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AUTHORIZING RESOLUTION

concerning

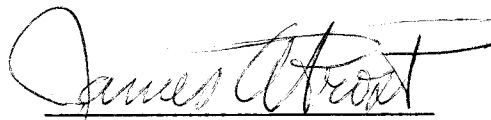
ESTABLISHMENT OF A TEMPORARY GRANT-FUNDED POSITION
at
EASTERN CONNECTICUT STATE COLLEGE

ASSISTANT TO DIRECTOR OF FINANCIAL AID/
JOB DEVELOPMENT SPECIALIST/ADMINISTRATOR II

February 4, 1983

RESOLVED, That a temporary grant-funded position, Assistant to Director of Financial Aid/Job Development Specialist/Administrator II, be established at Eastern Connecticut State College effective February 4, 1983, in accordance with all provisions and expectations as set forth in the proposal dated January 8, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant to Director of Financial Aid/Job Development Specialist
Administrator II

FUND: Federal College Work Study

POSITION TYPE: PERMANENT _____ TEMPORARY XX _____
FULL-TIME _____ PART-TIME 21-24 Hrs. per week
depending on availability of funds

EFFECTIVE DATE: 2/4/83 BARGAINING UNIT SCOAF

COST: \$13,000 annualized-no state general funds

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

SUMMARY: 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 6/30/83 whichever occurs sooner.

DATE: 1/8/83

BY: Michael Paul
Dean of Personnel Administration

MP/emb

RECEIVED

JAN 17 1983

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

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: