



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

ALTERATION IN DUTIES AND RESPONSIBILITIES

for

ASSISTANT DIRECTOR OF PUBLIC AFFAIRS/ADMINISTRATOR III
(General Fund Position)

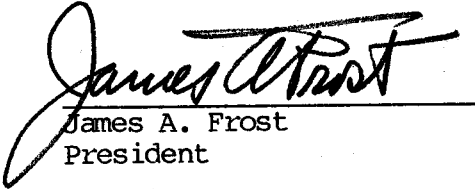
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

March 1, 1985

RESOLVED, That the duties and responsibilities for the position, Assistant Director of Public Affairs/Administrator III, at Southern Connecticut State University be altered effective November 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated February 7, 1985, which is attached as an Addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

SOUTHERN CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Assistant Director of Public AffairsFUND: GeneralPOSITION TYPE: Permanent X Temporary _____
Full-time X Part-time _____EFFECTIVE DATE: November 1, 1984 Bargaining Unit AFSCMECOST: \$2,200.00

PROPOSAL:

That the duties and responsibilities of the Assistant Director of Public Affairs/Administrator III position be altered and the revised job description be accepted.

JUSTIFICATION:

The revised job description more accurately reflects the duties performed by the incumbent. This recommendation is offered as full settlement of a longstanding grievance.

Date: February 7, 1985Prepared By Roger J. BarylApproved By [Signature]

SOUTHERN CONNECTICUT STATE UNIVERSITY

Assistant Director of Public Affairs/Public Affairs/Administrator III

SUPERVISOR:

SUPERVISION EXERCISED:

INCUMBENT NAME: Marsha Rabe

POSITION SUMMARY:

Develops, writes, edits, and assists in the production of public information flyers, brochures, catalogs, and bulletins for and about the University's programs and activities.

POSITION RESPONSIBILITIES:

Serves as chief writer and editor of University publications.

Coordinates, on a day-to-day basis, production inputs, such as word processing, composition and design, for University publications.

Assists the director of public affairs in editing major university publications, i.e., University catalogs, Student Handbooks, etc.

Writes and prepares advertising copy and coordinates advertising design.

Serves as a writer and as assistant editor of the alumni newsletter.

Coordinates proof-reading of all University publications.

Provides support in the preparation of institutional reports and presentations.

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:

Two to three years of experience in communications including writing and editing and demonstrating ability to relate effectively to media personnel and the general public. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

Richard V. Farnicelli

IMMEDIATE SUPERVISOR

John P. Mattia

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Bergh

Southern Connecticut State University
Assistant Director of Public Affairs/ Public Affairs/Administrator III
(Code)

SUPERVISOR: Director of

SUPERVISION EXERCISED:

INCUMBENT NAME: Marsha Rabe

POSITION SUMMARY:

Develops, writes, edits, and assists in the production of public information flyers, brochures, catalogs, and bulletins for and about the College's programs and activities.

POSITION RESPONSIBILITIES:

Serves as chief writer and editor of University publications.

Coordinates, on a day-to-day basis, production inputs, such as word processing, composition and design, for University publications.

Assists the director of public affairs in editing major university publications, i.e., University catalogs, Student Handbook, etc.

Writes and prepares advertising copy, coordinates advertising design and media placement.

Serves as a writer and as assistant editor of the alumni newsletter.

Coordinates proof-reading of all University publications.

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

Two to three years of experience in communications including writing and editing and demonstrating ability to relate effectively to media personnel and the general public. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS: