



THE CONNECTICUT STATE UNIVERSITY

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

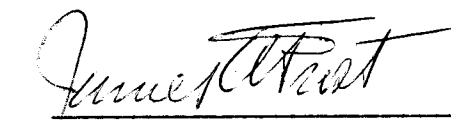
AUTHORIZING RESOLUTION
concerning
RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS/
ADMINISTRATOR II
to
ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS/
ADMINISTRATOR III
at
EASTERN CONNECTICUT STATE UNIVERSITY

October 5, 1984

RESOLVED, That the position and rank, Assistant to the Director of Admissions and Records/Administrator II, be reclassified to Assistant Director of Admissions and Records/Administrator III, at Eastern Connecticut State University effective October 5, 1984, in accordance with all provisions and expectations as set forth in the proposal dated September 12, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant Director of Admissions & Records/Admissions

FUND: General

POSITION TYPE: PERMANENT X TEMPORARY _____
FULL-TIME X PART-TIME _____

EFFECTIVE DATE: 10/5/84 BARGAINING UNIT SUOAF

COST: \$2,000.00

PROPOSAL: To reclassify the position to include coordination of the University's Minority Recruitment Program.

SUMMARY: PLEASE SEE ATTACHED JOB DESCRIPTION

RECEIVED
SEP 13 1984
THE CONNECTICUT
STATE UNIVERSITY

DATE: 9/12/84

BY: Robert Honnald

DATE: _____

APPROVED: [Signature]

MP/emb

POSITION DESCRIPTION

POSITION TITLE ASSISTANT TO THE DIRECTOR OF ADMISSIONS AND RECORDS/ADMISSIONS

ADMINISTRATIVE RANK II

Under the supervision of the Director of Admissions and Records, the Assistant to the Director performs the following functions:

1. Disseminates information to prospective students; visits high schools and community/junior colleges; contacts community agencies involved with the referral of students to colleges; attends college nights and college fairs; visits agencies with adult populations as potential students.
2. Performs interviews and academic advisement for applicants for admission.
3. Makes routine decisions on admissions.
4. Assists in evaluating transcripts of transfer students from other post secondary institutions.
5. Assists in coordinating on-campus visitation programs.
6. Handles routine correspondence addressed to the admissions office.
7. Assists with registration and advisement of students.
8. Represents the Office and the College by attending workshops and meetings on and off campus as needed.
9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

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. A Bachelor's Degree is required.

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

Signature for the College Date

Signature for AFSCME Date

Signature of Supervisor Date

Signature of Incumbent Date

emb
7/23/81