



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

Alteration in Duties
for
Assistant Registrar/Administrator III

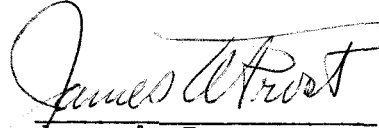
at

Central Connecticut State University

June 17, 1983

RESOLVED, That the duties for the position, Assistant Registrar/Administrator III, at Central Connecticut State University be altered effective June 17, 1983, in accordance with all provisions and expectations as set forth in the proposal dated May 24, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant Registrar/Administrator III

Fund: General

Position Type: Permanent Part-time

Effective Date: June 17, 1983

Cost: None

Campus: Central CT State University

Proposal: To alter the duties of an existing position.

Summary: See attached position description.

Date: May 24, 1983

Proposed

CENTRAL CONNECTICUT STATE UNIVERSITY
Position Description

Position Title: Assistant Registrar

Administrative Rank: Administrator III

Supervisor: Registrar

Position Title:

Responsible for the generation and maintenance of the University master academic course schedule. Performs transfer credit evaluations as well as supervision of the public areas of the Registrar's Office.

Position Responsibilities:

Collates, maintains, and supervises the Master Course file for each academic semester and allocates classroom space and assists faculty in classroom space needs.

Evaluates college transcripts of incoming full-time and part-time matriculants and transfer students.

Serves as a primary source of information for programs, courses, procedures, etc.

Determines which matriculated students will be permitted to take courses for credit at other accredited colleges during the summer, intersession, and regular sessions.

Prepares and processes special reports and requests for information as required by various academic and administrative offices.

Maintains library of catalogs from other colleges.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Central Connecticut State University
Assistant Registrar /Administrator III
(Code)

SUPERVISOR: Registrar

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Supervises all activities of public area of Registrar's Office including reception and telephone service. Provides transfer credit evaluations.

POSITION RESPONSIBILITIES:

Counsels students on academic matters.

Evaluates college transcripts of incoming full-time and part-time matriculants and transfer students.

Trains and supervises two staff personnel in routine functions of the office.

Serves as a primary source of information for programs, courses, procedures, etc.

Determines which matriculated students will be permitted to take courses for credit at other accredited colleges during summer, intersession and regular sessions.

Assists in maintenance of college records.

Determines which students will be allowed to take extra credits during the CCSU summer session.

Maintains library of catalogs from other colleges.

Engages in varied correspondence.

Resolves problems and answers questions for students and parents.

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

Bachelor's degree and two to three years of experience demonstrating ability to maintain detailed records and to relate effectively to students and staff required. Master's degree preferred. Knowledge of computer

Central Connecticut State University
Assistant Registrar /Administrator III
(Code)
Continued

- 2

applications is desired, These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS: