



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050  
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~~XXXXXXXXXXXXXXXXXXXX~~ ~~XXXXXXXXXXXXXXXXXXXX~~

## AUTHORIZING RESOLUTION

concerning

Establishment of a New Position  
at

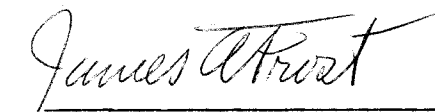
Central Connecticut State College

Assistant Director, Cooperative Education - Business/  
Administrator III

July 17, 1981

RESOLVED, That the position, Assistant Director, Cooperative Education - Business/Administrator III, be established at Central Connecticut State College effective July 17, 1981, in accordance with all provisions and expectations as set forth in the proposal dated June 25, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

## CENTRAL CONNECTICUT STATE COLLEGE

## Unclassified Position Alteration Summary

TITLE: Assistant Director, Cooperative Education - BusinessFUND: ExtensionPOSITION TYPE: Permanent \_\_\_\_\_ Temporary XFull-time X Part-time Administrative FacultyEFFECTIVE DATE 7/17/81 Bargaining Unit \_\_\_\_\_COST: \$ 20,000

## PROPOSAL:

To establish the position of Asst. Director, Cooperative Education in order to fulfill the provisions of the Federal Cooperative Education Demonstration and Administration Grants.

## JUSTIFICATION:

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

6/25/81

Date: \_\_\_\_\_

Prepared By Michael K. BeckerApproved By Don James

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant Director, Cooperative Education - Business

Administrative Rank: Administrator III

Department: Cooperative Education

Supervisor(s) Position/Title Director of Cooperative Education

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.

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 preferred.

Three or more years of non-education employment preferably in the academic area of coordinator responsibility desired.

REVIEW AND APPROVAL:

Prepared by: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_  
Approved by: \_\_\_\_\_

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of \_\_\_\_\_

Date

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Campus JA Committee