



**Connecticut
State
University**

Central • Eastern • Southern • Western

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

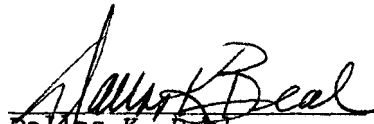
ASSISTANT DIRECTOR OF ADMISSIONS AND RECORDS/ADMINISTRATOR III
to
ASSISTANT DIRECTOR OF ADMISSIONS AND ENROLLMENT PLANNING/ADMINISTRATOR III
at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Assistant Director of Admissions and Records/Administrator III at Eastern Connecticut State University be reclassified to Assistant Director of Admissions and Enrollment Planning/Administrator III, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 8, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President

Doc. 162



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Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>12/8/88</u>
BY: CSU []	
CCSU [] SCSU []	
ECSU <input checked="" type="checkbox"/> WCSU []	

POSITION ACTION:	ESTABLISH ()	RECLASSIFY <input checked="" type="checkbox"/>	OTHER ()	DATE EFFECTIVE	<u>2/3/89</u>
NATURE OF THE POSITION:	PERMANENT <input checked="" type="checkbox"/>	FULL-TIME <input checked="" type="checkbox"/>	TEMPORARY []	PART-TIME []	
POSITION TITLE:	Asst. Dir. of Admissions and Records /Adm. III	7918	Asst. Dir. of Admissions /Adm. III and Enrollment Planning	7918	
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	<u>0003</u>	CURRENT SALARY \$ <u>1,232.96 (32,180)</u>	PROPOSED SALARY \$ <u>1,232.96 (32,180)</u>	FUND <u>Gen</u>	BARGAINING UNIT <u>SUOAF</u> <u>SUOAF</u>
					FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To change the title of the current Assistant Director of Admissions and Records to Assistant Director of Admissions and Enrollment Planning.

JUSTIFICATION:

This change is submitted as part of the reorganization of the area of Admissions and Records.

\$ 0
COST OR SAVINGS

Michael Rev 12/3/88
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- DESCRIPTION, AND (X)
- SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:
7/88

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASST DIR OF ADMISSIONS AND ENROLLMENT PLANNING

ADMINISTRATIVE RANK: 3

INCUMBENT: LURA BUTT

Under the supervision of the Director of Admissions and Enrollment, the Assistant Director performs the following functions:

1. Performs recruitment responsibilities including dissemination of information, secondary school and two-year college visitations, interviewing prospective students, and other related activities. Travel required.
2. Makes decisions on applicant admissions.
3. Evaluates transcripts of applicants.
4. Responds to correspondence regarding admissions to the University.
5. Assists the Director with planning and development of recruitment, admissions, and enrollment programs; implementation of special programs, including minority student early awareness and recruitment programs; planning and development of recruitment materials; recording, organizing, and retrieval of data; preparation of reports; registration and advisement; and supervision of clerical staff.
6. Maintains effective working relationships with other University administrators and faculty, as well as secondary school guidance counselors, community agencies, etc.
7. Attends workshops and meetings as required.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Two to three years experience in college admissions work or related activities, strong communications skills; demonstrated effectiveness in ability to relate to peers, young persons, parents, guidance personnel, and non-traditional students. Bachelor's Degree required; Master's Degree preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

For the University _____ Date For SUCAT _____ Date

12/2/88

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Assistant Director of Admissions and Enrollment Planning
Campus Eastern Connecticut State University Date December 6, 1988

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 Reuel 12/7/88

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 _____ Date _____

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary disapprove proposed rank and salary
Comments or Recommendations:

None Required

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 12/15/88

DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Neuman DATE 1/18/89

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

TE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____