



**Connecticut
State
University**

Central • Eastern • Southern • Western

BR#90-131

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR OF COOPERATIVE EDUCATION/ADMINISTRATOR VI
to
DIRECTOR OF CAREER SERVICES AND COOPERATIVE EDUCATION/
ADMINISTRATOR VI

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Director of Cooperative Education/
Administrator VI be reclassified to Director of Career
Services and Cooperative Education/Administrator VI 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
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Employer

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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: DIRECTOR OF COOPERATIVE EDUCATION ADM VI (CURRENT)	DIRECTOR OF CAREER SERVICES ADM VI (PROPOSED)	NC (CLASS CODE)
POSITION NUMBER: 1396	CURRENT SALARY \$61,402	PROPOSED SALARY \$ 62,399
	FUND ①	BARGAINING UNIT AdFac FROM. 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.

^{997.00}
~~\$1400.97~~
POST OR (SAVINGS)

John Hill

 SIGNED (UNIVERSITY) DATE 7/3/90

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

ADDITIONAL 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

POSITION DESCRIPTION

POSITION TITLE: Director of Career Services and Cooperative Education

ADMINISTRATIVE RANK: Administrator VI

DEPARTMENT: Career Services and Cooperative Education

SUPERVISOR'S TITLE: Associate Dean of Student Affairs

POSITION SUMMARY:

Directs the operation and staff of the University's Career Services and Cooperative Education programs.

POSITION RESPONSIBILITIES:

Oversees Career Service program operations. Develops and coordinates Career Services and Cooperative Education programs for students and alumni including experiential learning, career development and placement activities.

Provides services including career planning, job development, and placement assistance. Holds group meetings and planning sessions on subjects related to career development.

Coordinates Career Services and Cooperative Education activities with other Student Development Center units and University departments.

Develops budgets; recruits, recommends appoints of, supervises and evaluates Career Services staff.

Designs and implements program components and activities within the area as necessary.

Develops public and private sector employer relationships with the Career Services/Cooperative Education area through various participatory activities and functions.

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

QUALIFICATIONS:

Master's Degree and five years of experience in a college or university setting in the career services field. Knowledge of career development programs and demonstrated administrative and supervisory skills required. These qualifications may be waived for individuals with appropriate alternate experience.

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Director of Cooperative Education

Rank: Administrator VI

Department: Cooperative Education

Supervisor's Title: ^{Associate}~~Assistant~~ Vice President of Academic Affairs

POSITION SUMMARY:

Directs the operation and staff of the University's cooperative education program.

POSITION RESPONSIBILITIES:

Establishes program priorities and manages program operations including student recruitment and intake, student advising, job development and placement, career development seminars and budget.

Interprets student and institutional needs with respect to field experience education and recommends and implements appropriate designs, policies and procedures.

Determines operational direction for, supervises and evaluates Co-op students.

Supervises and coordinates program relationships and activities with academic deans, participating academic departments and university administrative offices.

Responsible for developing business and community support, Co-op based corporate relations and employer participation activities.

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 and five years of experience in cooperative education or related area required. Doctorate and extensive experience in university level cooperative work experience programs preferred.

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title ADMIN. DIR. OF GENERAL SERVICES

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 MURPHY

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: _____

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 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. [Signature] 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 _____