

LC
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

ofcs

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

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

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

2. Proposed Position:

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

<u>12 Full</u> 10 or 12 mo. Full-Part-Time	<u>\$15,000.00</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
FOR THE STATE COLLEGES

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 (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.
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.