

STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

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

EXCOUNT DITECTOR

EASTERN CONNECTICUT STATE COLLEGE UNCLASSIFIED POSITION ALTERATION SUMMARY

| FUND: FEDERAL | | |
|---|---|--|
| POSITION TYPE: PERMANENT | TEMPORARY X; Dependent on grant funds PART-TIME | |
| FULL-TIMEXX | | |
| EFFECTIVE DATE: October 3, 1980 | BARGAINING UNIT SCOAF | |
| COST: \$18,603.00; none in general fund | | |
| PROPOSAL: To create a project director positi funds to direct a grant project; S advantaged Students. | on supported by federal pecial Services to Dis- | |
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| SUMMARY: Please see attached job description | | |
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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:

- 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.
 - 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 for the College | Date | Signature for AFSCME | Date |
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| Signature of Supervisor | Date | Signature of Incumbent | Date |

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