STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008  New Britain, Connecticut 06050
TEL. NEW BRITAIN: 203-827-7700  TEL. HARTFORD: 203-566-2722

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Eastern Connecticut State College

Assistant Director of Admissions and Records

October 6, 1978

RESOLVED, That the position, Assistant Director of Admissions and Records, be established at Eastern Connecticut State College effective October 6, 1978, in accordance with all provisions and expectations as set forth in the proposal dated September 28, 1978, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Dr. Charles R. Webb, Jr. (President)

Concerning: New Position, Existing Position (Vacant/Filled)

1. Proposal: That the current position of Assistant Director of Admissions be altered to Assistant Director of Admissions and Records.

2. Proposed Position:

Title/Rank: Assistant Director of Admissions and Records

<table>
<thead>
<tr>
<th>12 month</th>
<th>Admin. II</th>
<th>General</th>
<th>AFSCME</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 or 12 mo. Salary Level</td>
<td>Fund (Gen., Ed. Ext., Aux.)</td>
<td>Bargaining Unit</td>
<td>Temp. or Permanent</td>
</tr>
</tbody>
</table>

3. Summary of Function (attach required job description)

A job description for the position of Assistant Director of Admissions and Records is attached.

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

The previously separate offices of Admissions and Registrar have been combined into one unified operation, under the direction of the Director of Admissions and Records. This position is altered to reflect that change.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

Michael DeVincent
8/25/77

For Central Office Use

Consultation with Bargaining Unit Completed: 9/26/76

Comments: 

Receivin
AUG 24 1978
MICHAEL E. FOLSAL
DEAN OF PERSONNEL ADMINISTRATION

Approved:
1. For Submission to PERC

2. By Committee/Board

(Date) (Signature)
# Board of Trustees for State Colleges

## Report of Personnel Transaction(s)

### for Unclassified Position(s)

**Connecticut State College**  
**Fiscal Year Ending 6/30/**

<table>
<thead>
<tr>
<th>Transaction Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No. of Pos.</th>
<th>New</th>
<th>Cancel</th>
<th>Refill</th>
<th>Title</th>
<th>Class Code</th>
<th>Position Control Number</th>
<th>S.G. Step</th>
<th>Compensation Bi-weekly</th>
<th>&amp; If Not Full-time</th>
<th>Fund, Function Activity Code (Full Budget Code)</th>
<th>Type of Action &amp; Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Employee Name**

**Employee Number**  
*(Insert number if previously employed by State)*

**Social Security Number**

**Birth Date**

**Birth Place**

---

**Central Office Use**

**Approved**  
**Title**  
**Authorized Signature**

**Date**

---

**Approved for Submission to Board**  
**Date Approved by Board**

**Authorized Signature**

**Date**
ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS

Title of Position

Description of Professional Responsibilities:

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

1. Assists the Director in the design, development, care and utilization of student records and registration systems.

2. Supervises student pre-registration, registration, and add-drop.


4. Works with the Office of Academic Affairs in the development of the master schedule of courses and assignments of students to classes.

5. Responsibility for graduation audit for seniors.

6. Provides academic advisement and counseling for new and continuing students.

7. Evaluates academic transcripts submitted by transfer students.

8. Interfaces with other offices on campus, particularly the Data Center.

9. Assists in preparing statistical data as required by the College.

10. Handles correspondence addressed to the Office of Admissions and Records as needed, except that which is specifically the responsibility of the Director of Admissions and Records.

11. Assists in the coordination and supervision of office staff as required.

12. Responsible for grade collection, recording and reporting.

13. Assists with the coordination of academic advisement/orientation activities for incoming students.

14. Assists with admissions/recruitment functions as required.