

THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

Establishment of a Position (Extension Fund) at
Eastern Connecticut State University

Assistant in Continuing Education/Administrator II

May 6, 1983

RESOLVED, That the position, Assistant in Continuing Education/
Administrator II, be established at Eastern Connecticut
State University, effective May 6, 1983, in accordance
with all provisions and expectations as set forth in
the proposal dated April 15, 1983, which is attached as
an addendum to this Resolution.

A Certified True Copy:

James A. Frost

Executive Director

EASTERN CONNECTICUT STATE COLLEGE UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant in Continuing Education (Admin. 2)	
FUND: Extension	
POSITION TYPE: PERMANENT X	TEMPORARY
FULL-TIMEX	PART-TIME
EFFECTIVE DATE: 5/6/83	BARGAINING UNIT SCOAF
COST: \$ 16,000.00	
in both on-campus and off-c	recruiting and advising students ampus programs. In addition, the tinued growth and diversification of
SUMMARY: Please see attached job des	cription.
	President & Chil-
DATE: 4/15/83	BY: Thus Dean of Personnel Administration

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:

- 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 offcampus faculty and staff.
- 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.

4/18/83 Cliver R. SOOAF

MP/emb 4/18/83