



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF DEVELOPMENT/ADMINISTRATOR III
to
COORDINATOR OF DESIGN AND PUBLICATIONS/ADMINISTRATOR IV

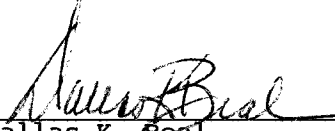
at

EASTERN CONNECTICUT STATE UNIVERSITY

July 21, 1989

RESOLVED, That the position of Assistant Director of Development/
Administrator III at Eastern Connecticut State University be
reclassified to Coordinator of Design and Publications/
Administrator IV, effective July 21, 1989, in accordance with
all provisions and expectations as set forth in the proposal
dated June 21, 1989, which is attached as an addendum to this
resolution.

A Certified True Copy:


Dallas K. Beal
President



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CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>6/21/89</u>
BY: CSU []	
CCSU [] SCSU []	
ECSU [X] WCSU []	

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (XX)	OTHER ()	DATE EFFECTIVE	<u>7/21/89</u>
NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []					
POSITION TITLE:	<u>Asst. Dir. of Development</u>	<u>7918</u>		<u>Coordinator of Design and Publications</u>	<u>7919</u>
	CURRENT	CLASS CODE		PROPOSED	CLASS CODE
POSITION NUMBER	<u>0598</u>	CURRENT SALARY \$ <u>1272.76</u>	PROPOSED SALARY \$ <u>33,219</u>	Vacant	
				FUND <u>Gen.</u>	BARGAINING UNIT <u>SUOAF</u>
					FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To change the title and rank of the position from Assistant Director of Development to Coordinator of Design and Publications (Ad. 4).

JUSTIFICATION:

Please see justification for Director of Institutional Advancement

\$ -.0-
COST OR SAVINGS

Richard P. ... 6/21/89
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- JOB DESCRIPTION, AND (X)
- SUOAF SIGN OFF FORM IF REQUIRED () NA

MISCELLANEOUS COMMENTS:

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: COORDINATOR OF DESIGN AND PUBLICATIONS

ADMINISTRATIVE RANK: 4

INCUMBENT:

Under the supervision of the Director of Institutional Advancement, the Coordinator performs the following:

1. Assists the Director in administering institutional development activities such as public affairs, alumni affairs, publications, and fund raising.
2. Prepares grant proposals, materials, and studies as required.
3. Prepares and coordinates fund solicitation drives for various groups associated with the University.
4. Serves as liaison between and among the Office and various groups such as alumni, parents, friends, administrators, and the community.
5. Prepares and promotes activities with respective groups such as parents, friends, alumni, press, community, etc. including periodic meetings and workshops.
6. Prepares and edits news releases on University activities for area media and other publications.
7. Meets with State, Federal, and Foundation officials regarding activities as required.
8. Prepares brochures, pamphlets, posters, and related publications as required.
9. Coordinates publication of the University catalog.
10. Coordinates all phases of design and publication from conception through delivery.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Two to three years experience in development work and demonstrating ability to relate effectively to University personnel, outside organizations, and the general public. Bachelor's Degree required; Master's Degree preferred.

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

For the University

Date

For SUOAF

Date

3/21/89

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR OF DEVELOPMENT

ADMINISTRATIVE RANK: 3

INCUMBENT: MOLLY HAMEL

Under the supervision of the Director of Development, the Assistant Director performs the following:

1. Assists the Director in administering institutional development activities such as public affairs, alumni affairs, research, fund raising, and grants facilitation as required.
 2. Prepares grant proposals, materials, and studies as required.
 3. Prepares and coordinates fund solicitation drives for various groups associated with the University.
 4. Serves as liaison between and among the Office and various groups such as alumni, parents, friends, administrators, and the community.
 5. Prepares and promotes activities with respective groups such as parents, friends, alumni, press, community, etc. including periodic meetings and workshops.
- Prepares and edits news releases on University activities for area media and other publications.
7. Meets with State, Federal, and Foundation officials regarding research and development activities as required.
 8. Prepares brochures, pamphlets, posters, and related publications as required.
 9. Coordinates publication of the University catalog.
 10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Two to three years experience in development work and demonstrating ability to relate effectively to University personnel, outside organizations, and the general public. Bachelor's Degree required; Master's Degree preferred.

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

_____ Date For SUOAF _____ Date
the University

7/17/87