



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

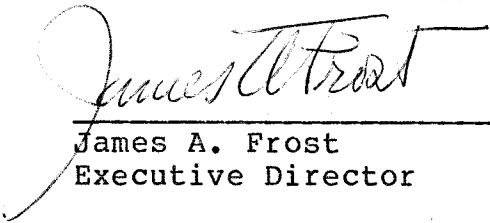
concerning

EXTENSION OF A TEMPORARY GRANT-FUNDED POSITION
 at
 EASTERN CONNECTICUT STATE UNIVERSITY
 ASSISTANT TO DIRECTOR OF FINANCIAL AID/
 JOB DEVELOPMENT SPECIALIST/ADMINISTRATOR II

October 7, 1983

RESOLVED, That an extension of the temporary grant-funded position, Assistant to Director of Financial Aid/Job Development Specialist/Administrator II, at Eastern Connecticut State University, as established in BR#83-26, become effective July 1, 1983, in accordance with all provisions and expectations as set forth in the proposal dated September 15, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:



 James A. Frost
 Executive Director

Central Connecticut State University • New Britain
 Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
 Western Connecticut State University • Danbury

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant to Director of Financial Aid/
Job Development Specialist/Administrator 2

Fund: Grant

Position Type: Permanent Part-time Temporary

Effective Date: July 1, 1983

Cost: \$6,500 - Grant Funds

Campus: Eastern CT State University

Proposal: Extend a temporary position, previously established,
for six months.

Summary:

To temporarily cover an incumbent's duties while on maternity leave with a job development specialist to solicit placements for Eastern students in local industry and business during their university years.

This is the same as a previous position which was established temporarily in 1980 and was subsequently merged into an existing full-time position. The original position was signed off by SCOAF. This position will be abolished upon return of the permanent incumbent or January 31, 1984, whichever occurs sooner.

Date: September 15, 1983

ASSISTANT TO THE DIRECTOR OF FINANCIAL AID/JOB DEVELOPER

ADMINISTRATOR 2

TEMPORARY POSITION

Under the supervision of the Director of Financial Aid, the Job Developer assists the director in performing the following functions:

- (1) Contacts local and regional employees in Connecticut to assist in the development, identification, and coordination of part-time and summer positions for students.
- (2) Solicits and coordinates the placement of students in part-time and summer positions.
- (3) Assists in the up-dating and maintenance of the position listing system of jobs available to students.
- (4) Develops and maintains a communication system for advertising positions.
- (5) Maintains records and prepares reports as required.
- (6) Attends on and off campus meetings and on-site visits to employing agencies as required.
- (7) Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

B.A./B.S. Candidates must possess good interpersonal skills—the ability to relate to diverse groups of people.

APPLICATION: All interested candidates must forward resume and three letters of recommendation to: