



# THE CONNECTICUT STATE UNIVERSITY

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

## RESOLUTION

concerning

JOB DESCRIPTION FOR THE POSITION

ASSISTANT REGISTRAR/ADMINISTRATOR III

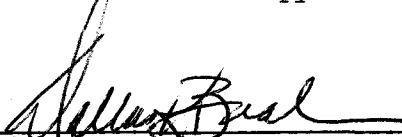
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

NOVEMBER 14, 1986

RESOLVED, That the attached job description for the position, Assistant Registrar/Administrator III, at Southern Connecticut State University, be accepted effective November 14, 1986.

A Certified True Copy:

  
\_\_\_\_\_  
Dallas K. Beal  
President

**THE CONNECTICUT STATE UNIVERSITY**

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



Submitted	10/15/86
	Date
By:	CSU ( )
	CCSU ( ) SCSU (X)
	ECSU ( ) WCSU ( )

**POSITION ACTION REQUEST**

POSITION ACTION: ESTABLISH ( ) RECLASSIFY ( ) OTHER (X) DATE EFFECTIVE 11/14/86 PERM (X) FT ( ) TEMP ( ) PT (X)

POSITION TITLE: Assistant Registrar, Administrator III (7918)  
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 2065 CURRENT SALARY \$23,000 - 37,100 PROPOSED SALARY \_\_\_\_\_ FUND Gen. BARG UNIT SUOAF  
 (full time) from to

RESOLUTION

BR# \_\_\_\_\_

RESOLVED, That the job description for the position, Assistant Registrar, Administrator III, at Southern Connecticut State University, be accepted effective November 14, 1986.

A Certified True Copy *Dallas K. Beal*  
 Dallas K. Beal, President, CSU Date \_\_\_\_\_

PERCommittee 10/29/86  
Date

BOARD OF TRUSTEES 11/14/86  
Date

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

Since the University is in the process of filling this vacant part-time position, it is appropriate that an official position description be adopted.

RECEIVED  
 OCT 25 1986  
 THE CONNECTICUT  
 STATE UNIVERSITY

*M. J. ...*  
 Signed (University) 10.16.86  
 Date

SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant Registrar/Adminis

SUPERVISOR:

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Shares responsibility with Registrar and day to day operation of the registration syst evaluation and registration of students and t

POSITION RESPONSIBILITIES:

Supervise the registration staff and all aspects of registration, including drop/adds, withdrawals, etc. during afternoons and those evenings when office is open for registration.

Update the bulletin board of course offerings.

Audit degree requirements.

Supervise posting of grades, transcript production, and other operations of the office.

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:

A baccalaureate degree. Ability to work with the academic public; students, faculty and staff is necessary. Previous records office experience is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATION:

This is a 20 hour per week position.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATION

*Richard V. Farnicelli*  
*John D. Bortner*  
*Roger J. Bergh*

W/O

PROCEDURES AND SIGNATURES FOR POSITION ACTION REQUEST FORMS

POSITION TITLE: Assistant Registrar, Admin. III

INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT Roger J. Bergh  
DATE October 14, 1986

Date forms delivered to SUOAF October 14, 1986 by Roger J. Bergh

- I AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
- I DO NOT AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
- SUOAF HAS NO POSITION AND AGREES BOARD HAS FULFILLED CONTRACTUAL OBLIGATIONS.

SUOAF PRESIDENT OR DESIGNEE R. Farricielli  
DATE 10/20/86

Date returned to local DPA from SUOAF 10/21/86 by R. Farricielli

Date considered by Council of DPAs 10/23/86 by DCR

- APPROVED FOR SUBMISSION TO PERC
- DISAPPROVED

VICE PRESIDENT FOR PERSONNEL [Signature]  
DATE 10/23/86

- Attachments:
- position req. form
  - New pos. desc.
  - Old pos. desc.
  - Additional info

Date APPROVED  DISAPPROVED  by PERC \_\_\_\_\_ by \_\_\_\_\_

Date APPROVED BY BOARD \_\_\_\_\_ BY \_\_\_\_\_

NOTES ON REVISIONS OR TECHNICAL CHANGES:

1. Day 0. The local DPA will create a paperwork package negotiating appropriate items with the local SUOAF designee. The set of papers will contain job description, salary, rank, and rationale for PERC and the Board.
2. Day 1-15. SUOAF will be asked to review the matter (at the state-wide level) during a 15-day interval. The objective is to show SUOAF all the paperwork, for further negotiation if necessary, and comment on other matters. SUOAF returns papers and form appropriately signed and dated.
3. Day 16-30. Local DPA brings paperwork to DPAs meeting to review state-wide issues if any. If there are none, the appropriate document in the package is signed by and left with the Vice President for Personnel. Local DPA provides signed copy to SUOAF. If significant changes are required, documents return to Step 1 above. Minor changes may be accomplished by phone consultation as appropriate.
4. Day 31-60. Vice President for Personnel submits package to PERC and subsequently to the Board.
5. Upon approval by the Board, local DPA informs local SUOAF officer and appropriate managerial personnel of completed action.

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