



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

WESTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant to the Director of Admissions/
Administrator II, at Western Connecticut State University be
reclassified to Assistant Director of Admissions/
Administrator III, effective February 5, 1988, in accordance
with the attached proposal dated December 18, 1987.

A Certified True Copy:

Dallas K. Beal
President

THE CONNECTICUT STATE UNIVERSITY

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ADDENDUM TO BR#88-32

Submitted	Date
By: CSU ()	
CCSU ()	SCSU ()
ECSU ()	WCSU (X)



POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE: EFFECTIVE Feb. 5, 1988 PERM (X) FT (X) TEMP () PT ()

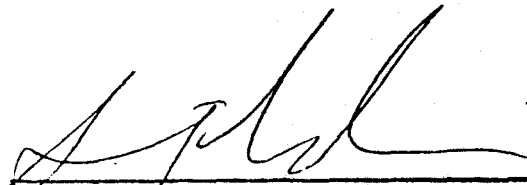
POSITION: Admin. II / Admin. III /
 TITLE: Asst. to the Dir. of Admissions 7917 Assistant Director of Admissions 7918
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER:	1205	CURRENT SALARY	22,474.	PROPOSED SALARY	24,160.	FUND	General	BARG UNIT	AFSCME	AFSCME
									from	to

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

We are requesting that the position of Admin. II/Assistant to the Director of Admissions be reclassified to Admin. III/Assistant Director of Admissions due to increased duties and responsibilities. The incumbent has been assigned increased responsibilities in managing off campus recruitment, public school counselor, and teacher liaison and management of on-campus meetings and open houses for prospective students and their parents. The scope of these duties and responsibilities, we feel, merit the classification of an Admin. III/Assistant Director of Admissions.

1,685.
Approx. Cost


Signed (University) 12/18/87
Date

RESOLUTION

BR# _____

RESOLVED, That the position Admin. II/Assistant to the Director of Admissions be reclassified to Admin. III/Assistant Director of Admissions at WCSU, effective in accordance with all provisions and expectations as set forth in this proposal.

*Forward to
 PERC
 DCN
 1/14/88*

A Certified True Copy

Dallas K. Beal, President, CSU _____ Date

PERC Committee _____ Date

BOARD OF TRUSTEES _____ Date

WESTERN CONNECTICUT STATE UNIVERSITY

Assistant Director of Admissions/Administrator III

Supervisor: Dean of Enrollment Management

Incumbent Name: Edwena Chance

Position Summary:

The Assistant Director of Admissions is responsible to the Dean and assists the Dean in advancing the admissions program of the University. She is directly responsible for all phases of admissions: travel and recruitment, correspondence and follow up with prospective students, interviewing, evaluation of applications. The Assistant Director also assists in the recruitment and support of special populations and in the coordination of special projects as required.

Position Responsibilities:

Evaluates applications for admissions. Endeavors to obtain and share with colleagues up-to-date information about the field of admissions, new procedures and policies, etc.

Visits secondary schools and community colleges for recruitment purposes.

Meets with secondary school and community college counselors to explain programs and requirements.

Conducts interviews with prospective students and meets with parents.

Arranges tours, class visitation, and other special projects.

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

Communicates and interacts with University departments and offices as well as community agencies.

Provides suggestions and guidance to the Dean concerning the operations of the admission function within the University.

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

Education and Experience:

Two years of related experience. Bachelor's degree required. Master's degree preferred.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Admin. III/Assistant Director of Admissions
Campus Western Date _____

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 Andrea D'Agostino

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1/7/88

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Ronnie Kuroski

DATE OF SUOAF CAMPUS REVIEW 1/7/88

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 1/12/88

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 1/13/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL Dave Rubin DATE 1/14/88

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 _____