AUTHORIZING RESOLUTION

concerning

Alteration of Title
at
Eastern Connecticut State College

Admissions and Records Assistant (Admin. II)
to
Assistant Director of Admissions and Records (Admissions) (Admin. II)

January 9, 1980

RESOLVED, That the position Admissions and Records Assistant (Admin. II) be altered to Assistant Director of Admissions and Records (Admissions) (Admin. II) at Eastern Connecticut State College effective January 9, 1980, in accordance with all provisions and expectations as set forth in the proposal dated January 8, 1980, 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 (President)

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

1. Proposal: To change title of Admissions and Records Assistant (Admin. II) to Assistant Director of Admissions and Records (Admissions) (Admin. II)

2. Proposed Position:

Title/Rank: Assistant Director of Admissions and Records (Admissions) (Admin. II)

Salary Level: 12 Full $16,173.00 General

10 or 12 mo. Salary Level Fund (Gen., Ed. Ext., Aux.)

Full-Part-Time Jargaining Unit

Temp. or Permanent

3. Summary of Function (attach required job description)

See attached - No change in duties

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

Change in title only

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

NONE

RECEIVED
DEC 24 1979

For Central Office Use

Consultation with bargaining Unit Completed

1/8/80

Approved:
1. For Submission to PERC
2. By Committee/Board

Comments:

(Date) (Signature)
JOB DESCRIPTION

ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS (ADMISSIONS)

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

1. Disseminates information to prospective students: visits high schools and community/junior colleges, contacts community agencies involved with the referral of students to colleges; attends college nights and college fairs; visits agencies with adult populations as potential students.

2. Performs interviews and academic advisement for applicants seeking admission to the College.

3. Makes admissions decisions on applicants for admission.

4. Assists in the coordination and supervision of office staff.

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

6. Assists in preparing data and pertinent reports as required.

7. Assists in the planning, organizing, writing, and layout of printed materials required in conducting a student recruitment program.

8. Handles correspondence addressed to Office.

9. Coordinates on-campus visitation programs.

10. Assists with registration and advisement of students.

11. Maintains close coordination and liaison with other administrators and faculty.

12. Attends workshops and meetings on and off campus as required.

13. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.