



# THE CONNECTICUT STATE UNIVERSITY

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

## AUTHORIZING RESOLUTION

concerning

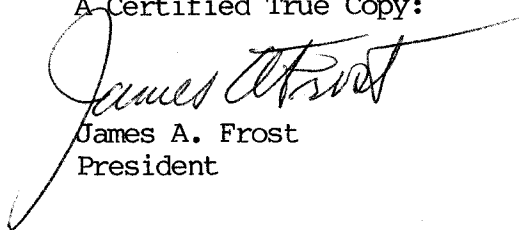
REVISION OF JOB DESCRIPTION (EXTENSION FUND)

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

CENTRAL CONNECTICUT STATE UNIVERSITY  
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

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.

RECEIVED  
JUL 02 1984  
THE CONNECTICUT  
STATE UNIVERSITY

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. Becker

Approved by: \_\_\_\_\_

*New*

## POSITION DESCRIPTION

Position Title: Coordinator of Veterans 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 DESCRIPTION

Position Title: Coordinator of Veterans Affairs  
 Director

Administrative Rank: Administrator III

Department: Veterans' Affairs

Supervisor(s) Position/Title Assoc. to Dean of Student Affairs  
 Instructional Services

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~~ <sup>and</sup> ~~Master's degree preferred~~ Two to three years of experience demonstrating ability to relate effectively to Veterans, students, and staff ~~requirements.~~

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

REVIEW AND APPROVAL:

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: Michael K. Beiber \_\_\_\_\_ 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

George Ruedel  
(Signature)

John D. [Signature]  
Campus JA Committee