



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

ESTABLISHMENT OF TWO TEMPORARY POSITIONS

at

CENTRAL CONNECTICUT STATE UNIVERSITY

RESIDENCE HALL DIRECTOR/ADMINISTRATOR I

July 22, 1983

RESOLVED, That two temporary positions, Residence Hall Director/Administrator I, be established at Central Connecticut State University, through the Auxiliary Fund, effective July 5, 1983 through August 4, 1983, in accordance with all provisions and expectations as set forth in the proposal dated June 7, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

CENTRAL CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Residence Hall Director/Administrator IFUND: AuxiliaryPOSITION TYPE: Permanent _____ Temporary X

Full-time _____ Part-time _____

EFFECTIVE DATE 7/5/83 to 8/4/83 Bargaining Unit Admin. FacultyCOST: \$ 3,400.00 including fringe benefits

PROPOSAL:

To create a temporary position, Residence Hall Director/Administrator I, to provide continued summer coverage in one of the dormitories.

JUSTIFICATION:

Request approval to establish a temporary position of Administrator I to accommodate the employment of a dormitory director during the summer session. The number of students enrolled for summer session courses and requiring residence accommodations dictates that one dormitory remain open which, in turn, requires that we engage the services of a dormitory director. Cost of this position to be offset by income generated through housing fees.

Date: June 7, 1983Prepared By Michael K. BakerApproved By James

RECEIVED
JUL 7 1983
THE CONNECTICUT
STATE UNIVERSITY

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Residence Hall Director
Administrative Rank: Administrator I
Department: Housing
Supervisor(s) Position/Title Director of Housing

POSITION SUMMARY:

Under the supervision of the Director of Housing, this live-in professional staff member is responsible for the overall quality of life in a College residence hall. He/she coordinates the educational, student development and administrative aspects of a residence hall. The emphasis of this position is on establishing and maintaining an atmosphere conducive to personal growth and academic achievement.

POSITION RESPONSIBILITIES:

- Renders assistance to students in a residence hall through counseling, advising and referral.
- Oversees all residence hall programs, activities and support staff.
- Selects, orients, trains, supervises and evaluates Resident Assistant staff.
- Investigates reports of misconduct and attempts to resolve or eliminate sources of conflict among students.
- Provides leadership in the development, implementation and evaluation of an orientation program for entering resident students.
- Supervises the security, maintenance, inventory and general operations of the residence hall.
- Serves as liaison between the residents, the Director of Housing and other areas within the college.
- Advises the hall government and student judicial bodies.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

