



# THE CONNECTICUT STATE UNIVERSITY

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

## AUTHORIZING RESOLUTION

concerning

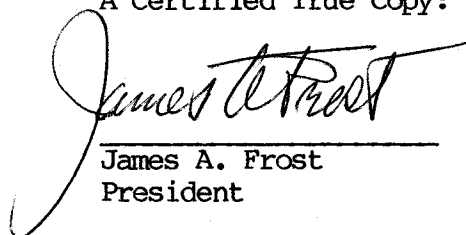
ADJUSTMENT IN DUTY and RANK

ASSISTANT TO THE DIRECTOR OF FINANCIAL AID/ADMINISTRATOR II  
to  
ASSISTANT DIRECTOR OF FINANCIAL AID/ADMINISTRATOR III  
at  
WESTERN CONNECTICUT STATE UNIVERSITY

September 7, 1984

RESOLVED, That the duties and rank for the position, Assistant to the Director of Financial Aid/Administrator II, at Western Connecticut State University be adjusted to Assistant Director of Financial Aid/Administrator III, effective June 25, 1984, in accordance with all provisions and expectations as set forth in the proposal dated May 22, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
President

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Assistant Director of Financial AidFund: GeneralPosition Type: Permanent x Part-time \_\_\_\_\_Effective Date: June 25, 1984Cost: \$2,660.Campus: Western Connecticut State University

## Proposal:

To adjust the duties of the Assistant to the Director of Financial Aid (Admin. II) to reflect increased responsibilities.

## Summary:

The job description for the position of Assistant Director of Financial Aid includes new responsibilities in the administration of the Financial Aid Office including general supervision of the Veteran's Office (see attached job description). It is recommended that the incumbent receive an appropriate adjustment in salary and reclassification in recognition of these additional duties.

Date: May 22, 1984**RECEIVED****MAY 24 1984****THE CONNECTICUT  
STATE UNIVERSITY**

Assistant to the Director of Financial Aid Financial Aid  
Office/Administrator II  
(Code )

**SUPERVISOR:** Director

**SUPERVISION EXERCISED:**

**INCUMBENT NAME:** Patricia Panaro

**POSITION SUMMARY:**

Assist the Director in planning, directing and coordinating the operation of the Financial Aid Office. Supervises the staff and manages the day-to-day operation of the office. Develops and implements financial aid procedures and forms. Prepares reports and requests for funds. Must assume any responsibilities deemed necessary by the Director in his absence.

**POSITION RESPONSIBILITIES:**

Assists the Director in the overall coordination and operation of the Financial Aid Office.

Works with the Director in determining and implementing policies, procedures, and philosophy of the financial Aid Office.

Processes student applicant needs-analysis and awarding of financial aid packages.

Assists in planning and developing financial aid forms.

Processes, verifies, and validates information and documents for various Federal, State, and outside agencies.

Computerizes financial aid records and is responsible for accounting and fiscal control of financial aid monies.

Disseminates information to students, parents, and the public regarding sources of financial aid.

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

**EDUCATION AND EXPERIENCE**

**SPECIAL NOTATIONS:**

2/6/84  
468

Western Connecticut State University

Position Description

Position Title: Assistant Director, Financial Aid

Administrative Rank: Administrator III

Department: Financial Aid - Student Affairs

Supervisor(s) Position/Title: Director of Financial Aid

Position Summary:

Assist the Director in planning, directing, and coordinating the operation of the Financial Aid Office. Participates in supervision of staff and management of day-to-day operation of the office. Develops and implements financial aid procedures and forms. Prepares reports and requests for funds. Must assume any responsibilities deemed necessary by the Director in his absence.

Position Responsibilities:

Assists the Director in the overall coordination and operation of the Financial Aid Office and Veterans Office. Oversees Veterans Office - hiring and supervising work-study personnel - certifying veterans for benefits and any other responsibilities deemed necessary to run office.

Works with the Director in determining and implementing policies, procedures and philosophy of the Financial Aid Office. Assists in office management including the hiring of student employees.

Processes student applicant needs-analysis, awards student aid packages according to established procedures and assists with Title IV validation. Assists in planning and developing financial aid forms.

Processes, verifies, and validates information and documents for various Federal, State, and outside agencies. Establishes reconciliation procedures for all aid program expenditures and for identifying discrepancies that exist between the respective offices' records.

Assists in computerization of financial aid records and shares responsibility for accounting and fiscal control of financial aid monies. Is a liason with State and Federal auditors for all aid accounts and assists in the completion of fiscal reports.

Disseminates information to students, parents, and the public regarding sources of financial aid. Acts as a counselor and general resource to students, parents, and veterans.

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