

CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF ADMISSIONS & RECORDS/ADMINISTRATOR III to

ASSISTANT TO THE EXECUTIVE DEAN/ADMINISTRATOR II

at

EASTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant Director of Admissions & Records/Administrator III, at Eastern Connecticut State University, be reclassified to Assistant to the Executive Dean/Administrator II, effective February 12, 1988, in accordance with the attached proposal dated November 11, 1987.

A Cert/ified True Copy:

President

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CSU-200	EASTERN CON	NECTICUT ST	ATE UNIVER	SITY DATI	11/11/87
	POSI	TION ACTION	REQUEST		
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EASTERN CONNECTICUT STATE UNIVERSITY POSITION DESCRIPTION

Executive

POSITION TITLE:

ASSISTANT TO THE/DEAN (INSTITUTIONAL RESEARCH)

INISTRATIVE RANK:

2

INCUMBENT:

Under the supervision of the Executive Dean, the incumbent assists in the coordination of university institutional research efforts and performs the following functions.

- Assists the Dean in defining and retrieving information for strategic and operational planning, for preparation of studies and narrative and quantitative reports, for internal use and for external agencies.
- Utilizes the computer's report generation capabilities to produce reports to meet management requirements, e.g., DEC Datatrieve.
- Supervises clerical staff, graduate assistants, university assistants, and student workers as assigned.
- 3. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

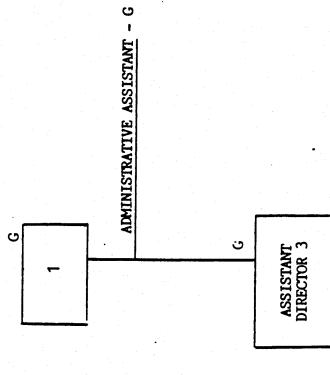
Bachelor's Degree required. Master's Degree preferred. One to two year's experience in higher education. Proficiency in problem solving and communication skills, computer competence (particularly in applications to support research), and basic knowledge of programming languages.

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

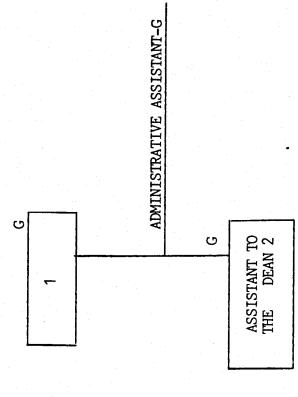
For the University Date For the Union Date

11/11/87

EXECUTIVE DEAN



EXECUTIVE DEAN



SUDAF/AFSCHE POSITION ACTION REQUEST

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