RESOLUTION

concerning

Adjustment in Duties for
Assistant Director Admissions/Administrator II at
Central Connecticut State College

March 7, 1980

RESOLVED, That the duties for the position, Assistant Director Admissions/Administrator II, at Central Connecticut State College be adjusted effective March 7, 1980, in accordance with all provisions and expectations as set forth in the proposal dated February 7, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
ALTERNATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION IN THE UNCLASSIFIED SERVICE

O: Executive Officer for Faculty and Staff Affairs
FROM: Central Connecticut State College, Michael J. Becher Dean of Personnel Administration
Concerning: ___ New Position, X Existing Position (Vacant/Filled)

1. Proposal:
To reduce and redirect duties of position of vacant Assistant Director of Admissions position to tie in with incoming students needs for various forms of financial support.

2. Proposed Position:
Title/Rank: Assistant Director Admissions/Administrator II

<table>
<thead>
<tr>
<th>12 mos.</th>
<th>$15,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 or 12 mos.</td>
<td>General Fund (Gen., Ed. Ext., Aux.)</td>
</tr>
<tr>
<td>Full-Part-Time</td>
<td>AFSCME Bargaining Unit</td>
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</tbody>
</table>

3. Summary of Function (attach required job description)
See attached old and new job descriptions.

4. Rational for Altering or Establishing Position
Makes better use of an existing position to meet student needs.

5. Conditions of Employment if Changed or Different from Norm.
Previous incumbent's salary was $25,000. New person is to be hired at $15,000.

For Central Office User:
Consultation with Bargaining Unit Completed 3/7/80
Approved:
1. For Submission to PERC
2. By Committee/Board
Comments:
Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant Director of Admissions

Administrative Rank: Administrator II

Department: Admission's Office

Supervisor(s) Position/Title: Director of Admissions

POSITION SUMMARY:

Recruits, helps select, advises, and counsels incoming students. Represents the college to outside publics. Serves as liaison with offices of Financial Aid and Career Development in the recruiting and student retention programs.

POSITION RESPONSIBILITIES:

Reviews and processes Freshman applications and applications in other categories.

Visits high schools, attends College Night Programs and College Fairs (including an evening schedule during the recruiting season), and makes guest-speaking appearances.

Counsels and interviews applicants and meets with the general public. Works with Financial Aid and Career Development Office to arrange financial aid and employment for students.

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

Prepared by: ____________________________

Reviewed by: ___________________________

Approved by: ___________________________

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of ___________________________

Date

(Signature)

Campus JA Committee

Rev. 6/4/79
Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant Director of Admissions

Administrative Rank: Administrator II

Department: Admission's Office

Supervisor(s) Position/Title: Director of Admissions

POSITION SUMMARY:

Recruits, selects, advises, and counsels incoming students. Represents the college to outside publics. Directs admissions operation and personnel in the absence of the Director.

POSITION RESPONSIBILITIES:

Reviews and makes decisions on Freshmen applications and processes applications in other categories.

Visits Connecticut's public and private high schools, attends College Night Programs and College Fairs (including an evening schedule during the recruiting season), and makes guest-speaking appearances.

Counsels and interviews applicants and meets with the general public.

Completes selected questionnaires and surveys.

Meets, along with other Admissions professionals, with Deans, Department Chairmen, and others to exchange information.

Participates in orientation for incoming students.

Aids in planning special events when requested by the Director. (Example: Statewide Counselor Day.)

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.
POSITION RESPONSIBILITIES: (Cont'd.)

REVIEW AND APPROVAL:

Prepared by: ____________________________

Reviewed by: ____________________________

Approved by: _______________ 11-21-79

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of ________________.

Date

(Signature)

Campus JA Committee

Rev. 6/1/79
<table>
<thead>
<tr>
<th>Position</th>
<th>Previous Salary</th>
<th>New Salary</th>
<th>Net Change</th>
</tr>
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<tbody>
<tr>
<td>Administrator I</td>
<td>$19,526</td>
<td>$14,000</td>
<td>- $5,526</td>
</tr>
<tr>
<td>Assistant in Student Affairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrator II</td>
<td>25,000</td>
<td>15,000</td>
<td>- 10,000</td>
</tr>
<tr>
<td>Assistant Director Admissions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrator III</td>
<td>20,232</td>
<td>24,278</td>
<td>+ 4,046</td>
</tr>
<tr>
<td>Assistant to the Dean of Student Affairs &amp; Director of Placement &amp; Career Development Center</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Net Change (Salary Savings)</td>
<td></td>
<td></td>
<td>- $11,480</td>
</tr>
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</table>

Michael K. Becker, 2/7/80