



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

1280 ASYLUM AVENUE HARTFORD, CONNECTICUT 06105

## RESOLUTION

concerning

Establishment of a Position

at

Southern Connecticut State College

July 13, 1973

RESOLVED, That the Board of Trustees for the State Colleges of Connecticut, acting under authority of Section 10-109b of the General Statutes, hereby authorizes for Southern Connecticut State College establishment of the position of State College Assistant to the Director of Housing - Resident Director; Salary Group 13 (plus residence); effective immediately.

\* \* \*

STATE COLLEGE

ASSISTANT TO THE DIRECTOR OF HOUSING

RESIDENT DIRECTOR

GENERAL STATEMENT OF DUTIES: Serves as administrator of a college residence hall on a twelve-month basis; makes recommendations for appointments of resident hall personnel; renders assistance to students in the resident hall relative to scholastic problems, social, and personal; assists students in adjusting to both college life and residence hall living; supervises all dormitory programs and activities; investigates reports of misconduct and attempts to resolve or eliminate courses of conflict among students; conducts initial interview with all dormitory students to determine need for further counseling; supervises the security, maintenance, inventory, and general operation of the residence hall; serves as the liaison between the residents and the Director of Housing.

SUPERVISION RECEIVED: Works under supervision of the State College Director of Housing who reviews work for effectiveness and conformance with policy.

SUPERVISION EXERCISED: Supervises employees and students assigned to the residence hall.

EXAMPLES OF DUTIES: Is responsible for the selection, training and development of his staff, such as student resident advisors, student desk workers, and student secretaries; detects major and/or minor maintenance problems within the residence hall and where possible corrects situations or communicates conditions to Director of Housing and when needed prepares work orders or requisitions for repairs; is responsible for all cultural, social and recreational programming in the residence hall, advising, approving, and supervising the Hall Council's activities, budgets and vouchers for payments; counsels and works closely with the Judicial Board relative to disciplinary problems; is key resource person to the students living in the resident hall, does related work as may be necessary.

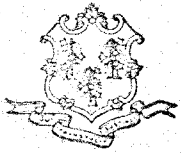
MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITY: Has some knowledge and experience in counseling and guidance, an ability to work effectively with college personnel, and an understanding of young people.

EXPERIENCE AND TRAINING: Completion of a bachelor's or master's degree in a field related to counseling and guidance.

Salary Group 13 (Plus Residence)

Effective Date July 13, 1973



# STATE OF CONNECTICUT

SOUTHERN CONNECTICUT STATE COLLEGE

501 CRESCENT STREET • NEW HAVEN, CONNECTICUT 06515



TEL. 203 397-2101

July 2, 1973

Dr. James A. Frost, Executive Secretary  
Board of Trustees for State Colleges  
1280 Asylum Avenue  
Hartford, Connecticut 06105

Dear Jim:

Enclosed are the specifications for a new unclassified position which we would appreciate having the Personnel Board act upon at their meeting scheduled for Monday, July 9. If acted upon favorably by this group we then need approval, I believe, by the Board of Trustees and then clearance by the State Personnel Department.

This unclassified position would replace the present classified position of Houseparent and, in our opinion, would be most helpful to the colleges professionally and financially. Justification for this change is included in Mr. DiGerlando's letter which is enclosed.

Anything you can do to expedite this change of position classification will be greatly appreciated.

Sincerely yours,

A handwritten signature in cursive script that reads "Manson".

Manson Van B. Jennings  
President

GJP

Encl. Specifications  
Mr. DiGerlando's letter

CONNECTICUT STATE PERSONNEL DEPARTMENT

Item No. \_\_\_\_\_

UNCLASSIFIED

Code No. \_\_\_\_\_

SG 13

Effective Date: 8/17/73

STATE COLLEGE ASSISTANT TO THE DIRECTOR OF HOUSING  
- RESIDENT DIRECTOR

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INTERDEPARTMENT MESSAGE

STO-201 12-69

SAVE TIME: Handwritten messages are acceptable.

Use carbon if you really need a copy. If typewritten, ignore faint lines.

TO	AGENCY	DATE
Dr. Manson Van B. Jennings	President	2/8/73
	AGENCY	TELEPHONE
I. Michael DiGerlando	Director of Housing	
SUBJECT		

REQUEST FOR CHANGE IN RESIDENCE HALL STAFFING

It is being requested that consideration be given to reclassify the staff of residence halls so that we may realize, (1) a greater degree of professionalism, (2) achieve a fairer compensation for responsibility, (3) attract career-minded individuals to the staff, and (4) place the positions in proper perspective as regards its classification, i.e. change from classified to unclassified positions.

Presently we are authorized thirteen people for six residence halls of approximately 250 students each. It is being requested that these thirteen positions be replaced with seven positions. The reclassification would involve a change from twelve (12) month classified positions at pay group four (4) to twelve (12) month unclassified positions at pay group thirteen (13). The added responsibility would be absorbed by the new staff. This change would also require that our minimum standard for the positions be raised to a bachelor's degree or equivalent experience in student personnel or related field of study.

Financially, we would be spending less money overall, as the reduction in staff size would more than allow for the increase in compensation; e.g. pay group four (4) runs from \$5631 annually to \$6747 annually, while pay group thirteen (13) runs from \$8522 to \$10,622 annually. The total presently authorized is \$73,203 to \$87,711, whereas the proposed reclassification would span from \$59,654 to \$74,354. These figures are derived from multiplying the number of staff positions by the quoted annual rates.

We can significantly raise the standards of our staff and provide adequate coverage for our residence hall program with this request for seven professional staff people. These people will be better qualified and create flexibility in utilization. Generally, with career minded staff comes dedication, continuity, expertise, and ability. Hopefully, we can realize new heights with a professionalized staff.

The title suggested for these new positions is Assistant to the Director of Housing. We will have the ability, with this title, to assign the staff to maximize their utility.

I. M. D. G.

cc: Dean Vitelli

