



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#90-137

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

RESOLUTION

concerning

REVISION OF JOB DESCRIPTION

for

SPECIAL ASSOCIATE FOR CORPORATE RELATIONS/ADMINISTRATOR VI
at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the job description for the position of Special Associate for Corporate Relations/Administrator VI at Central Connecticut State University be revised to meet the requirements of the newly created Student Development Center, 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



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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:	SPECIAL ASSOCIATE FOR CORPORATE RELATIONS ADM VI (CURRENT)	(CLASS CODE)	NO CHANGE (PROPOSED) NC ADM (CLASS CODE)
POSITION NUMBER	CURRENT SALARY \$65,713	PROPOSED SALARY \$ 65,713	FUND 0111 BARGAINING UNIT AdFac FROM nc 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.

-0-
COST OR (SAVINGS)

John Hill 7/3/90

SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

We are obligated contractually to negotiate the impact of restructured position responsibilities. The incumbent is currently at the maximum of the salary range.

VIEIRA

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Special Associate for Corporate Relations and Placement

ADMINISTRATIVE RANK: Administrator VI

DEPARTMENT: Career Services and Cooperative Education

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

POSITION SUMMARY:

The Special Associate for Corporate Relations plans, develops and coordinates all employer activities related to cooperative education, placement, and student employment.

POSITION RESPONSIBILITIES:

Plans and conducts employer relations activities to increase and improve the quality of employer participation in Career Services/Cooperative Education programs.

Directs on-campus employer interviews and oversees the preparation of lists of available positions as appropriate.

Oversees the referral process and the dissemination of job information.

Directs and develops a student employment service program.

Collects statistical information and provides reports related to activities in Career Services/Cooperative Education.

Organizes special programs to ensure positive employer/University relations such as planning employer advisory board meetings, recognition luncheons, and employer training activities.

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 professional-level administrative experience in either higher education, or business, or industry required. These qualifications may be waived for individuals with appropriate alternate experience.

Central Connecticut State University / 20-00
Special Associate for Corporate Relations / Administrator VI
(Code)

SUPERVISOR: Director of Cooperative Education

SUPERVISION EXERCISED:

INCUMBENT NAME: Peter Vieira

POSITION SUMMARY:

The Special Associate for Corporate Relations will report to the Director of Cooperative Education and is responsible for increasing the level of employer support for Central's Cooperative Education Program and, hence, the level of student placement.

The Special Associate will provide support for the activities generated by the Special Assistant for Corporate Relations as well as be responsible for several related employer development areas.

POSITION RESPONSIBILITIES:

Assist in the formation of the Employer Support Task Force; serve as its secretary.

Serve as a facilitator for the development of the Employer Advisory Council.

Plan and develop a series of employer co-op workshops; develop support relationships with employer groups such as CBIA, Greater Hartford Chamber of Commerce, and the like.

Contact "top 50" Connecticut employers who have no history of involvement with Central's Co-op Program to develop student placement.

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

EDUCATION AND EXPERIENCE

Master's degree and five years of experience in university administration demonstrating ability to formulate and implement policy and supervise staff required. Three years' experience in fund raising, job development or other forms of corporate relations desired. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title ADMINISTRATIVE SPECIAL ASSOC - CORP. RELATIONS

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 MURROE

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 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. Neube 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 _____