



THE CONNECTICUT STATE UNIVERSITY

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

Office of the President

RESOLUTION

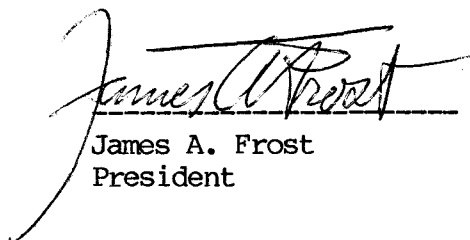
concerning

EXPANSION OF DUTIES AND RESPONSIBILITIES
for
ASSISTANT DIRECTOR OF PUBLIC AFFAIRS/ADMINISTRATOR III
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

October 5, 1984

RESOLVED, That the duties and responsibilities for the position, Assistant Director of Public Affairs/Administrator III, at Southern Connecticut State University be expanded effective October 5, 1984, in accordance with all provisions and expectations as set forth in the proposal dated September 13, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

Unclassified Position Alteration Summary

TITLE: Assistant Director of Public Affairs, Adm. III

FUND: General

POSITION TYPE: Permanent X Temporary _____

Full-time X Part-time _____

EFFECTIVE DATE: 10/5/84 Bargaining Unit Admin. Faculty

COST: \$3,000

PROPOSAL:

That the duties and responsibilities of the Assistant Director of Public Affairs, Administrator III, position be expanded. That the revised job description be accepted (attached).

JUSTIFICATION:

The revised job description more accurately reflects the duties performed by the incumbent. This recommendation is offered as full settlement of a grievance.

Date: 9/13/84

Prepared By Roger J. Bergh

Approved By Michael J. ...

RECEIVED

SEP 14 1984

THE CONNECTICUT STATE UNIVERSITY

Southern Connecticut State University
Assistant Director of Public Affairs/ Public Affairs/Administrator III
(Code)

SUPERVISOR: Director of

SUPERVISION EXERCISED:

INCUMBENT NAME: Richard Galligan

POSITION SUMMARY:

To search out information and story ideas about activities at the University; write and edit stories about the University for publications or broadcast in the public media or in specialized publications; serve as the news editor for all public information functions of the Office of Public Affairs.

POSITION RESPONSIBILITIES:

Writes press releases, interviews, feature stories and announcements on University programs and activities for public and specialized media.

Deals with various publics directly through all media forms in matters related to public information.

Writes news and feature material for selected University publications including periodicals.

Advises faculty and students in journalistic and public relations writing and procedures.

Arranges for faculty interviews in newspapers and on radio and television.

Edits faculty articles for publication in newspapers.

Performs duties related to public affairs operations in public information programs.

Provides support in the preparation of institutional reports and presentations.

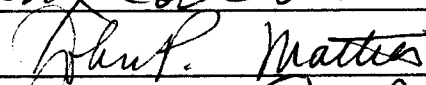
Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE:

Two to three years of experience in communications including writing and editing and demonstrating ability to relate effectively to media personnel and the general public. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

ADMINISTRATIVE FACULTY: 

IMMEDIATE SUPERVISOR: 

DEAN OF PERSONNEL ADMINISTRATION: 