



# THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

## AUTHORIZING RESOLUTION

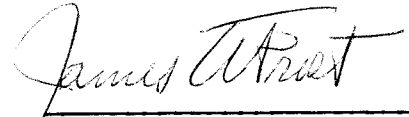
concerning

ALTERATION IN DUTIES AND RESPONSIBILITIES  
for  
ASSISTANT DEAN  
GRADUATE AND CONTINUING EDUCATION/ADMINISTRATOR IV  
at  
SOUTHERN CONNECTICUT STATE UNIVERSITY

January 6, 1984

RESOLVED, That the duties and responsibilities for the position, Assistant Dean, Graduate and Continuing Education/Administrator IV at Southern Connecticut State University be altered effective January 6, 1984, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:




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James A. Frost  
President

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

(Addendum to BR#84-2)

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State University

*Frank Harrison*

President

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

Proposal: That the duties and responsibilities of the Assistant Dean, Continuing Education (Administrator IV) position be expanded. That the revised job description and appropriate title reflecting such changes be adopted.

Proposed Position:

Title/Rank Assistant Dean, Graduate and Continuing Education, Administrator IV

12 Month Full-time, Perm.	\$27,956	Gen.	AFSCME
10 or 12 mo. Full-Part-Time	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Temp. - Perm.	\$2,000	Additional Cost	

3. Summary of Function (attach required job description)

The existing and revised job descriptions are attached.

4. Rationale for Altering or Establishing Position

See Dean Lane's preceding narrative and his attached justification.

Please note that the additional duties involve an annual salary adjustment of \$2,000 (two thousand dollars).

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

**RECEIVED**  
DEC 15 1983  
THE CONNECTICUT  
STATE UNIVERSITY

Central Office Use

Consultation with Bargaining Unit Completed \_\_\_\_\_

Approved:

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

Comments:

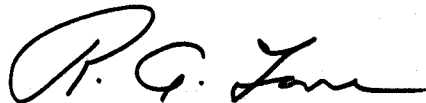
\_\_\_\_\_ Date

\_\_\_\_\_ Signature

X

RATIONALE FOR ALTERING POSITION

A significant increase in complexity of the job is reflected in the revised position description for the Assistant Dean. Such duties include responsibility for the new on-line scheduling system. Related to the additional scheduling duties is our concerted attempt to put as many records and reports as possible on the computer. Furthermore, the Assistant Dean will be working to modify a finance and budgeting package for all of our short courses, institutes and workshops and implementing a program that will put directory information concerning graduate students on the computer. Tasks of this nature represent an increase in responsibilities. Finally, please be aware that an increase of more than 6% in the number of part-time students has impacted workload. The rate of increase is predicted to grow, increasing further the workload and making it imperative that we computerize our procedures and processes as rapidly as possible.



Rodney A. Lane, Dean  
Graduate Studies  
and Continuing Education

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION: Assistant Dean, Graduate and Continuing Education/Administrator IV

SUPERVISOR: Dean, School of Graduate Studies and Continuing Education

INCUMBENT NAME:

POSITION SUMMARY:

The Assistant Dean for Graduate and Continuing Education assists the Dean in all phases of the development, operation and evaluation of Graduate and Continuing Education programs and programming. He/she, in consultation with the Dean, is responsible for the development and maintenance of systematic procedures that will contribute to the effective and efficient operation of Graduate and Continuing Education. He/she coordinates with faculty, administration and functional units of the University to foster understanding of, support for and participation in Graduate and Continuing Education programs and programming. He/she also participates in student counseling.

POSITION RESPONSIBILITIES:

1. Monitors and evaluates individual activities and the overall Graduate and Continuing Education program to determine the degree to which (a) objectives were met, (b) the activity functioned as intended, and (c) fiscal expectations were achieved.
2. Handles all scheduling and space assignment responsibilities that fall within the purview of Graduate and Continuing Education and develops written documentation of the policies and procedures attendant there to.
3. Responsible for the preparation of schedules and copy pertaining to evening courses for the regular semester bulletins and assumes primary responsibility for the timely and accurate development of the summer bulletin as well as the publication of a newsletter for part-time students.
4. Implements computer based management system for office. This encompasses interaction with mainframe computer and developing microcomputer capabilities to electronically store and produce all files, forms and bulletins.
5. Maintains and/or supervises the maintenance of all graduate and part-time course files and records.
6. Supervises and evaluates student employees including the development and maintenance of position descriptions and evaluation mechanisms for assigning increasing levels of responsibility.
7. Performs other assignments pertaining to the School of Graduate Studies and Continuing Education that do not alter the basic level of responsibility of the position.

Assistant Dean, Graduate and Continuing Education/Administrator IV

QUALIFICATIONS

1. Academic credentials and experience suitable to fulfill the duties, and responsibilities of the position, master's degree required.
2. Demonstrated ability to communicate effectively, orally and in writing, with faculty, students, and administration as well as with government, business and civic leaders in the service area.
3. Knowledge of existing policies, procedures and practices related to the accomplishment of tasks; and the analytical skills, creativity and administrative skills necessary to conceive and suggest improvements.
4. Fundamental understanding of the role, scope and management of self-supporting activities in a public institution of higher education.
5. Skill in budget development and ability to monitor income and expenditures to assure each budgeted activity operates within budget or corrective action is taken.
6. Ability to match the resources of the College to the community, coupled with the ability to persuade the faculty to modify traditional approaches to meet the needs of community groups without compromising academic integrity.

ADMINISTRATIVE FACULTY:

R. D. V. Funnell

IMMEDIATE SUPERVISOR:

R. J. Bergh

DEAN OF PERSONNEL ADMINISTRATION:

Southern Connecticut State University  
Assistant Dean, Continuing Education/Administrator IV  
(Code )

**SUPERVISOR:** Dean, School of Graduate Studies and Continuing Education

**SUPERVISION EXERCISED:**

**INCUMBENT NAME:**

**POSITION SUMMARY:**

Assist the director in supervision and operation of all Continuing Education and Summer Session programs.

**POSITION RESPONSIBILITIES:**

Prepare complete schedules for Office of Continuing Education and Summer Session.

Prepare copy for printing of semester bulletins (three annually).

Assist in the preparation of data for part-time payroll and distribute paychecks.

Prepare correspondence incidental to normal office functions.

Coordinate Continuing Education functions with deans and other administrative officials to keep them informed and to minimize any conflicts.

Assist in planning and cooperate with other directors in activities that fall in extension Service's purview.

General supervision of the Continuing Education and Summer Session Office which includes three full-time professional staff members, three secretaries, three student helpers, and three part-time professional staff members.

Represents the Office of Continuing Education on a state-wide basis and at college committees that concern continuing education for part-time graduate and undergraduate students.

Establish and maintain advisory and counseling services for all part-time undergraduate students.

Direct the "Center for the Assessment of Life Long Learning" which involves close coordination with the Board for State Academic Awards in its efforts to accommodate the non-traditional students.

Co-administration of the College Level Examination Program (CLEP) testing Center which involves intensive counseling of students to pinpoint the

subject areas to be tested. This responsibility is college-wide in nature including full-time and part-time undergraduate and graduate students.

Administration of the LOMA program which has to do with independent studies in insurance education and also is addressed to all full-time and part-time undergraduate and graduate students interested in preparing for a career in insurance.

Collecting and analyzing data on evening students, process the requests of students through the various departments of the college and recording same.

Administering a complex computerized counseling letter system (10 letters) addressed to all part-time undergraduate students for counseling purposes and to all undergraduate and graduate students for the purposes of communications, cancellation of courses, transcripts, etc.

Represent the college in speaking engagements at public high schools, civic organizations and in college classes.

Develop promotional material for the purpose of recruiting students.

Act as a liason between the deans and the data processing center in the processing of all data and scheduling.

Meet with deans to determine class sizes.

Prepare master schedule for evening and summer courses for data processing center.

Direct registration for undergraduate and graduate students in cooperation with the registrar.

Schedule students, graduate and undergraduate, attending evening and summer classes.

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

#### **EDUCATION AND EXPERIENCE**

#### **SPECIAL NOTATIONS:**