



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

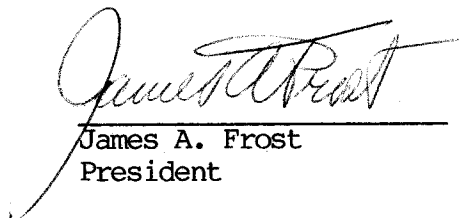
ADJUSTMENT IN DUTY and TITLE

DIRECTOR OF HOUSING OFFICE/ADMINISTRATOR VI
to
DIRECTOR OF HOUSING & AUXILIARY ACTIVITIES/
ADMINISTRATOR VI (Auxiliary Funded)
at
WESTERN CONNECTICUT STATE UNIVERSITY

June 15, 1984

RESOLVED, That the duties and title for the Auxiliary funded position Director of Housing Office/Administrator VI at Western Connecticut State University be adjusted to Director of Housing & Auxiliary Activities/Administrator VI, effective June 25, 1984, in accordance with all provisions and expectations as set forth in the proposal dated May 22, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Director of Housing & Auxiliary Activities (Summer)Fund: AuxiliaryPosition Type: Permanent x Part-time Effective Date: June 25, 1984Cost: \$2,900.Campus: Western Connecticut State University

Proposal:

To adjust the duties of the Director of Housing to include responsibilities for housing activities occurring during the summer.

Summary:

The job description for the position of Director of Housing will include new responsibilities for the development and administration of summer housing programs. (see attached job descriptions). It is recommended that the incumbent receive an appropriate adjustment in salary in recognition of these additional duties.

RECEIVED
MAY 24 1984
THE CONNECTICUT
STATE UNIVERSITY

Date: May 22, 1984

Director of Housing Housing Office/Administrator VI
(Code)

SUPERVISOR: Dean of Student Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: John N. Wallace

POSITION SUMMARY:

Supervise the operation of the Housing Office, including the residence halls, and the performance of its personnel (secretary, student help, resident advisors and the three assistant directors of housing/resident directors).

POSITION RESPONSIBILITIES:

Supervise the assigning and reassigning of 590 undergraduate resident students to on-campus housing for the regular academic year and summer session if applicable; assist graduate, married students, faculty and those undergraduate students on the waiting list in finding off-campus landlords, etc., on all matters relating to housing (e.g. roommates, landlords, leases, zoning, etc.) both on and off-campus.

Develop, implement and update administrative and personnel policies for the effective day to day operation of the Housing Office and the three residence halls, including development of orientation and in-service training programs for the residence hall staff.

Give advice and input to the Administrative Affairs Offices on a budget of approximately 356,950 dollars for three residence halls.

Coordinate the maintenance and repair of the residence halls with the Superintendent of Buildings and Grounds.

Requisition, through the Purchasing Department, all supplies, equipment, and services required by the residence halls.

Serve as advisor and resource person for the Inter-Residence Hall Council, the individual residence hall governing and Judicial Boards bodies.

Assist in the planning and designing of new residence halls, including the selection and requisitioning of moveable equipment.

Coordinate Housing Operation with Food Service, Security, Health Service, maintenance, Cashiers Office, Athletic Department and the Business Office.

Perform miscellaneous professional assignments and committee work associated with Housing as requested by the Dean of Student Affairs.

Performs other duties and responsibilities related to those enumerated

Director of Housing Housing Office/Administrator VI
(Code)
Continued

- 2

above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE

SPECIAL NOTATIONS:

Five years of experience in college administration, including three years in housing, demonstrating ability to formulate and implement housing policy and to supervise staff. A Master's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

DIRECTOR OF HOUSING & AUXILIARY ACTIVITIES (SUMMER)

SUPERVISOR: Dean of Student Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: John N. Wallace

POSITION SUMMARY:

Supervise operation of the Housing Office, including the residence halls and the performance of its personnel (secretary, student help, resident advisors and the assistant directors of housing/resident directors). Coordinate all matters concerning facilities usage. Contract preparation and execution, financial arrangement, staff selection, training and supervision of summer conferences.

POSITION RESPONSIBILITIES:

Supervise the assigning and reassigning of 856 undergraduate, graduate and married students to on-campus housing for the regular academic year and summer session if applicable; assist students and faculty in finding off-campus landlords, etc., and on all matters relating to housing (e.g. roommates, landlords, leases, zoning, etc.) both on and off-campus.

Develop, implement and update administrative and personnel policies for effective day to day operation of the Housing Office and residence halls, including development of orientation and in-service training programs for residence hall staff.

Give advice and input to Administrative Affairs on a budget for the residence halls.

Coordinate maintenance and repair of residence halls with the Superintendent of Buildings and Grounds.

Requisition, through the Purchasing Department, all supplies, equipment and services required by the residence halls.

Serve as advisor and resource person for the Inter-Residence Hall Council. Coordinates disciplinary aspects of residence life.

Assist in planning and designing of new residence halls, including selection and requisitioning of moveable equipment.

Coordinate Housing Operation with Food Service, Police, Health Service, Maintenance, Cashier's Office, Athletic Department, the Business Office, Computer Center, etc.

Perform miscellaneous professional assignments and committee work associated with Housing as requested by the Dean of Student Affairs.

(cont'd)

Coordinates auxiliary activities programs including:

- A. In conjunction with the President's Office where appropriate conducts inquiries and outreach activities to identify outside groups whose potential use of university facilities in the summer would be of benefit to the university and to the outside groups.
- B. Reviewing requests (not initiated by the university) from outside groups for the use of university facilities in the summer to determine if such usage would be in the university's interests.
- C. Recommending a schedule of facilities for use by outside groups for the summer period. This schedule is to be coordinated with normal university activities scheduled during the summer period.
- D. Coordinating the provision and pricing of all services required for outside groups during the summer period, i.e., Maintenance and Cleaning, Food Service, Housing, Campus Police, facilities availability (i.e., Gym, Student Center, classrooms).
- E. Preparing, for the approval of appropriate management officials a comprehensive letter of agreement which covers the terms of usage for each outside group approved to use university facilities during the summer period. Specific responsibilities of the university and the outside group are to be delineated in this agreement.
- F. Serving as the university liaison to outside groups for the purpose of advising the groups of applicable university policies and procedures and handling daily problems which may occur throughout the group's stay at the university.
- G. Preparing a final report to summarize the activities of the summer period. Recommendations concerning the return of the outside groups for subsequent summers are to be included in the report.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Five years of experience in university administration, including three years in Housing, demonstrating ability to formulate and implement Housing Policy and to supervise staff. A Master's Degree is required.

These qualifications may be waived for individuals with appropriate alternate experience.