



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008

NEW BRITAIN, CONNECTICUT 06050

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## AUTHORIZING RESOLUTION

concerning

Establishment of a Temporary Auxiliary Fund Position

Assistant to the Director of Housing-  
Resident Hall Director/Administrator II

at

Southern Connecticut State College

October 2, 1981

RESOLVED, That the temporary position, Assistant to the Director of Housing-Resident Hall Director/Administrator II, be established at Southern Connecticut State College for the period August 28, 1981 to September 28, 1981, inclusive, subject to all provisions and expectations as set forth in the proposal dated September 22, 1981, which is attached as an Addendum to this Resolution.

A Certified True Copy:

A handwritten signature in cursive script that reads "James A. Frost".

James A. Frost  
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Assistant to the Director of Housing-Resident Hall Director/Administrator IIFund: AuxiliaryPosition Type: Permanent  Part-time  Temporary Effective Date: August 28, 1981 thru September 28, 1981Cost: \$920.00Campus: Southern CT State College

Proposal: To establish a temporary position of Assistant to the Director of Housing-Resident Hall Director in order to fill the duties of a permanent employee who is on extended sick leave.

## Summary:

Due to the sudden illness of David Denino, a Resident Hall Director, it is necessary to establish an additional position for a limited period. This position will ensure proper supervision of a co-educational facility housing 260 students.

This position will continue only until September 25, 1981, unless the incumbent's illness is prolonged.

Date: September 22, 1981

IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College, Frank Harrison  
President

Concerning: X New Position, Existing Position (Vacant/Filled)

Proposal:

To create a temporary, full-time position in Housing for 30 days.

Proposed Position: Assistant to the Director of Housing - Resident Hall Director

Title/Rank Administrator II

Temp.	\$12,000.	Auxiliary	AFSCME
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

Attached is a job description for the position.

4. Rationale for Altering or Establishing Position

Due to the sudden illness of David Denino, a Resident Hall Director, it is necessary to establish an additional position for a limited period. This position will ensure proper supervision of a co-educational facility housing 260 students.

5. Conditions of Employment if Changed or Different from Norm.

This position will continue only until September 25, 1981 unless the incumbent's illness is prolonged.

Central Office Use

Consultation with Bargaining Unit Completed

Approved: 1. For Submission to PERC 2. By Committee/Board

Comments:

Date

Signature

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Assistant to the Director of Housing - Resident Hall Director

ADMINISTRATIVE RANK: Administrator I I

POSITION SUMMARY:

Under the supervision of the Director of Housing, this live-in professional staff member is responsible for the overall quality of life in a College 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

1. Renders assistance to students in a residence hall through counseling, advising and referral.
2. Oversees all residence hall programs, activities, and support staff.
3. Selects, orients, trains, supervises and evaluates Resident Advisor staff.
4. Investigates reports of misconduct and attempts to resolve or eliminate sources of conflict among students.
5. Provides leadership in the development, implementation and evaluation of an orientation program for entering resident students.
6. Supervises the security, maintenance, inventory and general operations of the residence hall.
7. Serves as liaison between the residents, the Director of Housing and other areas within the College.
8. Advises the hall government and student judicial board.
9. Provides assistance to central Housing Office.
10. Assumes adjunct responsibilities with the approval of the Director of Housing in other student affairs areas during periods of non-occupancy of residence halls.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.