



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

Establishment of a New Auxiliary Funded Position
at
Southern Connecticut State University

Assistant to the Director of Housing/
Resident Hall Director/Administrator II

February 3, 1984

RESOLVED, That an auxiliary funded position, Assistant to the Director of Housing/Resident Hall Director/Administrator II, be established at Southern Connecticut State University, effective April 13, 1984, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
James A. Frost
President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE (Addendum to BR# 84-35)

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State University

Frank Harrison
President

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

Proposal: That a Residence Hall Director position be established to ensure coverage in the new dormitory which will be opening on April 15, 1984.

Proposed Position:

Title/Rank Assistant to the Director of Housing/Resident Hall Director, Adm. II

12 month			
Full-time, Perm.	<u>\$14,998.37</u>	<u>Aux.</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

Job description attached

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4. Rationale for Altering or Establishing Position

Position necessary for supervision of the new dormitory opening on April 15, 1984.

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

Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:
1. For Submission to PERC _____
2. By Committee/Board _____

Comments:

Date

Signature

Southern Connecticut State University
Assistant to Director of Housing/Residence Hall Director
Housing/Administrator II
(Code)

SUPERVISOR: Director of Housing

SUPERVISION EXERCISED:

INCUMBENT NAME:

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 University 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:

Renders assistance to students in a residence hall through counseling, advising and referral.

Oversees all residence hall programs, activities, and support staff.

Selects, orients, trains, supervises and evaluates Resident Advisor staff.

Investigates reports of misconduct and attempts to resolve or eliminate sources of conflict among students.

Provides leadership in the development, implementation and evaluation of an orientation program for entering resident students.

Supervises the security, maintenance, inventory and general operations of the residence hall.

Serves as liaison between the residents, the Director of Housing and other areas within the University.

Advises the hall government and student judicial board.

Provides assistance to central Housing Office.

Assumes adjunct responsibilities with the approval of the Director of Housing in other student affairs areas during periods of non-occupancy of residence halls.

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

Southern Connecticut State University
Assistant to Director of Housing/Residence Hall Director
Housing/Administrator II
(Code)
Continued

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SPECIAL NOTATIONS:

Two years of relevant housing experience equipping the applicant to relate effectively to resident university students and staff. A Bachelor's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.