



# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION


concerning

ALTERATION IN JOB DESCRIPTION  
for  
ASSISTANT DIRECTOR OF ADMISSIONS & RECORDS  
ADMINISTRATOR III  
at  
EASTERN CONNECTICUT STATE UNIVERSITY

JUNE 6, 1986

RESOLVED, That the job description for the position,  
Assistant Director of Admissions & Records  
(Admissions)/Administrator III, at Eastern Con-  
necticut State University be changed to reflect  
minor changes in emphasis, effective June 6, 1986.

A Certified True Copy:

  
\_\_\_\_\_  
Dallas K. Beal  
President



**THE CONNECTICUT STATE UNIVERSITY**

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

Submitted _____	Date _____
By: CSU ( )	
CCSU ( )	SCSU ( )
ECSU (X)	WCSU ( )

**POSITION ACTION REQUEST**

<b>POSITION ACTION:</b>	ESTABLISH ( ) RECLASSIFY ( ) OTHER (X)	<b>DATE EFFECTIVE</b> ASAP	<b>DATE</b>	PERM (X) FT (X) TEMP ( ) PT ( )
<b>POSITION TITLE:</b>	Assistant Director of Admissions & Records		Same	7918
	<b>CURRENT</b>	<b>PROPOSED</b>		
	(Class Code)		(Class Code)	
<b>POSITION NUMBER:</b>	1852	<b>CURRENT SALARY</b> NA	<b>PROPOSED SALARY</b> NA	<b>FUND</b> 0000
			<b>BARG UNIT</b>	SUOAF from to

**RESOLUTION**

BR# 86-90

**RESOLVED,** That the job description for the position, Assistant Director of Admissions and Records (Admissions) at Eastern Connecticut State University be changed to reflect minor changes in emphasis.

A Certified True Copy \_\_\_\_\_  
Dallas K. Beal, President, CSU \_\_\_\_\_ Date \_\_\_\_\_

PERCommittee \_\_\_\_\_ Date \_\_\_\_\_ BOARD OF TRUSTEES \_\_\_\_\_ Date \_\_\_\_\_

**JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)**

This change is proposed to include new emphases and responsibilities commonly associated with the functions of a modern university admissions office. No change in rank or salary is proposed.

**RECEIVED**  
APR 29 1986  
THE CONNECTICUT  
STATE UNIVERSITY

\_\_\_\_\_  
Signed (University) \_\_\_\_\_ Date 4/25/86

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS/ADMISSIONS

ADMINISTRATIVE RANK: 3

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

1. Performs recruitment responsibilities including dissemination of information, secondary school and two-year college visitations, interviewing prospective students, and other related activities. Travel required.
2. Makes decisions on applicant admissions.
3. Evaluates transcripts from other post-secondary institutions.
4. Responds to correspondence regarding admissions to the University.
5. Assists the director with
  - ....planning and development of recruitment, admissions and enrollment programs
  - ....implementation of special programs, including minority student early awareness and recruitment programs
  - ....planning and development of recruitment materials
  - ....recording, organizing and retrieval of data
  - ....preparation of reports
  - ....registration and advisement
  - ....supervision of clerical staff
6. Maintains effective working relationships with other university administrators and faculty, as well as secondary school guidance counselors, community agencies, etc.
7. Attends workshops and meetings as required.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Two to three years experience in college admissions work or related activities, strong communications skills; demonstrated effectiveness in ability to relate to peers, young persons, parents, guidance personnel and non-traditional students. A bachelor's degree is required; a master's degree is preferred.

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

Michael Pennell                      4/8/86  
Signature for the Univ.                      Date

Betsy Tipton                      4/11/86  
Signature for SUOAF                      Date

MEP/emb  
4/8/86

POSITION DESCRIPTION

POSITION TITLE ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS/ADMISSIONS

ADMINISTRATIVE RANK 3

Under the general supervision of the Director of Admissions and Records, the Assistant 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. Coordinates minority recruitment program.
3. Performs interviews and academic advisement for applicants seeking admission to the University.
4. Makes admissions decisions on applicants for admission.
5. Evaluates transcripts of transfer students from other post-secondary institutions.
6. Assists in preparing data and pertinent reports as required.
7. Assists in the planning, organizing, writing, and layout of printed materials required in conducting a student recruitment program.
8. Handles correspondence addressed to the office.
9. Assists with registration and advisement of students.
10. Maintains close coordination and liaison with other administrators and faculty.
11. Assists in the coordination and supervision of office staff.
12. Attends workshops and meetings on and off campus as required.
13. 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.

<u>Amich. Reed</u>	<u>5/24/84</u>	<u>Betty B. Tidton</u>	<u>        </u>
Signature for the Univ.	Date	Signature for SU&AF	Date
<u>William J. Fort</u>	<u>5/25/84</u>	<u>Mona E. Glavin</u>	<u>5/25/84</u>
Signature of Supervisor	Date	Signature of Incumbent	Date