



**Connecticut
State
University**

Central • Eastern • Southern • Western

Office of the President

BR#90-139

P.O. Box 2008, New Britain, Connecticut 06050
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RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF COOPERATIVE EDUCATION/ADMINISTRATOR II
to
ASSISTANT DIRECTOR OF CAREER SERVICES AND COOPERATIVE EDUCATION/
ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Assistant to the Director of Cooperative Education/Administrator II be reclassified to Assistant Director of Career Services and Cooperative Education/Administrator III 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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POSITION DESCRIPTION

Position Title: Assistant to the Director, Cooperative EducationAdministrative Rank: Administrator IIDepartment: Cooperative EducationSupervisor(s) Position/Title: Director of Cooperative Education

POSITION SUMMARY:

Under supervision of the Director of Cooperative Education, this position will be responsible for providing direct internal support services to co-op students, including but not limited to: program recruitment; pre-intake, post-intake, career and academic advising; placement referrals; record keeping; teaching Co-op Career Development Seminars; and related services.

POSITION RESPONSIBILITIES:

Advising: Conduct individual and group orientation/advising sessions with incoming co-op students and parents. Provide academic scheduling advising. Provide career counseling and individual and group assistance in preparing students for job placement. Teaches Co-op Career Development Seminars.

Recruitment: Plan and implement recruitment activities such as: meetings with guidance counselors, participation in "college night" programs, conducting "open house" meetings, preparing materials for mailings, and the like.

Placement referrals: Assist in referring students for co-op placements, arranging interviews, and the like.

Office administration: Assist in maintaining files and records of activities of the position.

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

QUALIFICATIONS:

Bachelor's Degree required. Master's Degree in career counseling, student personnel in higher education or related academic field preferred. Excellent oral and writing skills and ability to relate with college students required.

Related work experience in the private or public sector preferred.