RESOLVED, That the position Assistant Dean of Students (Admin. II) be altered to Director of Student Center/Activities (Admin. III) at Eastern Connecticut State College effective January 9, 1980, in accordance with all provisions and expectations as set forth in the proposal dated January 8, 1980, which is attached as an addendum to this Resolution.
Addendum to Board Resolution #80-9
January 9, 1980

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs
FROM: Eastern Connecticut State College, Dr. Charles R. Webb (President)

Concerning: New Position, XX Existing Position (Vacant/Filled)

1. Proposal: To change the present position, Assistant Dean of Students (Admin. II) to Director of Student Center/Activities, (Admin. III).

2. Proposed Position:

<table>
<thead>
<tr>
<th>Title/Rank</th>
<th>Director of Student Center/Activities/Admin. III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Level</td>
<td>$18,603.00 12 Full 10 or 12 mo. Full-Part-Time</td>
</tr>
<tr>
<td>Aux. SCOAF</td>
<td>Fund (Gen., Ed. Ext., Aux.) Jargaining Unit</td>
</tr>
<tr>
<td>Temp. or Permanent</td>
<td>T P</td>
</tr>
</tbody>
</table>

3. Summary of Function (attach required job description)

See Attached

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

Provide a level of responsibility and salary more closely related to actual duties.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary;)

Position will be changed from an Administrator II to Administrator III

For Central Office Use

Consultation with bargaining Unit Completed 1/8/80

Approved:
1. For Submission to PERC
2. By Committee/Board

Comments:

(Date) (Signature)
DIRECTOR OF STUDENT CENTER/ACTIVITIES

DUTIES

Under the supervision of the Dean of Student Affairs the Director of Students is responsible for all aspects of the Student Center, Orientation and Student Government and activities, including the following:

1. Recommends policies and procedures to keep pace with the changing developments in the field.

2. Operates the Student Center in terms of:
   a. Program
   b. Budget
   c. Policies
   d. Selection, training and evaluation of appropriate student staff
   e. Equipment maintenance and replacement

3. Advises the various components of the college community concerning social and cultural affairs. Works in conjunction with various segments of the college to implement and execute social and cultural activities.

4. Assumes responsibility, in conjunction with the Dean, for the planning and operation of the college's Orientation program.

5. Plans and administers a comprehensive program of cultural and social services that provide students with the means for social and interpersonal development.

6. Provides advisorship to various segments of the student government in the areas of leadership skills, organizational processes, student life, budgeting and expenditure of funds.

7. Prepares pertinent reports as needed.

8. Represents the Office and the College by attending workshops and meetings on or off campus as needed.

9. Acts as a counselor, academic advisor, and general resource person to students.

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

DUTIES

Under the supervision of the Dean of Student Affairs the Assistant Dean of Students is responsible for all aspects of the Student Center, Orientation and Student Government and activities, including the following:

1. Recommends policies and procedures to keep pace with the changing developments in the field.

2. Operates the Student Center in terms of:
   a. budget
   b. policies
   c. selection, training and evaluation of appropriate student staff
   d. equipment maintenance and replacement

3. Advises the various components of the college community concerning social and cultural affairs. Works in conjunction with various segments of the college to implement and execute social and cultural activities.

4. Assumes responsibility, in conjunction with the Dean, for the planning and operation of the college's Orientation program.

5. Plans and administers a comprehensive program of cultural and social services that provide students with the means for social and interpersonal development.

6. Provides advisorship to various segments of the student government in the areas of leadership skills, organizational processes, student life, budgeting and expenditure of funds.

7. Prepares pertinent reports as needed.

8. Represents the Office and the College by attending workshops and meetings on or off campus as needed.

9. Acts as a counselor, academic advisor, and general resource person to students.

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

Signature Date
for the College

Signature Date
for AFSCME

Signature Date
of Supervisor

Signature Date
of Incumbent