AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Southern Connecticut State College

Admissions Assistant/Administrator I

October 6, 1978

RESOLVED, That the position, Admissions Assistant/Administrator I, be established at Southern Connecticut State College effective October 6, 1978, in accordance with all provisions and expectations as set forth in the proposal dated October 5, 1978, which is attached.

A Certified True Copy:

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

From: Southern Connecticut State College, Manson Van B. Jennings

Concerning: X New Position,

Proposal:

To establish the position of an Admissions Assistant

Proposed Position:

Title/Rank ___________ Admissions Assistant/Administrator I

12 _______ $9250 _____ General ___________ AFSCME
10 or 12 mo. Salary Level Fund (Gen., Ed. Ext., Aux.) Bargaining Unit
Full-Time Temp. - Perm.

3. Summary of Function (attach required job description)
   1. Specifically responsible for the recruitment, selection and enrollment of Hispanic students.
   2. Provides personal and academic counseling to Hispanic students enrolled at College.
   3. Visits schools and works with external community groups in recruiting Hispanic students.
   4. Coordinates special program development.
   5. Assumes related tasks as assigned by the Director of Admissions.

4. Rationale for Establishing Position

Position was established through legislative authorization to increase the recruitment and enrollment of Hispanic students.

5. Conditions of Employment if Changed or Different from Norm.

----------------------------------------
Central Office Use

Consultation with Bargaining Unit
Completed 10/5/78

Comments:

Approved: 1. For Submission to PERC

2. By Committee/Board

Date ____________________________
Signature ________________________