

STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008 New Britain, Co

NEW BRITAIN, CONNECTICUT 06050 827-7700

TEL. NEW BRITAIN: 203-229-1607

AUTHORIZING RESOLUTION

concerning

Alteration of Title
at
Eastern Connecticut State College

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

January 9, 1980

RESOLVED, That the position Assistant Director of Admissions and Records (Admin. II) be altered to Assistant Director of Admissions and Records (Records) (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:

ðames A. Frost

Executive Director

Addendum to Board Resolution $\#^{80-8}$ January 9, 1980



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

TO: Executive Officer for Face	alty and Staff Aff	airs OP		
FROM:: Eastern Connecticut State	College, Dr. Cha			-
Concerning:New F	Position, XX	(President) Existing Posit	ion (Vacant/Fille	d)
 Proposal: To change title of to Assistant Director of Admi 	Assistant Directons and Records	or of Admission (Records) (Ad	s and Records (Ad min. II).	min. II)
2. Proposed Position:				
Title/Rank <u>Assistant Direct</u>	or of Admissions a	and Records (Re	cords) (Admin. II)
12 Full \$15.000.00 10 or 12 mo. Salary Level Full-Part-Time	General Fund (Gen., Ed. Ext., Aux.)	SCOAF Jargaining Unit	T P Temp. or Permanent	
3. Summary of Function (attach	required job descr	iption)		
See Attached - No Change in D 4. Rationale for Altering or Est Change in title only		n (Use additio necessar		
5. Conditions of Employment if (Changed or Differe	nt from Norm.	(Use additional sheets if neces	sary)
None	ECEIVED			
	DEC 2 4 1979			
	CARD OF TRUSTEES THE STATE COLLEGES			
For Central Office Use				
Consultation with Bargaining Uni Completed 1/8/80 Comments:		r Submission t Committee/Joa		
	(Data)		Ionatura	-

JOB DESCRIPTION

ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS (RECORDS)

.

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

- 1. Assists the Director in the design, development, care and utilization of student records.
- 2. Assumes responsibility for determining the official rosters of seniors eligible to receive degrees and provisional certifications for teaching; responsible for preparation of the graduation audit.
- 3. Assists in the coordination and supervision of office staff.
- 4. Coordinates grade collection, reporting, recording, and transcript preparation.
- 5. Conducts registrations of undergraduate students; assists in designing and amending registration system as appropriate.
- 6. Evaluates transcripts of transfer students from other post-secondary institutions.
- 7. Provides academic advisement for new students.
- 8. Interfaces with other offices on campus, particularly the Data Center.
- 9. Handles correspondence addressed to the Office.
- 10. Assists with admissions/recruitment functions as needed.
- 11. Assists in preparing pertinent reports as required.

with the

- 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.

1