



**Connecticut  
State  
University**

Central • Eastern • Southern • Western

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(203) 827-7700

Office of the President

RESOLUTION

concerning

REVISION OF JOB DESCRIPTION

for

DIRECTOR OF MEDIA SERVICES/ADMINISTRATOR VI

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 9, 1988

RESOLVED,

That the job description for the position of Director of Media Services/Administrator VI at Central Connecticut State University be revised to more closely fit current organization, needs and staffing, effective September 9, 1988, in accordance with all provisions and expectations as set forth in the proposal dated June 1, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

CONNECTICUT STATE UNIVERSITY

ADDENDUM BR#88-123  
Submitted 6-1-88  
Date  
By: CSU [ ]  
CCSU [X] SCSU [ ]  
ECSU [ ] WCSU [ ]

CSU

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH ( ) RECLASSIFY ( ) OTHER (X) DATE EFFECT 9-9-88 PERM(X) FT(X) TEMP( ) PT( )

POSITION TITLE: Director of Media Services, ADM 6 No Change  
CURRENT PROPOSED

POSITION NUMBER: 513 CURRENT SALARY \$42,735\* PROPOSED SALARY \$ NC FUND General BARG UNIT AdmFac NC  
from to

PROPOSAL

To revise job description of Director of Media Services to more closely fit current organization, needs and staffing. Please see attached old and new job descriptions.

\*Salary subject to adjustment by collective bargaining settlement.

\$ -0-  
Approx. Cost

JUSTIFICATION

Recent reorganization of the instructional program necessitates bringing the descriptions in this area up to date.

[Signature] 7/8/88  
Signed (University) Date

PERCommittee \_\_\_\_\_  
Date

BOARD OF TRUSTEES \_\_\_\_\_  
Date

Central Connecticut State University  
Director of Media Services / Administrator VI  
(Code )

SUPERVISOR: Dean of Instructional Services

SUPERVISION EXERCISED:

INCUMBENT NAME: Leroy Temple

POSITION SUMMARY:

The Director of Media assumes the primary responsibility for instituting instructional media strategies, supervising comprehensive support services and appropriate technology to directly support all academic programs within the University. In addition, the Director supports and works with administrative programs and activities in research and grant development.

The educational program under the responsibility of the Media Director is designed to prepare media professionals for administrative leadership positions at all levels of education, government and industry.

POSITION RESPONSIBILITIES:

Supervise a central "materials center" and library serving all the departments within the University.

Supervise the organization and operation of equipment and materials within all departments.

Determine present and future equipment and materials needs of the University for purchase or rental.

Keep records and reports of materials, equipment and their use.

Select and purchase new materials and equipment.

Make reports to the University administration concerning the operation and needs of the Media Center.

Dissemination of new developments, materials and equipment in the field of educational communication to university community.

Administer budget for Media Center.

Evaluate effectiveness of all Media Center services.

Supervise the operation of the Media Office.

Plan and carry on an in-service teacher training program.

Organize and make available a catalog on Resources available for education

Central Connecticut State University  
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Continued

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use.

Engage in educational research and material utilization.

Program and thesis advisor for graduate work.

Design, develop and teach new courses in technological media.

Produce or supervise production of certain materials (slides, exhibits, recordings, photographs, motion pictures, radio programs, etc.)

Assist in curriculum planning.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

#### EDUCATION AND EXPERIENCE

A Master's degree and five years of experience in instructional media including formulation and implementation of media policy and staff supervision required. These qualifications may be waived for individuals with appropriate alternate experience.

#### SPECIAL NOTATIONS:

NEW

# CENTRAL CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

Position Title: Director of Media Services

Rank: Administrator 6

Department: Media Services

Supervisor's Title: Associate Vice president for Academic Affairs

### POSITION SUMMARY

Supervises the provision of media services and related technological support for all academic and administrative programs of the University.

### POSITION RESPONSIBILITIES

Supervises and organizes the media materials, service and equipment center of the University for use by all departments.

Supervises and coordinates the production of video and multimedia programs (including radio, television and graphics materials) for promotional and instructional purposes throughout the University.

Supervises the selection and purchase of new materials and equipment for the media center.

Prepares and administers media center budget.

Participates in planning for and supervises the production of media services for University-sponsored and public events.

Works with all members of the University to ensure effective utilization of media materials, including programs on media and related technology applications.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

### QUALIFICATIONS

Master's degree and five years' experience in instructional media including formulation and implementation of media policy and staff supervision required.

1 July 1988

SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Director of Media Services  
Campus Central Date 6-23-88

**LEVEL 1, Day 0** Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 6-23-88

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Jana M Lynch

DATE OF SUOAF CAMPUS REVIEW 7/5/88

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

**LEVEL 2, Not to exceed 10 working days after receipt** Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Betty Taylor Date July 6, 1988

DISPOSITION AT SUOAF LOCAL LEVEL:  
 approve proposed rank and salary      ( ) disapprove proposed rank and salary  
Comments or Recommendations:

DATE RETURNED TO LOCAL DPA \_\_\_\_\_

**LEVEL 3, Not to exceed 10 working days after receipt** Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 7/6/88

DISPOSITION AT COUNCIL LEVEL:  
 approve submission to PERC      ( ) disapprove submission to PERC  
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 8/5/88

**LEVEL 4** Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:  
( ) approved      ( ) disapproved

DATE \_\_\_\_\_

OF BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_