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
POSITION ACTION REQUEST

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

POSITION NUMBER: 493  CURRENT SALARY $56,116*  PROPOSED SALARY $45,000  FUND General

DATE EFFECT 11-1-88

PERM(X)  FT(X)

PROPOSAL

Upon the retirement of the incumbent, to retitle 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.
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
