RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT TO THE DEAN OF CONTINUING EDUCATION/
ADMINISTRATOR II

at

EASTERN CONNECTICUT STATE UNIVERSITY

NOVEMBER 1, 1985

RESOLVED, That the position, Assistant to the Dean of the School of Continuing Education, be established at Eastern Connecticut State University at the Administrator II level. This is a 12-month position to provide support for the University Afloat Program and the Weekend University Program.

A Certified True Copy:

[Signature]

Dallas K. Beal
President
RESOLUTION

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JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The basic purpose of this new position is to provide support services for the University's Afloat Instruction Program at the U.S. Navy Submarine Base (New London) and for Weekend Courses both on-campus and off-campus centers.

RECEIVED

OCT 09 1985

THE CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: Assistant to the Dean of the School of Continuing Education

ADMINISTRATIVE RANK: II

Under the supervision of the Dean or Associate Dean of Continuing Education, the Assistant to the Dean performs the following functions.

1. Provide administrative support at the U.S. Navy Submarine Base (New London) for the Television Afloat Program for Education (TAPE) and on-site business courses on weekends and other times as scheduled.

2. Assist the Dean in promoting ECSU programs at the U.S. Navy Submarine Base.

3. Provide academic advisement and maintain regular office hours at the U.S. Navy Submarine Base.

4. Schedule TAPE offerings with submarine crews, registration, tuition payment, exams and book ordering for courses.

5. Forward information about tuition payments and registration to appropriate University offices.

6. Provide support services for ECSU weekend courses.

7. Represents the office and University by attending workshops and meetings on and off campus as needed.

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

QUALIFICATIONS

Bachelors Degree required. Minimum two years experience demonstrating ability to relate effectively to tradition and non-traditional students, to university faculty and staff, and to representatives of business and community agencies.

These qualifications may be waived for individuals with appropriate alternate experience.

9/10/85