AUTHORIZING RESOLUTION

concerning

Reclassification of
Assistant to the Director of the College Union/Administrator II to Assistant Director for Student Activities/Administrator III at Western Connecticut State University

June 17, 1983

RESOLVED, That the position, Assistant to the Director of the College Union/Administrator II, at Western Connecticut State University be reclassified to Assistant Director for Student Activities/Administrator III, effective July 1, 1983, in accordance with all provisions and expectations as set forth in the proposal dated May 26, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic
Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

An Equal Opportunity Employer
UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant Director of Student Activities/Administrator III

Fund: Auxiliary

Position Type: Permanent X Part-time ___

Effective Date: July 1, 1983

Cost: $3,157 and Administrator III minimum.

Campus: Western CT State University

Proposal: To reclassify the existing position, Assistant to the Director of the College Union/Administrator II to Assistant Director for Student Activities/Administrator III

Summary: This reclassification is based on the need to provide a more comprehensive level of service in the Student Activities area. In addition to the responsibilities currently performed by the incumbent, duties have been added in the area of student orientation and student sponsored program activities.

Date: May 26, 1983
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College, President

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

1. Proposal:
   To reclassify the position of Assistant to the Director of the College Union to Assistant Director for Student Activities effective July 1, 1983.

2. Proposed Position:
   Title/Rank Assistant Director for Student Activities/Administrator III

   | 10 mo. FT | 16,000. | Auxiliary | AFSCME |
   | 10 or 12 mo. | Salary Level | Fund (Gen., | Bargaining Unit |
   | Full-Part-Time | | Ed. Ext., Aux.) |
   | Temp. - Perm. | |

3. Summary of Function (attach required job description)
   See Attached

4. Rationale for Altering or Establishing Position
   This reclassification is based on the need to provide a more comprehensive level of service in the Student Activities area. In addition to the responsibilities currently performed by the incumbent, duties have been added in the area of student orientation and student sponsored program activities.

5. Conditions of Employment if Changed or Different from Norm.
   N/A

For Central Office Use

Consultation with Bargaining Unit Completed

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

Comments:
Position Title: Assistant to the Director of College Union

Administrative Rank: Administrator/D/ten months

Department: College Union, area of Student Affairs

Supervisor(s) Position/Title: Director of College Union

POSITION SUMMARY

Assist the Union Director in administration of the College Union, with particular responsibilities for night operations.

POSITION RESPONSIBILITIES

1. Assists in development and arrangement of activities on campus which offer educational, social, and cultural experiences to students.

2. Provides financial, program, and personal counsel and leadership development for students.

3. Acts as an adviser to and supervises student programs and activities.

4. Serves as permittee for various social functions requiring the use of a State beer or liquor permit.

5. Assists in development and administration of program budgets.

6. Advises student committees with regard to negotiating, contracting, and general operation of committee business.

7. Assists in development of Resource Bank for Programmers.

8. Assists in administration of Graduate Internship Program.

9. Makes recommendations regarding evening maintenance of Union physical plant operations.

10. Supervises evening gameroom operation.

11. Establishes and maintains orderly conduct on the premises and building security in conjunction with Campus Police, when necessary.

12. Prepares periodic reports and assists in making building inventory.

13. Promotes positive public relations.

14. Evaluates programs and services.

15. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.
Position Title: Assistant Director for Student Activities  
Administrative Rank: Administrator III / ten months  
Department: Student Affairs  
Supervisor: Associate Dean of Students  

POSITION SUMMARY

Assists the Office of Student Affairs in coordination, administration, and supervision of student activities. Emphasis of the position is on student activities advisement and assisting faculty advisors to become acquainted with information that will assist them in their roles as advisors to student organizations.

1. Assists students and their organization’s advisors in development of activities offering educational, social, and cultural experiences.

2. Provides assistance to student organizations and their advisors in budget, finance and contractual matters relating to college events.

3. Assists in the conduct of leadership and group process training programs for students and their advisors.


5. Serves as permittee to Program Activities Council functions requiring state and/or college permits.


7. Recommends policies relating to Student Activities to the Office of Student Affairs.

8. Assists with the New Student Orientation Program.

9. Prepares periodic reports and evaluations and an annual report relating to college student activities for presentation to the Office of Student Affairs.

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