

THE CONNECTICUT STATE UNIVERSITY

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



RESOLUTION

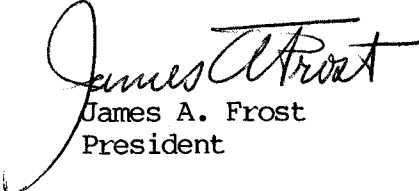
concerning

ESTABLISHMENT OF A NEW AUXILIARY-FUNDED POSITION
of
ASSISTANT ATHLETIC DIRECTOR-SPORTS INFORMATION/
ADMINISTRATOR III
at
CENTRAL CONNECTICUT STATE UNIVERSITY

April 12, 1985

RESOLVED, That an auxiliary-funded position, Assistant Athletic Director-Sports Information/Administrator III, be established at Central Connecticut State University effective April 12, 1985, in accordance with all provisions and expectations as set forth in the proposal dated November 9, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

TITLE: Assistant Athletic Director/Sports Information-Administrator III

FUND: Auxiliary

POSITION TYPE: Permanent X Temporary _____

Full-time X Part-time _____

EFFECTIVE DATE: April 12, 1985 Bargaining Unit Administrative Fac.

COST: \$25,000

PROPOSAL:

To establish a new position of Assistant Athletic Director/Sports Information, Administrator III.

(See attached job description.)

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STATE UNIVERSITY

JUSTIFICATION:

In order to develop the visibility for the Intercollegiate Athletic effort that it deserves at an institution the size of Central, a full time person is needed. Part-time and shared-duty efforts have not been adequate in meeting this need. This position will be a 12-month, year round, position which is necessary to meet the public relations needs of the Intercollegiate Athletics program. The job description is also broader and more flexible than the lower level position which existed at one time.

Date: 9 November 1984 Prepared by: Michael K. Bede

Approved by: [Signature]

POSITION DESCRIPTION

Position Title: Assistant Athletic Director/Sports Information

Administrative Rank: Administrator III

Department: Intercollegiate Athletics

Supervisor's Title: Director of Athletics

POSITION SUMMARY:

The Sports Information Director is primarily responsible for compiling and disseminating information relative to intercollegiate and intramural athletics both on and off campus.

POSITION RESPONSIBILITIES:

Responsible for the production and distribution of all press releases as they relate to intercollegiate athletics.

Responsible for writing, editing, and producing all athletic related publications.

Serve as contact person for media, other institutions, athletic associations and conferences as it relates to sports information media requests, statistics and cable/radio/T.V. functions.

Responsible for maintenance of departmental records to include all statistics, accomplishments, press releases, articles, pictures, and attendance figures.

Responsible for maintaining a positive and open line of communication with all coaches and staff.

Assist in the design and coordination of promotion strategies for all athletic teams, including half-time activities.

Assist in revenue generating programs/projects.

Attend all home contents and designated away contests as assigned.

Assist in home game and special event management.

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 and one to two years experience in sports information gathering and dissemination; 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.