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
WESTERN CONNECTICUT STATE UNIVERSITY

APRIL 8, 1988

RESOLVED, That the position, Coordinator of Academic
Computing Services/Administrator V, be established
at Western Connecticut State University, effective
February 5, 1988, in accordance with all provisions
and expectations as set forth on CSU Form 200.

A Certified True Copy:

Dallas K. Beal
President

Central Connecticut State University • New Britain   Southern Connecticut State University • New Haven
Eastern Connecticut State University • Willimantic   Western Connecticut State University • Danbury

An Equal Opportunity Employer

CSU-200

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

POSITION ACTION REQUEST

ADDENDUM TO
Submitted BR#88-60
                    Date
By: . CSU ( )
        CCSU ( ) SCSU ( )
    . ECSU ( ) WCSU (X)

POSITION ACTION:	ESTABLISH (XX) RECLASSIFY ( ) OTHER ( )	DATE EFFECTIVE Feb. 5,1988	PERM (XX) FT (XX) TEMP ( ) PT ( )

POSITION TITLE:		Admin. 5/ Coordinator of Academic Computing Services	7921
	CURRENT	(Class Code) PROPOSED	(Class Code)

POSITION NUMBER:	CURRENT SALARY ____	PROPOSED SALARY 42,000.	FUND General	BARG UNIT ____	AFSCME
				from	to

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

Due to the increasing needs in the academic computing area, we are requesting the establish-
ment of an Administrator 5/Coordinator of Academic Computing Services to perform the following:
develop, implement and monitor efforts to integrate computer aided instruction and services
into the curriculum; work with faculty to identify and evaluate appropriate supporting hardware
and software, serve as a resource by conducting workshops, individual training, and trouble-
shooting problems, direct computer laboratory operations, assist in the support of academic
minicomputer applications, order, catalog, and maintain software packages as needed, assume
other related duties and responsibilities which do not alter the basic level of responsibility
of the position.

This position is being established in accordance with the approved new positions in
WCSU's '87-'88 budget.

Attached is a job description and current organizational chart.

42,000. _____
Approx. Cost

Signed (University) _____   . Date _____

RESOLUTION

BR# _____

RESOLVED, That the position, Administrator 5/Coordinator of Academic Computing Services be
established, effective February 5, 1988, in accordance with all provisions and
expectations as set forth in this proposal.

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

PE___mittee _____   —   BOARD OF TRUSTEES _____
        . Date   Date

WESTERN CONNECTICUT STATE UNIVERSITY

Position Title: Coordinator of Academic Computing Services

Rank: Administrator 5

Supervisor: Bibi Yip

Under the supervision of the Director of the Computer Center, 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 laboratory operations including, but not limited to establishing schedules, training and supervising assistants, over-seeing installation, licensing, and maintenance of equipment and materials, overseeing 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 as needed.

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 related to those enumerated above which do not alter the basic level of responsibility 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 communication 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.

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

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                              │ DIRECTOR OF │
                              │ COMPUTER    │
                              │   CENTER    │
                              └──────┬──────┘
        ┌────────────────────────────┴──────────────────────────────┐
┌────────────────────────┐                                          │
│ ASSOCIATE DIRECTOR  OF │                                          │
│   ACADEMIC COMPUTER    │                                          │
└──┬──────────────┬──────┘                                          │
   │              │                        ┌──────────────┬─────────┴──────┐
┌──┴─────────────────┐                ┌────┴─────────────┐        ┌────────┴──────────┐
│ ASSISTANT DIRECTOR OF │             │ ASSISTANT DIRECTOR│       │ ASSISTANT DIRECTOR │
│ ACADEMIC COMPUTER   │               │ COMPUTER CENTER (3)│      │ INFORMATION SYSTEMS│
└─────────────────────┘               └───────────────────┘      └────────────────────┘
          │
     COMPUTER OPERATOR I                                          COMPUTER OPERATOR I

                                                                 ┌──────────────────────┐
                                                                 │ DATA ENTRY OPERATOR II│
                                                                 ├──────────────────────┤
                                                                 │ DATA ENTRY OPERATOR I │
                                                                 └──────────────────────┘
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DIRECTOR OF COMPUTER CENTER

- **ASSOCIATE DIRECTOR OF ACADEMIC COMPUTER**
  - **ASSISTANT DIRECTOR OF ACADEMIC COMPUTER**
  - COMPUTER OPERATOR I
- **ASSISTANT DIRECTOR COMPUTER CENTER (3)**
- **ASSISTANT DIRECTOR INFORMATION SYSTEMS**
  - COMPUTER OPERATOR I
  - DATA ENTRY OPERATOR II
  - DATA ENTRY OPERATOR I