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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 SUMMARYTitle: Assistant to the Director of Student Activities/Special Events/Administrator IIFund: AuxiliaryPosition Type: Permanent xx Part-time _____Effective Date: December 18, 1981Cost: -----Campus: Southern CT State College

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 - J Malone 10/26/81*

NAME _____

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Assistant to Director of Student Activities/Special Events

ADMINISTRATIVE RANK: II

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:

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.

ADMINISTRATIVE FACULTY _____

IMMEDIATE SUPERVISOR _____

DEAN OF PERSONNEL ADMINISTRATION _____

NAME

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Pub Manager/Programs Advisor

ADMINISTRATIVE RANK: Administrator I

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, especially 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.

ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR

DEAN OF PERSONNEL ADMINISTRATION