

THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

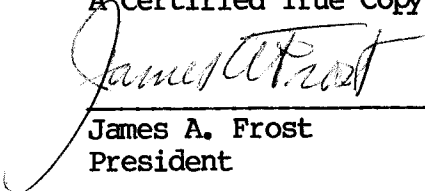
CONVERSION OF POSITION

DIRECTOR OF ADMISSIONS/ADMINISTRATOR VI
to
DIRECTOR OF ADMISSIONS AND ENROLLMENT SERVICES/ADMINISTRATOR VII
(General Fund)
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

January 6, 1984

RESOLVED, That the position, Director of Admissions/Administrator VI be converted to Director of Admissions and Enrollment Services/Administrator VII at Southern Connecticut State University effective January 6, 1984, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

**ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE** (Addendum to BR#84-28)

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State University

Frank Hamon

President

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

Proposal: That the Director of Admissions, Administrator VI, position be converted to a Director of Admissions and Enrollment Services, Administrator VII, position and the new position description be accepted.

Proposed Position:

Title/Rank Director of Admissions and Enrollment Services, Administrator VII

12 Month			
Full-time, Perm.	<u>\$48,375</u>	<u>Gen.</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time	<u>\$4,491</u>	Ed. Ext., Aux.)	
Temp. - Perm.	Additional Cost		

3. Summary of Function (attach required job description)

The existing Director of Admissions job description and the proposed Director of Admissions and Enrollment Services job description are attached. Additionally, the Registrar's and the Associate to the Vice President job descriptions are attached since, upon acceptance of this proposal, both positions will report to Mr. Porter under his new responsibilities for supervision of Enrollment Services.

4. Rationale for Altering or Establishing Position

Please see Dr. Nowlan's attached correspondence.

RECEIVED

DEC 15 1983

THE CONNECTICUT
STATE UNIVERSITY

Central Office Use

Consultation with Bargaining Unit
Completed _____

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

Comments:

Date

Signature

Interdepartment Message

STG-201 REV. 7-79 STATE OF CONNECTICUT
 (Stock No. 6938-051-01)

SAVE TIME: Handwritten messages are acceptable.
 Use carbon if you really need a copy. If typewritten, ignore faint lines.

RECEIVED
DEC 12 1983

To	NAME Mr. Roger Bergh	TITLE DEAN, PERSONNEL ADMINISTRATION	December 12, 1983
	AGENCY Dean, Personnel Administration	ADDRESS	
From	NAME Robert A. Nowlan	TITLE	TELEPHONE
	AGENCY Vice President for Academic Affairs	ADDRESS	
SUBJECT Rationale for altering the Position of "Director of Admissions" to "Director of Admissions and Enrollment Services"			

In the fall of 1981, the Board of Trustees for the then Connecticut State College System approved the revised organization chart for Southern Connecticut State College as proposed by President Harrison. Among the changes was the merging of Admissions and Records into one unit. This part of the reorganization only now is planned for complete implementation. With the acceptance of the Director of Admissions of a new position with significantly additional duties and responsibilities, to be called "Director of Admissions and Enrollment Services, Southern Connecticut State University is able to complete the reorganization plan approved two years ago.

The head of this new unit will continue to exercise his responsibilities and supervision as Director of Admissions. In addition, he will accept responsibility for coordinating and supervising Academic Scheduling, Registration, Record Keeping and Academic Advisement. One of the advantages of the merger will be a more efficient and effective use of personnel, presently with three different reporting lines. The benefits to the institution, its students, faculty and staff will be significantly reflected in the improved service provided by these united offices.

RAN/ehp

Southern Connecticut State University

Director of Admissions and Enrollment Services, Administrator VII
(Code)

SUPERVISOR: Vice President for Academic Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: Robert Porter

POSITION SUMMARY:

The Director of Admissions and Enrollment Services reports to the Vice President of Academic Affairs. The Director is responsible for the development, planning, and implementation of the University's Undergraduate Admissions Program, and Enrollment Services. Responsibilities include the offices of admissions, scheduling, and records; and the coordination of enrollment, academic scheduling, academic advisement and registration. The Director works closely with the Academic Deans, Department Chairs, Faculty, and various Administrative Offices. The Director provides leadership in the overall enrollment services function, and is responsible for a staff of nine professionals and twenty-one clerical workers.

POSITION RESPONSIBILITIES:

Coordinates the evaluation, acceptance or rejection of all applicants.

Disseminates information to prospective students and secondary schools.

Supervises the student recruitment program, and coordinates all regional and national university fairs.

Visits secondary schools and attends college night programs.

Prepares the processing of applications and arranges billing for the data center.

Meets with counselors from secondary schools and community colleges regarding programs and policies.

Meets with department chairpersons with regard to curriculum and policy matters.

Prepares all statistical reports for the division.

Interviews prospective students and meets with parents.

Arranges or conducts campus tours where needed.

Recommends changes in admissions policies, procedures and curriculum development for the University as well as the State University System.

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

EDUCATION AND EXPERIENCE

Southern Connecticut State University

Director of Admissions and Enrollment Services, Administrator VII

(Code)

Continued

Five years of experience in college administration, including three years in admissions or related area, demonstrating ability to formulate and implement relevant policy and to supervise staff. A master's degree required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

ADMINISTRATIVE FACULTY

William R. Williams

IMMEDIATE SUPERVISOR

[Signature]

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Bergh

Southern Connecticut State University
Registrar/ Records Office/Administrator VI
(Code)

SUPERVISOR: Director of Admissions and Enrollment Services

SUPERVISION EXERCISED:

INCUMBENT NAME: John Brereton

POSITION SUMMARY:

The Registrar is responsible for the operation, security and reliability of the Records Office and the academic records of all current and previous students of the University, both graduate and undergraduate.

POSITION RESPONSIBILITIES:

Execute registrations for fall, spring and 2 summer sessions.

Supervision of all Records Office personnel.

Supervise the distribution and collection of grade rosters, transmittal of grades to the data center, mailing page reports and posting of grade labels on permanent academic records.

Serve as a resource for statistical reports that depend on registration and record procedures for factual information.

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

EDUCATION AND EXPERIENCE

Five years of experience in University administration, including three years in a records office, demonstrating ability to formulate and implement relevant policy and supervise staff. A Master's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

Southern Connecticut State University
Associate to the Vice President for Academic Affairs /Administrator VII
(Code)

SUPERVISOR: Director of Admissions and Enrollment Services

SUPERVISION EXERCISED:

INCUMBENT NAME: Walter Petroskey

POSITION SUMMARY:

The Associate to the Vice President of Academic Affairs is actually the chief "logistical" officer of the University in all academic matters. A key responsibility is the formulation of a master schedule of classes each semester, essential to the on-going operation of the institution. Emanating from this function is the knowledge and experience to provide a host of other necessary or valuable services related to the academic program: advisement to the general administration on policy development and operational decisions; expert input on faculty committees; conduct of research studies. he/she works most closely with academic officers, the registrar, the director of the computer center and faculty chairpersons.

POSITION RESPONSIBILITIES:

Collects and collates statistical data pertaining to the academic process; thus, serves as the major informational resource on appropriate space utilization, essential course offerings, instructional staffing needs and optional scheduling modes.

Formulates and constructs the schedule of classes for the Day University program, and correlates it with that of the Evening Division.

Publishes a plain-language edition of the master schedule for faculty advisement and student course-selection, and a modified edition for data-processing usage.

Edits and maintains Cumulative Program Evaluation Records for all major programs.

Provides primary editorial input concerning programatic sections of the under-graduate catalog.

Compiles a final examination schedule for the Day University.

Conducts research studies regularly and as needed on significant aspects of the academic process.

Participates on numerous faculty/administrative committees, standing and ad hoc, in areas of expertise.

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

Southern Connecticut State University
Associate to the Vice President for Academic Affairs /Administrator VII
(Code)
Continued

- 2

EDUCATION AND EXPERIENCE

Six years of experience in academic administration or university teaching equipping the applicant to implement academic policy. A Master's degree required; Doctorate preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

Southern Connecticut State University
Director of Admissions/ Admissions Office/Administrator VI
(Code)

SUPERVISOR: Vice President for Academic Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: Robert Porter

POSITION SUMMARY:

The Director of Admissions is responsible, under the supervision of the Vice President for Academic Affairs, for the development, planning and implementation of the University's undergraduate admissions program. He also works closely with the academic deans, faculty and various administrative officers. The Director provides leadership in the overall admissions function and is responsible for a staff of four professionals and three clerical workers.

POSITION RESPONSIBILITIES:

Coordinates the evaluation, acceptance or rejection of all applicants.

Disseminates information to prospective students and secondary schools.

Supervises the student recruitment program, and coordinates all regional and national university fairs.

Visits secondary schools and attends college night programs.

Prepares the processing of applications and arranges billing for the data center.

Meets with counselors from secondary schools and community colleges regarding programs and policies.

Meets with department chairpersons with regard to curriculum and policy matters.

Prepares all statistical reports for the office.

Interviews prospective students and meets with parents.

Arranges or conducts campus tours where needed.

Recommends changes in admissions policies, procedures and curriculum development for the University as well as the State University System.

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

EDUCATION AND EXPERIENCE

Southern Connecticut State University
Director of Admissions/ Admissions Office/Administrator VI
(Code)
Continued

- 2

Five years of experience in college administration, including three years in admissions or related area, demonstrating ability to formulate and implement relevant policy and to supervise staff. A master's degree required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS: