



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
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AUTHORIZING RESOLUTION

concerning

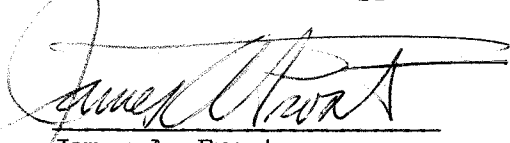
Alteration of Title
at
Eastern Connecticut State College

Admissions and Records Assistant (Admin. II)
to
Assistant Director of Admissions and Records (Admissions) (Admin. II)

January 9, 1980

RESOLVED, That the position Admissions and Records Assistant (Admin. II) be altered to Assistant Director of Admissions and Records (Admissions) (Admin. II) at Eastern Connecticut State College effective January 9, 1980, in accordance with all provisions and expectations as set forth in the proposal dated January 8, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

LCM
12/24/79

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

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Dr. Charles R. Webb
(President)

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

1. Proposal: To change title of Admissions and Records Assistant (Admin. II)
to Assistant Director of Admissions and Records (Admissions) (Admin. II)

2. Proposed Position:

Title/Rank Assistant Director of Admissions and Records (Admissions)(Admin. II)

<u>12 Full</u> 10 or 12 mo. Full-Part-Time	<u>\$16,173.00</u> Salary Level	<u>General</u> Fund (Gen., Ed. Ext., Aux.)	<u>SCOAF</u> Bargaining Unit	T <u>(P)</u> Temp. or Permanent
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3. Summary of Function (attach required job description)

See attached - No change in duties

4. Rationale for Altering or Establishing Position (Use additional sheets of
necessary)

Change in title only

5. Conditions of Employment if Changed or Different from Norm. (Use additional
sheets if necessary)

NONE

RECEIVED

DEC 24 1979

BOARD OF TRUSTEES
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For Central Office Use

Consultation with Bargaining Unit
Completed

1/8/80 cmr

Comments:

Approved:

1. For Submission to PERC cmr
2. By Committee/Board _____

(Date)

(Signature)

JOB DESCRIPTION

ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS (ADMISSIONS)

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

1. Disseminates information to prospective students: visits high schools and community/junior colleges, contacts community agencies involved with the referral of students to colleges; attends college nights and college fairs; visits agencies with adult populations as potential students.
2. Performs interviews and academic advisement for applicants seeking admission to the College.
3. Makes admissions decisions on applicants for admission.
4. Assists in the coordination and supervision of office staff.
5. Evaluates transcripts of transfer students from other post-secondary institutions.
6. Assists in preparing data and pertinent reports as required.
7. Assists in the planning, organizing, writing, and layout of printed materials required in conducting a student recruitment program.
8. Handles correspondence addressed to Office.
9. Coordinates on-campus visitation programs.
10. Assists with registration and advisement of students.
11. Maintains close coordination and liaison with other administrators and faculty.
12. Attends workshops and meetings on and off campus as required.
13. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.