



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
827-7700
TEL. NEW BRITAIN: 203-~~201-1600~~ ~~TEL. HARTFORD: 203-566-7373~~

AUTHORIZING RESOLUTION

concerning

Alteration of Title

at

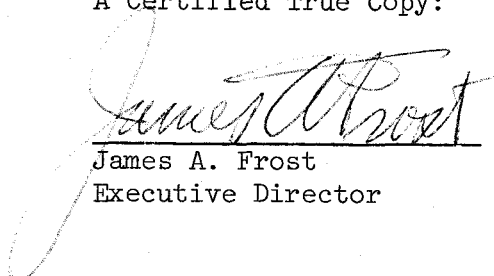
Western Connecticut State College

Director Office of Communications/Administrator III

February 2, 1979

RESOLVED, That the position Director of Public Affairs be altered to Director Office of Communications, Administrator III, at Western Connecticut State College effective February 2, 1979, in accordance with all provisions and expectations as set forth in the proposal dated January 31, 1979, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

12/12/77

A. Malone
1/31/79

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

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College

J. [Signature]
President

Concerning: _____ New Position, X Existing Position (Vacant/Filled)

1. Proposal: To change the title Director of Public Affairs to Dir. Office of Communications

2. Proposed Position:

Title/Rank Dir. Office of Communications (Adm. III)

<u>12 mo.</u>	<u>\$823.75 Bi Weekly</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

As attached.

4. Rationale for Altering or Establishing Position (Title)

More accurately describes function.

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

No change.

For Central Office Use

Consultation with Bargaining Unit Completed _____

Approved: 1. For Submission to PERC 2/2/79
2. By Committee/Board _____

Comments:

(Date)

(Signature)

DIRECTOR OF OFFICE OF COMMUNICATIONS
Western Connecticut State College
Job Description

The Director of the Office of Communications, reporting to the President, is responsible for the management of the entire internal and external College communications programs. The director's primary responsibility encompasses the enhancement of a positive image of the college and the management and coordination of the areas directly related to accomplishing this goal.

The Director is responsible for the preparation of all printed materials such as the college catalog, weekly staff bulletin, faculty handbook and other documents that are for both internal and external use. The Director is responsible for copy preparation, layout, printing and distribution of these and other materials. The Director coordinates the dissemination of all information to the public including multi-media coverage and the preparation of news releases. The incumbent schedules and coordinates the use of campus facilities by outside groups and manages the activities concerning annual commencement exercises. The director supervises the staff of the print shop and the Office of Communications.