RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF THE STUDENT CENTER/
ADMINISTRATOR II
to
DIRECTOR OF SPECIAL PROJECTS AND CAMPUS EVENTS/
ADMINISTRATOR VI

at
SOUTHERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant to the Director of the Student Center/Administrator II, at Southern Connecticut State University be reclassified to Director of Special Projects and Campus Events/Administrator VI, effective February 5, 1988, in accordance with the attached proposal dated January 13, 1988.

A Certified True Copy:

Dallas K. Beal
President
RESOLUTION

RESOLVED, That the position Assistant to the Director of the Student Center, Administrator II, be reclassified to Director of Special Projects and Campus Events, Administrator VI, effective February 5, 1988.

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

Reclassification of this position is requested to ensure better consolidation/coordination of University student campus activities and programming. This position would also be assigned responsibility for coordination of various University projects and events relating to students.

Upon Board approval of this reclassification, the current Associate Director of the Student Center will move into the new position, the current Assistant Director will be promoted to Associate Director, and the current Assistant to the Director will be promoted to Assistant Director.
SOUTHERN CONNECTICUT STATE UNIVERSITY

Director of Special Projects and Campus Events
Administrator VI

Supervisor:

Supervision Exercised:

Incumbent Name:

Position Summary:

Develops, coordinates and/or directs intramural program, special projects and campus events. Works closely with the other members of Student Affairs division, Athletics, Public Affairs, etc.

Position Responsibilities:

Responsible for the coordination of intramural programs and the development of recommended program improvements.

As assigned, responsible for the direction and coordination of special projects for the campus (e.g., parents day, homecoming, orientation, leadership conference).

Responsible for the direction and coordination of the University's leisure learning programs.

Responsible for the development and coordination of events, activities, programs which support the promotion of student involvement in the University's athletic programs. Work closely with Athletics, Housing, Student Center, and Public Affairs to develop and implement such programs.

Act as liaison with Athletics on events, projects, and programs as assigned.

Responsible for the coordination of other University functions or projects, as assigned (e.g., receptions for visiting dignitaries).

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

Master's degree and five years experience in student services, two of which must be student union programming, required. Extensive experience in providing student activity programming. Student leadership development preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

Administrative Faculty ____________
Immediate Supervisor ____________
Dean of Personnel Administration ____________
Position Title: Director of Special Projects and Campus Events, Adm. VI
Campus: Southern Connecticut State University
Date: January 4, 1988

LEVEL 1, Day 0
Campus DPA creates and presents package to Chapter level SUOA/AFSCME designee for review.
Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) current and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE: George M. Battaglia

DATE PRESENTED TO CAMPUS SUOA REPRESENTATIVE:

SUOA/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY:

DATE OF SUOA CAMPUS REVIEW:

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARD TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt
Statewide SUOA/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOA shall return all materials to the initiating University DPA or his designee.

SUOA/AFSCME LOCAL PRESIDENT OR DESIGNEE: R. H. Farwell

DATE:

DISPOSITION AT SUOA LOCAL LEVEL:
☑ approve proposed rank and salary
☐ disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA:

LEVEL 3, Not to exceed 10 working days after receipt
Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOA/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL: 1/13/88

DISPOSITION AT COUNCIL LEVEL:
☑ approve submission to PERC
☐ disapprove submission to PERC

Comments or Recommendations:

DATE CONSIDERED BY DPA'S COUNCIL: 1/13/88

VICE PRESIDENT FOR PERSONNEL: David C. DATE 1/13/88

LEVEL 4
Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOA/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
☐ approved
☐ disapproved

DATE:

DATE OF BOARD APPROVAL:

DATE OF BOARD DISAPPROVAL:

OVER FOR APPLICABLE POSITION DESCRIPTION