



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

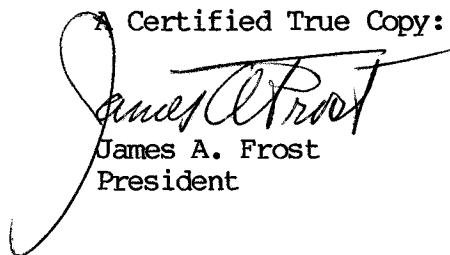
concerning

EXPANSION OF DUTIES AND RESPONSIBILITIES
for
ASSOCIATE DIRECTOR OF FINANCIAL AID/ADMINISTRATOR IV
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

September 7, 1984

RESOLVED, That the duties and responsibilities for the position, Associate Director of Financial Aid/Administrator IV, at Southern Connecticut State University be expanded effective September 7, 1984, in accordance with all provisions and expectations as set forth in the proposal dated August 20, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

Unclassified Position Alteration Summary

TITLE: Associate Director of Financial Aid, Adm. IVFUND: GeneralPOSITION TYPE: Permanent X Temporary _____
Full-time X Part-time _____EFFECTIVE DATE: 9/7/84 Bargaining Unit Admin. FacultyCOST: \$1,500

PROPOSAL: That the duties and responsibilities of the Associate Director of Financial Aid, Administrator IV, position be expanded. That the revised job description be accepted (attached).

JUSTIFICATION:

In light of an increased demand for detailed accountability in the administration of both federal and state financial aid programs, Mrs. Fadden has been asked to take on additional responsibilities for the computerization of all financial aid data. These responsibilities include creating financial aid records, direct input of data on the terminal, verification of all financial aid data, as well as the development of new computer programs. Further, Mrs. Fadden has been asked to acquire additional skills in coursework in computer operations. She has also been asked to train office personnel in the operation of the computer programs and to generate additional reports. Her previous job description (attached) does not adequately reflect the level of responsibility of her increased duties. For this reason, a salary adjustment of \$1,500 is recommended.

Date: 8/20/84Prepared By Roger J. Bergh

Approved By _____

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AUG 21 1984
THE CONNECTICUT
STATE UNIVERSITY

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION TITLE: Associate Director of Financial Aid

ADMINISTRATIVE RANK: Administrator IV

POSITION SUMMARY:

This administrator assists the Director of Financial Aid in the overall administration and operation of student financial aid. He/she coordinates and directs the student employment programs and their fiscal management. Further, the Associate Director of Financial Aid coordinates the computerization of financial aid data. This position is under the supervision of the Director of Financial Aid and the Associate Director of Financial Aid assumes the responsibility of the Director in his absence.

POSITION RESPONSIBILITIES:

1. Assists the Director in the general coordination and operation of the Financial Aid Office.
2. Coordinates the student employment programs encompassing the placement and management of student employees within all areas of the University as well as off-campus agencies, the monitoring of earnings, the fiscal accountability of the program, and disciplinary grievances regarding student employees.
3. Coordinates the computerization of financial aid data, and at the direction of the Director of Financial Aid acts as a liaison between the Computer Center and the Financial Aid Office.
4. Analyzes and processes student need analysis documents and awards financial aid funding.
5. Counsels prospective and continuing students and parents seeking financial assistance.
6. Conducts University information programs on student financial assistance and serves as a resource for the University community.
7. Assists in the preparation of requests for funds and special reports.
8. Coordinates the awarding of scholarships from non-college organizations.
9. Assists the Director in determining and implementing policies, procedures and philosophy of the Financial Aid Office.
10. Coordinates reconciliation of funding expenditures with the University Business Office, oversees the implementation of the financial aid refund policy, and assists in federally mandated audit reviews.

Associate Director of Financial Aid - continued

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

Administrative Faculty

Richard V. Farrell

Immediate Supervisor

Kenneth S. Triguerriss (TMSF)

Dean of Personnel Administration

Roger J. Bergh