



THE CONNECTICUT STATE UNIVERSITY

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AUTHORIZING RESOLUTION

concerning

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

Assistant Director, Cooperative Education-
Computer Science/Management Information Systems/Administrator III

February 3, 1984

RESOLVED, That a new Federal grant-funded position, Assistant Director, Cooperative Education - Computer Science/ Management Information Systems/Administrator III, be established at Central Connecticut State University 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 Director, Cooperative Education - Computer Science/MIS, Administrator III

FUND: Federal Funds

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

EFFECTIVE DATE 2-3-84 Bargaining Unit Administrative Faculty

COST: \$ 20,000

PROPOSAL:

To establish an additional position (see attached job description) to service the cooperative education program.

JUSTIFICATION:

The program has grown sufficiently to warrant this additional grant funded position.

Date: 1-18-84

Prepared By Michael K Becker

Approved By [Signature]

Central Connecticut State University

POSITION DESCRIPTION

Position Title: Assistant Director, Cooperative Education, Computer Science/MIS

Administrative Rank: Administrator III

Department: Cooperative Education

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

POSITION SUMMARY:

As Co-op "Coordinator"; responsible for providing direct service to co-op students, including but not limited to recruitment, pre-intake and post-intake advising, conducting career development seminars, job development, placement referrals and field supervision.

POSITION RESPONSIBILITIES:

Recruitment: In conjunction with the Admission's Assistant Co-op, plan and implement recruitment activities such as individual meetings with guidance counselors, participation in "college night" programs, and conduct "open house" meetings.

Pre-intake and post-intake advising: Conduct individual orientation/advising sessions with incoming students and parents when appropriate. Provide academic adjustment advising and individual assistance in preparing students for job placement.

Career Development Seminar: Lead one or more sections of a sixteen (16) hour career development seminar.

Job development: Develop job placements.

Placement referrals: Refer students for co-op placement and necessary interview arrangements.

Field supervision: Conduct on-site visits during student work terms.

Responsible for liaison with administrative officials and for developing support and involvement of faculty from respective academic departments.

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, student personnel in higher education; excellent writing and oral skills, ability to relate well with college students required. Two or more years experience in cooperative education or placement and related work experience related to position responsibilities and context area (business, computer applications) preferred.

Qualifications may be waived for candidates with appropriate experience.