



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#90-138

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

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:


Dallas K. Beal
President



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Employer

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CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED			
BY:	CSU []	SCSU []	
	CCSU [X]	WCSU []	
	ECSU []		

POSITION ACTION:	ESTABLISH () RECLASSIFY (X) OTHER ()	DATE EFFECTIVE	9/7/90
NATURE OF POSITION:	PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []		
POSITION TITLE:	Assistant Director Cooperative Education ADM III	Associate Director of Career Services ADM IV NC	
	(CURRENT)	(CLASS CODE)	(PROPOSED) (CLASS CODE)
POSITION NUMBER	CURRENT SALARY \$42,484	PROPOSED SALARY \$ 44,600	FUND 0 BARGAINING UNIT AdFac nc FROM TO
0076			

EXPLAIN THE NATURE OF THE PROPOSAL:

To update position descriptions for the proposed Student Development Center.

JUSTIFICATION:

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.

2,116	<i>Solomon A. Lyle</i>
COST OR (SAVINGS)	SIGNED (UNIVERSITY) DATE 7/3/90

ATTACH OLD AND NEW STAFFING CHART, ()
 JOB DESCRIPTION, AND (X)
 UOAF SIGN OFF FORM IF REQUIRED (X)

ISCELLANEOUS COMMENTS:

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 Heran

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:

