



# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT IN INTERCOLLEGIATE ATHLETICS/ADMINISTRATOR I

to

ASSISTANT TO DIRECTOR OF ATHLETICS/ADMINISTRATOR II

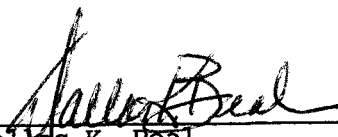
at

EASTERN CONNECTICUT STATE UNIVERSITY

JULY 25, 1986

RESOLVED, That the present position, Assistant in Intercollegiate Athletics/Administrator I, at Eastern Connecticut State University be reclassified to Assistant to Director of Athletics/Administrator II, effective July 4, 1986.

A Certified True Copy:

  
\_\_\_\_\_  
Dallas K. Beal  
President

**THE CONNECTICUT STATE UNIVERSITY**

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

**POSITION ACTION REQUEST**



|                   |                   |
|-------------------|-------------------|
| Submitted _____   | Date _____        |
| By: CSU ( )       | CCSU ( ) SCSU ( ) |
| ECSU (X) WCSU ( ) |                   |

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( ) DATE EFFECTIVE 7/4/86 PERM (X) FT (X)  
 TEMP ( ) PT ( )

POSITION TITLE: Asst. in Intercollegiate Athletics, Ad. I 7916 Asst. to Dir. of Athletics, Ad. 2 7917  
 CURRENT (Class Code) PROPOSED (Class Code)

|                              |                                |                                |                   |                         |
|------------------------------|--------------------------------|--------------------------------|-------------------|-------------------------|
| POSITION NUMBER: <u>0018</u> | CURRENT SALARY: <u>21,710*</u> | PROPOSED SALARY: <u>24,000</u> | FUND: <u>Gen.</u> | BARG UNIT: <u>SUOAF</u> |
|                              |                                |                                |                   | from to                 |

**R E S O L U T I O N**

BR# 86-112

RESOLVED, That the present position, Assistant in Intercollegiate Athletics, Ad. I, be reclassified to Assistant to Director of Athletics, Ad. 2.

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

PERCommittee \_\_\_\_\_ Date \_\_\_\_\_  
 BOARD OF TRUSTEES \_\_\_\_\_ Date \_\_\_\_\_

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

The present position was established as an Ad. 2 but filled as an Ad. 1 by agreement with the union. At that time, it was the university's desire to upgrade a clerical employee and the initial classification at Ad. 1 was implemented to provide a period of training for Ad. 2 duties. A copy of the agreement with the union is on file.

\*85-86 actual salary. As of June 20, 1986 salary will be \$23,321

**RECEIVED**  
 MAY 16 1986  
 THE CONNECTICUT  
 STATE UNIVERSITY.

\$679.00  
Apprx. Cost

Michael Beal  
 Signed (University) \_\_\_\_\_ Date 5/12/86

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE ASSISTANT TO DIRECTOR OF ATHLETICS

ADMINISTRATIVE RANK 2

The Assistant to Director of Athletics, under the supervision of the Director of Athletics, is responsible for the following:

1. Assists in the coordination and maintenance of all contracts for home varsity and J.V. athletic contests and certifies contracts sent to the Athletic Department from other colleges and universities for away contests.
2. Administers system of petty cash advances for meals for varsity and J.V. teams including reconciliation of all advances.
3. Administers system of purchase orders for all departmental requisitions.
4. Develops and maintains a visiting team guide.
5. Schedules and certifies transportation for away athletic contests involving common carriers.
6. Assists in the coordination of the public service licensing of all coaches.
7. Assists in the coordination of billing for lost or stolen items.
8. Assists in the coordination of ticket sales, guest passes and other revenue generating activities as required.
9. Assists in the management of home athletic contests as required.
10. Performs some clerical functions as may be required.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Ability to relate effectively to university students and staff. A Bachelor's Degree is required.

These qualifications may be waived for individuals with appropriate alternate experience.

MEP/emb  
5/12/86