



# THE CONNECTICUT STATE UNIVERSITY

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

## AUTHORIZING RESOLUTION

concerning


### CONVERSION OF PART-TIME POSITION

ASSISTANT TO THE DIRECTOR OF THE STUDENT CENTER/ADMINISTRATOR II  
TO FULL-TIME (Auxiliary Fund) POSITION  
at  
SOUTHERN CONNECTICUT STATE UNIVERSITY

January 6, 1984

RESOLVED, That the part-time position, Assistant to the Director of the Student Center/Administrator II at Southern Connecticut State University be converted to a full-time Auxiliary Funded position effective January 21, 1984, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
President

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION  
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State University

*Frank Hanson*  
\_\_\_\_\_  
President

Concerning: \_\_\_\_\_ New Position, X Existing Position (~~Vacant/Revised~~)

Proposal: That the Assistant to the Director of the Student Center, Administrator II position be converted to a full-time position and the revised job description be accepted.

Proposed Position:

Title/Rank Assistant to the Director of the Student Center, Administrator II

12 Month			
<u>Full-time, Perm.</u>	<u>\$14,000-\$26,875</u>	<u>Aux.</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time		Ed. Ext., Aux.)	
Temp. - Perm.			

3. Summary of Function (attach required job description)

Existing and revised job descriptions are attached.

4. Rationale for Altering or Establishing Position

Please see Dean Pedersen's justification, attached.

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THE CONNECTICUT  
STATE UNIVERSITY

5. Conditions of Employment if Changed or Different from Norm.

Central Office Use

Consultation with Bargaining Unit  
Completed \_\_\_\_\_

Approved:  
1. For Submission to PERC \_\_\_\_\_  
2. By Committee/Board \_\_\_\_\_

Comments:

\_\_\_\_\_  
Date Signature

## RATIONALE FOR ALTERING POSITION

The present Administrator II position performs a basic security function for the University Student Center. The incumbent locks and unlocks doors, puts up signs, sets up equipment, and sometimes works with student workers and custodians in moving furniture and equipment for programs. The incumbent works 25 hours each week. We hope to change the position to a full-time status with professional responsibilities to assist other professional staff in the planning and execution of programs and services. Our rationale is as follows:

1. As a new Dean of Student Affairs I am concerned with campus environment and with the quantity and quality of programming on the SCSU campus. I have established an increase in campus student programs and services as a priority within the Student Affairs Division.
2. The change in the number of hours and in the status of this position would result in a professional staff member being available in planning and program execution status whenever the Student Center is open and functioning. I do not propose to decrease expectations that other professional staff will continue to perform their fair share of night and weekend duties.
3. We expect a resignation from the present incumbent with the Administrator III position in the Student Center within a matter of weeks. These two positions will alternate in some of the evening and weekend responsibilities in the future. Replacement of the two incumbents, even considering the extension of hours for the Administrator II, should result in a net annual savings of salary and fringes of from \$6,000.00 to \$15,000.00.
4. We have been working closely with Student Center, Athletics, Housing, Activities/Special Events, Food Service, and the Office of Continuing Education to create a summer conference and camps program for SCSU. The changes in Student Center Administrator II position description reflects the need to have professional coverage throughout the day and evening throughout the entire year.
5. We intend to increase some of the evening and weekend hours and services during Summer months to increase the amount of services and programs available to our students, staff, alumni, and visitors.
6. The changes we anticipate for the Student Center are consistent with a number of new directions established within Student Affairs. These include the new "Weekends at Southern" concept to be implemented during the Spring Semester of 1984, the planned statewide Student Leadership Conference planned in March of 1984, and other additional changes in the level of programs and services on this campus.

Essentially, we expect to save money in salary and fringes, increase programming, provide more professional evening and weekend programs and service planning, add services for summer conferences and camps, and to meet institutional goals and objectives related to providing a better environment for our students, staff, faculty, and alumni.

SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant to the Director of Student Center/Administrator II

SUPERVISOR: Director of University Student Center

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

This person assists the Director in the operation and administration of the University Student Center. He/She assists in the area of both business and programming operations of the Student Center. The Assistant to the Director seeks to foster student development through the training of student employees, working with student groups and through the development of activities which stimulate, entertain, and inform. He/She reports directly to the Director of the Student Center. This job would be primarily late afternoon/evening hours with some day and week-end coverage.

POSITION RESPONSIBILITIES:

Assists in the advisement and development of Programs Council supported functions.

Assists University organizations in the planning of activities and programs.

Assists in the development and implementation of policies and procedures relating to conferences, meetings, and banquets held in the Student Center.

Works closely with the Graduate Affairs and Student Activities offices in the promoting and the proper functioning of conferences, meetings, etc.

Assists in the effective operation of evening and special programs held in the Student Center.

Assists in the supervision of the week-end manager in the efficient functioning of week-end operations.

Assists in the development and maintenance of proper building cleanliness and security.

Assists in the monitoring of all vending operations in the Student Center, i.e., bank, food vending, food service and video games.

Assists in the maintenance of all technical equipment in the Student Center.

Assists in the tabulation, recording and securing of all daily receipts.

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

Southern Connecticut State University  
Assistant To The Director of Student Center/Administrator II  
(Continued)

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EDUCATION AND EXPERIENCE:

One-two years management or supervisory experience and ability to relate effectively to college students and staff. Bachelors degree required.

SPECIAL NOTATIONS:

The education and experience qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

*Milton J. Chimento*

IMMEDIATE SUPERVISOR

*William J. O'Donnell*

DEAN OF PERSONNEL ADMINISTRATION

*Roger J. Bergh*

NAME

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Assistant to the Director - Night Manager

ADMINISTRATIVE RANK: Administrator II

POSITION SUMMARY:

The Night Manager is responsible for the operation, management, and supervision of the College Memorial Union during the evening hours. This administrator reports to the Director of the College Memorial Union.

POSITION RESPONSIBILITIES:

1. Supervises all evening personnel exclusive of Pub employees.
2. Serves as manager of all College Memorial Union evening services.
3. Tabulates, records, and secures all of the day's monetary receipts exclusive of Pub receipts.
4. Works with student organizations in the development and planning of evening events.
5. Prepares daily reports for the Director.
6. Attends all staff meetings.
7. Oversees building maintenance and security.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATION

*Jess E. Nielsen*