



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning


ESTABLISHMENT OF POSITION

ASSISTANT DIRECTOR OF HOUSING/ADMINISTRATOR III
at
SOUTHERN CONNECTICUT STATE UNIVERSITY

May 2, 1986

RESOLVED, That the position of Assistant Director of Housing/Administrator III, be established at Southern Connecticut State University, effective May 2, 1986, in accordance with all provisions and expectations as set forth in the proposal dated April 15, 1986, which is attached as an addendum to this resolution.

A Certified True Copy:



Dallas K. Beal
President



THE CONNECTICUT STATE UNIVERSITY

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

Submitted 4/15/86

Date

By: CSU ()

CCSU () SCSU (X)

ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () DATE EFFECTIVE 5/2/86 PERM (X) FT (X) TEMP () PT ()

POSITION TITLE: Assistant Director of Housing, Administrator III CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: CURRENT SALARY PROPOSED SALARY \$19,547 - \$35,027 FUND Aux. BARG UNIT SUOAF from to

RESOLUTION

BR# 86-71

RESOLVED, That the position of Assistant Director of Housing, Administrator III, at Southern Connecticut State University be established effective May 2, 1986, in accordance with all provisions and expectations as set forth in the proposal dated April 15, 1986, which is attached as an addendum to this resolution.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee Date

BOARD OF TRUSTEES Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

This new position is needed to computerize basic Housing information and services to provide greater efficiency in office operations and to allow the present Associate Director to devote more time to the development of a comprehensive summer conference/camp operation. At present, SCSU Housing has only two full-time professionals in the Central Housing Office. The addition of a person with residence hall, placement and computer experience will allow for better control of room rentals, resident placement, billing and inventory. In addition, assumption of some of the duties currently handled by the Associate Director will enable the Associate to develop the summer conference/camp operation. Revenues from this operation will be used to finance the new assistant position.

RECEIVED

APR 15 1986

THE CONNECTICUT STATE UNIVERSITY

see Justification Approx. Cost

Signed (University) [Signature]

Date 4/15/86

Southern Connecticut State University
Assistant Director of Housing/Housing/Administrator III

SUPERVISOR: Director of Housing

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Under the general supervision of the Director of Housing, the Assistant Director of Housing supervises the computerized assigning of undergraduate students to University housing and is in charge of billing and collections for housing fees. In addition, he/she works closely with the residence hall staff, students, faculty, and personnel on all matters dealing with the management, operation, and administration of the residence halls and overall University life.

POSITION RESPONSIBILITIES:

Supervise the assigning and reassigning of undergraduate students to University housing through a computerized reservation system for the academic year. Also responsible for maintaining accurate computerized records of occupancy and yearly statistical data.

Supervise and implement the computerized billing procedures for payment of the housing deposit and balance of fees.

Responsible for data transmission and update with main frame programs.

Work with University personnel in the coordination of the housing operation with maintenance, food service, and business office.

Coordinates the general housing budget and coordinated housing purchases.

Assists the Director of Housing in the general operations of the Housing Office.

Represents Housing on various University committees.

Counsels and advises students.

Coordinates all housing accounts and advises the Inter-Residence Council.

Assists the Director of Housing in the selection and training of new Residence Hall Directors.

Prepares and completes reports as needed.

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

Southern Connecticut State University
Assistant Director of Housing/Housing/Administrator III

EDUCATION AND EXPERIENCE:

Three years of experience in University Housing or a student services area demonstrating: (a) ability to relate effectively with students and staff, (b) broad knowledge of housing programs, and (c) supervisory ability, (d) computer experience is desirable. A Master's Degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

Richard V. Fairginielli

IMMEDIATE SUPERVISOR

David A. Pedersen

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Bugh