



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

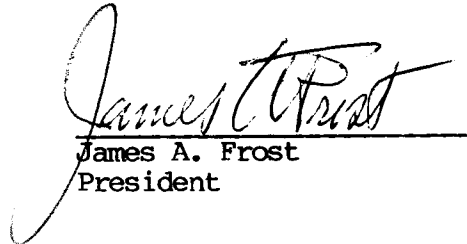
concerning

CHANGE IN TITLE AND RESPONSIBILITIES
at
WESTERN CONNECTICUT STATE UNIVERSITY
EXECUTIVE ASSISTANT TO THE PRESIDENT
to
EXECUTIVE ASSISTANT TO THE PRESIDENT/
AFFIRMATIVE ACTION COORDINATOR

October 5, 1984

RESOLVED, That the existing position, Executive Assistant to the President, at Western Connecticut State University be changed to the Executive Assistant to the President/Affirmative Action Coordinator effective October 5, 1984, in accordance with all provisions and expectations as set forth in the proposal dated September 5, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

UNCLASSIFIED POSITION ALTERATION SUMMARY**Title:** Executive Assistant to the President/Affirmative Action Coordinator**Fund:** General Fund**Position Type:** Permanent X Part-time **Effective Date:** October 5, 1984**Cost:** No Cost (change in title and responsibilities)**Campus:** Western Connecticut State University

Proposal: To change the existing position, Executive Assistant to the President, to the Executive Assistant to the President/Affirmative Action Coordinator and expand the scope of responsibility to include affirmative action.

Summary: This change will remove the responsibility for intercollegiate athletics and governmental relations from the Executive Assistant to the Personnel Office and redirect all affirmative action duties and responsibilities from the Personnel Office to the office of the President (Executive Asst.).

This change will also allow for more time spent on affirmative action complaints and their resolution.

Date: Sept. 5, 1984

Current Position

Executive Assistant to the President

The Executive Assistant serves as liaison to Faculty, Student, Community and Alumni groups and performs special projects assigned by the President. As a member of the President's Cabinet, the Executive Assistant is involved in a broad range of issues.

Recommended Position

Executive Assistant to the President/Affirmative Action Coordinator

The Executive Assistant to the President/Affirmative Action Coordinator develops, monitors, and evaluates the Affirmative Action Plan and its implementation. In addition, the Executive Assistant serves as liaison officer for the President to faculty and student groups including the Student Government Association.

Duties and Responsibilities:

- Prepares, updates, and revises the Affirmative Action Plan.
- Advisor to the President on routine day-to-day operations.
- Assists in the supervision of the President's office staff.
- Member of the President's Cabinet.
- Performs special projects assigned by the President.
- Responsible for developing and maintaining relations with the Press.
- Monitors all searches for compliance with Equal Opportunity/Affirmative Action requirements.
- Evaluates and answers employee complaints on discrimination as required by the Affirmative Action Plan Grievance Procedure and external monitoring agencies.
- Performs related duties as required.

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