



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050
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AUTHORIZING RESOLUTION

concerning

Abolishment of a Position
at

Central Connecticut State College

Assistant to the Project Director/Administrator III

January 8, 1982

RESOLVED, That the position, Assistant to the Project Director/
Administrator III, as established in Board Resolution
#81-117, be abolished at Central Connecticut State
College effective January 8, 1982, as position funding
under Federal Grant was not forthcoming.

A Certified True Copy:

James A. Frost
Executive Director

CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Cancellation Summary

TITLE: Assistant to the Project DirectorFUND: Federal Grant - Extension FundPOSITION TYPE: Permanent _____ Temporary XFull-time X Part-time Admin. FacultyEFFECTIVE DATE 7/17/81 Bargaining Unit _____COST: \$15,000

PROPOSAL:

Cancel position

JUSTIFICATION:

Position funding under Federal Grant disallowed.

Date: 12/9/81Prepared By Michael K. BeckerApproved By Ed James

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CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Alteration Summary

TITLE: Assistant to the Project Director

FUND: Extension

POSITION TYPE: Permanent _____ Temporary X

Full-time X Part-time Administrative Faculty

EFFECTIVE DATE 7/17/81 Bargaining Unit _____

COST: \$ 15,000

PROPOSAL:

To establish the position of Assistant to the Project Director in order to fulfill the provisions of the Federal Cooperative Education Demonstration and Administration Grants.

JUSTIFICATION:

Position is needed to do work grant will pay for. Position will be established only if grant is actually received.

Date: 6/25/81

Prepared By Michael Becker

Approved By [Signature]

CENTRAL CONNECTICUT STATE COLLEGE

Position Description

Position Title: Assistant to the Project Director

Administrative Rank Administrator II

Department: Comprehensive Cooperative Education Project

Supervisor(s) Position/Title Project Director

POSITION SUMMARY:

The Assistant to the Project Director will assist the Director in coordinating major project activities, in preparing reports, summaries and evaluations of project activities, and in the administration of the project.

POSITION RESPONSIBILITIES:

Organizes and makes arrangements for regular meetings of projects "Task Forces" and for major project activities.

Records activities and prepares summaries or minutes of all regular and special meetings and major activities.

Prepares up-to-date activity and budget summaries.

Assists in the preparation of federal, state, and institutional project reports and summaries.

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 one to two year's experience preparing the candidate in the writing of reports required.

Experience in preparing written reports for grant projects and in project organization and administration desired.

REVIEW AND APPROVAL:

Prepared by: _____
Reviewed by: _____
Approved by: _____

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of _____

Date

(Signature)

Campus JA Committee