



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

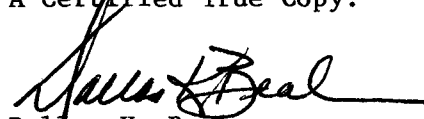
CONVERSION OF POSITION

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

NOVEMBER 1, 1985

RESOLVED, That the position, Director of Admissions and Enrollment Services/Administrator VII, be converted to Director of Admissions/Administrator VI, at Southern Connecticut State University, effective upon retirement of the incumbent, in accordance with all provisions and expectations as set forth in the attached proposal dated October 9, 1985.

A Certified True Copy:


Dallas K. Beal
President

CSU-200

THE CONNECTICUT STATE UNIVERSITY

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

Submitted	10/9/85
Date	
By: CSU ()	
CCSU ()	SCSU (X)
ECSU ()	WCSU ()



POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER (X) DATE Upon retirement of the incumbent PERM (X) FT (X)
 EFFECTIVE TEMP () PT ()

POSITION TITLE: Director of Admissions and Enrollment Services Adm. VII (Class Code) Director of Admissions Adm. VI (Class Code)
 CURRENT PROPOSED

POSITION NUMBER: 0091 CURRENT SALARY \$54,352.00 PROPOSED SALARY \$31,218 - \$49,522 FUND General BARG UNIT AFSCME from to ('85 - '86 range)

RESOLUTION

BR# _____

RESOLVED,

That the position, Director of Admissions and Enrollment Services, Administrator VII, be converted to Director of Admissions, Administrator VI, at Southern Connecticut State University effective upon retirement of the incumbent, in accordance with all provisions and expectations as set forth in the attached proposal dated October 9, 1985.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee _____
Date

BOARD OF TRUSTEES _____
Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The University seeks to focus the area of responsibilities of this position primarily on meeting the institution's goals on the admission of students. Therefore, responsibilities for this position are being directed toward this prime goal.

Approx. Cost

Michael J. ...
 Signed (University)

10.9.85
 Date

SOUTHERN CONNECTICUT STATE UNIVERSITY
Director of Admissions/Admissions Office/Administrator VI

SUPERVISOR: President

SUPERVISION EXERCISED:

INCUMBENT NAME: Robert Porter

POSITION SUMMARY:

The Director of Admissions is responsible, under the supervision of the President for the development, planning and implementation of the University's undergraduate admissions program. He/She 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 supervision of the admissions staff.

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. Informs other administrators of applications status.

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.

Responsible for fulfillment of the University's admissions goals.

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:

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.

Immediate Supervisor

Michael J. Adant

Administrative Faculty

William J. Dowd

Dean of Personnel Administration

Roger J. Bergh