



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

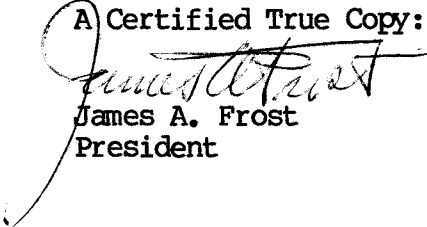
RECLASSIFICATION OF POSITION

ASSOCIATE DIRECTOR OF ADMISSIONS/ADMINISTRATOR IV
to
ASSISTANT DIRECTOR OF ADMISSIONS/ADMINISTRATOR III
(General Fund)
at
CENTRAL CONNECTICUT STATE UNIVERSITY

May 4, 1984

RESOLVED, That the position, Associate Director of Admissions/Administrator IV, be reclassified to Assistant Director of Admissions/Administrator III (General Fund), at Central Connecticut State University effective May 4, 1984, in accordance with all provisions and expectations as set forth in the proposal dated April 17, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

CENTRAL CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Assistant Director of Admissions/Administrator IIIFUND: General FundPOSITION TYPE: Permanent X Temporary
Full-time X Part-time EFFECTIVE DATE May 4, 1984 Bargaining Unit Admin. FacultyCOST: \$ -12,775

PROPOSAL:

To reclassify the position of Associate Director of Admissions/Administrator IV, which is being vacated, to Assistant Director of Admissions/Administrator III.

(See old and new job descriptions.)

RECEIVED

APR 18 1984

THE CONNECTICUT
STATE UNIVERSITY

JUSTIFICATION:

The current operational pattern of the Admissions Office does not need an Associate Director nearly as much as it needs another Assistant Director. This change will put more "indians" in the field. At the anticipated hiring rate of \$20,000 a saving of \$12,775 will be realized.

Date: April 17, 1984Prepared By Michael K. BeckerApproved By Edson James

Central Connecticut State College

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POSITION DESCRIPTION

Position Title: Assistant ^{Account} Director of Admissions

Administrative Rank: Administrator II ^{IV}

Department: Admissions

Supervisor(s) Position/Title Director of Admissions

POSITION SUMMARY:

The ^{Assistant} ~~Assistant~~ Director of Admissions recruits, selects, advises and counsels incoming students. Represents the ~~college~~ ^{community} to outside publics. Concentrates on minimizing administrative problems associated with matriculating into the ~~college~~ ^{community}. Directs admissions operations and personnel in the absence of the Director.

POSITION RESPONSIBILITIES:

Conducts high school and junior college visitations and participates in state and area college fairs, and college day/night programs in order to recruit prospective students. Conducts follow-up contact with selected prospective students.

Selects and admits students to the college based on college policies, goals, missions, the realities of the "student market" and professional judgment.

Advises and counsels prospective incoming, and current students regarding college adjustment and campus policies.

Represents the ~~college~~ ^{community} and the ~~college~~ ^{community} mission to prospective students, parents, counselors, and public-at-large.

Coordinates student services related to the matriculation of incoming students.

Assists the Director of Admissions in the day-to-day operations of office management.

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

POSITION RESPONSIBILITIES: (Cont'd.)

QUALIFICATIONS: Master's degree ^{and} required. Four years of experience in student services, including two years in admissions, demonstrating: a) ability to relate effectively to students and staff, b) broad knowledge of admissions practices, and c) supervisory ability ^{required}.

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

REVIEW AND APPROVAL:

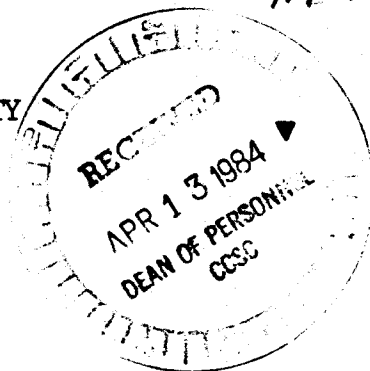
Prepared by: _____
Reviewed by: _____
Approved by: Michael K Becker 11-21-79

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of 2 Nov 1979.
Date

Peter M. Fusa
(Signature)
John W. King
Campus JA Committee

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION



Position Title: Assistant Director of Admissions

Administrative Rank: Administrator III

Department; Admissions Office

Supervisor(s) Position/Title Director of Admissions

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 Services, and Public Affairs in furtherance of student retention efforts.

POSITION RESPONSIBILITIES:

- 1) Review and processes Freshmen applications and applications in other categories.
- 2) Visits high schools, Community Colleges, attends College Night Programs and College Fairs (including an evening schedule during the recruiting season), and makes guest-speaking appearances.
- 3) Make admissions decisions on incoming Freshman, Transfers, and re-entering students.
- 4) Counsels and interviews applicants and meets with the general public. Works with transfer applications and makes routine decisions.
- 5) Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

- A.) Master's degree in counseling or related field.
- B.) Demonstrated high quality interpersonal communication skills.
- C.) Demonstrated ability to make sound professional judgements.

ok
DNE
4/13/84