



**Connecticut  
State  
University**

Central • Eastern • Southern • Western

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

Office of the President

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. Czornog 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



An Equal  
Opportunity  
Employer

BOARD OF TRUSTEES FOR THE CONNECTICUT STATE UNIVERSITY  
RECOMMENDED UNCLASSIFIED PERSONNEL CHANGES

CONNECTICUT STATE UNIVERSITY

DATE 03/30/88

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

PRESIDENT \_\_\_\_\_

(Signature)

04/08/88

(Date of Board Meeting)

ACTION CATEGORIES AND EMPLOYEE NAME	EMPLOYEE NUMBER	RANK (INCLUDING INTERNAL TITLE AND/OR DEPARTMENT)	BI-WEEKLY SALARY		EFFECTIVE DATE	
			FROM (ANNUAL)	TO (ANNUAL)		
<b>I. APPOINTMENTS</b>						
1. Theresa Czwarnog	0061	201459	Administrative Asst. to Pres.	-0-	(\$33,000) \$1,264.37	04-08-88
<b>II. RESIGNATION/TRANSFER</b>						
1. Cynthia Cayer (transfer to CCSU)	0009	305486	Assoc. for Alumni & Student Rel.	(\$30,000) \$1,149.43	transfer to CCSU	04-21-88

REVIEWED BY: Marti Witt

DATE OF BOARD APPROVAL: \_\_\_\_\_

DATE: 3/30/88

SIGNATURE: \_\_\_\_\_



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Office of the President

March 18, 1988

CONNECTICUT  
STATE UNIVERSITY

MAR 22 1988

RECEIVED

Miss Theresa Czwojnog  
2094 Highland Avenue  
Cheshire, CT 06410

Dear Miss Czwojnog:

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

encl.

I accept this offer of appointment as described above.

3-20-88  
Date

Theresa R Czwojnog  
Signature

cc: Mrs. Witt



An Equal  
Opportunity  
Employer

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.