



# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION  
(Auxiliary Fund)

ASSISTANT TO THE DIRECTOR OF THE STUDENT CENTER/  
ADMINISTRATOR II

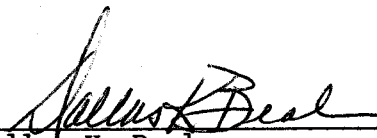
at

CENTRAL CONNECTICUT STATE UNIVERSITY

March 7, 1986

RESOLVED, That the position of Assistant to the Director of the Student Center/Administrator II be established at Central Connecticut State University in accordance with the proposal attached as an addendum to this resolution.

A Certified True Copy:

  
\_\_\_\_\_  
Dallas K. Beal  
President

CSU-200



**THE CONNECTICUT STATE UNIVERSITY**

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

Submitted	<u>1/21/86</u>
	Date
By:	CSU ( )
	CCSU (X) SCSU ( )
	ECSU ( ) WCSU ( )

**POSITION ACTION REQUEST**

POSITION ACTION: ESTABLISH  RECLASSIFY ( ) OTHER ( ) DATE EFFECTIVE 2-7-86 PERM ( ) FT ( ) TEMP ( ) PT ( )

POSITION TITLE: Asst. to the Dir. of the Student Ctr./Adm. II  
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: New CURRENT SALARY \_\_\_\_\_ PROPOSED SALARY \$18,000 FUND Aux. BARG UNIT \_\_\_\_\_ Adm. Fac. from \_\_\_\_\_ to \_\_\_\_\_

RESOLUTION

BR# \_\_\_\_\_

RESOLVED,

That the position of Assistant to the Director of the Student Center/Admin. II be established at Central Connecticut State University in accordance with the proposal attached as an addendum to this resolution

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

PERCommittee \_\_\_\_\_  
 Date \_\_\_\_\_

BOARD OF TRUSTEES \_\_\_\_\_  
 Date \_\_\_\_\_

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

For a number of years, the administration of Student Center activities has been substantially in the hands of Graduate Student Interns. The internship program is no longer attracting an adequate number of qualified applicants to staff the Student Center and an alternative approach is required. This new position (see attached job description) returns to an earlier staffing level used to run the Student Center before the internship program became so popular.

**RECEIVED**  
 JAN 21 1986  
 THE CONNECTICUT  
 STATE UNIVERSITY

Approx. Cost \_\_\_\_\_

Don James  
 Signed (University) Date 1/21/86

POSITION DESCRIPTION

Position Title: Assistant to the Director - Student Center

Administrative Rank: Administrator II

Department: Administrative Affairs

Supervisor's Title: Director of Student Center

POSITION SUMMARY:

Responsible for the supervision of the Student Center facility and routine operations, including supervision and training of student managers, and the supervising of daily maintenance staff and functions.

POSITION RESPONSIBILITIES:

1. Co-ordinates facility supervision in conjunction with Graduate Interns and Student Managers.
2. Assists with facility supervision during certain evening and, or, weekend hours.
3. Trains, advises, and supervises Student Managers regarding building operations, activities, and service areas; i.e., Gameroom, Personnel, Audio Visual Services, Duplicating, etc.
4. Has primary responsibility for originating and conducting an on-going student development program for Student Managers in conjunction with overall educational and developmental goals of the Student Center.
5. Supervises the planning and conduct of daily maintenance functions.
6. Aids in the training and supervision of Graduate Interns and is responsible for advising the Intern who supervises Student employment.
7. Co-operates closely with other student personnel staff, administrative offices, academic departments, and individual faculty in implementing, promoting, and co-ordinating programs and services.
8. 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 demonstrated ability to relate effectively to university students and staff and to manage student union activities required.

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