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AUTHORIZING RESOLUTION

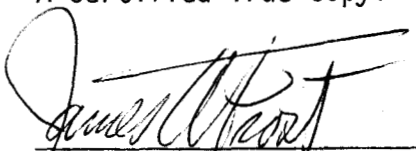
concerning

Establish a New Position in Extension Account
at
Central Connecticut State College
Assistant Director of Public Affairs/Adm. II

May 2, 1980

RESOLVED, That the position Assistant Director of Public Affairs/
Adm. II be established in the Extension Account at
Central Connecticut State College effective May 2, 1980,
in accordance with all provisions and expectations as
set forth in the proposal dated April 21, 1980, which
is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frbst
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant Director of Public Affairs (Adm. II)

Fund: Extension

Position Type: Permanent Part-time

Effective Date: May 12, 1980

Cost: \$15,000 annual

Campus: Central CT State College

Proposal: Establish a new position in Extension Account

Summary: Establishing a new position equivalent in duties to existing General Fund position to further compliment the Public Affairs Affairs Office at Central.

Justification and position description attached.

Date: April 16, 1980

CENTRAL CONNECTICUT STATE COLLEGE

Position Description

Position Title: Assistant Director of Public Affairs/
News Writer and Editor

Administrative Rank Administrator II

Department: Public Affairs

Supervisor(s) Position/Title Director of Public Affairs

RECEIVED

APR 15 1980

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POSITION SUMMARY:

The position handles the day-to-day publicity needs of the College, utilizing newspapers, television, radio, magazines and special outlets. In addition, the person is a creative resource for many other campus organizations either on a continual (Alumni Association) or occasional (student clubs) basis. This position is responsible also for many community/public-oriented activities such as coordinating a campus fund drive, the Speakers Bureau or Main Street, U.S.A.

POSITION RESPONSIBILITIES:

News Bureau: writer/editor of news releases on college activities and personnel for area media.

Media Relations: development of in-depth programming featuring college resources, primarily with radio and television.

Liaison with the Alumni Association: writer/editor of alumni quarterly magazine and annual giving materials, plus any other direct mail needs.

Liaison to community activities which involve college exposure, e.g., Speakers Bureau, Main Street, U.S.A., etc.

Occasional producer and moderator of "Central Forum," a half-hour public service program aired by local radio stations.

Creative resource for publications by various departments (e.g., Health Services brochure) and college related organizations (The CCSC Foundation).

Special duties as assigned by Director to aid College in its community/public relations (campus fund drives, promotional packages, etc.)

Assist the alumni office and other areas of the college in development/fund raising activities.

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

POSITION RESPONSIBILITIES: (Cont'd.)

REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: Michael K. Becker 4-15-80

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