



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

COORDINATOR OF VETERANS AFFAIRS/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF STUDENT SUPPORT SERVICES/ADMINISTRATOR IV

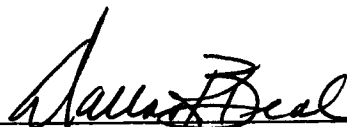
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

January 10, 1985

RESOLVED, That the position, Coordinator of Veterans Affairs/Administrator III, be reclassified to Associate Director of Student Support Services/Administrator IV, effective January 10, 1986, in accordance with all provisions and expectations as set forth in the proposal dated December 18, 1985.

A Certified True Copy:



Dallas K. Beal
President

CSU-200



THE CONNECTICUT STATE UNIVERSITY

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

Submitted 12/18/85
Date
By: CSU ()
CCSU () SCSU (X)
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 1/10/86 PERM (X) FT (X)
TEMP () PT ()

POSITION TITLE: Coordinator of Veterans Affairs Associate Director of Student Support
(Administrator III) Services (Administrator IV)
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 2376 CURRENT SALARY \$1,109.97 PROPOSED SALARY \$ 1,244.07 BARG UNIT AFSCME
SALARY (28,970.00) SALARY (\$32,470.00) FUND Extension UNIT from to

RESOLUTION

BR# _____

RESOLVED, that the position Coordinator of Veterans Affairs, Administrator III, be reclassified to Associate Director of Student Support Services, Administrator IV, effective January 10, 1986, in accordance with all provisions and expectations as set forth in the proposal dated December 18, 1985.

A Certified True Copy _____

Dallas K. Beal, President, CSU

_____ Date

PERCommittee _____
Date

BOARD OF TRUSTEES _____
Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

To better utilize existing resources and personnel, several student support areas, including Veterans' Affairs, are being consolidated. The broadening of the coordinator's current job descriptions will allow more effective assignment and coordination of responsibilities, and will establish a staffing pattern consistent with those in other areas of Student Affairs.

The new job description provides for the formal incorporation of the responsibility for the Academic Community Hour. Inclusion of this responsibility in the job description is dependent upon the University's continuation of this program. Should the Academic Community Hour be discontinued, the incumbent's salary level will be reduced by \$1,500.00.

\$2,000

[Handwritten Signature]

12.19.85

_____ Date

SOUTHERN CONNECTICUT STATE UNIVERSITY
Associate Director, Student Support Services, Administrator IV

SUPERVISOR:

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

This administrator is principal assistant to the Director. The Student Support Services Unit serves CAP/EOP students, foreign students, disabled students, veterans, and students needing assistance with tutoring, writing and study skills. In addition to acting for the Director in all areas, the Associate Director is responsible for coordination of services to all students who are Veterans, Reservists, National Guard members and Non-Traditionals.

POSITION RESPONSIBILITIES:

Assists the Director in providing leadership, coordination, and management of the total program of Student Support Services.

Assists in policy and procedure development.

Acts in the absence of the Director.

Performs personal, academic and vocational counseling.

Develops and maintains an orientation and peer support program for non-traditional students.

Provides information regarding VA Benefits.

Prepares required forms for Veterans, Reservists, National Guard members and dependents eligible for VA Educational Benefits.

Issues VA advance checks each semester and summer session.

Verifies standards of progress for students receiving VA Educational Benefits.

Determines eligibility for the State Tuition Waiver Program for Veterans and National Guard members.

Maintains tuition waiver list for eligible Veterans and National Guard members.

Performs outreach and recruitment in the local community.

Serves as advisor to Veterans Association.

Develops and maintains operating budget for Veterans services.

Coordinator for Academic Community Hour.

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

Associate Director, Student Support Services, Administrator IV

EDUCATION AND EXPERIENCE:

Four years of administrative experience in Student Affairs or related area, and demonstration of ability to relate well to students, faculty, and staff. A Bachelor's degree is required; a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY: William J. [Signature]

IMMEDIATE SUPERVISOR: [Signature]

DEAN OF PERSONNEL ADMINISTRATION: Roger J. Berg