



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

ALTERATION IN DUTIES

for

ASSOCIATE DEAN FOR CONTINUING EDUCATION/ADMINISTRATOR VII


at

SOUTHERN CONNECTICUT STATE UNIVERSITY

January 6, 1984

RESOLVED, That the duties for the position, Associate Dean for Continuing Education/Administrator VII, 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:


James A. Frost
President

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE (Addendum to BR#84-27)

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 some of the duties of the incumbent be changed and the revised job description be adopted.

Proposed Position:

Title/Rank Associate Dean for Continuing Education, Administrator VII

12 Month Full-time, Perm. 10 or 12 mo. Full-Part-Time Temp. - Perm.	\$38,916 Salary Level	Gen. Fund (Gen., Ed. Ext., Aux.)	AFSCME Bargaining Unit
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3. Summary of Function (attach required job description)

The existing and revised job descriptions are attached.

RECEIVED

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THE CONNECTICUT
STATE UNIVERSITY

4. Rationale for Altering or Establishing Position

See Dean Lane's preceding narrative.

Please note that the proposed changes in this job description involve no salary adjustment.

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

Central Office Use

Consultation with Bargaining Unit
Completed _____

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

Comments:

Date

Signature

Southern Connecticut State University
Assoc. Dean of Continuing Education/Administrator VII
(Code)

SUPERVISOR: Dean, School of Graduate Studies and Continuing Education

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Responsible for the administration, scheduling and registration of the Office of Continuing Education and Summer Session -- graduate, undergraduate and non-matriculants.

POSITION RESPONSIBILITIES:

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

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 Services.

General supervision on 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.

Represent 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 who have registered for day or evening classed.

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

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Continued

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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 liaison 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:

SOUTHERN CONNECTICUT STATE UNIVERSITY

Associate Dean for Continuing Education/Administrator VII

SUPERVISOR: Dean, School of Graduate Studies and Continuing Education

SUPERVISION EXERCISED: Directors, Coordinators and Clerical Staff

INCUMBENT NAME: Michael Perillo

POSITION SUMMARY:

The Associate Dean for Continuing Education reports to the Dean, School of Graduate Studies and Continuing Education. He/she is responsible for the smooth and efficient operation of all matters pertaining to part-time students and making timely oral and written reports, with recommendations for improvement, to the Dean anytime there is a significant problem. In carrying out these duties the Associate Dean establishes effective working relationships with faculty, administration, staff and students throughout the institution.

POSITION RESPONSIBILITIES:

1. Works with the Dean of Graduate and Continuing Education in the planning, organizing and directing of Graduate and Continuing Education activities with particular emphasis on responsibility for Continuing Education including:
 - A. Planning, recommending, obtaining approval for and monitoring policies and procedures directed toward improving the scheduling, academic quality and fiscal integrity of Continuing Education programs and offerings.
 - B. Assisting departments, committees, faculty and administration by assuring the development and maintenance of historical and current data necessary to identify strengths and weaknesses of courses, programs and procedures and proposing improvements.
2. Responsible for the orderly and effective day-to-day operation of Continuing Education matters including:
 - A. The maintenance of a cordial and helping environment in the office.
 - B. Development and maintenance of a system for providing appropriate advising for matriculated and non-matriculated part-time students.
 - C. Developing and maintaining systematic procedures for collecting, organizing, revising, and disseminating information pertaining to part-time students.
 - D. Representing SCSU Continuing Education at schools, professional associations, civic associations and to business organizations as well as participating in appropriate local, state and national

Associate Dean for Continuing Education/Administrator VII

continuing education organizations.

3. Provides the Dean of Graduate and Continuing Education with written and oral reports pertaining to Continuing Education as requested.
4. Performs other assignments pertaining to the orderly and efficient operation of the School of Graduate and Continuing Education that do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

1. Academic credentials and experience suitable to fulfill the duties and responsibilities of the position. Master's degree required, additional graduate work preferred.
2. Demonstrated ability to communicate effectively including writing and editing program materials and policies and procedures.
3. Awareness of and the ability to articulate the changing needs of and for continuing education in the state and an appreciation of the need for academic standards and processes appropriate to the adult learner in a changing society.
4. Knowledge of existing policies, procedures and practices for accomplishing tasks and the analytic skills, creativity and administrative ability necessary to design and implement improvements.
5. Familiarity with data processing operations and willingness to learn to interact with the on-line registration and records system to improve the efficiency and effectiveness of continuing education.
6. Ability to counsel and advise part-time students and follow through to appropriate departments and units to facilitate student progress.

ADMINISTRATIVE FACULTY:

Rudolph V. Farrell

IMMEDIATE SUPERVISOR:

Roger J. Bergh

DEAN OF PERSONNEL ADMINISTRATION