



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF STUDENT ACTIVITIES/SPECIAL EVENTS
ADMINISTRATOR II

to


ASSISTANT DIRECTOR OF STUDENT ACTIVITIES/SPECIAL EVENTS
ADMINISTRATOR III
(Auxiliary Fund)

SOUTHERN CONNECTICUT STATE UNIVERSITY

March 1, 1985

RESOLVED, That the position, Assistant to the Director of Student Activities/Special Events/Administrator II, be reclassified to Assistant Director of Student Activities/Special Events/Administrator III at Southern Connecticut State University effective March 1, 1985, in accordance with all provisions and expectations as set forth in the proposal dated February 7, 1985, which is attached as an Addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

Unclassified Position Alteration Summary

TITLE: Assistant Director of Student Activities/Special Events/Administrator IIIFUND: AuxiliaryPOSITION TYPE: Permanent X Temporary _____
Full-time X Part-time _____EFFECTIVE DATE: March 1, 1985 Bargaining Unit AFSCMECOST: \$3,439.25 (\$2,500.00 increase + \$939.25 fringe benefit cost)

PROPOSAL:

That the Assistant to the Director of Student Activities/Special Events/Administrator II position be reclassified to Assistant Director of Student Activities/Special Events/Administrator III position and the new position description be accepted.

JUSTIFICATION:

Significant changes in the responsibilities of this position are necessary. The assignment of additional duties would greatly improve the operation of the John Lyman Center. The incumbent is able to competently perform the designing of the lighting and sound for performances in the Center, thus saving the University and student organizations thousands of dollars which formerly were spent to hire outside technicians. In addition, official incorporation of the additional duties in the position description would resolve a longstanding conflict concerning the description.

Date: February 7, 1985

Prepared By

Roger J. Bergh

Approved By

Michael J. ...

NAME _____

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Student Activities/Special Events

ADMINISTRATIVE RANK: Administrator III

POSITION SUMMARY:

Under the supervision of the Director of Student Activities/Special Events, this administrator is responsible for the technical operation of the John Lyman Auditorium. He/she also aids in programming, operating and scheduling various events held in the performing arts facility. He/she acts for the Associate Director in his/her absence.

POSITION RESPONSIBILITIES:

1. Assists in scheduling and developing policy with regard to use of the John Lyman Auditorium.
2. Serves as technical and programming liaison for University and outside users scheduling the John Lyman Auditorium.
3. Acts as lighting and/or sound designer for the John Lyman Auditorium.
4. Responsible for the recruitment, training, scheduling and supervision of student employees assigned to the John Lyman Auditorium.
5. Under guidelines and policies provided by the Director, hires and supervises outside support personnel employed for non-University clients.
6. Maintains lighting and sound systems, equipment and supply inventories for the John Lyman Auditorium.
7. Conducts timely use analysis for the John Lyman Auditorium.
8. Assists in the preparation of billing estimates and the formulation of final contracts for non-University users of the John Lyman Auditorium.
9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY William J. O'Dowd

IMMEDIATE SUPERVISOR Cynthia L. Dixon - Director

DEAN OF PERSONNEL ADMINISTRATION Roger J. Bergh

Southern Connecticut State University
Assistant to the Director of Student Activities/Special Events
/Administrator II
(Code)

SUPERVISOR: Director of

SUPERVISION EXERCISED:

INCUMBENT NAME: Gregory Downing

POSITION SUMMARY:

Under the supervision of the Director of Student Activities/Special Events, this administrator assists in the technical operation of John Lyman Auditorium. He/she also aids in planning and conducting various events held in this performing arts facility.

POSITION RESPONSIBILITIES:

Assists in the scheduling use of the Auditorium by University and non-University organizations.

Serves as a technical liaison to users of the Auditorium.

Serves as a site director for events held in Lyman Auditorium.

Maintains the Auditorium's electro-mechanical equipment.

Assists in the preparation and management of the Auditorium's operating budget.

Coordinates the recruitment, training, scheduling and supervision of student employees assigned to the Auditorium.

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