



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF GRANT POSITION

ARCHIVE ASSISTANT/LIBRARIAN I

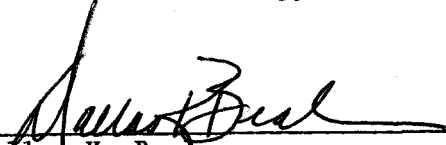
at

CENTRAL CONNECTICUT STATE UNIVERSITY

January 10, 1986

RESOLVED, That the grant position of Archive Assistant/Librarian I at Central Connecticut State University be established effective June 1, 1986, in accordance with all provisions and expectations as set forth in the proposal dated December 19, 1985, which is attached as an addendum to this Resolution.

A Certified True Copy:


Dallas K. Beal
President

CSU-200

THE CONNECTICUT STATE UNIVERSITY

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POSITION ACTION REQUEST

Submitted	<u>12/19/85</u>
Date	
By:	CSU ()
	CCSU (X) SCSU ()
	ECSU () WCSU ()



POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () DATE EFFECTIVE 6/1/86 PERM () FT (X) TEMP (X) PT ()

POSITION TITLE: Librarian I
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER:	CURRENT SALARY	PROPOSED SALARY <u>23,000</u>	FUND <u>Federal Grant</u>	BARG UNIT	AAUP from to
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RESOLUTION

BR# _____

RESOLVED,

That the position of Archive Assistant/Librarian I at Central Connecticut State University be established effective June 1, 1986, in accordance with all provisions and expectations as set forth in the proposal dated December 19,1985, which is attached as an addendum to this Resolution.

A Certified True Copy _____
Dallas K. Beal, President, CSU Date

PERCommittee _____ Date BOARD OF TRUSTEES _____ Date

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

This position is to provide the service of a Archive Asst./Librarian I as required under a grant from the National Archives for a Polish History project. The position will last only as long as the grant. (See attached)

RECEIVED
DEC 19 1985
THE CONNECTICUT STATE UNIVERSITY

Approx. Cost

Signed [Signature] Date 12/17/85

librarian
4. Archive Assistant - A full-time Archive Assistant will be hired to provide clerical and archival support to the Field and Project Directors.

The Archive Assistant will spend about ninety-five percent of his/her time in the library processing acquisitions and assisting in the preparation of finding aids. The remainder of his/her time will be spent in promoting the collection at community meetings or in surveying potential donations under the direction of the Field Director and the Project Director.

Qualifications: Some library and archival training is required as well as excellent clerical (typing, bookkeeping, and filing) and organizational skills (knowledge of office procedures, ability to set up new office) are required. Also desirable are a knowledge of Polish and a general familiarity with Polish American and ethnic history and immigration.

Section 2

New Programs
and Schools
