

### THE CONNECTICUT STATE UNIVERSITY

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

#### RESOLUTION

concerning

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS & COMPUTER SERVICES ADMINISTRATOR III

at

EASTERN CONNECTICUT STATE UNIVERSITY

December 6, 1985

RESOLVED, That the duties and title of the present position,
Assistant Director of Data Processing be altered
to Assistant Director of Information Systems &
Computer Services/Administrator III, to conform to
the current reorganization of the University Data
Center. No change in rank or salary is required.

A Certified True Copy:

Dallas K. Beal

President

CSU-200



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POSITION ACTION REQUEST

Submitted By: , CSU ( ) CCSU ( ) SCSU ( ) ECSU (XX) WCSU ( )

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As part of the reorganization of the Data Center, this reclassification will add technical duties to the position as a replacement for line, administrative responsibilities which will be included in the Associate

Director title.

# EASTERN CONNECTICUT STATE UNIVERSITY POSITION DESCRIPTION

POSITION TITLE

ASSISTANT DIRECTOR OF INFORMATION SYSTEMS AND COMPUTER SERVICES

ADMINISTRATIVE RANK

3

The Assistant Director reports to the Director or Associate Director and is responsible for systems analysis and assists in the direction of Data Center Operations.

#### The Assistant Director:

- 1. Assists in the selection, development, supervision and evaluation of Data Center personnel, and student assistants as required.
- 2. Provides technical assistance in the design, analysis, programming and implementation of academic and administrative systems.
- 3. Works with Data Center users in the scheduling of user processing requirements.
- 4. Advises computer science faculty and students as required.
- 5. Performs programming and system analysis functions as required.
- 6. Assists in the establishment and maintenance of data element dictionaries, system/program description files, program instruction manuals, and user manuals.
- 7. Prepares and completes reports as needed.
- 8. Attends workshops and meetings on other campuses as required.
- 9. Performs other duties and responsibilities related to those enumerated above which do not alter the basic responsibilities of the position.

### QUALIFICATIONS

Two to three years of professional experience in information systems applications, including knowledge of programming and appropriate equipment, and demonstrating supervisory skills. A Bachelor's Degree is required; A Master's Degree is preferred.

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

Signature for the University

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Signature for AFSCME/SUOAF

Date