



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050
827-7700
TEL. NEW BRITAIN: 203-~~291000~~ FAX NEW BRITAIN: 203-~~6687376~~

AUTHORIZING RESOLUTION

concerning

Alteration of Title
at

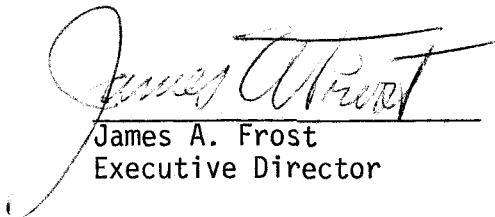
Eastern Connecticut State College

Electronic Media Specialist/Administrator II

June 6, 1980

RESOLVED, That the position, Assistant Director of Audio Visual/
Administrator II, be altered to Electronics Media
Specialist/Administrator II, at Eastern Connecticut
State College effective May 2, 1980, in accordance
with all provisions and expectations as set forth in
the proposal dated May 1, 1980, which is attached as an
addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Electronics Media Specialist/Adm. II

Fund: General

Position Type: Permanent X Part-time

Effective Date: May 2, 1980

Cost: None - entry approximately \$16,000

Campus: Eastern CT State College

Proposal: To alter existing vacant position Assistant Director of Audio Visual/Adm. II to Electronics Media Specialist/Adm. II.

Summary: Creation of a new technical position within the Media Center which reports to the Assistant Director of the Media Center. Position responsible for servicing, installing, repairing and calibrating media equipment and machinery, assisting in media productions, training staff and students and appropriate maintenance of records.

Date: May 1, 1980

Electronics Media Specialist (ADM. II)

Job Description

Under the supervision of the Assistant Director of Media Center, the Electronics Media Specialist provides services in the technical, operational, instructional, and administrative areas of the Media Center including the following:

1. Installs, maintains, tests, repairs and calibrates electronic equipment including but not limited to color television film cameras, digital switching circuits, audio and video tape recorders and any associated equipment.
2. Repairs analog and digital circuits at the individual component level.
3. Assists in the operation and production of Media Center programs as directed.
4. Trains staff and students in basic operations and repairs as necessary.
5. Prepares logs and reports and maintains records as directed.
6. Supervises student workers in Media Center operations.
7. Attends workshops and meetings as required.
8. Performs other duties and responsibilities related to duties enumerated above which do not alter the basic level of responsibility of the position.

Betty R. Tipton
for: AFSCME

Michael Paul
for the Cochrane