



# STATE OF CONNECTICUT

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## AUTHORIZING RESOLUTION

concerning

ALTERATION IN DUTIES

for

DIRECTOR OF HOUSING AND AUXILIARY ACTIVITIES (SUMMER)/  
ADMINISTRATOR VI

at

EASTERN CONNECTICUT STATE COLLEGE

February 4, 1983

RESOLVED, That the duties for the position, Director of Housing and Auxiliary Activities (Summer)/Administrator VI, at Eastern Connecticut State College be adjusted effective February 4, 1983, in accordance with all provisions and expectations as set forth in the proposal dated January 13, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost  
Executive Director

EASTERN CONNECTICUT STATE COLLEGE  
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: DIRECTOR OF HOUSING AND AUXILIARY ACTIVITIES (Summer)

FUND: AUXILIARY

POSITION TYPE: PERMANENT XX TEMPORARY \_\_\_\_\_

FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_

EFFECTIVE DATE: FEBRUARY 4, 1983 BARGAINING UNIT SCOAF

COST: \$2,500.00

PROPOSAL: To change the job responsibilities of the Director of Housing to reflect the year round responsibilities of coordinating auxiliary enterprises. The present incumbent would receive an annual salary adjustment of \$2,500.00 with no change in rank.

SUMMARY: Please see proposal and present job description.

DATE: 1/13/83

BY: Michael Paul

MP/emb

**RECEIVED**  
JAN 17 1983  
BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

PROPOSED

EASTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF HOUSING AND AUXILIARY PROGRAMS (Summer)

ADMINISTRATIVE RANK 6

Under the general supervision of the Dean of Student Affairs (who will perform all evaluations) for student related matters and the Vice-President for Administrative Affairs for matters involving facilities usage, contract preparation and execution, and financial arrangements, the Director administers the campus housing program with duties including the following:

1. Recommends policies and procedures to keep pace with the changing developments in the field.
2. Assumes a major role in the selection, training, supervision and evaluation of housing staff.
3. Develops and coordinates:
  - a. budget planning and management
  - b. purchasing
  - c. disciplinary aspects of residence life
  - d. safety procedures
  - e. evaluation of physical facilities
  - f. liaison with other college departments and the off-campus community as they relate to housing operations
  - g. maintenance of policies and procedures relative to off-campus housing
  - h. development of work schedules for housing personnel
  - i. preparation of billing data for all housing operations
  - j. day-to-day interface with the food service for all matters regarding operations on campus
4. Develops and maintains a comprehensive program of off-campus housing to expand the living options open to students.
5. Coordinates summer\* auxiliary programs including:
  - a. development of outreach inquires and activities to identify potential user groups and advise them of college policies and procedures
  - b. conducts reviews of requests from groups for use of college facilities
  - c. development of a schedule of facilities usage by outside groups
  - d. coordination of budgeting and planning with regard to services required by groups (I.E. maintenance & cleaning, food service, housing, campus police, facilities availability, etc.)
  - e. preparation, for approval of the Vice-President for Administrative Affairs, of agreements with outside user groups
6. Prepares and completes reports as needed.
7. Acts as a counselor and general resource person to students.
8. Attends workshops and meetings on and off campus as needed.

\*It is understood that such auxiliary programs may also include intersession when required by management

9. 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 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.

EASTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE DIRECTOR OF HOUSING

ADMINISTRATIVE RANK VI

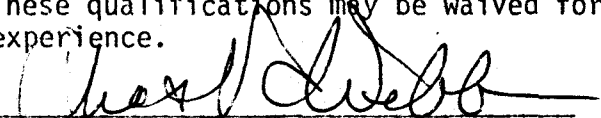
Under the general supervision of the Dean of Student Affairs, the Director of Housing administers the campus housing program with duties including the following:

1. Recommends policies and procedures to keep pace with the changing developments in the field.
2. Assumes a major role in the selection, training, supervision and evaluation of housing staff.
3. Develops and coordinates:
  - a. budget planning and management
  - b. purchasing
  - c. disciplinary aspects of residence life
  - d. safety procedures
  - e. evaluation of physical facilities
  - f. liaison with other college departments and the off-campus community as they relate to housing operations
  - g. maintenance of policies and procedures relative to off-campus housing
  - h. development of work schedules for housing personnel
  - i. preparation of billing data for all housing operations
  - j. day-to-day interface with the Food Service for all matters regarding operations on campus.
4. Develops and maintains a comprehensive program of off-campus housing to expand the living options open to students.
5. Prepares and completes reports as needed.
6. Acts as a counselor, academic advisor, and general resource person to students.
7. Attends workshops and meetings on and off campus as needed.
8. 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 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.

  
\_\_\_\_\_  
Signature for the College                      Date

\_\_\_\_\_  
Signature for AFSCME                      Date

\_\_\_\_\_  
Signature of Supervisor                      Date  
emb 7/27/81

\_\_\_\_\_  
Signature of Incumbent                      Date

Coordination of Summer Auxiliary Programs

The coordination of summer auxiliary operations encompasses the following.

1. Conducting inquiries and outreach activities to identify outside groups whose potential use of College facilities in the summer would be of benefit to the College and the outside groups.
2. Reviewing requests (not initiated by the College) from outside groups for the use of College facilities in the summer to determine if such usage would be in the College's interests.
3. Recommending to the Facilities Usage Committee a schedule of facilities for use by outside groups for the summer period. This schedule is to be coordinated with normal College activities scheduled during the summer period.
4. Coordinating the provision and pricing of all services required for outside groups during the summer period, e.g., maintenance and cleaning, food service, housing, campus police, facilities availability (e.g., Sports Center, Student Center, classrooms).
5. Preparing, for the approval of the Vice President for Administrative Affairs, a comprehensive letter of agreement which covers the terms of usage for each outside group approved to use College facilities during the summer period. Specific responsibilities of the College and the outside group are to be delineated in this agreement.
6. Serving as College liaison to outside groups for the purpose of advising the groups of applicable College policies and procedures and handling daily problems which may occur throughout the groups' stay at Eastern.
7. 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.

The individual performing the above duties will report to the Dean of Student Affairs for all student related matters and to the Vice President for Administrative Affairs for all matters involving facilities usage, contract preparation and execution, and financial arrangements.