



# THE CONNECTICUT STATE UNIVERSITY

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

Office of the President

## RESOLUTION

concerning

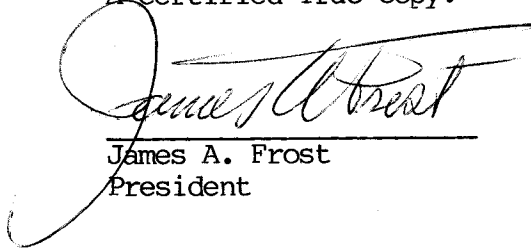
ESTABLISHMENT OF A NEW AUXILIARY-FUNDED POSITION  
at  
EASTERN CONNECTICUT STATE UNIVERSITY

ASSISTANT TO THE DIRECTOR OF ATHLETICS FOR SPORTS INFORMATION  
ADMINISTRATOR II

November 2, 1984

RESOLVED, That a ten-month auxiliary-funded position, Assistant to the Director of Athletics for Sports Information/Administrator II, be established at Eastern Connecticut State University effective November 2, 1984, in accordance with all provisions and expectations as set forth in the proposal dated July 17, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost  
President



EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT TO THE DIRECTOR OF ATHLETICS  
FOR SPORTS INFORMATION

ADMINISTRATIVE RANK: II (10 Month)

Under the direction of the Director of Athletics, the Assistant to the Director assumes major responsibility for the following:

1. Produces all information and publicity for men's and women's Intercollegiate Athletic Programs.
2. Prepares publications relating to Intercollegiate Athletic Teams.
3. Maintains and compiles statistics on Intercollegiate Athletic Teams.
4. Maintains necessary records concerning the Varsity Athletic Program.
5. Prepares press releases on the Intercollegiate Athletic Programs.
6. Designs, prepares, edits and distributes game programs.
7. Promotes Varsity Sport events hosted by the University.
8. Serves as official media host at all home Intercollegiate events.
9. Maintains photo file for all sports teams.
10. Acts as University liaison with area media representatives and sports information representatives of other colleges and universities.

Qualifications

One to three years experience as Sports Information Director and/or Newspaper Writer. Ability to demonstrate writing and editing skills. Bachelor's Degree required.

These qualifications may be waived for individuals with appropriate alternate experience.

Robert Hancock 7/26/84  
Signature for Date  
the University

Betty A. Tipton July 23, 1988  
Signature for Date  
AFSCME

MP/emb  
7/17/84

RESPONSIBILITIES FOR SPORTS INFORMATION DIRECTOR  
Eastern Connecticut State Univ.

To produce a brochure for each of the ten (10) sport teams, plus all publications that are made while we host tournaments at ECSU. This is approximately seven (7) tournaments per school year. This includes hosting the Division III NCAA Softball Championship this coming Spring 1985 in May.

5 womens' teams - 4 have been invited to NCAA Tournaments for the past two years  
5 men's teams - 1 has been invited to an NCAA Tournament for the past nine years

2. Must maintain and compile statistics on Intercollegiate Athletic Teams (10 teams) and this must be done by computer and takes continuous input throughout the year.
3. Must maintain necessary career and team records for Intercollegiate Athletic Teams, which is an annual job and at many schools this takes the entire summer to complete.
4. Must prepare press releases which are sent out once a week to all Connecticut media outlets, plus other New England media along with the colleges that we compete against. Player releases (individual) are sent to home town newspapers and this is done once a year for more than 150 athletes - we have approximately 240 athletes in our programs.
5. Must design, prepare and edit, as well as distribute game programs at approximately 70 home playing dates at Eastern Connecticut State University during the school year. This entails rosters, statistics and game preview for both teams. This is a very tedious job.
6. In order to promote Varsity Sports events hosted by Eastern Connecticut State University, this person must contact outside groups, organizations, teams and others interested or not so interested, to get them to attend our games. This includes close contact with our student body which is the key to any campus. This also entails "promoting" among faculty and staff at the University.
7. Must serve as official media host at all home Intercollegiate events which includes 70+ home contests, plus some road games, and includes 10 media people per game. This is another key to positive University image.
8. Maintain a photo file which includes individual photos of each athlete (240) plus team photos. These are sent to media outlets and many team Sports Information Directors and photographers.
9. Must act as University liaison with area media representatives and sports information representatives of other colleges and universities and this involves constant contact with other colleges and university Sports Information Offices regarding information needed.

Eastern has in the past 15 years had over 40 All-Americans and well over 100 All-New England athletes that have received recognition for our University.

Funding for this proposed position would accrue to the Athletic Budget.