AUTHORIZING RESOLUTION

concerning

Conversion of Position
at
Central Connecticut State College

Assistant Professor of Theatre
to
Assistant Director of Media/Technical Services/Administrator III

December 4, 1981

RESOLVED, That the position, Assistant Director of Media/Technical Services/Administrator III, be established at Central Connecticut State College effective January 1, 1982, in accordance with all provisions and expectations as set forth in the proposal dated November 18, 1981, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
Executive Director
CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Alteration Summary

TITLE: __________ Assistant Director of Media/Technical Services-Administrator III

FUND: __________ General/Extension

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

EFFECTIVE DATE: January 1, 1982 Bargaining Unit Admin. Faculty

COST: $ None*

PROPOSAL:

To convert position of incumbent, Thom Feuerstein, from Assistant Professor of Theatre to Assistant Director of Media/Technical Services and from 10 months service plus 6 hours summer school compensation to 12 months service. See attached job description.

JUSTIFICATION:

The duties of the position do not substantially change except that teaching one class is exchanged for inventory control of media equipment, which is sorely needed to satisfy the Auditors. The primary function of the position remains Management of Welte Hall. This definition of the position better defines the time obligations of the incumbent and meets the needs of the College for management of Welte Hall.

Date: 11/18/81  Prepared By: ______________

Approved By: ______________

*Initially, the salary of the incumbent will equal his former salary of $22,480 after the pending collective bargaining increase, charged to the General Fund, plus six semester hours summer school teaching of $2,425 at 1982 AAUP rates, charged to the Extension Fund, for a total annual salary of $24,905 per annum.
Position Title: Assistant Director of Media/Technical Services
Administrative Rank: Administrator III
Department: Center for Director of Media Services

POSITION SUMMARY:

The Assistant Director of Media/Technical Services has the primary responsibility for design and execution of technical services in Welte Auditorium, this function represents approximately 75% of the position responsibilities.

The secondary responsibility of the position involves supervision of inventory and distribution of equipment in the Media Center.

POSITION RESPONSIBILITIES:

Prepare lighting and sound designs for events scheduled in Welte Auditorium.

Supervise when necessary the preparation and execution of lighting and sound designs in Welte Auditorium.

Supervise the maintenance of equipment and supplies pertinent to the fulfillment of the above responsibilities in Welte Auditorium.

Supervise the system and process for the distribution of instructional media equipment.

Supervise the inventory of the educational equipment and repair materials.

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 is required. Five years of experience in the supervision of technical services appropriate to the position.