



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning


Reclassification of Position
at
Western Connecticut State College

Assistant Director of Admissions, Administrator II

February 8, 1980

RESOLVED, That the position Assistant to the Director of Admissions, Administrator I, be reclassified to Assistant Director of Admissions, Administrator II, at Western Connecticut State College effective October 1, 1979, in accordance with all provisions and expectations as set forth in the proposal dated January 29, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

227-27/11
Addendum to Board Resolution # 80-18
February 8, 1980
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College,

J. R. [Signature]
President

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

1. Proposal:

To reclassify the position of Assistant to the Director of Admissions, Administrator I to Assistant Director of Admissions, Administrator II effective October 1, 1979.

2. Proposed Position:

Title/Rank Assistant Director of Admissions, Administrator II

12 mo. FT
10 or 12 mo.
Full-Part-Time
Temp. - Perm.

\$15,000.00
Salary Level
Current level:
\$13,141

General
Fund (Gen.,
Ed. Ext., Aux.)

AFSCME
Bargaining Unit

3. Summary of Function (attach required job description)

see attached job description

RECEIVED
SEP 27 1979
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4. Rationale for Altering or Establishing Position

The reclassification of the position to Administrator II is warranted based upon an analysis of the duties and responsibilities performed by the incumbent in this position with those performed by the incumbent in the position of Administrator II in the Admissions Office.

RECEIVED
JAN 18 1980

5. Conditions of Employment if Changed or Different from Norm.

N/A

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For Central Office Use

Consultation with Bargaining Unit Completed 1/29/80

Approved:

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

[Signature]

Comments:

cc. Jm 1/29/80

(Date)

(Signature)



STATE OF CONNECTICUT
WESTERN CONNECTICUT STATE COLLEGE
181 WHITE STREET • DANBURY CONNECTICUT 06810



To: Dr. Clinton M. Ritchie
From: Liz McCoy *LM*
Re: Assistant to the Director of Admissions Position
Date: September 27, 1979

In the job description process recently completed pursuant to the AFSCME contract, the description prepared and approved for the Administrator I position of Assistant to the Director of Admissions (copy attached) stated job duties and functions comparable to those performed by the Administrator II position of Assistant Director of Admissions (copy attached).

Because it is evident from a review of these two documents that the jobs being performed are essentially similar in nature, the enclosed SC-P form has been prepared that requests the upgrading of the current Administrator I position to Administrator II.

EM:lw
cc: Dr. Watjen, Dean of Student Affairs
attachments

STATE OF CONNECTICUT

WESTERN CONNECTICUT STATE COLLEGE

181 WHITE STREET

DANBURY CONNECTICUT 06810



I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of June 30, 1979.

Maurice B. O'Hara
Signature

7-5-79
Date

Reviewed by: Al King
Richard S. Setz

7-5-79
Date 7-12-79

Approved by: T. Braun
(Appropriate Vice-President,
Executive Dean or President)

7/19/79
Date

WESTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title: Assistant Director of Admissions

Administrative Rank: Administrator II

Department: Admissions/Student Affairs

POSITION SUMMARY

Under the direction of the Director of Admissions is responsible for all phases of Admissions Office operations, recruiting programs and activities related to that office.

POSITION RESPONSIBILITIES

- Analyze credentials of applicants for admission in terms of the College's standards, programs and curricula, and make admissions decisions.
- Interpret test data and prediction data for prospective students.
- Implement specific on and off campus recruitment programs.
- Recommend changes in admissions procedures and policy in light of changes in higher education.
- Evaluate transfer credit.

POSITION RESPONSIBILITIES (cont'd)

- Interact with various segments of the academic community.
- Interact and communicate with secondary school and college administrators, faculty and guidance personnel.
- Communicate with data processing personnel in formulating procedures related to the admissions function.
- Interact with Registrar's office in coordinating the advising and scheduling of new students.
- Interact with the Extension office in coordinating the advising and scheduling of new students.
- Develop promotional materials in conjunction with the admissions function.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Prepared by:

Maura B. O'Hara

Date: July 5, 1979

WESTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title: Assistant to the Director of Admissions

Administrative Rank: Administrator I

Department: Admissions/Student Affairs

POSITION SUMMARY

Under the direction of the Director of Admissions, is responsible for all phases of the Admissions Office's operations and of all admissions and recruiting programs and activities related to that office.

POSITION RESPONSIBILITIES

- Analyze credentials of applicants for admission in terms of the College's standards, programs and curricula, and make admissions decisions.
- Interpret test data and prediction data for prospective students.
- Implement specific on and off campus recruitment programs.
- Recommend changes in admissions procedures and policy in light of changes in higher education.
- Evaluate transfer credit.

POSITION RESPONSIBILITIES (cont'd)

- Communicate with data processing personnel in formulating procedures related to the admissions function.
- Interact with Registrar's office in coordinating the advising and scheduling of new students.
- Interact with the Extension office in coordinating the advising and scheduling of new students.
- Interact with various segments of the academic community.
- Interact and communicate with secondary school and college administrators, faculty and guidance personnel.
- Develop promotional materials in conjunction with the admissions function.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Prepared by:

William P. B...

Date: July 6, 1979