



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

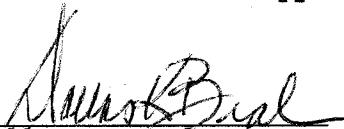
Office of the President

RESOLUTION
concerning
RECLASSIFICATION OF POSITION
DEAN OF CONTINUING EDUCATION
to
ASSISTANT DIRECTOR OF CONTINUING EDUCATION/ADMINISTRATOR III
at
WESTERN CONNECTICUT STATE UNIVERSITY

July 21, 1989

RESOLVED, That the position of Dean of Continuing Education at Western Connecticut State University be reclassified to Assistant Director of Continuing Education/Administrator III, effective July 21, 1989, in accordance with all provisions and expectations as set forth in the proposal dated June 30, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



THE CONNECTICUT STATE UNIVERSITY

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



Submitted 6/30/89
Date

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

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (XX) OTHER () DATE EFFECTIVE 7/21/89 PERM (X) FT (X)
TEMP () PT ()

POSITION TITLE: Dean of Continuing Education 7825 Asst. Dir. of Cont. Ed./Admin III 7918
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 2051 CURRENT SALARY 63,231. PROPOSED SALARY 30,613. FUND Extension BARG UNIT Managerial SUOAF AFSCM
from to

RESOLUTION

BR# _____

RESOLVED, That the position of Dean of Continuing Education be reclassified to Assistant Director of Continuing Education/Admin. III effective 7/1/89, in accordance with all provisions and expectations as set forth in this proposal.

A Certified True Copy _____

Dallas K. Beal, President, CSU

_____ Date

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

The Dean of Continuing Education position has become vacant due to the incumbents retirement. Downgrading this position will enable us to provide services in a more cost effective manner.

-32,618.

Approx. Cost

[Signature]
Signed (University)

6/22/89
Date

PERCommittee _____

Date

BOARD OF TRUSTEES _____

Date

ASSISTANT DIRECTOR OF CONTINUING EDUCATION
ADMINISTRATOR III

SUPERVISOR: Dean of Continuing Education

INCUMBENT NAME: a

POSITION SUMMARY: Under the direction of the Dean of Continuing Education, the Assistant Director participates in the planning of effective and efficient student registrations; counsels students; prepares input data for computer processing and reviews output; participates in the registration process.

POSITION RESPONSIBILITIES:

Academic advisor to incoming and continuing students.

Supervises and participates in the preparation of the forms and data, both forwarded from and returned to this office, which are necessary for the maintenance of accurate files.

Maintains statistical student information.

Researches and corrects problems on the "Weekly Accountant's Audit Report."

Participates in the preparation of the semester course brochure.

Aids in the dissemination, return, and verification of final grades.

Provides information to part-time faculty concerning proper administrative procedures.

Participates in the planning and administration of registration for all part-time evening students.

Participates in the planning and preparation of registration materials for mass distribution.

Maintains files of special part-time students registered in the Evening program.

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: One to two years of experience equipping the applicant to relate effectively to non-traditional students and to college staff. A Bachelor's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.