



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

ESTABLISHMENT OF TWO (2) GRANT-FUNDED POSITIONS

ASSISTANT DIRECTOR OF COOPERATIVE EDUCATION,
(ONE FOR BUSINESS & ONE FOR TECHNOLOGY)/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

SEPTEMBER 4, 1987

RESOLVED, That two (2) temporary grant-funded positions, Assistant Director of Cooperative Education (one for Business and one for Technology)/Administrator III, be established at Central Connecticut State University, effective September 4, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal
President

CSU-200

THE CONNECTICUT STATE UNIVERSITY

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

Submitted	7/30/87
Date	
By:	CSU ()
	CCSU (X) SCSU ()
	ECSU () WCSU ()



POSITION ACTION REQUEST

POSITION ACTION: **ESTABLISH (X)** RECLASSIFY () OTHER () DATE EFFECTIVE 9/4/87 PERM () FT (X)
 TEMP (X) PT ()

POSITION TITLE: _____ Assistant Director Cooperative Education/ADMII
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: _____ CURRENT SALARY _____ PROPOSED SALARY \$28,000@ FUND Grant BARG UNIT _____ Adm. Eac. from to

RESOLUTION

BR# _____

RESOLVED,

That two positions of Assistant Director of Cooperative Education, Administrator III, be established at Central Connecticut State University effective September 4, 1987 in accordance with the proposal below and the attached job descriptions.

A Certified True Copy _____
 Dallas K. Beal, President, CSU _____ Date

PERCommittee _____
Date

BOARD OF TRUSTEES _____
Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

A grant from the U.S. Department of Education, Title VIII, will create these two temporary Cooperative Education positions--one for Business, and one for Technology. The positions will only be filled if the grant comes through.

\$56,000.

Handwritten signature

8-6-87

CENTRAL CONNECTICUT STATE UNIVERSITY

Position Description

Position Title: Assistant Director, Cooperative Education

Administrative Rank: Administrator III

Department: Cooperative Education

Supervisor(s) Position/Title: Director of Cooperative Education

The Assistant Director is the individual most directly responsible for providing direct service to co-op students in the School of Business. This service includes but is not limited to recruitment activities, pre-intake and post-intake, advisement, conducting career development seminar(s), job development, placement referrals and field supervision.

POSITION RESPONSIBILITIES:

1. **Recruitment:** To plan and implement recruitment activities such as Individual meetings with guidance counselors, participation in "college night" programs, conduct "open-house" meetings.
2. **Pre-intake and post-intake advisement.** Conduct individual orientation/advisement sessions with incoming students and parent(s) when appropriate. Provide academic and personal adjustment advisement. Provide individual assistance in preparing students for job placement.
3. **Career Development Seminar.** Teach one or more sections of a sixteen (16) hour career development seminar.
4. **Job Development.** Develop sufficient job placements to ensure placement for up to sixty (60) students in a given work term.
5. **Placement Referrals.** Refer students for co-op placement. Make necessary interview arrangements.
6. **Field Supervision:** Conduct on-site visits during student work terms.

QUALIFICATIONS:

Bachelor's degree and three years relevant experience in either Cooperative Education and/or career planning and placement in higher education required.

Master's degree and three or more years of non-education employment in a Business environment preferred.

Twelve-month position

SALARY: 28,000

CENTRAL CONNECTICUT STATE UNIVERSITY

Position Description

Position Title: Assistant Director, Cooperative Education

Administrative Rank: Administrator III

Department: Cooperative Education

Supervisor(s) Position/Title: Director of Cooperative Education

The Assistant Director is the individual most directly responsible for providing direct service to co-op students in the School of Technology. This service includes but is not limited to recruitment activities, pre-intake and post-intake, advisement, conducting career development seminar(s), job development, placement referrals and field supervision.

POSITION RESPONSIBILITIES:

1. Recruitment: To plan and implement recruitment activities such as Individual meetings with guidance counselors, participation in "college night" programs, conduct "open-house" meetings.
2. Pre-intake and post-intake advisement. Conduct individual orientation/ advisement sessions with incoming students and parent(s) when appropriate. Provide academic and personal adjustment advisement. Provide individual assistance in preparing students for job placement.
3. Career Development Seminar. Teach one or more sections of a sixteen (16) hour career development seminar.
4. Job Development. Develop sufficient job placements to ensure placement for up to sixty (60) students in a given work term.
5. Placement Referrals. Refer students for co-op placement. Make necessary interview arrangements.
6. Field Supervision: Conduct on-site visits during student work terms.

QUALIFICATIONS:

Bachelor's degree and three years relevant experience in either Cooperative Education and/or career planning and placement in higher education required.

Master's degree and three or more years of non-education employment in a technical or manufacturing environment preferred.

Twelve-month position

SALARY: 28,000

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

IF CERA ONLY

Position Title (2) Assistant Director Cooperative Education / Administrator III
Campus Central Date 7-30-87

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 7-30-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M. Lynch

DATE OF SUOAF CAMPUS REVIEW 8/1/87

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty B. Tipton Date Aug 2, 1987

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary per attached job descriptions. disapprove proposed rank and salary
Comments or Recommendations:

DATE RETURNED TO LOCAL DPA _____

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL _____

DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 8/18/87

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
 approved disapproved

DATE _____
DATE OF BOARD APPROVAL _____
DATE OF BOARD DISAPPROVAL _____