

THE CONNECTICUT STATE UNIVERSITY

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



RESOLUTION

concerning

RECLASSIFICATION OF AUXILIARY-FUNDED POSITION

RESIDENT HALL DIRECTOR/ASSISTANT APARTMENT COORDINATOR/ADMINISTRATOR I
to
ASSISTANT TO THE DIRECTOR OF HOUSING FOR AUXILIARY PROGRAMS
ADMINISTRATOR II

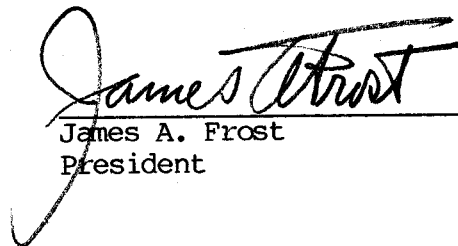
at

EASTERN CONNECTICUT STATE UNIVERSITY

March 1, 1985

RESOLVED, That the Auxiliary-funded position, Resident Hall Director Assistant Apartment Coordinator/Administrator I, at Eastern Connecticut State University, be reclassified to Assistant to the Director of Housing for Auxiliary Programs/Administrator II, effective May 1, 1984, in accordance with the settlement of a grievance with all provisions and expectations set forth in the attached addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant to the Director of Housing for Auxiliary Programs (Admin. 2)

FUND: Auxiliary

POSITION TYPE: PERMANENT XX TEMPORARY _____
FULL-TIME XX PART-TIME _____

EFFECTIVE DATE: 5/1/84 BARGAINING UNIT SUOAF

COST: \$1,588.94

PROPOSAL: To reclassify the Resident Hall Director/Assistant Apartment Coordinator/Administrator I to Assistant to the Director of Housing for Auxiliary Programs/Administrator 2 in recognition of the inclusion of responsibilities involving housing and programs for summer auxiliary activities.

SUMMARY: See attached job descriptions.

DATE: 1/10/85

BY: Robert H. Harnock
Dean of Personnel Administration

MP/emb

EASTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE RESIDENT HALL DIRECTOR/ASSISTANT APARTMENT COORDINATOR

ADMINISTRATIVE RANK I

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 plan 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.

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THE CONNECTICUT
STATE UNIVERSITY

Position Description

Resident Hall Director/Assistant Apartment Coordinator

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

Qualifications

Ability to relate effectively to resident college students and staff. A Bachelor's Degree is required.

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

Signature for the College Date

Signature for AFSCME Date

Signature of Supervisor Date

Signature of Incumbent Date

emb
7/28/81

ASSISTANT TO THE DIRECTOR OF HOUSING FOR AUXILIARY PROGRAMS
ADMINISTRATOR 2

Under the general supervision of the Director of Housing and Auxiliary Programs, the Assistant to the Director of Housing & Auxiliary Programs assists the Director in the administration of the program by performing these functions:

1. Assists in the development and coordination of the housing program including:
 - a. refurbishment of furniture and equipment
 - b. disciplinary aspects of residence life
 - c. safety procedures
 - d. evaluation of physical facilities
 - e. development of summer work schedules for Occum housing personnel
 - f. preparation of housing registration information for billing for Occum
2. Provides support for Auxiliary Program operation as follows:
 - a. assists in the development of registration, check-in and check-out programs for groups using ECSU facilities
 - b. assists in the selection of summer Auxiliary Programs student workers
 - c. assists in the supervision of the work of summer Auxiliary Programs personnel
 - d. acts as a day-to-day liaison with groups while they are on campus
 - e. assists in arranging for the provision and delivery of support services to groups using ECSU facilities
 - f. serves on committees and discharges other duties as assigned by the Director
3. In the absence of the Director, assumes the responsibility for Auxiliary Programs.
4. Assists in the selection, training, supervision and evaluation of Occum housing personnel.
5. Acts as a counselor, academic advisor, and general resource person to students.
6. Attends workshops and meetings on and off campus as needed.
7. Prepares and completes reports as needed.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level or responsibility of the position.

Signature
for SUOAF/AFSCME

Date

Signature
for the University

Date

RNH/emb
12/21/84