



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

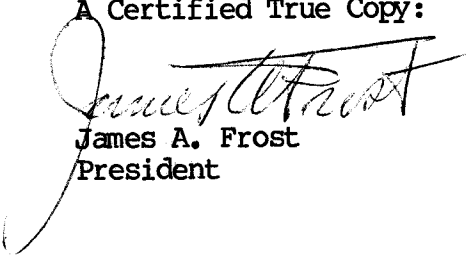
RECLASSIFICATION OF POSITION

DIRECTOR OF GRADUATE ADMISSIONS/ADMINISTRATOR V
to
ASSISTANT DEAN OF GRADUATE STUDIES/ADMINISTRATOR IV
(Extension Fund)
at
CENTRAL CONNECTICUT STATE UNIVERSITY

May 4, 1984

RESOLVED, That the position, Director of Graduate Admission/
Administrator V, be reclassified to Assistant Dean
of Graduate Studies/Administrator IV (Extension
Fund), at Central Connecticut State University
effective May 4, 1984, in accordance with all
provisions and expectations as set forth in the
proposal dated April 17, 1984, which is attached
as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

CENTRAL CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Assistant Dean of Graduate Studies/Administrator IV

FUND: Extension

POSITION TYPE: Permanent X Temporary _____
Full-time X Part-time _____

EFFECTIVE DATE May 4, 1984 Bargaining Unit Admin. Faculty

COST: \$ -5,943 to -12,943

PROPOSAL:
To reclassify the position of Director of Graduate Admissions/Administrator V,
which is being vacated, to Assistant Dean of Graduate Studies/Administrator IV.
(See old and new job descriptions)

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APR 18 1984
THE CONNECTICUT
STATE UNIVERSITY

JUSTIFICATION:
When the current seven rank structure was agreed upon this position was red circled
for downgrading when it became vacant. This reclassification accomplishes that.
The salary saving will be \$5,943 to \$12,943 depending on what the new Assistant
Dean is hired at,

Date: April 17, 1984

Prepared By Michael H. Pedersen

Approved By Don James

Central Connecticut State College

Old

POSITION DESCRIPTION

Position Title: Director of ~~Admissions-Graduate School~~
Graduate Admissions

Administrative Rank: Administrator II *V*

Department: Graduate School

Supervisor(s) Position/Title Dean of Graduate School

POSITION SUMMARY:

The Director of Admissions of the Graduate School is responsible for the day-to-day operations of the Graduate Office.

POSITION RESPONSIBILITIES:

- Accepts, advises, and certifies students in program.
- Collects data for reprints and devises system for reporting on computer.
- Works with Graduate faculty, school systems, and Certification Office.
- Works out system and detailing for registration.
- Responsible for cashiering system of the Graduate School.
- Works with other colleges and universities on student evaluations.
- Responds to inquiries for program.
- Evaluates for provisional certification.
- Provides guidance to clerical staff in answering questions from students, faculty and public.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

and
Bachelor's degree required; Master's degree preferred.

Four years of experience in student services, including two years in graduate admissions demonstrating: a) ability to relate effectively to students and staff, b) broad knowledge of graduate admissions practices, and c) supervisory ability.

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

REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: Michael K. Becker 11-21-79

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of _____

Date

(Signature)

John [Signature]
Campus JA Committee

POSITION DESCRIPTION

Position Title: Assistant Dean of Graduate Studies

Administrative Rank: Administrator IV

Department: Graduate Office

Supervisor's Title: Dean of Graduate Studies

POSITION SUMMARY:

Oversees admissions process for graduate students, records management, and certification for graduation.

POSITION RESPONSIBILITIES:

Administers graduate admissions procedures.

Assigns graduate students to advisors.

Supervises maintenance of graduate records.

Prepares data and reports on the graduate program.

Evaluates student records for provisional teacher certification.

Acts for the Dean in assigned matters.

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

QUALIFICATIONS

Master's degree and three years of college or university administrative experience. Experience with registration and admissions process preferred.