

THE CONNECTICUT STATE UNIVERSITY

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



RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT TO THE DIRECTOR OF ADMISSIONS/ADMINISTRATOR II

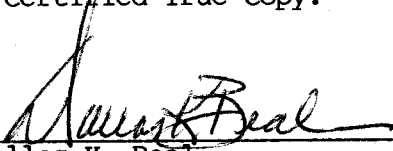
at

CENTRAL CONNECTICUT STATE UNIVERSITY

JULY 25, 1986

RESOLVED, That the position of Assistant to the Director of Admissions/Administrator II at Central Connecticut State University be established effective July 1, 1986, in accordance with all provisions and expectations as set forth in the proposal dated May 23, 1986, which is attached as an addendum to this Resolution.

A Certified True Copy:



Dallas K. Beal
President

THE CONNECTICUT STATE UNIVERSITY

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



Submitted 5/23/86

Date

By: CSU ()
CCSU (X) SCSU ()
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () DATE EFFECTIVE 7/1/86 PERM (X) FT (X)
TEMP () PT ()

POSITION TITLE: Assistant to the Director of Admissions/Adm. II
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: New CURRENT SALARY PROPOSED SALARY \$20,000 FUND Ext. BARG UNIT 7917 Adm. Fac. from to

RESOLUTION

BR# 86-106

RESOLVED,

That the position of Assistant to the Director of Admissions/ Administrator II at Central Connecticut State University be established effective July 1, 1986, in accordance with all provisions and expectations as set forth in the proposal dated May 23, 1986, which is attached as an addendum to this Resolution.

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)

A key proposal in the University's 1985 Minority Access and Retention Plan is assignment of one staff member in Admissions to minority student recruitment. This individual will carry out Admissions' recruitment and advising of potential students, with particular responsibility for increasing minority student enrollment.

Approx. Cost

A. J. James
Signed (University) Date 6/18/86

CENTRAL CONNECTICUT STATE UNIVERSITY

New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: Assistant to the Director of Admissions

Rank: Administrator II

Department: Admissions

Supervisor's Title: Director of Admissions

POSITION SUMMARY:

Recruits, advises and counsels incoming students, particularly minority students. Makes routine decisions on applicants applying for admission to the University.

POSITION RESPONSIBILITIES:

Arranges high school visitations.

Advises prospective applicants.

Counsels incoming students regarding campus adjustment and University policies.

Recruits, with emphasis on schools with predominantly black and hispanic enrollment.

Participates in outreach programs geared toward reaching minority students interested in post-secondary education.

Represents Admissions Office in seeking out qualified applicants for Educational Opportunity Program.

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

QUALIFICATIONS:

Baccalaureate degree required. One to two years experience preferred.