STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES
P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050
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AUTHORIZING RESOLUTION

concerning

Establishment of a New Position
at
Western Connecticut State College

Assistant to the Director of Career Development Center for
Public Affairs and Admissions/Administrator II

September 4, 1981

RESOLVED, That the position, Assistant to the Director of Career
Development Center for Public Affairs and Admissions/Administrator II, subject to availability of federal funds, be estab-
lished at Western Connecticut State College effective September 4,
1981, in accordance with all provisions and expectations as set
forth in the proposal dated August 19, 1981, which is attached as
an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant to the Director of Career Development Center for Public Affairs and Admissions/Administrator II

Fund: Federal

Position Type: Permanent X Part-time

Effective Date: September 4, 1981

Cost: $12,000 min. annual salary

Campus: Western CT State College

Proposal: To establish a federally funded position in anticipation of a grant.

Summary:

To establish the position of Assistant to the Director of Career Development Center for Public Affairs and Admissions to fulfill the provisions of the Federal Cooperative Education Program--Administration Project.

Position is needed to do work the grant will pay for. Position will be filled only if grant is actually received.

Date: August 19, 1981
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College, President

Concerning: New Position, Existing Position (Vacant/Filled)

1. Proposal:
   To establish the position of Assistant to the Director of Career Development Center for Public Affairs and Admissions to fulfill the provisions of the Federal Cooperative Education Program--Administration Project.

2. Proposed Position:
   Title/Rank: Assistant to the Director of Career Development Center for Public Affairs and Admissions/Administrator
   12 mo. FT Temp. $12,000. min. Federal
   Salary Level
   10 or 12 mo. (grant proposal requested $16,000.)
   Full-Part-Time
   Temp. - Perm.
   AFSCME Bargaining Unit

3. Summary of Function (attach required job description)
   See attached

4. Rationale for Altering or Establishing Position
   Position is needed to do work the grant will pay for. Position will be filled only if grant is actually received.

5. Conditions of Employment if Changed or Different from Norm.
   N/A

For Central Office Use

Consultation with Bargaining Unit
   Completed

Approved:
   1. For Submission to PERC
   2. By Committee/Board

Comments:
POSITION TITLE: Assistant to the Director of the Career Development Center for Public Affairs and Admissions
ADMINISTRATIVE RANK: II
DEPARTMENT: Cooperative Education/Career Development Center

POSITION SUMMARY: Under the direction of the Director of Cooperative Education, the Public Affairs/Admissions Assistant shall have responsibility for coordinating those activities related to marketing the co-op program to students and employers.

Specifically, these duties shall include:

1) Development of all co-op related public affairs activity in cooperation with the Office of Communications at the College.

2) Write and edit news releases and articles for professional and trade journals (Connecticut Business and Industry, Fairfield Magazine, Chamber of Commerce publications).

3) Edit and produce a co-op newsletter for internal and external distribution as appropriate.

4) Design and produce an organized set of program brochures and handbooks for students, employers and other target groups.

5) Coordinate cooperative education admissions and recruitment activity, including high school and community college visitation in cooperation with the Office of Admissions at the College.

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

QUALIFICATIONS: One to two years of experience in career planning, co-op education, public affairs, admissions or related work; ability to work with prospective employers and to assist students in understanding the job market. B.A. required.