



STATE OF CONNECTICUT

BOARD OF TRUSTEES
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AUTHORIZING RESOLUTION

concerning

Alteration of Duties and Title
at
Central Connecticut State College

Assistant Director, Cooperative Education-
Computer Science/Administrator III

December 4, 1981

RESOLVED, That the duties and title for the position, Assistant Director, Cooperative Education-Computer Science and Programmer Analyst/Administrator III, as established at Central Connecticut State College under Board Resolution #81-114 be altered in accordance with all provisions and expectations as set forth in the proposal dated November 18, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director

CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Alteration Summary

TITLE: Assistant Director, Cooperative Education-Computer Science-Admin. III

FUND: Federal Grant

POSITION TYPE: Permanent X Temporary
Full-time X Part-time

EFFECTIVE DATE December 8, 1981 Bargaining Unit Admin. Faculty

COST: \$ None

PROPOSAL:

To alter the job description of this position by eliminating programmer/analyst duties. See attached job description.

JUSTIFICATION:

Re-evaluation of the needs under the grant which funds this position indicate the job development duties will be a full-time job.

Date: 11/18/81

Prepared By *Michael K. P... (signature)*

Approved By *Dan James (signature)*

xc-9, Malone 11/27/81

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant Director-Computer Science-Cooperative Education

Administrative Rank: Administrator III

Department: Cooperative Education

Supervisor(s) Position/Title Director of Cooperative Education

POSITION SUMMARY:

As Co-op Coordinator; responsible for providing direct service to co-op students; including but not limited to recruitment, pre-intake and post-intake advising, conducting career development seminars, job development, placement referrals and field supervision.

POSITION RESPONSIBILITIES:

Recruitment; In conjunction with the Admission's Assistant Co-op, plan and implement recruitment activities such as individual meetings with guidance counselors, participation in "college night" programs, and conduct "open house" meetings.

Pre-intake and post-intake advising. Conduct individual orientation/advising sessions with incoming students and parents when appropriate. Provide academic adjustment advising and individual assistance in preparing students for job placement.

Career Development Seminar: Lead one or more sections of a sixteen (16) hour career development seminar.

Job development. Develop job placements.

Placement referrals: Refer students for co-op placement and necessary interview arrangements.

Field Supervision: Conduct on-site visits during student work terms.

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

QUALIFICATIONS:

Bachelor's degree and 3-year's previous experience in cooperative education and/or career placement in higher education.

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

POSITION DESCRIPTION

Assistant Director, (Computer Science) and Programmer
Position Title: Analyst, Cooperative Education

Administrative Rank: Administrator III.

Department: Cooperative Education

Supervisor(s) Position/Title Director of Cooperative Education &
Director of Information Systems

POSITION SUMMARY:

Position responsibilities split half-time between:

- (1) As Co-op Coordinator; responsible for providing direct service to co-op students; including but not limited to recruitment, pre-intake and post-intake advising, conducting career development seminars, job development, placement referrals and field supervision.
- (2) As Programmer Analyst; under the direction of the Director of Information Systems, responsible for designing and implementing a management information system for a large scale cooperative education program.

POSITION RESPONSIBILITIES:

As Co-op Coordinator

Recruitment: In conjunction with the Admission's Assistant Co-op, plan and implement recruitment activities such as individual meetings with guidance counselors, participation in "college night" programs, and conduct "open house" meetings.

Pre-intake and post-intake advising. Conduct individual orientation/advising sessions with incoming students and parents when appropriate. Provide academic adjustment advising and individual assistance in preparing students for job placement.

Career Development Seminar: Lead one or more sections of a sixteen (16) hour career development seminar.

Job development. Develop job placements.

Placement referrals: Refer students for co-op placement and necessary interview arrangements.

Field Supervision: Conduct on-site visits during student work terms.

As Programmer Analyst

Research, design, program, test, and implement computer programs for a management information system serving a large scale cooperative education program.

Analyze existing information systems. Prepare recommendations for implement integration of Co-op information system with present system

Prepare programming specifications, systems documentation, and required manuals.

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

QUALIFICATIONS:

Bachelor's degree and two year's previous experience in cooperative education and/or career placement in higher education. Also, two year's experience as a programmer analyst and demonstrated ability to program in COBOL and BASIC required.

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