



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

Alteration of Title and Duties for Federal Grant-Funded Position
at
Central Connecticut State University

Assistant Director, Cooperative Education/
Career and Professional Development Specialist/Administrator III

February 3, 1984

RESOLVED, That the title and duties for the Federal grant-funded position, Assistant to the Director, Cooperative Education/Career Specialist/Administrator II, established at Central Connecticut State University under Board Resolution #82-90 be altered to Assistant Director, Cooperative Education/Career and Professional Development Specialist/Administrator III, effective February 3, 1984, in accordance with all provisions and expectations as set forth in the proposal dated January 18, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

CENTRAL CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Assistant Director, Cooperative Education/Career & Professional Development
Specialist/Admin. IIIFUND: GrantPOSITION TYPE: Permanent _____ Temporary X
Full-time X Part-time _____EFFECTIVE DATE February 3, 1984 Bargaining Unit Admin FacultyCOST: \$ 1403.37 FY 84
4070.00 Annually

PROPOSAL:

To add new duties (see old and new job descriptions) to those performed by incumbent Assistant to the Director, Cooperative Education/Administrator II and compensate her for this by a rise in rank and title as shown above and by an increase in salary from \$18,744 (718.17) to \$22,814 (874.10).

JUSTIFICATION:

The duties in this Federally funded position have grown with the incumbent's developing skills and the program's needs.

Date: 1-18-84Prepared By Michael K. BeckerApproved By A. Don James

Assistant to the Director, Cooperative Education, Career Specialist

Administrator II

DEPARTMENT: Cooperative Education

SUPERVISOR: Director of Cooperative Education

POSITION SUMMARY: Under the direct supervision of the Director, Cooperative Education, the Assistant to the Director will be responsible for: assisting in the design and implementation of a multi-level career development program for cooperative education students at all levels, in all fields; and for coordinating and implementing a program to recruit students in all fields into the Co-op Program.

POSITION RESPONSIBILITIES:

Career Development Program: To assist in the design and implementation of a multi-level career development program for co-op students in all fields at all levels including: to conduct career development seminars; to provide individual and group career counseling; to coordinate career development activities provided by the Office of Cooperative Education; to work with the Career Planning and Placement Office in this effort.

Recruitment: To assist in the planning and implementation of activities to recruit students at all levels and in all fields into the Co-op Program including: to conduct "open houses" for students and parents; to meet with guidance counselors at high schools and two-year colleges; to evaluate and to maintain records of all activities and contacts; to coordinate recruitment activities of the Office of Cooperative Education; and to be liaison from the Co-op Program to the Office of Admissions.

Pre-intake and Post-intake Advising: To conduct individual and group orientation/ advising sessions with incoming students and their parents when appropriate.

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

QUALIFICATIONS: Master's degree in career counseling, higher education personnel, or related area required. Excellent oral and writing skills and ability to relate with college students required. Two years experience in designing and conducting/ teaching career counseling programs in higher education preferred.

SALARY: \$15,000 to \$17,000

POSITION DESCRIPTION

Assistant Director, Cooperative Education,
 Position Title: Career and Professional Development Specialist

Administrative Rank: III

Department: Cooperative Education

Supervisor(s) Position/Title: Assistant to the Vice President,
 Academic Affairs, for Special Projects

POSITION SUMMARY: Under supervision of the Assistant to the Vice President, Academic Affairs, for Special Projects, the Assistant Director, Co-op, Career and Professional Development Specialist is responsible for: designing, directing, and evaluating all phases of a multi-level career and professional development curriculum for Co-op students; designing, directing, and evaluating all Co-op Program recruitment efforts; working with faculty, departments, and schools to develop and to implement programs which enhance the career and professional development of actual and potential Co-op students; conduct research and prepare reports and proposals.

POSITION RESPONSIBILITIES:

Career and Professional Development - Responsible for directing all aspects of the Co-op career and professional development program including: to design, direct, and evaluate a multi-level career and professional development program for Co-op students and to work closely with the Co-op Committee and faculty in this effort; to coordinate efforts of and to act as a resource person for Coordinators and other faculty teaching Co-op career courses and/or workshops/seminars; to teach Co-op career development courses and to provide individual and small group career advising.

Co-op Recruitment - Responsible for coordinating all Co-op recruitment efforts including: to design, coordinate and evaluate on-campus and off-campus recruitment efforts; to provide support services to Coordinators in their recruitment efforts; to meet with guidance counselors, campus clubs and faculty; to design and coordinate recruitment mailings, response system, record keeping; provide pre-intake and post-intake advising and referral; to work directly with the faculty and to act as liaison to the Data Center, Registrar's Office and Admissions for all program recruitment related efforts.

Related Duties - To achieve objectives in the recruitment and career and professional development areas, the Assistant Director will work directly with faculty, departments and schools and with special programs (such as the Educational Opportunity Program); to design workshops, seminars, and/or courses which enhance the career and professional development of actual or potential Co-op students, which recruit students into the Co-op Program, and which are integrated with the needs and curricula of the departments or special programs.

The Assistant Director will conduct research and needs assessment, prepare reports, and assist in the preparation of proposals which support program development, promote articulation between the program and the university, and seek to secure continuing and expanded support for these efforts.

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

QUALIFICATIONS: Master's degree in career counseling, higher education personnel, or related area required. Excellent oral and writing skills and ability to relate with college students required. Two years experience in designing and conducting/teaching career counseling programs in higher education preferred.