

STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050 827-7700

TEL. NEW BRITAIN: 203-229-1607

AUTHORIZING RESOLUTION

concerning

Alteration of Title at Southern Connecticut State College

Assistant to the Director of Student Activities/ Special Events/Administrator II

November 6, 1981

RESOLVED, That an existing position of Pub Manager/Programs

Advisor/Administrator II at Southern Connecticut

State College be altered to Assistant to the Director of Student Activities/Special Events/

Administrator II, effective December 18, 1981, in accordance with all provisions and expectations

as set forth in the proposal dated October 22, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost

Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title:	Assistant to the Director of Student Activities/Special Events/Administrator II
Fund: A	uxiliary
Position Ty	ype: Permanent <u>xx</u> Part-time
Effective I	Date: December 18, 1981
Cost:	
Campus:	Southern CT State Colllege
Proposal:	To alter the existing position of David Denino, Pub Manager/ Programs Advisor/Administrator II to a new position and job description of Assistant to the Director of Student Activities/ Special Events/Administrator II.
Summary:	
	With the closing of its beer pub, the College wishes to reassign the Pub Manager to the area of Student Activities/Special Events. Inasmuch as this administrator previously carried out programming responsibilities, the reassignment would be logical and appropriate. Furthermore, this reassignment will allow the College to more adequately staff its performing arts facility (John Lyman Auditorium).

Date: October 22, 1981

xc-gmalone 10/20/81

ALTERATION OF A CURRENT POSITION IN THE UNCLASS			
To: Executive Officer for Faculty and S	taff Affairs		
From: Southern Connecticut Sta	te College,	Frank Harrison President	n 9/23/8/
Concerning:New Position	, X	Existing Position	, ,
Proposal: To alter job responsibilities of as to better serve the needs of			r so
Proposed Position: Assistant to the Direct	tor of Studen	t Activities/Special	Events
Title/Rank Administrator II	, , , , , , , , , , , , , , , , , , ,	·	
	Auxiliary	AFSCME	
Full-Part-Time Ed	nd (Gen., . Ext., Aux.	Bargaining (Jnit
Temp Perm.			
3. Summary of Function (attach required	job descript:	ion)	•
See current and proposed job de	escriptions w	hich are attached.	
bee current and proposed job at			
•			
. Rationale for Altering or Establishing	Position		
With the closing of its beer pub the Pub Manager to the area of Student Act as this administrator previously carried of the reassignment would be logical and appro- reassignment will allow the College to more arts facility (John Lyman Auditorium).	, the College ivities/Speci ut programmir opriate. Fur	ial Events. Inasmuch ng responsibilities, rthermore, this	
Conditions of Employment if Changed or	r Different	from Norm.	
Effective Date: 12/18/81			
Central Office Use			
	Apr	proved:	•
Consultation with Bargaining Unit Completed	,P	 For Submission t By Committee/Box 	
Comments:			
			•
Date		Signature	

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

MINISTRA	TIVE RANK: II
SITION S	UMMARY:
nis admi	er the supervision of the Director of Student Activities/Special Even nistrator assists in the technical operation of John Lyman Auditorium so aids in planning and conducting various events held in this perfor
ts racr	Tity.
SITION R	ESPONSIBILITIES:
1.	Assists in the scheduling use of the Auditorium by College and non-College organizations.
2.	Serves as a technical liaison to users of the Auditorium.
3.	Serves as site director for events held in Lyman Auditorium.
4.	Maintains the Auditorium's electro-mechanical equipment.
5.	Assists in the preparation and management of the Auditorium's operating budget.
6.	Coordinates the recruitment, training, scheduling and supervision of student employees assigned to the Auditorium.
7.	Assists in conducting the use analysis of the Auditorium.
8.	Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibilities of the position.

DEAN OF PERSONNEL ADMINISTRATION

NAME

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE:	Pub Manager/Programs	Advisor	• •	
ADMINISTRATIVE RA	NK: Administrator	I		
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POSITION SUMMARY:

The Pub Manager is responsible for the operation, management and supervision of the Pub under the direction of the Director of the College Memorial Union. This administrator supervises student employees and activities held within the confines of the Pub.

POSITION RESPONSIBILITIES:

- 1. Assists in the development of all policies and procedures for handling of cash in the building including the training of cashiers, regulating petty cash and depositing cash receipts, expecially the Pub.
- 2. Conducts periodic inventory of all items within the Pub.
- 3. Assists in the supervision of all Pub student employees.
- 4. Coordinates all accounts payable and receivable with the College Business Office that relate to the Pub.
- 5. Assists in advising Programs Council.
- 6. Prepares special financial reports for the Director.
- 7. Assists in the supervision of major campus programming in the Pub.
- 8. Serves as the licensed permittee of the Pub.
- 9. Assists the Director in the preparation of the program and operations budget.
- 10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

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IMMEDIATE SUPERVISOR	1. 11	- 4	(
DEAN OF PERSONNEL ADMINI	STRATION	1		