



STATE OF CONNECTICUT

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AUTHORIZING RESOLUTION

concerning


Establishment of a Temporary Position

Assistant Director of Audiovisual & Television Services/Administrator II
at
Western Connecticut State College

September 5, 1980

RESOLVED, That the temporary position, Assistant Director of Audiovisual & Television Services/Administrator II, be established at Western Connecticut State College effective July 24, 1980 thru October 31, 1980, in accordance with all provisions and expectations as set forth in the proposal dated July 24, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION SUMMARYTitle: Assistant Director of Audiovisual & Television Services/Adm. IIFund: GeneralPosition Type: Permanent Part-time Temporary Effective Date: July 24, 1980 thru Oct. 31, 1980Cost: \$3,735.94Campus: Western Connecticut State College

Proposal: To establish a temporary position of Assistant Director of Audiovisual & Television Services/Adm. II to replace incumbent who is on maternity leave.

Summary:

Pursuant to the provisions of Article 13.1 of the SCOAF/AFSCME/BOT Collective Bargaining Agreement, permission is requested to establish a temporary position of Assistant Director of Audiovisual & Television Services (Administrator II) for the period of July 24, 1980 through October 31, 1980. This is a temporary replacement necessitated by absence of the current incumbent who is on a maternity leave of absence.

Date: July 24, 1980

WESTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

Position Title: Assistant Director of Audiovisual and Television services

Administrative Rank: Administrator II

Department: Audiovisual and Television Services

POSITION SUMMARY:

Works with general direction from and reports to the Director at the Audiovisual and Television Services and has varied responsibilities in the overall operation of the Audiovisual and Television Services.

POSITION RESPONSIBILITIES

Supervise two part-time evening media specialists, one clerical, and a staff of fourteen student workers.

Assist the Director in the preparation of the audiovisual and television budget, incorporating the college's departments and divisions needs.

Approve and evaluate in cooperation with the Director, purchases, matching equipment and with the college wide materials needs, and coordinating purchases among departments.

Coordinate audiovisual and television expenditures with the college business office, state purchasing to assure adherence to state statutes and regulations, vendors, and departments.

Prepare reports and records of equipment and materials utilization.

Devise procedures and forms to facilitate the day to day operation of the Audiovisual and Television services.

Confer with faculty and department chairpersons regarding current and projected needs and utilization of materials and equipment.

Prepare reports to the Director on current and projected needs of the academic departments.

Assist faculty, when requested, in the selection of audiovisual and television related materials and equipment based on their course objectives.

Assist the director with background and support information in developing the Audiovisual and television services' policy statements.

Train faculty and students in the production and use of certain teaching methods, and materials.

POSITION RESPONSIBILITIES

When assigned, write grant proposals related to the audiovisual and television services.

Create, plan and produce the college television productions as assigned by the Director for faculty use and college administration.

Assists with the coordination of the audiovisual and television needs of special projects oftentimes required by the college.

Serves as Director of the Audiovisual and Television Services in the absence of the Director.

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

Prepared by Marie A. O'Brien 7/16/79