



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 Certified True Copy:


Dallas K. Beal
President

*Follow,
Expedite at the next
opportunity*

do immediately

CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY

DATE 11/11/87

POSITION ACTION REQUEST

POSITION	DATE	PERM (X) FT (X)
ACTION: ESTABLISH (X) RECLASSIFY ()	EFF. <u>2/5/88</u>	TEMP () PT ()
ABOLISH () OTHER ()		

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

POSITION	CURRENT	PROPOSED	No	BARG	
NUMBER <u>0563</u>	SALARY <u>1,034.49</u>	SALARY <u>(27,000.00)</u>	Change	UNIT <u>SUOAF</u>	<u>SUOAF</u>
	FUND	Aux		From	To

RESOLUTION BR# _____

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

A Certified True Copy _____
Dallas K. Beal, President Date _____

PER Committee 1/27/88 _____
Date _____ BOARD 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.

*OK to PERC
11/14/88
DEN*

.00
Approx. Cost

Michael Beal 11/12/87
Signed (University) Date

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION 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.
5. 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.

For the University

Date

For SUOAF

Date

7/7/87

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Associate director of Housing

Campus Eastern Date 11/17/87

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME 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 MICHAEL PERMAL

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 11/17/87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF 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 SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE B. Tipton Date 12/17/87

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary () disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA _____

LEVEL 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 SUOAF/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 B. Tipton 12/17/87 1/13/88

DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC () disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Neutron DATE 1/14/88

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
() approved () disapproved

DATE _____
DATE OF BOARD APPROVAL _____
DATE OF BOARD DISAPPROVAL _____