



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-~~223-1000~~ 827-7700 ~~XXXXXXXXXXXXXXXXXXXX~~

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Central Connecticut State College

Assistant Director of Extension College for

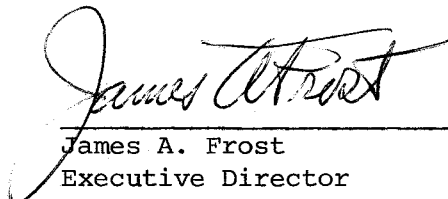
Undergraduate Degree Services/Administrator II

July 14, 1978

RESOLVED, That the position Assistant in Extension College and the position Coordinator of Part-time Matriculants be abolished, and that in their place there be established a position entitled Assistant Director of Extension College for Undergraduate Degree Services (Administrator II), at Central Connecticut State College effective July 14, 1978, in accordance with the provisions set forth in the proposal dated June 30, 1978, which is attached to this Resolution as an addendum, and be it

RESOLVED, That the incumbent in the position, Coordinator of Part-time Matriculants, serve in the new position, Assistant Director of Extension College for Undergraduate Degree Services at an annual salary of \$20,816.

A Certified True Copy:


James A. Frost
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

MLB

TO: Executive Officer for Faculty and Staff Affairs

FROM: Central Connecticut State College, Dean of Personnel Administration

Concerning: _____ New Position, X Existing Position (Vacant/Filled)

1. Proposal:

To add to the duties of the Coordinator of Part-time Matriculants those of the vacant position of Assistant in Extension/Administrator II. The "Assistant in Extension College" position title, carried on the College's roster at \$15,381 can then be cancelled and changed to a clerical position. To change title (see #2 below).

2. Proposed Position:

Title/Rank	<u>Assistant Director of Extension College for Undergraduate Degree Services/</u>		<u>Administrator II</u>
<u>12 month</u>	<u>18,816</u>	<u>Extension</u>	<u>AESCME</u>
<u>10 or 12 mo.</u>	<u>+ \$2,000</u>	<u>Fund (Gen.,</u>	<u>Bargaining Unit</u>
<u>Full-Part-Time</u>	<u>\$20,816</u>	<u>Ed. Ext., Aux.)</u>	

3. Summary of Function (attach required job description)

See attached revised job description.

4. Rational for Altering or Establishing Position

This change will combine separated and partially unfulfilled student service functions in the Extension College while eliminating most of the cost of one expensive administrator position. Increase in salary is to reflect greater total duties of incumbent.

5. Conditions of Employment if Changed or Different from Norm.

N/A

For Central Office Use:

Consultation with Bargaining Unit
Completed 6/30/78

Approved:
1. For Submission to PERC *MLB*
2. By Committee/Board _____

Comments:

JOB DESCRIPTION

Responsibilities:

1. Supervision of Admissions services for part-time students.
2. General coordination of outreach, recruitment, admissions, credential evaluation, registration and degree program planning of part-time undergraduates.
3. Preparation of probation and dismissal recommendations and actions.
4. Service liason with college departments for academic advisement, standards and program development.
5. Prepares and issues statistical reports and data relative to part-time students.
6. Facilitates and coordinates the development of Extension College sponsored courses, seminars, and workshops.
7. Cooperates with other college organizations in offering special events of primary interest to adults.
8. Assists and advises faculty and counselors in developing and/or re-orienting credit courses to better serve the needs of adult Extension College undergraduates.
9. Works with respective deans and department chairpersons on course scheduling improvements for adults.
10. Develops and maintains contact with business and industry service groups or community agencies with special interests and affiliations with Extension College degree students.
11. Develops consortia programs between community college programs and Central; e.g. the Production Management/Industrial Technology option now under discussion with Mattatuck CC.
12. Develops academic programs to better serve business and industry, often involving community colleges and the articulation of their associate degree students into a Bachelor's at Central. The Manchester CC/United Technology apprentice training component and the Life Office Management Association (LOMA)/Manchester CC and Central proposal are examples of such program development.