



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

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AUTHORIZING RESOLUTION

concerning

Conversion of Position  
at  
Central Connecticut State College

Assistant Professor of Theatre  
to  
Assistant Director of Media/Technical Services/  
Administrator III

December 4, 1981

RESOLVED, That the position, Assistant Director of Media/  
Technical Services/Administrator III, be established  
at Central Connecticut State College effective  
January 1, 1982, in accordance with all provisions  
and expectations as set forth in the proposal dated  
November 18, 1981, which is attached as an addendum  
to this Resolution.

A Certified True Copy:

*James A. Frost*  
James A. Frost  
Executive Director

## CENTRAL CONNECTICUT STATE COLLEGE

## Unclassified Position Alteration Summary

TITLE: Assistant Director of Media/Technical Services-Administrator IIIFUND: General/ExtensionPOSITION TYPE: Permanent X Temporary           Full-time X Part-time           EFFECTIVE DATE January 1, 1982 Bargaining Unit Admin. FacultyCOST: \$ None\*

## PROPOSAL:

To convert position of incumbent, Thom Feuerstein, from Assistant Professor of Theatre to Assistant Director of Media/Technical Services and from 10 months service plus 6 hours summer school compensation to 12 months service. See attached job description.

## JUSTIFICATION:

The duties of the position do not substantially change except that teaching one class is exchanged for inventory control of media equipment, which is sorely needed to satisfy the Auditors. The primary function of the position remains Management of Welte Hall. This definition of the position better defines the time obligations of the incumbent and meets the needs of the College for management of Welte Hall.

Date: 11/18/81Prepared By Michael K. BeckerApproved By Don James

\*Initially, the salary of the incumbent will equal his former salary of \$22,480 after the pending collective bargaining increase, charged to the General Fund, plus six semester hours summer school teaching of \$2,425 at 1982 AAUP rates, charged to the Extension Fund, for a total annual salary of \$24,905 per annum.

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant Director of Media/Technical Services

Administrative Rank: Administrator III

Department: Center for Director of Media Services

POSITION SUMMARY:

The Assistant Director of Media/Technical Services has the primary responsibility for design and execution of technical services in Welte Auditorium, this function represents approximately 75% of the position responsibilities.

The secondary responsibility of the position involves supervision of inventory and distribution of equipment in the Media Center.

POSITION RESPONSIBILITIES:

Prepare lighting and sound designs for events scheduled in Welte Auditorium.

Supervise when necessary the preparation and execution of lighting and sound designs in Welte Auditorium.

Supervise the maintenance of equipment and supplies pertinent to the fulfillment of the above responsibilities in Welte Auditorium.

Supervise the system and process for the distribution of instructional media equipment.

Supervise the inventory of the educational equipment and repair materials.

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

QUALIFICATIONS:

Master's degree is required. Five years of experience in the supervision of technical services appropriate to the position.