



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

Alteration of Title

at


Eastern Connecticut State University

Coordinator-Day Care Training Program/Administrator IV
(Federal Grant Funded)

July 22, 1983

RESOLVED, That the position title, Coordinator of Title XX, be altered to Coordinator-Day Care Training Program/Administrator IV (Federal Grant Funded) at Eastern Connecticut State University effective July 22, 1983, in accordance with all provisions and expectations as set forth in the proposal dated June 27, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

RECEIVED
JUL 5 1983
THE CONNECTICUT
STATE UNIVERSITY

TITLE: COORDINATOR OF TITLE XX

FUND: FEDERAL STATE BLOCK GRANT

POSITION TYPE: PERMANENT _____ TEMPORARY XX
FULL-TIME XX PART-TIME _____

EFFECTIVE DATE: 7/22/83 BARGAINING UNIT SCAAF

COST: -0-

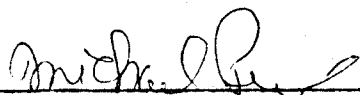
PROPOSAL: To change the title of the incumbent from Coordinator of Title XX to Coordinator-Day Care Training Program. No change in rank or pay.

SUMMARY: This change reflects the replacing of Eastern's Title XX Grant with a Day Care Training Program.



Charles R. Webb, President

DATE: 6/27/83

BY:  _____

MP/emb

Eastern Connecticut State University
Coordinator of Title XX Continuing Education/Administrator IV
(Code)

SUPERVISOR: Associate Dean of Continuing Education

SUPERVISION EXERCISED:

INCUMBENT NAME: Edith Mavor

POSITION SUMMARY:

POSITION RESPONSIBILITIES:

Under the supervision of the Dean of Continuing Education, the Title XX Program Coordinator assumes responsibility for planning and implementing the Title XX Program as follows:

Recommends policies and procedures to keep pace with changing developments in the field.

Develops and administers all budgetary and fiscal aspects of the program including the preparation of funding requests and expenditure forecasts.

Assumes a major role in the selection, development, supervision and evaluation of personnel.

Reviews, develops and implements grant proposals, training programs, outreach services and personnel contracts relating to the Title XX Program.

Maintains liaison with faculty and administrators regarding program operations and provides staff assistance to advisory committees.

Registers students for training programs and courses.

Publicizes the program on campus and in the community.

Prepares reports as required. Attends workshops and meetings on and off campus as required.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE

Four years of experience in community programs. Experience in grant development desired. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.