



# STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. Box 2008 NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-239-1697 FAX: 203-566-2275

## AUTHORIZING RESOLUTION

concerning

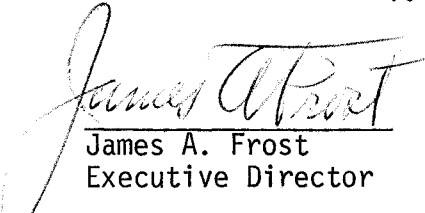
Alteration of Title  
at  
Eastern Connecticut State College

Assistant Director of Media Center, Administrator II

June 6, 1980

RESOLVED, That the position Media Engineer be altered to Assistant Director of Media Center, Administrator II, at Eastern Connecticut State College effective May 2, 1980, in accordance with all provisions and expectations as set forth in the proposal dated April 17, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Assistant Director of Media Center/Adm. II from Media Engineer/Adm. II

Fund: General

Position Type: Permanent X Part-time       

Effective Date: Upon Board Approval - May 2, 1980

Cost: From \$22,533 to \$23,849 difference of \$1,317

Campus: Eastern CT State College

Proposal: To alter present position of Media Engineer to Assistant Director of Media Center.

Summary: As part of overall reorganization takes current position of Media Engineer (Zatowsky incumbent) and alters duties to assisting Director of Media Center. Complete job description and plan for reorganization attached.

Date: April 17, 1980

PROPOSAL

EASTERN CONNECTICUT STATE COLLEGE  
ASSISTANT DIRECTOR OF MEDIA CENTER  
ADMINISTRATOR II

Under the supervision of the Director of Media Center, the Assistant Director provides services in the technical, operational, instructional, and administrative areas of the Media Center including the following:

1. Assumes major responsibility for the television studio including decision-making functions related to such elements as lighting requirements, set design, video tape editing, color video engineering and F.C.C. engineering standards.
2. Acts as station manager of the FM radio station and is responsible for its overall operation.
3. Maintains the electronic integrity of a professional quality color television studio, remote access information retrieval system, an RF distribution system and an FM radio station including planning and designing new systems and maintaining and modifying existing ones.
4. In the absence of the director, assumes responsibility for the office as assigned.
5. Trains faculty and students in the various techniques of television and audio production.
6. Prepares maintenance and equipment budgets, specifies the purchasing of supplies and capital equipment, schedules projects, supervises studio personnel and coordinates activities with outside organizations.
7. Attends workshops and meetings on an off campus as required.
8. Works with appropriate personnel (faculty, staff and authorized outside users) in the development of program materials.
9. Performs other duties and responsibility related to duties enumerated above which do not alter the basic level of responsibility of the position.

4/10/80

OLD

MEDIA ENGINEER  
ADMINISTRATOR II

Under the supervision of the Dean of Professional Studies the position of Media Engineer provides services in the technical, operational, instructional, and administrative areas of the media center including:

- (1) Maintains the electronic integrity of a professional quality color television studio, remote access information retrieval system, an RF distribution system and an FM radio station including planning and designing new systems and maintaining and modifying existing ones.
- (2) Acts as technical director of the television studio including decision making functions related to such elements as lighting requirements, set design, video tape editing, color video engineering and F.C.C. engineering standards.
- (3) Train faculty and students in the various techniques of television and audio production.
- (4) Prepares maintenance and equipment budgets, specifies the purchasing of supplies and capital equipment, schedules projects, supervises studio personnel and coordinates activities with outside organizations.
- (5) Acts as station manager, of the new high-power FM radio station, the engineer is responsible for its overall operation.
- (6) Administers and maintains overall operations of the FM radio station.
- (7) Attends workshops and meetings on and off campus as required.
- (8) Performs other duties and responsibility related to duties enumerated above which do not alter the basic level of responsibility of the position.