

THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

REVISION OF JOB DESCRIPTION

ASSOCIATE DIRECTOR OF HOUSING/ADMINISTRATOR IV

at

EASTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the job description for the position,
Associate Director of Housing/Administrator IV, at
Eastern Connecticut State University, be altered
to include an increase in the student development
coordination and a role in the campus judicial
process, effective February 5, 1988, in accordance
with all provisions and expectations as set forth
in the addendum attached to this Resolution.

A Cert/ified True Copy:

Ballas K. Bea

President

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ADDENDUM TO BR#88-18

BR#____

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY DATE 11/11/87

POSITION ACTION REQUEST

POSITION
ACTION: ESTABLISH (X) RECLASSIFY () EFF. 2/5/88 TEMP() PT()
ABOLISH () OTHER ()

POSITION
TITLE: Assoc. Dir. of Housing/Ad. 4 7919 Same 7919
CURRENT CLASS CODE PROPOSED CLASS CODE

POSITION CURRENT 1,034.49 PROPOSED NO FARG
NUMBER 0563 SALARY (27,000.00) SALARY Change UNITSUOAF SUOAF
FUND Aux From To

RESOLVED, To increase the duties of the position to include student development coordination and a role in the campus judicial process.

RESOLUTION

A Certified True Copy

Dallas K. Beal, President Date

PERCommittee 1/27/88

Date

ROARD OF TRUSTEES 2/5/88

Date

JUSTIFICATION: The intention of this submission is to enhance the duties of the position to include student development activities and a role in the student judicial system. It is felt that such changes will afford the University more flexibility in matters of preventing and dealing with student discipline cases in the residence halls.

Ortholes

.00 Approx. Cost Michalkens 11/2/87
Signed (University) 10-18

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

DSITION TITLE: ASSOCIATE DIRECTOR OF HOUSING

ADMINISTRATIVE RANK: 4

INCUMBENT:

Under the supervision of the Director of Housing, the Associate Director assists in the administration of the total Housing Program by performing these functions:

- 1. Assists in the selection, training, and supervision of housing personnel.
- 2. Assists in the development and coordination of the housing program including:
 - 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 University departments and off-campus agencies.
 - g. maintenance of policies and procedures relative to off-campus housing.
 - h. development of work schedules for housing personnel.
 - i. preparation of housing registration information for billing.
 - j. day-to-day interface with the Campus Food Service for all matters regarding operations on campus.
- 3. In the absence of the Director, assumes responsibility of the Office.
- 4. Acts as a counselor, academic advisor, and general resource person to students.
- Attends workshops and meeting on and off campus as needed.
- 6. Prepares and completes reports as needed.
- 7. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Four years experience in higher education; preferably in housing. Bachelor's Degree required; Master's Degree preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

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Under the supervision of the Director of Housing, the Associate Director assists in the administration of the total Housing Program by performing these functions:

- 1. Assists in the selection, training, and supervision of housing personnel.
- 2. Assists in the development and coordination of the housing program including:
 - a. budget planning and management.
 - b. purchasing.
 - c. student development activities
 - d. safety procedures.
 - e. evaluation of physical facilities.
 - f. liaison with other University departments and off-campus agencies.
 - g. maintenance of policies and procedures relative to off-campus housing.
 - h. development of work schedules for housing personnel.
 - i. preparation of housing registration information for billing.
 - j. day-to-day interface with the Campus Food Service for all matters regarding operations on campus.
- Assumes a major role in disciplinary aspects of residence life and in the campus judicial process as assigned.
- 4. In the absence of the Director, assumes responsibility of the Office.
- 5. Acts as a counselor, academic advisor, and general resource person to students.
- 6. Attends workshops and meeting on and off campus as needed.
- 7. Prepares and completes reports 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

Four years experience in higher education; preferably in housing. Bachelor's Degree required; Master's Degree preferred.

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SUDAF/AFSCHE POSITION ACTION REQUEST FORM AND PROCEDURES

LEVEL 1, Bay 0 Campus DPA creates and presents package to Chapter level SUDAF/AFSCHE designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required. INITIATING PRESIDENT OR DESIGNEE	Position Title Associate durity on Howard
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DATE PRESENTED TO CAMPUS SUDAF REPRESENTATIVE 1/17/27 SUDAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY DATE OF SUDAF CAMPUS REVIEW THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA. LEVEL 2, Not to exceed 10 working days after receipt Statewide SUDAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUDAF harsome Local PRESIDENT OR DESIGNEE Date 12/17/87 SUDAF half return all materials to the initiating university DPA or his designee. SUDAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Date 1/18/87 DISPOSITION AT SUDAF LOCAL LEVEL: (V) approve proposed rank and salary Comments or Recommendations: DATE RETURNED TO LOCAL DPA WEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUDAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation. DATE CONSIDERED BY DPA'S COUNCIL PARTICLE COMMENTS AND APPROVAL SUDAF/AFSCME represents—two and appropriate phone consultation. DISPOSITION AT COUNCIL LEVEL: (V) approve submission to PERC () disapprove submission to PERC Comments or Recommendations: UCCE PRESIDENT FOR PERSONNEL CALL Market Date of the Campus DPA to inform the campus and Local SUDAF/AFSCME represents—two and appropriate management officials of PERC disposition. DISPOSITION AT PERC LEVEL: () approved () disapproved DATE DATE OF BOARD APPROVAL	Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new an former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.
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