RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF STUDENT CENTER/ADMINISTRATOR III
to
DIRECTOR OF STUDENT ACTIVITY PROGRAMS &
STUDENT LEADERSHIP DEVELOPMENT/ADMINISTRATOR VI

at

CENTRAL CONNECTICUT STATE UNIVERSITY

JANUARY 16, 1987

RESOLVED, That the position, Assistant Director of Student Center/Administrator III, at Central Connecticut State University, be reclassified to Director of Student Activity Programs & Student Leadership Development/Administrator VI, effective Jan. 16, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal
President
POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (x) OTHER ( )

DATE: PERM (x) FT (x)

POSITION TITLE: Asst. Dir. Stud. Ctr./ADM 3

EFFECTIVE 12-5-86

( Class Code ) PROPOSED

POSITION NUMBER: 1003 CURRENT

CURRENT SALARY $35,432

PROPOSED SALARY $37,912

FUND Auxiliary UNIT from NC to

RESOLUTION

BR

SOLVED,

A Certified True Copy

Dallas K. Beal, President, CSU

RCommittee Date

BOARD OF TRUSTEES Date

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

Reorganization of the student activities area and the new major emphasis being placed on student activities programming requires a major increase in responsibilities for this officer in line with the attached old and new job descriptions. A salary increase of 7% is in line with the increase in responsibility.

Signed (University) Date

$2,480 prox. Cost
outside funds, writes grant requests to secure these funds. 
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

Master's degree and four to five years of experience in cooperative education, corporate education programs, career development required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:
Central Connecticut State University
Assistant Director of Student Center / Administrator III
(Code )

SUPERVISOR: Director of Student Center

SUPERVISION EXERCISED:

INCUMBENT NAME: Robert Schneeweis

POSITION SUMMARY:

Directs the professional efforts of full-time staff and graduate interns. Advises and coordinates the overall efforts of student program committees. Assumes responsibility for budgetary matters, contract amending, negotiating and calendaring. Directs leadership development and group management programs.

POSITION RESPONSIBILITIES:

Coordinates the efforts of the Program Staff as well as clerical staff.

Advises President of Program Council.

Directs Graduate Intern Program experience.

Directs Student Center retreats, ongoing interpersonal programs.

Develops and administers program council budget.

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

Negotiates and supervises the issuance of contracts.

Prepares periodic reports.

Represents staff and program council as member of Board of Governors.

Aids in the writing of bids, collects information for spec and purchase orders for Program Council acquisitions.

Supervises production of monthly calendar.

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

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
Bachelor's degree and two to three years of experience in a college environment demonstrating supervisory, planning and operational skills required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:
CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Director - Student Center Programs & Student Development

Rank: Administrator VI

Department: Student Center

Supervisor's Title: Associate Dean of Student Affairs

POSITION SUMMARY:

Supervises and coordinates the Student Center staff in the programming area; directs the second curriculum student development program; advises and coordinates the overall effort of the Student Center program committees; and provides assistance to student organizations.

POSITION RESPONSIBILITIES:

Supervises and provides continued training for programming staff and students.

Supervises the development of the Program Council budget, the negotiation and issuance of contracts, purchases, payment authorizations, and other business functions.

Supervises and directs Second Curriculum Transcript program, including training, advising, supervision, and evaluation of Mentors.

Develops, directs, and presents seminars in a student development series including workshops for all campus student leaders.

Provides leadership and assistance to enhance effectiveness of student organization advisors.

Provides leadership and assistance in the planning and conduct of major campus-wide programs.

Represents staff and Program Council as a member of the Student Center Board of Governors.

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 of experience in student services, two of which must be in student union programming, required. Extensive experience in providing student activity programming, student leadership development, and second transcript programs preferred.
**SUOAF/AFSCME POSITION ACTION REQUEST**

**FORM AND PROCEDURES**

**Position Title**: Director of Student Center Programs & Student Development

**Campus**: [Campus Name]

**Date**: [Date]

**LEVEL 1**: Day 0

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

**INITIATING PRESIDENT OR DESIGNEE**: [Signature]

**DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE**: [Date]

**SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY**: [Signature]

**DATE OF SUOAF CAMPUS REVIEW**: [Date]

**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 SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval, SUOAF shall return all materials to the initiating University DPA or his designee.

**SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE**: [Signature]

**DATE**: [Date]

**DISPOSITION AT SUOAF LOCAL LEVEL**: [Signature]

- ( ) opose proposed rank and salary
- Comments or Recommendations:

**DATE RETURNED TO LOCAL DPA**: [Date]

**DISPOSITION AT COUNCIL LEVEL**: [Signature]

- ( ) opose submission to PERC
- Comments or Recommendations:

**DATE CONSIDERED BY DPA'S COUNCIL**: [Date]

**DISPOSITION AT PERC LEVEL**: [Signature]

- ( ) approved
- ( ) disapproved

**DATE**: [Date]

**OVER FOR APPLICABLE POSITION DESCRIPTION**