

#### BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607

TEL. HARTFORD: 203-566-7373

#### AMENDING RESOLUTION

#### concerning

#### Alteration of Title at

## Eastern Connecticut State College

### Admissions and Records Assistant/Administrator II

#### April 6, 1979

RESOLVED, That Board Resolution #79-41 dated March 9, 1979 is rescinded, and be it further

RESOLVED, That Board Resolution #79-26 as reads: effective

February 2, 1979 is amended to read: effective

December 15, 1978.

A Certified True Copy:

James A. Frost

Executive Director



BOARD OF TRUSTEES

FOR THE STATE COLLEGES

AMENDING RESOLUTION

concerning

Alteration of Title

Eastern Connecticut State College

Admissions and Records Assistant/Administrator II

March 9, 1979

That Board Resolution #79-26 as reads: effective RESOLVED,

> February 2, 1979 is amended to read: effective December 15,1978 February 15, 1979.

> > A Certified True Copy:

James A. Frost Executive Director



BOARD OF TRUSTEES FOR THE STATE COLLEGES

AUTHORIZING RESOLUTION

concerning

Alteration of Title
at
Eastern Connecticut State College

Admissions and Records Assistant/Administrator II

February 2, 1979

RESOLVED, That the position Admissions Counselor be altered to Admissions and Records Assistant, Administrator II, at Eastern Connecticut State College effective December 15,1978
February 31,1979, in accordance with all provisions and expectations as set forth in the proposal dated January 31, 1979, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost Executive Director

IN THE UNCLASSIFIED SERVICE
TO: Executive Officer for Faculty and Staff Affairs
FROM: Eastern Connecticut State College, DR. CHARLES R. WEBB, JR.
(President)  Concerning: New Position, XX Existing Position (Vacant/Filled)
<ol> <li>Proposal: TO CHAMGE THE TITLE OF ADMISSIONS COUNSELOR TO THAT OF "ADMISSIONS AND RECORDS ASSISTANT." THIS CHANGE WILL AFFECT ONE POSITION WHICH IS PRESENTLY FILLED BY INCREASING RESPONSIBILITIES OF THE INCUMBENT. THE DIRECTOR OF THE OFFICE OF ADMISSIONS AND RECORDS NEEDS MAXIMUM FLEXIBILITY FROM PROFESSIONAL PERSONNEL TO INSURE THAT STUDENT NEEDS IN THE AREAS OF ADMISSIONS AND RECORDS ARE MET.</li> <li>Proposed Position:</li> </ol>
Title/Rank ADMISSIONS AND RECORDS ASSISTANT
12 ADMIN. II GEN. SCOAF/AFSCME T P  10 or 12 no. Salary Level Fund (Gen., Jargaining Temp. or  Full-Part-Time Ed. Ext., Aux.) Unit Permanent
3. Summary of Function (attach required job description) (JOB DESCRIPTION OF POSITION ATTACHED)
4. Rationale for Altering or Establishing Position (Use additional sheets of THIS CHANGE IN THE CURRENT POSITION WOULD BETTER REFLECTED PRESPONSIBILITIES IN THE NEWLY ORGANIZED OFFICE OF ADMISSIONS AND RECORDS AT EASTERN AND WOULD ELIMINATE THE USE OF THE TERM "COUNSELOR" IN THE AFSCME BARGAINING UNIT.
5. Conditions of Employment if Changed or Different from Norm. (Use additional CHANGE IN RANK AND CONDITIONS OF EMPLOYMENT TO REFLECT sheets if necessary INCREASED RESPONSIBILITIES IN ADMISSIONS AND NEW SET OF RESPONSIBILITIES IN THE REGISTRATION AND RECORDS AREA.
mochalens
For Central Office Use
Consultation with dargaining Unit  Completed  Approved:  1. For Submission to PERC  Ompleted
Comments: 1/51/79 2).
JAN 2 2 1978 (Date) (Signature)
POARD OF TRUSTEES FOR THE STATE COLLEGES

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION

## Description of Professional Responsibilities:

Under the general supervision of the Director of Admissions and Records, the Admissions and Records Assistant performs the following functions:

- 1. Makes appropriate contacts with high schools, community and junior colleges, and community organizations as necessary in order to recruit students to Eastern CT State College; attends college night and college fair programs as required.
- 2. Performs academic advisement and assistance for applicants to Eastern CT State College for all programs, and also for enrolled students and non-matriculants in the extension division of the college.
- 3. Makes admissions decisions on applicants for admission to the college for both high school and transfer applicants.
- 4. Evaluates transcripts of transfer students from other post-secondary institutions.
- 5. Assists in preparing statistical data as required by the College and in the Admissions and Records Office.
- 6. Assists in the planning, organizing, writing, and layout of printed materials required by the Admissions and Records Office.
- 7. Handles routine correspondence addressed to the Admissions Office as needed except that which is specifically the responsibility of the Director of Admissions and Records.
- 8. Assists in the supervision of the office staff as required.
- 9. Coordinates the on-campus visitation program in which counselors, school groups, prospective students and parents are invited to visit the Eastern Campus.
- 10. Arranges for on-campus visits by high school, community college, community and college groups.
- 11. Assists with registration and advisement of students.
- 12. Assists in the coordination of special programs such as guidance counselor programs, transfer programs and open house programs as required.



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NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-2293607
TEL DESCRIPTION TO THE LINE OF THE LINE O TEL. HARTFORD: 203-566-7373

AMENDING RESOLUTION

concerning

Alteration of Title at

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Admissions and Records Assistant/Administrator II

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