



STATE OF CONNECTICUT

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FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Central Connecticut State College

Assistant in Student Affairs/Administrator I

June 6, 1980

RESOLVED, That the position, Assistant in Student Affairs/Administrator I, be established at Central Connecticut State College effective June 6, 1980, in accordance with all provisions and expectations as set forth in the proposal dated May 18, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant in Student Affairs/Administrator I

Fund: Auxiliary

Position Type: Permanent X Part-time _____

Effective Date: June 6, 1980

Cost: \$14,000

Campus: Central

Proposal:

To establish a new position in the Auxiliary fund to monitor funds used in student activities. Position developed as a result of situations recently evidenced.

Summary:

Request approval to establish and fill a position of State College Administrator I (Assistant In Student Affairs--Student Activity) to be effective June 6, 1980. The incumbent of this position will be responsible for fiscal oversight of all student activity accounts, including clubs, the Student Senate and other activities funded from student activity funds or through student activity accounts.

Some of the duties required of the appointee to this position include: countersigns disbursements authorizations approved by faculty advisers and student officers; oversees collection and deposit of all revenues for activities under incumbent's responsibility; oversees bookkeeping for all activities under incumbent's responsibility; advises College officers and student officers of the status of all student activity accounts; advises faculty advisers and student officers about State and College laws, policies, and procedures; and serves as ex-officio nonvoting member of Student Senate Finance Committee.

Date: 5/18/80

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant in Student Affairs--Student Activities

Administrative Rank: Administrator I

Department: Student Affairs

Supervisor(s) Position/Title Coordinator of Administrative Services in Student Affairs

POSITION SUMMARY:

Responsible for fiscal oversight of all student activity accounts, including clubs, the Student Senate and other activities funded from student activity funds or through student activity accounts. Works with faculty and program advisers and student officers to ensure proper management of student run activities.

POSITION RESPONSIBILITIES:

Countersigns disbursement authorizations approved by faculty advisers and student officers.

Oversees collection and deposit of all revenues for activities under incumbent's responsibility.

Oversees bookkeeping for all activities under incumbent's responsibility.

Advises College officers and student officers of the status of all student activity accounts.

Advises faculty advisers and student officers about State and College laws, policies, and procedures.

Serves as ex-officio nonvoting member of Student Senate Finance Committee.

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

QUALIFICATIONS:

Bachelor's degree in accounting required, 3 years professional accounting experience desired.