AUTHORIZING RESOLUTION

concerning

Conversion of a General Fund Faculty Position
at
Central Connecticut State College
to
Assistant Director of Information Systems/Administrator III

October 2, 1981

RESOLVED, That a currently vacant position of Assistant Professor
be converted to Assistant Director of Information Systems/
Administrator III, at Central Connecticut State College
effective October 2, 1981, in accordance with all provisions
and expectations as set forth in the proposal dated
September 18, 1981, which is attached as an Addendum to
this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
Central Connecticut State College

POSITION DESCRIPTION

Position Title: __Assistant Director of Information Systems___

Administrative Rank: __Administrator III__________

Department: ___________ Information Systems ____________

Supervisor(s) Position/Title ___Director of Information Systems___

POSITION SUMMARY:

This position is a computer programmer analyst position. Half the responsibility of this position is the coordination of academic computing facilities and assistance to faculty in the use of academic computing equipment. The other half is programming for the Management Information System of the Cooperative Education Program.

POSITION RESPONSIBILITIES:

Maintain the operating system for academic use, and do any systems programming work required;

Maintain a system of accounts for students and faculty using any academic equipment at CCSC or elsewhere;

Assist faculty in the use of equipment and software at CCSC and U-CONN;

Conduct introductory training sessions for faculty and students in the proper use of software such as system editors, compilers and queuing mechanisms for file printing and spooling to U-CONN;

Develops on-line applications for the MIS of the Cooperative Education Program;

Develops and maintains several administrative computer systems written in PL/I and COBOL and other computer languages;

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

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QUALIFICATIONS: A Bachelor's Degree in Computer Science or a related area, and a minimum of one year experience as a computer programmer, preferably in an environment that made use of both IBM and DEC equipment.

REVIEW AND APPROVAL:

Prepared by: ____________________________
Reviewed by: ____________________________
Approved by: ____________________________

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of ______________.

Date

__________________________
(Signature)

__________________________
Campus JA Committee

Rev. 6/4/79
TITLE: Assistant Director of Information Systems - Administrator III

FUND: General

POSITION TYPE: Permanent X Temporary
          Full-time X Part-time

EFFECTIVE DATE: October 2, 1981 Bargaining Unit: AFSCME

COST: $3,000

PROPOSAL:

To convert a currently vacant position of Assistant Professor to that of Academic support programmer. (See job description.)

Salary range to be offered $17,000 - $19,500
Salary of last incumbent was $16,515

JUSTIFICATION:

Research and teaching applications of computers have long since become major factors in our academic programs from Business and Technology to the Social Sciences and Education. In order to meet their responsibilities, teaching faculty need the assistance of a professional programmer analyst.

Date: September 18, 1981 Prepared By: Michael Kuba
     Dean of Personnel Administration

Approved By: President