



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
WESTERN CONNECTICUT STATE UNIVERSITY
ASSOCIATE DIRECTOR OF HOUSING/ADMINISTRATOR IV

June 15, 1984

RESOLVED, That an Auxiliary funded position, Associate Director of Housing/Administrator IV, be established at Western Connecticut State University 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: Associate Director of HousingFund: AuxiliaryPosition Type: Permanent x Part-time _____Effective Date: June 25, 1984Cost: New position - minimum \$21,230.Campus: Western Connecticut State University

Proposal:

To establish a position of Associate Director of Housing.

Summary:

Beginning this summer, dormitories at the University will be open throughout the year. Additional staff is needed to meet the increased demand for services and to assist the Director throughout the year. The source of funding for this position will be revenues generated by the Summer housing operation. (job description attached).

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MAY 24 1984

Date: May 22, 1984

ASSOCIATE DIRECTOR OF HOUSING/ADMINISTRATOR IV

SUPERVISOR: Director of Housing and Auxiliary Activities (Summer)

POSITION SUMMARY:

In conjunction with the Director of Housing and Auxiliary Activities (Summer), is responsible for the operation of the Housing Office, including residence halls, and the performance of its personnel (secretary, student help, resident advisors, grad interns, and the assistant to the director/residence directors).

POSITION RESPONSIBILITIES:

Assists the director in selection of professional staff and the ADH/RD's in development and implementation of student help selection process. Has primary responsibility (in conjunction with the Grasso Hall ADH/RD) for selection and training of graduate interns and is responsible for orientation and training of new ADH/RD's.

Primary responsibility for summer and semester vacation housing for students including, but not limited to staffing, operation procedures, billing procedures, eligibility, etc.

Serve as the primary hearing officer for students accused of violations up to, but not at the residence hall separation level.

Responsible for keeping statistics on, and making reports, forecasts and recommendations about housing policies and procedures such as deposits, academic requirements, new student indexing, etc.

Responsible for annual policy and procedure review and presentation to the director of any anticipated changes that needed to be implemented or proposed for appropriate approval.

Responsible for recommending and coordinating programming efforts by, and for residents of a social, educational and practical nature. Should include, but not be limited to a residence hall newsletter and a schedule of programs free to residents.

Responsible for computerization of the housing operation, including word processing capability, and will train and assist other housing staff as appropriate and necessary.

Will assist the director in both budget and long term planning projects as necessary to meet the needs of the university.

Responsible for equipment and property inventory control including recommendations for improvements, renovations and additional purchases.

Will coordinate off-campus housing efforts of the office in conjunction with the ADH/RD for Newbury Hall.

(cont'd)

ASSOCIATE DIRECTOR OF HOUSING/ADMINISTRATOR IV

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Will serve in place of the director, when necessary and appropriate.

Will share committee work associated with housing as requested by the Director or the Dean of Student Affairs.

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

Three to five years experience in university administration, including two years in housing, demonstrating ability to evaluate, formulate and implement policy. Experience in staff supervision. BA, BS required, Master's preferred. Experience and knowledge of computers and budget procedures highly desirable.