



THE CONNECTICUT STATE UNIVERSITY

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

Office of the President

AUTHORIZING RESOLUTION
concerning
RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR IV
at
EASTERN CONNECTICUT STATE UNIVERSITY

November 2, 1984

RESOLVED, That the position and rank, Assistant Director of Admissions and Records/Administrator III, be reclassified to Associate Director of Admissions and Records/Administrator IV at Eastern Connecticut State University effective November 2, 1984, in accordance with all provisions and expectations as set forth in the proposal dated May 25, 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: Associate Director of Admissions and Records (Administrator 4)

FUND: General

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

EFFECTIVE DATE: 11/2/84 BARGAINING UNIT SUOAF

COST: \$2,338.00

PROPOSAL: To reclassify one of the two Assistant Directors from Admin. 3 to Admin. 4 to establish a clear line of authority in the Office of Admissions and Records. The Associate Director will be the line officer in charge of the Office in absence of the Director and will handle all day-to-day operational aspects of the registration and records process.

SUMMARY: Please see attached job description.

RECEIVED
OCT 11 1984
THE CONNECTICUT
STATE UNIVERSITY

DATE: 5/25/84

BY: Michael Penn

DATE 5/25/84

APPROVED [Signature]

MP/emb

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE ASSOCIATE DIRECTOR OF ADMISSIONS AND RECORDS

ADMINISTRATIVE RANK 4

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

1. Assumes responsibility for the Office of Admissions and Records in the absence of the Director.
2. Assists the Director in the design, development, care and utilization of student records.
3. Assists the Director in enrollment planning, on a long-term and short-term basis.
4. Assumes responsibility for determining the official rosters of students eligible to receive degrees and provisional certifications for teaching; responsible for preparation of the graduation audit and recommended graduation list.
5. Administers operational management of the office including staff supervision.
6. Administers the production, issuance, and maintenance of all grade reports, class rosters, transcripts, and reports on student standing for undergraduate students including storage of records. Coordinates the issuance of transcripts for graduate students including preparation and storage.
7. Administers the registration system for all undergraduate students, including, but not limited to, designing and amending the registration system as appropriate, conducting all registration activities, and maintaining statistics.
8. Advises students on office and university policies.
9. Assists in providing support services for University planning and institutional research.
10. Interfaces with other offices on campus, particularly the Data Center.
11. Handles correspondence addressed to the Office.
12. Assists in the direction of the admissions/recruitment functions as needed.
13. Assists in preparing pertinent reports as required.
14. Attends workshops and meetings on and off campus as required.
15. Evaluates transcripts of transfer students from other post-secondary institutions as required.
16. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Four 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.

<u>Michael Pe. J</u>	<u>5/24/84</u>	Signature for SUOAF	Date
Signature for the Univ.	Date		
<u>Arthur C. Fort</u>	<u>5/25/84</u>	<u>Wimber C. Klein</u>	<u>5/25/84</u>
Signature of Supervisor	Date	Signature of Incumbent	Date

emb
1/30/84

POSITION DESCRIPTION

POSITION TITLE ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS/RECORDS

ADMINISTRATIVE RANK III

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.

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.

Signature for the College Date

Signature for AFSCME Date

Signature of Supervisor Date

Signature of Incumbent Date

POSITION DESCRIPTION

POSITION TITLE ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS/ADMISSIONS

ADMINISTRATIVE RANK II

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

Signature of Supervisor Date

Signature of Incumbent Date

emb
7/23/81