AUTHORIZING RESOLUTION

concerning

Establishment of a Temporary Position (Auxiliary Funded) at Central Connecticut State University

Assistant Sports Information Director/Administrator II

June 17, 1983

RESOLVED, That a temporary position (Auxiliary funded), Assistant Sports Information Director/Administrator II, be established at Central Connecticut State University effective August 1, 1983, in accordance with all provisions and expectations as set forth in the proposal dated May 24, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
Unclassified Position Alteration Summary

TITLE: __________________________ Assistant Sports Information Director/Adm. II

FUND: __________________________ Auxilliary

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

EFFECTIVE DATE: __________________________ August 1, 1983 Bargaining Unit: None

COST: $16,000 including fringe

PROPOSAL:

To establish a temporary 19 hours a week position of Assistant Sports Information Director during the convalescence of the Sports Information Director in the Fall 1983 semester.

JUSTIFICATION:

Because of the extended convalescence of the Sports Information Director, this function, vital to the intercollegiate athletic program, must be covered on an interim basis.

Date: ________________

Prepared By __________________________

Approved By __________________________

MAY 31 1983
THE CONNECTICUT STATE UNIVERSITY
Central Connecticut State University
Assistant to Director Athletic Affairs/Sports Information Physical Education/Administrator II
(Code )

SUPERVISOR: Director of Athletics

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:
The Sports Information Director provides information to the general public about the university's athletic programs.

POSITION RESPONSIBILITIES:

Prepare and disseminates sports news releases to various news media outlets.

Prepare publications, brochures and pamphlets dealing with athletic programs.

Serve as liaison between Central and its athletic opponents.

Serve as informational source for inquiries from the general public.

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

SPECIAL NOTATIONS: