

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

UNIT SUPERVISOR (CLASSIFIED)

to

ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS/ ADMINISTRATOR II (UNCLASSIFIED)

at

EASTERN CONNECTICUT STATE UNIVERSITY

SEPTEMBER 4, 1987

RESOLVED, That the classified position, Unit Supervisor at Eastern Connecticut State University, be reclassified to Assistant to the Director of Admissions and Records/Administrator II (unclassified), effective June 5, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certaified True Copy:

President

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CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 8/10/87

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH () RECLASSIFY (XX) EFF. 6/5/87 TEMP() ABOLISH () OTHER ()	FT(XX) PT()
	Unit Supervisor (Classified) CURRENT CLASS CODE Assistant to Dir. of Adm. & Rec./PROPOSED CLASS	Ad. 2 S CODE
POSITION NUMBER 00	CURRENT 841.12 PROPOSED 919.55 BARG 009 SALARY (21,953.00)SALARY (24,000.00) UNIT NP-3 S FUND Gen. From	SUOAF To
	RESOLUTION BR#	, ·
RESOLVED,	That the present Unit Supervisor position be reclassified to Assistant to the Director of Admissions & Records (Administrator 2 to include the assumption of course file, graduate audit and stude information responsibilities.	
	A Certified True Copy	
	Dallas K. Beal, President I	Date
DFDCommit+	tee 8/26/87 BOARD OF TRUSTEES _9	7/4/87

JUSTIFICATION:

This reclassification is intended as part of an overall reorganization of the Office of Admissions & Records involving the transfer of course file and classroom scheduling responsibilities. This particular position will assume duties previously performed by other administrators who will now assume the above tasks. A 9.3% salary increase is proposed for the incumbent.

RECEIVED

AUG 1 3 1987

THE CONNECTICUT STATE UNITED TO

\$2,047.00

Approx. Cost

Signed (University) Bate

EASTERN CONNECTICUT STATE UNIVERSITY POSITION DESCRIPTION

POSITION TITLE: ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS

ADMINISTRATIVE RANK:

2

INCUMBENT:

JOAN SERWANSKI

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

- 1. Evaluates transcripts of transfer students from other post-secondary institutions as required.
- 2. Conducts graduation audits and assists in preparing recommended graduation lists.
- 3. Assists with maintenance of the University course file as developed by the Office of Academic Affairs.
- 4. Assists with registration, add-drop, and orientation for incoming undergraduate students.
- 5. Assists in providing statistical reports as required.
- 6. Interfaces with the Data Center in regard to information transmitted to and from that office.
- 7. Assists with the admissions and recruitment program for all incoming undergraduate students.
- 8. Coordinates the computerized student information system that serves as the data base of the University.
- 9. Coordinates operation of the on-line registration system.
- 10. Supervises clerical staff and provides training on computer applications, student information systems, and new policies and procedures.
- 11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Bachelor's degree required. Master's Degree preferred. One to two years experience in higher education.

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

For the University

7/3/8 / Date

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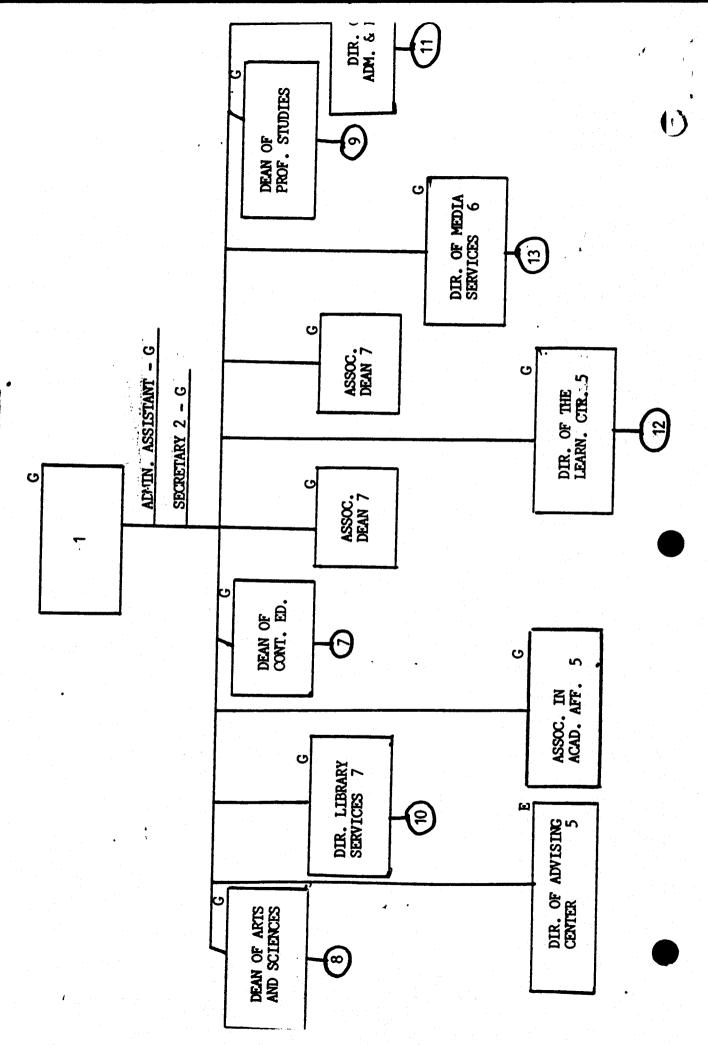
Date

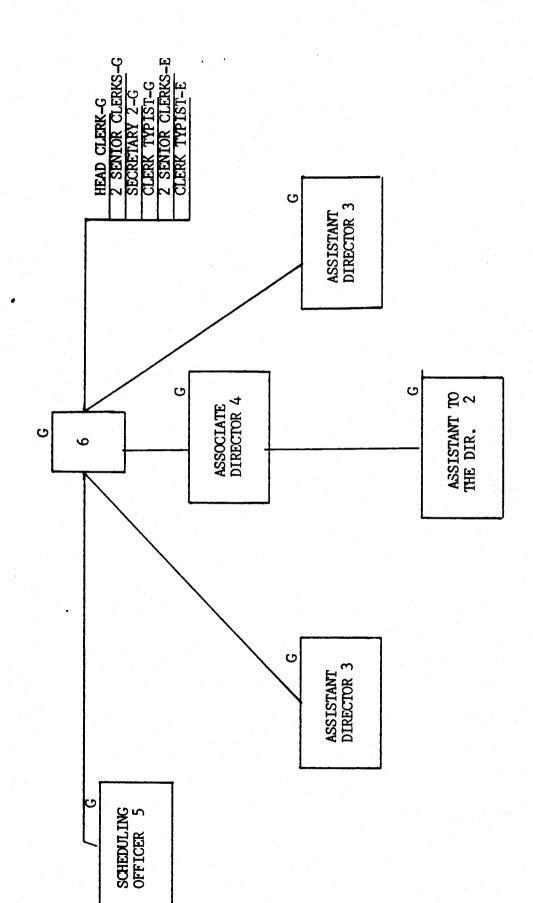
MEP/emb 4/3/87

FORM AND PROCEDURES

Position litle Assistant to the Director of Admissions & 1	Records
Compus Eastern Connecticut State University Date	8/10/37
Attachments shall include the following items where applicable: 1) former position descriptions, 3) salary, rank, and rationale for PERC information required.	 a copy of this sheet, 2) new and and the Board, and 4) any additional
INITIATING PRESIDENT OR DESIGNEE Michael E. Pernal, Dean of	Personnel Administration
DATE PRESENTED TO CAMPUS SUDAF REPRESENTATIVE	
SUDAF/AFSCHE CAMPUS REVIEW AND RECOMMENDATION BY	
DATE OF SUOAF CAMPUS REVIEW	
THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY TH	E CAMPUS DPA.
LEVEL 2, Not to exceed 10 working days after receipt Statewide SUD interval. Further negotiation may occur at this level prior to final SUDAF shall return all materials to the initiating University DPA or his SUDAF/AFSCHE LOCAL PRESIDENT OR DESIGNEE	Union approval. Upon such approval
	Date Silicol
DISPOSITION AT SUCAF LOCAL LEVEL: () approve proposed rank and salary Comments or Recommendations:	ve proposed rank and salary
DATE RETURNED TO LOCAL DPA	
review. If no further issues arise, the document is signed by and Personnel. The Vice President for Personnel also provides a signed codent. If significant changes are required, documents are returned at fected by appropriate phone consultation.	remains with the Vice President for py to the SUOAF/AFSCME Local Presi-
DATE CONSIDERED BY DPA'S COUNCIL	
DISPOSITION AT COUNCIL LEVEL: Sapprove submission to PERC Comments or Recommendations: ()disapprove submission to PERC	
VICE PRESIDENT FOR PERSONNEL Nain Martin	DATE CLISTOT
LEVEL 4 Vice President for Personnel submits package to PERC at its action it is the responsibility of the Campus DPA to inform the campus tive and appropriate management officials of PERC disposition.	
DISPOSITION AT PERC LEVEL:	
()approved ()disapproved	
DATE	
BATE OF BOARD APPROVAL	
DATE OF BOARD DISAPPROVAL	

VICE-PRESIDENT FOR ACADEMIC AFFAIRS





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