



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT DIRECTOR OF CAREER DEVELOPMENT CENTER/
ADMINISTRATOR III


at

WESTERN CONNECTICUT STATE UNIVERSITY

OCTOBER 9, 1987

RESOLVED, That the position, Assistant Director of the Career Development Center/Administrator III, be established at Western Connecticut State University, effective October 1, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:


Dallas K. Beal
President



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ADDENDUM B.R. #87-158

Submitted	_____
Date	_____
By: CSU ()	
CCSU ()	SCSU ()
ECSU ()	WCSU (X)

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (XX) RECLASSIFY () OTHER () DATE EFFECTIVE 10-1-87 PERM (X) FT (X) TEMP () PT ()

POSITION TITLE: New Admin. III/
Asst. Dir. of Career Dev. Center 7918
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: _____ CURRENT SALARY _____ PROPOSED SALARY subject to collective bargaining FUND Gen. BARG UNIT _____ AFSCME from to

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

Under the Board of Higher Education's encouragement to develop and expand Cooperative Education in public higher education, the Career Development Center at WCSU is requesting an additional Assistant Director for Cooperative Education and Career Planning. The new Assistant Director is needed to counsel students, conduct extensive co-op job development and outreach to the business/employer community. The new Assistant Director would also conduct workshops and generally prepare students for successful co-op job placements. This new professional position is essential to conduct extensive outreach to students and faculty for support and expansion of the co-op program.

Establishment of this position is in accord with approved new positions in WCSU's '87-'88 budget.

Approx. Cost _____

[Signature] 9-2-87
 Signed (University) Date

RESOLUTION

BR# _____

RESOLVED, that the position Admin. III/Assistant Director of the Career Development Center at WCSU be established in accordance with all provisions and expectations as set forth in this proposal.

A Certified True Copy

Dallas K. Beal, President, CSU _____
 Date

ERCommittee _____
 Date

BOARD OF TRUSTEES _____
 Date

Western Connecticut State University

SUPERVISOR: Director of the Career Development Center

ADMINISTRATIVE RANK: Administrator III

POSITION TITLE: Assistant Director, Career Development Center, for
Co-operative Education

POSITION SUMMARY:

Under the direction of the Director of the CDC, the Assistant Director for Co-operative education is primarily responsible for development of off-campus co-op internships, employer contact, conducting relevant job search workshops for students, increasing the on-campus awareness of CDC programs, strengthening the student intake and interviewing process, assisting in the teaching of co-op seminar, providing students with planning strategies and maintaining a system on data collection and record-keeping as appropriate to the Center.

POSITION RESPONSIBILITIES:

1. To maintain continuous employer contact for the purpose of developing off-campus co-op internships and other CDC programs as appropriate.
2. To work with students and employers for the purpose of clarifying both student co-op objectives and employer needs.
3. To visit and monitor co-op field placements so that students and employers achieve their respective co-op objectives.
4. To strengthen the ongoing CDC public relations effort through assistance in the development of newsletters, press releases, mailing campaigns and off-campus speaking engagements. This includes outreach to faculty, academic departments and alumni.
5. To develop and refine the advisement process which will help students better understand and utilize the services of the CDC.
6. To provide assistance in the refinement and teaching of the cooperative education seminar required for all students in the co-op program.
7. To assist the Director in maintaining an on-going data collection and record-keeping system with information relevant to the work of the Center.
8. To perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.