



## STATE OF CONNECTICUT

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**TEL. NO. 827-7700**

## AUTHORIZING RESOLUTION

concerning

The Establishment of a New Positionat Central Connecticut State CollegeAssistant to Coordinator of Research & Development/Administrator I

July 14, 1978

RESOLVED, That the position, Assistant to Coordinator of Research & Development/Administrator I, be established at Central Connecticut State College effective July 14, 1978, in accordance with all provisions and expectations as set forth in the proposal dated June 30, 1978, which is attached as an addendum to this Resolution.

A Certified True Copy:

A handwritten signature in cursive script, reading "James A. Frost".  
\_\_\_\_\_  
James A. Frost  
Executive Director

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

TO: Executive Officer for Faculty and Staff Affairs

FROM: Central Connecticut State College, Dean of Personnel Administration

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

1. Proposal: **Creation of position of Assistant to Coordinator of Research and Development for Vocational Education.**

2. Proposed Position:

Title/Rand Assistant to Coordinator of Research and Development/Administrator I

Full-time  
10 or 12 mo.  
Full-Part-Time

\$8902  
Salary Level

Grant  
Fund (Gen.,  
Ed. Ext., Aux.)

AFSCME  
Bargaining Unit

3. Summary of Function (attach required job description)

See attached.

RECEIVED

JUN 10 1978

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4. Rational for Altering or Establishing Position

Coordinator needs assistance of a person to do "leg work" and attend to details of various Vocational Technical Education contracts and grants in order to carry out his duties efficiently in meeting terms of grant from State Department of Education.

5. Conditions of Employment if Changed or Different from Norm.

Continuation of position dependent upon life of grant.

For Central Office Use:

Consultation with Bargaining Unit  
Completed 6/20/78

Approved:  
1. For Submission to PERC CRK  
2. By Committee/Board \_\_\_\_\_

Comments:

JOB DESCRIPTION

Assistant to Coordinator of Research and Development

Assists Coordinator (3/4 released time. AAUP Unit member) in the processing of contracts and grants evolving from Division of Vocational Education, State Department of Education.

Assists Coordinator in searching and developing programs pertaining to Vocational Education from such agencies as:

HEW, Office of Education  
Department of Labor (State and Federal)  
Department of Commerce (State and Federal)  
Department of Corrections

Assists in development of Research and Development projects mutually agreed upon between College and State Department of Education, Division of Vocational Education.

Works under direct supervision of Coordinator.

Requires Bachelor's degree.