RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR III
to
ASSISTANT DIRECTOR OF ADMISSIONS AND ENROLLMENT PLANNING/ADMINISTRATOR III

at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Assistant Director of Admissions and Records/Administrator III at Eastern Connecticut State University be reclassified to Assistant Director of Admissions and Enrollment Planning/Administrator III, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 8, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President

Doc. 162
# CONNECTICUT STATE UNIVERSITY
## POSITION ACTION REQUEST FORM

**SUBMITTED** 12/8/88
**BY:** CSU [ ]
CCSU [ ] SCSU [ ]
ECSU [ ] WCSU [ ]

<table>
<thead>
<tr>
<th>POSITION ACTION:</th>
<th>ESTABLISH ( )</th>
<th>RECLASSIFY (X)</th>
<th>OTHER ( )</th>
<th>DATE EFFECTIVE 2/3/89</th>
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<th>NATURE OF THE POSITION:</th>
<th>PERMANENT (X)</th>
<th>FULL-TIME (X)</th>
<th>TEMPORARY [ ]</th>
<th>PART-TIME [ ]</th>
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<th>POSITION</th>
<th>Asst. Dir. of Admissions and Records /Adm. III 7918</th>
<th>Asst. Dir. of Admissions and Enrollment Planning/Adm. III 7918</th>
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<td>PROPOSED CLASS CODE</td>
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<th>PROPOSED SALARY $ (34,999)</th>
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<td>Gen</td>
<td>SUOAF</td>
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**EXPLAIN THE NATURE OF THE PROPOSAL:**

To change the title of the current Assistant Director of Admissions and Records to Assistant Director of Admissions and Enrollment Planning.

**JUSTIFICATION:**

This change is submitted as part of the reorganization of the area of Admissions and Records.

COST OR SAVINGS 0

**ATTACH OLD AND NEW STAFFING CHART, (X)**

**B DESCRIPTION, AND (X)**

**SOAF SIGN OFF FORM IF REQUIRED (X)**

**MISCELLANEOUS COMMENTS:**

7/88
EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR OF ADMISSIONS AND ENROLLMENT PLANNING

ADMINISTRATIVE RANK: 3

INCUMBENT: ANTONIO MARRERO

Under the supervision of the Director of Admissions and Enrollment Planning, 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 the minority recruitment program.

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

4. Makes admissions decisions on applicants.

5. Evaluates transcripts of applicants.

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

Due to two years experience equipping the applicant to relate effectively to 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.

11/2/88
Position Title: Assistant Director of Admissions and Enrollment Planning

Campus: Eastern Connecticut State University

Date: December 6, 1988

LEVEL 1. Day 0
Campus DPA creates and presents package to Chapter level SUAf/AFSCME designee for review.
Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE

DATE PRESENTED TO CAMPUS SUAf REPRESENTATIVE

SUAf/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY

DATE OF SUAf CAMPUS REVIEW

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARD TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2. Not to exceed 10 working days after receipt
Statewide SUAf/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUAf shall return all materials to the initiating University DPA or his designee.

SUAf/AFSCME LOCAL PRESIDENT OR DESIGNEE

DATE

DISPOSITION AT SUAf LOCAL LEVEL:
( ) approve proposed rank and salary
( ) disapprove proposed rank and salary
Comments or Recommendations:

DATE RETURNED TO LOCAL DPA

LEVEL 3. Not to exceed 10 working days after receipt
Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUAf/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL

DISPOSITION AT COUNCIL LEVEL:
( ) approve submission to PERC
( ) disapprove submission to PERC
Comments or Recommendations:

DATE CONSIDERED BY DPA'S COUNCIL

VICE PRESIDENT FOR PERSONNEL

DATE

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUAf/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
( ) approved
( ) disapproved

DATE

DATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL

OVER FOR APPLICABLE POSITION DESCRIPTION