

THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

RECLASSIFICATION OF POSITION

at

CENTRAL CONNECTICUT STATE UNIVERSITY

ASSISTANT DIRECTOR OF CAREER DEVELOPMENT & PLACEMENT
ADMINISTRATOR III


to

ASSOCIATE DIRECTOR, CAREER DEVELOPMENT & PLACEMENT
ADMINISTRATOR IV

November 4, 1983

RESOLVED, That the position, Assistant Director of Career Development & Placement/Administrator III, at Central Connecticut State University be reclassified to Associate Director, Career Development & Placement/Administrator IV, effective January 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated September 12, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

CENTRAL CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Associate Director, Career Development & Placement/Administrator IV

FUND: General

POSITION TYPE: Permanent X Temporary _____
 Full-time X Part-time Administrative-Faculty

EFFECTIVE DATE 1/1/84 Bargaining Unit _____

COST: \$ 1015.63 FY 83-84
2325.00 Annual

PROPOSAL:

To reclassify position of incumbent Assistant Director of Career Development and Placement/Administrator III to Associate Director/Administrator IV with a 10% increase in salary to reflect added responsibilities and duties (see attached) annual salary of incumbent would rise from \$23,251 to \$25,576.

JUSTIFICATION:

This action is consonant with the premise on which most other Associate Directors were created in negotiations with SCOAF/AFSCME. The Associate to the Dean (formerly Director) has reporting to her four professionals and thus is deemed to require a deputy who can take charge in her absence.

Date: 9/12/83

Prepared By Michael K. Becker

Approved By Edwin James

Central Connecticut State University

POSITION DESCRIPTION

Position Title: Assistant Director Career Development & Placement

Administrative Rank: Administrator III

Department: Placement and Career Development Center

Supervisor(s) Position/Title Assoc. to Dean of Instructional Services

POSITION SUMMARY:

Assists in operation of the Career Development Center with special emphasis on development of placement function and career counseling.

POSITION RESPONSIBILITIES:

- Assists in recruitment and job placement programs.
- Works in concert with other professionals (faculty, Administration) and student groups to inform students of reality of job market through counseling individuals, groups, classes.
- Assists with planning and programming career developmental skills.
- Assists interdepartmental programs and facilitate academic advising with Career counseling viewpoint.
- Teach undergraduate course in career development.
- Assists with training and supervising of graduate interns.
- Develops and maintains career resource library.
- Assists with supervising office staff and student workers.
- Assists with record keeping.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Central Connecticut State University

POSITION DESCRIPTION

Position Title: Associate Director, Placement & Career Development Center

Administrative Rank: Administrator IV

Department: Placement and Career Development Center

Supervisor's Title: Associate to the Dean of Instructional Services

POSITION SUMMARY:

Assists in the direction of the operations of the Placement and Career Development Center. Coordinates the development and use of resource library and use of micro computer for placement, career development services and cooperative education.

POSITION RESPONSIBILITIES:

Assists in direction of placement operations for graduating senior and graduates.

Develops special career counseling programs and related career projects for students and graduates.

Provides career counseling to individual students, graduates, and campus organizations.

Develops, maintains, and coordinates use of career resource library and computer facilities.

Conducts employer relations activities.

Assists with supervision of graduate interns, and support staff.

Responsible for directing operations in absence of director.

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 and three to five years of related experience demonstrating ability to relate effectively to students and staff, broad knowledge of placement practices and supervisory ability required.

These qualifications may be waived for individuals with appropriate alternate experience.