AUTHORIZING RESOLUTION

concerning

Abolishment of a Position

at

Central Connecticut State College

Assistant Director of Public Affairs for Cooperative Education/Administrator III

December 4, 1981

RESOLVED, That the position, Assistant Director of Public Affairs for Cooperative Education/Administrator III, as established in Board Resolution #81-122, be abolished at Central Connecticut State College effective December 4, 1981, as position funding under Federal Grant was disallowed.

A Certified True Copy:

James A. Frost
Executive Director
CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Cancellation Summary

TITLE: Assistant Director of Public Affairs for Cooperative Education-Admh.

FUND: Federal Fund

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

EFFECTIVE DATE December 4, 1981 Bargaining Unit Admin. Faculty

COST: $ None

PROPOSAL:

Cancel position

JUSTIFICATION:

Position funding under Federal Grant disallowed.

Date: 11/18/81

Prepared By: [Signature]

Approved By: [Signature]
Position Description

Position Title: Assistant Director of Public Affairs for Cooperative Education

Administrative Rank: Administrator III

Department: Public Affairs

Supervisor(s) Position/Title: Director of Public Affairs

POSITION SUMMARY:

With the Director of Public Affairs and the Project Director for the Comprehensive Cooperative Education Project, the Assistant Director will plan and implement a three-year marketing/publicity campaign for the College's Cooperative Education Program.

POSITION RESPONSIBILITIES:

- Prepares news releases for local and statewide newspapers, radio and television.
- Writes and edits quarterly Co-op newsletter.
- Arranges interviews of staff, students and faculty by radio, television and newspaper.
- Prepares and submits articles for publication in state and national trade and professional journals.
- Creates brochures and related material to assist recruitment campaign.
- Prepares newspaper advertisements.
- Plans radio and television commercials.
- 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 two years experience relevant to the field required.

Prior experience in higher education promotion/publicity endeavors desired.

REVIEW AND APPROVAL:

Prepared by: ____________________________

Reviewed by: ____________________________

Approved by: ____________________________

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of ________________________.

Date

(Signature)

__________________________
Campus JA Committee

Rev. 6/4/79