



**Connecticut  
State  
University**

Central ▪ Eastern ▪ Southern ▪ Western

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

Office of the President

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT DIRECTOR OF STUDENT ACTIVITIES  
AND LEADERSHIP DEVELOPMENT/ADMINISTRATOR III

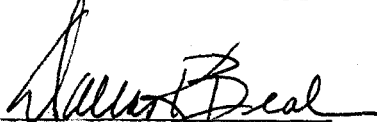
at

CENTRAL CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position, Assistant Director of Student Activities and Leadership Development/Administrator III, be established at Central Connecticut State University, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 19, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President

Doc. 221



An Equal  
Opportunity  
Employer

CONNECTICUT STATE UNIVERSITY  
POSITION ACTION REQUEST FORM

SUBMITTED 12-19-88			
BY:	CSU [ ]	SCSU [ ]	
	CCSU [X]	WCSU [ ]	
	ECSU [ ]		

POSITION ACTION:	ESTABLISH (X)	RECLASSIFY ( )	OTHER ( )	DATE EFFECTIVE	2-3-89
NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]					
POSITION TITLE:	(CURRENT)	(CLASS CODE)	(PROPOSED)	(CLASS CODE)	
			Asst. Dir. Student Activities, ADM 3		
POSITION NUMBER	Current SALARY \$	PROPOSED SALARY \$28,000	FUND Aux	BARGAINING UNIT	AdFac TO
				FROM	

EXPLAIN THE NATURE OF THE PROPOSAL:

To establish the position of Assistant Director of Student Activities, Administrator 3.

JUSTIFICATION:

This position, which was approved as part of the 1988-89 budget, is needed to help provide supervision of the some 75 to 85 student clubs and activities. In particular, supervision is needed for the media areas of the student newspaper, literary magazine, photo club, yearbook and radio station in which the State Auditors have found numerous problems and which have other serious operational difficulties which can be cured by closer supervision.

\$28,000  
COST OR (SAVINGS)

*J. M. ...* 12/18/88  
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- JOB DESCRIPTION, AND (X)
- SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:

# CENTRAL CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

**Position Title:** Assistant Director of Student Activities and Leadership Development

**Rank:** Administrator 3

**Department:** Student Activities and Leadership Development

**Supervisor's Title:** Director of Student Activities Programs and Leadership Development

### POSITION SUMMARY

Assists in advising, supervising and coordinating student clubs and organizations.

### POSITION RESPONSIBILITIES

Assists in formulating and conducting leadership training and skill development activities for student organization officers and members.

Assists in coordinating student media.

Disseminates University and Student Government policies related to organizations to students and advisors.

Assists advisors and officers of student organizations as assigned to ensure effective operational procedures.

Assists in coordinating major campus events for students.

Assists in supervising Student Center graduate internship programs.

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 three years' experience in the administration of college student activities programming are required. Master's degree in an area related to student affairs is preferred.

9 January 1989

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Assistant Director of Student Activities, ADM3

Campus Central Date 1-3-89

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1-3-89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY [Signature]

DATE OF SUOAF CAMPUS REVIEW 1/12/89

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE B. Tipton Date 1/17/89

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 1/17/89

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL \_\_\_\_\_

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 1/18/89

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved  disapproved

DATE \_\_\_\_\_

DATE OF BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_