THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

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 reclass-
ified 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   Southern Connecticut State University • New Haven
Eastern Connecticut State University • Willimantic   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 responsbility 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 _Arthur James_

Central Connecticut State College

POSITION DESCRIPTION

Position Title: __Coordinator of Administrative Services in Student Affairs__

Administrative Rank: __Administrator II (IV ~~3~~)__

Department: __Student Affairs__

Supervisor(s) Position/Title __~~Dean of Student Affairs~~ VicePresident Administrative Affai__

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: _____ _____

Approved by: *Michael K. Becker* _____ *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 ____*7-3-79*____.
                                 Date

                              Charles Wellich
                              (Signature)

                              John M. Loy
                              Campus JA Committee

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 defferral program.

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

Oversignt of food service contractor.

Provide interface between students and food service.

Provide policy oversight for student organizations.

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

QUALIFICATIONS:

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

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