RESOLUTION

concerning

ESTABLISHMENT OF THREE (3) POSITIONS
of
ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/Administrator III
In The
CONNECTICUT STATE UNIVERSITY EXECUTIVE OFFICE

APRIL 3, 1987

WHEREAS, There is a need for persons of high technical skill to support the computer-based Management Information Systems for Connecticut State University, therefore be it

RESOLVED, That three (3) positions of Assistant Director of Information Systems/Administrator III, be established in Connecticut State University's Executive Office, effective April 3, 1987, in accordance with all provisions and expectations as set forth in the proposal attached to this Resolution.

A Certified True Copy:

[Signature]
Dallas K. Beal
President

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic
Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

An Equal Opportunity Employer
**RESOLUTION**

WHEREAS, There is a need for persons of high technical skill to support the computer-based Management Information Systems for Connecticut State University, therefore be it

RESOLVED, That these positions of Assistant Director of Information Systems/Administrator III be established in Connecticut State University's Executive Office, effective April 3, 1987.

*Positions will be funded as follows:

- 50% Southern - 0000
- 25% Eastern - 0000
- 25% Western - 0000

An Accomplished True Copy
Dallas K. Beal, President, CSU

**CERTIFICATION:** (Use Reverse Side If Additional Space Is Needed)
CONNECTICUT STATE UNIVERSITY
EXECUTIVE OFFICE

POSITION DESCRIPTION

Position Title: Assistant Director of Information Systems
Administrative Rank: Administrator III
Department: Information Systems
Supervisor's Title: Director of Information Systems

POSITION SUMMARY:

Design, programming, testing implementation and overall development of new systems as required by the University under the direction of the Director. Supervises and maintains administrative areas data files and computer programs associated with the generation of reports for those areas and acts as a project leader in the development phase where required.

POSITION RESPONSIBILITIES:

Analyzes systems and designs computer programs; documents and implements new and future systems in any required language.

Supervises and maintains operations and programs for existing systems in various administrative areas.

Assists in systems programming work as designed by Director.

Coordination and maintenance of four campus submissions of Course, Student and facilities files, and any other reporting system.

Development and maintenance of programs to produce standard reports from these files.

Development of programs for special studies from large and small data sets and surveys.(eg. GSS, Conneet etc)

Produces special reports requested by administrative officers.

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 in Computer Science, Mathematics or a related area, and two to three years of professional experience in information systems applications demonstrating knowledge of programming in Basic, Cobol and SAS on DEC VAX/VMS Systems, statistical and supervisory skills required. Master's degree preferred. These qualifications may be waived for individuals with appropriate experience.