



# 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

Alteration of Duties and Rank  
of  
Associate Director of Housing/Administrator IV

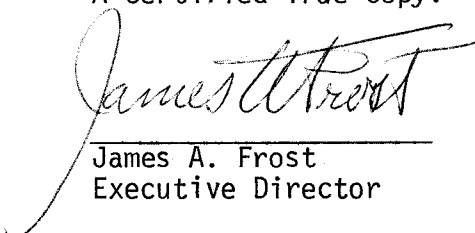
at

Central Connecticut State College

December 4, 1981

RESOLVED, That the position, Associate Director of Housing/  
Administrator IV, at Central Connecticut State College,  
be altered effective October 29, 1981, in accordance  
with all the provisions and expectations as set forth  
in the proposal dated November 18, 1981, which is  
attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

## CENTRAL CONNECTICUT STATE COLLEGE

## Unclassified Position Alteration Summary

TITLE: Associate Director of Housing - Administrator IVFUND: AuxiliaryPOSITION TYPE: Permanent X Temporary \_\_\_\_\_Full-time X Part-time \_\_\_\_\_EFFECTIVE DATE October 29, 1981 Bargaining Unit Admin. FacultyCOST: \$ None

## PROPOSAL:

To implement memorandum of agreement date October 29, 1981, See attached.

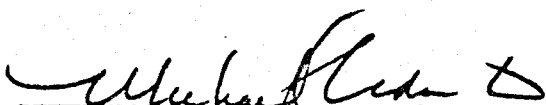
## JUSTIFICATION:

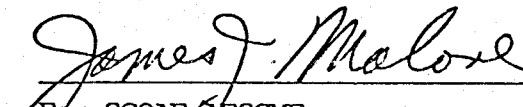
The duties and appropriate rank and title of this position were imperfectly perceived in the recent reranking of positions.

Date: 11/18/81Prepared By Michael K. BeckerApproved By [Signature]

Memorandum of Agreement  
between  
Board of Trustees for State Colleges  
and  
SCOAF/AFSCME Local 2836 AFL-CIO

The parties hereby agree that the proper title and rank of the position occupied at Central Connecticut State College by Jane Higgins, as described in the attached Job Description, is Associate Director of Housing, Administrator IV. This clarification shall result in no alteration in salary.

  
\_\_\_\_\_  
For the Board

  
\_\_\_\_\_  
For SCOAF/AFSCME

Date: October 29, 1981

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Associate Director of Housing

Administrative Rank: Administrator IV

Department: Housing

Supervisor(s) Position/Title Director of Housing

POSITION SUMMARY:

The Assistant Director of Housing collaborates with the Director of Housing on matters relevant to the Housing Office and residence halls. The Assistant Director of Housing supervises the assigning of undergraduate students to college housing and is also in charge of billing students for housing fees and dorm damages. The Assistant Director advises and counsels students, parents and faculty about their particular housing needs and other issues relating to college housing. In addition, the Assistant Director of Housing works closely with the residence hall staff, students, faculty, and personnel of the Area of Administrative Affairs and Student Services on matters dealing with the management, operation and administration of the residence halls and overall college life.

POSITION RESPONSIBILITIES:

Supervise the assigning and reassigning of undergraduate students to college housing for the regular academic year and the summer session. Also responsible for maintaining accurate records of occupancy and yearly statistical data.

Supervise and implement the billing procedures for payment of the housing deposit and the balance of fees and also in charge of issuing individual student's dorm damage bills.

Advise and counsel both verbally and in writing, all students, parents, faculty, staff, etc. on all matters relating to college housing (e.g. reassignments, roommates, etc.)

Work with college faculty and staff in the coordination of the housing operation with maintenance, security, food service, health service, business office, etc.

Counsels and advises students especially in the areas of roommate and personal problems.

Assists the Director of Housing in the area of disciplinary matters.

Assist the Director of Housing with residence hall staff training programs and orientation.

Develop, implement and update residence hall policies and social and educational programs dealing with residence hall life.

Work with student committees, residence hall councils and act as an advisor to Inter-Residence Council.

POSITION RESPONSIBILITIES: (Cont'd.)

Work with personnel in the Area of Administrative Affairs on special assignments (i.e. Alcohol Task Force, etc.).

Miscellaneous assignments as requested by the Director of Housing and/or the Associate Dean of Administrative Affairs.

Assist the Director of Housing with the supervision of the residence halls staff. Specifically this includes: Making all arrangements for the hiring of residence hall directors and assistant directors (advertising vacancies, recruiting applicants, and organizing interviews); Supervising residence hall directors and assistant directors in their day to day job responsibilities. This included providing guidance on enforcing college and housing policies, advising them on supervision of resident assistants and students, assisting them with programming ideas, etc.; Assist the Director of Housing in the evaluation of residence hall directors and assistant directors.

Assume the duties of the Director of Housing in his absence.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS: Master's degree required. Four years of experience in student services, including two years in housing, demonstrating: a) ability to relate effectively to students and staff, b) broad knowledge of housing practices, and c) supervisory ability.

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

REVIEW AND APPROVAL:

Prepared by: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_  
Approved by: \_\_\_\_\_

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of \_\_\_\_\_

Date

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Campus JA Committee

## Position Description

Position Title: Assistant Director of HousingAdministrative Rank Administrator ~~II~~ IIIDepartment: Student Affairs - HousingSupervisor(s) Position/Title Director of Housing

## POSITION SUMMARY:

The Assistant Director of Housing collaborates with the Director of Housing on matters relevant to the Housing Office and residence halls. The Assistant Director of Housing supervises the assigning of undergraduate students to college housing and is also in charge of billing students for housing fees and dorm damages. The Assistant Director advises and counsels students, parents and faculty about their particular housing needs and other issues relating to college housing and off-campus housing. In addition, the Assistant Director of Housing works closely with the residence hall staff, students, faculty, and personnel of the Area of Student Affairs on matters dealing with the management, operation and administration of the residence halls and overall college life.

## POSITION RESPONSIBILITIES:

Supervise the assigning and reassigning of undergraduate students to college housing for the regular academic year and the summer session. Also responsible for maintaining accurate records of occupancy and yearly statistical data.

Supervise and implement the billing procedures for payment of the housing deposit and the balance of fees and also in charge of issuing individual student's dorm damage bill.

Advise and counsel both verbally and in writing, all students, parents, faculty, staff, landlords, etc. on all matters relating to housing (e.g. reassignments, roommates, leases, etc.) both on and off campus.

Assist graduate, married students, faculty and those undergraduate students on the waiting list for college housing, in finding satisfactory off-campus accommodations.

Work with college faculty and staff in the coordination of the housing operation with maintenance, security, food service, health service, business office, and disciplinary matters.

Assist the Director of Residence Life with residence hall staff training programs and orientation. Assist with the development and the instruction of course entitled "Introduction to Residence Hall Education." (Ed 498)

Develop, implement and update residence hall policies and social and educational programs dealing with residence hall life.

POSITION RESPONSIBILITIES: (Cont'd.)

Work with student committees, residence hall house councils and act as an advisor to Inter-Residence Council.

Work with personnel in the Area of Student Affairs on special assignments (i.e. Alcohol Task Force, Student Affairs Self-Study Group, etc.).

Miscellaneous assignments as requested by the Director of Housing and/or the Dean of Student Affairs.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Bachelor's degree is required; Master's degree preferred. Two to three years of experience in college housing or a student services area demonstrating: a) ability to relate effectively to students and staff, b) broad knowledge of housing programs, and c) ability to assist in the selection, development, supervision, and evaluation of staff members.

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

REVIEW AND APPROVAL:

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of \_\_\_\_\_.

Date

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Campus JA Committee