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AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

at Western Connecticut State College

Cooperative Education Placement Coordinator/Administrator I

August 2, 1979

RESOLVED, That the position, Cooperative Education Placement Coordinator/Administrator I, be established at Western Connecticut State College effective August 2, 1979, in accordance with all provisions and expectations as set forth in the proposal dated July 11, 1979, 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

Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College,

[Signature]
President's Signature

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

1. Proposal:

To establish the position of Cooperative Education Placement Counselor.

2. Proposed Position:

Title/Rank Cooperative Education Placement Coordinator/Administrator I

<u>12 mo. temp.</u>	<u>14,000.00</u>	<u>Federally Funded</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

See attached description and notification of grant award

RECEIVED
JUL 2 1979
BOARD OF TRUSTEES
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4. Rationale for Altering or Establishing Position

The request to establish this position is made pursuant to the provisions of an approved grant from HEW.

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

Continuation of employment beyond August 31, 1980 is contingent upon the renewal of this grant.

Central Office Use

Consultation with Bargaining Unit Completed _____

Approved:

- For Submission to PERC
- By Committee/Board

[Signature] 7/11/79

Comments:

cc. g. in memo 7/11/79

(Date)

(Signature)

OFFICE OF COOPERATIVE EDUCATION
CAREER DEVELOPMENT CENTER

Eastern Connecticut State College

Job Description

Position Title: Cooperative Education Placement Coordinator
Administrative Rank: Administrator I
Department: Cooperative Education/Career Development Center

Position Summary:

Under the direction of the Director of Cooperative Education, the co-op placement coordinator is primarily responsible for the development of off-campus cooperative internships for students at the college. This position involves extensive liaison work with community, business and industry personnel to disseminate information regarding the cooperative education program. As required, the placement coordinator will help monitor student co-op work experience, formulate public relations activities and participate in student co-op seminars.

Position Responsibilities:

1. Develop an on-going relationship with area employers for the purpose of developing off-campus co-op internships.
2. Develop relationships with all academic units of the college to disseminate information regarding cooperative education opportunities for students.
3. Develop and implement an on-going public relations program introducing co-op to area business and community groups including; press releases, brochures, on-site visitations and public speaking engagements as required.
4. Visit and monitor, under the direction of the co-op director, co-op field placements so that students and employers achieve their respective co-op objectives.
5. Provide appropriate career counseling to co-op students as required by their field experiences during the co-op semester.
6. Provide leadership, as necessary, in the development and teaching of the cooperative education seminar required for all students.
7. Attend appropriate conferences and workshops related to further improving the quality of cooperative education.
8. Will perform miscellaneous related duties as required.