



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF ADMISSIONS/ADMINISTRATOR II
to
ASSISTANT DIRECTOR OF ADMISSIONS/ADMINISTRATOR III
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

MAY 1, 1987

RESOLVED, That the position, Assistant to the Director of Admissions/
Administrator II, at Southern Connecticut State University
be reclassified to Assistant Director of Admissions/
Administrator III, effective May 1, 1987, in accordance with
all provisions and expectations as set forth in the proposal
attached to this Resolution.

A Certified True Copy:

Dallas K. Beal
President

THE CONNECTICUT STATE UNIVERSITY

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



Submitted	<u>4/14/87</u>
Date	
By: . CSU ()	
CCSU ()	SCSU (X)
ECSU ()	WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 5/1/87 PERM (X) FT (X)
 TEMP () FT ()

POSITION TITLE: Assistant to the Director of Admissions, Administrator II (7917) Assistant Director of Admissions, Administrator III (7918)
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: <u>1074</u>	CURRENT SALARY <u>\$21,734.</u>	PROPOSED SALARY <u>\$26,000.</u>	FUND <u>General</u>	BARG UNIT <u>SUOAF</u>	SUOAF <u>from</u>	SUOAF <u>to</u>
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RESOLUTION

BR# _____

RESOLVED, that the position of Assistant to the Director of Admissions, Administrator II, at Southern Connecticut State University be reclassified to Assistant Director of Admissions, Administrator III effective May 1, 1987.

A Certified True Copy *Dallas K. Beal*
 Dallas K. Beal, President, CSU _____ Date _____

PERCommittee 4-22-87
Date

BOARD OF TRUSTEES 5-1-87
Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The incumbent has been at Southern since April 1985 and has been performing at the level of Administrator III. In addition, this would provide a promotional opportunity for a minority female.

\$4,266.00
Approx. Cost

Signed (University)

4-14-87
Date

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By: CSU ()	
CCSU ()	SCSU (X)
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				from	to

RESOLUTION

BR# _____

RESOLVED, that the position of Assistant to the Director of Admissions, Administrator II, at Southern Connecticut State University be reclassified to Assistant Director of Admissions, Administrator III effective May 1, 1987.

A Certified True Copy *Dallas K. Beal* _____
 Dallas K. Beal, President, CSU Date

PERCommittee 4-22-87
Date

BOARD OF TRUSTEES 5-1-87
Date

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Approx. Cost

4-14-87 Date

 Signed (University)

OK

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant Director of Admissions/Administrator III

Campus Southern Connecticut State University Date March 12, 1987

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE Roger J. Bergh Roger J. Bergh, Dean, Personnel Administration

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 4/1/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY William J. O'Dowd William J. O'Dowd

DATE OF SUOAF CAMPUS REVIEW 4/1/87

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty Tipton Date April 9, 1987

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 4/9/87

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Neube

DATE 4/9/87

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

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

SUPERVISOR: Director of

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Responsible to the Director of Admissions and assists the Director in the recruitment and enrollment of new students. Performs duties as assigned by the Director to carry out the office mission. Is responsible for the recruitment, selection and enrollment of Hispanic Students.

POSITION RESPONSIBILITIES:

Handles admission of Hispanic Students.

Provides personal and academic counseling to Hispanic Students enrolled at the University.

Visits secondary schools and works with external community groups in recruiting Hispanic students.

Interviews prospective students and their parents, and conducts campus tours.

Evaluates transcripts for students admitted with advanced standing.

Meets with new students in pre-registration interviews and assists them with course selection.

Meets with secondary school counselors to explain programs and requirements. Responsible for student campus tour program and coordination of student guides.

EDUCATION AND EXPERIENCE

One to two years of experience equipping the applicant to relate effectively to students, high school personnel and students, and university students and staff. A Bachelor's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATION

William J. O'Connell
Sharon B. Starnes
Rogan J. Bergh