

THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ASSISTANT DIRECTOR OF MEDIA SERVICES/ADMINISTRATOR III
at
EASTERN CONNECTICUT STATE UNIVERSITY

December 6, 1985

RESOLVED, That various duties of the currently vacant position, Assistant Director of Media Services, be altered to reflect changing requirements in the Media Center.

A Certified True Copy:


Dallas K. Beal
President

THE CONNECTICUT STATE UNIVERSITY

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

POSITION ACTION REQUEST



Submitted	_____
	Date
By: . CSU ()	
CCSU ()	SCSU ()
ECSU (X)	WCSU ()

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER (XX) DATE EFFECTIVE 12/6/85 PERM (X) FT (X) TEMP () PT ()

POSITION TITLE: Assistant Director of Media Services, Ad. 3 Same 7918
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 0091 CURRENT SALARY Vacant PROPOSED SALARY \$19,547 FUND Gen BARG UNIT SUOAF Same from to

RESOLUTION

BR# _____

RESOLVED, That various duties of the currently vacant Assistant Director of Media Services be altered to reflect changing requirements in the Media Center.

A Certified True Copy _____
Dallas K. Beal, President, CSU Date

PERCommittee 11/27/85 Date BOARD OF TRUSTEES 12/6/85 Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The Assistant Director of Media Services position is currently vacant at ECSU. Prior to hiring a replacement, the University wishes to alter the duties of the position. Specifically radio station responsibilities, which now reside in the Communications Department are deleted and replaced with more technical, engineering duties.

Michael P. [Signature]
Signed (University) 11/13/85 Date

EASTERN CONNECTICUT
STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR/CHIEF ENGINEER OF MEDIA SERVICES

ADMINISTRATIVE RANK: III

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

- 1.) Assumes major responsibility for the television studio including decision-making functions related to such elements as lighting requirements, set design, direction, video tape editing, color video engineering, engineering standards and remote recording.
- 2.) Maintains the electronic integrity of a professional quality color television studio, remote access information retrieval system and an RF distribution system including planning and designing new systems and maintaining and modifying existing ones.
- 3.) Supervises work of the Assistant to the Director of Media Services/Technical Support.
- 4.) In the absence of the Director, assumes responsibility for the Center.
- 5.) Recommends maintenance and equipment budgets, indicating supplies and capital equipment to be purchased; schedules Center facilities with approval of Director; supervises studio personnel.
- 6.) Performs ENG/EFP tasks and supervision; works with Media Center clients in editing video and audio productions and in developing program materials.
- 7.) Performs other duties related to items enumerated above which do not alter the basic level of responsibility of the position.

Qualifications: Two to three years administrative experience, preferably in a higher education setting. Two to three years maintenance/technical supervisory experience in a professional quality video installation. A Bachelor's degree is required, a Master's degree is preferred. These qualifications may be waived for individuals with appropriate alternate experience.

Betty A. Tipton _____
Signature Date
for SUOAF

[Handwritten Signature] 11/5/85
Signature Date
for ECSU