

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



Office of the President

#### RESOLUTION

#### concerning

#### RECLASSIFICATION OF POSITION

#### ASSISTANT DIRECTOR OF COOPERATIVE EDUCATION/ADMINISTRATOR III to ASSOCIATE DIRECTOR OF CAREER SERVICES/ADMINISTRATOR IV

at

#### CENTRAL CONNECTICUT STATE UNIVERSITY

#### September 7, 1990

RESOLVED, That the position of Assistant Director of Cooperative Education/Administrator III be reclassified to Associate Director of Cooperative Education/Administrator IV effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated July 3, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

President



ADDENDUM TO BR#90-138

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

			SUBMITTED	
			BY: CSU CCSU ECSU	[ ] [ <sub>X</sub> ] SCSU [ ] [ ] WCSU
POSITION ACTION: ESTR	ABLISH ( ) RECL	ASSIFY (X ) OTHER	DATE R () EFFECTIVE	9/7/90
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	I III	••	NC	
	CURRENT)	(CLASS CODE)	(PROPOSED)	(CLASS CODE
POSITION NUMBER 0076	CURRENT SALARY <sub>\$42,484</sub>	PROPOSED Salary \$ 44,600		AINING AdFac nc FROM TO
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# XPLAIN THE NATURE OF THE PROPOSAL:

o update position descriptions for the proposed Student Development Center.

## USTIFICATION:

The creation of an Associate Director level position for Career Services will provide essential backup support to this unit and will provide a consistent staffing pattern for all three units of the Student Development Center. Each operating unit requires a clear second level of supervision and administrative support to ensure the smooth and efficient operation of each unit.

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ISCELLANEOUS COMMENTS: 88



#### CENTRAL CONNECTICUT STATE UNIVERSITY

#### POSITION DESCRIPTION

**POSITION TITLE:** Associate Director of Career Services and Cooperative Education

#### ADMINISTRATIVE RANK: Administrator IV

DEPARTMENT: Career Services and Cooperative Education

SUPERVISOR'S TITLE: Director of Career Services and Cooperative Education

### **POSITION SUMMARY:**

Assists with the coordination, development and operation of Career Services/Cooperative Education programs.

#### **POSITION RESPONSIBILITIES:**

Assists with the design and development of program plans, staff training, and related activities for Career Services/Cooperative Education.

Conducts individual and group career planning sessions.

Designs and conducts career development workshops including the Career Development Seminar along with other activities which address special career needs of students.

Assists with the coordination of the department's activities with other units of the Student Development Center and with other University departments and with employers.

Assists with job development for full-time, part-time, cooperative education and internship opportunities.

Assists in the preparation, placement and field supervision of cooperative education program participants.

Assumes responsibility for Career Services operations in the Director's absence.

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

#### QUALIFICATIONS:

Master's Degree and four years of professional level experience in the Career services field in a college or university setting. These qualifications may be waived for individuals with appropriate alternate experience.

#### Central Connecticut State University Assistant Director, Cooperative Education - Business Cooperative Education/Administrator III (Code )

SUPERVISOR: Director of Cooperative Education

SUPERVISION EXERCISED:

INCUMBENT NAME: Mary Horan

POSITION SUMMARY:

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.

### EDUCATION AND EXPERIENCE

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

Three or more years of non-education employment preferably in the academic area of coordinator responsibility desired.

SPECIAL NOTATIONS:

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Position Title MUM TV MADC, MR CV	CERERR	STRICE.
Campus CENIRAL	Date 7	5/27/70
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INITIATING PRESIDENT OR DESIGNEE DONNIA INUA		
DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE .3.4	17:90	
SUDAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY		
DATE OF SUDAF CAMPUS REVIEW		
THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE L	OCAL UNION BY THE	CAMPUS DPA.
LEVEL 2, Mot to excood 10 working days after receipt interval. Further negotiation may occur at this level SUOAF shall return all materials to the initiating Univ	prior to final U	Inion approval. Upon such approval
SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE		Dato
DISPOSITION AT SUOAF LOCAL LEVEL: ( ) <u>approve</u> proposed rank and salary Comments or Recommendations:	() <u>disapprove</u>	e proposed rank and salary
DA RETURNED TO LOCAL DPA		
LEVEL 3, Not to exceed 10 working days after receipt in for review. If no further issues arise, the document is Personnel. The Vice President for Personnel also provident. If significant changes are required, documents fected by appropriate phone consultation.	s signed by and ri ides a signed copy	emains with the Vice President for y to the SUOAF/AFSCME Local Presi-
DATE CONSIDERED BY DPA'S COUNCIL		•
DISPOSITION AT COUNCIL LEVEL: (X) approve submission to PERC ()disapprove submi comments or Recommendations:	ission to PERC	
VICE PRESIDENT FOR PERSONNEL aud Cher	h	DATE <u>\$/20/90</u>
LEVEL 4 Vice President for Personnel submits package action it is the responsibility of the Campus DPA to in tive and appropriate management officials of PERC dispos	oform the campus i	ext scheduled mooting. Upon FERC
DISPOSITION AT PERC LEVEL:		
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