



**Connecticut
State
University**

Central • Eastern • Southern • Western

Office of the President

BR#90-141

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITIONS

ASSISTANT DIRECTOR OF COOPERATIVE EDUCATION/ADMINISTRATOR III
to
ASSISTANT DIRECTOR OF ADVISING INFORMATION SERVICES/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That two Assistant Director of Cooperative Education/
Administrator III positions be reclassified to Assistant
Director of Advising Information Services/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



An Equal
Opportunity
Employer

SU-2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED

BY: CSU []
 CCSU [x] SCSU []
 ECSU [] WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER (X) DATE EFFECTIVE 9/7/90

NATURE OF POSITION: PERMANENT [x] FULL-TIME [x] TEMPORARY [] PART-TIME []

POSITION TITLE:	ASSISTANT DIRECTOR, COOPERATIVE EDUCATION ADM III (CURRENT)	(CLASS CODE)	ASSISTANT DIRECTOR, ADVISING INFORMATION SERVICES (PROPOSED)	NC ADM III (CLASS CODE)
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POSITION NUMBER	CURRENT SALARY	\$35,096	PROPOSED SALARY	\$36,096	FUND	0	BARGAINING UNIT	AdFac	nc
2626							FROM		TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To update position descriptions for the proposed Student Development Center (SDC)

JUSTIFICATION:

The creation of the Student Development Center will result in realignment and alteration of a number of existing positions without a change in rank. The job descriptions require revision to accurately reflect the duties as aligned under the SDC.

1,000
POST OR (SAVINGS)

SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

We are obligated contractually to negotiate the impact of restructured position responsibilities. The cost reflects the negotiated impact of the new job description.

HAGER

POSITION DESCRIPTION

Position Title: Assistant Director, Cooperative Education,
Career and Professional Development Specialist

Administrative Rank: III

Department: Cooperative Education

Supervisor(s) Position/Title: Assistant to the Vice President,
Academic Affairs, for Special Projects

POSITION SUMMARY: Under supervision of the Assistant to the Vice President, Academic Affairs, for Special Projects, the Assistant Director, Co-op, Career and Professional Development Specialist is responsible for: designing, directing, and evaluating all phases of a multi-level career and professional development curriculum for Co-op students; designing, directing, and evaluating all Co-op Program recruitment efforts; working with faculty, departments, and schools to develop and to implement programs which enhance the career and professional development of actual and potential Co-op students; conduct research and prepare reports and proposals.

POSITION RESPONSIBILITIES:

Career and Professional Development - Responsible for directing all aspects of the Co-op career and professional development program including: to design, direct, and evaluate a multi-level career and professional development program for Co-op students and to work closely with the Co-op Committee and faculty in this effort; to coordinate efforts of and to act as a resource person for Coordinators and other faculty teaching Co-op career courses and/or workshops/seminars; to teach Co-op career development courses and to provide individual and small group career advising.

Co-op Recruitment - Responsible for coordinating all Co-op recruitment efforts including: to design, coordinate and evaluate on-campus and off-campus recruitment efforts; to provide support services to Coordinators in their recruitment efforts; to meet with guidance counselors, campus clubs and faculty; to design and coordinate recruitment mailings, response system, record keeping; provide pre-intake and post-intake advising and referral; to work directly with the faculty and to act as liaison to the Data Center, Registrar's Office and Admissions for all program recruitment related efforts.

Related Duties - To achieve objectives in the recruitment and career and professional development areas, the Assistant Director will work directly with faculty, departments and schools and with special programs (such as the Educational Opportunity Program); to design workshops, seminars, and/or courses which enhance the career and professional development of actual or potential Co-op students, which recruit students into the Co-op Program, and which are integrated with the needs and curricula of the departments or special programs.

The Assistant Director will conduct research and needs assessment, prepare reports, and assist in the preparation of proposals which support program development, promote articulation between the program and the university, and seek to secure continuing and expanded support for these efforts.

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

QUALIFICATIONS: Master's degree in career counseling, higher education personnel, or related area required. Excellent oral and writing skills and ability to relate with college students required. Two years experience in designing and conducting/teaching career counseling programs in higher education preferred.

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED

BY: CSU []
 CCSU [x] SCSU []
 ECSU [] WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER (X) DATE EFFECTIVE 7/20/90

NATURE OF POSITION: PERMANENT [x] FULL-TIME [x] TEMPORARY [] PART-TIME []

POSITION TITLE:	ASSISTANT DIRECTOR OF COOPERATIVE EDUCATION ADM III (CURRENT)	(CLASS CODE)	ASSISTANT DIRECTOR ADVISING SUPPORT SERVICES NC ADM III (PROPOSED)	(CLASS CODE)
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POSITION NUMBER	CURRENT SALARY	\$35,059	PROPOSED SALARY	\$ 36,059	FUND	BARGAINING UNIT	nc
2588						FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To update position descriptions for the proposed Student Development Center (SDC)

JUSTIFICATION:

The creation of the Student Development Center will result in realignment and alteration of a number of existing positions without a change in rank. The job descriptions require revision to accurately reflect the duties as aligned under the SDC.

\$ 1,000
COST OR (SAVINGS)

SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

7/88 We are obligated contractually to negotiate the impact of restructured position responsibilities. The cost reflects the negotiated impact of the new job description.

HERNANDEZ

10/10/73

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: ASSISTANT DIRECTOR OF COOPERATIVE EDUCATION-
MINORITY AFFAIRS

Rank: ADMINISTRATOR III

Department: CO-OP

Supervisor's Title: DIRECTOR OF COOPERATIVE EDUCATION

POSITION SUMMARY:

Responsible for implementing the University's plan for increasing minority student enrollment and participation in the University's Cooperative Education program.

DUTIES:

Augment other University efforts to attract qualified minority students from state high schools, community and technical colleges.

Develop employer support and participation in the program's summer jobs and part-time (parallel) work experience efforts.

Serve as official liaison between Cooperative Education and the Educational Opportunity Program (EOP), academic and administrative areas of the University in matters concerning minority students enrolled in the co-op program.

Advise minority students in matters concerning Cooperative Education.

QUALIFICATIONS:

Bachelor's degree and three years' relevant experience in cooperative education and/or career planning and placement and minority student recruitment. Master's degree preferred.