

THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

CHANGE IN DUTIES AND TITLE

(General Fund Position)

at

CENTRAL CONNECTICUT STATE UNIVERSITY

ASSISTANT DIRECTOR INTER-COLLEGIATE ATHLETICS
ADMINISTRATOR III

to

ASSISTANT ATHLETIC DIRECTOR/ADMINISTRATOR III

January 6, 1984

RESOLVED, That the duties and title for the General Fund position, Assistant Director Inter-Collegiate Athletics/Administrator III, at Central Connecticut State University be changed to Assistant Athletic Director/Administrator III, effective March 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated December 13, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

CENTRAL CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Assistant Athletic Director

FUND: General

POSITION TYPE: Permanent X Temporary

Full-time X Part-time

EFFECTIVE DATE 3/1/84 Bargaining Unit Admin. Faculty

COST: \$ -0-

PROPOSAL:

To revise job description of subject position and simplify its title slightly in order to realign its functions more in line with current University needs.

JUSTIFICATION:

Position will be vacated February 1, 1984, by retirement of incumbent. This is the best time to change the job description.

Date: 12/13/83

Prepared By Michael K. Becker

Approved By Don James

RECEIVED

DEC 14 1983

THE CONNECTICUT STATE UNIVERSITY

New

Central Connecticut State University

POSITION DESCRIPTION

Position Title: Assistant Athletic Director
Administrative Rank: Administrator III
Department: Intercollegiate Athletics
Supervisor(s) Position/Title Athletic Director (Assoc. Dean)

POSITION SUMMARY:

The Assistant Athletic Director supports the Director of Athletics in the area of promotion and revenue generation. Specific duties include promotional activities, revenue generation (ads, tickets, cable T.V., camps), production of departmental newsletters, home game management, assist in athletic fund-raising.

POSITION RESPONSIBILITIES:

Responsible for the promotion of all sports, particularly revenue producing sports (football, basketball).

Responsible for the generation of game by game and season ticket sales for revenue producing sports.

Responsible for all advertising sales to support publications and cable T.V.

Coordinate sports camp and clinic promotion to increase revenue.

Coordinates all social and award functions for the department.

Coordinates the production of departmental newsletters.

Coordinates the concessions function for football and basketball games and special events.

Assist in athletic fund-raising as appropriate.

Assist in home game/contest management.

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 and two to three years of experience in the administration of university programs demonstrating ability to relate effectively to students, staff, and general public required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.

POSITION DESCRIPTION

Position Title: Assistant Director Inter-collegiate Athletics

Administrative Rank: Administrator III

Department: Physical Education & Athletics

Supervisor's Title: Director of Physical Education & Athletics

POSITION SUMMARY:

Responsible for developing and managing the budget for the entire athletic program. Responsible for arrangements for athletic events. Coordinates the requisitioning of athletic supplies and equipment.

POSITION RESPONSIBILITIES:

Develop and manage inter-collegiate athletic budget: stipends, travel (in-state and out-of-state), meals, lodging reservations, requisition supplies and equipment, services, Chart of Accounts.

Manage details for "home" contests: Arrange for "home game control (supervisors, student help, maintenance and security); authorize payment of invoices for "home" contests personnel (officials, supervisors, student aides).

Manage "away" contests details: determine and request advances, check expenditures statements on "advance requests" by coaches, arrange reservations--travel, meals, lodging; authorize payment for "away" contests invoices; develop "itinerary" for each "away" contest.

Coordinate requisitions of all athletic supplies and equipment; determine appropriate allocation for each program; check coaches requisitions (contract and amount); authorize issuance of "requisitions"; follow-up on purchase orders; check on receipt of supplies and equipment.

Coordinate requisitions for: training room, rentals, services contracts, repairs.

Prepare and submit annual financial statement of expenditures to Director of Athletics.

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

Bachelor's degree and two to three years of experience in the administration of university programs demonstrating ability to relate effectively to students, staff, and general public required. Master's degree preferred.

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