



THE CONNECTICUT STATE UNIVERSITY

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF PUBLIC AFFAIRS-PHOTOGRAPHER
ADMINISTRATOR II

to

ASSISTANT DIRECTOR OF PUBLIC AFFAIRS-PHOTOGRAPHER/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

November 2, 1984

RESOLVED, That the position and rank for the Assistant to the Director of Public Affairs-Photographer/Administrator II, at Central Connecticut State University, be reclassified to Assistant Director of Public Affairs-Photographer/Administrator III, effective November 2, 1984, in accordance with all provisions and expectations as set forth in the proposal dated October 9, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
President

RECEIVED

OCT 11 1984

THE CONNECTICUT STATE UNIVERSITY

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

TITLE: Assistant Director of Public Affairs-Photographer/
Administrator III

FUND: General

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

EFFECTIVE DATE: November 2, 1984 Bargaining Unit Admin. Faculty

COST: \$ 1,851

PROPOSAL:

To add to the duties of the incumbent Assistant to the Director of Public Affairs/ Administrator II responsibility for graphic design and layout and to reclassify his position to Assistant Director of Public Affairs/ Administrator III and to increase the incumbent's salary by 7.5% from \$ 24,672 (945.31) to \$26,523 (1016.21). (See Old and New job descriptions attached.)

JUSTIFICATION:

As more and more promotional material is required of the Public Affairs Office there is an increasing need to have an individual assigned to be responsible for providing graphic design and layout. The incumbent has the capability but such duties are currently not included in his job description.

Date: 10-9-84

Prepared by: Michael K. Becker

Approved by: Don James

POSITION DESCRIPTION

Position Title: Asst. to President of Public Affairs/College Photographer

Administrative Rank: Administrator II

Department: Public Affairs

Supervisor(s) Position/Title Executive Assistant to the President for External Affairs & Development

POSITION SUMMARY:

Performs all photography work for the College and the Board of Trustees. Remains on 24 hour call due to demands for services at night and on week-ends.

POSITION RESPONSIBILITIES:

Prepares and processes photographs for scientific, planning, police, promotional, and historical purposes. Uses black and white and color, motion pictures, aerial photos, macrophotography, microphotography techniques.

Maintain negative and print files for institutional resources and inter-agency resource. Prepares and maintains reports and records on photographic work particularly as it concerns, legal, insurance liability, campus planning, repair and maintenance functions.

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 preferred. Two years of professional experience in photography.

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

How

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: Assistant Director of Public Affairs-Photographer

Administrative Rank: Administrator III

Department: Public Affairs

Supervisor's Title: Executive Assistant to the President for
External Affairs

POSITION SUMMARY:

Performs all photography, graphic design and layout work for the University's Public Affairs effort. Is on 24 hour call including nights and weekends. Performs similar functions for the Central Administration upon demand.

POSITION RESPONSIBILITIES:

Prepares and processes photographs for scientific, planning, police, promotional and historical purposes using black and white and color, motion pictures, aerial photos, macrophotography and microphotography techniques.

Provides graphic design services for Public Affairs publications and designs layouts for those publications.

Maintains negative and print files as an institutional and inter-agency resource.

Prepares and maintains reports and records on photographic work particularly as it concerns legal, insurance liability, campus planning, repair and maintenance functions.

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 preferred. Three years of professional experience in photography and graphic design required.