



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning


Establishment of a Temporary Position (Auxiliary Funded)
at
Central Connecticut State University

Assistant Sports Information Director/Administrator II

June 17, 1983

RESOLVED, That a temporary position (Auxiliary funded),
Assistant Sports Information Director/
Administrator II, be established at Central
Connecticut State University effective August 1,
1983, in accordance with all provisions and
expectations as set forth in the proposal dated
May 24, 1983, which is attached as an addendum
to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

Unclassified Position Alteration Summary

TITLE: Assistant Sports Information Director/Adm. II

FUND: Auxilliary

POSITION TYPE: Permanent _____ Temporary X
Full-time _____ Part-time X

EFFECTIVE DATE August 1, 1983 Bargaining Unit None

COST: \$ 16,000 including fringe

PROPOSAL:

To establish a temporary 19 hours a week position of Assistant Sports Information Director during the convalescence of the Sports Information Director in the Fall 1983 semester.

JUSTIFICATION:

Because of the extended convalescence of the Sports Information Director, this function, vital to the intercollegiate athletic program, must be covered on an interim basis.

Date: May 24, 1983

Prepared By Michael K. Beber

Approved By Don James

RECEIVED
MAY 31 1983
THE CONNECTICUT
STATE UNIVERSITY

Central Connecticut State University
Assistant to Director Athletic Affairs/Sports Information Physical
Education/Administrator II
(Code)

SUPERVISOR: Director of Athletics

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

The Sports Information Director provides information to the general public about the university's athletic programs.

POSITION RESPONSIBILITIES:

Prepare and disseminates sports news releases to various news media outlets.

Prepare publications, brochures and pamphlets dealing with athletic programs.

Serve as liaison between Central and its athletic opponents.

Serve as informational source for inquiries from the general public.

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

EDUCATION AND EXPERIENCE

Bachelor's degree and one to two years of experience in sports information-gathering and dissemination required; ability to relate effectively to the general public, university staff and media personnel required.

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

SPECIAL NOTATIONS: