

### THE CONNECTICUT STATE UNIVERSITY

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

# AUTHORIZING RESOLUTION concerning RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS/ ADMINISTRATOR II

to

ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS/ ADMINISTRATOR III

at.

EASTERN CONNECTICUT STATE UNIVERSITY

October 5, 1984

RESOLVED, That the position and rank, Assistant to the Director of Admissions and Records/Administrator II, be reclassified to Assistant Director of Admissions and Records/Administrator III, at Eastern Connecticut State University effective October 5, 1984, in accordance with all provisions and expectations as set forth in the proposal dated September 12, 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 l	Director of A	dmissions & R	ecords/Admissions
FUND: General			
POSITION TYPE:	PERMANENT	X	TEMPORARY
	FULL-TIME	<u>X</u>	PART-TIME
EFFECTIVE DATE:	10/5/84	- 1	BARGAINING UNIT SUOAF
COST: \$2,000.00			
PROPOSAL: To reco	lassify the p	osition to in Minority Rec	clude coordination ruitment Program.
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SUMMARY: PLEASE S	SEE ATTACHED	JOB DESCRIPTI	ON
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DATE: 9/12/	189	BY:/	Robert Honnach
DATE: MP/emb		APPROV	ED: ////

#### POSITION DESCRIPTION

POSITION TITLE

ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS/ADMISSIONS

#### ADMINISTRATIVE RANK 3

Under the general supervision of the Director of Admissions and Records, the Assistant Director 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. Coordinates minority recruitment program.
- 3. Performs interviews and academic advisement for applicants seeking admission to the University.
- 4. Makes admissions decisions on applicants for admission.
- 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 the office.
- 9. Assists with registration and advisement of students.
- 10. Maintains close coordination and liaison with other administrators and faculty.
- 11. Assists in the coordination and supervision of office staff.
- 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 tasic level of responsibility of the position.

### Qualifications

One to two years of experience equipping the applicant to relate effectively to non-traditional students, high school personnel and students, and college students and staff. A Bachelor's Degree is required.

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

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Signature for SUNAI

Date

Signature of Supervisor

Date

Signature of Incumbent

Date 7

## POSITION DESCRIPTION

POSITION TITLE

ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS/ADMISSIONS

#### ADMINISTRATIVE RANK HI

Under the supervision of the Director of Admissions and Records, the Assistant to the Director 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 for admission.
- 3. Makes routine decisions on admissions.
- 4. Assists in evaluating transcripts of transfer students from other post secondary institutions.
- 5. Assists in coordinating on-campus visitation programs.
- 6. Handles routine correspondence addressed to the admissions office.
- 7. Assists with registration and advisement of students.
- 8. Represents the Office and the College by attending workshops and meetings on and off campus as needed.
- 9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

#### Qualifications

One to two years of experience equipping the applicant to relate effectively to non-traditional students, high school personnel and students, and college students and staff. A Bachelor's Degree is required.

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

Signature	for	the College	Date	Signature for AFSCME	Date
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Signature	of	Supervisor	Date	Signature of Incumbent	Date

emb 7/23/81