



# STATE OF CONNECTICUT

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## AUTHORIZING RESOLUTION

concerning

Alteration of Title

at

Western Connecticut State College

Assistant Director, Career Development Center,

for

Placement and Career Planning/Administrator II

December 7, 1979

RESOLVED, That the position Director of Career Planning and Placement, Administrator III, be altered to Assistant Director, Career Development Center, for Placement and Career Planning, Administrator II, at Western Connecticut State College effective December 7, 1979, in accordance with all provisions and expectations as set forth in the proposal dated November 29, 1979, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost  
Executive Director

12/26/79  
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION  
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College, Robert McCoy  
Dean of Personnel Administration

Concerning: \_\_\_\_\_ New Position, X Existing Position (Vacant/

1. Proposal:

To change the title and rank of the Director of Career Planning and Placement (Administrator III) to Assistant Director, Career Development Center, for Placement and Career Planning, (Administrator II), effective

2. Proposed Position: December 7, 1979.

Title/Rank Assistant Director, Career Development Center, for Placement and Career Planning (Administrator II)

<u>12 mo FT</u>	<u>15,000</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

See attached job description.

**RECEIVED**

NOV 21 1979

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4. Rationale for Altering or Establishing Position

The proposal to alter the position of Director of Career Planning and Placement is integrally related to the proposed change to the position of Director, Cooperative Education Program. In reporting to the Director of the Career Development Center, which will provide a better opportunity for the achievement of objectives common to both the placement and cooperative education function, the position of Assistant Director is more accurately placed within the Administrator II rank.

*Corrected  
CML  
11/26/79*

5. Conditions of Employment if Changed or Different from Norm.

N/A

For Central Office Use

Approved:

Consultation with Bargaining Unit

Completed November 29, 1979

1. For Submission to PERC \_\_\_\_\_

2. By Committee/Board \_\_\_\_\_

Comments:

Western Connecticut State College

Position Description

Position Title: Assistant Director, Career Development Center,  
for Placement and Career Planning

Administrative Rank: Administrator II

Department: Career Development Center

Position Summary:

The Assistant Director for Placement and Career Planning will be primarily responsible for planning, initiating, directing and maintaining placement services for all enrolled students, for alumni, and when appropriate, for prospective students. The position involves the creation of varied programs to help students explore the relationship between academic and vocational choices. Extensive and frequent business community and employer contacts a must placement service responsibility. The Assistant Director for Placement and Career Planning reports to the Director, Career Development Center.

Position Responsibilities:

- 1) To establish and maintain on-going referral services which will include the following:
  - a. Listings of appropriate career opportunities for graduates and alumni.
  - b. Part-time and summer job-bank listings.
  - c. Student interviews and pre-screening schedules.
  - d. Resume writing, interviewing workshops, and job-search strategies.
  - e. Determine procedures for placement registration and credential services.
  
- 2) To develop a continuing program of employer job development, in conjunction with the cooperative education program, capable of involving the area business community in college-related placement activity. This will include:
  - a. Efforts to create employer contacts and job opportunities for students representing diverse career fields.
  - b. Encouraging employer representatives to actively seek on-campus student interviews.
  - c. The initiation of on-campus student recruitment activity.
  - d. Efforts toward publicizing appropriate occupational information to the college community.

- 3) To work in close cooperation with the Counseling Center by utilizing that Center's testing and counseling expertise to help students clarify their interests, abilities, and work-related goals.
- 4) As appropriate, the Assistant Director will conduct group seminars to teach and facilitate self-awareness, skills identification, values clarification, career exploration and decision-making.
- 5) To publish follow-up studies, as appropriate, regarding placement of WestConn graduates for the purpose of improving job projection analysis and career planning for students and faculty advisors.
- 6) To perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.