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
POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH (X) RECLASSIFY ( ) OTHER ( )

DATE

PERM (X) FT (X)

EFFECTIVE Feb. 5, 1988 TEMP ( ) PT ( )

POSITION TITLE:

Admin. 5/ Coordinator of Academic Computing Services

POSITION NUMBER: CURRENT (Class Code) PROPOSED (Class Code)

POSITION CURRENT PROPOSED

SALARY SALARY 42,000 FUND General

BARG from to UNIT APSOME

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

Due to the increasing needs in the academic computing area, we are requesting the establishment 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 troubleshooting 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.

RESOLUTION

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

BOARD OF TRUSTEES
Position Title: Coordinator of Academic Computing Services

Level: Administrator 5

Rank: 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, overseeing installation, licensing, and maintenance of equipment and materials, overseeing maintenance agreements, and insuring that appropriate security procedures are established and followed.

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.