



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050

827-7700

TEL. NEW BRITAIN: 203-229-1687 XTEL. HARTFORD: 203-586-1378

AUTHORIZING RESOLUTION

concerning

TEMPORARY POSITION

at

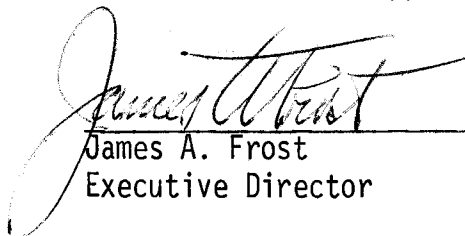
EASTERN CONNECTICUT STATE COLLEGE

ASSISTANT IN CAREER PLANNING AND PLACEMENT/JOB DEVELOPER/ADM. I

July 18, 1980

RESOLVED, That the temporary position, Assistant in Career Planning and Placement/Job Developer/Adm. I, be established at Eastern Connecticut State College effective July 18, 1980, in accordance with all provisions and expectations as set forth in the proposal dated June 20, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant in Career Planning and Placement/Job Developer;
Administrator I

FUND: Federally funded; subject to College Work Study funds awarded to College

POSITION TYPE: PERMANENT _____ TEMPORARY XX
FULL-TIME XX PART-TIME _____

EFFECTIVE DATE: 7/18/80 - 6/31/81 BARGAINING UNIT AFSCME

COST: None to State; approximate salary \$10,000.00

PROPOSAL: To create a temporary position as job developer for the purpose of soliciting and coordinating the number of off-campus placements for student workers. The position will be funded in accordance with regulations of the Federal College Work Study Program as an effort to attract increased placement of student workers in positions in private industry during the school term, intersession, and summer.

SUMMARY: Please see attached job description.

DATE: 6/26/80

BY: *[Signature]*

Don Pers. Admin.

MP/emb

JOB DESCRIPTION

ASSISTANT IN CAREER PLANNING AND PLACEMENT/JOB DEVELOPER

ADMINISTRATOR I

Temporary One-Year Contract

Under the supervision of the Director of Career Planning and Placement, the Job Developer assists the director in performing the following functions:

- (1) Contacts local and regional employees in Connecticut to assist in the development, identification, and coordination of part-time and summer positions for students.
- (2) Solicits and coordinates the placement of students in part-time and summer positions.
- (3) Assists in the up-dating and maintenance of the position listing system of jobs available to students.
- (4) Develops and maintains a communication system for advertising positions.
- (5) Maintains records and prepares reports as required.
- (6) Attends on and off campus meetings and on-site visits to employing agencies as required.
- (7) Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

B.A./B.S. Candidates must possess good interpersonal skills--the ability to relate to diverse groups of people.

APPLICATION: All interested candidates must forward resume and three letters of recommendation to:

Michael B...
for ECW
6/13/80

Betty R. Tipton
for: AFSCME
June 16, 1980