



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

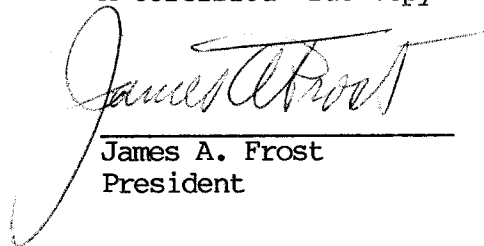
ALTERATION OF POSITION (Auxiliary Fund)

ASSISTANT TO THE DIRECTOR OF STUDENT CENTER/PUB MANAGER
ADMINISTRATOR II
to
ASSISTANT TO THE DIRECTOR OF STUDENT CENTER and ACTIVITIES
ADMINISTRATOR II
at
EASTERN CONNECTICUT STATE UNIVERSITY

JUNE 15, 1984

RESOLVED, That the Auxiliary funded position, Assistant to the Director of Student Center/Pub Manager/Administrator II, at Eastern Connecticut State University be altered to Assistant to the Director of Student Center and Activities/Administrator II, effective June 15, 1984, in accordance with all provisions and expectations as set forth in the proposal dated May 16, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant to the Director of Student Center and Activities (Adm. 2)

FUND: Auxiliary

POSITION TYPE: PERMANENT X TEMPORARY

FULL-TIME X PART-TIME

EFFECTIVE DATE: 6/15/84

BARGAINING UNIT SUOAF

COST: -0-

PROPOSAL: To eliminate Pub Management Duties of the incumbent and to replace such duties with other student center functions and coordination of single event use of campus facilities by groups and organizations.

SUMMARY: Please see attached job description.

RECEIVED
MAY 30 1984
THE CONNECTICUT
STATE UNIVERSITY

DATE: 5/16/84

BY: Michael Pernal
Michael E. Pernal, Dean
Personnel Administration

MP/emb

APPROVED: Charles R. Webb
Charles R. Webb, President
May 21, 1984

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE ASSISTANT TO THE DIRECTOR OF STUDENT CENTER

ADMINISTRATIVE RANK 2 (10 months)

Under the direction of the Dean of Student Affairs and the immediate direction of the Director of Student Center/Activities, the Assistant to the Director of Student Center assumes major responsibility for the following:

1. Assists in the operations of the Student Center through identification of student needs in the area of programming, including alcohol education, cultural and social activities, and devising programs to fill such needs.
2. Assists in the operation of the Student Center and assumes responsibility for the management of Student Center evening programs.
3. Assists in advising student government and other student groups as assigned.
4. Assists in the coordination of the University Orientation Program as assigned.
5. Coordinates the routine single-event usage of University facilities by non-univ. groups and organizations in compliance with applicable University Policies.
6. Acts as a counselor as necessary.
7. Prepares pertinent reports as needed.
8. Represents the Office of Student Center/Activities as needed.
9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Ability to relate effectively to college students and staff and to manage student activities and facilities. A Bachelor's Degree is required.

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

<i>Marshall Pennell</i>	5/16/84	<i>Betty R. Tidton</i>	5/16/84
Signature for the Univ.	Date	Signature for SUOAF	Date
<i>Robert W. Moeham</i>	5/17/84	<i>William J. J...</i>	5/17/84
Signature of Supervisor	Date	Signature of Incumbent	Date

MP/emb
4/27/84

EASTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE ASSISTANT TO THE DIRECTOR OF STUDENT CENTER/PUB MANAGER

ADMINISTRATIVE RANK II

Under the direction of the Dean of Student Affairs and the immediate direction of The Director of Student Center/Activities, the Assistant to the Director of Student Center/Pub Manager assumes a major responsibility for the following:

1. Supports the operations of the Student Center through the identification of student needs in the area of programming and the devising of programs to fill the needs.
2. Works with students to develop and maintain an appropriate social climate in the Pub.
3. Assumes a major role in the management (implementation of proper controls, inventory, purchases, sales, record keeping, selection, training, and supervision of personnel) of the Pub.
4. Serves as Permittee of the Pub.
5. Provides assistance in the operation of the Student Center.
6. Assists in advising Center Operating Board and other student groups as assigned.
7. Assists in the orientation program, as assigned.
8. Prepares pertinent reports as needed.
9. Represents the Office of Student Center/Activities as needed.
10. Acts as a counselor as necessary.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Ability to relate effectively to college students and staff and to: a) manage a Rathskeller or Pub (preferably college setting), b) manage student activities, and c) obtain a State of CT University Beer Permit. A Bachelor's Degree is required.

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

Signature for the College Date

Signature for AFSCME Date

Signature of Supervisor Date

Signature of Incumbent Date

emb
7/23/81