RESOLUTION

concerning

ALTERATION IN JOB DESCRIPTION

for

ASSISTANT DIRECTOR OF ADMISSIONS & RECORDS ADMINISTRATOR III

at

EASTERN CONNECTICUT STATE UNIVERSITY

JUNE 6, 1986

RESOLVED, That the job description for the position,
Assistant Director of Admissions & Records
(Admissions)/Administrator III, at Eastern Connecticut State University be changed to reflect minor changes in emphasis, effective June 6, 1986.

A Certified True Copy:

[Signature]

Dallas K. Beal
President
RESOLVED,

That the job description for the position, Assistant Director of Admissions and Records (Admissions) at Eastern Connecticut State University be changed to reflect minor changes in emphasis.

A Certified True Copy

Dallas K. Beal, President, CSU

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

This change is proposed to include new emphases and responsibilities commonly associated with the functions of a modern university admissions office. No change in rank or salary is proposed.

RECEIVED

APR 29, 1996

THE CONNECTICUT STATE UNIVERSITY

Signed (University) 4/29/96
POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS/ADMISSIONS

ADMINISTRATIVE RANK: 3

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

1. Performs recruitment responsibilities including dissemination of information, secondary school and two-year college visitations, interviewing prospective students, and other related activities. Travel required.

2. Makes decisions on applicant admissions.

3. Evaluates transcripts from other post-secondary institutions.

4. Responds to correspondence regarding admissions to the University.

5. Assists the director with:
   - Planning and development of recruitment, admissions and enrollment programs
   - Implementation of special programs, including minority student early awareness and recruitment programs
   - Planning and development of recruitment materials
   - Recording, organizing and retrieval of data
   - Preparation of reports
   - Registration and advisement
   - Supervision of clerical staff

6. Maintains effective working relationships with other university administrators and faculty, as well as secondary school guidance counselors, community agencies, etc.

7. Attends workshops and meetings as required.

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

Qualifications

Two to three years experience in college admissions work or related activities, strong communications skills; demonstrated effectiveness in ability to relate to peers, young persons, parents, guidance personnel and non-traditional students. A bachelor's degree is required; a master's degree is preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

Michael [Signature] 4/18/86
Signature for the Univ. Date

Britt [Signature] 4/18/86
Signature for SUUAF Date

MEP/emb 4/8/86
POSITION TITLE: ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS/ADMISSIONS

ADMINISTRATIVE RANK: 3

Under the general supervision of the Director of Admissions and Records, the Assistant Director 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. Coordinates minority recruitment program.

3. Performs interviews and academic advisement for applicants seeking admission to the University.

4. Makes admissions decisions on applicants for admission.

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 the office.

9. Assists with registration and advisement of students.

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

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

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.

Qualifications

One to two years of experience equipping the applicant to relate effectively to non-traditional students, high school personnel and students, and college students and staff. A Bachelor's Degree is required.

These qualifications may be waived for individuals with appropriate alternate experience.

Signature for Euniversity: [Signature]
Date: 5/24/79

Signature for SUNAF: [Signature]
Date: 5/25/79

Signature of Supervisor: [Signature]
Date: 5/17/79

Signature of Incumbent: [Signature]
Date: 5/25/79

M7/emb
4/17/84