

THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

Alteration in Duties and a Change in Title

Assistant to the Director of Financial Aid/Veterans Affairs
Administrator II

to

Assistant Director of Financial Aid and Veterans Affairs
Administrator III

at

Eastern Connecticut State University

November 4, 1983

RESOLVED, That the duties and title for the position, Assistant to the Director of Financial Aid/Veterans Affairs/Administrator II, at Eastern Connecticut State University be altered effective November 4, 1983, in accordance with all provisions and expectations as set forth in the proposal dated October 14, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
James A. Frost
Executive Director

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: ASSISTANT DIRECTOR OF FINANCIAL AID and VETERANS AFFAIRS/ADM. III

FUND: Auxiliary

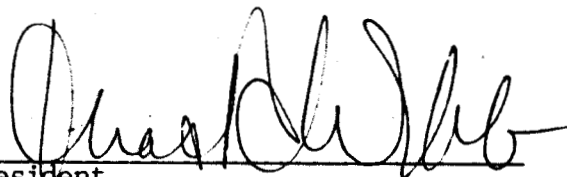
POSITION TYPE: PERMANENT X TEMPORARY _____
FULL-TIME X PART-TIME _____

EFFECTIVE DATE: 11/4/83 BARGAINING UNIT SCOAF

COST: \$1,764.00

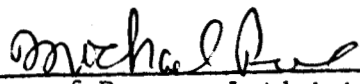
PROPOSAL: To change the present Assistant to the Director of Financial Aid. Such a change reflects the increased fiscal responsibility involved in the management of Financial Aid Programs, including the need to have someone in charge in the absence of the director. In addition, the incumbent will continue to be responsible for Veterans Programs.

SUMMARY: Please see attached job description.



President

DATE: 10/14/83

BY: 

Dean of Personnel Administration

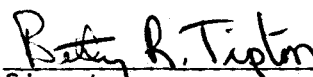
MP/emb

ASSISTANT DIRECTOR OF FINANCIAL AID & VETERANS' AFFAIRS


Under the general direction of the Dean of Students, and the immediate direction of the Director of Financial Aid & Veterans' Affairs, the Assistant Director of Financial Aid & Veterans' Affairs assists the Director in the following responsibilities:

1. Processing Financial Aid Applications:
 - a. performs needs analysis
 - b. awards student aid packages according to established procedures
 - c. assists with Title IV validations
2. Counseling:
 - a. acts as a counselor and general resource person to students, including veterans
 - b. assists in handling problems with clients and/or their parents or legal representatives
3. Assists in office management and assumes responsibility for managing the office in the absence of the Director or when there is no incumbent director. Assists in hiring student employees.
4. Has primary responsibility for establishing reconciliation procedures with the Fiscal Office for aid program expenditures and for identifying discrepancies that exist between the respective offices' records.
5. Serves as special liason with state and federal auditors for all aid accounts, and assists in the completion of reports.
6. Oversees operation of Veterans Office, including certification of veterans for benefits, preparation of statistical reports, hiring and supervising veteran work-study personnel, and co-ordinating veterans' tutorial and rehabilitation benefits.
7. Represents the office and the University by attending workshops and meetings on or off campus, and serves as academic advisor as needed.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.


Signature _____ Date _____
for the University


Signature _____ Date 10/3/83
for AFSCME


Signature _____ Date _____
of Supervisor


Signature _____ Date 10/3/83
of Incumbent

EASTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE ASSISTANT TO THE DIRECTOR OF FINANCIAL AID/VETERANS AFFAIRS

ADMINISTRATIVE RANK II

Under the general direction of the Dean of Students, and the immediate direction of the Director of Financial Aid and Veterans' Affairs, the Assistant to the Director of Financial Aid and Veterans' Affairs assists the Director in the following responsibilities:

1. Coordinates the Student Work Program
2. Certifies veterans for benefits
3. Counsels student workers and supervisors
4. Counsels veterans
5. Supervises office personnel.
6. Supervises veteran work-study personnel
7. Provides data for all statistical studies
8. Aids in the completion of state and federal reports
9. Assists in the development of new office procedures and the improvement of existing practices
10. Assists in the compilation of improvement of financial aid publications
11. Initiates veterans' outreach and recruitment efforts
12. Compiles VCIP application and budget data
13. Authorizes tuition waivers
14. Assists in development of computer functions
15. Attends workshops pertaining to student work regulations and program improvements
16. Assists in the allocation of student work funds
17. Performs basic grant validations
18. Processes veterans' loan applications
19. Coordinates veterans' tutorial benefits
20. Develops contracts with off-campus employers
21. Prepares pertinent reports as needed
22. Represent the office and the College by attending workshops and meetings on or off campus as needed.
23. Acts as a counselor, academic advisor, and general resource person to students
24. Performs needs analysis and financial aid budget functions.
25. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Two years of experience including ability to relate to students, parents, College Staff and veterans, and to handle complex information. A Bachelor's Degree is required.

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

Signature for the College Date

Signature for AFSCME Date

Signature of Supervisor Date

Signature of Incumbent Date