

# THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700



## AUTHORIZING RESOLUTION

concerning


Alteration of Position Description  
at  
Eastern Connecticut State University

Assistant Director of Media Services/Administrator III

April 6, 1984

RESOLVED, That the description for the position Assistant Director of Media Services/Administrator III at Eastern Connecticut State University be altered effective April 6, 1984, in accordance with all provisions and expectations as set forth in the proposal dated March 6, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
President

Central Connecticut State University • New Britain  
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven  
Western Connecticut State University • Danbury

EASTERN CONNECTICUT STATE UNIVERSITY  
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Assistant Director of Media Services (Administrator 3)

FUND: General

POSITION TYPE: PERMANENT  X  TEMPORARY \_\_\_\_\_  
FULL-TIME  X  PART-TIME \_\_\_\_\_

EFFECTIVE DATE:  4/6/84  BARGAINING UNIT  SUOAF

COST:  -0-

PROPOSAL: To change the supervision of incumbent from Director of Media Services to Dean of Professional Studies for the incumbent's radio station directorship.

SUMMARY: Operation of the radio station involves close coordination with the University Communications Department and its faculty. Since the Communications Department reports to the Dean of Professional Studies, we seek to better coordinate the station's functions through one supervisory head.

RECEIVED

MAR 15 1984

THE CONNECTICUT  
STATE UNIVERSITY

DATE:  3/6/84

BY:  Michael Pennel   
Dean of Personnel Administration

MP/emb

EASTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DIRECTOR OF MEDIA SERVICES

ADMINISTRATIVE RANK: III

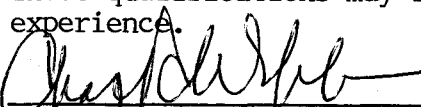
Under the supervision of the Director of Media Center, the Assistant Director provides services in the technical, operational, instructional, and administrative areas of the Media Center including the following:

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. 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.
3. In the absence of the director, assumes responsibility for the office as assigned.
4. Trains faculty and students in the various techniques of television and audio production.
5. Prepares maintenance and equipment budgets, specifies the purchasing of supplies and capital equipment, schedules projects, supervises studio personnel and coordinates activities with outside organization.
6. Attends workshops and meetings on and off campus as required.
7. Works with appropriate personnel (faculty, staff and authorized outside users) in the development of program materials.
8. Performs other duties and responsibilities related to duties enumerated above which do not alter the basic level of responsibility of the position.
9. Radio station. Acts as station manager of the FM radio station and is responsible for its overall operation under supervision of the Dean of Professional Studies.

Qualifications

Two to three years of administrative experience, college teaching or a combination of both. This must include administrative and technical background in one or more aspects of media. A Bachelor's Degree is required; A Master's Degree is preferred.

These qualifications may be waived for individuals with appropriate alternate experience.

  
 Signature for the Univ. \_\_\_\_\_ Date \_\_\_\_\_ Signature for SUOAF \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Signature of Incumbent \_\_\_\_\_ Date \_\_\_\_\_