



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607x

827-7700

TEL. HARTFORD: 203-540-1378x

AUTHORIZING RESOLUTION


concerning

The Establishment of a New Position
at Southern Connecticut State College
Admissions Assistant/Administrator I

October 6, 1978

RESOLVED, That the position, Admissions Assistant/Administrator I, be established at Southern Connecticut State College effective October 6, 1978, in accordance with all provisions and expectations as set forth in the proposal dated October 5, 1978, which is attached.

A Certified True Copy:


 James A. Frost
 Executive Director

12/12/77

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

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College, Manson Van B. Jennings
President *MVanBJ*

Concerning: X New Position, XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Proposal:

To establish the position of an Admissions Assistant

RECEIVED
OCT 6 1978

Proposed Position:

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

Title/Rank Admissions Assistant / Administrator I

<u>12</u>	<u>\$9250</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)
 1. Specifically responsible for the recruitment, selection and enrollment of Hispanic students.
 2. Provides personal and academic counseling to Hispanic students enrolled at College.
 3. Visits schools and works with external community groups in recruiting Hispanic students.
 4. Coordinates special program development.
 5. Assumes related tasks as assigned by the Director of Admissions.

4. Rationale XXXXXXXXXXXXXXXXXXXX Establishing Position

Position was established through legislative authorization to increase the recruitment and enrollment of Hispanic students.

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

Central Office Use

Consultation with Bargaining Unit
Completed 10/5/78
CMK

Approved:
1. For Submission to PERC _____
2. By Committee/Board _____

Comments:

Date Signature