



STATE OF CONNECTICUT

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FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning

ESTABLISHMENT OF A TEMPORARY POSITION

at

CENTRAL CONNECTICUT STATE COLLEGE

RESIDENCE HALL DIRECTOR/ADMINISTRATOR I

May 7, 1982

RESOLVED, That the temporary position, Residence Hall Director/
Administrator I, be established at Central Connecticut
State College, effective June 25, 1982 through
August 24, 1982, in accordance with all provisions
and expectations as set forth in the proposal dated
April 22, 1982, which is attached as an addendum to
this Resolution.

A Certified True Copy:

James A. Frost
James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Residence Hall Director/Administrator I

Fund: Auxiliary

Position Type: Permanent Part-time Temporary

Effective Date: June 25, 1982 thru August 24, 1982

Cost: \$1,900.00

Campus: Central CT State College

Proposal: To create a temporary position, Residence Hall Director/Administrator I, to provide continued summer coverage in one of the dormitories.

Summary: Request approval to establish a temporary position of Administrator I to accommodate the employment of a dormitory director during the summer session. The number of students enrolled for summer session courses and requiring residence accommodations dictates that one dormitory remain open which, in turn, requires that we engage the services of a dormitory director. Cost of this position to be offset by income generated through housing fees.

Date: April 22, 1982

xc-j. malone 4/22/82

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Residence Hall Director
Administrative Rank: Administrator I
Department: Housing
Supervisor(s) Position/Title Director of Housing

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:

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 Assistant 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 Director of Housing and other areas within the college.

Advises the hall government and student judicial bodies.

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

POSITION RESPONSIBILITIES: (Cont'd.)

QUALIFICATIONS:

Bachelor's degree required. Ability to relate effectively to resident college students and staff.

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