AUTHORIZING RESOLUTION

concerning

REVISION OF JOB DESCRIPTION (EXTENSION FUND)

COORDINATOR OF VETERANS AFFAIRS/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

July 20, 1984

RESOLVED, That the job description for the Extension funded position, Coordinator of Veterans Affairs/Administrator III, at Central Connecticut State University be revised effective July 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated July 2, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
President
TITLE: Coordinator of Veterans Affairs, Administrator III

FUND: Extension

POSITION TYPE: Permanent ___X___ Temporary ________________

Full-time ___X___ Part-time ________________

EFFECTIVE DATE: July 1, 1984  Bargaining Unit  Admin. Faculty

COST: $ 0  

PROPOSAL:
To revise job description of incumbent as described in new and old job descriptions attached.

JUSTIFICATION:

Now that the Vietnam conflict is over a decade behind us, the need counseling directed specifically to veterans has substantially decreased and the energies of the incumbent can most profitably be redirected to similar services for non-veterans.

Date: July 2, 1984  Prepared by: Michael K. Redden

Approved by: ____________________________
Position Title: Coordinator of Veteran's Affairs
Administrative Rank: Administrator III
Department: Instructional Services
Supervisor's Title: Associate to 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.
Position Title: Director of Veterans Affairs

Administrative Rank: Administrator II

Department: Veterans' Affairs

Supervisor(s) Position/Title: Dean of Student Affairs

POSITION SUMMARY:

Organizes and administers services and assistance for veterans and their dependents.

POSITION RESPONSIBILITIES:

Processes veterans' forms.

Communicates with Regional Office to insure prompt response of eligibility for educational benefits.

Adjusts educational benefits based on total number of credit hours.

Interprets regulations of the Veterans Administrations (State and Federal).

Monitors veterans' progress toward graduation (credit hours, grade point average, change of program, etc.).

Prepares and administers budget.

Administers Outreach/Recruitment effort to contact veterans to inform them of available benefits and to encourage them to take advantage of these opportunities. (Federally funded)

Attends meetings with outside agencies periodically.

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

- Bachelor's degree required. Master's degree preferred. Two to three years of experience demonstrating ability to relate effectively to veterans, students, and staff required.

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

REVIEW AND APPROVAL:

Prepared by: ____________________________

Reviewed by: ____________________________

Approved by: Michael K. Berkeley 11-21-79

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 July 3, 1979.

Date

[Signatures]

George [Signature]

[Signature]  
Campus J. Committee

Rev. 6/4/79