

# THE CONNECTICUT STATE UNIVERSITY

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## RESOLUTION

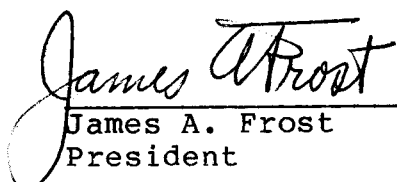
concerning

ALTERATION IN DUTIES AND RESPONSIBILITIES  
for  
DIRECTOR OF ALUMNI AFFAIRS  
at  
SOUTHERN CONNECTICUT STATE UNIVERSITY

APRIL 12, 1985

RESOLVED, That the duties and responsibilities for the position, Director of Alumni Affairs/Administrator V, at Southern Connecticut State University be altered effective April 12, 1985, in accordance with all provisions and expectations as set forth in the proposal dated March 21, 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: Director of Alumni Affairs/Administrator V

FUND: General

POSITION TYPE: Permanent X Temporary \_\_\_\_\_  
Full-time X Part-time \_\_\_\_\_

EFFECTIVE DATE: April 12, 1985 Bargaining Unit AFSCME

COST: None

PROPOSAL:

That the duties and responsibilities of the Director of Alumni Affairs, Administrator V, position be altered and the revised job description be accepted.

JUSTIFICATION:

The revised job description more accurately reflects the duties and responsibilities of the position.

Date: March 21, 1985

Prepared By Roger J. Bergh

Approved By [Signature]

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Director of Alumni Affairs

ADMINISTRATIVE RANK: Administrator V

POSITION SUMMARY:

The Director of Alumni Affairs is the administrative head of a comprehensive and well-established alumni program. This position is responsible for the effective planning and management of the overall direction of the University's relations with its more than 50,000 alumni. In performing the duties of this position, the Director must be able to foster positive working relationships with the various individuals, groups, and constituencies. He/She also serves as the executive director to the Alumni Association and its Board of Directors.

POSITION RESPONSIBILITIES:

1. Administers the daily operations of the Alumni Association.
2. Initiates and implements annual support campaigns, new scholarship programs, gift systems, special events and alumni involvement activities.
3. Oversees direct mail, phonathon, and donor recognition events.
4. Organizes class and reunion campaigns.
5. Develops and maintains computerized alumni records.
6. Provides leadership in coordinating the activities of the staff, alumni, and board volunteers. Encourages positive working relationships between and among those groups.
7. Prepares and edits reports, correspondence, and other materials.
8. Assumes fiscal management of alumni funds.
9. Develops and administers programs and activities designed to maximize use of existing resources.
10. Provides leadership in the development and administration of programs and activities which identify and utilize new sources of support for alumni affairs.

Director of Alumni Affairs

11. Implements the goals of alumni affairs by representing the office (through written and oral communication) in a manner which encourages support.
12. 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, (Master's degree preferred) and at least five years of experience in alumni or education fund-raising, significant experience in communications, including the ability to speak and write effectively and to prepare publications. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

*Rudolph J. Farinelli*

IMMEDIATE SUPERVISOR

*John J. Mattes*

DEAN OF PERSONNEL ADMINISTRATION

*Robert J. Bergh*