RESOLUTION

concerning

ESTABLISHMENT OF TWO (2) GRANT-FUNDED POSITIONS

ASSISTANT DIRECTOR OF COOPERATIVE EDUCATION,
(ONE FOR BUSINESS & ONE FOR TECHNOLOGY)/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

SEPTEMBER 4, 1987

RESOLVED, That two (2) temporary grant-funded positions, Assistant Director of Cooperative Education (one for Business and one for Technology)/Administrator III, be established at Central Connecticut State University, effective September 4, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal
President
RESOLVED,

That two positions of Assistant Director of Cooperative Education, Administrator III, be established at Central Connecticut State University effective September 4, 1987 in accordance with the proposal below and the attached job descriptions.

A grant from the U.S. Department of Education, Title VIII, will create these two temporary Cooperative Education positions—one for Business, and one for Technology. The positions will only be filled if the grant comes through.

$56,000.
Position Title: Assistant Director, Cooperative Education

Administrative Rank: Administrator III

Department: Cooperative Education

Supervisor(s) Position/Title: Director of Cooperative Education

The Assistant Director is the individual most directly responsible for providing direct service to co-op students in the School of Business. This service includes but is not limited to recruitment activities, pre-intake and post-intake, advisement, conducting career development seminar(s), job development, placement referrals and field supervision.

POSITION RESPONSIBILITIES:

1. Recruitment: To plan and implement recruitment activities such as individual meetings with guidance counselors, participation in "college night" programs, conduct "open-house" meetings.

2. Pre-intake and post-intake advisement. Conduct individual orientation/advisement sessions with incoming students and parent(s) when appropriate. Provide academic and personal adjustment advisement. Provide individual assistance in preparing students for job placement.

3. Career Development Seminar. Teach one or more sections of a sixteen (16)-hour career development seminar.

4. Job Development. Develop sufficient job placements to ensure placement for up to sixty (60) students in a given work term.


6. Field Supervision: Conduct on-site visits during student work terms.

QUALIFICATIONS:

Bachelor's degree and three years relevant experience in either Cooperative Education and/or career planning and placement in higher education required.

Master's degree and three or more years of non-education employment in a Business environment preferred.

Twelve-month position

SALARY: 28,000
Position Title: Assistant Director, Cooperative Education

Administrative Rank: Administrator III

Department: Cooperative Education

Supervisor(s) Position/Title: Director of Cooperative Education

The Assistant Director is the individual most directly responsible for providing direct service to co-op students in the School of Technology. This service includes but is not limited to recruitment activities, pre-intake and post-intake, advisement, conducting career development seminar(s), job development, placement referrals and field supervision.

POSITION RESPONSIBILITIES:

1. Recruitment: To plan and implement recruitment activities such as individual meetings with guidance counselors, participation in "college night" programs, conduct "open-house" meetings.

2. Pre-intake and post-intake advisement. Conduct individual orientation/advisement sessions with incoming students and parent(s) when appropriate. Provide academic and personal adjustment advisement. Provide individual assistance in preparing students for job placement.

3. Career Development Seminar. Teach one or more sections of a sixteen (16) hour career development seminar.

4. Job Development. Develop sufficient job placements to ensure placement for up to sixty (60) students in a given work term.


6. Field Supervision: Conduct on-site visits during student work terms.

QUALIFICATIONS:

Bachelor's degree and three years relevant experience in either Cooperative Education and/or career planning and placement in higher education required.

Master's degree and three or more years of non-education employment in a technical or manufacturing environment preferred.

Twelve-month position

SALARY: 28,000
SUOAFAFSCE POSITION ACTION REQUEST FORM AND PROCEDURES

Position Title: Assistant Director Cooperative Education/Administrator III

Campus: Central

Date: 7-30-87

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAFAFSCE 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

DATE PRESENTED TO CAMPUS SUOAFA REPRESENTATIVE: 7-30-87

SUOAFAFSCE CAMPUS REVIEW AND RECOMMENDATION BY: (Sign)

DATE OF SUOAFA CAMPUS REVIEW: 8/1/87

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARD TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAFAFSCE review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAFA shall return all materials to the initiating University DPA or his designee.

SUOAFAFSCE LOCAL PRESIDENT OR DESIGNEE: (Sign) Date: Aug 2, 1987

DISPOSITION AT SUOAFA LOCAL LEVEL:
( ) approve proposed rank and salary attached
( ) 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 SUOAFAFSCE 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: (Sign) Date: 8/18/87

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 SUOAFAFSCE 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