



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

ALTERATION IN DUTIES

for

ASSOCIATE DEAN-ADMINISTRATIVE AFFAIRS/ADMINISTRATOR VII

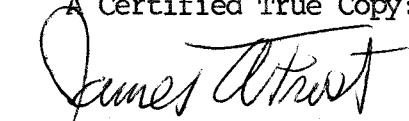
at

EASTERN CONNECTICUT STATE UNIVERSITY

September 1, 1983

RESOLVED, That the duties for the position, Associate Dean-Administrative Affairs/Administrator VII, at Eastern Connecticut State University be altered effective September 1, 1983, in accordance with all provisions and expectations as set forth in the proposal dated August 11, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Associate Dean-Administrative Affairs/Administrator 7

FUND: General

POSITION TYPE: PERMANENT XX TEMPORARY _____

FULL-TIME XX PART-TIME _____

EFFECTIVE DATE: 9/1/83

BARGAINING UNIT SCOAF

COST: 0

PROPOSAL: To change certain duties in the position description

SUMMARY: See proposed job description

DATE: 8/11/83

BY: *Michael Reina*
For Charles R. Webb, President

MP/emb

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DEAN - ADMINISTRATIVE AFFAIRS

ADMINISTRATIVE RANK: VII

DEPARTMENT: ADMINISTRATIVE AFFAIRS

POSITION SUMMARY

The incumbent reports directly to the Vice-President for Administrative Affairs and is responsible for (1) the supervision of the Cashier's Office; (2) the development and administration of a comprehensive automated student billing and revenue collection system; (3) the coordination of the issuance of student promissory notes; (4) the identification and collection of student delinquent accounts; (5) the coordination of the initiation and processing of all University requests for insurance coverage and special permits; (6) the administration of contractual agreements with outside vendors, e.g., food service, bookstore and vending; (7) the provision of general assistance in budget preparation exercises, fee increase recommendations and "cost center" analyses.

POSITION RESPONSIBILITIES

Administrative and Financial Affairs

1. Provide assistance to the Vice-President in (a) the preparation and submission of General Fund and special fund budget requests; (b) the development and preparation of fee increase recommendation proposals; (c) the development, analysis, and monitoring of University "cost center" (e.g., Student Center, Food Service, Housing) budgets; (d) the coordination of Academic Affairs computing requirements with the Data Center.
2. Supervise the operation of the Cashier's Office to include (a) the proper receipting, recording, and safekeeping of all monies collected by or paid to the University; (b) the preparation of student refunds on a timely basis; (c) the maintenance of appropriate records concerning student payments and obligations.
3. Coordinate the development and administration of a comprehensive automated student billing and revenue collection system. Implementation of this system requires on-going coordination with appropriate University offices associated with the student billing and payment process, e.g., Data Center, Admissions and Records, Financial Aid, and Housing.
4. Coordinate the issuance of promissory notes to students to determine that students have appropriate resources to make full payment on the notes and that adequate procedures are developed and maintained to expedite the payment of outstanding notes.

- 5. Coordinate the initiation and processing of (1) requests for insurance to the State Insurance Purchasing Board and (2) requests for special permits, such as alcohol permits, for University events.
- 6. Supervise the collection of delinquent accounts owed the University by former and current students. This responsibility encompasses (a) the identification and appropriate documentation of delinquent accounts; (b) liaison with the contract collection service; (c) maintenance of records to reflect payments made and actions taken and (d) supervision of clerical and student workers. This responsibility will be assumed upon automation of this function.

Contract Administration

- 1. In consultation with the Vice-President and other appropriate administrators, prepare specifications, coordinate bidding process and recommend contract awards for all auxiliary enterprise contract operations, e.g., food service, bookstore, and vending machines.
- 2. Monitor contract operations to ensure (1) compliance with contract provisions and (2) commission payments are made on a timely and accurate basis.
- 3. Consult with appropriate administrative officers to ensure that proper service is provided by contractors.
- 4. Advise the Vice-President of contractor's performance and recommend appropriate courses of action.

Other

- 1. Perform other duties which do not alter the basic level of responsibility of the position.

Qualifications

Six years of experience in administrative affairs including financial affairs, resource allocation, contract management, and staff supervision. A Master's Degree is required.

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

<i>Michael Bernol</i>	8/2/83	<i>Bob B. Tipton</i>	8/11/83
Signature for the Univ.	Date	Signature for AFSCME	Date

A. Hebert 8/11/83