



# THE CONNECTICUT STATE UNIVERSITY

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

## RESOLUTION

concerning

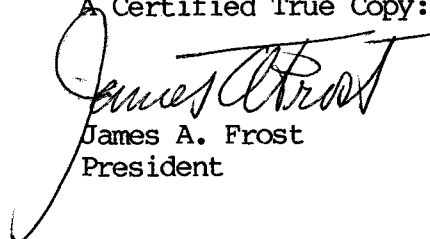
ESTABLISHMENT OF PART-TIME AUXILIARY FUND POSITION

ASSISTANT DIRECTOR OF HOUSING/ADMINISTRATOR III  
at  
SOUTHERN CONNECTICUT STATE UNIVERSITY

September 7, 1984

RESOLVED, That a part-time auxiliary funded position, Assistant Director of Housing/Administrator III, be established at Southern Connecticut State University effective September 7, 1984, in accordance with all provisions and expectations as set forth in the proposal dated August 20, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost  
President

SOUTHERN CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Assistant Director of Housing, Adm. III

FUND: Auxiliary

POSITION TYPE: Permanent X Temporary \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time X (20 hours per week)

EFFECTIVE DATE: 9/7/84 Bargaining Unit Admin. Faculty

COST: Funding for this new position will be met through increasing the number of triple occupancies over what was earlier projected and budgeted.

PROPOSAL: That a new Assistant Director of Housing, Administrator III, position be established. That the position description be accepted.

JUSTIFICATION:

There continues to be a growing demand for student housing, which has required that increasing amounts of time be spent in obtaining off-campus alternatives. Furthermore, there exists a great need for coordination of residence hall discipline programs and present staff has not been able to assume these duties and responsibilities. As we continue to add new services and programs, it is imperative that adequate staff be available to handle the workload. The new Assistant Director of Housing position would provide needed support in both areas. (Please see attached job description).

Date: 8/20/84

Prepared By Roger J. Bergh

Approved By \_\_\_\_\_

RECEIVED  
AUG 21 1984  
THE CONNECTICUT  
STATE UNIVERSITY

Southern Connecticut State University  
Assistant Director of Housing/Administrator III  
(Code )

SUPERVISOR: Director of Housing

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Under the supervision of the Director of Housing, this professional staff member is responsible for all aspects of discipline in the residence hall areas. He/she coordinates the disciplinary guidelines set forth by the Board of Trustees. The emphasis of this position is on establishing, maintaining, and administering a disciplinary judicial system in all residence halls and working with the off-campus housing operation. This position reports directly to the Director of Housing.

POSITION RESPONSIBILITIES:

Serves as the judicial officer presenting residence hall discipline cases to the Dean or the University Hearing Board.

Assists the Director of Housing in appeals from decisions of individual residence hall judicial bodies.

Acts as the liaison between the Dean of Student Affairs' Office and the Director of Housing in matters relating to discipline.

Coordinates and manages the training of Resident Assistants and Effective Living Councils in all aspects of discipline.

Assists and advises each of the Hall Directors in judicial matters.

Coordinates all residence hall "Dean Referral Slips" from Campus Police.

Revises and updates the residence hall judicial handbook.

Renders assistance in off-campus housing placements.

Assists the Director of Housing in the general operations of the Housing Office.

Serves on the University Dining Service Committee and works in conjunction with the Director of Dining Services on disciplinary matters.

Performs other duties which do not materially change the responsibilities outlined above.

EDUCATION AND EXPERIENCE:

Bachelor's degree required, but Master's degree in student personnel preferred. Experience in college housing, student discipline and advising preferred. Ability to work effectively with students and the general public. Demonstrated organizational and administrative ability.

Southern Connecticut State University  
Assistant Director of Housing/Administrator III  
(Code )  
Continued

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SPECIAL NOTATIONS:

This is a part time (20 hours per week) position.

ADMINISTRATIVE FACULTY:

Richard V. Farnell

IMMEDIATE SUPERVISOR:

Richard V. Farnell

DEAN OF PERSONNEL ADMINISTRATION:

Roger J. Bergh