



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050
827-7700
TEL. NEW BRITAIN: 203-~~204-6900~~ TEL. HARTFORD: 203-~~566-3679~~

AUTHORIZING RESOLUTION

concerning

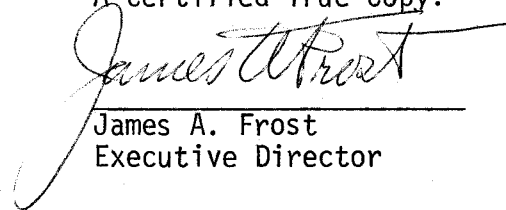
Abolishment of a Position
at
Central Connecticut State College

Assistant Director of Public Affairs for Cooperative Education/
Administrator III

December 4, 1981

RESOLVED, That the position, Assistant Director of Public Affairs for Cooperative Education/Administrator III, as established in Board Resolution #81-122, be abolished at Central Connecticut State College effective December 4, 1981, as position funding under Federal Grant was disallowed.

A Certified True Copy:


James A. Frost
Executive Director

CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Cancellation Summary

TITLE: Assistant Director of Public Affairs for Cooperative Education-Admin. III

FUND: Federal Fund

POSITION TYPE: Permanent X Temporary

Full-time X Part-time

EFFECTIVE DATE December 4, 1981 Bargaining Unit Admin. Faculty

COST: \$ None

PROPOSAL:

Cancel position

JUSTIFICATION:

Position funding under Federal Grant disallowed.

Date: 11/18/81

Prepared By Michael K. Becker

Approved By A. Don James

xc-g. Malone 11/27/81

CENTRAL CONNECTICUT STATE COLLEGE

Position Description

Position Title: Assistant Director of Public Affairs
for Cooperative Education

Administrative Rank Administrator III

Department: Public Affairs

Supervisor(s) Position/Title Director of Public Affairs

POSITION SUMMARY:

With the Director of Public Affairs and the Project Director for the Comprehensive Cooperative Education Project, the Assistant Director will plan and implement a three-year marketing/publicity campaign for the College's Cooperative Education Program.

POSITION RESPONSIBILITIES:

Prepares news releases for local and statewide newspapers, radio and television.

Writes and edits quarterly Co-op newsletter.

Arranges interviews of staff, students and faculty by radio, television and newspaper.

Prepares and submits articles for publication in state and national trade and professional journals.

Creates brochures and related material to assist recruitment campaign.

Prepares newspaper advertisements.

Plans radio and television commercials.

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.)

QUALIFICATIONS:

Bachelor's degree and two years experience relevant to the field required.

Prior experience in higher education promotion/publicity endeavors desired.

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