



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

ALTERATION OF POSITION

ASSISTANT TO THE DIRECTOR OF ATHLETICS/SPORTS WRITER
ADMINISTRATOR II

to

ASSISTANT TO THE DIRECTOR OF PUBLIC AFFAIRS/STAFF WRITER
ADMINISTRATOR II (General Fund)

at

CENTRAL CONNECTICUT STATE UNIVERSITY

May 4, 1984

RESOLVED, That the position, Assistant to the Director of Athletics/Sports Writer/Administrator II, be altered to Assistant to the Director of Public Affairs/Staff Writer/Administrator II (General Fund), at Central Connecticut State University effective May 4, 1984, in accordance with all provisions and expectations as set forth in the proposal dated April 17, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

CENTRAL CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Assistant to the Director/Staff Writer/Administrator II

FUND: General Fund

POSITION TYPE: Permanent X Temporary _____

Full-time X Part-time _____

EFFECTIVE DATE May 4, 1984 Bargaining Unit Admin. Faculty

COST: \$ -0-

PROPOSAL:

To transfer the position of Assistant to the Director of Athletics/Sports Writer, Admin. II and its occupant to the position of Assistant to the Director of Public Affairs/Staff Writer -Admin. II at no change in rank or salary.

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THE CONNECTICUT STATE UNIVERSITY

JUSTIFICATION:

This change settles a series of disputes and potential grievances. It also provides sorely needed additional manpower in the Public Affairs Office.

Date: April 17, 1984

Prepared By Michael K. Peber

Approved By Edon James

POSITION DESCRIPTION

Position Title: Assistant to Director Athletic Affairs/
Sports Information

Administrative Rank: Administrator II

Department: Physical Education Department

Supervisor(s) Position/Title Director of Athletics

POSITION SUMMARY:

The Sports Information Director provides information to the general public about the college's athletic programs.

POSITION RESPONSIBILITIES:

Prepare and disseminates sports news releases to various news media outlets.

Prepare publications, brochures, and pamphlets dealing with athletic programs.

Serve as liaison between Central and its athletic opponents.

Serve as informational source for inquiries from the general public.

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

EDUCATION AND EXPERIENCE

Bachelor's degree and one to two years of experience in sports information gathering and dissemination; ability to relate effectively to the general public, university staff, and media personnel required. These qualifications may be waived for individuals with appropriate alternate experience.

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Central Connecticut State University

POSITION DESCRIPTION

Position Title: Assistant to the Director/Staff Writer

Administrative Rank: Administrator II

Department: Public Affairs

Supervisor's Title: Executive Assistant to the President

POSITION SUMMARY:

The Staff Writer prepares and sees to execution news releases and other publicity materials on activities at the University under the direction of the Director/Executive Assistant to the President.

POSITION RESPONSIBILITIES:

Write, edit, and rewrite news releases, feature stories, etc. for weekly/daily mass market media, corporate and university publications.

Write, design and lay out brochures and newsletters required for programs, departments and schools of the University.

Work cooperatively with students, faculty, administrators, media personnel, business and community personnel in communicating the CCSU story.

Maintain positive communications liaison with offices, departments, employers and other publics and constituencies of the University and Public Affairs Office.

Supervise and assist student interns in the production of materials in the Public Affairs Office.

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 one to two years of experience in information gathering and dissemination; ability to relate effectively to the general public, University staff, corporate and media personnel required.

These qualifications may be waived for individuals with appropriate alternate experience.