



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050  
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## AUTHORIZING RESOLUTION

concerning

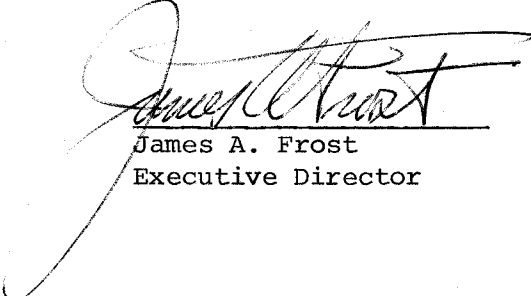
Establishment of a New Position  
at  
Southern Connecticut State College

Assistant to the Director of Housing - Resident Hall Director, Adm. I

January 9, 1980

RESOLVED, That the position, Assistant to the Director of Housing - Resident Hall Director, Administrator I, be established at Southern Connecticut State College effective January 9, 1980, in accordance with all provisions and expectations as set forth in the proposal dated January 8, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

Addendum to Board Resolution #80-6 -- January 9, 1980  
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION  
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College, Manson Van B. Jennings *1/8/80*  
President

Concerning: X New Position, \_\_\_\_\_ Existing Position (Vacant/Filled)

Proposal:

Creation of a temporary, full-time position in Housing for Spring Semester 1980.

Proposed Position: Assistant to the Director of Housing - Resident Hall Director

Title/Rank Administrator I

<u>12 mo. Temp.</u>	<u>\$9,500.</u>	<u>Aux.</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Bargaining Unit
Full-Part-Time		Ed. Ext., Aux.)	
Temp. - Perm.			

3. Summary of Function (attach required job description)

Attached is a current job description for the position.

4. Rationale for Altering or Establishing Position

Due to the sudden illness of William Philie, a Resident Hall Director, it is necessary to create an additional position for Spring Semester 1980 in order to provide proper supervision of a co-educational facility.

5. Conditions of Employment if Changed or Different from Norm.

This position will continue only for the duration of Mr. Philie's illness.

Central Office Use

Consultation with Bargaining Unit  
Completed 1/8/80 *one*

Approved:

1. For Submission to PERC *one*
2. By Committee/Board \_\_\_\_\_

Comments:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Assistant to the Director of Housing - Resident Hall Director

ADMINISTRATIVE RANK: Administrator I

POSITION SUMMARY:

Under the supervision of the Director of Housing, this live-in professional staff member is responsible for the overall quality of life in a College residence hall. He/she coordinates the educational, student development and administrative aspects of a residence hall. The emphasis of this position is on establishing and maintaining an atmosphere conducive to personal growth and academic achievement.

POSITION RESPONSIBILITIES

1. Renders assistance to students in a residence hall through counseling, advising and referral.
2. Oversees all residence hall programs, activities, and support staff.
3. Selects, orients, trains, supervises and evaluates Resident Advisor staff.
4. Investigates reports of misconduct and attempts to resolve or eliminate sources of conflict among students.
5. Provides leadership in the development, implementation and evaluation of an orientation program for entering resident students.
6. Supervises the security, maintenance, inventory and general operations of the residence hall.
7. Serves as liaison between the residents, the Director of Housing and other areas within the College.
8. Advises the hall government and student judicial board.
9. Provides assistance to central Housing Office.
10. Assumes adjunct responsibilities with the approval of the Director of Housing in other student affairs areas during periods of non-occupancy of residence halls.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.