

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning


ESTABLISHMENT OF A GENERAL-FUND POSITION

ASSISTANT TO THE DIRECTOR OF MEDIA SERVICES/ADMINISTRATOR II
at
EASTERN CONNECTICUT STATE UNIVERSITY

January 18, 1985

RESOLVED, That a general-funded position, Assistant to the Director of Media Services/Administrator II, be established at Eastern Connecticut State University effective January 18, 1985, in accordance with all provisions and expectations as set forth in the proposal dated December 19, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:



James A. Frost
President

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant to the Director of Media Services/Administrator 2

FUND: General

POSITION TYPE: PERMANENT XX TEMPORARY _____

FULL-TIME XX PART-TIME _____

EFFECTIVE DATE: January 18, 1984

BARGAINING UNIT SUOAF/AFSCME

COST: \$23,000.00

PROPOSAL:

To create a position in the Educational General Fund with the primary emphasis on providing services in the areas of audio and video production, audiovisual equipment support, photography and graphics, and student worker scheduling.

SUMMARY:

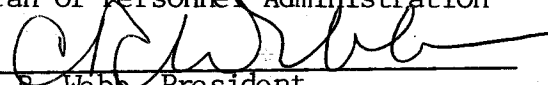
Please see attached job description.

This position was transferred to Eastern Connecticut State University by the Board of Trustees for the Connecticut State University effective the 1984-85 Academic Year.

DATE: 12/19/84

BY: Robert N. Horrocks

Dean of Personnel Administration



Charles R. Webb, President

MP/emb



Vice-President for Administrative Affairs

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE Assistant to the Director of Media Services

ADMINISTRATIVE RANK Administrator 2

Under the supervision of the Director of the Media Center, the Media Coordinator provides services in the areas of audio and video production, audiovisual equipment support, photography and graphics, and student worker scheduling including the following:

1. Responsible for weekend Media Center support activities as required.
2. Assists in the production and direction of finished audio, video and sound/slide productions.
3. Performs ENG/EFP tasks and supervision; works with Media Center clients in editing video and audio productions.
4. Responsible for faculty, staff and student use of the A/V equipment check-out area, supervises second shift employee.
5. Coordinates scheduling of equipment loans, supervises adjustments on equipment and instructs student workers and equipment users on equipment use and care.
6. Performs photographic duties and creates graphics to meet institutional needs. Works with faculty to assist in instructional support mission of the Media Center.
7. Schedules student workers' coverage of equipment delivery, production assistance and other related coverage.
8. Assists in coordinating dial system playback activities at appropriate times.
9. Performs campus and on-location remote media set-up and supervision.
10. Performs other duties and responsibilities related to duties enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

One or two years of administrative experience equipping the incumbent to assist in an educational audiovisual position, including photography, graphics production, audio and video tape editing, and production.

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

Signature
for SUOAF/AFSCME

Date

Signature
for the University

Date

RNH/emb
12/17/84