RESOLUTION

concerning

ALTERATION OF JOB DESCRIPTION
DIRECTOR OF HOUSING AND CONFERENCES/ADMINISTRATOR VI

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

October 3, 1986

RESOLVED, That the job description for the position, Director of Housing and Conferences/Administrator VI, at Southern Connecticut State University be revised effective October 3, 1986, in accordance with all provisions and expectations as set forth in the proposal dated September 15, 1986, attached to this resolution.

A Certified True Copy:

[Signature]

Dallas R. Beal
President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic
Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

An Equal Opportunity Employer
RESOLUTION

RESOLVED, That the job description for the position Director of Housing and Conferences, Administrator VI, at Southern Connecticut State University be revised effective October 3, 1986, in accordance with all provisions and expectations as set forth in the proposal dated September 15, 1986.

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

Since the administration of the food service contract primarily deals with matters pertaining to resident students and resident conferences, the assignment of such responsibilities to the Director of Housing and Conferences would allow for closer daily oversight of this area and thus result in better services being provided to our students and conference participants.
SUPervisor: Dean of Student Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: Richard Farricielli

POSITION SUMMARY:

The Director of Housing is responsible for the general administration of a residential center as well as a diversified off-campus housing program. Emphasis of the position is on maintaining an interpersonal environment which supports educational and developmental growth. He/she also serves as a channel of communication between the University and off-campus landlords housing University students. The Director is responsible for the oversight of resident conferences and the direct administration of the food service contract. The Director supervises professional staff members and clerical workers.

POSITION RESPONSIBILITIES:

Oversees the management of the total housing operation.

Develops and implements policy for the effective management of the area.

Assigns placement in residence halls and refers to privately-owned facilities.

Oversees the financial aspects of the housing operation.

Directs staff selection, training, supervision, and development.

Supervises the purchasing of supplies, equipment, and services in all residence hall facilities.

Oversees and evaluates the maintenance and security systems.

Coordinates educational support programs for resident students.

Schedules the use of residence halls by outside organizations.

Serves as a line of communication between the residents, the administration and the faculty.

Oversees the coordination and planning for resident conferences.

Responsible for all activities relating to the daily administration of the University's food service contract. Operational liaison with the food service vendor.

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:

Five years of experience in college administration, including three years in housing, demonstrating ability to formulate and implement housing policy and to supervise staff. A Master's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

ADMINISTRATIVE FACULTY  William J. O'Connell
IMMEDIATE SUPERVISOR  David M. Bredensteiner
DEAN OF PERSONNEL ADMINISTRATION  Roger J. Bargl