



**Connecticut
State
University**

Central • Eastern • Southern • Western

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

Office of the President

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

SECRETARIAL ASSISTANT; OFFICE OF THE PRESIDENT

at

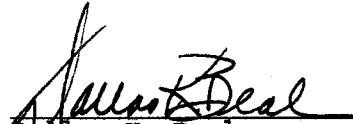
EASTERN CONNECTICUT STATE UNIVERSITY

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:


Dallas K. Beal
President



An Equal
Opportunity
Employer

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

88-142

SUBMITTED	<u>9/21/88</u>
BY: CSU	[]
CCSU	[] SCSU []
ECSU	[X] WCSU []

POSITION ACTION:	ESTABLISH <input checked="" type="checkbox"/>	RECLASSIFY ()	OTHER ()	DATE EFFECTIVE	<u>10/7/88</u>
NATURE OF THE POSITION:	PERMANENT <input checked="" type="checkbox"/>	FULL-TIME <input checked="" type="checkbox"/>	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	FUND	Ext. UNIT
		<u>(31,500)</u>			unclass. conf.
					FROM TO

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. Carter 9/22/88
SIGNED (UNIVERSITY) DATE

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

ELLANEOUS COMMENTS:
7/88