



# THE CONNECTICUT STATE UNIVERSITY

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

## AUTHORIZING RESOLUTION

concerning

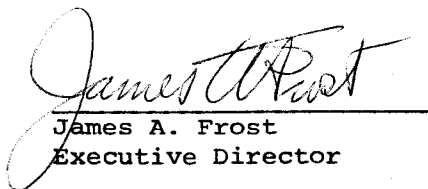
Abolishment of a Temporary Position  
at  
Eastern Connecticut State University

Assistant to the Dean of the School of Continuing Education  
Administrator III

May 6, 1983

RESOLVED, That the temporary position, Assistant to the Dean of the School of Continuing Education, Administrator III, as established in Board Resolution #82-38, be abolished at Eastern Connecticut State University, effective at the end of business on May 5, 1983.

A Certified True Copy:

  
James A. Frost  
Executive Director



STATE OF CONNECTICUT  
BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050  
827-7700  
TEL NEW BRITAIN: 203-220-1987 TEL HARTFORD: 203-566-7333

AUTHORIZING RESOLUTION

concerning

ESTABLISHMENT OF A TEMPORARY POSITION  
at  
EASTERN CONNECTICUT STATE COLLEGE

ASSISTANT TO THE DEAN OF THE SCHOOL OF CONTINUING EDUCATION  
ADMINISTRATOR III

May 7, 1982

RESOLVED, That the temporary position, Assistant to the Dean of the School of Continuing Education, Administrator III, be established at Eastern Connecticut State College effective July 1, 1982 through June 30, 1983, in accordance with all provisions and expectations as set forth in the proposal dated April 8, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

*James A. Frost*  
James A. Frost  
Executive Director

EASTERN CONNECTICUT STATE COLLEGE  
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant to the Dean of Continuing Education

FUND: General

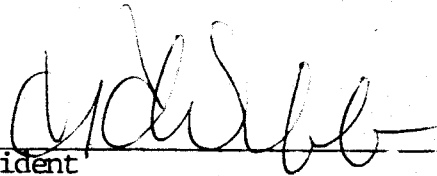
POSITION TYPE: PERMANENT \_\_\_\_\_ TEMPORARY  X   
FULL-TIME  X  PART-TIME \_\_\_\_\_

EFFECTIVE DATE:  5/5/83 end of working day  BARGAINING UNIT  SCOAF

COST:  \$.00

PROPOSAL: To abolish the temporary position Assistant to the Dean of Continuing Education upon the return from leave of the Dean of Continuing Education.

SUMMARY:

  
\_\_\_\_\_  
President

DATE:  4/15/83

BY:   
\_\_\_\_\_  
Dean of Personnel Administration

MP/emb

## POSITION DESCRIPTION

Assistant to the Dean of the School of Continuing Education (temporary)

Rank III

Under the supervision of the Dean of Continuing Education the Assistant performs the following functions:

1. Assists the Dean in providing creative and energetic assistance in managing the continuing education programs including the evening and summer sessions, off-campus programs and non-credit workshops and seminars.
2. Advises adult students on campus and at off-campus centers.
3. Assists in the administration of off-campus centers including communications with industry coordinators and off-campus faculty.
4. Assists in planning and helps implement evening student services.
5. Assists in collecting and analyzing data on continuing education programs and on student characteristics and needs.
6. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

### Qualifications

A Master's degree is required.

Two years experience in college programs, preferably in continuing education, demonstrating ability to relate effectively to staff and to adult students.

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

Betty A. Tipton  
April 7, 1982

Michael D  
April 7, 1982