



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ALTERATION OF POSITION

ASSISTANT TO THE DIRECTOR OF THE UNIVERSITY STUDENT CENTER/
ADMINISTRATOR II

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

September 13, 1985

RESOLVED, That the position Assistant to the Director of the University Student Center/Administrator II, at Southern Connecticut State University be altered from a ten-month part-time position to a ten-month full-time position effective October 4, 1985, in accordance with all provisions and expectations as set forth in the proposal dated September 10, 1985.

A Certified True Copy:

Dallas K. Beal
President

THE CONNECTICUT STATE UNIVERSITY

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



Submitted	9/10/85
	Date
By:	CSU ()
	CCSU () SCSU (X)
	ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 9/13/85 PERM (X) FT (X)
 TEMP () PT ()
 POSITION TITLE: Assistant to the Director of the University Student Center Administrator II 7917 Same (10 month position)
 CURRENT (Class Code) PROPOSED (Class Code)
 POSITION NUMBER: 1886 CURRENT SALARY (\$12,581.00) PROPOSED SALARY (\$22,000.00) BARG UNIT AFSCME
 \$ 482.05 \$ 842.92 FUND Aux. UNIT from to

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

Increased efforts in the areas of programming and conferences and our new information systems are placing a greater demand on other professional staff. Increasing this position from part-time to full-time will free up programming staff from some of the more mundane "housekeeping" evening and weekend duties so that they can concentrate more effort on developing programs and services and increasing usage of the Student Center by the University and non-profit community and service organizations.

(\$9,419.00)
\$360.87

Approx. Cost

[Signature] 9.10.85
 Signed (University) Date

RESOLUTION

BR# _____

RESOLVED, that the position Assistant to the Director of the University Student Center, Administrator II, at Southern Connecticut State University be altered from a ten-month part-time position to a ten-month full-time position effective October 4, 1985, in accordance with all provisions and expectations as set forth in the above proposal dated September 10, 1985.

A Certified True Copy _____
 Dallas K. Beal, President, CSU Date

PERCommittee _____
Date

BOARD OF TRUSTEES _____
Date

ASSISTANT TO THE DIRECTOR

UNIVERSITY STUDENT CENTER

POSITION: Assistant To The Director - Administrator II - University Student Center. Full-time, 10 month position subject to the availability of funds and position.

QUALIFICATIONS: Bachelor's degree required. Two to three years of experience in a college environment demonstrating supervisory, planning and operational skills. These qualifications may be waived for individuals with appropriate experience.

RESPONSIBILITIES: This person assists the Director in the operation and administration of the University Student Center. He/She is primarily responsible for the evening business operations of the Student Center. The Assistant To The Director seeks to foster student development through assisting in 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:

Oversees the day-to-day weekend and some evening use of meeting and conference rooms in the Student Center.

Assists and oversees Programs Council weekend and evening functions.

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

Works closely promoting goals of the Student Center with other staff members.

Supervises weekend and evening student personnel, including office secretaries, technicians, and clean-up crew.

Oversees weekend and evening maintenance of proper building cleanliness.

Assists in maintaining weekend and evening building security.

Works cooperatively with other administrative offices, academic departments and student personnel staff in implementing, promoting and coordinating programs and services.

Assists in the advisement of various Programs Council committees.

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

Assists in monitoring evening and weekend use of all vending operations in the Student Center, ie., bank, food vending, food service and video games.

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

IMMEDIATE SUPERVISOR:

William J. O'Dowd

William J. O'Dowd

ADMINISTRATIVE FACULTY

Richard V. Farnucelli

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Bergh