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
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State University President

Concerning: New Position, XX Existing Position (Vacant/Filled)

1. Proposal:
   To increase the responsibilities of the position of Executive Assistant to the President to include intercollegiate athletics, summer conferencing duties and liaison with state and government agencies.

2. Proposed Position:
   Executive Assistant to the President - Administrator 7

   Title/Rank: Executive Assistant to the President - Administrator 7

   Salary Level:
   12 mo. FT: $34,559 - $38,559
   10 or 12 mo.: $34,559
   Full-Part-Time: General Fund (Gen., Ed. Ext., Aux.)
   Temp. - Perm. N/A
   Bargaining Unit N/A

3. Summary of Function (attach required job description)
   See attached

4. Rationale for Altering or Establishing Position
   The addition of athletics and summer conferencing to the duties of the Executive Assistant will facilitate the direct involvement of the Office of the President in these important areas.

5. Conditions of Employment if Changed or Different from Norm.
   N/A

For Central Office Use
Consultation with Bargaining Unit Completed

Approved:
1. For Submission to PERC
2. By Committee/Board
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.
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.

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.