



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

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XXXXXX XXXXXXXXXXXXXXXXXXXX

AUTHORIZING RESOLUTION

concerning

Alteration of Existing 12-Month Position to 10-Month Position

at

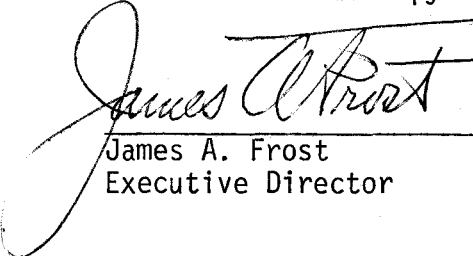
Western Connecticut State College

Director of College Union/Administrator III

December 5, 1980

RESOLVED, That the position, Director of College Union/Administrator III, at Western Connecticut State College be altered from a 12-month position to a 10-month position effective January 19, 1981, in accordance with all provisions and expectations as set forth in the proposal dated November 21, 1980, which is attached as an addendum to this resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION SUMMARYTitle: Director of College Union/Administrator III (10-month)Fund: AuxiliaryPosition Type: Permanent Part-time Effective Date: January 19, 1981Cost: Annual savings of \$4,858.25Campus: Western CT State College

Proposal: To alter the existing 12-month position of same title and rank to a 10-month position at the same title and rank.

Summary: See attachments

Date: November 21, 1980

WESTERN CONNECTICUT STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Director of College Union

ADMINISTRATIVE RANK: Administrator III/10 mo.

DEPARTMENT: College Union, area of Student Affairs

POSITION SUMMARY

To supervise and coordinate all aspects of the College Union, except the Cafeteria, Snack Bar, Bookstore and Message Center, regarding facilities, programs, personnel, budget, services planning, policies and volunteers in order to provide activities and services which meet social, cultural and recreational needs of the campus.

POSITION RESPONSIBILITIES

1. To advise and counsel the Board of Governors on development of policy recommendations and programs for the Union.
2. To advise College Union programming bodies on development and presentation of programs, oversee budget preparation, and insure proper accounting for expenditures and evaluation of programs.
3. To meet and advise other campus groups, students, faculty and administration in regard to use of the College Union facilities in the presentation of their meetings and programs. Be in touch with the local community - to help provide for the interrelationships of the college with the local community.
4. To establish an operations budget in conjunction with the Board of Governors and to oversee expenditures from that budget insuring preparation of the proper forms and reports.
5. To oversee procedures for handling funds placed within the jurisdiction of the Board of Governors or Program Committee e.g., SGA check cashing funds.
6. To recruit, hire and supervise College Union staff, developing job descriptions, job training programs and operation policies and procedures.
7. Supervises and negotiates issuance of entertainment contracts.
8. Serves as Permittee for various social functions requiring the use of a State beer or liquor permit.
9. Overall supervision of the administration of specified College Union services - e.g., Information Center, Gameroom, and Copy Service.
10. To supervise the physical plant - to insure that the building is fairly and properly scheduled and used.

11. To make recommendations for building cleaning, maintenance and alteration.
12. Supervise use and maintenance of equipment owned or leased to areas falling under the Director's responsibility.
13. Establishes and maintains orderly conduct on the premises and building security in conjunction with Campus Police, when necessary.
14. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.