



STATE OF CONNECTICUT  
 BOARD OF TRUSTEES  
 FOR THE STATE COLLEGES

P. O. Box 2008                      NEW BRITAIN, CONNECTICUT 06050  
 827-7700  
 TEL. NEW BRITAIN: 203-~~229-1800~~                      ~~TEL. HARTFORD: 203-566-7373~~

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position  
at Western Connecticut State College  
Assistant Director of Financial Aid  
Administrator II

June 8, 1979

RESOLVED, That the position, Assistant Director of Financial Aid/  
 Administrator II, be established at Western Connecticut  
 State College effective June 8, 1979, in accordance with  
 all provisions and expectations as set forth in the  
 proposal dated June 6, 1979 which is attached as an  
 addendum to this Resolution.

A Certified True Copy:

\_\_\_\_\_  
 James A. Frost  
 Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION  
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College,

*[Handwritten Signature]*  
President

Concerning: X New Position, \_\_\_\_\_ Existing Position (Vacant/Filled)

1. Proposal:

To establish the position of Assistant Director of Financial Aid

2. Proposed Position:

Title/Rank Assistant Director of Financial Aid, Administrator II

12 mo. FT.  
10 or 12 mo.  
Full-Part-Time  
Temp. - Perm.

19,000.  
Salary Level

General  
Fund (Gen.,  
Ed. Ext., Aux.)

AFSCME  
Bargaining Unit

3. Summary of Function (attach required job description)

See attached

**RECEIVED**  
MAY 17 1979  
BOARD OF TRUSTEES  
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4. Rationale for Altering or Establishing Position

The need for additional professional assistance in the Financial Aid Office is required to provide better service to students, specifically in the processing of increased financial aid funds made available through enactment of the Middle Income Bill. The increased capability to counsel students as to the availability of aid and to provide them with technical assistance increases the pool of potential students as well as ensuring the continuation of those students with financial need.

5. Conditions of Employment if Changed or Different from Norm.

N/A

For Central Office Use

Consultation with Bargaining Unit  
Completed 6/8/79

Approved:

- 1. For Submission to PERC
- 2. By Committee/Board

*[Handwritten Signature]* 6/6/79

Comments:

(Date)

(Signature)

Financial Aid - Assistant Director

Assist the Director in planning, directing and coordinating the operation of the financial aid office. Supervises the staff and manages the day-to-day operation of the office.

Develops and implements financial aid procedures and forms.

Prepares reports and requests for funds. Principle responsibility will be with the LEEP, GISL and CWSP.

The Assistant Director may be required to assume the responsibilities of the Director in his absence. Performs related duties as required.