



CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF ADMISSIONS/ADMINISTRATOR II
to
ASSISTANT DIRECTOR OF ADMISSIONS/ADMINISTRATOR III

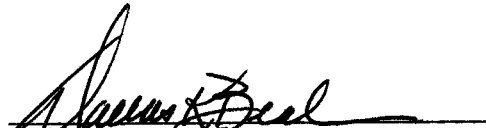
AT

WESTERN CONNECTICUT STATE UNIVERSITY

MARCH 6, 1987

RESOLVED, That the position, Assistant to the Director of Admissions/Administrator II at Western Connecticut State University be reclassified to Assistant Director of Admissions/Administrator III, effective March 6, 1987, in accordance with all provisions and expectations as set forth in the proposal dated February 12, 1987, which is attached as an addendum to this Resolution.

A Certified True Copy:


Dallas K. Beal
President

WESTERN CONNECTICUT STATE UNIVERSITY

Assistant Director of Admissions/Administrator III

Supervisor: Director of Admissions

Incumbent Name: Laura Heinold

Position Summary:

The Assistant 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, and the supervision of the computerized Admissions Inquiry System and its subroutines. The Assistant 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 and 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.

Supervises the Admissions Inquiry System and all its subroutines including training, mailings, and data analysis.

Interacts with University's Information Systems personnel regarding all computerized information systems.

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.

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant Director of Admissions/Administrator III

Campus Western Conn. State University Date 2/13/87

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE John J. Jakabauski

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 2/12/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Jakabauski

DATE OF SUOAF CAMPUS REVIEW 2-17-87

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Bob Tipton Date Feb 19, 1987

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary job description disapprove proposed rank and salary
Comments or Recommendations: reverse

DATE RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 2/20/87

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL Dave Neutr DATE 2/20/87

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____