AUTHORIZING RESOLUTION

cconcerning

RECLASSIFICATION OF POSITION
at
CENTRAL CONNECTICUT STATE UNIVERSITY

COORDINATOR OF ADMINISTRATIVE SERVICES IN STUDENT AFFAIRS
ADMINISTRATOR IV
to
BURSAR/ADMINISTRATOR V

November 4, 1983

RESOLVED, That the position, Coordinator of Administrative Services in Student Affairs/Administrator IV, at Central Connecticut State University be reclassified to Bursar/Administrator V, effective January 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated October 18, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic
Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

An Equal Opportunity Employer
CENTRAL CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Bursar - Administrator V

FUND: General

POSITION TYPE: Permanent X Temporary

Full-time X Part-time

EFFECTIVE DATE 1/1/84 Bargaining Unit Administrative Faculty

COST: $733.93 FY 83-84
1,680.32 Annual

PROPOSAL:

To make permanent the addition to the duties of the Coordinator of Administrative Services responsibility for the Cashiering Department and the addition of responsibility for all collections. The new title of Bursar reflects the traditional university title for the constellation of functions in this job description. (See attached old and new job descriptions.)

JUSTIFICATION:

Supervision of cashiering and collections is a natural adjunct to the functions administered by the incumbent up to May 1, 1982. At that time, the Board approved the temporary addition of responsibility for cashiering to the incumbent's responsibilities and the minimum contractually required stipend for such an addition, which now stands at 7.5% of base salary. The proposed increase in rank and additional 5% are considered the minimum recognition for this very heavy increase in responsibility.

Date: 10/18/83 Prepared By Michael K. Becker

Approved By
Central Connecticut State College

POSITION DESCRIPTION

Position Title: Coordinator of Administrative Services in Student Affairs

Administrative Rank: Administrator IV (IV)

Department: Student Affairs

Supervisor(s) Position/Title: Dean of Student Affairs—Vice President, Administrative Affairs

POSITION SUMMARY:

The Coordinator of Administrative Services serves in the management of the student debt referral system, in the overseeing of campus food services, in advisement of all student organizations and the responsibility for identification cards and student handbooks.

POSITION RESPONSIBILITIES:

- Prepares for printing a Letter of Indebtedness document for distribution.
- Processes LOI's for inclusion in the Payment Registry.
- Coordinates efforts with Financial Aid Office, Cashiers, and Business Office in regard to payment of semester bills.
- Counsels students with respect to their debts to CCSC.
- Performs collection procedures to recover financial obligations owed to CCSC.
- Orders equipment for food services operation.
- Meets with Food Committee.
- Discusses complaints with participating students.
- Observes on a daily basis the food preparation and service.
- Suggests changes in food service operation in cooperation with the Dining Services Director.
- Establishes and improves standards affecting student organizations.
- Interprets college policies and regulations affecting student organizations.
POSITION RESPONSIBILITIES: (Cont'd.)

Provides leadership counseling for executive boards.

Assists in activities planning.

Advises clubs on budgetary matters.

Maintains files on student organizations.

Assist groups in the formation of new clubs.

Advises Student Senate Budget Committee.

Serves as resource person to Student Affairs Committee.

Coordinates the distribution and replacement of Student ID cards and Validation Stickers.

Responsible for updating, publishing, and distributing student handbooks.

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

REVIEW AND APPROVAL:

Prepared by:  

Reviewed by:  Michael K. Becker  11-21-79

Approved by:  

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of 7-2-79.

Charles Nelson  
(Signature)

Rev. 6/4/79
Central Connecticut State University

POSITION DESCRIPTION

Position Title: Bursar

Administrative Rank: Administrator V (new)

Department: Administrative Affairs

Supervisor's Title: Vice President for Administrative Affairs

POSITION SUMMARY:

The Bursar is the primary officer of the university responsible for management of cash flow and food service functions.

POSITION RESPONSIBILITIES:

Responsible for overall operation and supervision of the Cashiering Department

Coordinate student billing procedures.

Management of collection efforts by the several offices involved.

Management and operation of student debt deferral program.

Coordinate issuance of Student I.D. cards and validation stickers.

Oversight of food service contractor.

Provide interface between students and food service.

Provide policy oversight for student organizations.

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

QUALIFICATIONS:

Masters degree required. Four to five years of experience including demonstrated ability in management of student financial services. Experience and training in accounting preferred.

These qualifications may be waived for individuals with appropriate alternate experience.