



# STATE OF CONNECTICUT

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### AUTHORIZING RESOLUTION

concerning

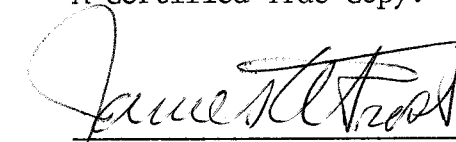
Establishment of a New Federal Grant-Funded Position  
at  
Central Connecticut State College

Assistant to the Director, Cooperative Education/Career Specialist/  
Administrator II

July 23, 1982

RESOLVED, That a new Federal grant-funded position, Assistant to the Director, Cooperative Education/Career Specialist/Administrator II, be established at Central Connecticut State College effective July 23, 1982, in accordance with all provisions and expectations as set forth in the proposal dated June 30, 1982, 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 to the Director, Cooperative Education/Career Specialist/ <sup>Adm. II</sup>

FUND: Federal Grant

POSITION TYPE: Permanent X Temporary \_\_\_\_\_  
 Full-time X Part-time \_\_\_\_\_

EFFECTIVE DATE July 23, 1982 Bargaining Unit Admin. Faculty

COST: \$ 17,000 - Federal Funds

## PROPOSAL:

To establish position as described in attached job description.

## JUSTIFICATION:

This position is one contemplated, needed and funded under year II of CCSC's Cooperative Education demonstration grant.

Date: 6/30/82

Prepared By Michael Becker

Approved By Don James

TITLE: Assistant to the Director, Cooperative Education, Career Specialist  
RANK: Administrator II  
DEPARTMENT: Cooperative Education  
SUPERVISOR: Director of Cooperative Education

POSITION SUMMARY: Under the direct supervision of the Director, Cooperative Education, the Assistant to the Director will be responsible for: assisting in the design and implementation of a multi-level career development program for cooperative education students at all levels, in all fields; and for coordinating and implementating a program to recruit students in all fields into the Co-op Program.

POSITION RESPONSIBILITIES:

Career Development Program: To assist in the design and implementation of a multi-level career development program for co-op students in all fields at all levels including: to conduct career development seminars; to provide individual and group career counseling; to coordinate career development activities provided by the Office of Cooperative Education; to work with the Career Planning and Placement Office in this effort.

Recruitment: To assist in the planning and implementation of activities to recruit students at all levels and in all fields into the Co-op Program including: to conduct "open houses" for students and parents; to meet with guidance counselors at high schools and two-year colleges; to evaluate and to maintain records of all activities and contacts; to coordinate recruitment activities of the Office of Cooperative Education; and to be liaison from the Co-op Program to the Office of Admissions.

Pre-intake and Post-intake Advising: To conduct individual and group orientation/ advising sessions with incoming students and their parents when appropriate.

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

QUALIFICATIONS: Master's degree in career counseling, higher education personnel, or related area required. Excellent oral and writing skills and ability to relate with college students required. Two years experience in designing and conducting/ teaching career counseling programs in higher education preferred.

SALARY: \$15,000 to \$17,000

*ok  
Dme  
6/15/82*