



STATE OF CONNECTICUT

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AUTHORIZING RESOLUTION

concerning

Alteration of Title

at

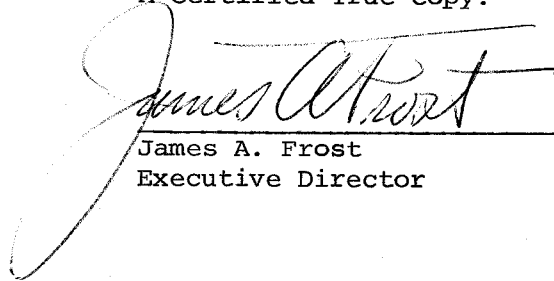
Western Connecticut State College

Director, Career Development Center/Administrator III

December 7, 1979

RESOLVED, That the position Director, Cooperative Education Program, be altered to Director, Career Development Center/Administrator III, at Western Connecticut State College effective December 7, 1979, in accordance with all provisions and expectations as set forth in the proposal dated November 29, 1979, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

Western Connecticut State College

Position Description

Position Title: Director, Career Development Center

Administrative Rank: Administrator III

Department: Career Development Center

Position Summary:

The Director of the Career Development Center is primarily responsible for the coordination of those activities related to the initiation, implementation and evaluation of college-wide cooperative education and career placement programs for students, alumni and, when appropriate, prospective students and community residents. The position reports to the Associate Dean, Educational Services.

Position Responsibilities:

- 1) To supervise and coordinate cooperative education and career placement activities for students, alumni and, when appropriate, prospective students and community residents.
- 2) To design a process whereby the functions of the Career Placement and Cooperative Education programs are fully integrated including the joint development of:
 - a. Life/work planning seminars.
 - b. Job referral.
 - c. On-going and extensive employer/job development.
 - d. Career information programs for faculty and students, credential service, evaluation and program development.
- 3) To cooperate with the Counseling Center in the development and administration of an appropriate testing program designed to effectively service both the full and part-time (non-traditional) student.
- 4) To expand the initiation and design of training programs and courses, in conjunction with the Office of Extended Programs and Career Development, which meet the needs of the business community.
- 5) To design, develop and maintain a comprehensive multi-media career information and resource center for students and staff interested in cooperative education and career placement programs.
- 6) To direct and further develop the cooperative education advisory council through faculty involvement in career placement and planning activities appropriate to departmental advisement.

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College, Elizabeth McCoy
Dean of Personnel Administration

Concerning: _____ New Position, y Existing Position (/Filled)

1. Proposal:

To change the title of the Director, Cooperative Education Program to Director, Career Development Center, effective Dec. 7, 1979, an adjustment in duties, responsibilities and salary commensurate with these changes.

2. Proposed Position:

Title/Rank Director, Career Development Center (Administrator III)

<u>12 mo. FT</u>	<u>24,500</u>	<u>General</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 job description.

RECEIVED

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4. Rationale for Altering or Establishing Position

The proposal to alter the position of Cooperative Education Director will enable a better integration of the several components involved in the Career Planning/Placement and co-operative Education functions. The Career Planning/Placement function will report to the Director, Career Development Center who will also be responsible for all cooperative education activities. The proposed change in salary for the incumbent would be approximately a fifteen percent increase which is commensurate with the increased range of duties and responsibilities.

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

N/A

For Central Office Use

Consultation with Bargaining Unit
Completed November 29, 1979

Approved:

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

Comments:

- 7) To initiate and conduct specialized career information programs which will provide specific data to target groups of students including non-traditional, minority, handicapped, female and undeclared majors.
- 8) To establish and further develop ongoing relationships with community service organizations, Financial Aid Office, the Chamber of Commerce, Industry Association and local school administrators for the purpose of offering joint programs in the area of cooperative education and career placement.
- 9) To develop and maintain a record-keeping system capable of monitoring such data as cooperative education placements, graduate placement, credential files, employer resource material and student recruitment history.
- 10) To develop on-going relationship with the Office of Institutional Research for the purpose of obtaining grant information related to the further expansion of cooperative education and career placement programs and submitting such grant applications as appropriate.
- 11) To develop a comprehensive evaluation plan for the purpose of analyzing the following:
 - a. The degree to which programs offered through the CDC have accomplished their objectives.
 - b. The degree to which resources have been integrated and duplication of effort eliminated.
 - c. A summary, by category, of the total number of students being serviced through the Center.
- 12) To perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.