



CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF THREE (3) POSITIONS IN THE CONNECTICUT STATE UNIVERSITY EXECUTIVE OFFICE

January 15, 1988

WHEREAS, The approved Connecticut State University Budget for 1987-88 included authorization for the following three (3) professional positions in the Executive Office, therefore, be it

RESOLVED, That effective January 15, 1988, in accordance with all provisions and expectations as set forth in the descriptions attached to this resolution, the following three (3) professional positions are established:

CSU Administrative Assistant to the President

CSU Facilities Planner

CSU Assistant for Audit & Fiscal Affairs

A Certified True Copy:

Dallas K. Beal
President

ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

CONNECTICUT STATE UNIVERSITY

SUPERVISOR: Connecticut State University President

SUMMARY OF POSITION: In the office of the CSU President, functions at an advanced level to provide a full range of secretarial and clerical support services and performs such other duties as may be necessary to relieve the President of administrative detail. Provides secretarial and clerical services as well for the Executive Assistant to the President for Governmental Relations.

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; and extensive inter-personal skill in dealing with persons of varying ranks and at various levels of the government, business and professional organizations, CSU department and general public.

EXPERIENCE AND TRAINING: Two or more years' experience as an administrative assistant/secretary with office management and supervisory responsibility and a Bachelor's degree in Secretarial Science or Business Management; or a combination of experience and training that would provide the knowledge, skill and ability required to function in this position.

STATE UNIVERSITY FACILITIES PLANNER
CONNECTICUT STATE UNIVERSITY

SUPERVISOR: Capital Projects Coordinator

SUMMARY OF POSITION:

Assist in all phases of facilities planning to meet the facility needs of the University's four campuses.

Develop, implement and maintain full scale campus facilities plan covering buildings, sites and infrastructure.

Manage and maintain existing CAD/CAM system which will include transcription of building drawings into the system and modification of previously entered data in order to meet ongoing programmatic needs.

Review construction drawings, specifications and reports completed by design consultants.

Work effectively with campus administration in recommending design alternatives and solutions for space utilization.

EDUCATION AND EXPERIENCE:

A B.A. or B.S. degree in Architecture, Engineering or Construction Technology or a combination of education and experience in the construction industry totaling not less than five years. College or university experience preferred.

Experience in operation and utilization of CAD/CAM systems is desirable as well as a working knowledge of the construction process, methods, and techniques, and building materials and components including structural, mechanical and electrical systems.

Individual must have strong interpersonal skills, and well developed written and oral communicative abilities.

STATE UNIVERSITY ASSISTANT FOR AUDIT & FISCAL AFFAIRS

CONNECTICUT STATE UNIVERSITY

SUPERVISOR: Associate for Audit and Fiscal Affairs

SUMMARY OF POSITION: In the Executive Office of the University, assists in the audit of such activities as the intercollegiate athletics program; cooperates in the review of reports of the State Auditors of Public Accounts, Federal auditors and public accountants and in the writing of responses to same; assists in or carries out examinations of the various programs/operations of the campuses and the regulations, etc.; assists the campuses in adapting to the requirements of changes in statutes, regulations, policies and procedures as promulgated by Federal and State legislative and administrative branches, the Board of Trustees, and others; analyzes, or assists in analysis of various reports, statistical data, etc., as assigned; assists in the preparation of the University's annual budget request; and performs other related duties.

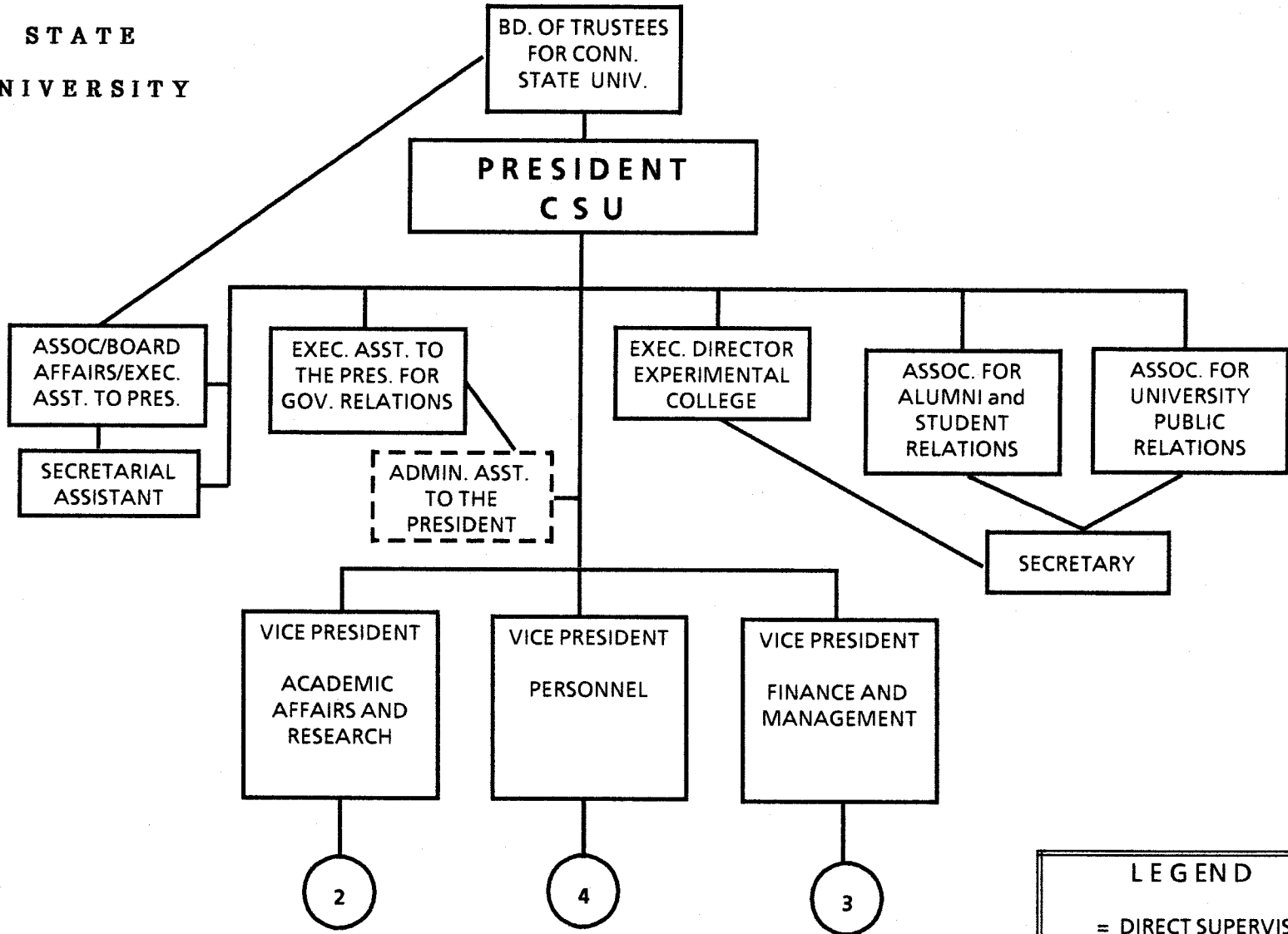
QUALIFICATIONS: Considerable knowledge of accounting principles and practices; knowledge of auditing procedures; knowledge of governmental accounting and budgeting procedures; ability to analyze financial reports, methods, and procedures; knowledge of and facility with data processing equipment and operations desired; personal and technical skill in oral and written communication.

EXPERIENCE AND TRAINING: Bachelor's Degree in business or accounting or related field, plus two (2) years experience or a combination of education and experience totalling six years in a position of responsibility in Business, Accounting, or Auditing that would provide the knowledge, skill, and ability required.

TABLE OF ORGANIZATION

PROPOSED JAN,88

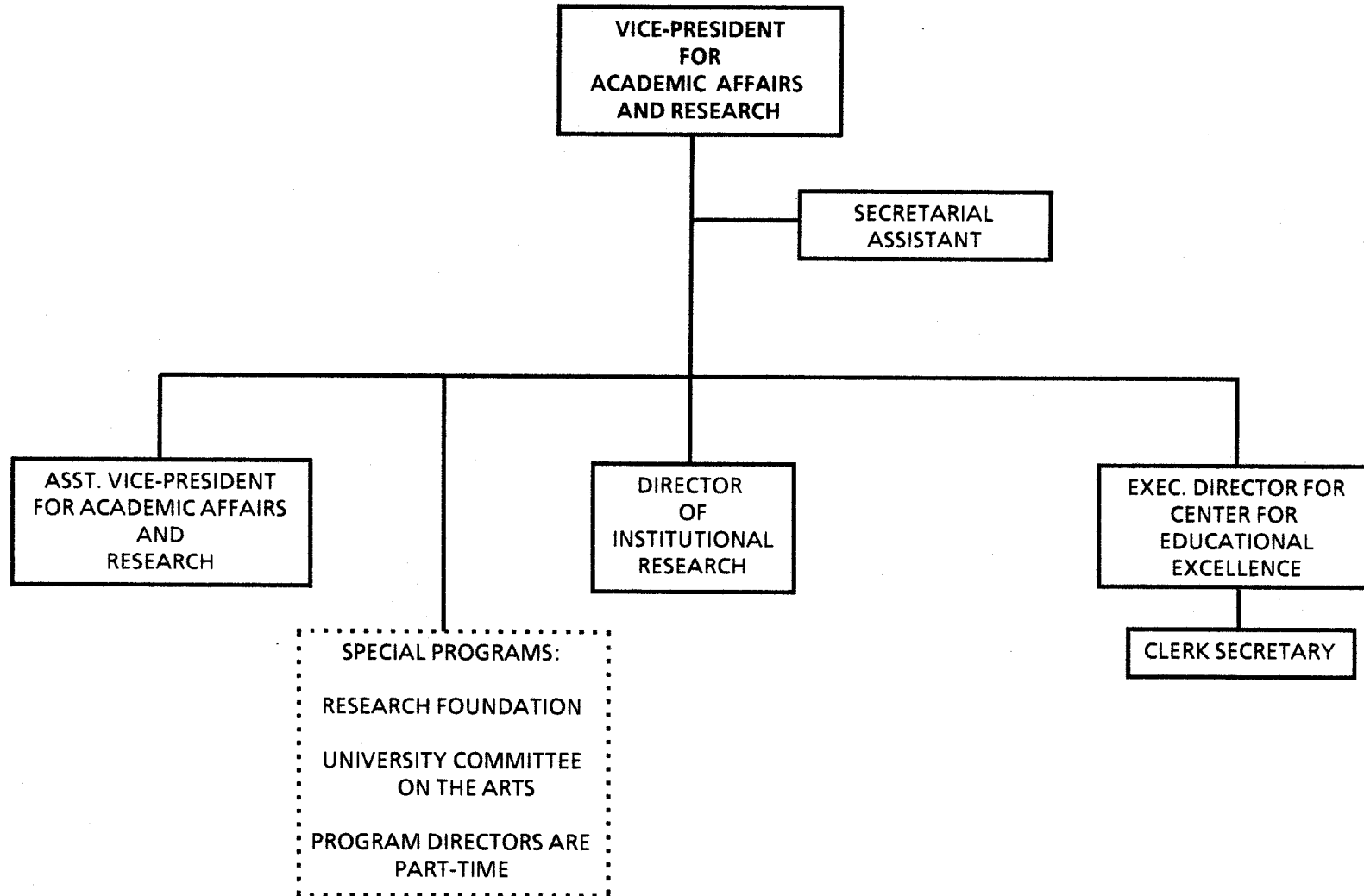
CONNECTICUT
STATE
UNIVERSITY



LEGEND

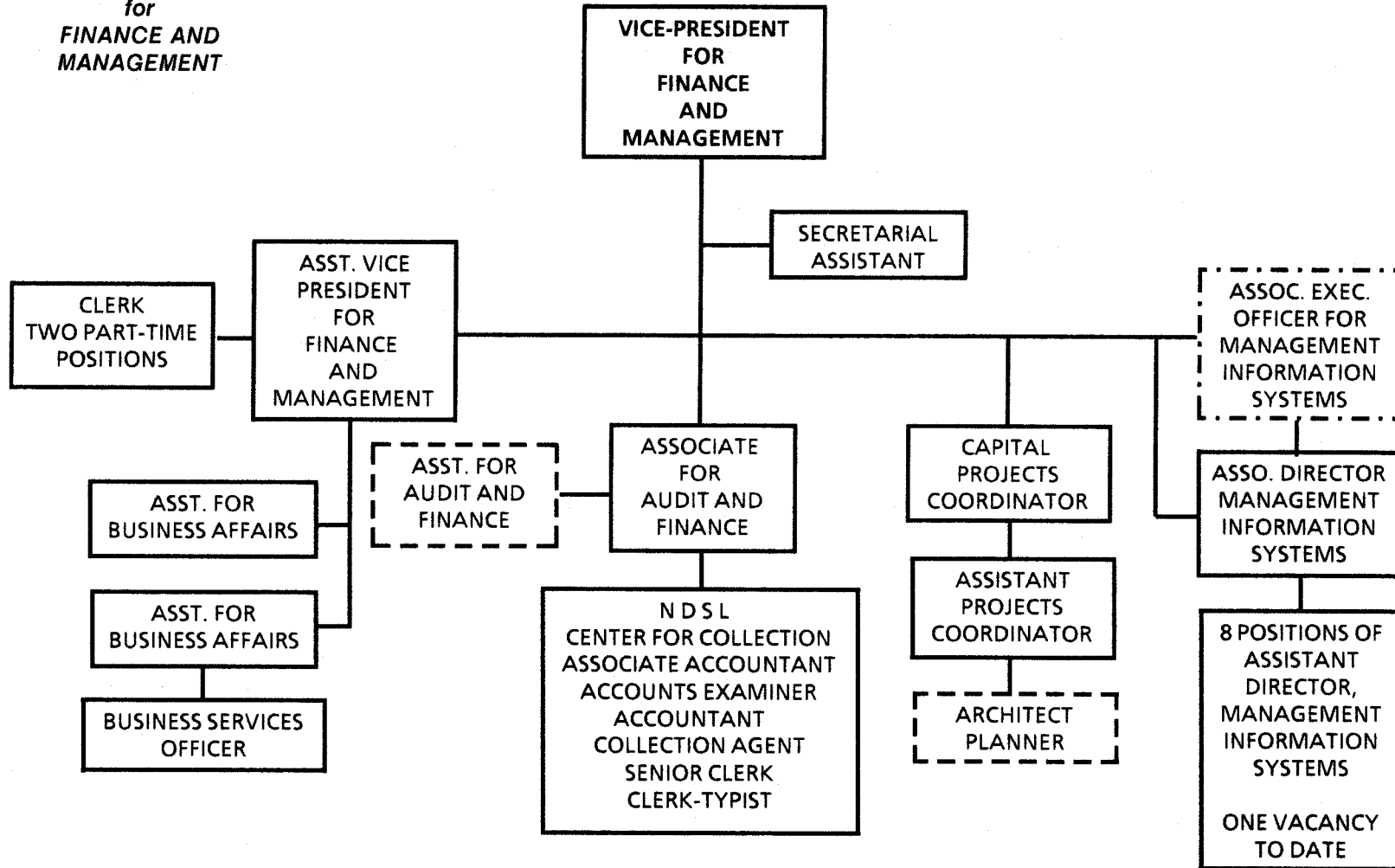
- = DIRECT SUPERVISION
- - - = NEW POSITION TO BE ESTABLISHED
- . - = 1/4 TIME SERVICE TO CSU
- = NON-POSITIONS

OFFICE OF THE
VICE-PRESIDENT FOR
ACADEMIC AFFAIRS AND
RESEARCH



PROPOSED JAN.88

OFFICE OF THE
VICE-PRESIDENT
for
FINANCE AND
MANAGEMENT



PROPOSED
JAN.88

OFFICE OF
THE
VICE
PRESIDENT
for
PERSONNEL

