



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

CONVERSION OF POSITION

ASSISTANT DIRECTOR OF ADMISSIONS/ADMINISTRATOR III
To
ASSOCIATE DIRECTOR OF ADMISSIONS/ADMINISTRATOR IV

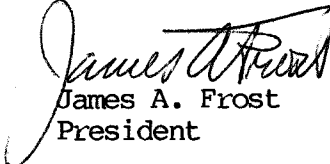
At

WESTERN CONNECTICUT STATE UNIVERSITY

May 3, 1985

RESOLVED, That the position, Assistant Director of Admissions/Administrator III at Western Connecticut State University be converted to Associate Director of Admissions/Administrator IV position, effective May 3, 1985, in accordance with all provisions and expectations as set forth in the proposal dated April 19, 1985, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Associate Director of Admissions, Administrator IVFund: GeneralPosition Type: Permanent XX Part-time Effective Date: 5/3/85

Cost: No cost. Converting Admin. III to Admin II, saving \$6855., while upgrading Asst. Director of Admissions to Associate Director, costing \$3000. Total Saving \$3855.

Campus: Western Connecticut State UniversityC.P. 0613

Proposal:

To change the existing position, Assistant Director of Admissions to Associate Director of Admissions, revising the responsibilities and duties of the position.

Summary:

There is an increased need for an Associate Director of Admissions at WCSU. The incumbent will have new responsibilities in coordination and supervision of travel, recruitment and follow-up with prospective students, as well as assisting the Director in strategic planning and management. In addition, the Associate Director will act in the absence of the Director. It is recommended that the incumbent receive an appropriate adjustment in salary and reclassification in recognition of these additional duties.

See attached job description.

APR 19 1985
WESTERN CONNECTICUT
STATE UNIVERSITY

Date: April 19, 1985

WESTERN CONNECTICUT STATE UNIVERSITY

Associate Director of Admissions/Administrator IV

Supervisor: Director of Admissions

Incumbent Name: New

Position Summary:

Responsible, under the direction of the Director, for all phases of admissions: Coordination and supervision of, as well as participates in, travel and recruitment, correspondence and follow-up with prospective students, coordination of special projects. The Associate Director will assist in strategic planning, and management of the overall admission program and acts in the absence of the Director.

Assist in the selection, development, supervision and evaluation of the institutional marketing program.

Assist the Director in the implementation and evaluation of the strategic planning goals.

Analyze credentials of applicants for admission in terms of the University's standards, programs, and curricula, as well as admission selection decisions.

Recommend changes in admissions procedures and policy impacting student recruitment.

Coordinates with the Registrar's Office the advising and scheduling of new students.

Coordinates with the Extension Office the advising and scheduling of new students.

Coordinates and supervises the interaction between the institution and secondary schools, and all appropriate University administrators, and faculty and guidance personnel.

Assist in the selection, development, supervision and evaluation of promotional materials used in conjunction with the function.

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

Four to five years of experience in admissions. A Master's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.