



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

COORDINATOR OF GRAPHIC ARTS & DESIGN/ADMINISTRATOR III

to

DIRECTOR, UNIVERSITY DESIGN & PRODUCTION/ADMINISTRATOR V

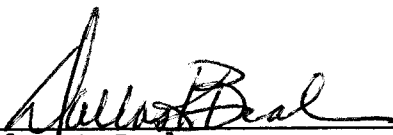
at

WESTERN CONNECTICUT STATE UNIVERSITY

JULY 25, 1986

RESOLVED, That the position, Coordinator of Graphic Arts & Design/Administrator III, at Western Connecticut State University be reclassified to Director, University Design & Production/Administrator V, effective June 6, 1986, in accordance with all provisions and expectations as set forth in the proposal dated May 16, 1986, which is attached as an addendum to this Resolution.

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 ()
 EGSU () WCSU (X)

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE EFFECTIVE	<u>6/6/86</u>	PERM (X)	FT (X)
						TEMP ()	PT ()
POSITION	Administrator III	7918	Administrator V	7919			
TITLE:	<u>Coordinator of Graphic Arts & Design</u>		<u>Director, University Design & Production</u>				
	CURRENT	(Class Code)	PROPOSED	(Class Code)			
POSITION NUMBER:	<u>0135</u>	CURRENT SALARY <u>28,117.</u>	PROPOSED SALARY <u>30,617.</u>	FUND <u>Gen.</u>	BARG UNIT	<u>22</u>	<u>22</u>
						from	to

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

We are requesting that Diane Golden, Coordinator of Graphic Arts and Design (Administrator III) be reclassified to Director, University Design & Production (Administrator V) effective June 6, 1986. This reclassification is appropriate because of the following new duties that the employee is required to perform:

1. Supervises centralized printing operation and staff; responsible for production volume and quality control, maintaining inventory and supplies, training and supervising student interns.
2. Coordinates ancillary duplication/printing services available to faculty on sites campus-wide.
3. Develops job specifications/descriptions, as well as prototypes required by state purchasing and new forms procedures.

See attached job description.

RECEIVED
 MAY 16 1986
 THE CONNECTICUT
 STATE UNIVERSITY

[Signature]
 Signed (University)

May 15, 1986
 Date

\$2500.
 Approx. Cost

RESOLUTION

BR# 86-121

RESOLVED, That the position, Coordinator of Graphic Arts and Design/Administrator III at Western Ct. St. University be reclassified to Director, University Design & Production/Administrator V, effective June 6, 1986 in accordance with all provisions and expectations as set forth in the proposal dated May 16, 1986 which is attached as an addendum to this resolution.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee

Date

BOARD OF TRUSTEES

Date

Job Description: Director, University Design & Production / Admin. V

Incumbent Name: Diane Golden

Supervisor: Executive Dean

POSITION SUMMARY:

Reporting to the Executive Dean, directs the operation of the graphic design studio and the print shop. The studio, staffed by student design majors, provides camera-ready mechanicals for institutional publications (including flyers, brochures, promotional search pieces, schedules, forms, magazines, etc.) and other related material, e.g. signage, displays, graphs, etc. The print shop, staffed by a press operator and student interns, produces 90 percent of all institutional publications.

POSITION RESPONSIBILITIES:

1. Interviews, screens and selects student designers; when necessary, acts as liaison with Financial Aid and CDC offices.
2. Trains students in design, production techniques and use of equipment. Provides on-going supervision/art direction, including final evaluation of job prior to printing.
3. Advises clients regarding copy preparation, production costs, etc. Provides specifications for printer and secures cost estimates.
4. Coordinates with printer to facilitate production and insure specifications are met and deadlines honored.
5. Directs day-to-day operational activities of studio; develops a budget, maintains an inventory, orders graphic arts and photo-chemical supplies, oversees cleaning and maintenance of equipment, keeps job logs and individual student time sheets, completes student evaluations for co-op each semester.
6. Provides technical services/products (negatives; photostatic enlargements; displays for recruitment, seminars, workshops; graphs; charts; overhead projection slides, etc.)
7. Available to administrative staff and faculty to assist in the development of marketing/recruitment programs, and also in the development of other "products" as the need arises (e.g. new forms, promotional material, magazines, annual reports, etc.)

EDUCATION AND EXPERIENCE:

Two to three years of administrative experience, college teaching or a combination of both including administrative and technical background in one or more aspects of media. A Bachelor's degree is required, a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

Approved
J. L. Johnson
W.C.S.U.
5/13/86