



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

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RESOLUTION

concerning

ADJUSTMENT IN SALARY

for

DIRECTOR OF FINANCIAL AID/ADMINISTRATOR III

at

WESTERN CONNECTICUT STATE COLLEGE

March 7, 1980

RESOLVED, That the salary for the position, Director of Financial Aid, Administrator III, at Western Connecticut State College be adjusted effective November 1, 1979, in accordance with all provisions and expectations as set forth in the proposal dated February 21, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:

A handwritten signature in cursive script, appearing to read "James A. Frost", written over a horizontal line.

James A. Frost
Executive Director

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Western Connecticut State College, Elizabeth McCoy
Dean of Personnel Administration

Concerning: New Position, X Existing Position (~~Yes~~/Filled)

1. Proposal:

To adjust the salary of the incumbent in this position effective November 1, 1979 to reflect the additional duties of Veterans Affairs.

2. Proposed Position:

Title/Rank Director of Financial Aid / Administrator 3

<u>12 mo/ FT</u>	<u>24,800</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time	current 22,798	Ed. Ext., Aux.)	
Temp. - Perm.			

3. Summary of Function (attach required job description)

see attached current and revised job description

4. Rationale for Altering or Establishing Position

The responsibilities of Veterans Affairs have been moved to the Office of Financial Aid since Veterans advising is primarily based on tuition waivers and other benefits, activities which are directly related to current activities being performed in the Office of Financial Aid. The increase in salary of approximately eight percent reflects an appropriate increased level of compensation commensurate with the added responsibilities.

5. Conditions of Employment if Changed or Different from Norm.

For Central Office Use

Consultation with Bargaining Unit
Completed 2/21/80
CMC

Approved:
1. For Submission to PERC CMC
2. By Committee/Board

Comments:

REVISED

WESTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title: Director of Financial Aid

Administrative Rank: 3

Department: Financial Aid

POSITION SUMMARY : The Financial Aid Director, responsible to the Dean of Student Affairs, is responsible for the administering of student financial aid programs in compliance with the terms of agreement between the College and the Office of Education and other state and federal requirements.

POSITION RESPONSIBILITIES : 1) Develop, implement and maintain the disbursement of funds to be awarded to students and a system for the accountability for such funds, 2) Provide counseling to students regarding the various forms of financial aid available to them. Develop student budget and work with CSS in preparing the needs analysis system. 3) Administer scholarships, and award and process short term loans and bank loans, 4) Manage all on campus student employment including examination of campus employment needs, the budgeting of funds and the coordination of student payrolls, 5) Prepare reports on the fiscal operation of financial aid office for institutional purposes and state and federal requirements, 6) Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position, 7) Administer activities pertaining to Veterans Affairs.