

# THE CONNECTICUT STATE UNIVERSITY

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

## AUTHORIZING RESOLUTION

concerning

Reclassification Assistant to the Director of the College Union/Administrator II Assistant Director for Student Activities/Administrator III Western Connecticut State University

June 17, 1983

RESOLVED, That the position, Assistant to the Director of the College Union/Administrator II, at Western Connecticut State University be reclassified to Assistant Director for Student Activities/Administrator III, effective July 1, 1983, in accordance with all provisions and expectations as set forth in the proposal dated May 26, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Executive Director

## UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: /	Assistant Director of Student Activities/Administrator III	
	uxiliary	
Fund: At	uxtitary	
Position 7	Type: Permanent X Part-time	
Effective		
Cost:	(Difference of incumbent's current salary and Administrator III minimum.)	
Campus: _	Western CT State University	
Proposal:	To reclassify the existing position, Assistant to the Director of the College Union/Administrator II to Assistant Director for Student Activities/Administrator III	
Summary:	This reclassification is based on the need to provide a more compresented of service in the Student Activities area. In addition to the responsibilities currently performed by the incumbent, duties have added in the area of student orientation and student sponsored programming.	ne been
	activities.	

Date: May 26, 1983

Comments

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Executive Off	icer for Faculty and			$\mathcal{M}$	•
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	•		Presi	dent	
Concerning:	New Posit	ion, XX	_Existing Po	sition (Vacant/Fil	lled)
Proposal:		•			
	fy the position of Ass Director for Student				
Proposed Position	n:	•		•	
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Title/Rank Assis	stant Director for Stu	<u>ıdent Activi</u> 1	ies/Administr	rator III	
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	<b>:</b>				~
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10 or 12 mo.	Salary Level		(Gen.,	Bargaining U	nit
Full-Part-Time Temp Perm.		EQ. 1	Ext., Aux.)		
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Summary of Funct	ion (attach required	l job descri	ption)		
See Attach	ned		4		
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Rationale for Al	tering or Establish	ing Position			
level of s responsibi	assification is based service in the Studen ilities currently per the area of student o	t Activities formed by the	area. In add	lition to the luties have been	•
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## MESTERS CORRECTE OF STATE COLLEGE.

#### POSITION D'SCRIPTION

Position Title: Assistant to the Director of College Union

Administrative Rank: Administrator II/ten months

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 after the basic level of responsibility of the position.

Position Title: Assistant Director for Student Activities

Administrative Rank: Adiministrator III / ten months

Department: Student Affairs

Supervisor: Associate Dean of Students

#### POSITION SUMMARY

Assists the Office of Student Affairs in coordination, administration, and supervision of student activities. Emphasis of the position is on student activities advisement and assisting faculty advisors to become acquainted with information that will assist them in their roles as advisors to student organizations.

- Assists students and their organization's advisors in development of activities offering educational, social, and cultural experiences.
- Provides assistance to student organizations and their advisors in budget, finance and contractual matters relating to college events.
- Assists in the conduct of leadership and group process training programs for students and their advisors.
- 4. Acts as advisor to the Program Activities Council.
- 5. Serves as permittee to Program Activities Council functions requiring state and/or college permits.
- a. Assists Program Activities Council in development of a Resource bank for programmers.
- 7. Recommends policies relating to Student Activities to the Office of Student Affairs.
- 8. Assists with the New Student Orientation Program.
- Prepares periodic reports and evaluations and an annual report relating to college student activities for presentation to the Office of Student Affairs.
- 1). Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.