RESOLUTION

concerning

RECLASSIFICATION OF POSITION

PROJECT DIRECTOR DISADVANTAGED STUDENT PROGRAM/ADMINISTRATOR V

to

COORDINATOR SPECIAL SERVICES GRANT/ADMINISTRATOR IV

at

EASTERN CONNECTICUT STATE UNIVERSITY

APRIL 8, 1988

RESOLVED, That the position, Project Director Disadvantaged Student Program/Administrator V, be reclassified to Coordinator Special Services Grant/Administrator IV, at Eastern Connecticut State University, effective April 8, 1988, in accordance with all provisions and expectations as set forth on CSU Form 200.

A Certified True Copy:

Dallas K. Beal
President
RESOLVED, That the position, Project Director, Disadvantaged Student Program, Administrator 5, at Eastern Connecticut State University be reclassified to Coordinator, Special Services Grant (Administrator 4).
POSITION DESCRIPTION

POSITION TITLE Project Director-Disadvantaged Student Program

ADMINISTRATIVE RANK 5

INCUMBENT Stephen Cohen

Under the general supervision of the Director of the Learning Center, 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.

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.

QUALIFICATIONS

Four to five years of experience in educational assistance programs including policy implementation and staff supervision. Experience in grant development desired. A Master’s Degree is required.

These qualifications may be waived for individuals with appropriate alternate experience.

Michael 2/4/87 FOR THE UNIVERSITY DATE FOR SUOAF DATE

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Under the supervision of the Director of the Learning Center, the coordinator acts as project director of the federally-funded Special Services Grant for Disadvantaged Students which delivers services to students needing developmental education opportunities who meet eligibility criteria. Responsibilities include but are not limited to:

1. Prepares funding requests for and monitors grant allocations.
2. Provides advising (personal, career, academic, financial, and group) to program participants and supplements advising with support services from other University offices.
3. Develops programs for outside funding that are relevant to the Learning Center operation.
4. Develops and coordinates research projects to improve data on the Center’s students and needs.
5. Supervises peer advisers and tutors in conjunction with Learning Center Staff.
6. Serves as a liaison between and referral service for other appropriate University offices.
7. Maintains all program participants’ records to assure timely and appropriate advising and follow-up.
8. Develops and promotes strategies to increase participants’ use of all appropriate campus resources.
9. Administers appropriate testing and diagnoses students’ needs.
10. Attends workshops and meetings as required and recommends policies and procedures to keep pace with the field.
11. Develops data bases and prepares reports as required.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic responsibilities of the position.

QUALIFICATIONS

Four to five years experience in an appropriate field, experience working with students and in grant development and/or administration. The qualifications may be waived for individuals with appropriate alternative experience.
SUAOF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Coordinator Special Services Grant Program

Campus: Eastern Conn. State University                           Date: 2/29/88

LEVEL 1. Day 0 Campus DPA creates and presents package to Chapter level SUAOF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE Michael Pernal

DATE PRESENTED TO CAMPUS SUAOF REPRESENTATIVE 2/29/88

SUAOF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY

DATE OF SUAOF CAMPUS REVIEW

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2. Not to exceed 10 working days after receipt Statewide SUAOF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUAOF shall return all materials to the initiating University DPA or his designee.

SUAOF/AFSCME LOCAL PRESIDENT OR DESIGNEE [Signature] Date

DISPOSITION AT SUAOF LOCAL LEVEL:
( ) approve proposed rank and salary
( ) disapprove proposed rank and salary
Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 3/2/88

LEVEL 3. Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA’s meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUAOF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA’S COUNCIL

DISPOSITION AT COUNCIL LEVEL:
( ) approve submission to PERC
( ) disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] Date: 3/25/88

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUAOF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
( ) approved
( ) disapproved

DATE

DATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL

OVER FOR APPLICABLE POSITION DESCRIPTION