



THE CONNECTICUT STATE UNIVERSITY

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AUTHORIZING RESOLUTION

concerning

Alteration of Duties for a Federal Grant-Funded Position
at
Central Connecticut State University

Assistant to the Director, Cooperative Education, Business/
Administrator II

February 3, 1984

RESOLVED, That the duties for the Federal grant-funded position, Assistant to the Director, Cooperative Education, Business/Administrator II, established at Central Connecticut State University under Board Resolution #82-91, be altered effective February 3, 1984, in accordance with all provisions and expectations as set forth in the proposal dated January 18, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
President

CENTRAL CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Assistant to the Director, Cooperative Education Business/Administrator II

FUND: Federal Funds

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

EFFECTIVE DATE 2-3-84 Bargaining Unit Administrative Faculty

COST: \$ None

PROPOSAL:
To alter job description of this vacant position (see old and new job descriptions) before filling positions.

JUSTIFICATION:
Needs of the coop program have altered.

Date: 1-18-84

Prepared By Michael K Becker

Approved By [Signature]

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.

New

Central Connecticut State University

POSITION DESCRIPTION

Position Title: Assistant to the Director, Cooperative Education

Administrative Rank: Administrator II

Department: Cooperative Education

Supervisor(s) Position/Title: Director of Cooperative Education

POSITION SUMMARY:

Under supervision of the Director of Cooperative Education, this position will be responsible for providing direct internal support services to co-op students, including but not limited to: program recruitment; pre-intake, post-intake, career and academic advising; placement referrals; record keeping; teaching Co-op Career Development Seminars; 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. Teaches Co-op Career Development Seminars.

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: Assist in maintaining files and records of activities of the position.

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 required. Master's Degree in career counseling, student personnel in higher education or related academic field preferred. Excellent oral and writing skills and ability to relate with college students required.

Related work experience in the private or public sector preferred.