



# STATE OF CONNECTICUT

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## 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:

A handwritten signature in cursive script, reading "James A. Frost".

James A. Frost  
Executive Director

## Central Connecticut State College

## POSITION DESCRIPTION

Position Title: Assistant Director of Information SystemsAdministrative Rank: Administrator IIIDepartment: Information SystemsSupervisor(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

CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Alteration Summary

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 K. Beeber  
Dean of Personnel Administration

Approved By \* A. Don James  
President