



STATE OF CONNECTICUT
 BOARD OF TRUSTEES
 FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050
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AUTHORIZING RESOLUTION

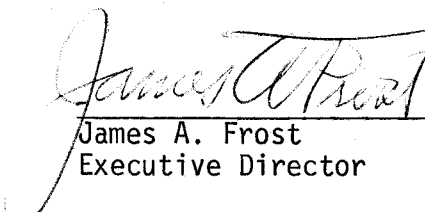
concerning

TEMPORARY POSITION
 at
 EASTERN CONNECTICUT STATE COLLEGE
 HEAD RESIDENT/ADMINISTRATOR I

June 6, 1980

RESOLVED, That the temporary position, Head Resident/Administrator I, be established at Eastern Connecticut State College effective June 6, 1980, in accordance with all provisions and expectations as set forth in the proposal dated May 22, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


 James A. Frost
 Executive Director

UNCLASSIFIED POSITION

SUMMARY

Title: Head Resident/Adm. I

Fund: Auxiliary

Position Type: Permanent X* Part-time _____ *Temporary

Effective Date: June 6, 1980

Cost: \$2,000

Campus: Eastern CT State College

Proposal: To establish a temporary position of Head Resident to provide residence hall coverage for summer session.

Summary: Since all permanent Head Resident positions are ten-month positions it is necessary to establish a temporary position in order to provide student supervision in the dormitory during the summer months.

Date: May 22, 1980

HALL DIRECTOR

Under the general direction of the Dean of Student Affairs and the immediate direction of the Director of Housing the Hall Director is responsible for providing a satisfactory living and learning environment for students of the college while working cooperatively in the selection, training, supervision and evaluation of student staff members.

DUTIES

I. Student Development

- A. Through direct involvement with student works to enhance the development of students in all aspects of residential life.
- B. Refers students for additional services.
- C. Performs academic advisement under the supervision of the Office of Student Affairs.
- D. Works cooperatively with the Housing Staff to enforce College Rules and Regulations.
- E. Works with the Housing staff in reporting violations of Rules and Regulations to appropriate judicial personnel and prepares cases and records for the Judicial system as required.

II. Administrative

- A. Is aware of the physical condition of the area, reports property damage and physical plant problems and informs the Housing office whether routine custodial work is being performed.
- B. Supervises student staff in routine room inspection and performs an inspection of entire area physical plant prior to Thanksgiving vacation, spring vacation, and before the last week of classes ends in each semester. The Director, in cooperation with the Director of Housing, will perform a final inspection of the physical plant subsequent to departure of all residents.
- C. Maintains inventory of all furniture and equipment assigned to the residence area. Reports any missing or damaged equipment immediately. The Director will direct and assist the R.A. staff and other college staff in maintaining the facilities in an orderly fashion.
- D. Is responsible for changes in room registrations within the hall, during the semester.
- E. Shall provide scheduled coverage as assigned by the Director of Housing.
- F. Works with student activities within the residence area.
- G. Handles other administrative duties such as: key assignments, ordering new keys, requesting rekeying of rooms.
- H. Supervises distribution of campus information and campus and off-campus mail to residents.
- I. Prepares housing registration information for billing.

- J. Develops work schedules for resident assistants within guidelines established.
- K. Prepares reports as needed.
- L. Represents the Office of Student Affairs and the College by attending workshops and meetings on or off-campus as needed.
- M. Acts as a counselor, academic advisor, and general resource person to students.
- N. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.