AUTHORIZED RESOLUTION

concerning

Alteration of Title

at

Eastern Connecticut State College

Admissions and Records Assistant/Administrator II

February 2, 1979

RESOLVED, That the position Admissions Counselor be altered to Admissions and Records Assistant, Administrator II, 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
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, DR. CHARLES R. WEBB, JR. (President)

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

1. Proposal: TO CHANGE THE TITLE OF ADMISSIONS COUNSELOR TO THAT OF "ADMISSIONS AND RECORDS ASSISTANT." THIS CHANGE WILL AFFECT ONE POSITION WHICH IS PRESENTLY FILLED BY INCREASING RESPONSIBILITIES OF THE INCUMBENT. THE DIRECTOR OF THE OFFICE OF ADMISSIONS AND RECORDS NEEDS MAXIMUM FLEXIBILITY FROM PROFESSIONAL PERSONNEL TO INSURE THAT STUDENT NEEDS IN THE AREAS OF ADMISSIONS AND RECORDS ARE MET.

2. Proposed Position:

   Title/Rank: ADMISSIONS AND RECORDS ASSISTANT

   12 ADMIN. II
   10 or 12 mo. Salary Level
   GEN. Fund (Gen., Ed. Ext., Aux.)
   SCOAF/AFSCME Jargaining Unit
   T Temp. or Permanent

3. Summary of Function (attach required job description)

   (JOB DESCRIPTION OF POSITION ATTACHED)

4. Rationale for Altering or Establishing Position (Use additional sheets of this change in the current position would better reflect responsibilities in the newly organized office of admissions and records at Eastern and would eliminate the use of the term "COUNSELOR" in the AFSCME bargaining unit.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary; increased responsibilities in admissions and new set of responsibilities in the registration and records area.

   Approved: 2. By Committee/Joard

   For Central Office Use

   Consultation with Bargaining Unit Completed

   1/31/79

   Comments:

   RECEIVED

   JAN 24 1979

   BOARD OF TRUSTEES FOR THE STATE COLLEGES

   Approved:

   1. For Submission to PERC

   2. By Committee/Joard

   (Date) (Signature)
Description of Professional Responsibilities:

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

1. Makes appropriate contacts with high schools, community and junior colleges, and community organizations as necessary in order to recruit students to Eastern CT State College; attends college night and college fair programs as required.

2. Performs academic advisement and assistance for applicants to Eastern CT State College for all programs, and also for enrolled students and non-matriculants in the extension division of the college.

3. Makes admissions decisions on applicants for admission to the college for both high school and transfer applicants.

4. Evaluates transcripts of transfer students from other post-secondary institutions.

5. Assists in preparing statistical data as required by the College and in the Admissions and Records Office.

6. Assists in the planning, organizing, writing, and layout of printed materials required by the Admissions and Records Office.

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

8. Assists in the supervision of the office staff as required.

9. Coordinates the on-campus visitation program in which counselors, school groups, prospective students and parents are invited to visit the Eastern Campus.

10. Arranges for on-campus visits by high school, community college, community and college groups.

11. Assists with registration and advisement of students.

12. Assists in the coordination of special programs such as guidance counselor programs, transfer programs and open house programs as required.