



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF PLANNING/ADMINISTRATOR III
to
ASSISTANT DEAN OF CONTINUING EDUCATION FOR PROGRAM DEVELOPMENT/
ADMINISTRATOR IV

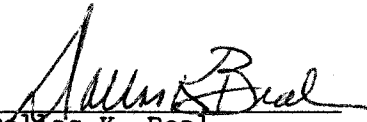
at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 8, 1989

RESOLVED, That the position of Assistant Director of Planning/
Administrator III be reclassified to Assistant Dean of
Continuing Education for Program Development/Administrator
IV, effective September 8, 1989, in accordance with all
provisions and expectations as set forth in the proposal
dated August 16, 1989, which is attached as an addendum to
this resolution.

A Certified True Copy:


Dallas K. Beal
President



CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Assistant Dean of Continuing Education for Program Development

RANK: Administrator 4

DEPARTMENT: College of Continuing Education

SUPERVISOR'S TITLE: Dean of Continuing Education

POSITION SUMMARY

Assists the development of and coordinates non-credit conferences, workshops and seminars.

POSITION RESPONSIBILITIES

Assists the development, expansion and delivery of seminars, conferences, workshops and non-credit courses.

Consults with public and private agencies and institutional personnel to identify and evaluate educational needs.

Identifies and uses innovative methods for conference planning such as telecommunications.

Maintains relationships with other academic institutions, foundations, organizations and corporations to facilitate the preparation and negotiation of grants, proposals, seminars, workshops and conferences.

Coordinates the development and offering of programs, including the preparation of promotional materials and bulletins. Oversees program budgets.

Assists in the development and implementation of policies and procedures related to special programming.

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, four years experience in an administrative or supervisory position in higher education, demonstrated ability to negotiate and manage a budget, significant experience in corporate and higher education relations, understanding of the complexity of an educational institution, and the ability to engage in external relations required. Experience with non-credit program development in higher education preferred.

August 1989

