



**Connecticut
State
University**

Central Eastern Southern Western

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

Office of the President

RESOLUTION

concerning

REVISION OF JOB DESCRIPTION

for

ASSISTANT DIRECTOR OF MEDIA SERVICES/ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 9, 1988

RESOLVED,

That the job description for the position of Assistant Director of Media Services/Administrator III at Central Connecticut State University be revised to reflect recent changes in staffing and redistribution of duties, 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#88-125
Submitted 6-1-88
Date

CSU-2

POSITION ACTION REQUEST

By: CSU []
CCSU [X] SCSU []
ECSU [] WCSU []

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

POSITION TITLE: Asst. Dir. Media Services, ADM 3 No Change
CURRENT PROPOSED

POSITION NUMBER: 1589 CURRENT SALARY \$25,322* PROPOSED SALARY \$ NC FUND Extension BARG UNIT AdmFac NC from to

PROPOSAL

To revise job description of a vacant Assistant Director of Media Services position to reflect recent changes in staffing and redistribution of duties. Please see attached old and new job descriptions.

*Salary level listed is two years old. Current level if job had been filled and contract settled would be at least \$30,000.

\$ -0-
Approx. Cost

JUSTIFICATION

Recent reorganization of the instructional program and reallocation of a position out of this area necessitates rewriting the job descriptions of the remaining positions.

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

PERCommittee _____
Date

BOARD OF TRUSTEES _____
Date

OLD

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant Director of Media/Video Production

Rank: Administrator III

Department: Center for Instructional Media

Supervisor's Title: Director, Center for Instructional Media

POSITION SUMMARY

Responsible for conceptual development, production and distribution of television programming; liaison with various agencies for grant development; and cooperative planning with public television.

POSITION RESPONSIBILITIES

Coordinates and produces video programs and promotional spots for the University.

Works with faculty in planning and producing instructional television and multi-media programs.

Supervises television engineering and production personnel, consulting engineer and video service contracts.

Coordinates use of television studios and associated facilities.

Coordinates efforts between the University and Public and Cable TV.

Serves as an instructor for courses in the Media program and acts as a resource person in television courses.

Conducts workshops for faculty and students in the operation of equipment and production techniques.

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 in Educational Media and Technology or equivalent and two years' teaching and administrative experience appropriate to the position required. Certification or certifiability as a School Library Media Specialist preferred.

April 11, 1987

NEW

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Assistant Director of Media Services

Rank: Administrator 3

Department: Media Services

Supervisor's Title: Director of Media Services

POSITION SUMMARY

Responsible for developing, producing and distributing television programs in support of the University's mission.

POSITION RESPONSIBILITIES

Coordinates and produces video programs and informational spots.

Works with all University areas to plan and produce informational and instructional multi-media programs.

Coordinates use of the Media Center's television studios and related facilities.

Supervises the Media Center's television engineering and production personnel, consulting engineer and video service contracts.

Schedules and supervises off-air recording, duplication and playback of television materials.

Provides duplication/copying of various media materials to television format.

Coordinates University efforts with Cable and Public TV.

Coordinates distribution of video materials with the Library.

Serves as a resource in and conducts workshops on operation of television equipment and production techniques.

Performs 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 and three years' professional experience in television production required. Master's degree in Educational Media and Technology, or equivalent, preferred.

1 July 1988

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Assistant 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 Diana M Lynde

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 Tipton Date July 1, 1988

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary target 30,000 () 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 7/5/88

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 _____