



# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ALTERATION OF JOB DESCRIPTION  
DIRECTOR OF HOUSING AND CONFERENCES/ADMINISTRATOR VI

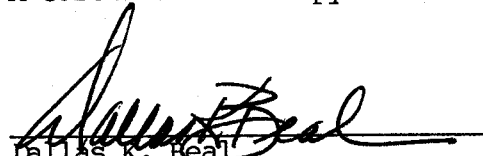
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

October 3, 1986

RESOLVED, That the job description for the position, Director of Housing and Conferences/Administrator VI, at Southern Connecticut State University be revised 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

CSU-200



**THE CONNECTICUT STATE UNIVERSITY**

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

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: Director of Housing and Conferences, Administrator VI (7868) same (Class Code) PROPOSED (Class Code)  
CURRENT (Class Code)

POSITION NUMBER: 1369 CURRENT SALARY (\$1,697.45) PROPOSED SALARY \$1,774.08 (\$46,303.00) FUND Aux. 6900 BARG UNIT AFSCME from to

RESOLUTION

BR# \_\_\_\_\_

RESOLVED, That the job description for the position Director of Housing and Conferences, Administrator VI, at Southern Connecticut State University be revised effective October 3, 1986, in accordance with all provisions and expectations as set forth in the proposal dated September 15, 1986.

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)**

Since the administration of the food service contract primarily deals with matters pertaining to resident students and resident conferences, the assignment of such responsibilities to the Director of Housing and Conferences would allow for closer daily oversight of this area and thus result in better services being provided to our students and conference participants.

RECEIVED

SEP 16 1986

THE CONNECTICUT STATE UNIVERSITY

*Michael...*  
Signed (University)

9.16.86  
Date

\$2,000.00  
Approx. Cost

## SOUTHERN CONNECTICUT STATE UNIVERSITY

Director of Housing and Conferences/Administrator VI

SUPERVISOR: Dean of Student Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: Richard Farricielli

POSITION SUMMARY:

The Director of Housing is responsible for the general administration of a residential center as well as a diversified off-campus housing program. Emphasis of the position is on maintaining an interpersonal environment which supports educational and developmental growth. He/she also serves as a channel of communication between the University and off-campus landlords housing University students. The Director is responsible for the oversight of resident conferences and the direct administration of the food service contract. The Director supervises professional staff members and clerical workers.

POSITION RESPONSIBILITIES:

Oversees the management of the total housing operation.

Develops and implements policy for the effective management of the area.

Assigns placement in residence halls and refers to privately-owned facilities.

Oversees the financial aspects of the housing operation.

Directs staff selection, training, supervision and development.

Supervises the purchasing of supplies, equipment, and services in all residence hall facilities.

Oversees and evaluates the maintenance and security systems.

Coordinates educational support programs for resident students.

Schedules the use of residence halls by outside organizations.

Serves as a line of communication between the residents, the administration and the faculty.

Oversees the coordination and planning for resident conferences.

Responsible for all activities relating to the daily administration of the University's food service contract. Operational liaison with the food service vendor.

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  
Director of Housing and Conferences/Administrator VI

EDUCATION AND EXPERIENCE:

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.

ADMINISTRATIVE FACULTY

William J. O'Leary

IMMEDIATE SUPERVISOR

David A. Pedersen

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Burch