RESOLUTION

concerning

Establishment of Grant-Funded Position

CONNACAP Site Coordinator/Administrator III
for
New Britain School System

at

Central Connecticut State University

January 16, 1987

RESOLVED, That a grant-funded position, CONNACAP Site Coordinator/Administrator III for New Britain School System be established at Central Connecticut State University, effective January 16, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal
President
**POSITION ACTION REQUEST**

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<tr>
<th>POSITION ACTION:</th>
<th>ESTABLISH (X) RECLASSIFY ( ) OTHER ( )</th>
<th>DATE EFFECTIVE</th>
<th>PERM ( ) FT (X)</th>
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<tr>
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<td>CONNCAP Site Coordinator/Adm III</td>
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<td>TEMP (X) FT ( )</td>
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<td>CURRENT</td>
<td>(Class Code) PROPOSED</td>
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<td>CURRENT NUMBER:</td>
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**RESOLUTION**

RESOLVED,

(Establish two such positions as explained)

A Certified True Copy

Dallas K. Beal, President, CSU

PER Committee 1/7/87

BOARD OF TRUSTEES 1/16/87

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The just-awarded CONNCAP grant from the Board of Governors includes funds to place site coordinators in the New Britain and Waterbury school systems. (Please see attached job description.)

$46,000. Approx. Cost

Signed (University)
POSITION TITLE: CONNCAP SITE COORDINATOR

ADMINISTRATIVE RANK: ADMINISTRATOR III

DEPARTMENT: MINORITY STUDENT SERVICES, ACADEMIC AFFAIRS

SUPERVISOR(S) POSITION/TITLE: COORDINATOR, MINORITY STUDENT SERVICES

POSITION SUMMARY:

Provides direct services and coordinates related program services for students participating in the Connecticut Collegiate Awareness and Preparation Program (CONNCAP). Working closely with school system and university personnel, identifies and recruits CONNCAP students; provides academic, career, personal and tutorial advising; designs, coordinates and implements program activities on-site, on-campus, and in the community.

POSITION RESPONSIBILITIES:

Assists in identifying eligible students and in promoting program

Builds community and school system support network

Coordinates on-site tutorial and enrichment programs, and CONNCAP on-campus summer program

Maintains records of activities

Acts as liaison between program, the school system, and the university

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

QUALIFICATIONS:

Bachelor's degree and experience and commitment to working with disadvantaged and minority students required. Master's degree and Spanish-speaking ability preferred.