



STATE OF CONNECTICUT
 BOARD OF TRUSTEES
 FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
 TEL. NEW BRITAIN: 203-229-1007 ⁸²⁷⁻⁷⁷⁰⁰ ~~203-229-1007~~ TEL. HARTFORD: 203-566-7373 ~~203-566-7373~~

BR#79-26
 see 79-41 - Resubbed
 See 3 Tab 13
 See 79-51

AUTHORIZING RESOLUTION

concerning

Alteration of Title
 at
Eastern Connecticut State College


Admissions and Records Assistant/Administrator II

(Amended)

February 2, 1979

RESOLVED, That the position Admissions Counselor be altered to Admissions and Records Assistant, Administrator II, 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, DR. CHARLES R. WEBB, JR.
(President)

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

- 1. Proposal: TO CHANGE THE TITLE OF ADMISSIONS COUNSELOR TO THAT OF "ADMISSIONS AND RECORDS ASSISTANT." THIS CHANGE WILL AFFECT ONE POSITION WHICH IS PRESENTLY FILLED BY INCREASING RESPONSIBILITIES OF THE INCUMBENT. THE DIRECTOR OF THE OFFICE OF ADMISSIONS AND RECORDS NEEDS MAXIMUM FLEXIBILITY FROM PROFESSIONAL PERSONNEL TO INSURE THAT STUDENT NEEDS IN THE AREAS OF ADMISSIONS AND RECORDS ARE MET.
- 2. Proposed Position:

Title/Rank ADMISSIONS AND RECORDS ASSISTANT

<u>12</u>	<u>ADMIN. II</u>	<u>GEN.</u>	<u>SCOAF/AFSCME</u>	T <u>(P)</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit	Temp. or Permanent
Full-Part-Time				

- 3. Summary of Function (attach required job description)
(JOB DESCRIPTION OF POSITION ATTACHED)
- 4. Rationale for Altering or Establishing Position (Use additional sheets of THIS CHANGE IN THE CURRENT POSITION WOULD BETTER REFLECT RESPONSIBILITIES IN THE NEWLY ORGANIZED OFFICE OF ADMISSIONS AND RECORDS AT EASTERN AND WOULD ELIMINATE THE USE OF THE TERM "COUNSELOR" IN THE AFSCME BARGAINING UNIT.)
- 5. Conditions of Employment if Changed or Different from Norm. (Use additional CHANGE IN RANK AND CONDITIONS OF EMPLOYMENT TO REFLECT INCREASED RESPONSIBILITIES IN ADMISSIONS AND NEW SET OF RESPONSIBILITIES IN THE REGISTRATION AND RECORDS AREA.)

Michael Paul
1/23/79

For Central Office Use

Consultation with Bargaining Unit Completed

Approved:
 1. For Submission to PERC one/1/24/79
 2. By Committee/Board _____

Comments: 1/31/79 ed.
RECEIVED

JAN 24 1979

(Date) (Signature)

ADMISSIONS AND RECORDS ASSISTANT
Title of Position

Description of Professional Responsibilities:

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

1. Makes appropriate contacts with high schools, community and junior colleges, and community organizations as necessary in order to recruit students to Eastern CT State College; attends college night and college fair programs as required.
2. Performs academic advisement and assistance for applicants to Eastern CT State College for all programs, and also for enrolled students and non-matriculants in the extension division of the college.
3. Makes admissions decisions on applicants for admission to the college for both high school and transfer applicants.
4. Evaluates transcripts of transfer students from other post-secondary institutions.
5. Assists in preparing statistical data as required by the College and in the Admissions and Records Office.
6. Assists in the planning, organizing, writing, and layout of printed materials required by the Admissions and Records Office.
7. Handles routine correspondence addressed to the Admissions Office as needed except that which is specifically the responsibility of the Director of Admissions and Records.
8. Assists in the supervision of the office staff as required.
9. Coordinates the on-campus visitation program in which counselors, school groups, prospective students and parents are invited to visit the Eastern Campus.
10. Arranges for on-campus visits by high school, community college, community and college groups.
11. Assists with registration and advisement of students.
12. Assists in the coordination of special programs such as guidance counselor programs, transfer programs and open house programs as required.