



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

EXECUTIVE ASSISTANT TO THE PRESIDENT, EXTERNAL AFFAIRS
to
DIRECTOR OF UNIVERSITY RELATIONS

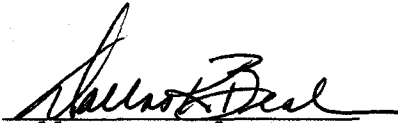
at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 9, 1988

RESOLVED, That the position of Executive Assistant to the President, External Affairs at Central Connecticut State University be reclassified to Director of University Relations, effective November 1, 1988, in accordance with all provisions and expectations as set forth in the proposal dated June 1, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



An Equal
Opportunity
Employer

CONNECTICUT STATE UNIVERSITY

CSU

Submitted 6-1-88
Date
By: CSU []
CCSU [X] SCSU []
ECSU [] WCSU []

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECT 11-1-88 PERM(X) FT(X) TEMP() PT()

POSITION TITLE: Exec. Asst. to Pres., Ext. Affs. Dir. of University Relations
CURRENT PROPOSED

POSITION NUMBER: 493 CURRENT SALARY \$56,116* PROPOSED SALARY \$45,000 FUND General BARG UNIT UConf NC from to

PROPOSAL

Upon the retirement of the incumbent, to retittle the position of Executive Assistant to the President for External Affairs to that of Director of University Relations reporting to the Executive Dean for Institutional Advancement. Please see attached new job description.

(\$11,116)
Approx. Cost

JUSTIFICATION

The position as it currently exists is the result of a unique set of circumstances. At the moment of the retirement of the long time head of this function it is appropriate to reevaluate the core duties and place them accordingly within the University's organization.

[Signature] 7/8/88
Signed (University) Date

PERCommittee _____
Date

BOARD OF TRUSTEES _____
Date

OK
8/5/88

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Director of University Relations

Department: Institutional Advancement

Supervisor's Title: Executive Dean for Institutional Advancement

POSITION SUMMARY

Establishes and maintains an active program providing the public with information about the University and oversees the production of University publications.

POSITION RESPONSIBILITIES

Supervises public information management program of the University.

Oversees the creation and production of various public information programs about the University for the media.

Oversees the writing, editing and publication of University catalogs and other publications.

Oversees the writing, editing and publication of the *Courier*.

Coordinates all publication and public information efforts of the University.

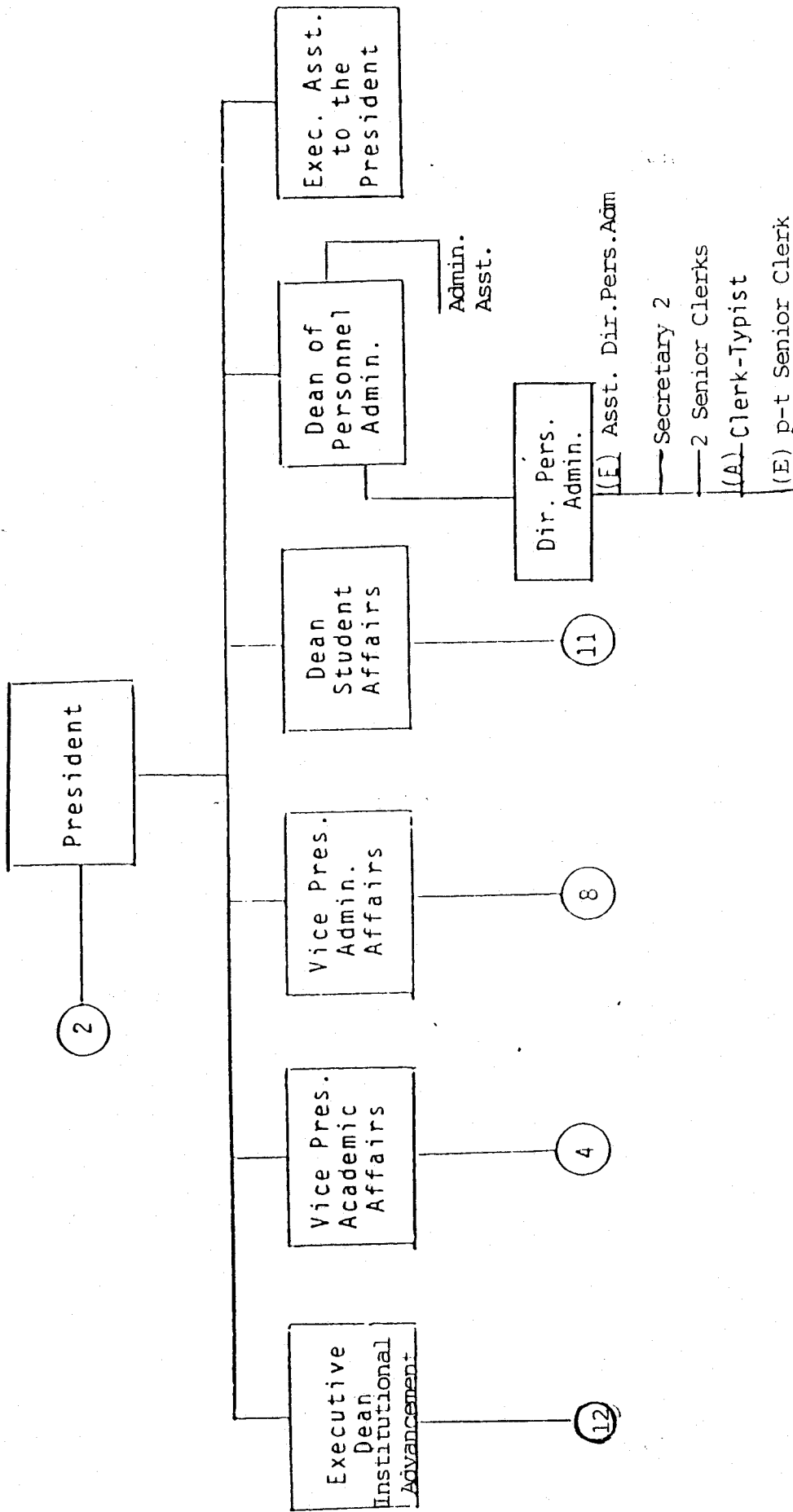
Performs other duties as assigned.

QUALIFICATIONS

Bachelor's degree, eight years' experience as a journalist and/or in public relations and three years' experience in a supervisory position required. Master's degree and experience as an editor preferred

30 May, 1988.

OFFICE OF THE PRESIDENT



- = General Fund
- E = Extension Fund
- A = Auxiliary Services Fund
- T = Tuition Fund
- C = Co-op Fund
- F = Federal Fund
- 0 = Other fund of some sort (specify)

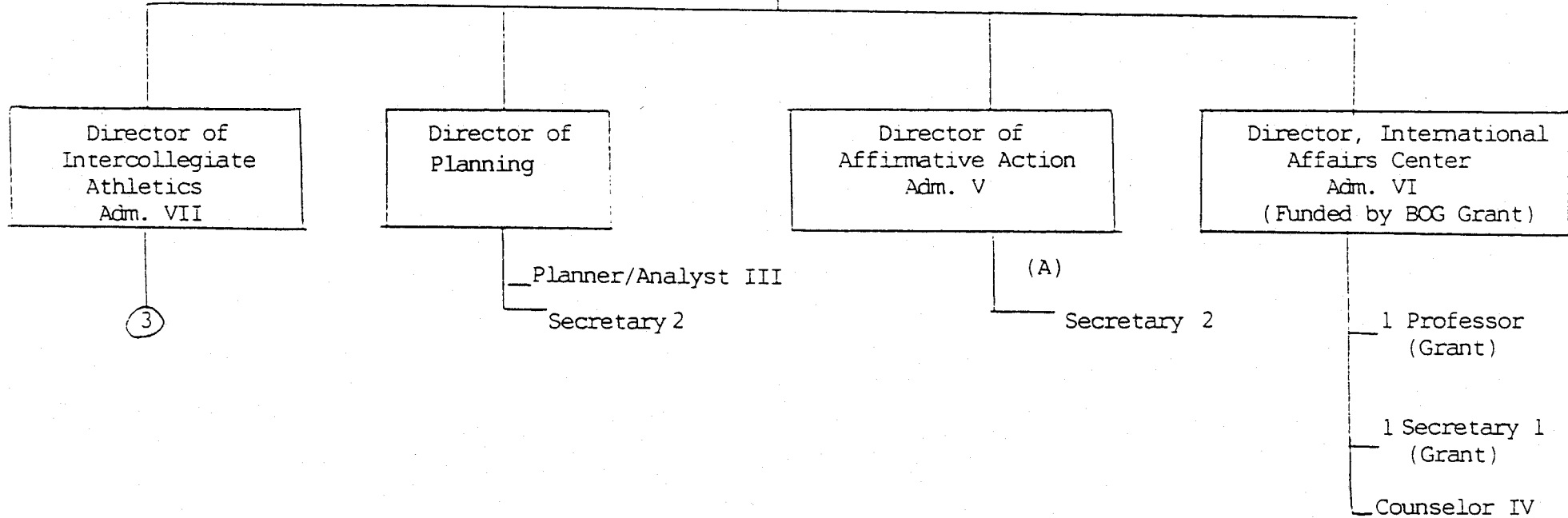
OFFICE OF THE PRESIDENT



President

Administrative Assistant

Clerk Typist



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VICE PRESIDENT FOR ACADEMIC AFFAIRS

Vice President
for
Academic Affairs

Associate
V.P. Acad.
Affairs

Admin.
Asst.

Director
Library
Services
Adm. VII

Assistant to
V.P. Academic
Affairs
Adm. VI (E)

Sec. 2 (p-t)
(E)

Registrar
Adm. VI

Director of
Media Services
Adm. VI

Director
Cooperative
Education
Adm. VI

Director
Educational
Support Svcs
Adm. V

- Assoc. Reg. Adm. IV
- 4 Asst. Reg. Adm. III
- 2 Sec. 2's
- Head Clerk
- Sec. 1
- 5 Sr. Clerks (1 E)
- 1 Clerk

- Assoc. Dir. Med. Serv/ ADM IV
- (E) Asst. Dir. Med. Serv/ /Adm. III
- (E) Asst. Dir. Med. Ctr/Adm. III
- Graphic Artist 2
- Radio TV & DL Accs. Eng. 2 RC
- Radio TV & DL Accs. Eng. 1
- (E) Secretary 2
- Mat. Storage Mgr. I

- 1 Sr. Sec.
- 5 Sr. Clerk (2 E, 3 G)
- 1 Clerk Typist
- 2 Data Ent. Opr. I
- Assoc. Dir. Lib. Servs./ Adm. V
- 3 Librarian I (1 E, 2 G)
- 10 Librarian II
- 7 Librarian III
- 2 Lib. Assts.

- (E) Sp. Asso/Corp. Rel/Adm. VI
- Assoc. Dir. Coop Ed/ ADM IV
- (E) Asst. Dir. Coop. Ed/Adm. III
- Asst. Dir. Coop. Adm. III
- Asst. Dir. Coop. Ed/B. Sci. Adm. III
- Asst. Dir. Co. Ed/ I.T./Adm. III
- (E) Asst. Dir. Co. Ed/ Min. Recr./Adm. III
- (G) Asst. to Dir. Co. Ed/ Adm. II
- (E) Head Clerk
- (E) Secretary I

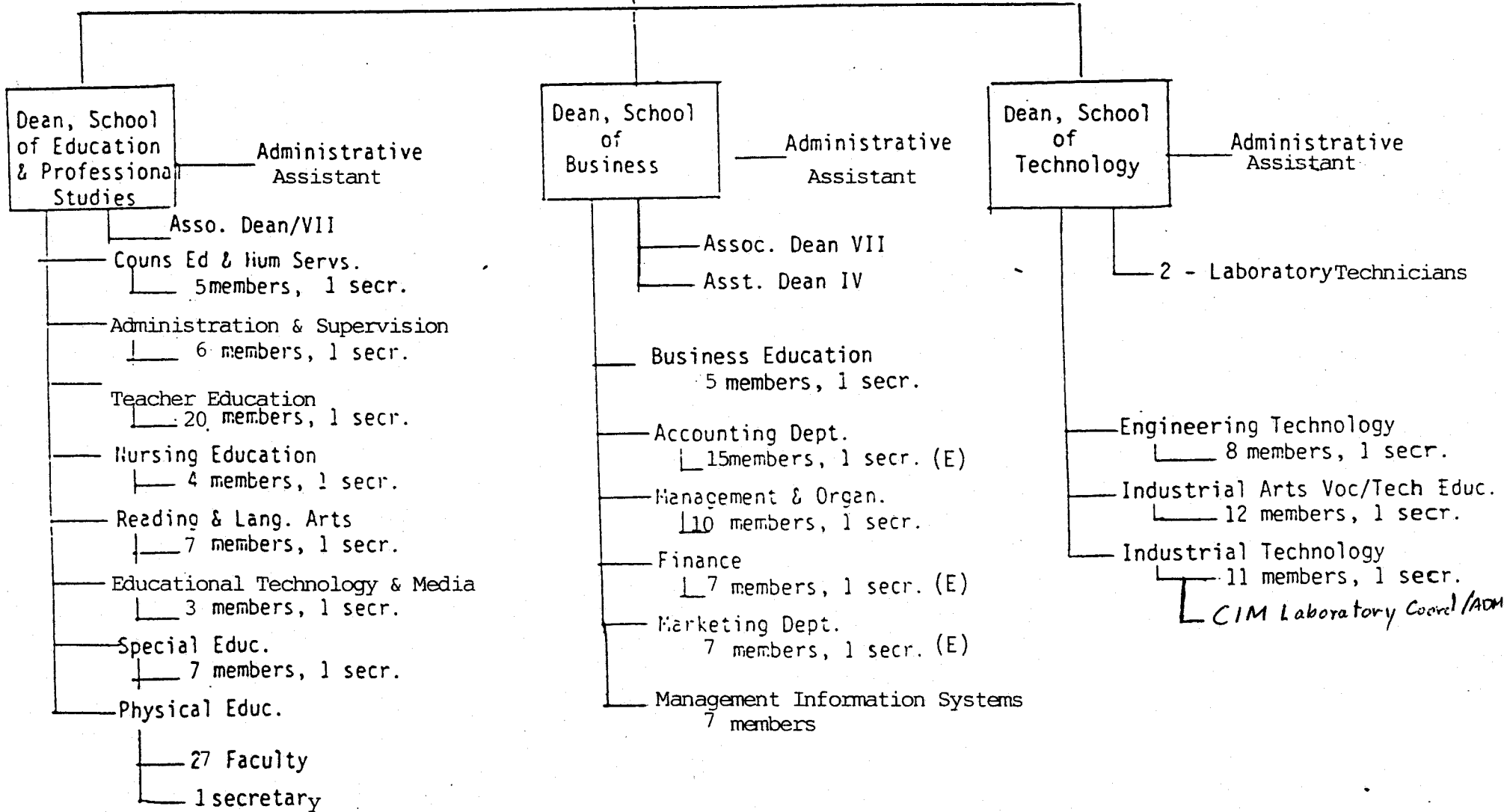
- (E) Sr. Clerk
- (G) 2 CONNO Site Coord Adm. III
- (G) 2 Asst Dir. of Ed Sup. Svcs

9/15

ACADEMIC AFFAIRS

4

V.P.
Academic
Affairs



CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, CT 06050



Executive Dean
for Institutional Advancement

Admin. Asst.
Secretary 2

Director of
University Relations

Coordinator of Special
Events and Programming
ADM III

Dir. of Development
and Alumni Affairs
ADM V

--Dir. of University Relations/ADM IV (E)
--Asst. Dir. of Univ. Relations-Publica./ADM II
--Asst. Dir. of Univ. Relations-Photog./ADM III
--Staff Writer/ADM II (E)
--2 Secretary 2's

--Asst. Dir. of Dev. & Alumni Affairs/ADM III
--Secretary (E)