RESOLUTION
Concerning
CONVERSION OF POSITION RANK
ASSISTANT TO THE DIRECTOR OF ADMISSIONS/ADMINISTRATOR III
To
ASSISTANT TO THE DIRECTOR OF ADMISSIONS/ADMINISTRATOR II
At
WESTERN CONNECTICUT STATE UNIVERSITY

May 3, 1985

RESOLVED, That the rank for the position Assistant to the Director of Admissions/Administrator III at Western Connecticut State University be converted to an Administrator II, effective May 3, 1985, in accordance with all provisions and expectations as set forth in the proposal dated April 19, 1985, which is attached as an addendum to this Resolution.

A Certified True Copy:

[Signature]
James A. Frost
President
UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant to the Director of Admissions - Administrator II

Fund: General

Position Type: Permanent XX Part-time ___

Effective Date: May 3, 1985

Cost: no cost

Campus: Western Connecticut State University

Proposal: To change the existing position, Assistant to the Director of Admissions from Administrator III to Administrator II, thereby decreasing the qualifications and salary for the position.

Summary:
The responsibilities of this position will remain basically unchanged. The individual will share responsibilities with another Assistant to the Director, to include travel and recruitment, correspondence, follow-up with prospective students, interviewing and evaluation of applications. The individual will also be responsible for recruitment and support of special populations.

See attached job description.

Date: April 19, 1985
Position Summary:

The Assistant to the Director of Admissions is responsible to the Director and assists the Director in advancing the admissions program of the University. He/she is directly responsible for all phases of admissions: travel and recruitment, correspondence and follow-up with prospective students, interviewing, evaluation of applications. The Assistant to the Director will also assist in the recruitment and support of special populations and in the coordination of special projects.

Position Responsibilities:

Evaluates applications for admissions.

Visits secondary schools & community colleges for recruitment purposes.

Meets with secondary school and community college counselors to explain programs and requirements.

Conducts interviews with prospective students and meets with parents.

Arranges tours, class visitation, and other special projects.

Meets with new students in pre-registration interviews and assists them with course selection and program planning.

Communicates and interacts with University departments and offices as well as community agencies.

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

Education and Experience:

One to two years of related experience. Bachelor's degree required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.