



# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

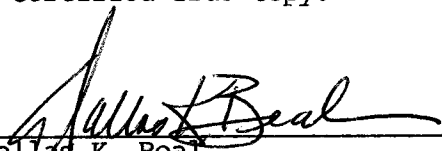
concerning

REVISION OF JOB DESCRIPTION  
for  
ASSOCIATE DIRECTOR OF HOUSING/ADMINISTRATOR IV  
at  
SOUTHERN CONNECTICUT STATE UNIVERSITY

May 2, 1986

RESOLVED, That the job description for the position Associate Director of Housing/Administrator IV, at Southern Connecticut State University be revised effective May 2, 1986, in accordance with all provisions and expectations as set forth in the proposal dated April 15, 1986.

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 ( ) RECLASSIFY ( ) OTHER (X)	DATE EFFECTIVE	5/2/86	PERM (X) FT (X)	TEMP ( ) PT ( )
POSITION TITLE:	Associate Director of Housing, Administrator IV (7919)	Same			
	CURRENT (Class Code)	PROPOSED (Class Code)			
POSITION NUMBER:	1863	CURRENT SALARY \$1,200.88	PROPOSED SALARY --	FUND Aux	BARG UNIT SMOAE from SMOAE to

RESOLUTION

BR# 86-67

RESOLVED, That the job description for the position Associate Director of Housing, Administrator IV, at Southern Connecticut State University be revised effective May 2, 1986, in accordance with all provisions and expectations as set forth in the proposal dated April 15, 1986.

RECEIVED APR 15 1986 THE CONNECTICUT STATE UNIVERSITY

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)

Changes in the job description of the Associate Director of Housing, Administrator IV, are requested in order to allow the Associate Director to devote more time to developing a comprehensive summer conference/camp operation. Such an operation is advantageous to Southern Connecticut State University for revenue production, recruitment, retention and public relations.

Several years ago, the total summer Housing revenue was approximately \$8,000. Last summer, that revenue was approximately \$30,000. The estimate for this summer is approximately \$60,000. This is being accomplished using present staff and staff hired for and financed by the conferences brought to campus. Coordination and planning are becoming problems because there is not a staff member who can constantly devote the necessary time to development and planning.

Recruitment potential would be increased since the key groups drawn to campus by this operation would be high school students, parents of potential SCSU students, and people who work with potential SCSU students. Retention would be improved by the employment of SCSU students in the operation and by spending the operation's revenue on creating

0  
Approx. Cost

*Lois Skind*  
Signed (University) Date 4/15/86

Southern Connecticut State University  
Associate Director of Housing/Housing/Administrator IV

**SUPERVISOR:** Director of Housing

**SUPERVISION EXERCISED:**

**INCUMBENT NAME:**

**POSITION SUMMARY:**

Under the supervision of the Director of Housing, this individual is responsible for the general training and development of all residence hall professional and para-professional staff. The Associate Director of Housing collaborates with the Director of Housing on matters relevant to the Housing Office and residence halls. In addition, he/she coordinates all summer conferences and programs, and the off-campus housing operation.

**POSITION RESPONSIBILITIES:**

Acts in the absence of the Director of Housing.

Plans and directs selection process and orientation program for Resident Advisors.

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

Coordinates the off-campus housing referral service.

Offers counseling and referral to residence hall students.

Represents the Housing Office on various University committees.

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

Coordinates computer operations dealing with room reservations, damage billing and inventory.

Coordinates summer conferences and programs including: Development of outreach inquires to identify potential user groups and development of a schedule of facilities usage and reviewing all requests.

Coordination of budgeting and planning with regard to services required by groups.

Prepares and completes reports as needed.

Coordinates freshman orientation activities for residence hall students.

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  
Associate Director of Housing/Housing/Administrator IV

EDUCATION AND EXPERIENCE:

Four years of experience in student services, including two years in housing demonstrating: (a) ability to relate effectively to students, (b) broad knowledge of housing programs, and (c) supervisory ability. A Master's Degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY

Richard V. Farnelli

IMMEDIATE SUPERVISOR

David A. Peterson

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Bergh