



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

RESOLUTION

concerning

ESTABLISHMENT OF TEMPORARY GRANT-FUNDED POSITION

ASSISTANT DIRECTOR OF COOPERATIVE EDUCATION-INTERNATIONAL EXCHANGE/
ADMINISTRATOR III

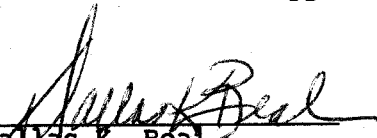
at

CENTRAL CONNECTICUT STATE UNIVERSITY

JUNE 17, 1988

RESOLVED, That a temporary grant-funded position, Assistant Director of Cooperative Education-International Exchange/Administrator III be established at Central Connecticut State University for one calendar year starting September 1, 1988.

A Certified True Copy:


Dallas K. Beal
President



An Equal
Opportunity
Employer

BR#88-81
 By: CSU ()
 CCSU (X) SCSU ()
 ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () DATE EFFECTIVE 9-1-88 PERM () FT (X)
 TEMP (X) PT ()

POSITION TITLE: Asst. Dir. Cooperative Ed-International / *Adm III*
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: New CURRENT SALARY PROPOSED SALARY \$32,000 FUND Grant BARG UNIT Adm. Fac. from to

PROPOSAL

To create the temporary position of Assistant Director of Cooperative Education-International Exchange for one year starting September 1, 1988

\$32,000
 Approx. Cost

JUSTIFICATION

In order to launch a cooperative education exchange program with the United Kingdom, we need the temporary services of a British expert in the field who has the necessary contacts in the United Kingdom to help Central place British students from the United Kingdom in U.S. businesses and American students in British businesses.

RECEIVED
 JUN 1 1988
 THE CONNECTICUT STATE UNIVERSITY

[Signature]
 President

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant Director of Cooperative Education -
International Exchange

Rank: Administrator III

Department: Cooperative Education

Supervisor's Title: Director of Cooperative Education

POSITION SUMMARY

Coordinates all operations involving international cooperative education student exchange.

POSITION RESPONSIBILITIES

Analyzes opportunities for international exchange, makes an assessment of potential quality and recommends those most appropriate.

Develops liaison with officials of foreign institutions for purpose of international student exchange.

Proposes procedures and develops descriptive material and forms necessary for the recruitment, intake and orientation of student candidates for international exchange.

Publicizes the cooperative education international exchange program in high schools, community colleges and the University.

Conducts or oversees co-op international exchange program operations including recruitment, intake, orientation and placement.

Serves as liaison for cooperative education student exchange programs with academic departments, Registrar, Admissions, International Student Advising and International Affairs Center.

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

QUALIFICATIONS

Post baccalaureate degree, three years' experience in higher education, considerable experience in foreign travel, and knowledge of foreign cultures and higher education systems required. Experience with similar programs in United Kingdom preferred.

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Assistant Director of Cooperative Education-International Exchange
Campus Central Date 4-18-88

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 4-18-88

SUOAF/AFSCME CAMPUS REVIEW ~~AND RECOMMENDATION BY~~ Doreen M Lynch

DATE OF SUOAF CAMPUS REVIEW 4/19/88

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 B. Tipton Date 4/19/88

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary on attached job description () 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 _____ DATE _____

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 _____