

# THE CONNECTICUT STATE UNIVERSITY

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

## AUTHORIZING RESOLUTION

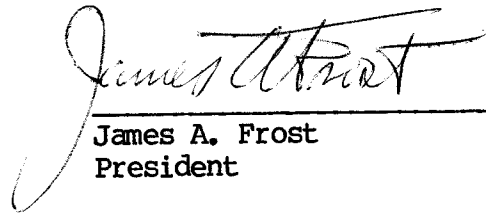
concerning

Alteration in Duties and Rank  
From  
Associate Athletic Director/Administrator IV  
To  
Associate Athletic Director/Administrator V  
At  
Central Connecticut State University

February 3, 1984

RESOLVED, That the duties and rank for the position Associate Athletic Director/Administrator IV, at Central Connecticut State University, be altered to Associate Athletic Director/Administrator V, effective February 3, 1984, in accordance with all provisions and expectations as set forth in the proposal dated January 18, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
President

CENTRAL CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Associate Athletic Director/Admin. V

FUND: General

POSITION TYPE: Permanent X Temporary \_\_\_\_\_  
Full-time X Part-time \_\_\_\_\_

EFFECTIVE DATE February 3, 1984 Bargaining Unit Admin. Faculty

COST: \$ 978.93 FY 84  
\$ 2839 Annualized

PROPOSAL:

To add substantial new duties to those formerly performed by the incumbent Associate Athletic Director/Adm. IV and to compensate that individual by increasing the rank of the position to Administrator V and his salary by 8 1/2 percent, from \$33,396 (\$1,279.56) to \$36,235 (\$1,388.33).

(See attached old and new job description.)

JUSTIFICATION:

This adjustment reflects a major change in the way the CCSU intercollegiate athletic program operates and settles a grievance.

Date: 1-18-84

Prepared By Michael K. Becker

Approved By [Signature]

## POSITION DESCRIPTION

Position Title: Associate Athletic Director  
Administrative Rank: Administrator III-IV  
Department: Physical Education & Athletics  
Supervisor(s) Position/Title Director of Physical Educ. & Athletics

## POSITION SUMMARY:

Assists the Director of Athletics in the development and administration of inter-collegiate athletic schedules and co-ordinates recreational activities, inter-murals, and special events.

## POSITION RESPONSIBILITIES:

Coordinates practice and activity schedules in athletics, intramurals and recreation. ✓

Develops all intercollegiate athletic schedules. ✓

Determines intercollegiate athletic eligibility. ✓

Coordinates recreational activities, summer day camp, and special events. ✓

Attends regional and national athletic conference and scheduling meetings.

Determines eligibility on all student athletics for varsity sports.

Serves as Varsity Golf coach.

~~Serves as advisor to cheerleaders.~~

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

NEW

POSITION DESCRIPTION

Position Title: Associate Athletic Director

Administrative Rank: Administrator V

Department: Athletics

Supervisor's Title: Director of Athletics

POSITION SUMMARY:

Assists the Director of Athletics in the administration of intercollegiate athletics and intramurals/recreation.

POSITIONS RESPONSIBILITIES:

Acts for Director of Athletics in his/her absence as assigned.

Coordinates the day-to-day operation of intercollegiate athletics to include schedule development, coaches needs/requests, home contest management, and recruitment efforts.

Responsible for operation of equipment cage, locker room assignments, laundry facility, identification and follow-up of facility maintenance problems, and scheduling of athletic facilities.

Responsible for departmental compliance of all NCAA and conference guidelines, attends conference and national meetings as assigned, and serves as liaison with conference and national affiliations.

Responsible for special event coordination (including camps, clinics, tournaments, etc.)

Supervises the directors of intramurals and recreation and serves as golf coach.

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

QUALIFICATIONS:

Master's degree in appropriate field and four to five years of experience in administration of athletic programs including implementation of athletic policy and supervision required.

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