



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#91-110

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

CO-MANAGER

(TRAINING & ECONOMICS EDUCATION FOR EASTERN & CENTRAL EUROPE GRANT)

at

CENTRAL CONNECTICUT STATE UNIVERSITY

July 19, 1991

RESOLVED,

That the grant-funded, part-time position of Co-Manager (Training and Economics Education for Eastern and Central Europe Grant) be established at Central Connecticut State University, effective July 1, 1991, in accordance with all provisions and expectations as set forth in the proposal dated June 4, 1991, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
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Employer

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>6/4/91</u>
BY: CSU []	
CCSU [x] SCSU []	
ECSU [] WCSU []	

POSITION ACTION: ESTABLISH (x) RECLASSIFY () OTHER () DATE EFFECTIVE 07/01/91

NATURE OF THE POSITION: PERMANENT [] FULL-TIME [] TEMPORARY [x] PART-TIME [x]

POSITION TITLE: _____
 CURRENT CLASS CODE _____ PROPOSED Co-Manager Part-Time CLASS CODE _____

POSITION NUMBER _____	CURRENT SALARY \$ _____	PROPOSED SALARY \$ <u>27,000 - 30,000</u>	FUND <u>Grant</u>	BARGAINING UNIT <u>N/A</u>	FROM _____ TO _____
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EXPLAIN THE NATURE OF THE PROPOSAL:

To establish a temporary, part-time, and intermittently scheduled co-manager for the Training and Economics Education for Eastern & Central Europe Grant from A.I.D.

JUSTIFICATION:

The demands on the Program Manager to travel abroad to ensure the integrity of the program requires a Co-Manager to oversee and facilitate the domestic aspects of the projects. The services of the Co-Manager will be utilized sporadically over the course of the project year.

\$ No Cost to the University
 Grant Funded

COST OR SAVINGS

[Signature] 6.4.91
 SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, ()
- JOB DESCRIPTION, AND (x)
- OAF SIGN OFF FORM IF REQUIRED ()

MISCELLANEOUS COMMENTS:

DRAFT 5/17/91

CENTRAL CONNECTICUT STATE UNIVERSITY

A.I.D. Project SPO/EE-91-002

Training and Economics Education for Eastern and Central Europe
(TEEECE)

POSITION DESCRIPTION

POSITION TITLE: Co-Manager

RANK

DEPARTMENT: Office of the President

SUPERVISOR'S TITLE: Project Manager

POSITION SUMMARY

On an intermittent basis as required by project schedules, provides administrative support to the Project Manager. Ensures that all financial and administrative policies, systems and procedures required to administer and successfully complete the TEEECE grant are effectively implemented and employed. Assumes the responsibilities of the Project Director in the his/her absence.

RESPONSIBILITIES

Assists the Project Manager with the preparation and implementation of the Initial Work Plan for the TEEECE grant. Drafts quarterly and annual implementation reports for review and completion by the Project Director.

Makes arrangements with project personnel in Poland to ensure that sub-grantee quarterly and annual reports are prepared and submitted in compliance with AID schedules and other requirements.

Serves as a liason with the University's Office of Grants Administration, the University's Business Office, A.I.D. and related departments and agencies to ensure the project's compliance with University, State and A.I.D. policies and regulations and to facilitate resolution of implementation and compliance issues.

Oversees all grant expenditures and monitors compliance with State and A.I.D. regulations. Coordinates with the University's Office of Grants Administration to resolve issues that might arise under State or federal regulations for the expenditure of A.I.D. funds.

Develops and tracks cost sharing formula with data provided by the President's Office and the TEEECE Grants Administrator.

May recruit and select program support staff. Supervises project staff

located in Connecticut and oversees project staff in Poland as needed.

QUALIFICATION

Eight years of progressively more responsible experience in the implementation and administration of educational exchange programs at least five of which includes demonstrated ability to implement and administer complex budgets and effective financial management systems. Strong writing skills, an ability to interpret and apply pertinent State and Federal regulations, an ability to work effectively with individuals from a variety of cultures and knowledge of grant and contract preparation and administration required.

A Bachelor's degree required; an advanced degree in a business, administrative or relevant academic discipline strongly preferred. An equivalent combination of education and experience may be substituted for the above.

SPECIAL CONDITIONS

The position is a one year grant funded position. Reappointment to this position is dependent in part, upon continued funding. This position is a temporary, intermittent position.