

University of Oregon  
Graduate School  
125 Chapman Hall  
(541) 346-5129



**REQUEST FOR AN ADMINISTRATIVE GTF APPOINTMENT  
ACADEMIC YEAR 2011-12**

Administrative Unit: Center for Community Arts & Cultural Policy Date Submitted: March 17, 2011  
Contact Person: Patricia Dewey Phone & E-mail: 6-2050 pdewey@uoregon.edu  
Academic Unit (Strategic Alliance only): \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone & E-mail: \_\_\_\_\_

Appointment Type (please check one):  Institutional Priority  Strategic Alliance  
GTF Job Title: CCACP Administrative GTF  
FTE: \_\_\_\_\_ Proposed Appointment Terms (check all that apply):  Fall '11  Winter '12  Spring '12

Staff person who will prepare PRF, if position is approved: Maia Howes Phone: 6-3639

Rank. If the administrative unit is applying for more than one position (including all Institutional Priority and Strategic Alliance position requests), this position must be uniquely ranked. Please use "1" to indicate the most important position. Leave blank if only applying for one position.

This Position's Rank: _____
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Explanation Statement: (You may attach one additional sheet or use the reverse side of this sheet to continue this form, if needed.)  
Attached.

\*\*\* REMEMBER: YOU MUST ALSO ATTACH A DRAFT JOB POSTING TO THIS APPLICATION. \*\*\*

*Required Signatures for Institutional Priority GTF Request*

Admin. Unit Director: _____
Vice President/Vice Provost: _____

*Required Signatures for Strategic Alliance GTF Request*

Admin. Unit Director: _____
Academic Dept. Head: _____
Vice President/Vice Provost: _____

\*\*\* This form must be received by the Graduate School by 5 p.m., Monday, March 21, 2011. \*\*\*

For Graduate School Use Only	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	IP/SA Code Number: _____
	Comments: _____	Initials: _____ Date: _____

**Date: March 17, 2011**

**To: Kassy Fisher, Assistant Dean of Graduate Student Affairs  
Graduate School, 125 Chapman Hall**

**From: Patricia Dewey, Director  
Center for Community Arts and Cultural Policy**

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**Re: Explanation Statement and Draft GTF Position Announcement  
for IP/SA GTF appointment application**

### **The Proposed Position**

The UO Center for Community Arts and Cultural Policy seeks to hire an administrative GTF for the entire 2011-2012 academic year. This individual's salary would be funded in full by the A&AA Arts and Administration Program. The administrative GTF would serve as administrative coordinator of the CCACP, reporting directly to the Center director, and working closely with two Graduate Research Fellows who provide direct research and project management assistance to faculty affiliated with the Center.

### **Rationale**

The CCACP currently does not have any hired staff, and is reliant on the work of faculty and graduate student affiliates to meet its goals. There is presently an overreliance on the use of GRFs to perform administrative support functions. Center investment in development and communications consultants in 2009-2010 resulted in clearly defined priorities, functions, operations, messaging and staffing needs crucial to the CCACP's long-term growth and stability, and we have taken significant steps forward in these areas throughout 2010-2011. The Center has an urgent need for ongoing center coordination to be facilitated by a hired staff member, and we have explored the possibility of collaborative staff hiring with the Institute for a Sustainable Environment. However, we have very limited space available for staff, and we are participating in discussions to establish some form of consortium to pool resources among the smaller UO centers and institutes – especially among the AAA/UO centers and institutes. With many structural and systemic changes likely on the horizon, we hesitate to invest in a long-term staff hire at this time. Our experience in the 2010-2011 academic year has shown us that our immediate administrative needs can be accomplished by an administrative GTF position. In order to perform the tasks outlined on the attached job description, the CCACP respectfully requests the appointment of an Institutional Priority GTF to the Center for 2011-2012, as a continuation of this position from 2010-2011.

### **Institutional Priority Considerations**

Investment in an administrative GTF in support of the CCACP in 2011-2012 will provide the necessary time and stop-gap resources to allow for strategic development of administrative support systems for the evolving consortium UO /AAA centers and institutes. The CCACP prides itself in being collaborative, resourceful, and entrepreneurial. We wish to be a key partner in establishing an effective and efficient consortium of research centers, and we anticipate that this new consortium will provide excellent models of resource sharing and cooperation. A one-year administrative GTF will allow the CCACP's director to focus more on long-term institutional development (to establish effective structures and systems) and less on immediate and day-to-day administrative demands of the unit.

*Draft GTF Position Announcement*

**CCACP Administrative GTF  
Center for Community Arts and Cultural Policy  
Academic Year 2011-2012**

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*The UO Center for Community Arts and Cultural Policy is seeking applications for an Administrative GTF to work 0.49 FTE (19.5 hours per week) during 2011-2012 (fall, winter, and spring). Please apply by 12:00 noon on Friday, May 13, 2011.*

**Duties**

This individual will report directly to the CCACP Director and will focus on fiscal management, communications, and fundraising operations. In addition to serving as “information central” for the CCACP, this individual’s responsibilities will include the following:

- Maintain the budget and process payment of CCACP-related expenses
- Maintain and comply with the annual CCACP communications calendar
- Schedule CCACP meetings and maintain minutes and other records of the meetings
- Coordinate information, communications, and the implementation of the CCACP branding recommendations. Work with CCACP director, communications consultant, development consultant and UO communications offices to implement CCACP communications strategy
- Monitor and maintain the CCACP website and digital media presence
- Coordinate development activities with the CCACP director, affiliated faculty, development consultant and the office of the AAA CDO
- Assist faculty with grant proposals (editing, coordinating timelines, seeking clearances from the UO Foundation or the UO Research office)
- With the guidance of the development consultant, continue to develop the donor database and coordinate information updates with the office of the AAA CDO
- Maintain and update a centralized data library (for use in communications and grant writing)
- Serve as an information liaison with other centers, institutes, academic programs, faculty, and students across campus and beyond
- Assist in developing a future external advisory committee
- Work as a team with the two CCACP graduate research fellows and a work-study student to achieve Center goals, initiatives, and activities
- Other duties as assigned by the CCACP director

**Eligibility**

University of Oregon graduate students pursuing a master’s degree or doctoral supporting area in Arts Management are eligible to apply. Demonstrated administrative experience, excellent communications skills, strong organizational skills are required; solid IT and database management competencies are desired.

**Application Procedure and Deadline**

Please submit a cover letter explaining your interest and skills with relation to this position, a resume or CV, and the names and contact information of two references to:

Tina Rinaldi, Program Manager,  
Arts and Administration Program  
5230 University of Oregon  
Eugene OR 97403-5230

Please deliver a "hard copy" of your application in person or by mail to the Arts and Administration Program office (Lawrence Hall 251 E) by 12:00 noon on Friday, May 13, 2011. The position will remain open until filled, but applications will be reviewed after May 13, 2011. Please contact Tina Rinaldi ([trinaldi@uoregon.edu](mailto:trinaldi@uoregon.edu)) with questions.

Please note that the General Duties and Responsibilities Statement (GDRS), which includes general GTF appointment/reappointment process and criteria, is available online: <http://gradschool.uoregon.edu/?page=gdrs>