AUTHORIZING RESOLUTION

concerning

Establishment of a New Position
at
Eastern Connecticut State College

Projects Director, Special Services to Disadvantaged Students
Administrator III

September 5, 1980

RESOLVED, That the position, Projects Director, Special Services to Disadvantaged Students, Administrator III, be established at Eastern Connecticut State College effective October 3, 1980, in accordance with all provisions and expectations as set forth in the proposal dated August 16, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: ADMINISTRATOR III: Project Director, Special Services to Disadvantaged Students Grant

FUND: FEDERAL

POSITION TYPE: PERMANENT XX TEMPORARY X; Dependent on grant funds

FULL-TIME XX PART-TIME

EFFECTIVE DATE: October 3, 1980

BARGAINING UNIT SCOAF

COST: $18,603.00; none in general fund

PROPOSAL: To create a project director position supported by federal funds to direct a grant project; Special Services to Disadvantaged Students.

SUMMARY: Please see attached job description

DATE: 8/6/80 BY: Michael Q.

MP/emb
JOB DESCRIPTION

PROJECT DIRECTOR - SPECIAL SERVICES FOR DISADVANTAGED STUDENTS GRANT

Under the general supervision of the Coordinator of Learning Resources. Performs responsibilities involving the management of a federal grant for special services for disadvantaged students including the following:

1. Recommends policies and procedures to keep pace with changing developments in the field.

2. Assumes a major responsibility in selection, development and supervision and evaluation of staff members hired under the grant.

3. Directs and organizes learning center for identifying students as per grant.

4. Trains peer tutors.

5. Conducts staff development activities for students and other staff.

6. Conducts one special skill course for identified students admitted under the grant.

7. Maintains accountability for all records required by the grant and keeps all project records.

8. Prepares and completes reports as needed.

9. Maintains all financial records in coordination with the Director of Fiscal Affairs.

10. Attends workshops and meetings on other campuses as required.

11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic responsibilities of the position.

Signature Date
for the College

Signature Date
for AFSCME

Signature Date
of Supervisor

Signature Date
of Incumbent

MP/emb