



THE CONNECTICUT STATE UNIVERSITY

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AUTHORIZING RESOLUTION


concerning

Reclassification
of
Assistant to the Director of the College Union/Administrator II
to
Assistant Director for Student Activities/Administrator III
at
Western Connecticut State University

June 17, 1983

RESOLVED, That the position, Assistant to the Director of the College Union/Administrator II, at Western Connecticut State University be reclassified to Assistant Director for Student Activities/Administrator III, effective July 1, 1983, in accordance with all provisions and expectations as set forth in the proposal dated May 26, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Assistant Director of Student Activities/Administrator IIIFund: AuxiliaryPosition Type: Permanent X Part-time _____Effective Date: July 1, 1983Cost: \$3,157 (Difference of incumbent's current salary
and Administrator III minimum.)Campus: Western CT State UniversityProposal: To reclassify the existing position, Assistant to the Director
of the College Union/Administrator II to Assistant Director
for Student Activities/Administrator IIISummary: This reclassification is based on the need to provide a more comprehensive
level of service in the Student Activities area. In addition to the
responsibilities currently performed by the incumbent, duties have been
added in the area of student orientation and student sponsored program
activities.Date: May 26, 1983

POSITION DESCRIPTION

Position Title: Assistant to the Director of College Union

Administrative Rank: Administrator II/ten months

Department: College Union, area of Student Affairs

Supervisor(s) Position/Title: Director of College Union

POSITION SUMMARY

Assist the Union Director in administration of the College Union, with particular responsibilities for night operations.

POSITION RESPONSIBILITIES

1. Assists in development and arrangement of activities on campus which offer educational, social, and cultural experiences to students.
2. Provides financial, program, and personal counsel and leadership development for students.
3. Acts as an adviser to and supervises student programs and activities.
4. Serves as permittee for various social functions requiring the use of a State beer or liquor permit.
5. Assists in development and administration of program budgets.
6. Advises student committees with regard to negotiating, contracting, and general operation of committee business.
7. Assists in development of Resource Bank for Programmers.
8. Assists in administration of Graduate Internship Program.
9. Makes recommendations regarding evening maintenance of Union physical plant operations.
10. Supervises evening gameroom operation.
11. Establishes and maintains orderly conduct on the premises and building security in conjunction with Campus Police, when necessary.
12. Prepares periodic reports and assists in making building inventory.
13. Promotes positive public relations.
14. Evaluates programs and services.
15. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

proposed

Position Title: Assistant Director for Student Activities
Administrative Rank: Administrator III / ten months
Department: Student Affairs
Supervisor: Associate Dean of Students

POSITION SUMMARY

Assists the Office of Student Affairs in coordination, administration, and supervision of student activities. Emphasis of the position is on student activities advisement and assisting faculty advisors to become acquainted with information that will assist them in their roles as advisors to student organizations.

1. Assists students and their organization's advisors in development of activities offering educational, social, and cultural experiences.
2. Provides assistance to student organizations and their advisors in budget, finance and contractual matters relating to college events.
3. Assists in the conduct of leadership and group process training programs for students and their advisors.
4. Acts as advisor to the Program Activities Council.
5. Serves as permittee to Program Activities Council functions requiring state and/or college permits.
6. Assists Program Activities Council in development of a Resource bank for programmers.
7. Recommends policies relating to Student Activities to the Office of Student Affairs.
8. Assists with the New Student Orientation Program.
9. Prepares periodic reports and evaluations and an annual report relating to college student activities for presentation to the Office of Student Affairs.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.