



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

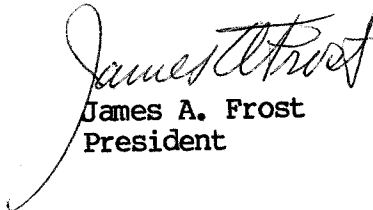
REVISION OF JOB DESCRIPTION

ASSISTANT REGISTRAR/ADMINISTRATOR III
at
CENTRAL CONNECTICUT STATE UNIVERSITY

July 20, 1984

RESOLVED, That the job description for the position, Assistant Registrar/Administrator III, at Central Connecticut State University be revised effective July 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated June 26, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

TITLE: Assistant Registrar, Administrator III

FUND: General Fund

POSITION TYPE: Permanent X Temporary

Full-time X Part-time

EFFECTIVE DATE: July 1, 1984 Bargaining Unit Admin. Faculty

COST: \$ -0-

PROPOSAL:

To revise job description of this vacant position.

(See new and old descriptions attached.)

JUSTIFICATION:

New job description more accurately reflects management's expectations.

RECEIVED
JUN 27 1984
THE CONNECTICUT
STATE UNIVERSITY

Date: 26 June 1984

Prepared by: Michael K. Becker

Approved by: A. Don James

POSITION DESCRIPTION

Position Title: Assistant Registrar
Administrative Rank: Administrator III
Department: Registrar's Office
Supervisor's Title: Registrar

POSITION SUMMARY:

The Assistant Registrar is responsible for academic guidance and ~~advisement~~, proper registration and the determination of completion of graduation requirements by students.

POSITION RESPONSIBILITIES:

Evaluates full and part-time students for graduation purposes as assigned.

Advises students, as assigned, about their programs and contacts deans and faculty when necessary concerning student programs.

Develops and maintains office management materials, using computer technologies as appropriate, including but not limited to evaluation forms, advisory handbooks, and media presentations on registration procedures.

Assists at registration for entering and continuing full-time students through program advisement and schedule development.

Serves as a liaison in matters related to computer-based advising.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Bachelor's degree and two or three years of experience demonstrating ability to maintain detailed records and to relate effectively to students and staff. Knowledge of computer applications is desired. Masters degree preferred.'

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

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Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant Registrar

Administrative Rank: Administrator II III

Department: Student Affairs - Registrar's Office

Supervisor(s) Position/Title Registrar

POSITION SUMMARY:

The Assistant Registrar is responsible for academic guidance and counseling, proper registration, and fulfillment of graduation requirements of students.

POSITION RESPONSIBILITIES:

Evaluates for graduation purposes, all full and part-time Bachelor of Arts, Special Studies, Bachelor of Fine Arts, and Elementary Education (A-K) students.

Counsels all students in the above-listed programs.

Maintains necessary contact with students, deans, and faculty to coordinate academic programs and to eliminate possible problems when a student is prepared to graduate.

Maintains approved program changes.

Assists at registration for full-time and entering students through program counseling and the production of a multi-media taped presentation about registration procedures, and the actual registration of students in courses.

Responsible for the accurate maintenance of forms and letters pertaining to evaluation.

Acts as intermediary between the student and the Registrar whenever delicate academic issues arise.

Develops office and campus-wide forms that relate to student programs and insure a more efficient processing of record changes.

Develops and maintains computer programs as they relate to office management.

POSITION RESPONSIBILITIES: (Cont'd.)

Assists in the compilation of the annual (May) Commencement List.

Acts as intermediary between Registrar's Office and Extension College in the counseling of students contemplating transfer from full to part-time status.

Handles referrals in the tuition refund process for students carrying less than 12 semester hours in the last semester of the senior year.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

~~Bachelor's degree required; Master's degree preferred.~~ ^{and} Two to three years of experience demonstrating ability to maintain detailed records and to relate effectively to students and staff. Knowledge of computer applications is desired. ^{Trustee}

These qualifications may be waived for individuals with appropriate alternate experience. ^{require}

REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: Michael K Becker 11-21-79

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of 9/11/79.

9/11/79
Date

Thomas J. Church - Assistant
(Signature) Registrar

Robert J. Payne
Campus JA Committee