



# Cooperative Education Position Description Form

Please complete this form, sign, date and mail to:

Robert A. Henderson, Director of Cooperative Education, Manchester Community College, Great Path, MS #8, P.O. Box 1046, Manchester, CT 06045-1046  
Email: rhenderson@manchestercc.edu Phone: 860-512-3312 Fax: 860-512-3371

## SITE INFORMATION

|                                  |            |            |     |
|----------------------------------|------------|------------|-----|
| Company/Agency/Organization Name |            | Date       |     |
| Mailing Address                  |            |            |     |
| City                             |            | State      | Zip |
| Contact Person Name/Title        |            | Department |     |
| Phone Number                     | Fax Number | Email      |     |
| Supervisor's Name/Title          |            | Department |     |
| Phone Number                     | Fax Number | Email      |     |

## STUDENT AND POSITION INFORMATION

|                                 |                |                              |  |
|---------------------------------|----------------|------------------------------|--|
| Student Name                    |                | Start Date/End Date          |  |
| Student Position/Title          |                |                              |  |
| Days Per Week                   | Hours Per Week | Hourly Wage or Weekly Salary |  |
| Description of Responsibilities |                |                              |  |
| Training                        |                | Comments                     |  |

## REQUIRED

### Continuing Notice of Nondiscrimination

Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Debra Freund, Chief Diversity Officer, Manchester Community College, Great Path, P. O. Box 1046, Manchester, CT 06045-1046, SSC L277. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

### Continuando con el Aviso Anti-Discriminatorio

Manchester Community College no discrimina por motivos de raza, color, religión, credo, edad, sexo, nacionalidad, identidad de género o expresión, origen nacional, estado civil, ascendencia, historial presente o pasada de discapacidad intelectual, discapacidad de aprendizaje o discapacidad física, estatus de veterano, orientación sexual, información genética o antecedentes penales.

La siguiente persona ha sido designada para manejar consultas relacionadas a nuestra póliza anti-discriminatoria: Debra Freund, Directora de Diversidad en Manchester Community College, Great Path, P. O. Box 1046, Manchester, CT 06045-1046; SSC L277. Manchester Community College está bajo el plan de Acción Afirmativa / Empleador de Igualdad de Oportunidades y alienta encarecidamente las aplicaciones de mujeres, minorías, personas con discapacidad y veteranos.

|                                  |      |
|----------------------------------|------|
| Supervisor's Signature and Title | Date |
|----------------------------------|------|