



THE CONNECTICUT STATE UNIVERSITY

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

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

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

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.

NEW

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.