

# THE CONNECTICUT STATE UNIVERSITY

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

### AUTHORIZING RESOLUTION

concerning

INCREASED DUTIES AND RESPONSIBILITIES
for
EXECUTIVE ASSISTANT TO THE PRESIDENT/ADMINISTRATOR VII
at
WESTERN CONNECTICUT STATE UNIVERSITY

February 3, 1984

RESOLVED, That the duties and responsibilities for the position, Executive Assistant to the President/
Administrator VII at Western Connecticut State
University be increased effective February 3,

1984, in accordance with all provisions and
expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost President

ALTER	RATION OF A CURRENT POSITION THE UNC		ESTABLISHMENT OF ED SERVICE	NEW POSITION
o: Executive	Officer for Faculty and	Staff	Affairs	
rom: Western	Connecticut Sta	ate Unive	ersity	w
			Pres	ident
Concernin	ng:New Posit	tion, _	XX Existing Po	osition (Vacant/Filled)
. Proposal:	To increase the responsi to the President to incl	ude inte	ercollegiate athle	tics, summer conferencing
. Proposed Pos	duties and liaison with	state ar	nd government agen	cies.
<u>-</u>	Executive Assistant to t	he Pres	ident - Administra	tor 7
Title/Rank		<del></del>		
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	. \$34,559 -			<u></u>
12 mo. FT		•	Genera1	N/A
10 or 12 mo. Full-Part-T			Fund (Gen.,	Bargaining Unit
Temp Peri		•	Ed. Ext., Aux.)	
Jemp Peri		. •	•	
. Summary of	Function (attach required	d job de	escription)	
	See attached			
	See accaened	•	•	
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Th th	or Altering or Establish e addition of athletics ar e Executive Assistant will e Office of the President	nd summe: l facili	r conferencing to tate the direct in	volvement of .
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. Conditions	of Employment if Changed	or Diff	Terent from Norm.	
N	/A		• • • •	
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r Central Office	Use •			
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nsultation with P	dargaining Unit Completed	•	. 1. For Submiss	ion to PERC

#### Current

# Executive Assistant to the President

Serve as liaison for the Office of the President to faculty and student groups including the Student Government Association.

Advisor to the President on routine day-to-day operations.

Assist in the supervision of the President's Office staff.

Member of the President's Cabinet.

Perform special projects assigned by the President.

Responsible for developing and maintaining relations with the press.

Perform related duties as required.

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Serve as liaison for the Office of the President to faculty and student groups including the Student Government Association.

Advisor to the President on routine day-to-day operations.

Assist in the supervision of the President's Office staff.

Member of the President's Cabinet.

Perform special projects assigned by the President.

Responsible for developing and maintaining relations with the press.

Supervise the Athletic Director in the administration of intercollegiate athletic programs and related activities.

Serve as representative to external groups concerning summer conferencing programs.

Develop and maintain relations with state and federal government agencies on matters of special projects assigned by the President.

Perform related duties as required.