



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 827-7700 NEW BRITAIN, CONNECTICUT 06050  
 TEL. NEW BRITAIN: 203-~~2001687~~ ~~203-2001687~~

## AUTHORIZING RESOLUTION

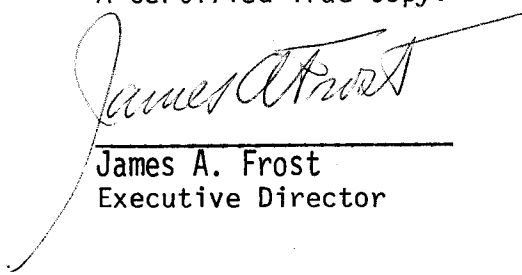
concerning

Conversion of Present Position  
 at  
 Central Connecticut State College  
 to  
 Assistant to Executive Dean for Alumni Affairs and Development/  
 Administrator IV

December 4, 1981

RESOLVED, That the position, Director of Alumni Affairs/Administrator IV, at Central Connecticut State College be converted to Assistant to Executive Dean for Alumni Affairs and Development/Administrator IV effective January 1, 1982, in accordance with all provisions and expectations as set forth in the proposal dated November 18, 1981 which is attached as an addendum to this Resolution.

A Certified True Copy:

  
 \_\_\_\_\_  
 James A. Frost  
 Executive Director

CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Alteration Summary

TITLE: Assistant to Executive Dean for Alumni Affairs & Development-Admin. IV

FUND: General

POSITION TYPE: Permanent X Temporary           

Full-time X Part-time           

EFFECTIVE DATE January 1, 1982 Bargaining Unit Admin. Faculty

COST: \$ None

PROPOSAL:

To alter job description and title of Director of Alumni Affairs position which becomes vacant December 31, 1981. See attached job description.

JUSTIFICATION:

This new job description and title much better reflects the job to be done.

Date: 11/18/81

Prepared By Michael K. Barber

Approved By [Signature]

cc. J. Malone 11/27/81

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant to Executive Dean for Alumni Affairs & Development

Administrative Rank: Administrator IV

Department: Development and Student Services

Supervisor(s) Position/Title Executive Dean for Development and Student Services

POSITION SUMMARY:

Under direction of President, Executive Dean, and Board of Directors of the Alumni Association, supervises Alumni office and programs of the Alumni Association. Also, assists the Executive Dean in the execution of the College's development program.

POSITION RESPONSIBILITIES:

Serve as Executive Secretary of the Alumni Association.

Serve as liaison to the Alumni Association for the President and Executive Dean.

Develop long range plans for the Alumni Association in cooperation with the Executive Dean and Board of Directors.

Coordinate and supervise programs and affairs of the Alumni Association.

Direct Alumni Office.

Supervise Alumni publications and fund raising.

Recruit and train Alumni volunteers.

Assist Executive Dean in preparation of development plan.

Carry out fund raising campaigns.

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

QUALIFICATIONS:

Master's degree and four years of experience in Alumni Affairs and development required. These qualifications may be waived for individuals with appropriate alternate experience.

REVIEW AND APPROVAL:

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

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

Chase

OLD

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Director of Alumni Affairs

Administrative Rank: Administrator IV

Department: Public Affairs

Supervisor(s) Position/Title Executive Assistant to President for External Affairs and Development.

POSITION SUMMARY:

The director of Alumni Affairs supervises the alumni office and directs the multi-faceted programs of the CCSC Alumni Association in cooperation with the President of the College, and the Board of Directors of the CCSC Alumni Association.

POSITION RESPONSIBILITIES:

Work closely with the President of the College concerning the role of the Alumni Association in its continued mission of assisting the College.

Develop long-range plans for the Association in cooperation with the College President and the Association's Board of Directors.

Direct the affairs of the Alumni Association Board of Directors.

Direct the Alumni Affairs office, secretarial and student help. Supervise all financial matters.

Coordinate programs of Alumni Association Committees.

Supervise Alumni publications and work closely with Director of Public Affairs on programs concerning alumni.

Recruit and cultivate influential alumni for the educational mission of the association and the college.

Supervise alumni fund raising.

POSITION RESPONSIBILITIES: (Cont'd.)

Consult continuously with all college leaders, student leaders, and faculty leaders for special programs.

Travel throughout state and New England as required to assist special interests of the Board of Directors of the Association.

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

QUALIFICATIONS:

Bachelor's degree required; Master's degree preferred. Four years of experience demonstrating public relations skills and ability to relate to alumni, staff, and students.

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

REVIEW AND APPROVAL:

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: Michael K Beeber 11-21-29

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 June 27, 1979.  
Date

John H. Chase  
(Signature)

[Signature]  
Campus JA Committee  
MKB