



STATE OF CONNECTICUT

BOARD OF TRUSTEES
FOR THE STATE COLLEGES

P. O. Box 2008 827-7700 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-229-7600 ~~NEW BRITAIN, CONNECTICUT 06050~~

AUTHORIZING RESOLUTION

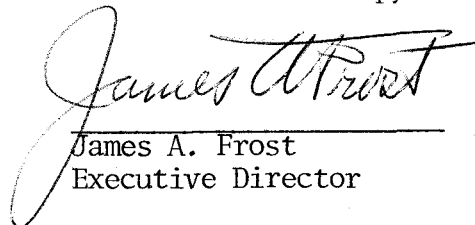
concerning

Conversion of Present Position
at
Western Connecticut State College
to
Assistant Director of the Career Development Center
Administrator III

May 7, 1982

RESOLVED, That the position, Cooperative Education Placement Coordinator/Administrator II be converted to Assistant Director of the Career Development Center/Administrator III, effective May 7, 1982, in accordance with all provisions and expectations as set forth in the proposal dated April 21, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Assistant Director of the Career Development Center/Administrator IIIFund: ExtensionPosition Type: Permanent X Part-time _____Effective Date: May 7, 1982Cost: Increases minimum from \$12,000 to \$15,000Campus: Western CT State College

Proposal: To alter and expand the duties of the existing vacant position of Cooperative Education Placement Coordinator/Administrator II to Assistant Director of the Career Development Center/Administrator III

Summary:

To revise the position of Cooperative Education Coordinator to include additional responsibilities in the area of Placement.

This revision will allow for a more integrated approach to Coop and Placement activities as well as greater interchangeability between the two areas. Such flexibility is necessary for increased effectiveness of the delivery of these services to students and employers.

Date: April 21, 1982

xc - j. malone - 4/21/82

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College, [Signature]
President

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

1. Proposal: To revise the position of Cooperative Education Coordinator to include additional responsibilities in the area of Placement.

2. Proposed Position:

Title/Rank Assistant Director of the Career Development Center
(Career Planning and Cooperative Education), Administrator 3

<u>12 mo. FT</u>	<u>\$15,000. Min.</u>	<u>Extension</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

RECEIVED
APR 19 1982
BOARD OF TRUSTEES
FOR THE STATE COLLEGES.

4. Rationale for Altering or Establishing Position

This revision will allow for a more integrated approach to Coop and Placement activities as well as greater interchangeability between the two areas. Such flexibility is necessary for increased effectiveness of the delivery of these services to students and employers.

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

For Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:

1. For Submission to PEPC _____
2. By Committee/Board _____

OFFICE OF COOPERATIVE EDUCATION
CAREER DEVELOPMENT CENTER

Western Connecticut State College

Job Description

*Original
Job Description*

Position Title: Cooperative Education Placement Coordinator

Administrative Rank: Administrator II

Department: Cooperative Education/Career Development Center

Position Summary:

Under the direction of the Director of Cooperative Education, the co-op placement coordinator is primarily responsible for the development of off-campus cooperative internships for students at the college. This position involves extensive liaison work with community, business and industry personnel to disseminate information regarding the cooperative education program. As required, the placement coordinator will help monitor student co-op work experience, formulate public relations activities and participate in student co-op seminars.

Position Responsibilities:

1. Develop an on-going relationship with area employers for the purpose of developing off-campus co-op internships.
2. Develop relationships with all academic units of the college to disseminate information regarding cooperative education opportunities for students.
3. Develop and implement an on-going public relations program introducing co-op to area business and community groups including; press releases, brochures, on-site visitations and public speaking engagements as required.
4. Visit and monitor, under the direction of the co-op director, co-op field placements so that students and employers achieve their respective co-op objectives.
5. Provide appropriate career counseling to co-op students as required by their field experiences during the co-op semester.
6. Provide leadership, as necessary, in the development and teaching of the cooperative education seminar required for all students.
7. Attend appropriate conferences and workshops related to further improving the quality of cooperative education.

Proposed

JOB DESCRIPTION

Assistant Director of the CDC (Career Planning and Cooperative Education)
Level III

Position Summary

Under the direction of the Director of the CDC, the Assistant Director for Career Planning and Cooperative Education is primarily responsible for development of off-campus co-op internships, employer contact, conducting relevant job search workshops for students, increasing the on-campus awareness of CDC programs, strengthening the student intake and interviewing process, assisting in the teaching of co-op seminar, providing students with career planning strategies and maintaining a system of data-collection and record-keeping as appropriate to the Center.

Position Responsibilities

- 1) To maintain continuous employer contact for the purpose of developing off-campus co-op internships and other CDC programs as appropriate.
- 2) To work with students and employers for the purpose of clarifying both student co-op objectives and employer needs.
- 3) To visit and monitor co-op field placements so that students and employers achieve their respective co-op objectives.
- 4) To provide students with career planning strategies through the initiation of job search workshops such as resume-writing and interviewing skills.
- 5) To strengthen the ongoing CDC public relations effort through assistance in the development of newsletters, press releases, mailing campaigns and off-campus speaking engagements. This includes outreach to faculty, academic departments and alumni.
- 6) To develop and refine an advisement process which will help students better understand and utilize the services of the CDC.
- 7) To provide assistance in the refinement and teaching of the cooperative education seminar required for all students in the co-op program.
- 8) To assist the Director in maintaining an on-going data-collection and record-keeping system with information relevant to the work of the Center.
- 9) To perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.