



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

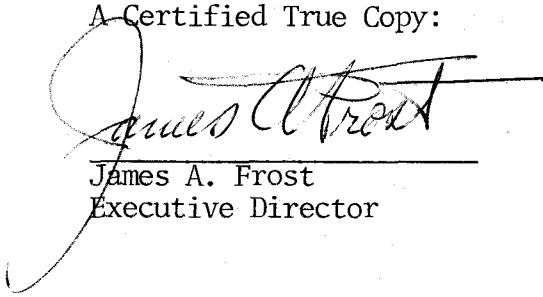
ALTERATION OF EXISTING 10-MONTH (AUXILIARY FUND) POSITION
to
12-MONTH, RESIDENCE HALL DIRECTOR/ADMINISTRATOR I, POSITION
at

EASTERN CONNECTICUT STATE UNIVERSITY

April 8, 1983

RESOLVED, That the position, Residence Hall Director/Administrator I, at Eastern Connecticut State University be altered from a 10-month (Auxiliary Fund) position to a 12-month position effective June 7, 1983, in accordance with all provisions and expectations as set forth in the proposal dated March 7, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Residence Hall Director Administrator I

FUND: Auxiliary

POSITION TYPE: PERMANENT XX TEMPORARY _____
FULL-TIME XX PART-TIME _____

EFFECTIVE DATE: 6/7/83 BARGAINING UNIT SCOAF

COST: \$1,916.00


PROPOSAL: To change the position from 10 to 12 months to provide coverage for use of residence hall facilities during the summer months.

SUMMARY: Salary increase is present annual salary prorated by 10/12 to account for the summer work period. No actual raise in rate of pay is involved.



President

DATE: 3/7/83

BY: 

Dean of Personnel Administration

MP/emb

Eastern Connecticut State University
Resident Hall Dir/Asst Apartment Coordinator - Housing/Administrator I
(Code)

SUPERVISOR: Director of

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Under the general direction of the Dean of Student Affairs and the immediate direction of the Director of Housing, the Hall Director is responsible for providing a satisfactory living and learning environment for students of the college while working cooperatively in the selection, training, supervision and evaluation of student staff members.

POSITION RESPONSIBILITIES:

I. Student Development

- a. Through direct involvement with student works to enhance the development of students in all aspects of residential life.
- b. Refers students for additional services.
- c. Performs academic advisement under the supervision of the Office of Student Affairs.
- d. Works cooperatively with the Housing Staff to enforce College Rules and Regulations.
- e. Works with the Housing staff in reporting violations of Rules and Regulations to appropriate judicial personnel and prepares cases and records for Judicial system as required.

II. Administrative

- a. Is aware of the physical condition of the area, reports property damage and physical plant problems and informs the Housing office whether routine custodial work is being performed.
- b. Supervises student staff in routine room inspection and performs an inspection of entire area physical plant prior to Thanksgiving vacation, spring vacation, and before the last week of classes ends in each semester. The Director, in cooperation with the Director of Housing, will perform a final inspection of the physical plant subsequent to departure of all residents.
- c. Maintains inventory of all furniture and equipment assigned to the residence area. Reports any missing or damaged equipment immediately. The

Eastern Connecticut State University
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Continued

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Director will direct and assist the R.A. staff and other college staff in maintaining the facilities in an orderly fashion.

d. Is responsible for changes in room registrations within the hall, during the semester.

e. Shall provide scheduled coverage as assigned by the Director of Housing.

f. Works with student activities within the residence area.

g. Handles other administrative duties such as: key assignments, ordering new keys, requesting rekeying of rooms.

h. Supervises distribution of campus information and campus and off-campus mail to residents.

i. Prepares housing registration information for billing.

j. Develops work schedules for resident assistants within guidelines established.

k. Prepares reports as needed.

l. Represents the Office of Student Affairs and the College by attending workshops and meetings on or off-campus as needed.

m. Acts as a counselor, academic advisor, and general resource person to students.

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

EDUCATION AND EXPERIENCE

Ability to relate effectively to resident college students and staff. A Bachelor's degree is required. These qualifications may be waived or individuals with appropriate alternate experience.

SPECIAL NOTATIONS: