



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

REVISION OF JOB DESCRIPTION

DIRECTOR OF ADMISSIONS and RECORDS/ADMINISTRATOR VII

at

EASTERN CONNECTICUT STATE UNIVERSITY

SEPTEMBER 4, 1987

RESOLVED, That the job description for the position, Director of Admissions and Records/Administrator VII at Eastern Connecticut State University be revised, effective June 5, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal
President



1954

1954



CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 8/10/87

POSITION ACTION REQUEST

POSITION	DATE	PERM(XX) FT(XX)
ACTION: ESTABLISH () RECLASSIFY (XX)	EFF. <u>6/5/87</u>	TEMP() PT()
ABOLISH () OTHER ()		

POSITION	TITLE: <u>Dir. of Admissions & Records/Ad. 7</u>	<u>Dir. of Admissions & Records/Ad. 7</u>	<u>7869</u>
	<u>CURRENT</u>	<u>CLASS CODE PROPOSED</u>	<u>CLASS CODE</u>

POSITION	CURRENT	PROPOSED	BARG	
NUMBER <u>1285</u>	SALARY <u>1981.84</u>	SALARY <u>2059.12</u>	UNIT <u>SUOAF</u>	<u>Same</u>
	(<u>51,726.00</u>)	(<u>53,743.00</u>)	<u>From</u>	<u>To</u>
	FUND	<u>Gen.</u>		

RESOLUTION

BR# _____

RESOLVED, That the job description of the Director of Admissions & Records position at Eastern Connecticut State University be amended to include course file and room scheduling responsibilities.

A Certified True Copy _____

Dallas K. Beal, President Date _____

PERCommittee 8/26/87
DateBOARD OF TRUSTEES 9/4/87
Date

JUSTIFICATION: This reclassification is intended as part of an overall reorganization of the Office of Admissions & Records involving the transfer of course file and classroom scheduling responsibilities. A 3.9% increase in salary is proposed for the incumbent.

RECEIVED

AUG 13 1987

THE CONNECTICUT
STATE UNIVERSITY

2017.00
Approx. Cost

Michael Penn 8/10/87
Signed (University) Date

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF ADMISSIONS AND RECORDS

ADMINISTRATIVE RANK: 7

INCUMBENT: ARTHUR FORST

Under the supervision of the Vice-President for Academic Affairs, the Director is responsible for administering the admissions/registration/records/enrollment system with duties including the following.

1. Assumes major responsibility for the selection, development, supervision, and evaluation of the Admissions and Records staff.
2. Plays a major role in enrollment planning.
3. Directs the recruitment and admissions process for all incoming undergraduate students.
4. Participates in the preparation of promotional materials required in conducting student recruitment programs for undergraduate students.
5. Assumes general supervision for maintenance of the University course file and the assignment of classroom space for courses.
6. Provides support services for University planning and institutional research activities.
7. Reviews and analyzes standardized test data on applicants for undergraduate admission and enrolled students.
8. Prepares the annual budget of the Admissions and Records Office.
9. Administers the determination of official rosters of students eligible to receive undergraduate degrees and provisional certification for teaching, undergraduate graduation audits, and recommended graduation lists.
10. Administers all aspects of the student registration system.
11. Administers all aspects of the grade report, class roster, transcript, and student standing systems.
12. Maintains coordination and liaison with other offices and prepares reports as necessary.
13. Supervises the evaluation of transcripts for incoming undergraduate transfer students and for continuing students.
14. Represents the University by attending workshops and meetings.

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

QUALIFICATIONS

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

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

Michael Reina 7/3/87
For the University Date

Betty Tipton 8/11/89
For the Union Date

12/14/86

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Director of Admissions & Records

Campus Eastern Connecticut State University Date 8/10/87

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE Michael E. Pernal, Dean of Personnel Administration

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE B. Tipton

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF CAMPUS REVIEW _____

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Rally Tipton Date August 11, 1987

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations: _____

DATE RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations: _____

VICE PRESIDENT FOR PERSONNEL James Walker

DATE 8/15/87

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved

disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____