



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607

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RESOLUTION

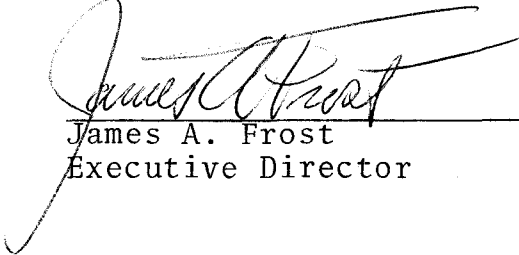
concerning

Adjustment in Duties
for
Assistant Director Admissions/Administrator II
at
Central Connecticut State College

March 7, 1980

RESOLVED, That the duties for the position, Assistant Director Admissions/Administrator II, at Central Connecticut State College be adjusted effective March 7, 1980, in accordance with all provisions and expectations as set forth in the proposal dated February 7, 1980, 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: Central Connecticut State College,

Michael K. Peber
Dean of Personnel Administration

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

1. Proposal:

To reduce and redirect duties of position of vacant Assistant Director of Admissions position to tie in with incoming students needs for various forms of financial support.

2. Proposed Position:

Title/Rank Assistant Director Admissions/Administrator II

12 mos.
10 or 12 mo.
Full-Part-Time

\$15,000
Salary Level

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

AFSCME
Bargaining Unit

3. Summary of Function (attach required job description)

See attached old and new job descriptions.

RECEIVED

FEB 8 1980

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

4. Rational for Altering or Establishing Position

Makes better use of an existing position to meet student needs.

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

Previous incumbent's salary was \$25,000. New person is to be hired at \$15,000.

For Central Office User:

Consultation with Bargaining Unit
Completed 2/7/80
cmk

Approved:
1. For Submission to PERC *cmk*
2. By Committee/Board _____

Comments:

NEW

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant Director of Admissions

Administrative Rank: Administrator II

Department: Admission's Office

Supervisor(s) Position/Title Director of Admissions

POSITION SUMMARY:

Recruits, help select, advises, and counsels incoming students. Represents the college to outside publics. Serves as liaison with offices of Financial Aid and Career Development in the recruiting and student retention programs.

POSITION RESPONSIBILITIES:

Reviews and processes Freshmen applications and applications in other categories.

Visits high schools, attends College Night Programs and College Fairs (including an evening schedule during the recruiting season), and makes guest-speaking appearances.

Counsels and interviews applicants and meets with the general public. Works with Financial Aid and Career Development Office to arrange financial aid and employment for students.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

POSITION RESPONSIBILITIES: (Cont'd.)

REVIEW AND APPROVAL:

Prepared by: _____
Reviewed by: _____
Approved by: _____

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 respon-
sibilities as of _____
Date

(Signature)

Campus JA Committee

010
Central Connecticut State College

Richard J. ...

POSITION DESCRIPTION

Position Title: Assistant Director of Admissions

Administrative Rank: Administrator II

Department: Admission's Office

Supervisor(s) Position/Title Director of Admissions

POSITION SUMMARY:

Recruits, selects, advises, and counsels incoming students. Represents the college to outside publics. Directs admissions operation and personnel in the absence of the Director.

POSITION RESPONSIBILITIES:

Reviews and makes decisions on Freshmen applications and processes applications in other categories.

Visits Connecticut's public and private high schools, attends College Night Programs and College Fairs (including an evening schedule during the recruiting season), and makes guest-speaking appearances.

Counsels and interviews applicants and meets with the general public.

Completes selected questionnaires and surveys.

Meets, along with other Admissions professionals, with Deans, Department Chairmen, and others to exchange information.

Participates in orientation for incoming students.

Aids in planning special events when requested by the Director. (Example: Statewide Counselor Day.)

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

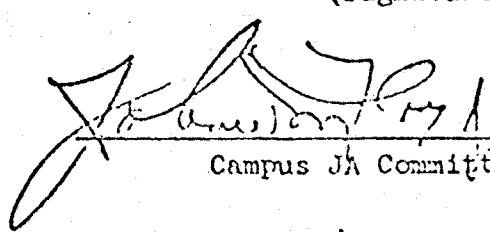
REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: Michael K. Becker 11-21-79

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 _____
Date

(Signature)


Campus JA Committee

PERC (2.1.1)

2/7/80

CENTRAL CONNECTICUT STATE COLLEGE
Admissions/Career Counseling Package

	<u>Previous Salary</u>	<u>New Salary</u>	<u>Net Change + -</u>
Administrator I Assistant in Student Affairs	\$19,526	\$14,000	- \$ 5,526
Administrator II Assistant Director Admissions	25,000	15,000	- 10,000
Administrator III Assistant to the Dean of Student Affairs & Director of Placement & Career Development Center	20,232	24,278	+ 4,046
Net Change (Salary Savings)			- \$11,480

Michael K. Becker, 2/7/80