

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ALTERATION OF POSITION
ASSISTANT TO THE DIRECTOR OF HOUSING/ADMINISTRATOR III


at

SOUTHERN CONNECTICUT STATE UNIVERSITY

October 3, 1986

RESOLVED, That the position, Assistant to the Director of Housing/Administrator III, at Southern Connecticut State University be altered from a part-time (20 hour) position to a full-time (35 hour) position, effective October 3, 1986, in accordance with all provisions and expectations as set forth in the proposal dated September 15, 1986, attached to this resolution.

A Certified True Copy:


Dallas K. Beal
President

THE CONNECTICUT STATE UNIVERSITY

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Submitted	9/15/86
	Date
By: CSU ()	
CCSU ()	SCSU (X)
ECSU ()	WCSU ()

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH () RECLASSIFY () OTHER (X)	DATE EFFECTIVE	10/3/86	PERM (X) FT (X)	TEMP () PT ()
POSITION TITLE:	Assistant to the Director of Housing, Administrator III (20 hrs) 7918	Assistant to the Director of Housing, Administrator III (35 hrs) (7918)			
	CURRENT (Class Code)	PROPOSED (Class Code)			
POSITION NUMBER:	3000	CURRENT SALARY \$503.39 (\$13,138.00)	PROPOSED SALARY \$996.17 (\$26,000.00)	FUND AUX. 6,900	BARG UNIT AFSCME from to

RESOLUTION

BR# _____

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RECEIVED SEP 16 1986 THE CONN. STATE UNIVERSITY

A Certified True Copy

Dallas K. Beal, President, CSU

Date

PERCommittee 9/24/86 Date

BOARD OF TRUSTEES 10/3/86 Date

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

Currently, the residence hall disciplinary judicial system requires that all of the present half-time person's time is devoted to discipline. In the past eighteen months, more than 1,000 off-campus beds have been lost as landlords convert their facilities to non-student housing. With more than 3,000 students requiring off-campus accommodations, we must develop an active and positive relationship within the area community. Despite a 113% utilization of current campus facilities, there are more than 700 students who have great difficulty in obtaining suitable off-campus accommodations. The growing shortage of off-campus housing, the deterioration of town/gown relationships, and the need to develop effective communication with landlords and off-campus students, mandates that the Housing Department answer the needs of the students and the local community. The conversion of this position to full-time will allow the creation of programs and services essential for a successful off-campus housing program. Without the proper attention, the on-going problems with off-campus housing will negatively effect the recruitment and retention of our student base.

\$12,862.00 Approx. Cost

Signed (University)

9/15/86 Date

Southern Connecticut State University
Assistant Director of Housing/Administrator III
(Code)

SUPERVISOR: Director of Housing

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Under the supervision of the Director of Housing, this professional staff member is responsible for all aspects of discipline in the residence hall areas. He/she coordinates the disciplinary guidelines set forth by the Board of Trustees. The emphasis of this position is on establishing, maintaining, and administering a disciplinary judicial system in all residence halls and working with the off-campus housing operation. This position reports directly to the Director of Housing.

POSITION RESPONSIBILITIES:

Serves as the judicial officer presenting residence hall discipline cases to the Dean or the University Hearing Board.

Assists the Director of Housing in appeals from decisions of individual residence hall judicial bodies.

Acts as the liaison between the Dean of Student Affairs' Office and the Director of Housing in matters relating to discipline.

Coordinates and manages the training of Resident Assistants and Effective Living Councils in all aspects of discipline.

Assists and advises each of the Hall Directors in judicial matters.

Coordinates all residence hall "Dean Referral Slips" from Campus Police.

Revises and updates the residence hall judicial handbook.

Renders assistance in off-campus housing placements.

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

Serves on the University Dining Service Committee and works in conjunction with the Director of Dining Services on disciplinary matters.

Performs other duties which do not materially change the responsibilities outlined above.

EDUCATION AND EXPERIENCE:

Bachelor's degree required, but Master's degree in student personnel preferred. Experience in college housing, student discipline and advising preferred. Ability to work effectively with students and the general public. Demonstrated organizational and administrative ability.