STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES
P. O. BOX 2008     New Britain, Connecticut 06050
TEL. NEW BRITAIN: 203-827-7700

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Eastern Connecticut State College

Assistant in Admissions/Administrator I

February 2, 1979

RESOLVED, That the position, Assistant in Admissions/Administrator I,
be established at Eastern Connecticut State College effective February 2, 1979, in accordance with all provisions
and expectations as set forth in the proposal dated January 31, 1979, 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, CHARLES R. WEBB (President)

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

1. Proposal:

TO ESTABLISH A POSITION WITH EMPHASIS ON ASSISTING IN THE ADMISSIONS OFFICE. PRIMARY RESPONSIBILITY WILL INCLUDE HIGH SCHOOL AND AGENCY VISITATION AND DISSEMINATION OF INFORMATION CONCERNING EASTERN'S PROGRAMS.

2. Proposed Position:

Title/Rank ASSISTANT IN ADMISSIONS (ADMINISTRATOR I)

12' 8902 Gen. AFSCME
10 or 12 mo. Salary Level Fund (Gen., Jargaining Unit
Full-Time Ed. Ext., Aux.)

3. Summary of Function (attach required job description)

JOB DESCRIPTION ATTACHED

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

THE OFFICE OF ADMISSIONS & RECORDS WISHES TO INCREASE ITS CAPACITY TO DISTRIBUTE INFORMATION ABOUT THE COLLEGE AND TO AQUAINT PROSPECTIVE STUDENTS WITH OFFERINGS AND FACILITIES.

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

NONE

Michael [Signature]

1/31/79

For Central Office Use

Consultation with bargaining Unit Completed

Approved:

1. For Submission to PERC 2/2/79

2. By Committee/Joard

Comments:

(Date) (Signature)
ASSISTANT IN ADMISSIONS
Job Description

1. Dissemination of information to prospective students: High school and community/junior college visitation; contact with community agencies involved with the referral of students to colleges; attends as required the college nights and college fairs; visitation of agencies with adult population as potential students.

2. Performs interviews and academic advisement for applicants for all programs and also for enrolled students in the extension division.

3. Makes routine decisions on admissions.

4. Assists the admissions and records assistant in evaluation of transcripts of transfer students from other post secondary institutions.

5. Under direction of admissions and records assistant, coordinates on-campus and related programs.

6. Handles routine correspondence addressed to the admissions office.

7. Performs related duties as required.