AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Eastern Connecticut State College

Assistant to Grants Administrator, Administrator I

February 3, 1978

RESOLVED, That the position, Assistant to Grants Administrator, Administrator I, be established at Eastern Connecticut State College effective February 3, 1978, in accordance with all provisions and expectations as set forth in the accompanying proposal dated January 25, 1978.

A Certified True Copy:

[Signature]
James A. Frost
Executive Director
Interdepartment Message

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<th>SUBJECT</th>
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This is an altogether new position for the system. I’ve checked and found no other comparision with a similar title or function. The position is duration and will end on 9-7-78 when funds terminate. The position is 16 hrs per week therefore in not in the bargaining unit, I see no problem.

[Signature]

SAVE TIME: If convenient, handwrite reply to sender on this same sheet.
TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, Dr. Charles R. Webb (President)

Concerning: XX New Position, Existing Position (Vacant/Filled)

1. Proposal: Part-time Administrator I for project involving municipal agents for the elderly and commissions on aging in area III agency on aging under training older Americans Act - Title IV

2. Proposed Position:

Title/Rank: Asst. to Grants Administrator - Administrator I

Salary Level: Federal

2631. 12 18/35 of full time Title IV

Salary: None

Fund (Gen., Ed. Ext., Aux.): Jargaining Unit

10 or 12 mo.: Temp. or Durational

Full-Part-Time: Permanent

3. Summary of Function (attach required job description)

Incumbent will assist administrator of the grant in administrative functions as follows: Work with government official and agencies to develop programs for the aged.

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

To assist in implementation of grant funds in providing programs to develop services for the aged.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

Part-time position will be for 18 hours per week and will not be subject to union sign-off.

Michael Juan

For Central Office Use

NA: Consultation with bargaining Unit

Completed

Approved:

1. For Submission to PERC

2. By Committee/Board

Comments:

(Date) (Signature)
JOB DESCRIPTION

1. To assist project director to implement project proposal training municipal agents and commissions on aging.

2. To work with governmental agencies to implement project.

3. To keep all records - attendance, financial and professional - required for quarterly and final reports for the State Department of Aging.

4. To develop and organize with the assistance of the project director the six courses as stated in the project; develop promotional and recruitment materials; assist the director; hire course instructors; administer the course program.

5. To develop and implement evaluation procedures for the project.

6. To prepare and write the final report with approval of the project director.

7. To assist in developing a training manual for municipal agents.