

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

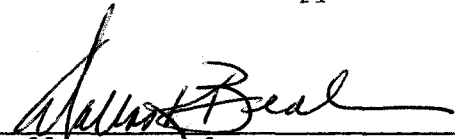
concerning

REVISION OF JOB DESCRIPTION
for
DIRECTOR OF UNIVERSITY STUDENT CENTER/ADMINISTRATOR VI
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

May 2, 1986

RESOLVED, That the job description for the position Director of the University Student Center/Administrator VI, at Southern Connecticut State University be revised effective May 2, 1986, in accordance with all provisions and expectations as set forth in the proposal dated April 15, 1986.

A Certified True Copy:



Dallas K. Beal
President



THE CONNECTICUT STATE UNIVERSITY

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Submitted	4/15/86
Date	
By: CSU ()	
CCSU ()	SCSU (X)
ECSU ()	WCSU ()

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH () RECLASSIFY () OTHER (XX)	DATE EFFECTIVE	5/2/86	PERM (X) FT (X)	TEMP () PT ()
POSITION TITLE:	Director of University Student Center, Administrator VI (7868) --				
	CURRENT (Class Code)	PROPOSED (Class Code)			
POSITION NUMBER:	0484	CURRENT SALARY \$1,576.96 (\$41,158.00)	PROPOSED SALARY \$1,622.94 (\$42,358.00)	FUND	Aux.
				BARG UNIT	SUOAF from to

RESOLUTION

BR# 86-66

RESOLVED, That the job description for the Director of the University Student Center, Administrator VI, at Southern Connecticut State University be revised effective May 2, 1986, in accordance with all provisions and expectations as set forth in the proposal dated April 15, 1986.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee

Date

BOARD OF TRUSTEES

Date

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

A change in the job description of the Director of the University Student Center is requested to enable the Director to assume responsibility for all aspects of the Campus Information Center. The Center will be used to provide campus academic, social program, service and general information and to sell tickets and sign-up those interested in various campus functions. By serving students, visitors, faculty, and staff, the center will enhance communication and the sharing of information on campus. The Director will hire, train and supervise student employees, develop and maintain services, update literature, and maintain contact with University offices to insure accurate information.

RECEIVED

APR 15 1986

THE CONNECTICUT STATE UNIVERSITY

\$1,200.00
Approx. Cost

[Signature]
Signed (University)

4/15/86
Date

Southern Connecticut State University
Director of University Student Center/Administrator VI

SUPERVISOR: Dean of Student Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: William O'Dowd

POSITION SUMMARY:

The Director of University Student Center is responsible, under supervision of the Dean of Student Affairs, for the management of all operational programming, financial and service aspects of the University Student Center. He/She is responsible for scheduling use of these facilities, the development and supervision of student activities and programs sponsored by University Student Center. He/She serves as a channel of communication between the University administration, student body and faculty regarding policy decisions and interpreting their significance in the areas of the University Student Center. This administrator is responsible for supervising five (5) professional staff members, one (1) clerical worker, and three (3) custodial workers.

POSITION RESPONSIBILITIES:

Oversees the total operations of the University Student Center.

Formulates and recommends policies for the effective management of all major programs and activities held with the University Student Center.

Exercises supervision of the professional, secretarial and custodial staff.

Supervises the use of University Student Center facilities.

Provides leadership to the University Student Center Board of Governors.

Supervises budget development and control.

Advises University organizations in planning and conducting programs and activities with the University Student Center.

Directs and evaluates the business affairs, programs and services originating in the University Student Center.

Oversees and evaluates the building maintenance and security.

Monitors the food service contract as it relates to the University Student Center.

Maintains close liaison with academic departments through cooperative programs.

Supervises all aspects of the Campus Information Center.

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

Southern Connecticut State University
Director of University Student Center/Administrator VI

EDUCATION AND EXPERIENCE:

Five years of experience in university administration, including three years in a university student center, demonstrating ability to formulate and implement relevant policy and to supervise staff. A Master's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

ADMINISTRATIVE FACULTY Richard V. Farnucelli
IMMEDIATE SUPERVISOR David A. Pedersen
DEAN OF PERSONNEL ADMINISTRATION Roger J. Bergh