



# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT TO THE DEAN OF CONTINUING EDUCATION/  
ADMINISTRATOR II


at

EASTERN CONNECTICUT STATE UNIVERSITY

NOVEMBER 1, 1985

RESOLVED, That the position, Assistant to the Dean of the School of Continuing Education, be established at Eastern Connecticut State University at the Administrator II level. This is a 12-month position to provide support for the University Afloat Program and the Weekend University Program.

A Certified True Copy:

  
Dallas K. Beal  
President

CSU-200



**THE CONNECTICUT STATE UNIVERSITY**

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

Submitted 10-9-85

Date

By: CSU ( )  
CCSU ( ) SCSU ( )  
ECSU  WCSU ( )

**POSITION ACTION REQUEST**

POSITION ACTION: ESTABLISH  RECLASSIFY ( ) OTHER ( ) DATE EFFECTIVE 11/1/85 PERM  FT   
TEMP  PT ( )

POSITION TITLE: S. U. Adm. 2 Asst. to the Dean of Cont. Ed. \ 7917  
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: \_\_\_\_\_ CURRENT SALARY \_\_\_\_\_ PROPOSED SALARY \$16,940.00 FUND Ext. \_\_\_\_\_ BARG UNIT \_\_\_\_\_ SUOAF from to

**RESOLUTION**

BR# \_\_\_\_\_

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A Certified True Copy \_\_\_\_\_  
Dallas K. Beal, President, CSU \_\_\_\_\_ Date \_\_\_\_\_

PERCommittee 10/22/85  
Date

BOARD OF TRUSTEES 11/1/85  
Date

**JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)**

The basic purpose of this new position is to provide support services for the University's Afloat Instruction Program at the U.S. Navy Submarine Base (New London) and for Weekend Courses both on-campus and off-campus centers.

**RECEIVED**

OCT 09 1985

THE CONNECTICUT STATE UNIVERSITY

Approx. Cost \_\_\_\_\_

Michael Penna  
Signed (University) \_\_\_\_\_ Date \_\_\_\_\_

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE; Assistant to the Dean of the School of Continuing Education

ADMINISTRATIVE RANK: II

Under the supervision of the Dean or Associate Dean of Continuing Education, the Assistant to the Dean performs the following functions.

1. Provide administrative support at the U.S. Navy Submarine Base (New London) for the Television Afloat Program for Education (TAPE) and on-site business courses on weekends and other times as scheduled.
2. Assist the Dean in promoting ECSU programs at the U.S. Navy Submarine Base.
3. Provide academic advisement and maintain regular office hours at the U.S. Navy Submarine Base.
4. Schedule TAPE offerings with submarine crews, registration, tuition payment, exams and book ordering for courses.
5. Forward information about tuition payments and registration to appropriate University offices.
6. Provide support services for ECSU weekend courses.
7. Represents the office and University by attending workshops and meetings on and off campus as needed.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Bachelors Degree required. Minimum two years experience demonstrating ability to relate effectively to traditional 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.

9/10/85

SEP 16 1985

SEP 10 1985