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:

[Signature]

Dallas K. Beal
President
**POSITION ACTION REQUEST**

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**POSITION**

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**RESOLUTION**

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.

**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.
ADDENDUM TO BR# 87-58

WORKS 1/2 IN FINANCIAL AID AND 1/2 IN ACCOUNTING

HEAD FINANCIAL CLERK - E
2 FINANCIAL CLERKS - C

DIRECTOR OF FINANCIAL AID AND VETERANS AFFAIRS

DIRECTOR

ASSISTANT

ASSISTANT
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 SUOA/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 SUOA REPRESENTATIVE: 2/21/87

SUOA/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: B. Tilden

DATE OF SUOA CAMPUS REVIEW: 2/27/87

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

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

SUOA/AFSCME LOCAL PRESIDENT OR DESIGNEE: B. Tilden Date: 2/27/87

DISPOSITION AT SUOA LOCAL LEVEL:
☑ approve proposed rank and salary
CDF 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 SUOA/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
CDF disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL: David C. McInerney 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 SUOA/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
☑ approved
CDF disapproved

DATE

DATE OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL

RECEIVED

MARCH 1987

THE CONNECTICUT STATE UNIVERSITY

OVER FOR APPLICABLE 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.

For the University Date

2/23/87