



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION
COORDINATOR OF ACADEMIC COMPUTING SERVICES/ADMINISTRATOR V

at

EASTERN CONNECTICUT STATE UNIVERSITY

September 5, 1986

RESOLVED, That the position, Coordinator of Academic Computing Services/Administrator V, be established at Eastern Connecticut State University, effective September 5, 1986, in accordance with all provisions and expectations as set forth in the Addendum attached to this Resolution.

A Certified True Copy:

Dallas K. Beal
President

CSU-200



THE CONNECTICUT STATE UNIVERSITY

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POSITION ACTION REQUEST

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

POSITION ACTION: ESTABLISH (XX) RECLASSIFY () OTHER () DATE EFFECTIVE 9/5/86 PERM (X) FT (X)
 TEMP () FT ()

POSITION TITLE: S.U. Adm. V - (Coord. of Acad. Comp. Svcs.) (Ad. 5) 7921

CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: New CURRENT SALARY _____ PROPOSED SALARY 31,000 FUND Gen BARG UNIT SUOAF from to

RESOLUTION

BR# _____

RESOLVED, that the position, Coordinator of Academic Computing Services be established at Eastern Connecticut State University.

A Certified True Copy _____

Dallas K. Beal, President, CSU

Date _____

FERCommittee _____

Date _____

BOARD OF TRUSTEES _____

Date _____

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

The position, which is in Eastern's approved 1986-87 budget, is needed to provide a variety of computer services to students and faculty. The incumbent will manage such services and, in addition, conduct workshops, individual training sessions and trouble-shoot problems.

31,000 (13,113 in FY 87)

Approx. Cost

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

TITLE: COORDINATOR OF ACADEMIC COMPUTING SERVICES

RANK: 5

Under the supervision of the Director of Computer and Information Systems, the coordinator is responsible for the following:

1. Develops, implements, and monitors university efforts to accomplish the integration of computer-aided instruction and services into the curriculum.
2. Works with faculty to identify and evaluate appropriate supporting software and hardware.
3. Serves as a resource to the university community in the areas of academic computer applications by conducting workshops, individual training sessions, trouble-shooting problems and through other related methods.
4. Directs all computer lab operations including but not limited to establishing schedules, training and monitoring assistants, overseeing installation, licensing, and maintenance of equipment and materials, oversee maintenance agreements, and insuring that appropriate security procedures are established and followed.
5. Assists in the support of academic minicomputer applications.
6. Orders, catalogs, and maintains software packages for academic computing needs.
7. Designs, codes, implements, and maintains software to support computer aided instruction.
8. Insures that hardware and software documentation is current and complete.
9. Assumes other duties and responsibilities from time to time as assigned that do not alter responsibilities of the position.

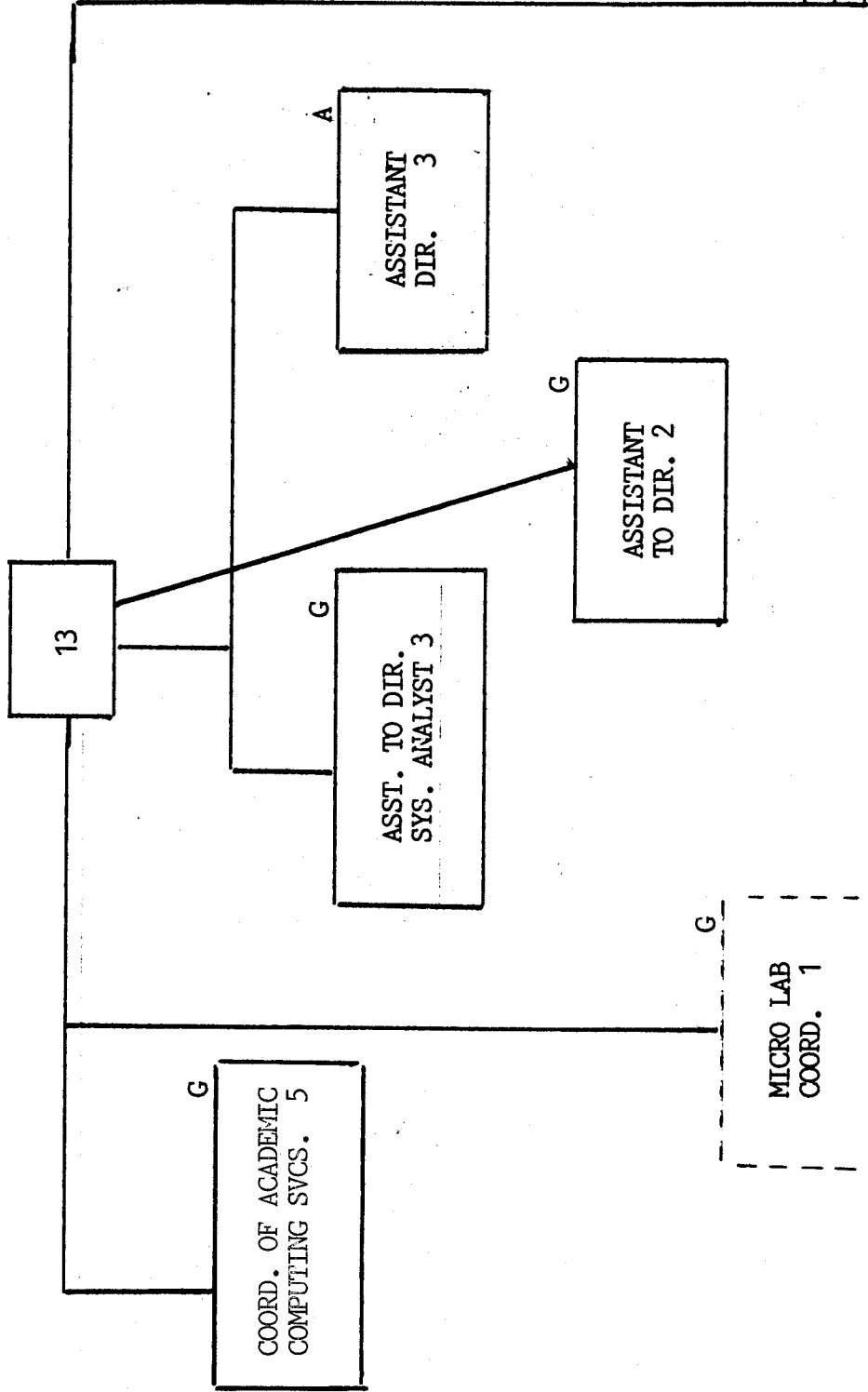
Qualifications

Bachelor's degree in Computer Science, Information Systems or equivalent with four years experience in an academic computing environment, demonstrated, effective leadership and communications skills.

Working knowledge of the following: one high level programming language, MS-DOS, CP/M, DEC, IBM, and Apple PC's, academic software applications, microcomputer communications hardware and software data portability techniques, and PC editors and word processing software.

Any of the above qualifications may be waived for individuals possessing equivalent alternate experience.

DIRECTOR OF COMPUTER AND INFORMATION SYSTEMS



COMPUTER OP. 2 - G

COMPUTER OP. 2 - A

DATA PROC. CTRL.

CLERK - G

DATA ENT. OP. 2 -G

DATA ENT. OP. I KP-A