



**Connecticut  
State  
University**

Central • Eastern • Southern • Western

BR#92-29

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

Office of the President

RESOLUTION

concerning

ESTABLISHMENT OF TWO POSITIONS

ASSISTANT TO THE DIRECTOR OF HOUSING/RESIDENCE HALL DIRECTOR/  
ADMINISTRATOR II

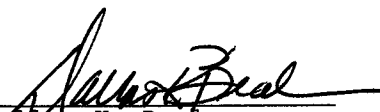
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

February 7, 1992

RESOLVED, That the two positions of Assistant to the Director of Housing/Residence Hall Director/Administrator II be established at Southern Connecticut State University effective February 7, 1992, in accordance with all provisions and expectations as set forth in the proposal dated January 21, 1992, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

CSU - 2

ADDENDUM TO BR#92-29

CONNECTICUT STATE UNIVERSITY  
POSITION ACTION REQUEST FORM

SUBMITTED 1/21/92

By: CSU ( )  
CCSU ( ) SCSU (X)  
ECSU ( ) WCSU ( )

POSITION 2 positions  
ACTION: Establish (X) Reclassify ( ) Other ( ) Date Effective 2/7/92

NATURE OF THE POSITION: Permanent (X) Full-Time (X) Temporary ( ) Part-Time ( )

POSITION TITLE: Assistant to the Director of Housing/  
Residence Hall Director, Admin. II

Position Number	Current Salary \$	Class Code	Proposed Salary \$	Fund	Aux.	Bargaining Unit	SUOAF
			26,000				
						From	To

EXPLAIN THE NATURE OF THE PROPOSAL:

To establish two positions of Assistant to the Director of Housing/Residence Hall Director, Administrator II, at Southern Connecticut State University effective February 10, 1992.

JUSIFICATION

Funding for these positions was included in the 1991-92 budget for the North Campus Complex.

\$ 52,000 (26,000 each)  
COST OR SAVINGS

James M. Battaglia  
SIGNED (UNIVERSITY)

DATE

- Attach Old and New Staffing Chart ( )
- Job Description, and ( )
- SUOAF Sign Off Form if Required ( )

Miscellaneous Comments:

1/90

Southern Connecticut State University  
Assistant to the Director of Housing/Residence Hall Director  
Housing/Administrator II  
(Code)

**SUPERVISOR:** Associate Dean of Student Affairs/Residence Life

**SUPERVISION EXERCISED:**

**INCUMBENT NAME:**

**POSITION SUMMARY:**

Under the supervision of the Associate Dean of Student Affairs/Residence Life, this live-in professional staff member is responsible for the overall quality of life in a University residence hall. He/she coordinates the educational, student development and administrative aspects of a residence hall. The emphasis of this position is on establishing and maintaining an atmosphere conducive to personal growth and academic achievement.

**POSITION RESPONSIBILITIES:**

Renders assistance to students in a residence hall through counseling, advising and referral.

Oversees all residence hall programs, activities, and support staff.

Selects, orients, trains, supervises and evaluates Resident Advisor staff.

Investigates reports of misconduct and attempts to resolve or eliminate sources of conflict among students.

Provides leadership in the development, implementation and evaluation of an orientation program for entering resident students.

Supervises the security, maintenance, inventory and general operations of the residence hall.

Serves as liaison between the residents, the Associate Dean of Student Affairs/Residence Life and other areas within the University.

Advises the hall government and student judicial board. Provides assistance to central Residence Life Office.

Assumes adjunct responsibilities with the approval of the Associate Dean of Student Affairs/Residence Life in other student affairs areas during periods of non-occupancy of residence halls.

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  
Assistant to the Director of Housing/Residence Hall Director  
Housing/Administrator II  
(code)  
Continued

EDUCATION AND EXPERIENCE

Two years of relevant housing experience equipping the applicant to relate effectively to resident university students and staff. A Bachelor's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

Administrative Faculty

William O'Quinn

Immediate Supervisor

Richard V. Farnell

Personnel Administration

James M. Battaglia

**FORM AND PROCEDURES**

Position Title Assistant to the Director of Housing, Administrator II (2 positions)

Campus Southern Connecticut State University Date 1/21/92

**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 Jean M. Battaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE \_\_\_\_\_

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 Will J. O'Quinn Date 1/22/92

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 \_\_\_\_\_

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL Quinn Reder DATE 1/28/92

**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 1/29/92

DATE OF BOARD APPROVAL 2/7/92

DATE OF BOARD DISAPPROVAL \_\_\_\_\_

OVER FOR APPLICABLE POSITION DESCRIPTION