RESOLVED, That a nine-month temporary full-time position, Assistant Registrar/Administrator I, (January 1, 1980 - September 30, 1980), be established at Southern Connecticut State College in accordance with all provisions and expectations as set forth in the proposal dated November 26, 1979, which is attached as an addendum to this Resolution.

Certified True Copy:

James A. Frost
Executive Director
To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College, Manson Jennings

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

Proposal: One nine-month temporary, full-time position to be paid for from the extension fund, at the Administrator I level, to act as a replacement for Mrs. Noreen DeCrosta (Assistant Registrar) while on maternity leave.


Title/Rank: Assistant Registrar / Administrator I

Full Time - Temporary

10 or 12 mo. $9500.00 Ext. Fund AFSCME

Salary Level Fund (Gen., Full-Part-Time Ed. Ext., Aux.) Bargaining Unit

Temp. - Perm.

3. Summary of Function (attach required job description)

Share supervision of the Registration (Spring '80, Summer '80, Fall '80) Perform duties of Assistant Registrar, audit for graduation, other academic audits, share supervision of the records clerical staff, transcript staff, certification applications, and consult with students regarding requirements for graduation.

4. Rationale for Altering or Establishing Position

Mrs. DeCrosta must go on maternity leave on or about the end of December. The Records Office will not be able to function properly with regard to registration and other duties without the presence of at least three Associate and/or Assistant Registrars. The temporary replacement is to cover the loss of Mrs. DeCrosta for the period January 1 to September 30.

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

Normal

Central Office Use

Consultation with Bargaining Unit

Completed November 26, 1979

Approved:

1. For Submission to PERC

2. By Committee/Board

Comments:

Date

Signature
POSITION DESCRIPTION

POSITION TITLE: Assistant Registrar

ADMINISTRATIVE RANK: I

POSITION SUMMARY: Shares responsibility of maintenance, evaluation and registration of students and their records. Works closely with all pertinent offices on campus to assist the student.

POSITION RESPONSIBILITIES:

1. Graduation check - RE: graduating seniors
2. Certification requirements
3. Registration - supervision of registration personnel and all aspects of registration including Drop/Add, withdrawals, etc.
4. Approval of transfer credits - evaluation of transcripts
5. Distribution and collection of grading rosters
6. Honors checking for graduation

RECEIVED
JUL 10 1979
DEAN, PERSONNEL ADMIN.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATION