RESOLUTION
concerning
ESTABLISHMENT OF TEMPORARY GRANT-FUNDED POSITION
ASSISTANT DIRECTOR OF COOPERATIVE EDUCATION—INTERNATIONAL EXCHANGE/
ADMINISTRATOR III

at
CENTRAL CONNECTICUT STATE UNIVERSITY

JUNE 17, 1988

RESOLVED, That a temporary grant-funded position, Assistant Director of Cooperative Education—International Exchange/Administrator III be established at Central Connecticut State University for one calendar year starting September 1, 1988.

A Certified True Copy:

[Signature]
Dallas K. Beal
President
PROPOSAL

To create the temporary position of Assistant Director of Cooperative Education-International Exchange for one year starting September 1, 1988

JUSTIFICATION

In order to launch a cooperative education exchange program with the United Kingdom, we need the temporary services of a British expert in the field who has the necessary contacts in the United Kingdom to help Central place British students from the United Kingdom in U.S. businesses and American students in British businesses.
Position Title: Assistant Director of Cooperative Education - International Exchange

Rank: Administrator III

Department: Cooperative Education

Supervisor’s Title: Director of Cooperative Education

POSITION SUMMARY

Coordinates all operations involving international cooperative education student exchange.

POSITION RESPONSIBILITIES

Analyzes opportunities for international exchange, makes an assessment of potential quality and recommends those most appropriate.

Develops liaison with officials of foreign institutions for purpose of international student exchange.

Proposes procedures and develops descriptive material and forms necessary for the recruitment, intake and orientation of student candidates for international exchange.

Publicizes the cooperative education international exchange program in high schools, community colleges and the University.

Conducts or oversees co-op international exchange program operations including recruitment, intake, orientation and placement.

Serves as liaison for cooperative education student exchange programs with academic departments, Registrar, Admissions, International Student Advising and International Affairs Center.

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

QUALIFICATIONS

Post baccalaureate degree, three years’ experience in higher education, considerable experience in foreign travel, and knowledge of foreign cultures and higher education systems required. Experience with similar programs in United Kingdom preferred.
**SUOAF/AFSCME POSITION ACTION REQUEST**

**FORM AND PROCEDURES**

**Position Title**: Assistant Director of Cooperative Education-International Exchange  
**Campus**: Central  
**Date**: 4-18-88

**LEVEL 1, Day 0**: Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationales for PERC and the Board, and 4) any additional information required.

**INITIATING PRESIDENT OR DESIGNEE**

**DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE**: 4-18-88

**SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY**:  
**DATE OF SUOAF CAMPUS REVIEW**: 4/19/88

The above-mentioned package has been forwarded to the Local Union by the Campus DPA.

**LEVEL 2**: Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the Initiating University DPA or his designee.

**SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE**:  
**DATE**: 4/19/88

**DISPOSITION AT SUOAF LOCAL LEVEL**:  
( ) approve proposed rank and salary  
( ) disapprove proposed rank and salary

**Comments or Recommendations:**

**DATE RETURNED TO LOCAL DPA**

**LEVEL 3**: Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

**DATE CONSIDERED BY DPA's COUNCIL**

**DISPOSITION AT COUNCIL LEVEL**:  
( ) approve submission to PERC  
( ) disapprove submission to PERC

**Comments or Recommendations:**

**DATE**

**VICE PRESIDENT FOR PERSONNEL**

**DATE**

**LEVEL 4**: Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

**DISPOSITION AT PERC LEVEL**:  
( ) approved  
( ) disapproved

**DATE**

**DATE OF BOARD APPROVAL**

**DATE OF BOARD DISAPPROVAL**

OVER FOR APPLICABLE POSITION DESCRIPTION