

See 79-40
Sec 1 - Tab 10



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1100

827-7700

TEL. HARTFORD: 203-566-7173

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

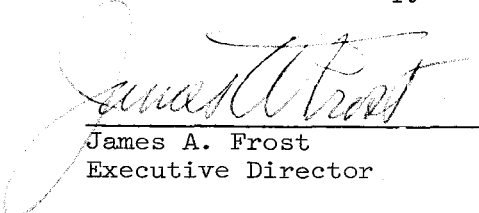
at Eastern Connecticut State College

Assistant in Admissions/Administrator I

February 2, 1979

RESOLVED, That the position, Assistant in Admissions/Administrator I, be established at Eastern Connecticut State College effective February 2, 1979, in accordance with all provisions and expectations as set forth in the proposal dated January 31, 1979, 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, CHARLES R. WEBB
(President)

Concerning: XX New Position, Existing Position (Vacant/Filled)

1. Proposal:

TO ESTABLISH A POSITION WITH EMPHASIS ON ASSISTING IN THE ADMISSIONS OFFICE. PRIMARY RESPONSIBILITY WILL INCLUDE HIGH SCHOOL AND AGENCY VISITATION AND DISSEMINATION OF INFORMATION CONCERNING EASTERN'S PROGRAMS.

2. Proposed Position:

Title/Rank ASSISTANT IN ADMISSIONS (ADMINISTRATOR I)

<u>12</u> 10 or 12 mo. Full-Part-Time	<u>8902</u> Salary Level	<u>Gen.</u> Fund (Gen., Ed. Ext., Aux.)	<u>AFSCME</u> Bargaining Unit	T <u> </u> (P) Temp. or Permanent
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3. Summary of Function (attach required job description)

JOB DESCRIPTION ATTACHED

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

THE OFFICE OF ADMISSIONS & RECORDS WISHES TO INCREASE ITS CAPACITY TO DISTRIBUTE INFORMATION ABOUT THE COLLEGE AND TO ACQUAINT PROSPECTIVE STUDENTS WITH OFFERINGS AND FACILITIES.

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

NONE

Michael Beaulieu
1/31/79

For Central Office Use

Consultation with Bargaining Unit
Completed

Approved:

1. For Submission to PERC 2/2/79

2. By Committee/Board

Comments:

(Date)

(Signature)

ASSISTANT IN ADMISSIONS

Job Description

1. Dissemination of information to prospective students: High school and community/junior college visitation; contact with community agencies involved with the referral of students to colleges; attends as required the college nights and college fairs; visitation of agencies with adult population as potential students.
2. Performs interviews and academic advisement for applicants for all programs and also for enrolled students in the extension division.
3. Makes routine decisions on admissions.
4. Assists the admissions and records assistant in evaluation of transcripts of transfer students from other post secondary institutions.
5. Under direction of admissions and records assistant, coordinates on-campus and related programs.
6. Handles routine correspondence addressed to the admissions office.
7. Performs related duties as required.