



# THE CONNECTICUT STATE UNIVERSITY

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

## AUTHORIZING RESOLUTION

concerning

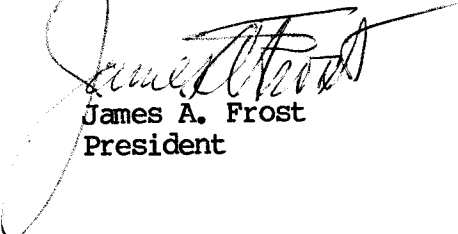
### RECLASSIFICATION OF POSITION

ADMINISTRATIVE SECRETARY (Classified)  
to  
ASSISTANT IN INTERCOLLEGIATE ATHLETICS/ADMINISTRATOR I  
(Unclassified-General Fund)  
at  
EASTERN CONNECTICUT STATE UNIVERSITY

March 2, 1984

RESOLVED, That the classified position, Administrative Secretary, be reclassified to an unclassified general fund position, Assistant in Inter-collegiate Athletics/Administrator I at Eastern Connecticut State University effective March 2, 1984, in accordance with all provisions and expectations as set forth in the proposal dated January 18, 1984, 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

EASTERN CONNECTICUT STATE UNIVERSITY  
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant in Intercollegiate Athletics/Administrator I

FUND: General

POSITION TYPE: PERMANENT  X  TEMPORARY \_\_\_\_\_

FULL-TIME  X  PART-TIME \_\_\_\_\_

EFFECTIVE DATE:  March 2, 1984

BARGAINING UNIT  SUOAF

COST:  \$2,000.000

PROPOSAL:

To reclassify the present classified administrative secretary position in the Athletic Department to an unclassified administrator I position with the title: Assistant in Intercollegiate Athletics. The incumbent will handle all business aspects of the department including ticket sales, transportation scheduling and athletic budgeting.

SUMMARY: Please see enclosed job description.

*C. Webb*

DATE:  1/18/84

BY:  Michael Paul

MP/emb  
12/21/83

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE ASSISTANT IN INTERCOLLEGIATE ATHLETICS

ADMINISTRATIVE RANK I

The Assistant, under the supervision of the Director of Athletics, is responsible for the following:

1. Assists in the coordination and maintenance of all contracts for home varsity and J.V. athletic contests and verifies contracts sent to the Athletic Department from other colleges and universities for away contests.
2. Administers system of petty cash advances for meals for varsity and J.V. teams including reconciliation of all advances.
3. Administers system of purchase orders for all departmental requisitions.
4. Develops and maintains a visiting team guide.
5. Schedules and verifies transportation for away athletic contests involving common carriers.
6. Assists in the coordination of the public service licensing of all coaches.
7. Assists in the coordination of billing for lost or stolen items.
8. Assists in the coordination of ticket sales, guest passes and other revenue generating activities as required.
9. Assists in the management of home athletic contests as required.
10. Performs some clerical functions as may be required.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

It is understood that this position is established on a trainee basis. If performance is satisfactory, a reclassification to Administrator 2 will be recommended to the Board of Trustees no later than January 1, 1986.

Michael Paul 2/13/84      Betty A. Tipton 2/1/84  
Signature for the Univ.      Date      Signature for SUOAF      Date

\_\_\_\_\_  
Signature of Supervisor      Date      Signature of Incumbent      Date

Qualifications

Ability to relate effectively to university students and staff. A Bachelor's Degree is required.

These qualifications may be waived for individuals with appropriate alternate experience.