



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

Conversion of Auxiliary Fund Position

Assistant to the Director of Financial Aid/Administrator II
to
Assistant Director of Financial Aid/Administrator III

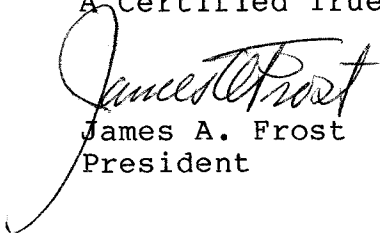
at

Southern Connecticut State University

July 20, 1984

RESOLVED, That the Auxiliary funded position, Assistant to the Director of Financial Aid/Administrator II, at Southern Connecticut State University be converted to Assistant Director of Financial Aid/Administrator III, effective July 20, 1984, in accordance with all provisions and expectations as set forth in the proposal dated July 5, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Assistant Director of Financial Aid/Administrator IIIFund: AuxiliaryPosition Type: Permanent Part-time Effective Date: July 20, 1984Cost: -0-Campus: Southern CT State University

Proposal: That the Assistant to the Director of Financial Aid (Administrator II) position be converted to an Assistant Director of Financial Aid (Administrator III) position. That the new position description be adopted.

Summary: See attached current and revised job descriptions.

Date: July 5, 1984

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

To: Vice President for University Affairs

From: Southern Connecticut State University

[Handwritten Signature]

Vice President

Concerning: _____ **New Position,** X **Existing Position (Vacant/Filled)**

Proposal: That the Assistant to the Director of Financial Aid (Administrator II) position be converted to an Assistant Director of Financial Aid (Administrator III) position. That the new position description be adopted.

Proposed Position:

Title/Rank Assistant Director of Financial Aid, Administrator III

12 month			
<u>Full-time, Perm.</u>	<u>\$20,000.</u>	<u>Aux.</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

The current and revised job descriptions are attached.

RECEIVED
JUL 03 1984
THE CONNECTICUT
STATE UNIVERSITY

4. Rationale for Altering or Establishing Position

The nature and scope of the position responsibilities justify an Administrator III rank. As evidenced by the attached job description, this administrator assists in the general administration of the Financial Aid operation. Subsequently, the individual must have a working knowledge of all aspects of student financial aid.

Please note that the proposed changes involve no salary adjustment.

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

Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:
1. For Submission to PERC _____
2. By Committee/Board _____

Comments:

_____ **Date**

_____ **Signature**

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION TITLE: Assistant Director of Financial Aid

ADMINISTRATIVE RANK: Administrator III

POSITION SUMMARY:

Under the supervision of the Director of Financial Aid, this administrator assists in the general administration of a comprehensive financial aid operation with specific attention given to the Pell Grant and Guaranteed Student Loan Programs.

POSITION RESPONSIBILITIES:

1. Assists the Director in the general coordination and operation of the Financial Aid Office.
2. Oversees the Pell Grant Program and the required validation of selected applications.
3. Manages the Guaranteed Student Loan Program and audit reviews of applications and the program.
4. Administers the University's Short Term Loan Program.
5. Analyzes and processes student need analysis documents and awards financial aid funding.
6. Assists in preparing requests for funds and reports.
7. Counsels prospective and continuing students and parents seeking financial assistance.
8. Conducts University information programs on student financial assistance and serves as a resource for the University community.
9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Administrative Faculty

Richard V. Farrell

Immediate Supervisor

Lenn A. D. Majumdar

Dean of Personnel Administration

Roger J. Bergh

POSITION DESCRIPTION

POSITION TITLE: Assistant to the Director of Financial Aid

ADMINISTRATIVE RANK: Administrator II

POSITION SUMMARY: Under the supervision of the Director of Financial Aid, this administrator assists in the general administration of a comprehensive financial aid operation. The position has supervising responsibility for specific aspects of the financial aid area.

POSITION RESPONSIBILITIES:

1. Coordinates the Basic Educational Opportunity Grant, Guaranteed Student Loan, and Short-term Loan Programs.
2. Counsels prospective and continuing students seeking financial assistance.
3. Analyzes and evaluates applications for financial aid.
4. Coordinates computerized financial aid functions and liaison activities between the Computer Center and the Financial Aid Office.
5. Assists in preparing requests for funds and special reports.
6. Conducts informational programs on student financial aid.
7. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

ADMINISTRATIVE FACULTY Vicent

IMMEDIATE SUPERVISOR Joseph W. McFadden

DEAN OF PERSONNEL ADMINISTRATION Eugene A. [Signature]