



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#90-140

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

COORDINATOR OF VETERANS AFFAIRS AND COUNSELOR/ADMINISTRATOR III
to
ASSISTANT DIRECTOR OF ADVISING INFORMATION SERVICES/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Coordinator of Veterans Affairs and Counselor/Administrator III be reclassified to Assistant Director of Advising Information Services/Administrator III effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated July 3, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



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Opportunity
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CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED			
BY:	CSU []	CCSU [X]	SCSU []
			WCSU []
			ECSU []

POSITION ACTION:	ESTABLISH () RECLASSIFY () OTHER (X)	DATE EFFECTIVE	9/7/90
NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []			
POSITION TITLE:	COORDINATOR OF VETERANS AFFAIRS (CURRENT)	ADM III (CLASS CODE)	ASSISTANT DIRECTOR, ADVISING INFO. SERVICES (PROPOSED)
			NC (CLASS CODE)
POSITION NUMBER	CURRENT SALARY \$46,793	PROPOSED SALARY \$ 46,793	FUND 6111
1583			BARGAINING UNIT AdFac FROM TO
			nc TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To update position descriptions for the proposed Student Development Center (SDC)

JUSTIFICATION:

The creation of the Student Development Center will result in realignment and alteration of a number of existing positions without a change in rank. The job descriptions require revision to accurately reflect the duties as aligned under the SDC.

\$ -0-
COST OR (SAVINGS)

Solomon 7/3/90
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

7/88 We are obligated contractually to negotiate the impact of restructured position responsibilities. The employee is currently at the maximum of the Rank III salary range.

RUDD

Central Connecticut State University

POSITION DESCRIPTION

Position Title: Coordinator of Veteran Affairs and Counselor
Administrative Rank: Administrator III
Department: Instructional Services
Supervisor's Title: Associate to ^{V.P. Academic Affairs} ~~the Dean of Instructional Services~~

POSITION SUMMARY:

Coordinates services to veterans and dependents including appropriate certifications for entitlements and support services on and off campus. Provides counseling services to veterans and other students.

POSITION RESPONSIBILITIES:

Primary responsibilities

Verifies eligibility of veterans and dependents for benefits.
Certifies enrollment, credit loads and academic progress of eligible veterans to the Veterans Administration.
Prepares appropriate reports.
Provides counseling services for veterans.
Maintains contacts with veterans support agencies in the community.

Secondary responsibilities

Provides counseling services to non-veteran students seeking assistance.
Provides additional counseling-related services such as Financial Aid NDSL Exit Interviewing as assigned.

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

QUALIFICATIONS:

Master's degree and three years of related experience working with veterans and/or in a counseling capacity.