



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning

Alteration in Duties
for
Assistant to Director of Financial Aid/
Administrator II

at

Central Connecticut State College

July 23, 1982

RESOLVED, That the duties for the position, Assistant to Director of Financial Aid/Administrator II, at Central Connecticut State College be altered effective July 23, 1982, in accordance with all provisions and expectations as set forth in the proposal dated June 30, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director

CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Alteration Summary

TITLE: Assistant to Director of Finacial Aid/Admin. II

FUND: General

POSITION TYPE: Permanent X Temporary _____

Full-time X Part-time _____

EFFECTIVE DATE July 23, 1982 Bargaining Unit Admin. Faculty

COST: \$ None

PROPOSAL:

To alter job duties of this currently vacant position as described by the "old" and "new" job descriptions attached hereto.

JUSTIFICATION:

Promotion of recent incumbent permits and requires some realignment of specific job duties before refilling post.

Date: 6/30/82

Prepared By Michael K. Becker

Approved By Adrian James

OLD

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant ^{To Director of} ~~for~~ Financial Aid

Administrative Rank: Administrator ~~I~~ II

Department: Financial Aid

Supervisor(s) Position/Title Director of Financial Aid

POSITION SUMMARY:

The Assistant in Financial Aid counsels students and parents in matters of financial aid, and assists in developing and implementing systems and procedures to administer Financial Aid Programs.

POSITION RESPONSIBILITIES:

- Administers College Work-study Program.
- Provides counseling in financial aid matters.
- Provides needs analysis and evaluation of financial aid applications.
- Administers the processing of private scholarships.
- Prepares Statistical and Operational reports required by federal and state agencies.
- Upgrades the financial aid processing, filing and information system.
- Acts as liaison with National Direct Student Loan Collection Unit for State College system for proper administration of the National Direct Student Loan Program. (NDSL Exit Interviews, Safekeeping of Notes.)
- Validates Basic Educational Opportunity Grant applications.
- Processes emergency loans.
- Attends workshops and conferences dealing with financial aid.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

POSITION RESPONSIBILITIES: (Cont'd.)

QUALIFICATIONS:

Bachelor's degree required. Two years of experience demonstrating ability to relate to students, parents, and college staff and to handle complex information.

These qualifications may be waived for individuals with appropriate alternate experience.

REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: Michael K Becker 11-21-79

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of 7-3-79.

Date

Atala Letizia
(Signature)

John J. [Signature]
Campus JA Committee

NEW

POSITION DESCRIPTION

Position Title: Assistant to Director of Financial Aid
Administrative Rank: Administrator II
Department: Financial Aid
Supervisor(s) Position/Title Director of Financial Aid

POSITION SUMMARY:

The Assistant to the Director of Financial Aid assists the Director in the operation of the Financial Aid Office, involving the processing and awarding of federal, state, and institutional funds.

POSITION RESPONSIBILITIES:

- Assists the Director in the overall coordination and operation of the Financial Aid Office.
- Works with the Director in determining and implementing policies, procedures, and philosophy of the Financial Aid Office.
- Processes student applicant need analysis documents and assists in awarding of financial aid packages.
- Assists in planning and developing financial aid office forms.
- Processes, verifies, and validates information and documents for various Federal, State, and outside agencies.
- Serves as a liaison with campus academic and administrative offices in matters relating to student financial aid.
- Disseminates information to students, parents, and the public regarding sources of financial aid.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

OK
DML
6/15/82

QUALIFICATIONS:

Bachelor's degree required. Two years of experience demonstrating ability to relate to students, parents, and college staff and to handle complex information.

These qualifications may be waived for individuals with appropriate alternate experience.

REVIEW AND APPROVAL:

Prepared by: _____

Reviewed by: _____

Approved by: _____

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of _____

Date

(Signature)

Campus JA Committee