

THE EVERGREEN STATE COLLEGE

JOB DESCRIPTION

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**Title:** Director of Cooperative Education

**Function:** Under the general direction of the Academic Vice President and Provost, administers the Cooperative Education program for the College.

**Scope of Work:** Assumes responsibility for planning, development, administration and implementation of the credit-bearing internship program, the Community Service Volunteer Program, the Career Learning program and certain special programs involving off-campus cooperative agreements with other agencies, organizations and institutions; provides leadership in the development of College policy bearing on Cooperative Education activities; develops and maintains liaison contacts with business, industry, government and other organizations in the community-at-large; represents the College in the community as official spokesman for all aspects of the Cooperative Education program; represents the academic area of the College on the College Placement Advisory Committee; participates in academic planning as it relates to off-campus education; supervises the Cooperative Education staff; plans, develops and administers the Cooperative Education budget and other budgets under the jurisdiction of Cooperative Education.

**Duties:**

Represents the College at the upper administrative level in public meetings and conferences relating to Cooperative Education.

Publicizes the Program and makes initial contact with off-campus agencies and organizations for the purpose of developing new internship, career learning and volunteer positions.

Negotiates written cooperative agreements with off-campus agencies and organizations.

Provides liaison with faculty, deans and other administrative offices on campus to insure the smooth interface of Cooperative Education with other components of the academic program and with other administrative units.

Provides leadership and direction in Cooperative Education program planning and development to insure that goals, policies and procedures are established and defined.

Provides administrative supervision and direction to Cooperative Education staff to insure that program goals and objectives are met on a timely basis; ie, assigns coordinator and clerical workloads; prioritizes and assigns responsibility for routine functions and special projects; counsels and advises staff in matters relating to their assignments; audits and evaluates staff performance; coordinates internal functioning of the Co-op office.

Counsels with faculty and students in matters relating to internship, career learning and volunteer placement; assists faculty, students and field supervisors in working out problems that may arise as a result of field placement.

Plans, develops and administers the Cooperative Education budget and other budgets under the jurisdiction of the Office of Cooperative Education; identifies and develops additional non-state funding sources for internships and program administration.

Participates in DTF's, Provosts's staff meetings, Deans' meetings and other planning, advisory and administrative meetings on campus.

Delivers speeches and participates in off-campus conferences, workshops and social gatherings for the purpose of promoting interest and involvement in the program.

Represents the College as Liaison Officer for the Title I Impact program.

At his request, represents the Academic Vice President and Provost at selected meetings and conferences.

Plans, designs and implements new information and management systems to accommodate the needs of the program.

Negotiates with selected off-campus agencies and organizations for implementation of special program arrangements such as University Year for ACTION, PLS and others.

Provides periodic and systematic progress reports to the Vice President and Provost, President, Board of Trustees, Affirmative Action office and U.S. Office of Education on all aspects of the Cooperative Education program including detailed information about planning activities, kind and number of students placed and prospects for the future.

Carries out other assignments delegated by the Vice President and Provost.

Education: Bachelor's Degree. Graduate degree desirable.

Experience: Minimum of three years in Cooperative Education; or Minimum of three years in higher education administration, and three years in business or industry.

Demonstrated ability to work successfully with people of varied social, cultural, ethnic and economic backgrounds.