



**CSU**

# THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

REVISION OF JOB DESCRIPTION

ASSISTANT DIRECTOR OF FINANCIAL AID & VETERANS' AFFAIRS/ADMINISTRATOR III

at

EASTERN CONNECTICUT STATE UNIVERSITY

APRIL 3, 1987

RESOLVED, That the job description for the position, Assistant Director of Financial Aid & Veterans' Affairs/Administrator III, at Eastern Connecticut State University be revised, effective April 3, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal  
President

10/10/10

10/10/10

10/10/10

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 2/27/87

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (XX) ABOLISH ( ) OTHER ( )  
 DATE EFF. 4/3/87 PERM(XX) FT(XX) TEMP( ) PT( )

POSITION	Asst. Dir. of Fin. Aid & Veterans' Affairs/Ad. 3				
TITLE	Asst. to Dean of Stu. Affairs/Ad. 2	Asst. Dir. of Fin. Aid & Vet. Aff./Ad. 3			
CURRENT		PROPOSED		CLASS CODE	7918
	(1,062.04)	(881.22)			
POSITION NUMBER	1235 8068	CURRENT SALARY	27,719.00	PROPOSED SALARY	23,000.00
			(804.60)	(957.86)	
			<u>21,000.00</u>	<u>25,000.00</u>	
		FUND	General		
		BARG UNIT		SUOAF From	SUOAF To

RESOLUTION

BR# \_\_\_\_\_

RESOLVED, That two positions at ECSU, Assistant Director of Financial Aid and Veterans' Affairs (Ad. 3) and Assistant to the Dean of Student Affairs (Ad. 2) be reclassified to two Assistant Directors of Financial Aid and Veterans' Affairs positions effective April 3, 1987.

A Certified True Copy

Dallas K. Beal, President Date \_\_\_\_\_

PERCommittee 3/25/87  
Date

BOARD OF TRUSTEES 4/3/87  
Date

JUSTIFICATION: This proposal, creating two Assistant Director positions with identical job descriptions will raise the level of professional support in the Financial Aid Office and provide flexibility by permitting the Director to train two incumbents in all aspects of Financial Aid work. At present, the Assistant Director position is vacant while the Assistant to the Dean position has an incumbent who we are proposing be upgraded to an Administrator 3.

RECEIVED

MAR 03 1987

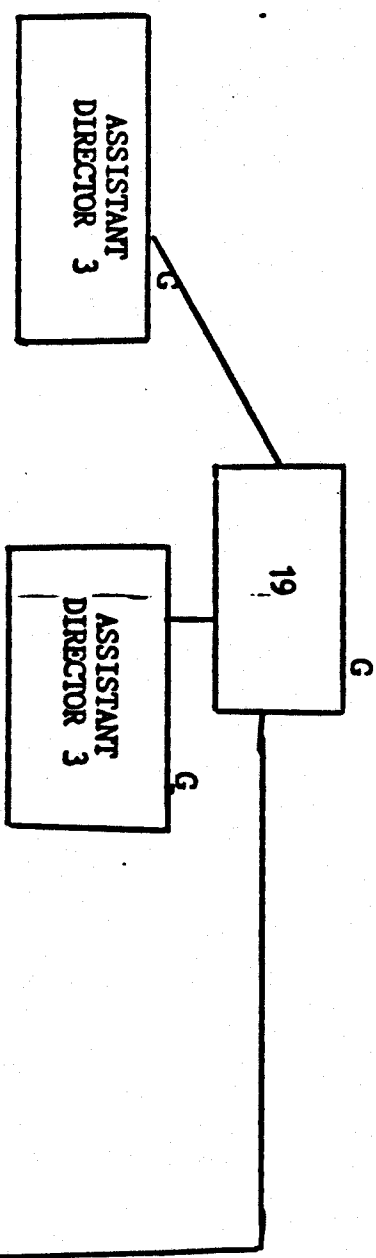
THE CONNECTICUT STATE UNIVERSITY

\$719.00 Savings  
Approx. Cost

Michael Pennell 2/27/87  
Signed (University) Date



DIRECTOR OF FINANCIAL AID AND VETERANS' AFFAIRS



HEAD FINANCIAL CLERK -E  
2 FINANCIAL CLERKS - G  
FINANCIAL CLERK -A\*

\*Works 1/2 in Financial Aid and 1/2 in Accounting



SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Assistant Director of Financial Aid & Veterans' Affairs/Administrator 3

Campus Eastern Connecticut State University Date 12/24/86

**LEVEL 1, Day 0** Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE *Michael Reed*

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 2/2/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY B. Tipton

DATE OF SUOAF CAMPUS REVIEW 2/27/87

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

**LEVEL 2, Not to exceed 10 working days after receipt** Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE B. Tipton Date 2/27/87

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA \_\_\_\_\_

**LEVEL 3, Not to exceed 10 working days after receipt** Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL \_\_\_\_\_

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL *David C. Newton* DATE 3/20/87

**LEVEL 4** Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved  disapproved

DATE \_\_\_\_\_

DATE OF BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_

RECEIVED

MAR 03 1987

THE CONNECTICUT STATE UNIVERSITY





*NEW JOB DESCRIPTION*  
 EASTERN CONNECTICUT STATE UNIVERSITY  
 POSITION DESCRIPTION

**POSITION TITLE: ASSISTANT DIRECTOR OF FINANCIAL AID AND VETERANS AFFAIRS**

**ADMINISTRATIVE RANK: III**

**INCUMBENTS: DEBORAH A. JONES &**

Under the general direction of the Dean of Student Affairs and the immediate direction of the Director of Financial Aid and Veterans Affairs, the Assistant Director is responsible for the following.

1. Processes financial aid applications including performing needs analysis, awarding student aid packages according to established procedures, and performing Title IV validations.
2. Acts as a counselor and general resource person to students and assists in handling problems with students and/or parents or legal representatives.
3. Assists in management of the office and assumes responsibility for the office when directed and in the absence of the Director.
4. May perform any two of the following duties, which may be changed from time to time, as directed:
  - a. Overseeing operation of the Veterans' Office, including the certification of benefits, preparation of statistical reports, and coordinating Veterans' tutorial and rehabilitation benefits.
  - b. Administering on campus student work programs.
  - c. Overseeing operation of the Guaranteed Student Loan Program.
  - d. Administering off campus student work programs.
5. Represents the office and the University by attending workshops and meetings.
6. Performs duties related to those enumerated above which do not alter the basic level of position responsibility.

**QUALIFICATIONS**

Two to three years experience in professional work equipping the incumbent to relate to students, staff, parents, and the general public. A Bachelor's Degree is required. A Master's Degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

*[Signature]* \_\_\_\_\_ *2/25/87*  
 For the University Date

*[Signature]* \_\_\_\_\_  
 For the Union Date

2/23/87

