



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

OFFICE APPLIANCE OPERATOR
to
EXECUTIVE ASSISTANT TO THE PRESIDENT


at

EASTERN CONNECTICUT STATE UNIVERSITY

May 5, 1989

RESOLVED, That the position of Office Appliance Operator at Eastern Connecticut State University be reclassified to Executive Assistant to the President, effective May 5, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 8, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



CSU - 2

**CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM**

SUBMITTED	12/8/88
BY: CSU	[]
CCSU	[] SCSU []
ECSU	[X] WCSU []

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE EFFECTIVE	5/5/89
NATURE OF THE POSITION:	PERMANENT [X]	FULL-TIME [X]	TEMPORARY []	PART-TIME []	
POSITION TITLE:	Office Appliance Operator		Exec. Asst. to the Pres.		
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	0885	CURRENT SALARY \$ (14,035)	PROPOSED SALARY \$ (50,000)	FUND Gen	BARGAINING UNIT NP-2
					Unclass. Conf.
					FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To change the current Office Appliance Operator position (currently vacant) to an Executive Assistant to the President.

JUSTIFICATION:

This position change is needed to complete the University's administrative reorganization. The position would be responsible for a number of vital functions in the Office of the President including legislative liaison and other relations with external groups and individuals.

Salary not to exceed \$50,000 without prior discussion with President Beal.

\$ 35,965
COST OR SAVINGS

David H. Carter 12/20/88
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

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POSITION TITLE: EXECUTIVE ASSISTANT TO THE PRESIDENT

RANK: UNCLASSIFIED CONFIDENTIAL

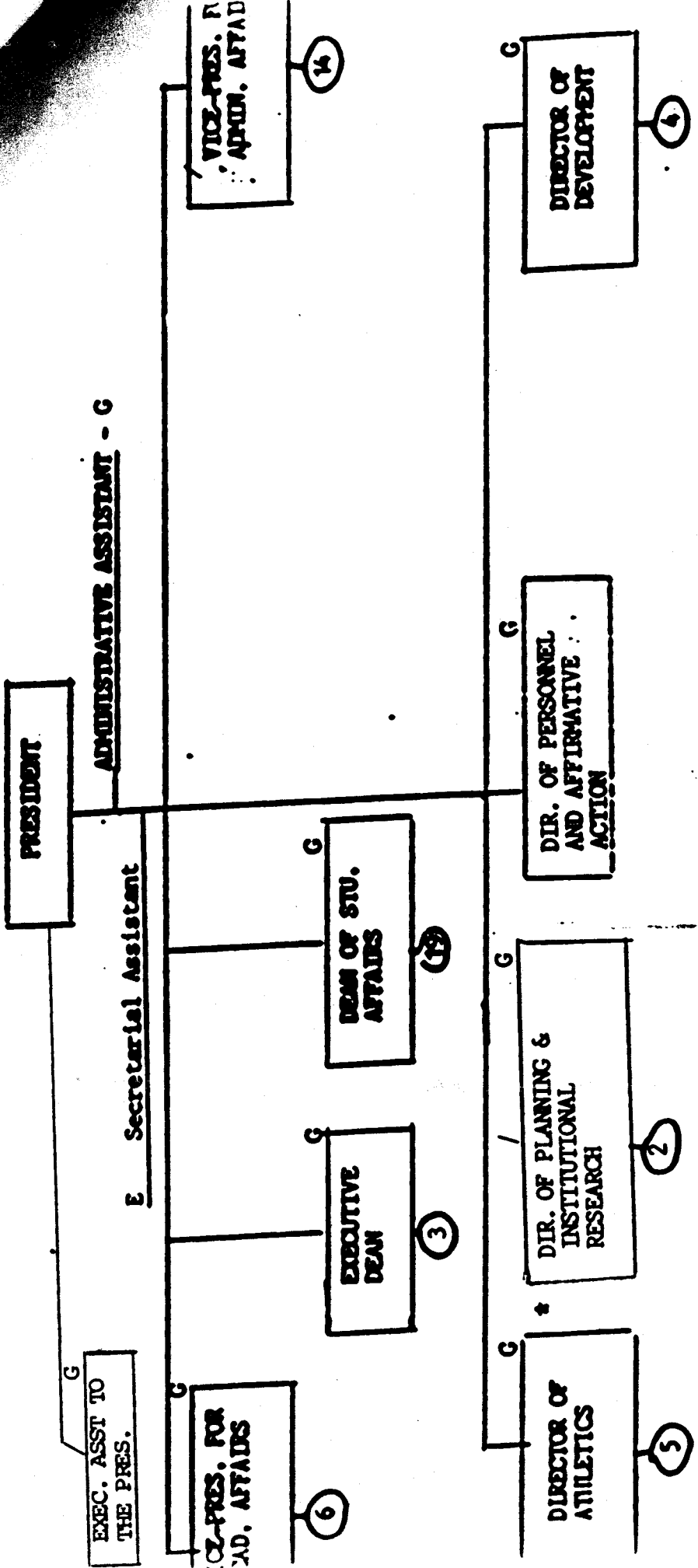
INCUMBENT:

Under the supervision of the President, the assistant provides investigative, analytical, and developmental assistance to the Office including the following:

1. Previewing problems and opportunities and preparing options for the President's consideration.
2. Organizing and preparing correspondence and drafting reports.
3. Investigating policy concerns and recommending policy as assigned.
4. Advising and assisting the President with internal administrative matters.
5. Receiving visitors or attending selected functions on behalf of the President.
6. Assisting in maintaining effective relationships with governmental agencies including legislative liaison functions.
7. Coordinating information gathering and reconciling data related to University functions.
8. Facilitating visits to the Campus by dignitaries and the general public.
9. Performing other duties and responsibilities as assigned by the President.

QUALIFICATIONS

Doctorate or equivalent, knowledge of and an appreciation for managing organizations and the collective bargaining process, college teaching and/or administrative experience with preference for experience in both areas, abundant energy and stamina, and excellent writing and analytic skills.



* Member of Instructional Faculty