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:

[Signature]

Dallas R. Beal
President
CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

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

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

(CURRENT) (CLASS CODE) (PROPOSED) (CLASS CODE)

POSITION NUMBER CURRENT PROPOSED
0076 SALARY $42,484 SALARY $44,600 FUND 0

XPLAIN 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

SIGNED (UNIVERSITY) DATE 11/3/90

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

ISCELLANEOUS COMMENTS:

HORAN
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.

6/28/90
Central Connecticut State University
Assistant Director, Cooperative Education - Business Cooperative
Education/Administrator III
(Code )

SUPERVISOR: Director of Cooperative Education

SUPERVISION EXERCISED:

INCUMBENT NAME: Mary Horan

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:
Position Title: P/TA IV, ASSOC. MR. CLARK R. KNIE

Campus: CENTRAL

Date: 3/27/90

Level 1, Day 0 Campus DPA creates and presents package to Chapter level SUOA/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 rationale for PERC and the Board, and 4) any additional information required.

Initiating President or Designee: DONNA MUNROE

Date Presented to Campus SUOA Representative: 3/27/90

SUOA/AFSCME Campus Review and Recommendation by: 

Date of SUOA Campus Review: 

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 SUOA/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval, SUOA shall return all materials to the initiating University DPA or his designee.

SUOA/AFSCME Local President or Designee: 

Date: 

Disposition at SUOA 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 SUOA/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: 

Vice President for Personnel: 

Date: 8/29/90

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 SUOA/AFSCME representative and appropriate management officials of PERC disposition.

Disposition at PERC Level: 

( ) Approved  
( ) Disapproved

Date of Board Approval: 

Date of Board Disapproval: 

Page 1 of 4