



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

EXECUTIVE ASSISTANT TO THE PRESIDENT

to

EXECUTIVE ASSISTANT TO THE PRESIDENT/MINORITY AFFAIRS DIRECTOR

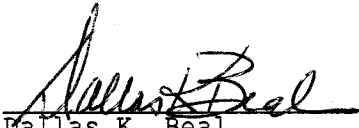
at

WESTERN CONNECTICUT STATE UNIVERSITY

June 15, 1990

RESOLVED, That the position of Executive Assistant to the President at Western Connecticut State University be reclassified to Executive Assistant to the President/Minority Affairs Director, effective June 15, 1990, in accordance with all provisions and expectations as set forth in the proposal dated April 17, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

CONNECTICUT STATE UNIVERSITY  
POSITION ACTION REQUEST FORM

|                   |                |
|-------------------|----------------|
| SUBMITTED         | <u>4/17/90</u> |
| BY: CSU [ ]       |                |
| CCSU [ ] SCSU [ ] |                |
| ECSU [ ] WCSU [x] |                |

|                         |   |                                  |  |                  |                               |
|-------------------------|---|----------------------------------|--|------------------|-------------------------------|
| POSITION ACTION:        | ESTABLISH ( )   | RECLASSIFY [x]                   | OTHER ( )                                | DATE EFFECTIVE   | <u>6/15/90</u>                |
| NATURE OF THE POSITION: | PERMANENT [ ] FULL-TIME [ ] TEMPORARY [ ] PART-TIME [ ] |                                  |  |                  |                               |
| POSITION TITLE:         | <u>Executive Asst. to the President</u>                 | <u>8117</u>                      | <u>Executive Asst. to the President/</u> | <u>8117</u>      |                               |
|                         | CURRENT   | CLASS CODE                       | PROPOSED                                 | CLASS CODE       |                               |
| POSITION NUMBER         | <u>0180</u>   | CURRENT SALARY \$ <u>43,345.</u> | PROPOSED SALARY \$ <u>43,345.</u>        | FUND <u>Gen.</u> | BARGAINING UNIT <u>Exempt</u> |
|                         |   |                                  |  | FROM             | TO                            |

EXPLAIN THE NATURE OF THE PROPOSAL:

To change the title of the current Executive Assistant to the President to Executive Assistant to the President/Minority Affairs Director.

JUSTIFICATION:

This position will be expanded so as to provide a minority affairs program for students, employees, alumni and other outside minority constituents.

\$ -0-  
COST OR SAVINGS

 4-23-90  
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, ( )
- JOB DESCRIPTION, AND ( )
- SUOAF SIGN OFF FORM IF REQUIRED ( )

OTHER COMMENTS:

Western Connecticut State University  
Position Description

EXECUTIVE ASSISTANT TO THE PRESIDENT/MINORITY AFFAIRS DIRECTOR

Serve as liaison for the Office of the President to faculty, student, alumni, and community groups.

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.

Serve as representative to external groups concerning summer conferencing programs in coordination with the Executive Dean.

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

Responsible for developing, implementing, and overseeing a minority affairs program for students, faculty, staff, alumni, and student applicants.

Maintain liaison to all internal and external minority groups as Western Connecticut State University's representative.

Perform related duties as required.

