



# THE CONNECTICUT STATE UNIVERSITY

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

## AUTHORIZING RESOLUTION

concerning

Alteration in Duties  
for

Assistant Director of Information Systems/Administrator III

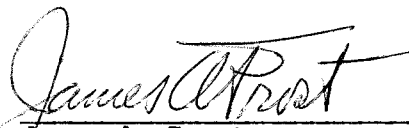
at

Central Connecticut State University

June 17, 1983

RESOLVED, That the duties for the position, Assistant Director of Information Systems/Administrator III, at Central Connecticut State University be altered effective June 17, 1983, in accordance with all provisions and expectations as set forth in the proposal dated May 24, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant Director of Information Systems/Administrator III

Fund: General

Position Type: Permanent  Part-time

Effective Date: June 17, 1983

Cost: None

Campus: Central CT State University

Proposal: To alter the duties of an existing position.

Summary: See attached position description

Date: May 24, 1983

**Vacant  
Position  
Proposed**

CENTRAL CONNECTICUT STATE UNIVERSITY  
Position Description

Position Title: Assistant Director of Information Systems

Administrative Rank: Administrator III

Department: Information Systems

Supervisor: Director for Information Systems

Position Summary:

Supervise and maintain administrative offices' data files and computer programs associated with the generation of reports for these particular areas. Testing, implementation, and overall supervision of new systems as required by the College, under the direction of the Director of Information Systems.

Position Responsibilities:

Analyze systems and design computer programs; document and implement new and future systems in any required computer language.

Supervise and maintain operations and programs for the existing systems in various administrative offices.

Update and maintain information for data bases and files in various administrative offices.

Collate information from outside sources to existing files.

Produces special reports requested by administrative areas and academic departments.

Collects statistics as it pertains to administrative requests.

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

CurrentCENTRAL CONNECTICUT STATE UNIVERSITY  
Position Description

Position Title: Assistant Director of Information Systems  
Administrative Rank: Administrator III  
Department: Director of Information Systems  
Supervisor: Director of Information Systems

## Position Summary:

Maintains computer programs and data files as required by university offices. Generates new files and programs as required. Responsible for the production of data requests sent to the Registrar's office, designs productions, testing and overall supervision of new systems as required by the college through the Systems Director.

## Position Responsibilities:

Analyze systems and design computer programs; document and implement new and future systems.

Supervises, updates and maintains existing programs and systems in various administration offices.

Collates, maintains, and supervises the Master Course file for each academic semester and allocates classroom space and assists faculty in classroom space needs.

Prepares and processes special reports and requests for information as required by various academic and administrative offices.

Designs and implements new data processing system.

Counsels students in relation to the registration process and academic programs.

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

Position Responsibilities: (Cont'd)

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Qualifications:

Bachelor's degree and two to three years of professional experience in information systems applications demonstrating knowledge of programming, appropriate equipment and supervisory skills. Master's degree preferred.

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