



# STATE OF CONNECTICUT

BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-279-1601 <sup>827-7700</sup> ~~XXXXXXXXXXXXXXXXXXXX~~

## AUTHORIZING RESOLUTION

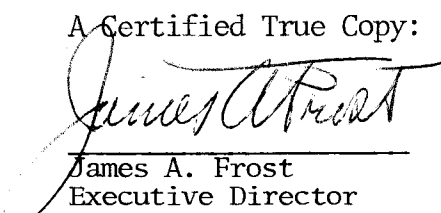
concerning

Conversion of Present Position  
at  
Western Connecticut State College  
to  
Associate Registrar/Administrator IV

May 7, 1982

RESOLVED, That the title and rank for the position, Assistant Registrar/Administrator II, be converted to Associate Registrar/Administrator IV, effective January 8, 1982, in accordance with all provisions and expectations as set forth in the proposal dated April 21, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Associate Registrar/Administrator IVFund: GeneralPosition Type: Permanent X Part-time \_\_\_\_\_Effective Date: January 8, 1982Cost: \$2,255.00Campus: Western CT State College

Proposal: To change the title and rank of the position of Assistant Registrar to Associate Registrar in accordance with the increased responsibilities of this position, and to reflect these increased duties with a ten percent increase in salary effective January 8, 1982.

## Summary:

The increased responsibilities assigned to this position are necessary because of the opening of the Westside Campus. The Associate Registrar will have complete responsibility for the coordination of all registration activities between the Midtown Campus and the Westside Campus.

Date: April 21, 1982

xc - j melone - 4/21/82

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION  
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College,

*[Signature]*  
President X

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

Proposal: To change the title and rank of the position of Assistant Registrar to Associate Registrar in accordance with the increased responsibilities of this position, and to reflect these increased duties with a ten percent increase in salary effective January 8, 1982.

Proposed Position:

Title/Rank Associate Registrar/Admin. IV

<u>12 mo. FT.</u>	<u>\$24,759.00</u>	<u>General</u>	<u>AESCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time	(\$22,508. current)	Ed. Ext., Aux.)	
Temp. - Perm.			

3. Summary of Function (attach required job description)

See Attached

4. Rationale for Altering or Establishing Position

The increased responsibilities assigned to this position are necessary because of the opening of the Westside Campus. The Associate Registrar will have complete responsibility for the coordination of all registration activities between the Midtown Campus and the Westside Campus.

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

Current

WESTERN CONNECTICUT STATE COLLEGE

TENTATIVE POSITION DESCRIPTION

Position Title: Assistant Registrar

Administrative Rank: Administrator II

Department: Registrar's Office

POSITION SUMMARY

Under the direction of the Registrar, supervise the clerical staff, coordinate communication with the Computer Center, advise students, faculty, and administrators on general academic and policy information, and control the processing of final and mid-semester grades.

POSITION RESPONSIBILITIES

1. Supervise clerical staff and student help in their dealings with students and the entire process of record keeping (building, updating, and changing). This includes task assignment, and working with the staff in solving the many problems which students and faculty bring to the office daily.
2. Advise both students and faculty with general academic information, including the relating of College policy in matters such as grading and program requirements.
3. Act as liaison between the Registrar's Office and the Computer Center in those matters which affect the everyday operation of the former.
4. Counsel students concerning registration-related problems.
5. Distribute and collect official class lists, and control the processing of final and mid-semester grades.
6. Participate in the development and execution of the various registrations throughout the year.
7. Audit students' records for fulfillment of program requirements for students who have applied for graduation.

POSITION RESPONSIBILITIES (cont'd)

8. Supervise the distribution of accurate official transcripts at student request.

9. Develop and maintain close working relationships with each of the following: Computer Center, students, faculty, academic deans, all administrative offices, students' parents, federal and state investigatory and law enforcement agents, prospective students, etc.

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

Prepared by:

Henry J. Witter  
✓

Date:

6/25/79

## WESTERN CONNECTICUT STATE COLLEGE

## TENTATIVE POSITION DESCRIPTION

Position Title: Associate RegistrarAdministrative Rank: Administrator IVDEPARTMENT: Registrar's Office

## POSITION SUMMARY

Under the direction of the Registrar, supervise the clerical staff, coordinate communication with the Computer Center, advise students, faculty, and administrators on general academic and policy information, and control the processing of final and mid-semester grades.

## POSITION RESPONSIBILITIES

1. Supervise clerical staff and student help in their dealings with students and the entire process of record keeping (building, updating, and changing). This includes task assignment, and working with the staff in solving the many problems which students and faculty bring to the office daily.
2. Advise both students and faculty with general academic information, including the relating of College policy in matters such as grading and program requirements.
3. Act as liaison between the Registrar's Office and Computer Center in those matters which affect the everyday operation of the former.
4. Counsel students concerning registration-related problems.
5. Distribute and collect official class lists, and control the processing of final and mid-semester grades.
6. Participate in the development and execution of the various registrations throughout the year.
7. Audit students' records for fulfillment of program requirements for students who have applied for graduation.
8. Supervise the distribution of accurate official transcripts at student request.
9. Develop and maintain close working relationships with each of the following: Computer Center, students, faculty, academic deans, all administrative offices, students' parents, federal and state investigatory and law enforcement agents, prospective students, etc.

POSITION RESPONSIBILITIES (cont'd)

10. Administer Registrar office activities at the Westside Campus.
11. Coordinate scheduling of rooms, instructors and students at the Westside Campus.
12. Develop and maintain communications between the Midtown and Westside Campuses.
13. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Prepared by:

Henry G. Ritter

Date:

December 22, 1981