



STATE OF CONNECTICUT

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FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning

Alteration of Title
at

Eastern Connecticut State College

Assistant Director of Development/Administrator II

July 18, 1980

RESOLVED, That the position Director of Public Affairs/Administrator III be altered to Assistant Director of Development/Administrator II, at Eastern Connecticut State College effective July 18, 1980, in accordance with all provisions and expectations as set forth in the proposal dated June 19, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant Director of Development; Administrator II

FUND: General

POSITION TYPE: PERMANENT XX TEMPORARY _____
FULL-TIME XX PART-TIME _____

EFFECTIVE DATE: 7/18/80 BARGAINING UNIT AFSCME

COST: None; approximate salary \$16,000.00

PROPOSAL: To change the present position, Director of Public Affairs (Admin. III) to Assistant Director of Development (Admin. II) as part of the consolidation of the present Offices of Public Affairs and Research and Development.

SUMMARY: See attached job description.

DATE: 6/19/80

BY: *Michael Penn*

Dean Pers. Admin.

MP/emb

PROPOSED

ASSISTANT DIRECTOR OF DEVELOPMENT

QUALIFICATIONS:

Education: Bachelors required, masters in related field preferred.

Experience: 2-3 years preferred

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

- (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, studies as required.
- (3) Prepares and coordinates fund solicitation drives for various groups associated with the College.
- (4) Serves as liaison between and among the office and various groups such as alumni, parents, friends, administrators and community.
- (5) Prepares and promotes activities with respective groups such as parents, alumni, press, community, college friends, etc. including periodic meetings and workshops.
- (6) Prepares and edits news releases on College 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 College catalog.
- (10) Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Michael Beene
for ERSC
6/19/80

for Betty R. Tipton
AFSCME
June 19, 1980