



**Connecticut
State
University**

Central • Eastern • Southern • Western

Office of the President

BR#92-30

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT DIRECTOR OF HOUSING/ADMINISTRATOR III

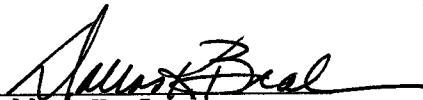
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

February 7, 1992

RESOLVED, That the position of Assistant Director of Housing/Administrator III be established at Southern Connecticut State University effective February 10, 1992, in accordance with all provisions and expectations as set forth in the proposal dated January 21, 1992, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



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ADDENDUM TO BR#92-30

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 1/21/92

By: CSU ()
CCSU () SCSU (X)
ECSU () WCSU ()

POSITION ACTION: Establish (X) Reclassify () Other () Date Effective 2/10/92

NATURE OF THE POSITION: Permanent (X) Full-Time (X) Temporary () Part-Time ()

POSITION TITLE: Assistant Director of Housing, Administrator III

Position Number	Current Salary \$	Class Code	Proposed Salary \$	Fund	Aux.	Bargaining Unit	From	To
			<u>32,156</u>			<u>SUOAF</u>		

EXPLAIN THE NATURE OF THE PROPOSAL:

To establish an Assistant Director of Housing, Administrator III, at Southern Connecticut State University effective February 10, 1992.

JUSIFICATION

Funding for this position was included in the 1991-92 budget for the North Campus Complex.

\$ 32,156
COST OR SAVINGS

James M. Battaglia
SIGNED (UNIVERSITY) DATE

- Attach Old and New Staffing Chart ()
- Job Description, and ()
- SUOAF Sign Off Form if Required ()

Miscellaneous Comments:

Southern Connecticut State University
Assistant Director of Housing/Administrator III

SUPERVISOR: Associate Dean of Student Affairs/Residence Life

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

Under the general supervision of the Associate Dean of Student Affairs/Residence Life, the Assistant Director of Housing is responsible for the coordination of the Resident Advisor selection and training process, the housing purchase requisition orders, the maintenance of all the residence halls, and supervises the University Fitness Center. This live in professional coordinates the educational, student development, and administrative aspects of the North Campus Residence Complex.

POSITION RESPONSIBILITIES:

He/she is responsible for the overall coordination of Summer Conferences in the North Campus residence complex.

Responsible for the coordination of the overall Resident Advisor selection process.

Coordinates the Resident Advisor Orientation and Training program for all Resident Advisors.

Responsible for the coordination of all housing purchase requisitions and acts as a liaison with the purchasing department.

Supervises the daily operations of the University Fitness Center.

Coordinates the maintenance of all the residence halls in regard to the physical plant of the buildings.

Acts as an Advisor to the Inter-Residence Council.

Assists the Associate Dean of Student Affairs/Residence Life in the selection and training of new Residence Hall Directors.

Renders assistance to students in the North Campus Residence Complex through counseling, advising and referral.

Investigates reports of misconduct and attempts to resolve or eliminate sources of conflict among students in the North Campus Residence Complex.

Supervises the security, maintenance, inventory, and general operations of the North Campus Residence Complex.

Oversees the resident hall programs, activities and support staff of the North Campus Residence Complex.

Provides leadership in the development implementation and evaluation of an orientation program for entering residence students.

Oversees the advisement of the hall government, and student Judicial Board in North Campus Residence Complex.

Provides additional assistance to the central office in Residence Life.

Prepares and complete reports as needed.

EDUCATION AND EXPERIENCE:

Three years of experience in University Housing or a student services area demonstrating: (a) ability to relate effectively with students and staff, (b) broad knowledge of housing programs, and (c) supervising ability. A Master's Degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

Administrative Faculty Will O'Quinn

Immediate Supervisor Richard V. Fairwell

Personnel Administration Gene M. Battaglia

FORM AND PROCEDURES

Position Title Assistant Director of Housing, Administrator III
Campus Southern Connecticut State University Date 1/21/92

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/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 Jean M. Battaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

DATE OF SUOAF CAMPUS REVIEW _____

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

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

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Paul J. Farrell Date 1/22/92

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary disapprove proposed rank and salary

Comments or Recommendations:

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 SUOAF/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

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL Paul C. Medina DATE 1/28/92

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 SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE 1/29/92

DATE OF BOARD APPROVAL 2/7/92

DATE OF BOARD DISAPPROVAL _____

OVER FOR APPLICABLE POSITION DESCRIPTION