



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

CONVERSION OF POSITION

COUNSELOR

To

ASSISTANT TO THE DIRECTOR OF ADMISSIONS/ADMINISTRATOR II

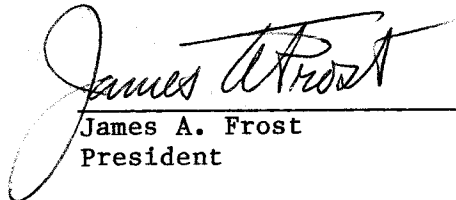
At

WESTERN CONNECTICUT STATE UNIVERSITY

May 3, 1985

RESOLVED, That a Counselor position at Western Connecticut State University be converted to an Assistant to the Director of Admissions/Administrator II position effective May 3, 1985, in accordance with all provisions and expectations as set forth in the proposal dated April 19, 1985, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant to the Director of Admissions - Administrator II

Fund: General (P.C. 1211)

Position Type: Permanent X Part-time

Effective Date: 5/3/85

Cost: no cost

Campus: Western Connecticut State University

Proposal: To convert a Counselor position (AAUP Bargaining Unit position) to Assistant to the Director of Admissions, Administrator II. This will add a second assistant to the Director of Admissions.

Summary:

The Admissions Office has an increased need for Assistants to the Director of Admissions. The individual in this capacity will be responsible for all phases of admissions, including travel and recruitment, correspondence, follow-up with prospective students, interviewing, and evaluation of applications. The individual will also be responsible for recruitment and support of special populations.

See attached job description.

Date: April 19, 1985

WESTERN CONNECTICUT STATE UNIVERSITY

Assistant to the Director of Admissions/Administrator II

Supervisor: Director of Admissions

Incumbent Name: New

Position Summary:

The Assistant to the Director of Admissions is responsible to the Director and assists the Director in advancing the admissions program of the University. He/she is directly responsible for all phases of admissions: travel and recruitment, correspondence and follow-up with prospective students, interviewing, evaluation of applications. The Assistant to the Director will also assist in the recruitment and support of special populations and in the coordination of special projects.

Position Responsibilities:

Evaluates applications for admissions.

Visits secondary schools & community colleges for recruitment purposes.

Meets with secondary school and community college counselors to explain programs and requirements.

Conducts interviews with prospective students and meets with parents.

Arranges tours, class visitation, and other special projects.

Meets with new students in pre-registration interviews and assists them with course selection and program planning.

Communicates and interacts with University departments and offices as well as community agencies.

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:

One to two years of related experience. Bachelor's degree required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.