



**Connecticut
State
University**

Central • Eastern • Southern • Western

BR#91-113

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

Office of the President

RESOLUTION

concerning

ADDITION OF DUTIES AND SALARY ADJUSTMENT TO THE POSITION

of

ASSOCIATE DIRECTOR OF FINANCIAL AID/ADMINISTRATOR IV

at

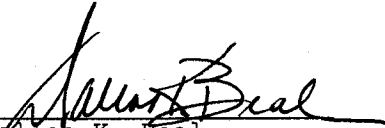
EASTERN CONNECTICUT STATE UNIVERSITY

July 19, 1991

RESOLVED,

That due to the addition of duties to the position of Associate Director of Financial Aid at Eastern Connecticut State University, effective July 22, 1991, the biweekly salary of the incumbent shall be increased to \$1,666.00 (\$43,482 annualized), in accordance with all provisions and expectations as set forth in the proposal dated June 14, 1991, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



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Opportunity
Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

ADDENDUM TO BR#91-113

SUBMITTED	<u>6/14/91</u>
BY: CSU []	
CCSU [] SCSU []	
ECSU <input checked="" type="checkbox"/> WCSU []	

POSITION ACTION:	ESTABLISH ()	RECLASSIFY ()	OTHER <input checked="" type="checkbox"/>	DATE EFFECTIVE	<u>7/22/91</u>
NATURE OF THE POSITION: PERMANENT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> TEMPORARY [] PART-TIME []					
POSITION TITLE:	<u>Assoc. Dir. Fin. Aid</u>	<u>7919</u>	<u>Same</u>		
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	<u>8068</u>	CURRENT SALARY \$ <u>1571.60 (41,021)</u>	PROPOSED SALARY \$ <u>1666.00 (43,482.60)</u>	FUND	<u>G</u>
				BARGAINING UNIT	<u>SUOAF</u>
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To increase the responsibilities of the Associate Director of Financial Aid to include the coordination of promissory notes including the collection of same. No rank change is required. A 6% salary adjustment is proposed.

JUSTIFICATION:

With the retirement of the Associate Dean of Administrative Affairs, the Associate Director of Financial Aid will assume permanent responsibility for the administration, including collection of promissory notes to students. Included in those responsibilities are numerous interviews with students and examination of credit records.

\$ 2,461.60
COST OR SAVINGS

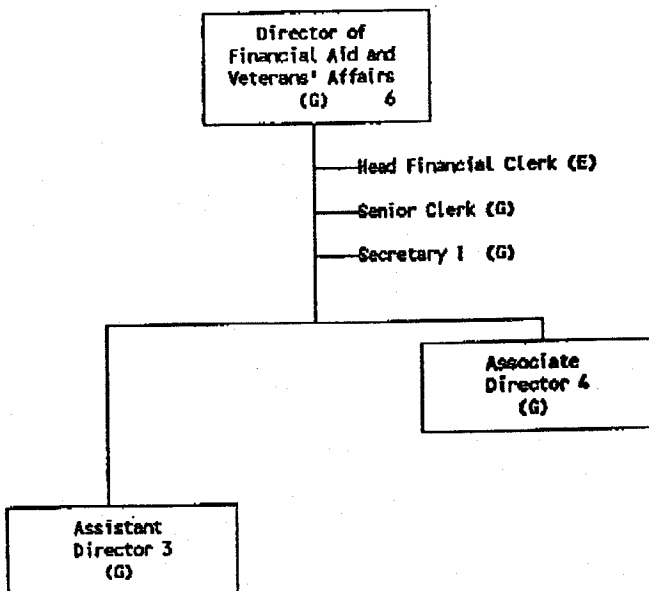
Michael Paul 7/1/91
SIGNED (UNIVERSITY) DATE

ATTACH OLD AND NEW STAFFING CHART, old only
JOB DESCRIPTION, AND
SUOAF SIGN OFF FORM IF REQUIRED

MISCELLANEOUS COMMENTS:
7/88

Eastern Connecticut State University
Director of Financial Aid and Veterans' Affairs

(See Page Z5)



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EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTIONPOSITION TITLE: ASSOCIATE DIRECTOR OF FINANCIAL AID AND VETERANS'
AFFAIRS

ADMINISTRATIVE RANK: 4

INCUMBENTS: LINDA SERETINY

Under the general direction of the Dean of Student Affairs and the immediate direction of the Director of Financial Aid and Veterans Affairs, the Associate Director is responsible for the following.

1. Processes financial aid applications including performing needs analysis, awarding student aid packages according to established procedures, and performing Title IV validations.
2. Acts as a counselor and general resource person to students and assists in handling problems with students and/or parents or legal representatives.
3. Assists in management of the office and assumes responsibility for the office in the absence of the Director.
4. Performs the following duties:
 - a. Overseeing operation of the Veterans' Office, including the certification of benefits, preparation of statistical reports, and coordinating Veterans' tutorial and rehabilitation benefits.
 - b. Administering on campus student work programs.
 - c. Overseeing operation of the Guaranteed Student Loan Program.
 - d. Administering off campus student work programs.
 - e. Acts as CSU liaison for implementation of the Financial Aid module of the CSUSIS System.
5. Represents the office and the University by attending workshops and meetings.
6. Performs duties related to those enumerated above which do not alter the basic level of position responsibility.

QUALIFICATIONS

Two to three years experience in professional work equipping the incum-

bent to relate to students, staff, parents, and the general public. A Bachelor's Degree is required. A Master's Degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

<u>For the University</u>	<u>Date</u>	<u>For the Union</u>	<u>Date</u>
8/1/89			

P R O P O S E D

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EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTIONPOSITION TITLE: ASSOCIATE DIRECTOR OF FINANCIAL AID AND VETERANS'
AFFAIRS

ADMINISTRATIVE RANK: 4

INCUMBENTS: LINDA SERETNY

Under the general direction of the Dean of Student Affairs and the immediate direction of the Director of Financial Aid and Veterans Affairs, the Associate Director is responsible for the following.

1. Processes financial aid applications including performing needs analysis, awarding student aid packages according to established procedures, COORDINATING THE ISSUANCE OF PROMISSORY NOTES TO STUDENTS AND DEVELOPING ADEQUATE PROCEDURES TO EXPEDITE PAYMENT OF OUTSTANDING NOTES, and performing Title IV validations.
2. Acts as a counselor and general resource person to students and assists in handling problems with students and/or parents or legal representatives.
3. Assists in management of the office and assumes responsibility for the office in the absence of the Director.
4. Performs the following duties:
 - a. Overseeing operation of the Veterans' Office, including the certification of benefits, preparation of statistical reports, and coordinating Veterans' tutorial and rehabilitation benefits.
 - b. Administering on campus student work programs.
 - c. Overseeing operation of the Guaranteed Student Loan Program.
 - d. Administering off campus student work programs.
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QUALIFICATIONS

Two to three years experience in professional work equipping the incumbent to relate to students, staff, parents, and the general public. A Bachelor's Degree is required. A Master's Degree is preferred. These qualifications may be waived for individuals with appropriate

alternate experience.

<u>For the University</u>	<u>Date</u>	<u>For the Union</u>	<u>Date</u>
8/1/89			

**SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES**

Position Title Associate Director of Financial Aid

Campus Eastern Connecticut State University Date May 8, 1991

LEVEL 1, Day 1 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE Michael Paul

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 7/11/91

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY W. George

DATE OF SUOAF CAMPUS REVIEW 7/11/91

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE [Signature] Date 7/12/91

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary disapprove proposed rank and salary

Comments or Recommendations:

SALARY BASE should be adjusted if CBI ARE implemented.

DATE RETURNED TO LOCAL DPA ✓

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 6/27/91

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Newbur DATE 7/17/91

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE 7/17/91

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____

OVER FOR APPLICABLE POSITION DESCRIPTION