



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

REVISION OF JOB DESCRIPTION

ASSOCIATE DIRECTOR OF ADMISSIONS and RECORDS/ADMINISTRATOR IV

at

EASTERN CONNECTICUT STATE UNIVERSITY

SEPTEMBER 4, 1987

RESOLVED, That the job description for the position, Associate Director of Admissions and Records/Administrator IV at Eastern Connecticut State University be revised in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution, effective June 5, 1987.

A Certified True Copy:

Dallas K. Beal
President

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EASTERN CONNECTICUT STATE UNIVERSITY

DATE 8/10/87

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (XX) ABOLISH () OTHER () DATE EFF. 6/5/87 PERM(XX) FT(XX) TEMP() PT()

POSITION TITLE: Assoc. Dir. of Admissions & Records/Ad. 4 Same CLASS CODE PROPOSED 7919 CLASS CODE

POSITION NUMBER 0115 CURRENT SALARY 1242.46 PROPOSED SALARY 1354.25 BARG UNIT SUOAF Same FUND Gen. From To

RESOLUTION

BR# _____

RESOLVED, That the job description of the Associate Director of Admissions and Records be amended to include course file and room scheduling responsibilities.

A Certified True Copy _____

Dallas K. Beal, President Date

PERCommittee 8/26/87 Date

BOARD OF TRUSTEES 9/4/87 Date

JUSTIFICATION: This reclassification is intended as part of an overall reorganization of the Office of Admissions & Records involving the transfer of course file and classroom scheduling responsibilities. A 9% salary increase is proposed for the incumbent.

RECEIVED

AUG 13 1987

THE CONNECTICUT STATE UNIVERSITY

2,918.00
Approx. Cost

Michael Beal
Signed (University) Date 8/10/87

**EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION**

POSITION TITLE: ASSOCIATE DIRECTOR OF ADMISSIONS AND RECORDS

ADMINISTRATIVE RANK: 4

INCUMBENT: WINIFRED KLEIN

Under the supervision of the Director of Admissions and Records, the Associate Director is responsible for the following.

1. Assumes responsibility for the Office in the Director's absence.
2. Assists the Director in administering the student records system.
3. Assists the Director in enrollment planning.
4. Provides direct supervision in determining official rosters of students eligible to receive undergraduate degrees and provisional certification for teaching, preparation of undergraduate graduation audits, and recommended graduation lists.
5. Administers operational management of the office including staff supervision.
6. Provides direct supervision of all aspects of the student registration system.
7. Provides direct supervision of all aspects of the grade report, class roster, transcript, and student standing systems.
8. Assumes direct supervision for maintenance of the University course file and the assignment of classroom space for courses.
9. Assists in providing support services for University planning and institutional research.
10. Assists in the direction of admissions/recruitment functions for all incoming undergraduate students.
11. Attends workshops and meetings as required.
12. Evaluates transcripts of undergraduate transfer students as required.
13. Assists in preparing pertinent reports as required.
14. Performs duties related to those enumerated above which do not alter the basic level of position responsibility.

QUALIFICATIONS

Four years experience demonstrating ability to maintain detailed records and to relate effectively to students and staff. Knowledge of data processing is desired. A Bachelor's Degree is required; a Master's Degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

Michael Bernal 4/3/87
For the University Date
12/24/86

Bette B. Tipton 8/11/89
For the Union Date

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Associate Director of Admissions & Records

Campus Eastern Connecticut State University Date 8/10/87

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 Michael E. Pernal, Dean of Personnel Administration

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF CAMPUS REVIEW _____

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 Betty Tipton Date 8/11/87

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

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 _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL Don Neff DATE 8/19/87

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 _____