



# STATE OF CONNECTICUT

BOARD OF TRUSTEES  
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## AUTHORIZING RESOLUTION

concerning

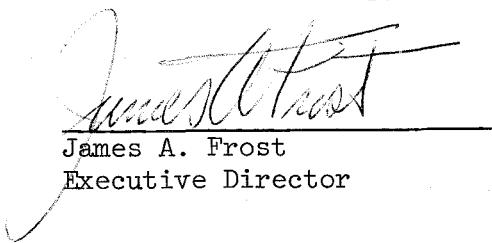
The Establishment of a New Position  
at Eastern Connecticut State College

Director of Administrative Affairs, Administrator III

March 10, 1978

RESOLVED, That the position, Director of Administrative Affairs, Administrator III, be established at Eastern Connecticut State College effective March 10, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated February 22, 1978.

A Certified True Copy:

  
James A. Frost  
Executive Director



REVISED

JOB DESCRIPTION

Director of Administrative Affairs

The Director of Administrative Affairs reports directly to the President. He coordinates development and preparation of the budget with the Director of Fiscal Affairs.

The Director is responsible for compiling financial data and insuring the timely completion of the budget and various fiscal and administrative reports; coordinating and assisting in the preparation of managerial plans for the various administrative units of the college; providing information to Departments and external liaison with State agencies; providing financial evaluations of Auxiliary Services and Extension; assisting in the preparation of budget for grant proposals; performing analytical studies and long-range financial planning for the college; and other duties as assigned.

DEM: dcb  
2-10-78

cc: M.Pernal  
C.R.Webb

