



STATE OF CONNECTICUT
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FOR THE STATE COLLEGES

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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/Business/
Administrator II

July 23, 1982

RESOLVED, That a new Federal grant-funded position, Assistant to the Director, Cooperative Education/Business/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/Business, Admin. IIFUND: Federal GrantPOSITION TYPE: Permanent x Temporary Full-time x Part-time EFFECTIVE DATE July 23, 1982 Bargaining Unit Admin. FacultyCOST: \$ 15,000 - 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: 6/30/82Prepared By Michael K. BeberApproved By A. Don James

TITLE: Assistant to the Director, Cooperative Education, Business
RANK: Administrator II
DEPARTMENT: Cooperative Education
SUPERVISOR: Assistant Director, Cooperative Education, Business

POSITION SUMMARY: Under direct supervision of the Assistant Director, Business, this position will be responsible for providing direct services to co-op students majoring in the business area including, but not limited to, program recruitment; pre-intake, post-intake, career and academic advising; placement referrals, record keeping, and related services.

POSITION RESPONSIBILITIES

Advising: Conduct individual and group orientation/advising sessions with incoming co-op students and parents. Provide academic scheduling advising. Provide career counseling and individual and group assistance in preparing students for job placement.

Recruitment: Plan and implement recruitment activities such as: meetings with guidance counselors, participation in "college night" programs, conducting "open house" meetings, preparing materials for mailings, and the like.

Placement Referrals: Assist in referring students for co-op placements, arranging interviews, and the like.

Office Administration: Assists in maintaining files and records of activities of the position and of the Assistant Director.

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 related experience in career counseling or student personnel in higher education required. Excellent oral and writing skills and ability to relate with college students required.

Master's degree in career counseling or student personnel, or related field, and academic background or experience in business preferred.

SALARY: \$13,000 to \$15,000

ok
Dmc
6/15/82