



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

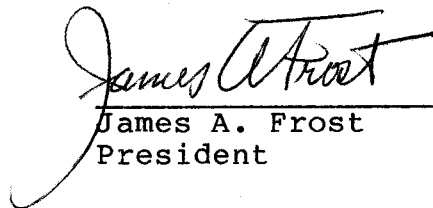
concerning

ESTABLISHMENT OF POSITION
of
ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III
at
CENTRAL CONNECTICUT STATE UNIVERSITY

APRIL 12, 1985

RESOLVED, That the position of Assistant Director of Information Systems/Administrator III at Central Connecticut State University be established effective April 12, 1985, in accordance with all provisions and expectations as set forth in the proposal dated March 20, 1985, which is attached as an addendum to this resolution.

A Certified True Copy:


James A. Frost
President

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

Unclassified Position Alteration Summary

TITLE: Assistant Director of Information Systems

FUND: Auxilliary

POSITION TYPE: Permanent X Temporary
Full-time X Part-time

EFFECTIVE DATE: 12 April 1985 BARGAINING UNIT: Admin. Faculty

COST: \$27,000

PROPOSAL:

To establish an additional position of Assistant Director of Information Systems. See attached job description.

JUSTIFICATION:

The system has determined to develop an on-line integrated student information system. Central's part of this project will require two to three man years of programming effort just to design and implement.

Date: March 20, 1985 Prepared by: Michael K Becker Approved by: A. J. James

7/11/68

CENTRAL CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut 06050

POSITION DESCRIPTION

Position Title: Assistant Director of Information Systems

Administrative Rank: Administrator III

Department: Information Systems

Supervisor's Title: Director of Information Systems

POSITION SUMMARY:

Design programming, testing, implementation and overall supervision of new systems as required by the University under the direction of the Director. Supervises and maintains administrative offices' data files and computer programs associated with the generation of reports for those areas.

POSITION RESPONSIBILITIES:

Analyses systems and designs computer programs; documents and implements new and future systems in any required language.

Supervises and maintains operations and programs for existing systems in various administrative offices.

Assists in systems programming work as assigned by Director.

Collates information from outside sources to existing files.

Produces special reports requested by administrative officers and academic departments.

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

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 required. Master's degree preferred. These qualifications may be waived for individuals with appropriate alternate experience.