



STATE OF CONNECTICUT

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FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning

Alteration in Duties and Rank

From

Assistant to the Director of Admissions/Administrator II

To

Assistant Director of Admissions/Administrator III

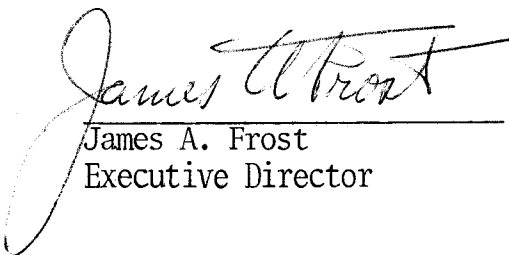
At

Central Connecticut State College

November 5, 1982

RESOLVED, That the duties and rank for the position, Assistant to the Director of Admissions/Administrator II, at Central Connecticut State College, be altered to Assistant Director of Admissions/Administrator III, effective November 5, 1982, in accordance with all provisions and expectations as set forth in the proposal dated October 4, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Alteration Summary

TITLE: Assistant Director of Admissions/Admin. III

FUND: General Fund

POSITION TYPE: Permanent X Temporary _____

Full-time X Part-time _____

EFFECTIVE DATE 6/25/82 Bargaining Unit Admin. Faculty

COST: \$ 1120

PROPOSAL:

To reclassify position of incumbent from Assistant to the Director of Admissions/Admin. II, to Assistant Director of Admissions/Admin. III as per attached job descriptions with a raise in annual salary from \$18,149 to \$19,269.

JUSTIFICATION:

This action settles a grievance

Date: 10/4/82

Prepared By Michael Becker

Approved By John James

POSITION DESCRIPTION

Position Title: Assistant to the Director of Admissions.

Administrative Rank: Administrator 11

Department: Admission's Office

Supervisor(s) Position/Title Director of Admissions

POSITION SUMMARY:

Advises and counsels incoming students. Develops and runs ongoing student orientation program. Serves as liaison with Academic Affairs, Administrative Affairs, and Public Affairs in furtherance of student retention efforts.

POSITION RESPONSIBILITIES:

Advises prospective applicants.

Counsels incoming students regarding campus adjustment and college policies.

Participates in recruitment outreach.

Designs, plans and implements orientation programs for new and continuing students.

QUALIFICATIONS:

Bachelor's degree required. One to two years of experience equipping the applicant to relate effectively to non-traditional students, high school personnel and students, and college students and staff.

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

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant Director of Admissions
Administrative Rank: Administrator III
Department: Admissions Office
Supervisor(s) Position/Title Director

POSITION SUMMARY:

Recruits, helps select, advises, and counsels incoming students. Participates in recruitment outreach. Develops and implements social and student development aspects of new student orientation program. Serves as a liaison with Academic Affairs, Administrative Affairs, Student Affairs, and Public Affairs in furtherance of student retention efforts.

POSITION RESPONSIBILITIES:

Reviews and processes Freshman applications and applications in other categories.

Advises, counsels, and interviews applicants.

Visits high schools, attends College Night Programs and College Fairs (including an evening schedule during the recruiting season), and makes guest-speaking appearances representing the college.

Conducts retention studies and provides follow-up with students in various categories (i.e., provisional acceptances, withdrawn students, academic dismissals and those on probation).

Works with orientation coordinators in Academic Affairs to develop and implement the social and student development aspects of new student or programs.

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