



THE CONNECTICUT STATE UNIVERSITY

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DIRECTOR OF FINANCIAL AID/ADMINISTRATOR II
to
ASSISTANT DIRECTOR OF FINANCIAL AID/ADMINISTRATOR III

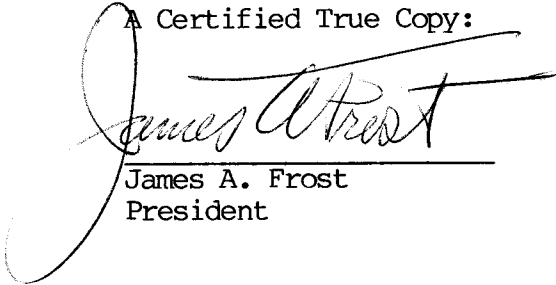
at

CENTRAL CONNECTICUT STATE UNIVERSITY

November 2, 1984

RESOLVED, That the position and rank, Assistant to the Director of Financial Aid/Administrator II, at Central Connecticut State University, be reclassified to Assistant Director of Financial Aid/Administrator III, effective November 2, 1984, in accordance with all provisions and expectations as set forth in the proposal dated October 9, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

RECEIVED

OCT 11 1984

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

THE CONNECTICUT
STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Assistant Director of Financial Aid/ Administrator III

FUND: General

POSITION TYPE: Permanent X Temporary

Full-time X Part-time

EFFECTIVE DATE: November 2, 1984 Bargaining Unit Admin. Faculty

COST: \$ 1412

PROPOSAL:

To reclassify the position of the incumbent Assistant to the Director of Financial Aid/ Administrator II to Assistant Director of Financial Aid/ Administrator III and increase the responsibilities of the incumbent as described in the attached old and new job descriptions. The salary of the incumbent is to be increased by 7.5% from \$18,827 (721.35) to \$20,239 (775.46).

JUSTIFICATION:

This change and increase in salary recognizes the maturation of the incumbent in the position and the increased responsibilities she has come to bear. It is in line with similar changes made at Southern (BR #84-147) and Western (BR #84-170).

Date: 10-9-84

Prepared by: Michael K. Burke

Approved by: A. Don James

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.

QUALIFICATIONS:

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

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

NEW

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: Assistant Director of Financial Aid

Administrative Rank: Administrator III

Department: Financial Aid

Supervisor's Title: Director of Financial Aid

POSITION SUMMARY:

Serves as primary financial aid officer in review and processing of student financial aid applications. Assists the Director in planning, directing and coordinating the operation of the Financial Aid Office. Assists in the development and implementation of financial aid policies, procedures and forms.

POSITION RESPONSIBILITIES:

Processes student applicant need-analyses, awards student aid packages according to established procedures and performs validation requirements for federal financial aid programs. Reviews files to prevent overawards of private scholarships, guaranteed student loans and work study earnings.

Serves as liaison to and coordinates application and awarding processes for Educational Opportunity Program, Athletic programs, Cooperative Education program and Veterans Office.

Disseminates information to students, parents and the public concerning sources of financial aid. Acts as a counselor and general resource to students and parents.

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. Assists in office management including the supervision of student employees. Prepares and maintains the office policy and procedures manual.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Bachelor's degree and three years of relevant experience demonstrating ability to relate to students, parents and university staff and to handle complex information and regulations required.

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