



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 New Britain, Connecticut 06050
827-7700
TEL. NEW BRITAIN: 203-~~209-4000~~ ~~DEL. HARTFORD: 203-566-3300~~

AUTHORIZING RESOLUTION

concerning

Establishment of a New Position

Assistant to the Director of the College Union/Administrator I

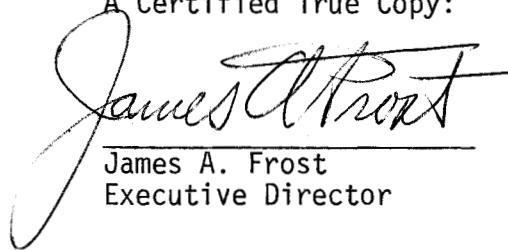
at

Western Connecticut State College

December 5, 1980

RESOLVED, That a ten-month position, Assistant to the Director of the College Union/Administrator I, be established at Western Connecticut State College effective December 5, 1980, 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

WESTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title: Director of Data Processing

Administrative Rank: Administrator III

Department: Computer Center

POSITION SUMMARY

The Director of the Computer Center, reporting to the Vice-President of Administrative Affairs, is responsible for all aspects of the management and operation of the Computer Center. He plans and develops all systems for the College. He assists in the design and development of MIS for the College. He is responsible for the evaluation of all hardware and software for both administrative and academic computing. He provides a liaison with users of computing services and develops improved techniques and methods for assisting all college departments.

He serves as a general advisor to the Vice-President of Administrative Affairs on all questions of computing and systems.

POSITION RESPONSIBILITIES

Review information needs of perspective users including assessment of feasibility, costs, and benefits of new system development.

Recommends action to be taken on request for new systems development and priorities assigned from administration and/or academic departments.

responsible for all aspects of implementation including systems and specifications, programming training of personnel, documentation installation, and testing.

develops and recommends operating budgets and long-term plans for the Computer Center including hardware, software, personnel requirements and administrative expenses.

Maintains operations, liaison with respective academic, instructional/faculty and administrative personnel.

UNCLASSIFIED POSITION SUMMARYTitle: Assistant to the Director of the College Union/Administrator I (10-month)Fund: AuxiliaryPosition Type: Permanent X Part-time _____Effective Date: December 5, 1980Cost: \$7,917 annualCampus: Western CT State College

Proposal: To establish a new 10-month position in the Auxiliary Fund entitled Assistant to the Director of the College Union/Administrator I.

Summary:

The establishment of the position will allow the College to provide a more comprehensive offering of services in the College Union to students, especially during the evening hours.

The majority of hours worked each week will be after 4 p.m. Weekend assignments will be required. The 10-month schedule of months worked will be staggered with those of the Director of the College Union to provide optimum coverage.

See attachments.

Date: November 21, 1980

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

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College, Elizabeth McCoy
President

Concerning: X New Position, Existing Position (Vacant/Filled)

1. Proposal: To establish the position Assistant to the Director of the College Union.

2. Proposed Position:

Title/Rank Assistant to the Director of the College Union /ADMIN I

<u>10 mo.</u>	<u>\$7917.</u>	<u>Auxiliary</u>	<u>AFSCME</u>
<u>10 month</u>	Salary Level	Fund (Gen.,	Bargaining Unit
<u>Full-time</u>		Ed. Ext., Aux.)	
<u>time - Perm.</u>			

Summary of Function (attach required job description)

See Attached

4. Rationale for Altering or Establishing Position

The establishment of the position will allow the College to provide a more comprehensive offering of services in the College Union to students, especially during the evening hours.

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

The majority of hours worked each week will be after 4 p.m. Weekend assignments will be required. The 10 month schedule of months worked will be staggered with those of the Director of the College Union to provide optimum coverage

For Central Office Use

Consultation with Bargaining Unit
Completed

Approved:

1. For Submission to PERC
2. By Committee/Board

WESTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title: Assistant to the Director of College Union

Administrative Rank: Administrator 1/10 mo.

Department: College Union, area of Student Affairs

Supervisor(s) Position/Title: Director of College Union

POSITION SUMMARY

Assist the Union Director in administration of the College Union, with particular responsibilities for night operations.

POSITION RESPONSIBILITIES

1. Assists in development and arrangement of activities on campus which offer educational, social, and cultural experiences to students.
2. Provides financial, program, and personal counsel and leadership development for students.
3. Acts as an adviser to and supervises student programs and activities.
4. Serves as permittee for various social functions requiring the use of a State beer or liquor permit.
5. Assists in development and administration of program budgets.
6. Advises student committees with regard to negotiating, contracting, and general operation of committee business.
7. Assists in development of Resource Bank for Programmers.
8. Assists in administration of Graduate Internship Program.
9. Makes recommendations regarding evening maintenance of Union physical plant operations.
10. Supervises evening gameroom operation.
11. Establishes and maintains orderly conduct on the premises and building security in conjunction with Campus Police, when necessary.
12. Prepares periodic reports and assists in making building inventory.
13. Promotes positive public relations.
14. Evaluates programs and services.
15. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.