



**Connecticut
State
University**

Central • Eastern • Southern • Western

Office of the President

BR#91-116

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

RESOLUTION

concerning

CONVERSION OF POSITION

DIRECTOR OF STUDENT CENTER/ADMINISTRATOR VI -- 10 MONTH
to
DIRECTOR OF STUDENT CENTER/ADMINISTRATOR VI -- 12 MONTH

at


WESTERN CONNECTICUT STATE UNIVERSITY

July 19, 1991

RESOLVED,

That the position of Director of Student Center/Administrator VI at Western Connecticut State University be converted from a 10-month to a 12-month position, effective July 22, 1991, in accordance with all provisions and expectations set forth in the proposal dated June 24, 1991, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



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Employer

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>6/24/91</u>
BY: CSU	[]
CCSU	[] SCSU []
ECSU	[] WCSU [x]

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (x)	OTHER ()	DATE EFFECTIVE	<u>7/22/91</u>
NATURE OF THE POSITION:	PERMANENT [x]	FULL-TIME [x]	TEMPORARY []	PART-TIME []	
POSITION TITLE:	<u>Director of Student Center/Admin. VI 7868</u>	CURRENT CLASS CODE	<u>Director of Student Center/Admin. VI 7868</u>	PROPOSED CLASS CODE	
POSITION NUMBER	<u>0490</u>	CURRENT SALARY \$	<u>55,310.</u>	PROPOSED SALARY \$	<u>48,914.</u>
FUND	<u>Aux.</u>	BARGAINING UNIT	<u>AFSCME</u>	FROM	TO


EXPLAIN THE NATURE OF THE PROPOSAL:

Change 10-month position to 12-month position.

JUSTIFICATION:

The present incumbent retires 7/1/91, and the University wishes to expand services. year round, to students at the Student Center.

\$ 6,396.
 COST OR SAVINGS


 SIGNED (UNIVERSITY) 6-24-91
 DATE

- ATTACH OLD AND NEW STAFFING CHART, ()
- JOB DESCRIPTION, AND ()
- SUOAF SIGN OFF FORM IF REQUIRED ()

MISCELLANEOUS COMMENTS:
 7/88

DIRECTOR OF STUDENT ACTIVITIES AND STUDENT CENTER
ADMINISTRATOR VI

SUPERVISOR: Dean of Student Affairs

INCUMBENT NAME Vacant

POSITION SUMMARY: Supervises Assistant Director of Student Activities and coordinates all aspects of the Student Center except the Cafeteria, Snack Bar, Bookstore, and Message Center, regarding facilities, programs, personnel, budget, services, planning, policies and student volunteers in order to provide activities and services which support the out-of-class social, cultural and recreational needs of the campus.

POSITION RESPONSIBILITIES:

To supervise the physical plant - to see that it is fairly and properly used by the University Community.

To make recommendations for its cleaning, maintenance and expansion.

To establish a budget and to oversee the dispensation of that budget providing all proper forms and reports.

To advise and counsel the Student Center Board, its committees and individual members on the development of policy recommendations and programs for the Student Center and supervise the proper preparation, presentation and evaluation of such recommendations and programs.

To meet and advise other campus groups, students, faculty and administration in regard to the use of the Student facilities in the presentation of their meetings and programs. Be in touch with the local community - to help provide for the inter relationship of the university with the local community in whatever they can. To hire and supervise Student Center Staff, developing job descriptions, job training programs and operation policies and procedures.

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

EDUCATION AND EXPERIENCE: Five years of experience in college administration, including three years in student center/college union or student activities. Master's degree required. These qualifications may be waived for individuals with appropriate alternate experience.