



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: [REDACTED]

TEL. HARTFORD: 203-566-7373

TEL. NO. 827-7700

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

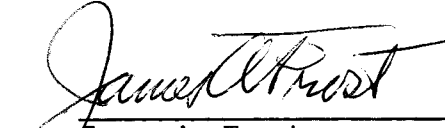
at Central Connecticut State College

Assistant to the Director of Cooperative Education/Administrator I

July 14, 1978

RESOLVED, That the position, Assistant to the Director of Cooperative Education/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:


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:

To establish a position to fill the role of Assistant to the Director of Cooperative Education, to be funded through a grant under Title VIII from the Federal Department of Health, Education, and Welfare to the Central Connecticut State College Cooperative Education Program.

2. Proposed Position:

Title/Rank Assistant to the Director of Cooperative Education/Administrator I

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

\$14,000
Salary Level

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

AFSCME
Bargaining Unit

3. Summary of Function (attach required job description)

(See attached)

4. Rational for Altering or Establishing Position - The federal grant, which has been received, calls for an increase in Cooperative Education students from the present level of forty (40) to approximately seventy-five (75) students per semester. In order to place these students, we require the services of a full-time job developer. The person hired will function at a level of responsibility similar to that of a Personnel Officer I in the classified service, and thus, should earn a salary similar to the entry level for that classification (which is not suitable for this position).
5. Conditions of Employment if Changed or Different from Norm.

Continuation of position dependent upon continuation of federal grant.

For Central Office Use:

Consultation with Bargaining Unit
Completed 6/30/78

Approved:

1. For Submission to PERC and
2. By Committee/Board _____

Comments:

POSITION DESCRIPTION

TITLE: Assistant to the Director of Cooperative Education Program

REPORTS TO: Director of Cooperative Education

RESPONSIBILITY: Expanding the placement opportunities available to Cooperative Education students by enlisting the participation of increased numbers of employers in the program.

DUTIES:

1. Obtain leads from newspapers, trade publications, want ads, faculty and staff and other sources including yellow pages and industrial directories.
2. Conduct employer interest survey(s).
3. Re-design employer recruitment materials.
4. Schedule on-site visits to "sell" the program.
5. Follow-up to insure careful and complete review of proposal by prospective co-op employers.
6. Once agreement has been reached, work with the prospective employer to develop a job description whose specifications are acceptable to both parties.
7. Present outline of position to Cooperative Education Committee for their discussion and approval/rejection.
8. Other duties to be assigned by the program director.

QUALIFICATIONS:

1. Highly skilled in written and oral communication.
2. Personal assertiveness sufficient to be effective in "selling" and "closing" situations.
3. High level of energy.
4. Previous work experience in a noneducational setting.
5. Other qualifications being equal, candidates with previous experience in the field of human resource management will be given preference.
6. Bachelor's degree.