



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

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

to

ASSOCIATE DIRECTOR OF FINANCIAL AID AND VETERANS' AFFAIRS/  
ADMINISTRATOR IV

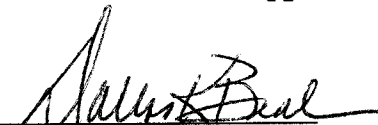
at

EASTERN CONNECTICUT STATE UNIVERSITY

September 8, 1989

RESOLVED, That the position of Assistant Director of Financial Aid and Veterans' Affairs/Administrator III be reclassified to Associate Director of Financial Aid and Veterans' Affairs/Administrator IV, effective September 8, 1989, in accordance with all provisions and expectations as set forth in the proposal dated August 1, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

CSU - 2

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

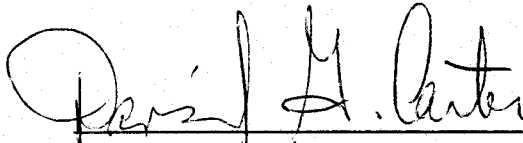
SUBMITTED <u>8/1/89</u>
BY: CSU [ ]
CCSU [ ] SCSU [ ]
ECSU [x] WCSU [ ]

POSITION ACTION:	ESTABLISH ( )	RECLASSIFY (X)	OTHER ( )	DATE EFFECTIVE <u>9/8/89</u>
NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]				
POSITION TITLE:	Asst. Dir. of Financial Aid & Veterans' Affairs/Ad. 3	7918	Associate Dir. of Financial Aid & Veterans' Affairs/Ad. 4	7919
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE
POSITION NUMBER	CURRENT 1369.76	PROPOSED 1446.37	BARGAINING UNIT	
<u>8068</u>	SALARY \$( <u>35,750.00</u> )	SALARY \$( <u>37,750.00</u> )	FUND <u>Gen.</u>	UNIT <u>SUOAF</u>
			FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL: To upgrade the position, Assistant Director of Financial Aid and Veterans' Affairs (Adm. 3) to Associate Director of Financial Aid and Veterans' Affairs (Adm. 4).

JUSTIFICATION: This proposal is part of the reorganization of the Student Affairs and will complete the implementation of a formal chain of command in the Financial Aid area. Responsibilities of the incumbent will be increased in all areas of Financial Aid and Veterans' Affairs administration including liaison responsibility with CSU for the CSUSIS System. An increase of \$2,000.00 is proposed to compensate for the upgrading.

\$ 2,000.00  
COST OR SAVINGS

  
SIGNED (UNIVERSITY)

8/3/89  
DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- JOB DESCRIPTION, AND (X)
- SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:

EASTERN CONNECTICUT STATE UNIVERSITY  
POSITION DESCRIPTIONPOSITION TITLE: ASSOCIATE DIRECTOR OF FINANCIAL AID AND VETERANS'  
AFFAIRS

ADMINISTRATIVE RANK: 4

INCUMBENTS: LINDA SERETNY

Under the general direction of the Dean of Student Affairs and the immediate direction of the Director of Financial Aid and Veterans Affairs, the Associate 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 in the absence of the Director.
4. Performs the following duties:
  - 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.
  - e. Acts as CSU liaison for implementation of the Financial Aid module of the CSUSIS System.
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

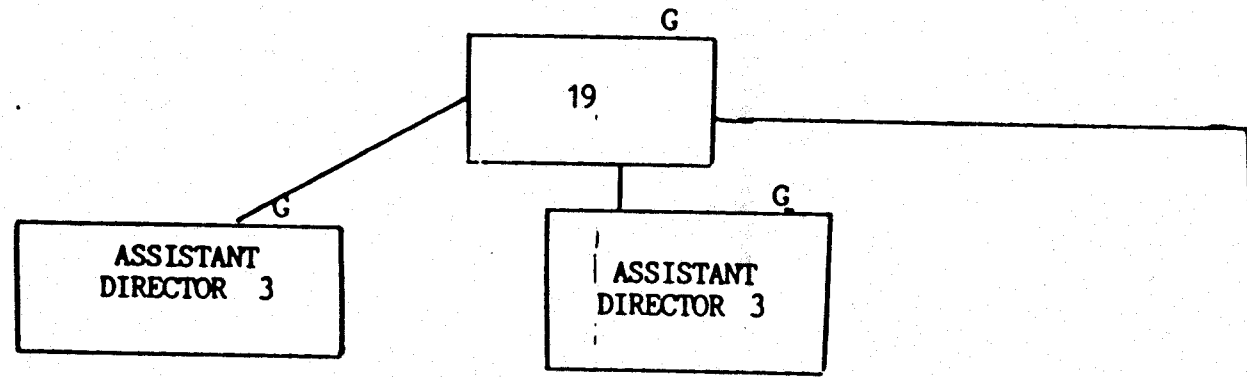
Two to three years experience in professional work equipping the incum-

bent 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.

\_\_\_\_\_  
For the University                      Date  
8/1/89

\_\_\_\_\_  
For the Union                                      Date

DIRECTOR OF FINANCIAL AID AND VETERANS' AFFAIRS

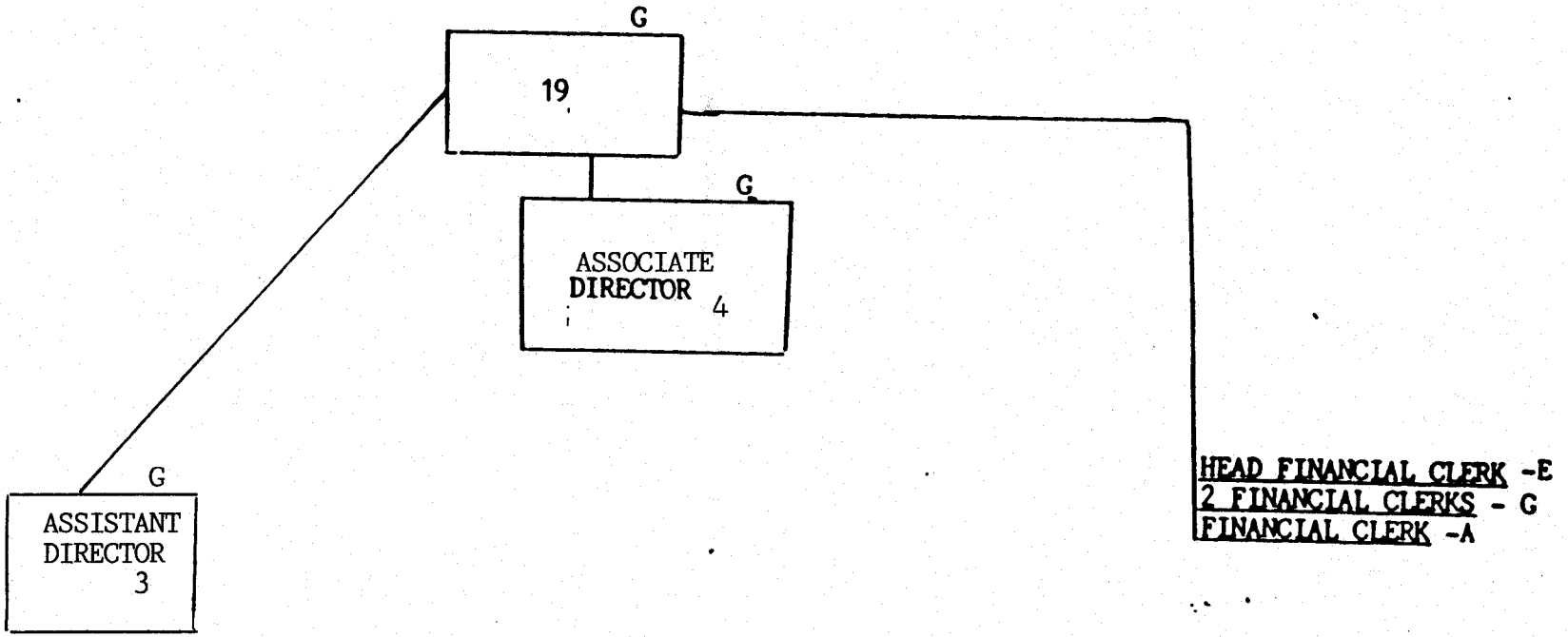


HEAD FINANCIAL CLERK -E  
2 FINANCIAL CLERKS - G  
FINANCIAL CLERK -A\*

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

NEW

DIRECTOR OF FINANCIAL AID AND VETERANS' AFFAIRS



SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Associate Director of Financial Aid & Veterans' Affairs

Campus Eastern Connecticut State University Date 8/1/89

**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 \_\_\_\_\_

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE \_\_\_\_\_

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Betty Tipton

DATE OF SUOAF CAMPUS REVIEW 8/21/89

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 Betty Tipton

Date 8/22/89

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. Neuber

DATE 8/89

**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 \_\_\_\_\_