



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-~~229-1687~~ 827-7700 ~~XDELXHXKTKPCQIXX208-586-2328~~

(81-119)
abolished

AUTHORIZING RESOLUTION

concerning

Abolishment of a Position
at


Central Connecticut State College

Assistant Director of Admissions for Cooperative Education/
Administrator III

December 4, 1981

RESOLVED, That the position, Assistant Director of Admissions for Cooperative Education/Administrator III, as established in Board Resolution #81-119, be abolished at Central Connecticut State College effective December 4, 1981, as position funding under Federal Grant was disallowed.

A Certified True Copy:


James A. Frost
Executive Director

CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Cancellation Summary

TITLE: Assistant Director of Admissions for Cooperative Education-Admin. III

FUND: Federal Grant

POSITION TYPE: Permanent X Temporary _____

Full-time X Part-time _____

EFFECTIVE DATE December 4, 1981 Bargaining Unit Admin. Faculty

COST: \$ None

PROPOSAL:

Cancel position

JUSTIFICATION:

Position funding under Federal Grant disallowed.

Date: 11/18/81

Prepared By Michael K. Becker

Approved By Robert James

xc-g malme 11/27/81

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant Director of Admissions
for Cooperative Education

Administrative Rank: Administrator III

Department: Admissions

Supervisor(s) Position/Title Director of Admissions

POSITION SUMMARY:

Under the supervision of the Director of Admissions, and in cooperation with the Director of Cooperative Education and the Office of Public Affairs, responsible for developing and implementing cooperative education admissions program.

POSITION RESPONSIBILITIES:

Coordinate all cooperative education recruitment and admissions activity with other admissions staff.

Implement an aggressive recruitment campaign directed at high school and community/technical college students in Connecticut and neighboring states. Includes high school and two-year college visitations, attendance at "college fairs" and "college night" programs and conducting open house meetings for prospective freshmen and transfer students.

Develop brochures and other promotional material describing the cooperative education program and relating it to the admissions function.

Collect and communicate data necessary to monitor and evaluate results of admissions effort.

Conduct interviews with prospective co-op students and their parents.

Conduct orientation program for incoming co-op freshmen and transfer students.

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

POSITION RESPONSIBILITIES: (Cont'd.)

QUALIFICATIONS:

Bachelor's degree required. Two year's relevant experience required. Master's degree preferred.

REVIEW AND APPROVAL:

Prepared by: _____
Reviewed by: _____
Approved by: _____

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of _____
Date

(Signature)

Campus JA Committee