



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607

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RESOLUTION

concerning

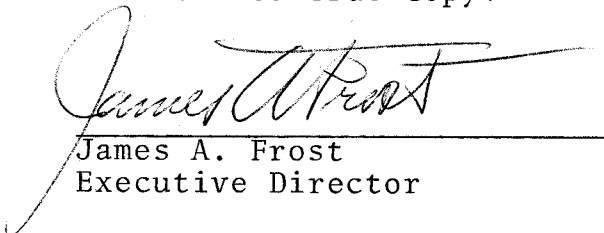
Reclassification of Position

Pub Manager/Program Adviser/Administrator I
at
Central Connecticut State College

March 7, 1980

RESOLVED, That the duties for the position, Pub Manager/
Program Adviser/Administrator I, at Central
Connecticut State College be altered effective
March 7, 1980, in accordance with all provisions
and expectations as set forth in the proposal
dated February 21, 1980, which is attached as
an addendum to this Resolution.

A Certified True Copy:

A handwritten signature in cursive script, reading "James A. Frost", written over a horizontal line.

James A. Frost
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: Central Connecticut State College, Michael K. Barber

Concerning: _____ New Position, X Dean of Personnel Administration
Existing Position (Vacant/Filled)

1. Proposal:

To reclassify and reduce existing position of Pub Manager/Administrator II so that it more closely conforms to similar positions in the system.

2. Proposed Position:

Title/Rank Pub Manager/Program Adviser/Administrator I

12 mos.
10 or 12 mo.
Full-Part-Time

\$13,500
Salary Level

Aux.
Fund (Gen.,
Ed. Ext., Aux.)

AFSCME
Bargaining Unit

3. Summary of Function (attach required job description)

See attached old and new job descriptions.

4. Rational for Altering or Establishing Position

To better meet needs of the College.

5. Conditions of Employment if Changed or Different from Norm.

For Central Office Use:

Consultation with Bargaining Unit
Completed 2/21/80 eml

Approved:
1. For Submission to PERC eml
2. By Committee/Board _____

Comments:

VIEW

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Pub Manager/Program Advisor

Administrative Rank: Administrator I

Department: Student Center (Student Affairs)

Supervisor(s) Position/Title: Director of Student Center

POSITION SUMMARY:

The Pub Manager/Program Advisor is directly responsible for the mangement and supervision of the campus pub operation located in the Student Center. In addition incumbent is responsible for advising the student committee on the development of activities held in The Pub. The Pub Manager/Program Advisor also assists in the overall administration and supervision of the Student Center facility and its programs as an integral member of the professional staff (Administrative Faculty).

POSITION RESPONSIBILITIES:

Permittee of The Pub with all personal responsibilities and liabilities associated therewith. Responsible for administering all State, local and College laws, rules and regulations pertaining to The Pub's operation.

Responsible for developing and administering The Pub's budget.

Hire, train, supervise students employed in The Pub.

Order and maintain stocks of beer, supplies and equipment used in The Pub.

Keep inventory control.

Maintain cash control over receipts.

Maintain The Pub facility.

Work with Student Center Contract Food Manager in developing the food services offered in The Pub.

Advises students on all aspects of planning and conducting program activites in The Pub including new program development, contract negotiation, activity supervision, and program evaluation in order to provide a quality activities program and to provide for growth experience and education for the students participating.

POSITION RESPONSIBILITIES: (Cont'd.)

Advises other Student Center and Student Organization programs and activities in lieu of Pub supervision as determined by the appropriate College officials. Percentage of time devoted to functions may be altered as situation and opening hours of Pub demand.

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

REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: _____

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of _____

Date

(Signature)

Campus JA Committee

Vacant

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Operations Coordinator/Pub Manager - Student Center

Administrative Rank: Administrator II

Department: CCSC Student Center

Supervisor(s) Position/Title Assistant Director for Business Operations & Assistant Director for Programs, Student Center

POSITION SUMMARY:

As an Assistant Director of the Student Center the Operations Coordinator/Pub Manager assumes responsibility for the management of the campus pub operation located in the Student Center; acts as advisor to the student committee responsible for the development of activities held in the pub. Assists the Assistant Director of Student Center Business Operations in coordinating and supervising the various operational aspects, business, and services areas of the Student Center.

POSITION RESPONSIBILITIES:

Pub Manager

Acts as Permittee of The Pub operation with all personal responsibilities and liabilities associated with it. Assumes responsibility for administering all State, local, and college laws, rules and regulations pertaining to The Pub's operation.

Develops and administers The Pub's budget (in excess of \$140,000).

Hires, trains, supervises and develops students employed in The Pub.

Orders and maintains stocks of beer, supplies, and equipment used in The Pub.

Maintains inventory control of beer and supplies stocks.

Maintains cash control on over \$136,000 in receipts (1978-79 budget).

Maintains The Pub facility (materials and equipment).

Works with Student Center Food Manager in developing the food service offered in The Pub.

Advises students on all aspects of planning and conducting program activities in The Pub including new program development, contract negotiation, activity supervision, and program evaluation in order to provide a quality activities program and to provide for growth experience and education for the students participating.

POSITION RESPONSIBILITIES: (Cont'd.)

Operations Coordination

Works with the Assistant Director of Student Center/Business Operations to assist in the coordination and supervision of the various operational aspects, business, and service areas of the Student Center. These areas include:

1. Maintenance: supervision of fulltime maintenance personnel; daily housekeeping; repairs and preventative maintenance; setups.
2. Business: purchasing; accounting; budgeting; cash accountability
3. Coordination of centralized scheduling.
4. Services: check cashing; gameroom; information desk; duplicating; audio-visual; vending
5. Supervision of Student Employment Program.
6. Supervision and coordination of Graduate Internship Program.

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

REVIEW AND APPROVAL:

Prepared by: _____ 6-13-77

Reviewed by: _____

Approved by: Michael K Becker 11-21-79

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of 7-3-74.

Date

Duane A. Orlowski
(Signature)

[Signature]
Campus JA Committee