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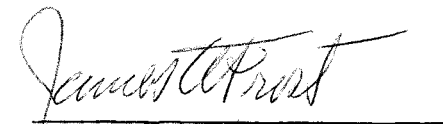
AUTHORIZING RESOLUTION

concerning

Establishment of a New Position
at
Central Connecticut State College

Assistant Director, Cooperative Education -
Computer Science and Programmer Analyst/Administrator III

July 17, 1971

RESOLVED,   That the position, Assistant Director, Cooperative Education -

Computer Science and Programmer Analyst/Administrator III,

be established at Central Connecticut State College effective

July 17, 1981, in accordance with all provisions and expecta-

tions 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, (Computer Science) and Programmer Analyst, Cooperative
Education

FUND: Extension

POSITION TYPE: Permanent _____ Temporary ___X___

Full-time ___X___ Part-time Administrative Faculty

EFFECTIVE DATE 7/17/81 Bargaining Unit _____

COST: $ 20,000

PROPOSAL:

To establish the position of Asst. Director of 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.

Date: 6/25/81   Prepared By _Michael K. Pecker_

                                 Approved By _____

POSITION DESCRIPTION

Position Title: Assistant Director, (Computer Science) and Programmer Analyst, Cooperative Education

Administrative Rank: Administrator III

Department: Cooperative Education

Supervisor(s) Position/Title Director of Cooperative Ecucation & Director of Information Systems

POSITION SUMMARY:

Position responsibilities split half-time between:

(1) 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 seminors, job development, placement referrals and field supervision.

(2) As Programmer Analyst; under the direction of the Director of Information Systems, responsible for designing and implementing a management information system for a large scale cooperative education program.

POSITION RESPONSIBILITIES:

As Co-op Coordinator

Recruitment: In conjunction with the Admission's Assistant Co-op, plan and implement recruitment activities such as individual meetings with guidance counselors, p·rticipation 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.

POSITION RESPONSIBILITIES: (Cont'd.)

As Programmer Analyst

Research, design, program, test, and implement computer programs for a management information system serving a large scale cooperative education program.

Analyze existing information systems. Prepare recommendations for and implement integration of Co-op information system with present system.

Prepare programming specifications, systems documentation, and required manuals.

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 two year's previous experience in cooperative education and/or career placement in higher education. Also, two year's experience as a programmer analyst and demonstrated ability to program in COBOL and BASIC required.

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

Rev. 6/4/79