONTINUING EDUCATION  
ADMINISTRATOR III

FUND: GENERAL

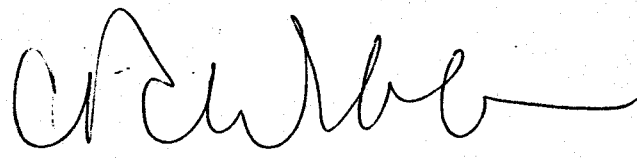
POSITION TYPE: PERMANENT \_\_\_\_\_ TEMPORARY XX  
FULL-TIME XX PART-TIME \_\_\_\_\_

EFFECTIVE DATE: 7/1/82 - 6/30/83 BARGAINING UNIT AFSCME

COST: \$15,000.00 Entry level

PROPOSAL: To temporarily occupy the position vacated by Owen Peagler (Dean of Continuing Education) with a temporary administrator to assist Carol Williams (acting dean) in managing continuing education programs.

SUMMARY: Please see attached job description.



DATE: 4/8/82 BY: Michael Paul

MP/emb

*XC - g malone 4/2/82*

## POSITION DESCRIPTION

Assistant to the Dean of the School of Continuing Education (temporary)

Rank III

Under the supervision of the Dean of Continuing Education the Assistant performs the following functions:

1. Assists the Dean in providing creative and energetic assistance in managing the continuing education programs including the evening and summer sessions, off-campus programs and non-credit workshops and seminars.
2. Advises adult students on campus and at off-campus centers.
3. Assists in the administration of off-campus centers including communications with industry coordinators and off-campus faculty.
4. Assists in planning and helps implement evening student services.
5. Assists in collecting and analyzing data on continuing education programs and on student characteristics and needs.
6. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

### Qualifications

A Master's degree is required.

Two years experience in college programs, preferably in continuing education, demonstrating ability to relate effectively to staff and to adult students.

These qualifications may be waived for individuals with appropriate alternate experience.

Betty A. Tipton  
April 7, 1982

Michael Paul  
April 7, 1982

EASTERN CONNECTICUT STATE COLLEGE

ACADEMIC AFFAIRS

