RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF COOPERATIVE EDUCATION/ADMINISTRATOR III
to
ASSISTANT DIRECTOR OF EDUCATIONAL SUPPORT SERVICES/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Assistant Director of Cooperative Education/Administrator III be reclassified to Assistant Director of Educational Support 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:

[Signature]

Dallas K. Beal
President
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,  
COORDINATE EDUCATION  
ADN III  
(CURRENT)

ASSISTANT DIRECTOR  
EDUCATIONAL SUPPORT SERVICES, NC  
ADN III  
(PROPOSED)  
(CLASS CODE)

POSITION NUMBER  
0144

CURRENT SALARY  $42,315  
PROPOSED SALARY  $43,315  
FUND  
BARGAINING UNIT  
ADFAc  
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

SIGNED (UNIVERSITY) 7/3/90

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

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

WITEK
POSITION TITLE: Assistant Director of Educational Support Services

ADMINISTRATIVE RANK: Administrator III

DEPARTMENT: Educational Support Services

SUPERVISOR'S TITLE: Director of Educational Support Services

POSITION SUMMARY:
Assists the Director with the development and design of Educational Support Services (ESS) program components and related activities. Provides support for recruiting, interviewing, selecting, scheduling, and monitoring students who participate in all ESS programs.

POSITION RESPONSIBILITIES:
Serves as liaison between the Admissions Office and ESS in the recruitment of Educational Opportunity Program (EOP) participants.

Assists with planning the Summer EOP and Connecticut Collegiate Awareness Program (CONNCAP) programs, including the supervision of participating students and staff.

Provides support to CONNCAP students entering the University and monitors their progress.

Assists with support activities for specialized student populations by conducting Methods of Inquiry sessions and other intervention programs; i.e., skills building activities and tutorials.

Assists with the coordination of services provided by ESS and those performed in other areas of the University.

Provides individual assistance and support to participants to facilitate successful completion of program activities.

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

QUALIFICATIONS:
Bachelor's degree and two years of experience developing and providing educational support services. Master's degree and experience with computer assisted learning programs preferred. These qualifications may be waived for individuals with appropriate alternate experience.
Central Connecticut State University
Assistant Director, Cooperative Education - Education & Behavioral Sciences. Cooperative Education/Administrator III (Code )

SUPERVISOR: Director of Cooperative Education

SUPERVISION EXERCISED:

INCUMBENT NAME: Janice Witek

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 "university 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:
**SUOA/AFSCME POSITION ACTION REQUEST**

## FORM AND PROCEDURES

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**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**

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**SUOA/AFSCME Campus Review and Recommendation By**

**Date**: 

**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**: 

**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:

**Date Returned to PERC**

**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**