



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-⁸²⁷⁻⁷⁷⁰⁰~~221500~~ ~~XXXXXXXXXXXXXXXXXXXX~~

AUTHORIZING RESOLUTION

concerning

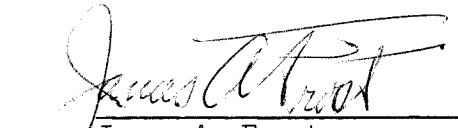
The Establishment of a New Position
at Eastern Connecticut State College

Director of Admissions and Records, Administrator IV

January 6, 1978

RESOLVED, That the position, Director of Admissions and Records, Administrator IV, be established at Eastern Connecticut State College effective January 6, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated January 4, 1978.

A Certified True Copy:


James A. Frost
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

Executive Officer for Faculty and Staff Affairs

From: Eastern Connecticut State College, Charles R. Webb, Jr.
President

Concerning: X New Position, _____ Existing Position (Vacant/Filled)

1. Proposal: To eliminate the present positions of Registrar and Director of Admissions and replace them by a new position, Director of Admissions and Records.

2. Proposed Position:

Title/Rank Director of Admissions and Records, Administrator IV

<u>12 months, full time</u>	\$22,733 entry	<u>Gen.</u>	<u>AFSCME/SCOAF</u>
10 or 12 mon.	<u>level, July 1, 1978</u>	Fund (Gen.,	Bargaining Unit
Full-Part-Time	Salary Level	Ed. Ext., Aux.)	

3. Summary of Function (attach required job description)

The Director of Admissions and Records, under the general supervision of the Vice-President for Academic Affairs, performs a variety of duties related to Admission to the College and to the maintenance of the academic records of all students, and the preparation of certain reports.
(see attached job description)

4. Rationale for Altering or Establishing Position

At present, Eastern Connecticut State College is operating with an Acting Registrar and an Acting Director of Admissions. Both positions need to be filled and the new Director of Admissions and Records will function in both areas; a single position will provide more efficient management.

5. Conditions of Employment if Changed or Different from Norm.

For Central Office Use

Consultation with Bargaining Unit
Completed 1/14/78

Comments:

Approved:

1. For Submission to PERC [Signature]
2. By Committee/Board _____

(Date)

(Signature)

DIRECTOR OF ADMISSIONS AND RECORDS

the general supervision of the Vice President for Academic Affairs, the Director of Admissions and Records performs these functions:

1. Directs the recruitment of full-time and part-time day college students.
2. Directs admission procedures for all entering students: day college, graduate, undergraduate extension, evening college, summer session.
3. Serves as a permanent member on the Committee on Student Standing.
4. Maintains close liaison with all administrators, but particularly the Deans.
5. Directs the preparation of brochures, form letters, and other publications needed in conducting a vigorous admissions program.
6. Prepares the annual supply and equipment requisitions for the office of admissions.
7. Supervises all personnel employed in the office of admissions and records.
8. Prepares an annual report for the Dean and other reports as requested.
9. Maintain records (registration functions)
10. Produces documents and data required for outside agencies and institutional planning.
11. Supervises the maintenance of the academic records of all students.
12. Issues all grade reports, transcripts, and reports on student standing.
13. Prepares statistical reports and answers to questionnaires which are requested by outside sources.
14. Prepares the graduation and certificate recommendation lists.
15. Maintains a mailing list of key colleges and schools to whom our college materials should be sent.
- ~~16. Serves as a permanent member on the Committee on Student Standing.~~
16. Supervises registration procedures.
17. Supervises clerical staff and part-time student help used during registration.