RESOLUTION

concerning

REVISION OF JOB DESCRIPTION

ASSOCIATE DIRECTOR OF HOUSING/ADMINISTRATOR IV

at

EASTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the job description for the position, Associate Director of Housing/Administrator IV, at Eastern Connecticut State University, be altered to include an increase in the student development coordination and a role in the campus judicial process, effective February 5, 1988, in accordance with all provisions and expectations as set forth in the addendum attached to this Resolution.

A Certified True Copy:

Dallas K. Beal
President
CSU-200

EASTERN CONNECTICUT STATE UNIVERSITY
DATE 11/11/87

POSITION ACTION REQUEST

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<th>FT (XX)</th>
<th>EFF. 2/5/88</th>
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POSITION CURRENT CLASS CODE PROPOSED CLASS CODE

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RESOLVED, To increase the duties of the position to include student development coordination and a role in the campus judicial process.

A Certified True Copy

Dallas K. Beal, President
Date 2/5/88

PER Committee 1/27/88
Date

BOARD OF TRUSTEES 2/5/88
Date

JUSTIFICATION: The intention of this submission is to enhance the duties of the position to include student development activities and a role in the student judicial system. It is felt that such changes will afford the University more flexibility in matters of preventing and dealing with student discipline cases in the residence halls.

Michael [Signature] 11/21/87
Signed (University) Date

Approx. Cost 00
POSITION TITLE: ASSOCIATE DIRECTOR OF HOUSING

ADMINISTRATIVE RANK: 4

INCUMBENT:

Under the supervision of the Director of Housing, the Associate Director assists in the administration of the total Housing Program by performing these functions:

1. Assists in the selection, training, and supervision of housing personnel.

2. Assists in the development and coordination of the housing program including:
   a. budget planning and management.
   b. purchasing.
   c. disciplinary aspects of residence life.
   d. safety procedures.
   e. evaluation of physical facilities.
   f. liaison with other University departments and off-campus agencies.
   g. maintenance of policies and procedures relative to off-campus housing.
   h. development of work schedules for housing personnel.
   i. preparation of housing registration information for billing.
   j. day-to-day interface with the Campus Food Service for all matters regarding operations on campus.

3. In the absence of the Director, assumes responsibility of the Office.

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

5. Attends workshops and meeting on and off campus as needed.

6. Prepares and completes reports as needed.

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

QUALIFICATIONS

Four years experience in higher education; preferably in housing. Bachelor’s Degree required; Master’s Degree preferred.

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

POSITION TITLE: ASSOCIATE DIRECTOR OF HOUSING

ADMINISTRATIVE RANK: 4

INCUMBENT:

Under the supervision of the Director of Housing, the Associate Director assists in the administration of the total Housing Program by performing these functions:

1. Assists in the selection, training, and supervision of housing personnel.

2. Assists in the development and coordination of the housing program including:
   a. budget planning and management.
   b. purchasing.
   c. student development activities.
   d. safety procedures.
   e. evaluation of physical facilities.
   f. liaison with other University departments and off-campus agencies.
   g. maintenance of policies and procedures relative to off-campus housing.
   h. development of work schedules for housing personnel.
   i. preparation of housing registration information for billing.
   j. day-to-day interface with the Campus Food Service for all matters regarding operations on campus.

3. Assumes a major role in disciplinary aspects of residence life and in the campus judicial process as assigned.

4. In the absence of the Director, assumes responsibility of the Office.

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

6. Attends workshops and meeting on and off campus as needed.

7. Prepares and completes reports as needed.

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

QUALIFICATIONS

Four years experience in higher education; preferably in housing. Bachelor's Degree required; Master's Degree preferred.

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

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For the University Date For SUOAF Date

11/11/87
SUOA/F/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Associate Director of Housing

Campus: Eastern

Date: 11/17/87

LEVEL 1: Day 0 Campus DPA creates and presents package to Chapter level SUOA/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE: Michael Perkins

DATE PRESENTED TO CAMPUS SUOA/AFSCME REPRESENTATIVE: 11/17/87

SUOA/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: ____________________________

DATE OF SUOA/AFSCME CAMPUS REVIEW: ____________________________

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDER TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2: Not to exceed 10 working days after receipt Statewide SUOA/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOA shall return all materials to the initiating University DPA or his designee.

SUOA/AFSCME LOCAL PRESIDENT OR DESIGNEE: ____________________________

DATE: 12/17/87

DISPOSITION AT SUOA LOCAL LEVEL:
( ) approve proposed rank and salary
( ) disapprove proposed rank and salary

DATE RETURNED TO LOCAL DPA: ____________________________

LEVEL 3: Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOA/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL: ____________________________

DISPOSITION AT COUNCIL LEVEL:
( ) approve submission to PERC
( ) disapprove submission to PERC

DATE: 1/3/88

VICE PRESIDENT FOR PERSONNEL: ____________________________

DATE: 1/14/88

LEVEL 4: Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOA/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:
( ) approved
( ) disapproved

DATE: ____________________________

DATE OF BOARD APPROVAL: ____________________________

DATE OF BOARD DISAPPROVAL: ____________________________

OVER FOR APPLICABLE POSITION DESCRIPTION