



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

ESTABLISHMENT OF A POSITION

at

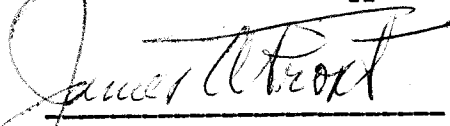
EASTERN CONNECTICUT STATE UNIVERSITY

ASSISTANT DIRECTOR OF ADMISSIONS/ADMINISTRATOR III
(General Fund)

April 6, 1984

RESOLVED, That a General Fund position, Assistant Director of Admissions/Administrator III, be established at Eastern Connecticut State University effective April 6, 1984, in accordance with all provisions and expectations as set forth in the proposal dated March 14, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant Director of Admissions (Administrator 3)

FUND: General

POSITION TYPE: PERMANENT X TEMPORARY _____
FULL-TIME X PART-TIME _____

EFFECTIVE DATE: 4/6/84 BARGAINING UNIT SUOAF

COST: \$16,100

PROPOSAL: To establish a new administrative position in the Office of Admissions and Records to provide institutional research activities in support of enrollment planning as well as assistance in registration, records, and admissions.

SUMMARY: Please see attached job description

RECEIVED

MAR 15 1984

THE CONNECTICUT
STATE UNIVERSITY

DATE: 3/14/84

PREPARED BY: Michael Reed

APPROVED BY: [Signature]

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POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR OF ADMISSIONS & RECORDS

ADMINISTRATIVE RANK: 3

Under the general supervision of the Director of Admissions & Records the Assistant Director performs the following duties:

1. Conducts research activities in support of short and long-range planning as required.
2. Provides data analysis information for Institutional Research Activities.
3. Interfaces with the Data Center in regard to information transmitted to and from that office.
4. Conducts graduation audits and prepares recommended graduation lists.
5. Assists Director in all aspects of admissions and records, including assisting with the registration of new and continuing students.
6. Assists with the issuance of all grade reports, transcripts, and reports on student standing as required.
7. Evaluates transcripts for both incoming students and for continuing students at the University.
8. Assists with admissions recruitment as needed.
9. Assists in the coordination and supervision of office staff as required.
10. Handles correspondence addressed to the Office of Admissions and enrollment services.
11. Attends workshops and meetings on and off campus as required.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Two to three years of experience demonstrating ability to maintain detailed records and to relate effectively to students and staff. Knowledge of data processing is desired. A Bachelor's Degree is required; A Master's Degree is preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

Michael R. [Signature] 3/14/84
 Signature for the Univ. Date

Beth R. Tipton 3/14/84
 Signature for SUOAF Date

Signature of Supervisor Date

Signature of Incumbent Date

MP/emb
3/13/84