RESOLUTION

concerning

ESTABLISHMENT OF POSITION

SECRETARIAL ASSISTANT; OFFICE OF THE PRESIDENT

at

EASTERN CONNECTICUT STATE UNIVERSITY

October 7, 1988

BE IT RESOLVED, That the position, Secretarial Assistant; Office of the President, be established at Eastern Connecticut State University, effective October 7, 1988, in accordance with all provisions and expectations as set forth in the proposal dated September 21, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

[Signature]

DALLAS K. BEAL
President
CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 9/21/88
BY: CSU [x] CCSU [ ] SCSU [ ] ECU [x] WCSU [ ]

POSITION ACTION: ESTABLISH [x] RECLASSIFY [ ] OTHER [ ]
DATE EFFECTIVE 10/7/88

NATURE OF THE POSITION: PERMANENT [x] FULL-TIME [ ] TEMPORARY [ ] PART-TIME [ ]

POSITION TITLE: Secretarial Assistant; Office of the President

CURRENT CLASS CODE
PROPOSED CLASS CODE

POSITION NUMBER CURRENT SALARY $ PROPOSED SALARY $ 1,206.90 BARGAINING NUMBER FUND Ext. UNIT unclass, conf.

EXPLAIN THE NATURE OF THE PROPOSAL:
After careful evaluation of the needs of the President's Office and consultation with Dr. Beal, we have agreed the most suitable title for the skill level necessary for this position is Secretarial Assistant.

JUSTIFICATION:
This position will ensure adequate secretarial coverage in the Office of the President, provide necessary backup to the Administrative Assistant during vacation periods or absence, and expand capabilities of the Office at a skill level expected of a president's office staff.

$ 31,500 COST OR SAVINGS

David L. Cotter
SIGNED (UNIVERSITY) 9/22/88

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

ADDITIONAL COMMENTS: 7/88