



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

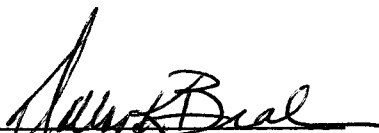
Assistant in Continuing Education/Administrator II
to
Assistant to the Dean in Continuing Education/Administrator III
at

Eastern Connecticut State University

July 26, 1985

RESOLVED, That the position and rank, Assistant in Continuing Education/Administrator II, be reclassified to Assistant to the Dean in Continuing Education/Administrator III, at Eastern Connecticut State University, effective July 26, 1985, in accordance with all provisions and expectations as set forth in the proposal dated July 3, 1985, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President

EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant to the Dean in Continuing Education (Administrator 3)

FUND: Extension

POSITION TYPE: PERMANENT 12 mo. TEMPORARY _____

FULL-TIME X PART-TIME _____

EFFECTIVE DATE: 7/26/85

BARGAINING UNIT SUOAF

COST: \$3,063.51

PROPOSAL: To reclassify the Assistant in Continuing Education (Admin. 2) to Assistant to the Dean in Continuing Education (Admin. 3) in light of increased duties and responsibilities. Specifically, coordinates the advisement of continuing education students, supervises part-time advisement staff, and coordinates the Credit for Life Experience and Learning Program.

SUMMARY: See attached position description

RECEIVED
JUL 10 1985
THE CONNECTICUT
STATE UNIVERSITY

DATE: 7/3/85

BY: Robert H. Breachy

Charles R. Webb
Charles R. Webb, Pres. Date

MP/emb

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE Assistant in Continuing Education

ADMINISTRATIVE RANK 2

Under the supervision of the Dean of Continuing Education or Associate Dean as directed, the Assistant in Continuing Education performs the following functions:

1. Interviews and advises part-time and full-time non-traditional students at on-campus or off-campus centers as directed.
2. Assists in the administration of off-campus centers including communications with business and industry officials and off-campus faculty and staff.
3. Assists in planning and staffing evening student services and programs as directed.
4. Assists in collecting and analyzing data on continuing education programs and on student characteristics and needs.
5. Disseminates information to prospective students and representatives of business, industrial, community and human service agencies; contacts and visits such agencies, attends college nights, college fairs and similar business or placement affairs.
6. Assists in the staffing of registration periods.
7. Assists in coordinating on and off-campus visitation programs.
8. Handles routine correspondence.
9. Represents the office and the college by attending workshops and meetings on and off-campus as needed.
10. Assists in the development and promotion of continuing education.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

A Bachelor's Degree is required.

One to two years of experience equipping the applicant to relate effectively to non-traditional students, college students, staff and representatives of business and industrial agencies.

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

Michael Paul 4/18/83
ECSU Date

Oliver R. Hayes 4/18/83
SOCAF Date

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE Assistant to the Dean in Continuing Education

ADMINISTRATIVE RANK 3

Under the supervision of the Dean of Continuing Education or Associate Dean as directed, the Assistant to the Dean performs the following functions:

1. Coordinates advisement of continuing education students.
2. Supervises part-time continuing education advisement staff.
3. Coordinates the Credit for Life Experience and Learning Program.
4. Interviews and advises part-time and full-time non-traditional students at on-campus and off-campus centers as directed.
5. Assists in planning and staffing evening student services and programs, as directed.
6. Assists in the administration and coordination of off-campus centers including communications with business and industry officials and off-campus faculty and staff.
7. Assists in collecting and analyzing data on continuing education programs and on student characteristics and needs.
8. Disseminates information to prospective students and representatives of business, industrial, community, health, and human service agencies; contacts and visits such agencies, attends college nights, college fairs and similar business or placement affairs.
9. Assists in the development and promotion of continuing education.
10. Represents the office and college by attending workshops and meetings on and off-campus as needed.
11. Handles correspondence as required.
12. Assists in the staffing of registration period.
13. 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 required. Minimum two years experience demonstrating ability to relate effectively to tradition and non-traditional students, to university faculty and staff, and to representatives of business and community agencies.

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

Robert A. Anas 7/3/85
ECSU Date

SUOAF Date

RNH/emb
7/3/85