



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ALTERATION OF POSITION TITLE

ASSISTANT TO ASSOCIATE DEAN FOR EDUCATIONAL SERVICES/
ADMINISTRATOR III

to

COORDINATOR OF GRAPHIC ART AND DESIGN/ADMINISTRATOR III

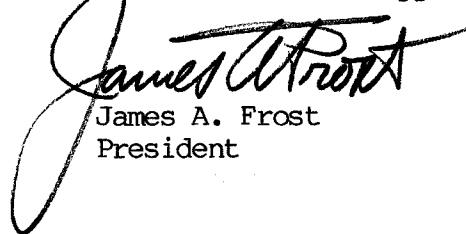
at

WESTERN CONNECTICUT STATE UNIVERSITY

December 7, 1984

RESOLVED, That the position, titled Assistant to Associate Dean for Educational Services/Administrator III, at Western Connecticut State University be altered to Coordinator of Graphic Art and Design/Administrator III, effective December 7, 1984, in accordance with all provisions and expectations as set forth in the proposal dated November 14, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

UNCLASSIFIED POSITION ALTERATION SUMMARY**Title:** Coordinator of Graphic Art and Design**Fund:** General**Position Type:** Permanent X Part-time _____**Effective Date:** _____**Cost:** no cost**Campus:** Western Connecticut State University**Proposal:**

To change the title of the Assistant to Associate Dean for Educational Services to Coordinator of Graphic Art and Design.

Summary:

The request to change the title of this position is requested because the Associate Dean position no longer exists.

The Coordinator of Graphic Art and Design now reports to the Executive Dean and the attached job description now reflects this reporting relationship.

Date: 11/14/84**RECEIVED**

NOV 19 1984

THE CONNECTICUT
STATE UNIVERSITY

Job Description: Coordinator of Graphic Art & Design/Administrator III

Incumbent Name: Diane Golden

Supervisor: Executive Dean

POSITION SUMMARY:

Reporting to the Executive Dean, coordinates the operation of the graphic design studio. The studio, staffed by student design majors, provides camera-ready mechanicals for institutional publications (including flyers, brochures, promotional search pieces, schedules, forms, magazines, etc.) and other related material, e.g. signage, displays, graphs, etc.

POSITION RESPONSIBILITIES:

Interviews, screens and selects student designers; when necessary, acts as liaison with Financial Aid and CDC offices.

Trains students in production techniques and use of equipment.

Provides on-going supervision/art direction, including final evaluation of job prior to printing.

Advises clients regarding copy preparation, production costs, etc. Develops specifications for printer and secures cost estimates.

Coordinates with printer to facilitate production and insure specs. are met and deadline honored.

Coordinates day-to-day operational activities; develops a budget, maintains an inventory, orders graphic arts and photo-chemical supplies, oversees cleaning and maintenance of equipment, keeps job logs and individual student time sheets, completes student evaluations each semester.

Provides technical services/products (negatives, photostatic enlargements, displays for recruitment, seminars, workshops; graphs, charts, overhead projection slides, etc.)

Available to administrative staff to assist in the development of marketing/recruitment programs, and also in the development of other "products" as the need arises (e.g. new forms, promotional material, magazines, annual reports, etc.)

EDUCATION AND EXPERIENCE:

Two to three years of administrative experience, college teaching or a combination of both including administrative and technical background in one or more aspects of media. A Bachelor's degree is required, a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.