



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT TO THE DIRECTOR OF ATHLETICS/ADMINISTRATOR II

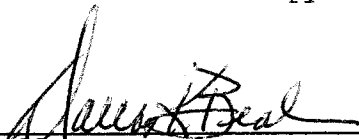
at

CENTRAL CONNECTICUT STATE UNIVERSITY

JULY 25, 1986

RESOLVED, That the position of Assistant to the Director of Athletics/Administrator II at Central Connecticut State University be established effective July 1, 1986, in accordance with all provisions and expectations as set forth in the proposal dated February 14, 1986, which is attached as an addendum to this Resolution.

A Certified True Copy:



Dallas K. Beal
President



THE CONNECTICUT STATE UNIVERSITY

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

Submitted 2/14/86
Date
By: CSU ()
CCSU (X) SCSU ()
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () DATE EFFECTIVE 7/1/86 PERM (X) FT (X) TEMP () PT ()
POSITION TITLE: ADMINISTRATOR II - 1917 Assistant Athletics Adm. Fac.
CURRENT (Class Code) PROPOSED To the Director of (Class Code)
POSITION NUMBER: New CURRENT SALARY PROPOSED SALARY \$19,000 FUND Auxilliary BARG UNIT Adm. Fac. from to

RESOLUTION

BR# 86-107

RESOLVED,

That the position of Assistant ^{to the Director of} Athletics/Administrator II at Central Connecticut State University be established effective July 1, 1986, in accordance with all provisions and expectations as set forth in the proposal dated February 14, 1986, which is attached as an addendum to this Resolution.

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)

In fiscal 1987, the athletic program at Central will enter full Division I status. The amount and quality of facilities management required will correspondingly increase. At the same time, many of those duties will no longer be performed by the retired volunteer, Frank Marietta, who has so devotedly carried them for many years.

RECEIVED
FEB 18 1986
THE CONNECTICUT STATE UNIVERSITY

\$22,400
Approx. Cost

Signed (University) Date 2/13/86

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: ASSISTANT ^{To the Director of} ATHLETICS

Rank: ADMINISTRATOR II

Department: INTERCOLLEGIATE ATHLETICS

Supervisor's Title: DIRECTOR OF ATHLETICS

POSITION SUMMARY:

Assists the Director in the daily operation and administration of athletic and physical education facilities.

DUTIES:

Supervises preparation of facilities for home athletic contests, recreation programs and special events including, but not limited to, set-up and testing of clock, set-up of bleachers and chairs, set-up of ticket office operation and assignment of locker rooms.

Provides support services for all activities including, but not limited to, working with announcer, clock operator, ticket crew, student help, statistician, sports information and custodians.

Supervises daily operation of and student help staff in the equipment cage, laundry room, swimming pool, outdoor facilities, and fitness center.

Coordinates use of motor vehicles assigned to and leased by department.

Provides facility and activity supervision on nights and weekends as assigned by Director.

Identifies and follows up on maintenance needs of the indoor and outdoor physical facilities.

Assists in the scheduling of facility use.

Assists in preparation of billing for unreturned items and receiving new equipment and supplies.

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

QUALIFICATIONS:

Bachelor's degree and ability to relate effectively to student athletes, staff and the public required. These qualifications may be waived for individuals with appropriate alternate experience.