



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

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

Office of the President

RESOLUTION

concerning

REVISION OF JOB DESCRIPTION

for

ASSISTANT DEAN, GRADUATE AND CONTINUING EDUCATION/ADMINISTRATOR IV

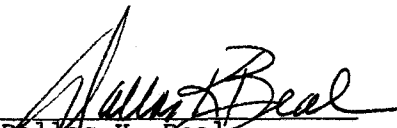
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the job description for the position of Assistant Dean, Graduate and Continuing Education/Administrator IV at Southern Connecticut State University be revised to reflect the increase in graduate students and the need for greater accountability in graduate programs, effective February 6, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 15, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President

Doc. 183



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CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>12-15-88</u>
BY: CSU []	
CCSU []	SCSU [X]
ECSU []	WCSU []

POSITION ACTION:	ESTABLISH ()	RECLASSIFY ()	OTHER (X)	DATE EFFECTIVE	<u>2-6-89</u>
NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []					
POSITION TITLE:	Assistant Dean, Graduate and Continuing Education, Adm. IV (7919)		Same	PROPOSED CLASS CODE	
CURRENT CLASS CODE					
POSITION NUMBER	CURRENT SALARY \$	PROPOSED SALARY \$	FUND	Ext.	BARGAINING UNIT SUOAF
<u>0506</u>	<u>33,501</u>				FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

It is requested that the job description for the position of Assistant Dean, Graduate and Continuing Education, Administrator IV, be revised to change the relative emphasis of responsibilities of the position. This revision does not involve a change in the title or level of the position.

JUSTIFICATION:

It is proposed that the job description for this position be changed to reflect the increase in graduate students and the need for greater accountability in graduate programs. These changes do not involve changes in the title or level of the position, and are part of the reorganization plan for the School of Graduate and Continuing Education.

\$ _____
COST OR SAVINGS

Michael H. ...
SIGNED (UNIVERSITY) January 17, 1989 DATE

- ATTACH OLD AND NEW STAFFING CHART, ()
- JOB DESCRIPTION, AND ()
- SUOAF SIGN OFF FORM IF REQUIRED ()

MISCELLANEOUS COMMENTS:

Position: Assistant Dean, Graduate and Continuing Education/
Administrator IV

Supervisor: Associate Dean for Operations, School of Graduate Studies
and Continuing Education

Supervision Exercised:

Position Summary:

The Assistant Dean for Graduate and Continuing Education contributes to all phases of the development, operation and evaluation of Graduate and Continuing Education programs and programming. He/she, in consultation with the Associate Dean for Operations, is responsible for the development, implementation, and maintenance of systematic procedures that will contribute to the effective and efficient admission of graduate students, scheduling of part-time and evening courses and maintenance of appropriate records and documentation. He/she coordinates with faculty, administration and functional units of the University to foster understanding of, support for and participation in Graduate and Continuing Education programs and programming. He/she also participates in student counseling.

Position Responsibilities:

1. Provides a reliable and systematic process for assisting and advising matriculated and non-matriculated graduate students and for assuring timely and accurate processing of graduate applications and other graduate records.
2. Handles all scheduling and space assignment responsibilities that fall within the purview of Graduate and Continuing Education and develops written documentation of the policies and procedures attendant there to.
3. Assists in improving and monitoring procedures directed toward effective and efficient scheduling, counseling, admissions and fiscal accountability of graduate and part-time programs and offerings.
4. Assists the Graduate Council, graduate program coordinators, faculty and administration by developing and maintaining a data base that will help to identify strengths and weaknesses in processes and programs.

5. Maintains and/or supervises the maintenance of all graduate and part-time course files and records in the school.
6. Performs other assignments pertaining to the School of Graduate Studies and Continuing Education that do not alter the basic level of responsibility of the position.

Qualifications:

1. Academic credentials and experience suitable to fulfill the duties and responsibilities of the position, master's degree required. Additional graduate work preferred.
2. Demonstrated ability to communicate orally and in writing in a manner that produces desired results and leaves the recipient with the impression that we are a professional operation with concern for individuals.
3. Ability and desire to remain abreast of changing needs of and for public graduate and part-time higher education.
4. An appreciation of the need for maintaining both academic standards and facilitative processes that meet the needs of full and part-time, adult students.
5. Knowledge of existing policies, procedures and practices for accomplishing tasks and the analytical skills and administrative initiative to process changes when necessary.
6. Familiarity with data processing operations and willingness to learn to apply on-line registration and records system for the improvement of part-time and graduate education records, registration and communications.
7. Ability to council and advise graduate students and follow through appropriate departments and units to facilitate student's progress in their programs from admission to graduation.

ADMINISTRATIVE FACULTY: _____

IMMEDIATE SUPERVISOR: _____

DEAN OF PERSONNEL ADMINISTRATION: _____

Walter J. O'Quinn

A. G. [unclear]

Jean M. Battaglia

POSITION: Assistant Dean, Graduate and Continuing Education/Administrator IV

SUPERVISOR: Dean, School of Graduate Studies and Continuing Education

INCUMBENT NAME:

POSITION SUMMARY:

The Assistant Dean for Graduate and Continuing Education assists the Dean in all phases of the development, operation and evaluation of Graduate and Continuing Education programs and programming. He/she, in consultation with the Dean, is responsible for the development and maintenance of systematic procedures that will contribute to the effective and efficient operation of Graduate and Continuing Education. He/she coordinates with faculty, administration and functional units of the University to foster understanding of, support for and participation in Graduate and Continuing Education programs and programming. He/she also participates in student counseling.

POSITION RESPONSIBILITIES:

1. Monitors and evaluates individual activities and the overall Graduate and Continuing Education program to determine the degree to which (a) objectives were met, (b) the activity functioned as intended, and (c) fiscal expectations were achieved.
2. Handles all scheduling and space assignment responsibilities that fall within the purview of Graduate and Continuing Education and develops written documentation of the policies and procedures attendant there to.
3. Responsible for the preparation of schedules and copy pertaining to evening courses for the regular semester bulletins and assumes primary responsibility for the timely and accurate development of the summer bulletin as well as the publication of a newsletter for part-time students.
4. Implements computer based management system for office. This encompasses interaction with mainframe computer and developing microcomputer capabilities to electronically store and produce all files, forms and bulletins.
5. Maintains and/or supervises the maintenance of all graduate and part-time course files and records.
6. Supervises and evaluates student employees including the development and maintenance of position descriptions and evaluation mechanisms for assigning increasing levels of responsibility.
7. Performs other assignments pertaining to the School of Graduate Studies and Continuing Education that do not alter the basic level of responsibility of the position.

QUALIFICATIONS

1. Academic credentials and experience suitable to fulfill the duties, and responsibilities of the position, master's degree required.
2. Demonstrated ability to communicate effectively, orally and in writing, with faculty, students, and administration as well as with government, business and civic leaders in the service area.
3. Knowledge of existing policies, procedures and practices related to the accomplishment of tasks; and the analytical skills, creativity and administrative skills necessary to conceive and suggest improvements.
4. Fundamental understanding of the role, scope and management of self-supporting activities in a public institution of higher education.
5. Skill in budget development and ability to monitor income and expenditures to assure each budgeted activity operates within budget or corrective action is taken.
6. Ability to match the resources of the College to the community, coupled with the ability to persuade the faculty to modify traditional approaches to meet the needs of community groups without compromising academic integrity.

ADMINISTRATIVE FACULTY:

R. J. U. Fennell

IMMEDIATE SUPERVISOR:

R. J. Bergh

DEAN OF PERSONNEL ADMINISTRATION:

Roger J. Bergh

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant Dean, Graduate and Cont. Ed., Adm. IV
Campus SCSU Date 7/5/88

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE James M. Battaglia
DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____
SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Will J. O'Connell
DATE OF SUOAF CAMPUS REVIEW _____

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Will J. O'Connell Date 6/19/88
DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary () disapprove proposed rank and salary
Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 7/20/88

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 12/15/88
DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC () disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Neufuss DATE 1/18/89

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
() approved () disapproved
DATE _____

DATE OF BOARD APPROVAL _____
DATE OF BOARD DISAPPROVAL _____