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
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.

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.

Date: 26 June 1984          Prepared by: [Signature]

Approved by: [Signature]
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.
Central Connecticut State College

POSITION DESCRIPTION

Assistant to the Director

Position Title: Operations and Student Activities

Administrative Rank: Administrator - 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.

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.

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.