



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF THE POSITION

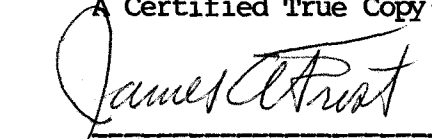
ASSISTANT DIRECTOR OF INFORMATION SYSTEMS/ADMINISTRATOR III
In The
CENTRAL OFFICE

July 20, 1984

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

RESOLVED, That the position, Assistant Director of Information Systems/Administrator III, be established in the Central Office, effective July 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated June 22, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Assistant Director of Information Systems/Administrator IIIFund: GeneralPosition Type: Permanent X Part-time Effective Date: July 1, 1984Cost: Salary Range, \$17,770 - \$33,045Campus: Central OfficeProposal: To create a new position of Assistant Director of
Information Systems/Administrator III

Summary: See attached job description.

Date: June 22, 1984

Central Office

Assistant Director of Information Systems
Administrator III

Supervisor: Director of Information Systems

Position Summary: Under the direction of the Director of Information Systems, this individual's primary responsibilities are the writing of user documentation, training, and implementation of all systemwide data processing software.

Position Responsibilities:

1. Creation of proper user documentation and manuals for all currently installed systemwide administrative software systems.
2. Creation of user documentation and manuals for any newly developed systemwide administrative and student software systems.
3. Provide training and training manuals, and the development of training programs, for the use of all systemwide administrative and student software systems.
4. Assists the Director in the supervision and coordination of systemwide information system activities.
5. Performs training and acts as a resource person for all office automation systems.
6. Acts as administrative assistant for the Director of Information Systems.
7. Performs other duties and responsibilities related to those enumerated above which do not alter the basic levels of responsibility of the position.

Education and Experience:

Bachelors Degree required, Masters degree preferred in Business Management, Computer Science or a related area.

Excellent verbal and written communication skills required, as well as the ability to project, instruct and control classroom training situations.

Demonstrated ability in the areas of documentation, training, and implementation in higher education administrative and student software systems.

At least three years experience of direct responsibility for the above listed areas.

Salary Range 17,770 - 33,045