



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ALTERATION OF DUTIES

for

ASSISTANT TO THE DIRECTOR OF MEDIA SERVICES/ADMINISTRATOR II

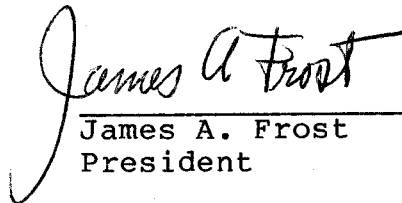
at

EASTERN CONNECTICUT STATE UNIVERSITY

APRIL 12, 1985

RESOLVED, That the duties and responsibilities for the position of Assistant to the Director of Media Services/Aministrator II at Eastern Connecticut State University be altered effective April 12, 1985, in accordance with all provisions and expectations as set forth in the proposal dated March 18, 1985, which is attached as an addendum to this resolution.

A Certified True Copy:


James A. Frost
President

EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant to the Director of Media Services

FUND: General

POSITION TYPE: PERMANENT XX TEMPORARY _____
FULL-TIME XX PART-TIME _____

EFFECTIVE DATE: 4/12/85 BARGAINING UNIT SUOAF

COST: \$1,000.00

PROPOSAL: To reclassify the Assistant to the Director of Media Services/Ad. 2 to include additional duties and responsibilities with a concomitant salary increase.

SUMMARY: SEE ATTACHED JOB DESCRIPTIONS

DATE: 3/18/85

BY: Robert T. Hannock
Dean of Personnel Administration

MP/emb

POSITION DESCRIPTION

POSITION TITLE: Assistant to the Director of Media Services .

ADMINISTRATIVE RANK: 2

Under the supervision of the Assistant Director of the Media Center, the Assistant to the Director provides services in the technical, operational, instructional and administrative areas of the Media Center including the following:

1. Installs, maintains, tests, repairs and calibrates complex electronic equipment including, but not limited to, color television, film, audio, disc, cameras, digital switching circuits, audio and video recorders and any associated equipment.
2. Designs and repairs analog and digital circuits at the individual component level.
3. Maintains both studio production and audiovisual loan-out equipment.
4. Assists in the operation, production and distribution of Media Center programs as directed.
5. Trains appropriate staff and students in basic equipment operations, maintenance and repairs as necessary.
6. Administers the technical quality control of the source material being generated for the information retrieval system and its distribution.
7. Administers the utilization and maintenance of production, playback and distribution equipment.
8. Evaluates and maintains performance on over 250 program distribution channels on a daily basis.
9. Prepares logs and reports and maintains records as directed.
10. Supervises student workers in Media Center operations.
11. Attends workshops and meetings as required and keeps pace with new developments to maintain complex circuitry.
12. Performs other duties and responsibilities related to duties enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

One to two years experience equipping the applicant to assist in operation and production of Media Center Programs including the repair of equipment. A Bachelor's Degree is required.

These qualifications may be waived for individuals with appropriate alternate

Robert J. Harrad 2/15/85
Signature of the Univ Date

Robert R. Tinton 2/14/85
Signature for AFSCME Date

POSITION DESCRIPTION

POSITION TITLE

ASSISTANT TO THE DIRECTOR OF MEDIA SERVICES

ADMINISTRATIVE RANK II

Under the supervision of the Assistant Director of Media Center, the Assistant to the Director provides services in the technical, operational, instructional, and administrative areas of the Media Center including the following:

1. Installs, maintains, tests, repairs and calibrates electronic equipment including but not limited to color television film cameras, digital switching circuits, audio and video tape recorders and any associated equipment.
2. Repairs analog and digital circuits at the individual component level.
3. Assists in the operation and production of Media Center programs as directed.
4. Trains staff and students in the basic operations and repairs as necessary.
5. Prepares logs and reports and maintains records as directed.
6. Supervises student workers in Media Center operations.
7. Attends workshops and meetings as required.
8. Performs other duties and responsibilities related to duties enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

One to two years experience equipping the applicant to assist in operation and production of Media Center programs including the repair of equipment. A Bachelor's Degree is required.

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