



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607

TEL. HARTFORD: 203-566-7373

AMENDING RESOLUTION

concerning

Alteration of Title atEastern Connecticut State CollegeAdmissions and Records Assistant/Administrator II

April 6, 1979

RESOLVED, That Board Resolution #79-41 dated March 9, 1979 is rescinded, and be it further

RESOLVED, That Board Resolution #79-26 as reads: effective February 2, 1979 is amended to read: effective December 15, 1978.

A Certified True Copy:

A handwritten signature in cursive script, reading "James A. Frost", written over a horizontal line.

James A. Frost
Executive Director



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
827-7700
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WITHDRAW

AMENDING
RESOLUTION

concerning

Alteration of Title

At

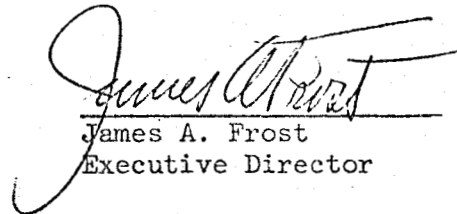
Eastern Connecticut State College

Admissions and Records Assistant/Administrator II

March 9, 1979

RESOLVED, That Board Resolution #79-26 as reads: effective
February 2, 1979 is amended to read: effective
~~February 15, 1979.~~
December 15, 1978

A Certified True Copy:


James A. Frost
Executive Director



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P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-~~XXXXXX~~ ²²⁷⁻⁷⁷⁰⁰ ~~XXXXXXXXXXXXXXXXXXXX~~

AUTHORIZING RESOLUTION

concerning

Alteration of Title

at

Eastern Connecticut State College

Admissions and Records Assistant/Administrator II

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~~ ^{December 15, 1978}, 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

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.



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Eastern Connecticut State College

Admissions and Records Assistant/Administrator II

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and be it further

RESOLVED, That Board Resolution #79-26 as reads: effective February 2,
1979 is amended to read: effective December 15, 1978.

A Certified True Copy:

James A. Frost
Executive Director