

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.

James A. Frost

Certified True Copy:

President

CENTRAL CONNECTICUT STATE UNIVERSITY New Britain, Connecticut 06050

Unclassified Position Alteration Summary

TITLE: Assistant to the Director, Student Center/Operations
FUND: Auxilliary
POSITION TYPE: Permanent X Temporary
Full-time X Part-time
EFFECTIVE DATE: July 1, 1984 Bargaining Unit Admin. Faculty
COST: \$ -0-
PROPOSAL:
To revise job description of incumbent with no change
in rank or salary. RECEIVED UN 2 1984 UN 2 1984
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JUSTIFICATION:
The needs of the Student Center have changed. The new job
description more accurately reflects what is needed from
professional staff at this time.
2.1/11/0.1
Date: 26 ine 1979 Prepared by: Michael & Section
Approved by:

CENTRAL CONNECTICUT STATE UNIVERSITY New Britain, Connecticut 06050

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POSITION DESCRIPTION

Position Title: As	sistant to the Director Student	Center/Operations
Administrative Rank:	Administrator II	are particular to the second s
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 responsibilitis related to those enumerated above which do not alter the basic level of responsibility of the position.

RECEIVED DEAN OF PERSONA

POSITION DESCRIPTION

to Director Assistant in the Student Center

Position Title:	Operations and Student Activities
Administrative Rank:	Ministrator / II
Department:	Student Affaire Admin. Affairs

Supervisor(s) Position/Title Director of Student Center

POSITION SURWARY:

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.

Serves as ex-officio nonvoting number 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. U.V.

Mivise and consult with students, faculty and mambers of the public regarding use of college facilities and applicable policies.

Arrange for daily and weekly calendar of compus 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.,