

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION
ASSISTANT DIRECTOR OF FINANCIAL AID/ADMINISTRATOR III

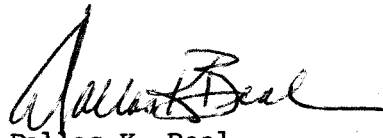
AT

SOUTHERN CONNECTICUT STATE UNIVERSITY

September 5, 1986

RESOLVED, That the position, Assistant Director of Financial Aid/Administrator III, at Southern Connecticut State University be established effective September 5, 1986, in accordance with all provisions and expectations as set forth in the proposal dated August 12, 1986, which is attached as an addendum to this Resolution.

A Certified True Copy:



Dallas K. Beal
President

CSU-200

THE CONNECTICUT STATE UNIVERSITY

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



Submitted	8-14-86
Date	
By: . CSU ()	
CCSU ()	SCSU (X)
ECSU ()	WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () DATE EFFECTIVE 9/5/86 PERM (X) FT (X) TEMP () PT ()

POSITION TITLE: _____ (Assistant Director of Financial Aid) Adm. III _____ 7918
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: _____ CURRENT SALARY _____ PROPOSED SALARY \$23,000-
\$37,100 FUND Gen BARG UNIT _____ SUOAF-AESCME from to

RESOLUTION

BR# _____

RESOLVED, That the position of Assistant Director of Financial Aid, Administrator III, at Southern Connecticut State University be established effective September 5, 1986, in accordance with all provisions and expectations as set forth in the proposal dated August 12, 1986, which is attached as an addendum to this Resolution.

A Certified True Copy _____

Dallas K. Beal, President, CSU

Date

PERCommittee 8-27-86
Date

BOARD OF TRUSTEES 9-5-86
Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The Board of Trustees has approved the establishment of this new General Fund position for the 1987 fiscal year.

RECEIVED

AUG 19 1986

THE CONNECTICUT STATE UNIVERSITY

\$23,000-
\$37,100
 Approx. Cost

Michael J. ...
 Signed (University)

8-14-86
 Date

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION TITLE: Assistant Director of Financial Aid

ADMINISTRATIVE RANK: Administrator III

POSITION SUMMARY:

Under the supervision of the Director of Financial Aid, this Administrator assists in the general administration of a comprehensive financial aid operation with specific attention given to the management of educational loan programs in which the University participates and the quality control process required by Federal regulations.

POSITION RESPONSIBILITIES:

- 1) Assists the Director in the general coordination and operation of the Financial Aid Office.
- 2) Administers the Entrance and Exit Interview process for all Title IV and Nursing Student Loan Programs.
- 3) Coordinates the University's Debt Management Program for educational loan programs.
- 4) Manages the quality control process, which includes verification procedures required by Federal regulation, to ensure the University's fiscal accountability.
- 5) Analyzes and processes student need analysis documents and awards financial aid funding.
- 6) Assists in preparing requests for funds and reports.
- 7) Counsels prospective and continuing students and parents seeking financial assistance.
- 8) 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:

Two years of experience in University/College financial aid administration demonstrating ability to relate to students, parents, and University staff and to handle complex information. A Bachelor's degree is required. A Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

Signed by W. Caliendo 7/18/86
K. Leung
Rosa L. Bergh