RESOLUTION

concerning

THE APPOINTMENT OF THERESA R. CZWORNOG
as
ADMINISTRATIVE ASSISTANT (PERSONAL SECRETARY) TO THE PRESIDENT
of
CONNECTICUT STATE UNIVERSITY

April 8, 1988

BE IT RESOLVED, That, effective April 8, 1988, under the terms and conditions of the Trustees' "Personnel Policies for Management and Confidential Professional Personnel," Theresa R. Czwornog be and hereby is appointed Administrative Assistant (Personal Secretary) to the President of Connecticut State University at a bi-weekly salary rate of $1,264.37 (annual salary of $33,000).

A Certified True Copy:

Dallas K. Beal
President
BOARD OF TRUSTEES FOR THE CONNECTICUT STATE UNIVERSITY
RECOMMENDED UNCLASSIFIED PERSONNEL CHANGES

I certify that the following recommended personnel actions conform to applicable Affirmative Action policies.

PRESIDENT

(Signature)

DATE 03/30/88

(Date of Board Meeting)

<table>
<thead>
<tr>
<th>ACTION CATEGORIES AND EMPLOYEE NAME</th>
<th>EMPLOYEE NUMBER</th>
<th>RANK (INCLUDING INTERNAL TITLE AND/OR DEPARTMENT)</th>
<th>BI-WEEKLY SALARY FROM (ANNUAL)</th>
<th>BI-WEEKLY SALARY TO (ANNUAL)</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td>I. APPOINTMENTS</td>
<td></td>
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<tr>
<td>1. Theresa Czwornog</td>
<td>0061</td>
<td>201459 Administrative Asst. to Pres.</td>
<td>-0-</td>
<td>($33,000)</td>
<td>04-08-88</td>
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<tr>
<td>2. Cynthia Cayer</td>
<td>0009</td>
<td>305486 Assoc. for Alumni &amp; Student Rel.</td>
<td>($30,000)</td>
<td>transfer to CCSU</td>
<td>04-21-88</td>
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</tbody>
</table>

II. RESIGNATION/TRANSFER

REVIEWED BY:  

DATE:  3/30/88

DATE OF BOARD APPROVAL:

SIGNATURE:

CSU-1  
REV. 8/87
Dear Miss Czwornog:

It is my pleasure to inform you that you have been selected for the secretarial position of Administrative Assistant to the President of Connecticut State University. Accordingly, I am hereby offering you appointment to this position effective April 8, 1988, at the annual salary of $33,000.

The duties, responsibilities, terms, and conditions of employment in this position (designated as "unclassified" Management/Confidential Exempt) are those as outlined during your interview and as detailed further in the enclosed "Personnel Policies for Management Personnel and Confidential Professional Personnel." Consistent with these Policies is the requirement of Board of Trustees' approval of all "unclassified" appointments. Your appointment, therefore, assuming your written acceptance of this offer to be forthcoming, will be recommended for this requisite approval.

In anticipation of a positive response to this offer, I welcome you to our CSU family and look forward to your joining us on April 8.

Sincerely,

Dallas K. Beal
President

I accept this offer of appointment as described above.

Date

Theresa R. Czwornog
Signature

cc: Mrs. Witt
CONNECTICUT STATE UNIVERSITY  
(Secretarial Position of)  
Administrative Assistant to the President

As a member of the professional staff, the incumbent will function at an advanced level to provide a full range of secretarial and clerical support services in the Office of the President, and will perform such other duties as may be necessary to relieve the President of administrative detail.

Qualifications: Above average shorthand and typing skills; facility with word processor and other automated equipment; resourcefulness, initiative, independent judgment to discharge duties of a highly complex, professional or confidential nature; ability to gather, organize, and disseminate data; prepare reports and compose correspondence; superior inter-personal skills in dealing with persons of varying ranks and at various levels of government, professional organizations, CSU departments and the general public; and previous experience as an executive or administrative secretary/assistant with office management responsibility. A bachelors degree is preferred but may be waived in consideration of comparable experience and training.

Salary: Competitive and commensurate with experience and training.

Send letter of application and resume to Mrs. Marti Witt, CSU Associate for Faculty and Staff Affairs, P.O. Box 2008, New Britain, CT 06050.

Closing Date for filing applications: February 1, 1988.

CSU is an Affirmative Action/Equal Opportunity Employer. Women, minorities, handicapped and veterans are encouraged to apply.