AUTHORIZING RESOLUTION

concerning

Alteration of Title
at
Eastern Connecticut State College

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

January 9, 1980

RESOLVED, That the position Assistant Director of Admissions and Records (Admin. II) be altered to Assistant Director of Admissions and Records (Records) (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
Addendum to Board Resolution #80-8
January 9, 1980

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, XX Existing Position (Vacant/Filled)

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

2. Proposed Position:
   Title/Rank  Assistant Director of Admissions and Records (Records) (Admin. II)
   12 Full $15,000.00 General
   10 or 12 mo. Salary Level Fund (Gen., Jargonizing
   Full-Part-Time Ed. Ext., Aux.) Unit

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

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

For Central Office Use

Consultation with bargaining Unit
Completed 1/8/80

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

Comments:
Signed

(Date) (Signature)
JOB DESCRIPTION

ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS (RECORDS)

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

1. Assists the Director in the design, development, care and utilization of student records.

2. Assumes responsibility for determining the official rosters of seniors eligible to receive degrees and provisional certifications for teaching; responsible for preparation of the graduation audit.

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


5. Conducts registrations of undergraduate students; assists in designing and amending registration system as appropriate.

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

7. Provides academic advisement for new students.

8. Interfaces with other offices on campus, particularly the Data Center.

9. Handles correspondence addressed to the Office.

10. Assists with admissions/recruitment functions as needed.

11. Assists in preparing pertinent reports as required.

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.