

THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

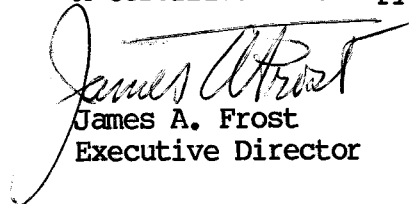
Alteration of Title
at
Central Connecticut State University

Assistant Registrar/Administrator III

July 22, 1983

RESOLVED, That the position title, Assistant Director of Admissions/Administrator III be altered to Assistant Registrar/Administrator III, at Central Connecticut State University effective July 22, 1983, in accordance with all provisions and expectations as set forth in the proposal dated July 7, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

CENTRAL CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Assistant Registrar/Administrator IIIFUND: General FundPOSITION TYPE: Permanent X Temporary Full-time X Part-time EFFECTIVE DATE 7/22/83 Bargaining Unit AFSCMECOST: \$ None

PROPOSAL:

To reclassify the position of Barbara Hart from Assistant Director of Admissions, Administrator III to Assistant Registrar Administrator III with the attached new job description.

JUSTIFICATION:

This change will make better use of the incumbent's talents and will place available manpower where the greatest need exists. Many of the duties overlap.

Date: July 7, 1983Prepared By Michael K. Becker

Central Connecticut State University

POSITION DESCRIPTION

Position Title: Assistant Registrar

Administrative Rank: Administrator III

Department: Registrar's Office

Supervisor(s) Position/Title Registrar

POSITION SUMMARY:

Prepare and complete transfer credit evaluations for all entering and continuing students.

POSITION RESPONSIBILITIES

Counsels students on academic matters. Evaluates college transcripts of incoming full-time and part-time matriculants.

Serves as a primary source of information for programs, courses, procedures, etc.

Assists in the determination of courses CCSU students may take at other institutions.

Assists in maintenance of college records.

Maintains communication with schools in our area to determine changes and updates in programs being taught.

Engages in varied correspondence pertaining to explanations of credit evaluations.

Determines accreditation of institutions and programs of schools attended.

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

QUALIFICATIONS:

Bachelor's degree and two to three years of experience demonstrating ability to maintain detailed records and to relate effectively to students and staff required. Knowledge of computer applications is desired. Master's degree preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

Central Connecticut State College

POSITION DESCRIPTION

*Asst. Director of Admissions*Position Title: Assistant in AdmissionsAdministrative Rank: Administrator -IIDepartment: Admission's OfficeSupervisor(s) Position/Title Director of Admissions

POSITION SUMMARY:

The Assistant in Admission assists prospective students in the application process by taking appropriate action on applications for transfers, athletes, and those of freshmen and re-entries and by interviewing all students who are in academic difficulty at other colleges or in our Extension College.

POSITION RESPONSIBILITIES:

Appraises college records of transfers and high school records and test scores of student athletes.

Interviews, as part of application process and evaluation, students seeking admission.

Counsels prospective students about educational system and programs. Reviews and takes appropriate action on applications.

Compiles and collates statistical data for reports. Completes selected questionnaires on application statistics.

Recruits transfer students through visitations to two-year colleges.

Makes and uses contacts at high schools and community colleges.

Initiates letters, responds to inquiries about admission eligibility. (Written and telephone contact.)

Counsels students ineligible for admission.

Informs Director of Athletics, and coaches, on status and disposition of athletes applications.

POSITION RESPONSIBILITIES: (Cont'd.)

Acts as admissions liaison to Connecticut community colleges.

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

QUALIFICATIONS:

Bachelor's degree ~~required~~; *and* Master's degree preferred *required* Three years of experience in admissions or a student services area

These qualifications may be waived for individuals with appropriate alternate experience.

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)
John D. King
Campus JA Committee