



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607 TEL. HARTFORD: 203-566-7373

RESOLUTION

concerning

Adjustment in Duties
for

Assistant to the Dean of Student Affairs &
Director of Placement and Career Development Center/
Administrator III

at

Central Connecticut State College

March 7, 1980

RESOLVED, That the duties for the position, Assistant to the Dean of Student Affairs & Director of Placement and Career Development Center/Administrator III, at Central Connecticut State College be adjusted effective March 7, 1980, in accordance with all provisions and expectations as set forth in the proposal dated February 7, 1980, 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,

Michael K. Becker
Dean of Personnel Administration

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

1. Proposal:

To add to the duties of the Director of Placement and Career Development Center responsibility for supervising the Counselors, Director of Veterans' Affairs, and Director of the Educational Opportunity Program.

2. Proposed Position:

Title/Rank	<u>Assistant to the Dean of Student Affairs & Director of Placement & Career Development Center, Administrator III</u>		
<u>12 mos.</u>	<u>\$24,278</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			

3. Summary of Function (attach required job description)

See attached old and new job descriptions.

RECEIVED

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4. Rational for Altering or Establishing Position

This change will concentrate the various types of student counseling under one administrative head and provide for more effective supervision of personnel. It fills a gap left when the position of Director of the Counselling Center was abolished.

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

The change represents at least a 20% increase in workload and supervisory responsibility for the incumbent, annual salary should be increased 20% from \$20,232 to 24,278 effective with Board action.

For Central Office Use:

Consultation with Bargaining Unit
Completed 2/7/80
cmr

Comments:

Approved:
1. For Submission to PERC *cmr*
2. By Committee/Board _____

7/2/67

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant to the Dean of Student Affairs and
Director of Placement & Career Development Center

Administrative Rank: Administrator III

Department: Student Affairs

Supervisor(s) Position/Title Dean of Student Affairs

POSITION SUMMARY:

Directs the operations of the Placement and Career Development Center.

Directs Office of Students Services, which includes programs for counseling, international students, handicapped students, veterans, and the Educational Opportunity program.

POSITION RESPONSIBILITIES:

Directs placement operations for graduating seniors and graduates.

Coordinates and directs career counseling activities.

Collects and provides statistical information on placement of graduates.

Supervises College Counselors, Director of Veterans' Affairs, Director of Educational Opportunity Program.

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

REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: _____

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of _____
Date

(Signature)

Campus JA Committee

011

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Director of Placement & Career Development Center

Administrative Rank: Administrator III

Department: Student Affairs

Supervisor(s) Position/Title Dean of Student Affairs

POSITION SUMMARY:

Direct the operations of the Placement and Career Development Center including coordination of on-campus recruitment; contacts with employers; coordination and assistance regarding career counseling activities of academic departments, campus organizations, ad hoc groups and individual students and graduates; maintenance of credentials of students and graduates; maintenance of career resource information.

POSITION RESPONSIBILITIES:

Direct placement operations for graduating seniors and graduates by:

- a. Scheduling on-campus interviews for employers to meet with students.
- b. Increasing contacts with employers through direct personal contact and professional organizations.
- c. Providing full and part-time job listings to students and graduates.
- d. Maintaining a credentials service for students and graduates who wish letters of reference to be available to employers and graduate schools.
- e. Providing assistance to individuals and groups on resumes, interviewing techniques and job search strategies.

Coordinate and direct career counseling activities in the form of:

- a. Individual and group counseling for students and graduates on career opportunities and methods of preparation.
- b. Sponsorship of seminars and speakers programs on careers in various fields.
- c. Participation in meetings and speaking to classes and organizations on career opportunities in specific interest areas.
- d. Teaching a career development class
- e. Maintenance and expansion of resource library on careers.

POSITION RESPONSIBILITIES: (Cont'd.)

Participate in campus-wide activities and committees which may be related to Placement and Career Development.

Collect and provide statistical information on placement of graduates.

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

REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: Michael K. Becker 11-21-79

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of June 27, 1979.
Date

Karen A. Hansen
(Signature)

[Signature]
Campus JA Committee
MKB