



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

CONVERSION OF POSITION

(Auxiliary Fund)

ASSISTANT DIRECTOR OF STUDENT ACTIVITIES AND SPECIAL EVENTS
ADMINISTRATOR III

to

ASSOCIATE DIRECTOR, STUDENT ACTIVITIES/SPECIAL EVENTS
ADMINISTRATOR IV

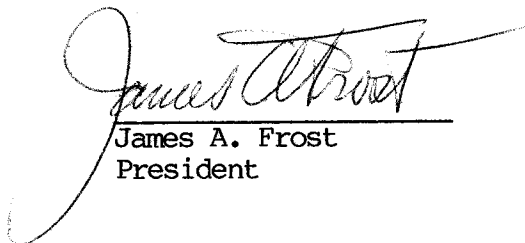
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

June 15, 1984

RESOLVED, That the Auxiliary funded position, Assistant Director of Student Activities and Special Events/Administrator III be converted to Associate Director, Student Activities/Special Events/Administrator IV, at Southern Connecticut State University, effective June 15, 1984, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Vice President for Faculty and Staff Affairs
From: Southern Connecticut State University

Frank Hanon
President

Concerning: _____ New Position, X Existing Position (Vacant/Filled)

Proposal: That the Assistant Director of Student Activities and Special Events (Administrator III) position be converted to an Associate Director, Student Activities/Special Events (Administrator IV) position. That the new position description be adopted.

Proposed Position: Associate Director, Student Activities/Special Events

Title/Rank Administrator IV

12-month Full-time, Perm.	\$19,300-\$35,775	Aux.	AFSCME
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

The existing and revised job descriptions are attached.

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MAY 31 1984
THE CONNECTICUT
STATE UNIVERSITY

4. Rationale for Altering or Establishing Position

Added duties will result in more efficient management of this administrative area as well as cost savings in the operation of Lyman Auditorium. Further, the duties assigned are more reflective of an Administrator IV than an Administrator III.

5. Conditions of Employment if Changed or Different from Norm.

Central Office Use

Consultation with Bargain
Comp? Unit _____

Approved:
For Submission to PERC _____
By Committee/Board _____

Comments:

_____ Date _____ Signature _____

Southern Connecticut State University
Assistant Director of Student Activities and Special Events/ Student
Activities and Special Events/Administrator III.
(Code)

SUPERVISOR: Director of

SUPERVISION EXERCISED:

INCUMBENT NAME: Anthony Leto

POSITION SUMMARY:

This position is responsible, under the supervision of the Director of Student Activities and Special Events, for planning and conducting special programs applicable to the entire University Community. In addition, he/she serves as a channel of communication between the University administration, student body, and faculty regarding policy decisions related to the use of campus facilities.

POSITION RESPONSIBILITIES:

Develops and implements policy for proper management of Lyman Auditorium.

Conducts and schedules meetings for the use of Lyman Auditorium.

Prepares timely analyses of auditorium usage.

Coordinates use of Auditorium for campus organizations and other interested non-college organizations.

Develops, recommends and maintains an operating budget for Lyman Auditorium.

Maintains inventory of equipment, requests repairs, recommends purchase of additional equipment.

Assists the Director of Student Activities and Special Events with advisement to University organizations and clubs; schedules campus facilities and maintains master schedule of events; and develops a well-rounded cultural program for proper management of campus facilities.

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

Two to three years of experience in college social programming. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

SOUTHERN CONNECTICUT STATE UNIVERSITY

Associate Director, Student Activities/Special Events/Administrator IV

SUPERVISOR:

SUPERVISION EXERCISED:

POSITION SUMMARY:

This administrator, under the supervision of the Director of Student Activities/Special Events, provides for the effective management of the John Lyman Center and assists the Director in the day-to-day operation of the office of Student Activities/University Facilities. He/She is first assistant to the Director and acts for the Director in his/her absence.

POSITION RESPONSIBILITIES:

Responsible for the scheduling and day-to-day operation of the John Lyman Center.

Develops and implements policy for proper management of the John Lyman Center.

Serves as Faculty Advisor to the Cultural Affairs Club.

Negotiates local and national talent contracts prior to submission to the Director for approval.

Oversees operating and develops programming budgets for John Lyman Center.

Under guidelines and policies provided by the Director, oversees day-to-day scheduling and performance of the Assistant to the Director and part-time University Assistant (Box Office Supervisor/Administrative Assistant).

Assists the Director with advisement of University organizations, clubs, Graduate Student Affairs Committee, and Leisure Learning; scheduling and use of University facilities; maintenance of master schedule of University events; and policy decisions with regard to proper management of University facilities.

Oversees billing and contract preparation for non-university use of the John Lyman Center.

Negotiates contract for non-university use of John Lyman Center.

Prepares and maintains marketing packet for the John Lyman Center.

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

Associate Director, Student Activities/Special Events/Administrator IV

QUALIFICATIONS:

Master's Degree in Student Personnel and three years experience in a University setting (working as liaison with students, faculty and staff) required. Administrative and co-curricular programming skills and business/management experience preferred.

ADMINISTRATIVE FACULTY:

Richard V. Fagnola

IMMEDIATE SUPERVISOR:

Cynthia L. D. Lewis

DEAN OF PERSONNEL ADMINISTRATION:

Roger J. Bergh