



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DEAN OF CONTINUING EDUCATION/ADMINISTRATOR III

to

ASSISTANT DEAN OF CONTINUING EDUCATION/ADMINISTRATOR IV

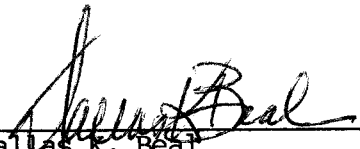
at

EASTERN CONNECTICUT STATE UNIVERSITY

JULY 25, 1986

RESOLVED, That the present position, Assistant to the Dean of Continuing Education/Administrator III, at Eastern Connecticut State University be reclassified to Assistant Dean of Continuing Education/Administrator IV, effective July 4, 1986.

A Certified True Copy:



 Dallas K. Beal
 President



THE CONNECTICUT STATE UNIVERSITY

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Submitted	_____
Date	_____
By: CSU ()	
CCSU ()	SCSU ()
ECSU (X)	WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (XX) OTHER () DATE EFFECTIVE 7/4/86 PERM (X) FT (X) TEMP () PT ()

POSITION TITLE: Asst. to the Dean of Cont. Ed. Ad. 3 7918 Asst. Dean of Cont. Ed. Ad. 4 7919
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 4159	CURRENT SALARY 23,845* (32,804)	PROPOSED SALARY 27,500 (37,832)	FUND Ext. _____	BARG UNIT SUOAF _____
				from to

RESOLUTION

BR# 86-113

RESOLVED, That the present position Assistant to the Dean of Continuing Education, Administrator 3, be reclassified to Assistant Dean of Continuing Education, Administrator 4.

RECEIVED
 MAY 16 1986
 THE CONNECTICUT STATE UNIVERSITY

Justified True Copy _____
 Dallas K. Beal, President, CSU _____ Date _____

PERCommittee _____ Date _____ BOARD OF TRUSTEES _____ Date _____

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

The present position was established as an Administrator 3 with the intention of training the incumbent in the duties of an Admin. 4. With an increase in the work of off-campus centers served by the University, duties are required at the higher level as proposed. Compensation of the incumbent will be increased to the minimum of Administrator 4.

*85-86 actual salary. As of June 20, 1986 will be \$26,135. (35,954)

1365.00

\$1365.00 (1,878)

Approx. Cost

Michael Rein _____ Date 5/9/86
 Signed (University)

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE Assistant Dean of Continuing Education
ADMINISTRATIVE RANK 4

Under the supervision of the Dean of Continuing Education or Associate Dean as directed, the Assistant Dean performs the following functions:

1. Coordinates advisement of continuing education students.
2. Supervises part-time continuing education advisement staff.
3. Coordinates the Credit for Life Experience and Learning Program.
4. Interviews and advises part-time and full-time non-traditional students at on-campus and off-campus centers as directed.
5. Assists in planning, promoting and administering evening student services and programs.
6. Assists in the administration and coordination of off-campus centers including communications with business and industry officials and off-campus faculty and staff.
7. Assists in collecting and analyzing data on continuing education programs and on student characteristics and needs.
8. Disseminates information to prospective students and representatives of business, industrial, community, health, and human service agencies; contacts and visits such agencies, attends college nights, college fairs and similar business or placement affairs.
9. Represents the office and university by attending workshops and meetings on and off-campus as needed.
10. Handles correspondence as required.
11. Assists in the staffing of registration period.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Master's Degree required. Minimum of four years experience demonstrating ability to relate effectively to tradition 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.

MEP/emb
5/9/86