



Connecticut
State
University

Central • Eastern • Southern • Western

Office of the President

BR#90-129

P.O. Box 2008, New Britain, Connecticut 06050
(203) 827-7700

RESOLUTION

concerning

RECLASSIFICATION OF POSITIONS

ASSISTANT DIRECTOR, COOPERATIVE EDUCATION/ADMINISTRATOR III
to
ASSISTANT DIRECTOR OF CAREER SERVICES AND COOPERATIVE EDUCATION/
ADMINISTRATOR III


at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That four Assistant Director of Cooperative Education/Administrator III positions be reclassified to Assistant Director of Career Services and Cooperative Education/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:


Dallas K. Beal
President



An Equal
Opportunity
Employer

CSU-2

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, COOPERATIVE EDUCATION ADM III (CURRENT)	ASSISTANT DIRECTOR CAREER SERVICES NC ADM III (PROPOSED)	ADM III (CLASS CODE)
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POSITION NUMBER:	CURRENT SALARY \$35,096	PROPOSED SALARY \$ 36,096	FUND 6900	BARGAINING UNIT AdFac FROM nc TO
2625				

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.
COST OR (SAVINGS)

Solomon

SIGNED (UNIVERSITY)

7/3/90

DATE

- ATTACH OLD AND NEW STAFFING CHART, ()
- JOB DESCRIPTION, AND (X)
- BUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:
/88 We are obligated contractually to negotiate the impact of restructured position responsibilities. The cost reflects the negotiated impact of the new job description.

Central Connecticut State University

POSITION DESCRIPTION

Position Title: Assistant Director, Cooperative Education, Computer Science/MIS

Administrative Rank: Administrator III

Department: Cooperative Education

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

POSITION SUMMARY:

As Co-op "Coordinator"; 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.

Responsible for liaison with administrative officials and for developing support and involvement of faculty from respective academic departments.

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

QUALIFICATIONS:

Master's Degree in career counseling, student personnel in higher education; excellent writing and oral skills, ability to relate well with college students required. Two or more years experience in cooperative education or placement and related work experience related to position responsibilities and context area (business, computer applications) preferred.

Qualifications may be waived for candidates with appropriate experience.

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Career Services and Cooperative Education

ADMINISTRATIVE RANK: Administrator III

DEPARTMENT: Career Services and Cooperative Education

SUPERVISOR'S TITLE: Director of Career Services and Cooperative Education

POSITION SUMMARY:

Provides career planning/cooperative education and placement services to students and alumni. Assists with the development and coordination of activities and programs related to career planning/cooperative education services.

POSITION RESPONSIBILITIES:

Designs and conducts career development workshops and other educational activities for individuals and groups which address special career needs of students.

Develops and conducts career services programs including the Career Development Seminar and other career-related projects for various student populations.

Assists with the development of full-time, part-time, cooperative education and internship opportunities.

Assists in the preparation, placement and field supervision of cooperative education program participants.

Assists in coordinating Career Service and Cooperative Education activities with other Student Development Center operations and University departments.

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 professional level experience in the career services field required. Master's degree and experience in a college or university setting preferred. These qualifications may be waived for individuals with appropriate alternate experience.

6/28/90

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title ASSISTANT DIR CAREER SERV - UNIT III

Campus CENTRAL Date 3/27/90

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 rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE DONNA MUNGROE

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 3/27/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF 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 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 _____

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 or 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:

VICE PRESIDENT FOR PERSONNEL David C. Neke DATE 8/20/90

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 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 _____

SU-2

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, COOPERATIVE EDUCATION ADM III (CURRENT)	(CLASS CODE)	ASSISTANT DIRECTOR CAREER SERVICES NC (PROPOSED)	ADM III (CLASS CODE)
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POSITION NUMBER	CURRENT SALARY \$37,247	PROPOSED SALARY \$ 38,247	FUND <i>Cell</i>	BARGAINING UNIT FROM	nc TO
0053					

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
COST OR (SAVINGS)

Solomon 7/31/90
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

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

POSITION DESCRIPTION

Position Title: Assistant Director, Cooperative Education,
Career and Professional Development Specialist

Administrative Rank: III

Department: Cooperative Education

Supervisor(s) Position/Title: Assistant to the Vice President,
Academic Affairs, for Special Projects

POSITION SUMMARY: Under supervision of the Assistant to the Vice President, Academic Affairs, for Special Projects, the Assistant Director, Co-op, Career and Professional Development Specialist is responsible for: designing, directing, and evaluating all phases of a multi-level career and professional development curriculum for Co-op students; designing, directing, and evaluating all Co-op Program recruitment efforts; working with faculty, departments, and schools to develop and to implement programs which enhance the career and professional development of actual and potential Co-op students; conduct research and prepare reports and proposals.

POSITION RESPONSIBILITIES:

Career and Professional Development - Responsible for directing all aspects of the Co-op career and professional development program including: to design, direct, and evaluate a multi-level career and professional development program for Co-op students and to work closely with the Co-op Committee and faculty in this effort; to coordinate efforts of and to act as a resource person for Coordinators and other faculty teaching Co-op career courses and/or workshops/seminars; to teach Co-op career development courses and to provide individual and small group career advising.

Co-op Recruitment - Responsible for coordinating all Co-op recruitment efforts including: to design, coordinate and evaluate on-campus and off-campus recruitment efforts; to provide support services to Coordinators in their recruitment efforts; to meet with guidance counselors, campus clubs and faculty; to design and coordinate recruitment mailings, response system, record keeping; provide pre-intake and post-intake advising and referral; to work directly with the faculty and to act as liaison to the Data Center, Registrar's Office and Admissions for all program recruitment related efforts.

Related Duties - To achieve objectives in the recruitment and career and professional development areas, the Assistant Director will work directly with faculty, departments and schools and with special programs (such as the Educational Opportunity Program); to design workshops, seminars, and/or courses which enhance the career and professional development of actual or potential Co-op students, which recruit students into the Co-op Program, and which are integrated with the needs and curricula of the departments or special programs.

The Assistant Director will conduct research and needs assessment, prepare reports, and assist in the preparation of proposals which support program development, promote articulation between the program and the university, and seek to secure continuing and expanded support for these efforts.

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

QUALIFICATIONS: Master's degree in career counseling, higher education personnel, or related area required. Excellent oral and writing skills and ability to relate with college students required. Two years experience in designing and conducting/teaching career counseling programs in higher education preferred.

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, COOPERATIVE EDUC. ADM III (CURRENT)	(CLASS CODE)	ASSISTANT DIRECTOR, CAREER SERVICES (PROPOSED)	ADM III HC (CLASS CODE)
POSITION NUMBER:	CURRENT SALARY \$42,298	PROPOSED SALARY \$ 43,298	FUND 0	BARGAINING UNIT AdFac FROM. HC TO

PLAIN THE NATURE OF THE PROPOSAL:

To up date 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
NET OR (SAVINGS)

John J. Mc 7/3/90
SIGNED (UNIVERSITY) DATE

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

SCCELLANEOUS COMMENTS:

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

Central Connecticut State University
Assistant Director, Cooperative Education - Industrial Technology
Cooperative Education/Administrator III
(Code)

SUPERVISOR: Director of Cooperative Education

SUPERVISION EXERCISED:

INCUMBENT NAME: Thomas Rodden

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:

CSU-2

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, COOPERATIVE EDUCATION ADM III (CURRENT)	ASSISTANT DIRECTOR CAREER SERVICES NC (PROPOSED)	ADM III (CLASS CODE)
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POSITION NUMBER:	CURRENT SALARY \$38,981	PROPOSED SALARY \$39,981	FUND 0	BARGAINING UNIT AdFac FROM TO
2558				

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
COST OR (SAVINGS)

S. D. Wallace

SIGNED (UNIVERSITY) 7/3/90
DATE

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

MISCELLANEOUS COMMENTS:

1/88 We are obligated contractually to negotiate the impact of restructured position responsibilities. The cost reflects the negotiated impact of the new job description.