



# THE CONNECTICUT STATE UNIVERSITY

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

Office of the President

## AUTHORIZING RESOLUTION

concerning

### RECLASSIFICATION OF POSITION

DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR VI  
to  
DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR VII  
at  
EASTERN CONNECTICUT STATE UNIVERSITY

November 2, 1984

RESOLVED, That the position and rank, Director of Admissions and Records/Administrator VI, at Eastern Connecticut State University be reclassified to Director of Admissions and Records/Administrator VII, effective November 2, 1984, in accordance with all provisions and expectations as set forth in the proposal dated May 25, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost  
President

*A. J. ...*

EASTERN CONNECTICUT STATE UNIVERSITY  
UNCLASSIFIED POSITION ALTERATION SUMMARY

RECEIVED

OCT 11 1984  
THE CONNECTICUT  
STATE UNIVERSITY

TITLE: Director of Admissions and Records

FUND: General

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

EFFECTIVE DATE:   11/2/84   BARGAINING UNIT   SUCAF  

COST:   \$2,838.00  

PROPOSAL: To reclassify the Director from Administrator **6** to Administrator **7** in recognition of (1) the dual function of his office and (2) the assumption of all duties relating to enrollment planning and projections and support services for institutional research.

SUMMARY: Please see attached job description.

DATE:   5/25/84  

BY:   *Michael P. ...*  

DATE:   5/25/84  

APPROVED:   *[Signature]*  

MP/emb

## EASTERN CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

POSITION TITLE            DIRECTOR OF ADMISSIONS AND RECORDS

ADMINISTRATIVE RANK    7

Under the general supervision of the President, the Director of Admissions and Records is responsible for designing, planning, and upgrading the admissions/registration/records/enrollment system. The Director performs the following functions:

1. Recommends policies and procedures to keep pace with changing developments in the field.
2. Assumes major responsibility for the selection, development, supervision and evaluation of the Admissions and Records staff.
3. Plays a major role in enrollment planning on a long-term and short-term basis.
4. Directs the recruitment and admissions process for all incoming undergraduate students.
5. Participates in the preparation of promotional materials required in conducting a student recruitment program for undergraduate students.
6. Monitors admissions/enrollment trends to predict enrollment levels.
7. Interprets University policy in written and oral communications with prospective students, parents, guidance counselors, faculty, staff and governmental agencies.
8. Provides support services for University planning and institutional research activities.
9. Reviews standardized test data on both applicants for undergraduate admission and enrolled students.
10. Prepares the annual budget of the Office of Admissions and Records.
11. Supervises the determination of official rosters of students eligible to receive degrees and provisional certifications for teaching, administers the graduation audit, and supervises the preparation of the recommended graduation list.
12. Supervises the registration of all undergraduate students, including, but not limited to, designing and amending the registration system as appropriate, conducting all registration activities, and maintaining statistics.
13. Supervises the production, issuance, and maintenance of all grade reports, class rosters, transcripts and reports on student standing for all undergraduate students including storage of records. Administers the issuance of transcripts for graduate students including preparation and storage.
14. Maintains close coordination and liaison with other administrators and faculty members.
15. Prepares pertinent reports as needed.
16. Supervises the evaluation of transcripts for both incoming students in transfer and for continuing students at the College.

17. Represents the University and office by attending workshops and meetings on and off campus as needed.
18. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Six years of experience in college administration, including three years in admissions and academic records, demonstrating ability to formulate and implement relevant policy and to supervise staff. A Master's Degree is required.

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

Michael R. L.      5/24/84  
Signature for the Univ.      Date

Betty R. Tipton      \_\_\_\_\_  
Signature for SUOAF      Date

\_\_\_\_\_  
Signature of Supervisor      Date

Art C. Fort      5/25/84  
Signature of Incumbent      Date

MP/emb  
5/17/84

EASTERN CONNECTICUT STATE COLLEGE  
POSITION DESCRIPTION

POSITION TITLE DIRECTOR OF ADMISSIONS AND RECORDS

ADMINISTRATIVE RANK VI

Under the general supervision of the Vice-President for Academic Affairs, the Director of Admissions and Records is responsible for designing, planning, and up-dating the admissions/registration/records system. The Director performs the following functions:

1. Recommends policies and procedures to keep pace with the changing developments in the field.
2. Assumes a major responsibility in the selection, development, supervision, and evaluation of the Admissions and Records staff.
3. Directs the recruitment and admissions process for all incoming undergraduate students.
4. Participates in the preparation of promotional materials required in conducting a student recruitment program.
5. Monitors admissions/enrollment trends to predict enrollment levels.
6. Interprets college policy in written and oral communication with prospective students, parents, guidance counselors, faculty, staff and governmental agencies.
7. Reviews standardized test data on both applicants for admission and enrolled students.
8. Prepares the annual budget of the Office of Admissions & Records.
9. Supervises the evaluation of transcripts for both incoming students in transfer and for continuing students at the College.
10. Supervises registration of undergraduate students; designs and amends registration system as appropriate.
11. Administers the issuance of all grade reports, transcripts, and reports on student standing for undergraduate students. Administers the issuance of transcripts for graduate students and the preparation and storage of transcripts for graduates of the graduate school.
12. Coordinates the evaluation of candidates for graduation and/or certification and supervises the preparation of the recommended graduation list.
13. Maintains close coordination and liaison with other administrators and faculty members.
14. Prepares pertinent reports as needed.
15. Represents the Office and the College by attending workshops and meetings on or off campus as needed.
16. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Five years of experience in college administration, including three years in admissions and academic records, demonstrating ability to formulate and implement relevant policy and to supervise staff. A Master'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