



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050

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## AUTHORIZING RESOLUTION

concerning

Alteration of Title

at

Eastern Connecticut State College

Assistant Dean of Students (Admin. II)

to

Director of Student Center/Activities (Admin. III)

January 9, 1980

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.

A Certified True Copy:

James A. Frost  
Executive Director

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, (Adm. III).

2. Proposed Position:

Title/Rank Director of Student Center/Activities/Adm. III

<u>12 Full</u> 10 or 12 mo. Full-Part-Time	<u>\$18,603.00</u> Salary Level	<u>Aux.</u> Fund (Gen., Ed. Ext., Aux.)	<u>SCOAF</u> Bargaining Unit	T <u>(P)</u> Temp. or Permanent
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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 aml

Comments:

Approved:

1. For Submission to PERC aml
2. By Committee/Board \_\_\_\_\_

\_\_\_\_\_  
(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 inter-personal 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.

