

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Southern Connecticut State College

Coordinator of Humanities Resource Center/Administrator II

August 2, 1979

RESOLVED,

, That the position, Coordinator of Humanities Resource Center/Administrator II, be established at Southern Connecticut State College effective July 1, 1979, in accordance with all provisions and expectations as set forth in the proposal dated July 11, 1979, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost Executive Director

12/12/77

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: _____ Southern Connecticut State College, _____ Manson Van B. Jennings/1 Van 5.

Concerning: X New Position, _____ Existing Position (Vacant/Filled)

addendum79-9-

Proposal:

cc. g. malme 6/25/19

Establish the position of Coordinator for the Humanities Resource Center, Hilton C. Buley Library, S.C.S.C. All costs for salary and benefits will be provided by grant funds available for this purpose.

Proposed Position:

Title/Rank Coordinator of Humanities Resource Center/Administrator II

3/4 Time - 12 Mos.	\$11,520.00	Grant Funds	AFSCME
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time		Ed. Ext., Aux.)	
Temp Perm.			

3. Summary of Function (attach required job description) The Coordinator is responsible for the following: Collection of humanities resource materials from a variety of sources; cataloguing of all materials received; dissemination of information and materials in the Center; evaluation of the materials and programs of the Center; and, direct the Out-Reach Program of the Center (provide programs and materials for community groups throughout Connecticut).

4. Rationale for Altering or Establishing Position: The Humanities Resource Center was established in 1973/79 by a grant from the Connecticut Humanities Council to the S.C.S.C. Foundation, Inc. Barbara Saez was appointed Coordinator on a half time basis, for the first year on the payroll of the Foundation.

The current grant funds provide for a 3/4 time Administrator II position including employee benefits. The establishment of the Coordinator's position on the State Payroll will permit the Coordinator to participate in the employee benefit package of the State Colleges, at no cost to the State.

 Conditions of Employment if Changed or Different from Norm. The position will exist only for the duration of the grant (7/1/79 - 6/30/80), and for any additional periods provided by future grant awards.

Central Office Use	
Consultation with Bargaining Unit Completed	Approved: 1. For Submission to PERC 7/11/79 2. By Committee/Board
Comments:	

Date

Signature

CONN. HUMANITIES RESOURCE CENTER S.C.S.C.

DESCRIPTION OF RESPONSIBILITIES - 2nd YEAR RESOURCE CENTER COORDINATOR

- Advise project director on establishing policies and determining uses of materials
- 2. Executes policies decided upon
- 3. Administers acquisition, cataloging, and distribution of materials
- 4. Supervises all circulation of materials
- 5. Plans and conducts publicity
- 6. Serves as liaison with Connecticut Humanities Council
- 7. Consults with project director in preparation of progress reports
- 8. Represents Center to general public
- 9. Determines and authorizes day to day operations and necessary expenditures and preparation of financial forms

June 1979



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