



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

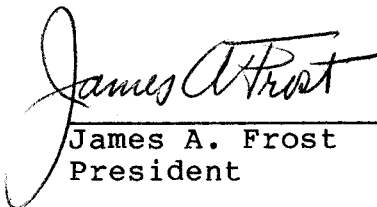
RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF ADMISSIONS-ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF ADMISSIONS-ADMINISTRATOR IV
at
CENTRAL CONNECTICUT STATE UNIVERSITY

APRIL 12, 1985

RESOLVED, That the position of Assistant Director of Admissions/Administrator III at Central Connecticut State University be reassigned and reclassified to Associate Director of Admissions/Administrator IV, effective April 12, 1985, in accordance with all provisions and expectations as set forth in the proposal dated March 20, 1985, which is attached as an addendum to this resolution.

A Certified True Copy:



James A. Frost
President

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

TITLE: Associate Director of Admissions

FUND: General

POSITION TYPE: Permanent X Temporary
Full-time X Part-time

EFFECTIVE DATE: April 12, 1985 Bargaining Unit: Admin. Faculty

COST: \$2,427.00

PROPOSAL:

To increase the duties of Mrs. Toni Moumouris-Driscoll, Assistant Director of Admissions / Administrator III, and make her Associate Director of Admissions / Administrator IV with a salary increase of \$92.97 bi-weekly or \$2,427.00 annually to a new annual salary of \$26,000.

See attached old and new job descriptions.

JUSTIFICATION:

The Admissions Office staff is large enough under the criteria the Board has agreed upon with SUOAF/AFSCME to warrant an Associate Director. When the previous Associate Director left two years ago the union agreed to downgrade that position until such time as a member of the staff emerged as sufficiently matured and experienced to be named second in command. That event has now taken place.

Date: March 20, 1985

Prepared by: Michael L. Becker

Approved by: Sean James

Old

Central Connecticut State University
Assistant Director of Admissions /Administrator III
(Code)

SUPERVISOR: Director of Admissions

SUPERVISION EXERCISED:

INCUMBENT NAME: Toni Mounorius-Driscoll

POSITION SUMMARY:

Recruits, help select, advises and counsels incoming students. Represents the university to outside public. Serves as liaison with offices of Financial Aid and Career Development in the recruiting and student retention programs.

POSITION RESPONSIBILITIES:

Reviews and processes Freshmen applications and applications in other categories.

Visits high schools, attends College Night Programs and College Fairs (including an evening schedule during the recruiting season), and makes guest-speaking appearances.

Counsels and interviews applicants and meets with the general public. Works with Financial Aid and Career Development Office to arrange financial aid and employment for students.

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

EDUCATION AND EXPERIENCE

Bachelor's degree and three years of experience in admissions or a student services area required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate.

SPECIAL NOTATIONS:

News

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Associate Director of Admissions

Administrative Rank: Administrator IV

Department: Admissions

Supervisor(s) Position/Title Director of Admissions

POSITION SUMMARY:

The Associate Director of Admissions recruits, selects, advises and counsels incoming students. Represents the University to outside publics. Concentrates on minimizing administrative problems associated with matriculating into the University. Directs admissions operations and personnel in the absence of the Director.

POSITION RESPONSIBILITIES:

Conducts high school and junior college visitations and participates in state and area college fairs, and college day/night programs in order to recruit prospective students. Conducts follow-up contact with selected prospective students.

Selects and admits students to the college based on college policies, goals, missions, the realities of the "student market" and professional judgement.

Advises and counsels prospective incoming, and current students regarding college adjustment and campus policies.

Represents the university and the university mission to prospective students, parents, counselors, and public-at-large.

Coordinates student services related to the matriculation of incoming students.

Assists the Director of Admissions in the day-to-day operations of office management, and makes decision for the Director of Admissions.

Coordinates the following:

1. Recruitment activities for the entire staff.
2. Special Admissions programs such as open house and luncheons for Guidance Counselors.
3. Supervise student help.

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

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