



STATE OF CONNECTICUT
 BOARD OF TRUSTEES
 FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
 TEL. NEW BRITAIN: 203-229-1607 827-7700 TEL. HARTFORD: 203-566-3873

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

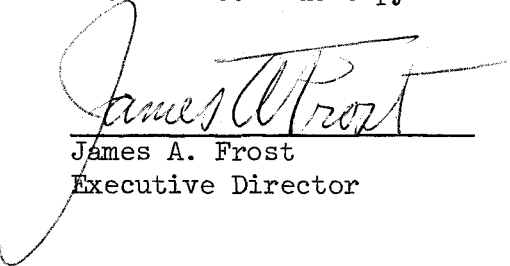
at Eastern Connecticut State College

Assistant Director of Admissions and Records

October 6, 1978

RESOLVED, That the position, Assistant Director of Admissions and Records, be established at Eastern Connecticut State College effective October 6, 1978, in accordance with all provisions and expectations as set forth in the proposal dated September 28, 1978, which is attached as an addendum to this Resolution.

A Certified True Copy:


 James A. Frost
 Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Dr. Charles R. Webb, Jr.
(President)

Concerning: _____ New Position, X Existing Position (Vacant/Filled)

1. Proposal: That the current position of Assistant Director of Admissions be altered to Assistant Director of Admissions and Records.

2. Proposed Position:

Title/Rank	<u>Assistant Director of Admissions and Records</u>			
<u>12 month</u> 10 or 12 mo. Full-Part-Time	<u>Admin. II</u> Salary Level	<u>General</u> Fund (Gen., Ed. Ext., Aux.)	<u>AFSCME</u> Bargaining Unit	T <u>(P)</u> Temp. or Permanent

3. Summary of Function (attach required job description)

A job description for the position of Assistant Director of Admissions and Records is attached.

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

The previously separate offices of Admissions and Registrar have been combined into one unified operation, under the direction of the Director of Admissions and Records. This position is altered to reflect that change.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

Michael Pernal
8/25/78

For Central Office Use

Consultation with Bargaining Unit
Completed

9/28/78
and

Comments:



Approved:

1. For Submission to PERC
2. By Committee/Board _____

(Date)

(Signature)

BOARD OF TRUSTEES FOR STATE COLLEGES
Report of Personnel Transaction(s)
for Unclassified Position(s)

Connecticut State College
Fiscal Year Ending 6/30/

Data _____ Transaction Number _____

No. of Pos.	New	Can- cel	Refill	Title	Class Code	Position Control Number	S.G. & Step	Compen- sation Bi-weekly	% If Not Full-time	Fund, Function Activity Code (Full Budget Code)	Type of Action & Effec. Dat

Employee Name _____
 Employee Number _____
 (Insert number if previously employed by State)
 Social Security Number _____
 Birth Date _____
 Birth Place _____

Total Established Unclassified Positions
(including this transaction):
 General Fund _____
 Extension Fund _____
 Auxiliary Services Fund _____
 Other _____

CENTRAL OFFICE USE

Approved _____ Date Approved _____
 Approved for Submission to Board _____ by Board _____
 Authorized Signature _____
 Date _____
 Authorized Signature _____

ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS
Title of Position

Description of Professional Responsibilities:

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

1. Assists the Director in the design, development, care and utilization of student records and registration systems.
2. Supervises student pre-registration, registration, and add-drop.
3. Supervises report and transcript preparation.
4. Works with the Office of Academic Affairs in the development of the master schedule of courses and assignments of students to classes.
5. Responsibility for graduation audit for seniors.
6. Provides academic advisement and counseling for new and continuing students.
7. Evaluates academic transcripts submitted by transfer students.
8. Interfaces with other offices on campus, particularly the Data Center.
9. Assists in preparing statistical data as required by the College.
10. Handles correspondence addressed to the Office of Admissions and Records as needed, except that which is specifically the responsibility of the Director of Admissions and Records.
11. Assists in the coordination and supervision of office staff as required.
12. Responsible for grade collection, recording and reporting.
13. Assists with the coordination of academic advisement/orientation activities for incoming students.
14. Assists with admissions/recruitment functions as required.