

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

SPORTS INFORMATION SPECIALIST/ADMINISTRATOR III

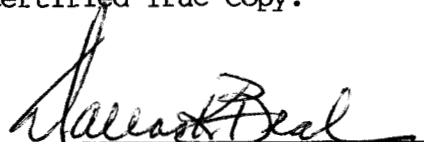
at

WESTERN CONNECTICUT STATE UNIVERSITY

JULY 25, 1986

RESOLVED, That the position, Sports Information Specialist/
Administrator III, be established at Western
Connecticut State University, effective July 1,
1986, in accordance with all provisions and
expectations as set forth in this proposal.

A Certified True Copy:



Dallas K. Beal
President



THE CONNECTICUT STATE UNIVERSITY

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

Submitted May 16, 1986
Date
By: CSU ()
CCSU () SCSU ()
ECSU () WCSU (X)

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (XX) RECLASSIFY () OTHER () DATE EFFECTIVE 7/1/86 PERM () FT () TEMP () PT ()

POSITION TITLE: Admin. III
Sports Information Specialist 7918
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: CURRENT SALARY PROPOSED SALARY 23,100. FUND Auxiliary BARG UNIT AFSCME 22
from to

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The tremendous success of the Intercollegiate Athletic Program at Western Ct. St. University and the statewide interest generated from this program has placed a significant burden on department members regarding their workload, specifically, teaching, coaching and recruitment. To continue the progress, a position specifically dedicated to coordinating and submitting press releases, public relations and fund raising activities associated with athletics is needed. In addition, the preparation and development of information guides, statistical reports, and brochures has become a necessity. Here, it's important to note that the athletic program remains a major vehicle for marketing the University and has proved to be a successful instrument for minority student recruitment.

RECEIVED
MAY 16 1986
THE CONNECTICUT STATE UNIVERSITY

23,100.
Approx. Cost

Signed (University) Date May 15 1986

RESOLUTION

BR# 86-120

RESOLVED, That the position, Sports Information Specialist/Administrator III, at Western Connecticut State University be established effective July 1, 1986, in accordance with all provisions and expectations as set forth in this proposal.

A Certified True Copy
Dallas K. Beal, President, CSU Date

PERCommittee Date BOARD OF TRUSTEES Date

Position Title: Sports Information Specialist/ Coordinator of
Summer Camps - Administrator 3

Department: Recreation and Athletic Department

Supervisor: Assistant Director of Recreation and Athletics

Position Summary:

Under the direction of the Assistant Director of Recreation and Athletics, the Sports Information Specialist/Coordinator of Summer Camps is primarily responsible for the collection, writing, and distribution of any public relation event or materials relating to Intercollegiate Athletics and Recreation at Western Connecticut State University.

In addition, this individual shall have direct responsibility over the development, management, scheduling, and coordination of any summer camp associated with the Recreation and Athletic Department.

Position Responsibilities:

1. Develop and oversee the areas relating to media relations associated with sports information, special athletics events, and summer camps.
2. Develop and coordinate all promotional advertising activities associated with athletics or summer camp programs.
3. Assist and coordinate all fund raising activities and/or materials associated with the recreation and athletic programs.
4. Perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications:

Baccalaureate degree required; Masters degree preferred. Minimum of four years experience associated with media relations or sports information, and athletic administration preferably at the college level.