AMENDING RESOLUTION

concerning

Alteration of Title at

Eastern Connecticut State College

Admissions and Records Assistant/Administrator II

April 6, 1979

RESOLVED, That Board Resolution #79-41 dated March 9, 1979 is rescinded, and be it further


A Certified True Copy:

[Signature]

James A. Frost
Executive Director
WITHDRAW

AMENDING RESOLUTION concerning

Alteration of Title
At Eastern Connecticut State College

Admissions and Records Assistant/Administrator II

March 9, 1979


A Certified True Copy:

[Signature]
James A. Frost
Executive Director
STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES
P. O. BOX 2603 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN 203-277-7700

AUTHORIZING 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
December 15, 1978
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. WFB, 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 no. GEN. SCOAF/AFSCME

   Salary Level Fund (Gen., Jargaining Temp. or

   Full-Part-Time Ed. Ext., Aux.) Unit Permanent

3. Summary of Function (attach required job description)
   (JOB DESCRIPTION OF POSITION ATTACHED)

4. Rationale for Altering or Establishing Position (Use additional sheets if necessary. THIS CHANGE IN THE CURRENT POSITION WOULD BETTER REFLECT JOB 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. CHANGE IN RANK AND CONDITIONS OF EMPLOYMENT TO REFLECT INCREASED RESPONSIBILITIES IN ADMISSIONS AND NEW SET OF RESPONSIBILITIES IN THE REGISTRATION AND RECORDS AREA.

Approved:

1. For Submission to PERC 2/1/79

2. By Committee/Board

For Central Office Use

Consultation with Bargaining Unit Completed

Approved: 2/1/79

Comments: RECEIVED

Jan 24, 1979

Boad of Trustees
for the State Colleges

(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.
RESOLVED, That Board Resolution #79-41 dated March 9, 1979 is rescinded, and be it further


A Certified True Copy:

James A. Frost
Executive Director