



**Connecticut  
State  
University**

Central ▪ Eastern ▪ Southern ▪ Western

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR III  
to  
ASSISTANT DIRECTOR OF ADMISSIONS AND ENROLLMENT PLANNING/ADMINISTRATOR III

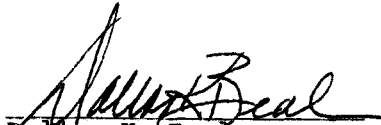
at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Assistant Director of Admissions and Records/Administrator III at Eastern Connecticut State University be reclassified to Assistant Director of Admissions and Enrollment Planning/Administrator III, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 8, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President

Doc. 162



An Equal  
Opportunity  
Employer

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>12/8/88</u>
BY: CSU	[ ]
CCSU	[ ] SCSU [ ]
ECSU	[X] WCSU [ ]

POSITION ACTION:	ESTABLISH ( )	RECLASSIFY (X)	OTHER ( )	DATE EFFECTIVE	<u>2/3/89</u>
NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]					
POSITION TITLE:	Asst. Dir. of Admissions and Records /Adm. III	7918	Asst. Dir. of Admissions and Enrollment Planning/Adm. III	7918	
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	1734	CURRENT SALARY \$	1340.99 (34,999)	PROPOSED SALARY \$	1340.99 (34,999)
		FUND	Gen	BARGAINING UNIT	SUOAF
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To change the title of the current Assistant Director of Admissions and Records to Assistant Director of Admissions and Enrollment Planning.

JUSTIFICATION:

This change is submitted as part of the reorganization of the area of Admissions and Records.

\$ 0  
COST OR SAVINGS

Michael Rene 12/3/88  
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- JOB DESCRIPTION, AND (X)
- SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:

## EASTERN CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR OF ADMISSIONS AND ENROLLMENT  
PLANNING

ADMINISTRATIVE RANK: 3

INCUMBENT: ANTONIO MARRERO

Under the supervision of the Director of Admissions and Enrollment Planning, 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 the minority recruitment program.
3. Conducts interviews and academic advisement for applicants seeking admission to the University.
4. Makes admissions decisions on applicants.  
Evaluates transcripts of applicants.  
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 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.

11/2/88

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Assistant Director of Admissions and Enrollment Planning

Campus Eastern Connecticut State University Date December 6, 1988

**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 Reed 12/18/88*

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE \_\_\_\_\_

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 \_\_\_\_\_ Date \_\_\_\_\_

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary *NONE*  disapprove proposed rank and salary

Comments or Recommendations: *REQUIRED.*

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 *David C. Hester* DATE *1/18/89*

**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 \_\_\_\_\_