



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

REVISION OF JOB DESCRIPTION (AUXILIARY FUND)

ASSISTANT TO THE DIRECTOR, STUDENT CENTER/OPERATIONS
ADMINISTRATOR II

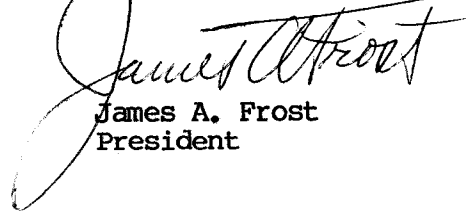
at

CENTRAL CONNECTICUT STATE UNIVERSITY

July 20, 1984

RESOLVED, That the job description for the Auxiliary funded position, Assistant to the Director, Student Center/Operations/Administrator II, at Central Connecticut State University be revised effective July 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated June 26, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: Assistant to the Director Student Center/Operations

Administrative Rank: Administrator II

Department: Student Affairs

Supervisor's Title: Director of Student Center

POSITION SUMMARY:

Responsible for the conduct of the centralized scheduling function of the Student Center, supervision of the maintenance of the facility, and supervision of information services.

POSITION RESPONSIBILITIES:

Reserve and schedule various campus facilities for non-academic uses.

Arrange and supervise appropriate equipment set-up, audio-visual needs, technical personnel, police, food service, and necessary supervision for scheduled event.

Advise and consult with students, faculty and members of the public regarding use of University facilities and applicable policies.

Arrange for daily and weekly calendar of campus events.

Supervise the planning and conduct of daily cleaning and room/equipment set up.

Supervise the operation of the Information Desk and related functions.

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

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POSITION DESCRIPTION

Position Title: Assistant ~~in the~~ ^{to Director} Student Center/
Operations and Student Activities

Administrative Rank: Administrator ~~I~~ ^{II}

Department: Student Affairs ~~Admin. Affairs~~

Supervisor(s) Position/Title: Director of Student Center

POSITION SUMMARY:

Responsible for fiscal oversight of all student activity accounts, including clubs, the Student Senate and other activities funded from student activity funds or through student activity accounts. Works with faculty and program advisers and student officers to ensure proper management of student run activities. Also responsible for centralized scheduling function of the Student Center and for Student Center cash receipts.

POSITION RESPONSIBILITIES:

- Advises faculty advisers and student club and government officers about State and ~~College~~ laws, policies, and procedures. ^{Univ.}
- Serves as ex-officio nonvoting member of Student Senate Finance Committee.
- Reserve and schedule various campus facilities for non-academic uses.
- Arrange and supervise appropriate equipment set-up, audio-visual needs, technical personnel, ~~College~~ police, food service and necessary supervision for scheduled events. ^{Univ.}
- Advise and consult with students, faculty and members of the public regarding use of college facilities and applicable policies.
- Arrange for daily and weekly calendar of campus events.
- Arrange and supervises daily cash handling for all Student Center Services.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.