RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF ADMISSIONS/ADMINISTRATOR II

to

ASSISTANT DIRECTOR OF ADMISSIONS/ADMINISTRATOR III

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

MAY 1, 1987

RESOLVED, That the position, Assistant to the Director of Admissions/ Administrator II, at Southern Connecticut State University be reclassified to Assistant Director of Admissions/ Administrator III, effective May 1, 1987, in accordance with all provisions and expectations as set forth in the proposal attached to this Resolution.

A Certified True Copy:

Dallas K. Beal
President
RESOLUTION

RESOLVED, that the position of Assistant to the Director of Admissions, Administrator II, at Southern Connecticut State University be reclassified to Assistant Director of Admissions, Administrator III effective May 1, 1987.

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

The incumbent has been at Southern since April 1985 and has been performing at the level of Administrator III. In addition, this would provide a promotional opportunity for a minority female.
RESOLUTION

RESOLVED, that the position of Assistant to the Director of Admissions, Administrator II, at Southern Connecticut State University be reclassified to Assistant Director of Admissions, Administrator III effective May 1, 1987.

The incumbent has been at Southern since April 1985 and has been performing at the level of Administrator III. In addition, this would provide a promotional opportunity for a minority female.

$4,266.00

Approx. Cost

Signed (University)
Position Title: Assistant Director of Admissions/Administrator III

Campus: Southern Connecticut State University  Date: March 12, 1987

LEVEL 1, Day 0: Campus DPA creates and presents package to Chapter level SUOAF/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: Roger O. Bergh, Dean, Personnel Administration

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE: 4/1/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: William O'Dea, Alternate

DATE OF SUOAF CAMPUS REVIEW: 4/1/87

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 SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE: Beth Tipton  Date: April 9, 1987

DISPOSITION AT SUOAF 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 SUOAF/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: 4/9/87

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

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL: David C. Healy  Date: 4/9/87

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 SUOAF/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
Southern Connecticut State University
Assistant Director of Admissions/Administrator III
(Code)

SUPERVISOR: Director of Admissions

SUPERVISION EXERCISED:

INCUMBENT NAME: [Name]

POSITION SUMMARY:

Responsible to the Director of Admissions and assists the Director in the recruitment and enrollment of new students. Performs duties as assigned by the Director to carry out the office mission. Is responsible for the recruitment, selection and enrollment of Hispanic Students.

POSITION RESPONSIBILITIES:

Handles admission of Hispanic Students.

Provides personal and academic counseling to Hispanic Students enrolled at the University.

Visits secondary schools and works with external community groups in recruiting Hispanic students.

Interviews prospective students and their parents, and conducts campus tours.

Evaluates transcripts for students admitted with advanced standing.

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

Meets with secondary school counselors to explain programs and requirements.

EDUCATION AND EXPERIENCE

One to two years of experience equipping the applicant to relate effectively to students, high school personnel and students, and university students and staff. A Bachelor's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATION