



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008

NEW BRITAIN, CONNECTICUT 06050

827-7700

TEL. NEW BRITAIN: 203 ~~239-1602~~

~~FAX NEW BRITAIN: 203-666-7373~~

AUTHORIZING RESOLUTION

concerning

The Establishment of a New Position

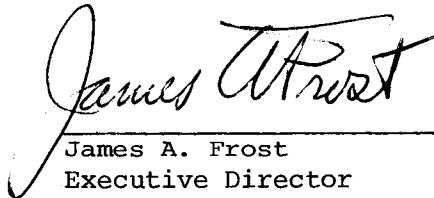
at Eastern Connecticut State College

Assistant Director of Housing, Administrator II

July 14, 1978

RESOLVED, That the position, Assistant Director of Housing, Administrator II, be established at Eastern Connecticut State College effective July 14, 1978, in accordance with all provisions and expectations as set forth in the proposal dated June 19, 1978, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

? New Posit
 ? Change Title + amend duties
 ? Amend duties -

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
 IN THE UNCLASSIFIED SERVICE

TO: Executive Officer for Faculty and Staff Affairs

FROM: Eastern Connecticut State College, _____
 (President)

Concerning: _____ New Position, XX Existing Position (Vacant/Filled)

1. Proposal: That the position of Assistant Director of Housing be created to undertake delegated Administrative Supervisor of the Windham Street Apartments. Assist in placement of new students and supervision of key control and damage repair and billing records.

2. Proposed Position:

Title/Rank Administrator II, Assistant Director of Housing

<u>12month/full</u>	<u>\$14,809.00</u>	<u>Aux.</u>	<u>SCOAF</u>	<u>T</u>	<u>(P)</u>
10 or 12 mo.	Salary Level	Fund (Gen.,	Jargaining	Temp. or	
Full-Part-Time		Ed. Ext., Aux.)	Unit	Permanent	

3. Summary of Function (attach required job description)

See attached

4. Rationale for Altering or Establishing Position (Use additional sheets of necessary)

The additional responsibilities require alteration of the position. The currently responsibilities for the position are already consistent with the Assistant level.

5. Conditions of Employment if Changed or Different from Norm. (Use additional sheets if necessary)

Additional work required:

- 1) Full operational responsibility for apartment complex
- 2) Assist in placement of new students
- 3) Responsible for damage control records
- 4) Responsible for key control records - apartments

Michael Pennal 6-12-78

For Central Office Use

Consultation with Bargaining Unit
 Completed 5/19/78

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

Comments:

 (Date) (Signature)

ASSISTANT DIRECTOR OF HOUSING:
Job Description

PROFESSIONAL RESPONSIBILITIES

- A. Delegated administrative supervision of the Windham Street Apartments including all professional, classified, and student members of the housing staff assigned there.
1. Supervision of the Apartment facilities, equipment and environs on a regular basis.
 2. Responsibility for assignment of all students to the Apartments, and maintainance of all records relevant to operation of the Apartments.
 3. Responsibility for maintainance of key system, supervising the distribution and collection of keys at opening and closing times.
 4. Establishment and maintainance of a refurbishment schedule for the Apartment Complex. Works directly with Plant Maintenance to plan necessary repairs.
 5. Performs academic advisement, counseling and makes referrals as necessary. Supervises other housing staff in advisement and referral activities.
 6. Takes appropriate disciplinary action for violations of campus policies and regulations.
 7. Responsible for design and implmention of a training program for professional and paraprofessional staff assigned to the Complex.
- B. Other
1. Assists in the assignment of new students to College housing.
 2. Acts for the Director when that person is absent.
 3. Responsible to maintain damage and billing records.
 4. Responsbile for key control records - Apartment Complex.
 5. Other Housing Office duties as necessary.

RECEIVED

JUL 14 1978

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