



# 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

## AUTHORIZING RESOLUTION

concerning

Establishment of a New Position  
at  
Western Connecticut State College

Assistant to the Director of Career Development Center for  
Public Affairs and Admissions/Administrator II

September 4, 1981

RESOLVED, That the position, Assistant to the Director of Career Development Center for Public Affairs and Admissions/Administrator II, subject to availability of federal funds, be established at Western Connecticut State College effective September 4, 1981, in accordance with all provisions and expectations as set forth in the proposal dated August 19, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:

A handwritten signature in cursive script that reads "James A. Frost".

James A. Frost  
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant to the Director of Career Development Center for Public Affairs  
~~and Admissions/Administrator II~~

Fund: Federal

Position Type: Permanent  Part-time

Effective Date: September 4, 1981

Cost: \$12,000 min. annual salary

Campus: Western CT State College

Proposal: To establish a federally funded position in anticipation of a grant.

Summary:

To establish the position of Assistant to the Director of Career Development Center for Public Affairs and Admissions to fulfill the provisions of the Federal Cooperative Education Program--Administration Project.

Position is needed to do work the grant will pay for. Position will be filled only if grant is actually received.

Date: August 19, 1981

*rc. J. Malve 8/19/81*

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, President

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

1. Proposal:

To establish the position of Assistant to the Director of Career Development Center for Public Affairs and Admissions to fulfill the provisions of the Federal Cooperative Education Program--Administration Project.

2. Proposed Position:

Title/Rank Assistant to the Director of Career Development Center for Public Affairs and Admissions/Administrator 2

<u>12 mo. FT Temp.</u>	<u>\$12,000. min.</u>	<u>Federal</u>	<u>AFSCME</u>
<u>10 or 12 mo.</u>	<u>Salary Level</u>	<u>Fund (Gen.,</u>	<u>Bargaining Unit</u>
<u>Full-Part-Time</u>	<u>(grant proposal</u>	<u>Ed. Ext., Aux.)</u>	
<u>Temp. - Perm.</u>	<u>requested \$16,000.)</u>		

3. Summary of Function (attach required job description)

See attached

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4. Rationale for Altering or Establishing Position

Position is needed to do work the grant will pay for. Position will be filled only if grant is actually received.

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

N/A

For Central Office Use

Consultation with Bargaining Unit  
Completed \_\_\_\_\_

Approved:

1. For Submission to PERC \_\_\_\_\_  
2. By Committee/Board \_\_\_\_\_

Comments:

POSITION TITLE: Assistant to the Director of the Career Development Center for Public Affairs and Admissions

ADMINISTRATIVE RANK: II

DEPARTMENT: Cooperative Education/Career Development Center

POSITION SUMMARY: Under the direction of the Director of Cooperative Education, the Public Affairs/Admissions Assistant shall have responsibility for coordinating those activities related to marketing the co-op program to students and employers.

Specifically, these duties shall include:

- 1) Development of all co-op related public affairs activity in cooperation with the Office of Communications at the College.
- 2) Write and edit news releases and articles for professional and trade journals (Connecticut Business and Industry, Fairfield Magazine, Chamber of Commerce publications).
- 3) Edit and produce a co-op newsletter for internal and external distribution as appropriate.
- 4) Design and produce an organized set of program brochures and handbooks for students, employers and other target groups.
- 5) Coordinate cooperative education admissions and recruitment activity, including high school and community college visitation in cooperation with the Office of Admissions at the College.
- 6) Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS: One to two years of experience in career planning, co-op education, public affairs, admissions or related work; ability to work with prospective employers and to assist students in understanding the job market. B.A. required.