



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
827-7700
TEL. NEW BRITAIN: 203-~~239-1687~~ ~~TEL. HARTFORD: 203-586-7378~~

AUTHORIZING RESOLUTION

concerning

Abolishment of Position

Director of Career Planning, Placement and Cooperative Education/Administrator VI

and

Establishment of Position

Associate Director of Counseling-Career Planning/Administrator IV

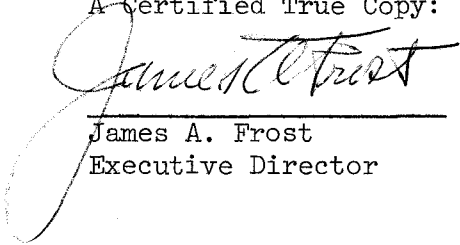
at

Southern Connecticut State College

January 8, 1982

RESOLVED, To abolish the existing position of Director of Career Planning, Placement and Cooperative Education/Administrator VI and to establish a new position of Associate Director of Counseling-Career Planning/Administrator IV, at Southern Connecticut State College, in accordance with all provisions and expectations as set forth in the proposal dated December 28, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Associate Director of Counseling-Career Planning/Administrator IVFund: GeneralPosition Type: Permanent X Part-time Effective Date: January 8, 1982Cost: Indeterminate until appointment is made.Campus: Southern CT State College

Proposal: To abolish the existing position of Director of Career Planning, Placement and Cooperative Education/Administrator VI and to establish a new position of Associate Director of Counseling-Career Planning/Administrator IV

Summary: The establishment of this new position will be needed in order to create a Counseling and Career Planning Center. By recasting the areas of Counseling and Career Planning and Placement, the College will be better able to serve its students.

Date: December 28, 1981

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College, Frank Harrison
President

Concerning: X New Position, _____ Existing Position (Vacant/Filled)

Proposal:

To abolish the position of Assistant Director of Career Planning and Placement and to establish a new position.

Proposed Position: Associate Director of Counseling and Career Planning

Title/Rank Administrator IV

<u>12 mo.</u>	<u>\$16,000. - \$30,500.</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 proposed job description which is attached.

4. Rationale for Altering or Establishing Position

The establishment of this new position will be needed in order to create a Counseling and Career Planning Center. By recasting the areas of Counseling and Career Planning and Placement, the College will be better able to serve its students.

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

Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:
1. For Submission to PERC _____
2. By Committee/Board _____

Comments:

_____ Date

_____ Signature

6.
NAME: _____

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Associate Director of Counseling and Career Planning

ADMINISTRATIVE RANK: Administrator IV

POSITION SUMMARY:

Under the supervision of the Director of Counseling and Career Planning, this administrator will advise and assist in the design, implementation and management of a centralized counseling service. The Associate Director has particular responsibility for career counseling.

POSITION RESPONSIBILITIES:

1. Advises students through individual and group counseling sessions and/or workshops on self-evaluation, skills identification and job search techniques.
2. Assists in the maintenance of the Career Resource Center.
3. Assists in the College recruitment program.
4. Assists in job development strategy and supervision of cooperative training students.
5. Assists in the collection of statistical data for internal and external use.
6. Establishes and maintains contacts with employers in business, industry and governmental agencies.
7. Offers academic advisement and information programs for students uncertain of a major.
8. Assists in the writing of career planning materials.
9. Provides consultation to faculty, administrators and student groups.
10. Assists in the Freshman Orientation Program.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility to the position.

ADMINISTRATIVE FACULTY _____

IMMEDIATE SUPERVISOR _____

DEAN OF PERSONNEL ADMINISTRATION _____