



# THE CONNECTICUT STATE UNIVERSITY

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Office of the President

## RESOLUTION

concerning

### RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF THE PERKIN ELMER COMPUTER CENTER/  
ADMINISTRATOR III

to

ASSOCIATE DIRECTOR OF THE ACADEMIC COMPUTER CENTER/  
ADMINISTRATOR IV

at

WESTERN CONNECTICUT STATE UNIVERSITY

November 2, 1984

RESOLVED, That the position and rank for the Assistant Director of the Perkin Elmer Computer Center/Administrator III, at Western Connecticut State University, be reclassified to Associate Director of the Academic Computer Center/Administrator IV, effective November 9, 1984, in accordance with all provisions and expectations as set forth in the proposal dated October 10, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost  
President

UNCLASSIFIED POSITION ALTERATION SUMMARY**Title:** Associate Director of the Academic Computer Center (Admin. IV)**Fund:** General**Position Type:** Permanent X Part-time       **Effective Date:** 11/9/84**Cost:** Old Bi-wk. (1,022.34 New Bi-wk. (1,187.74)**Campus:** Western Connecticut State University**Proposal:** To reclassify the Asst. Director of the Perkin Elmer Computing Center to an Associate Director.

**Summary:** This individual has been primarily responsible for developing the Micro-Computer Labs and has taken on responsibility for the supervision and the operation of both Micro-Computer Labs. In addition, this individual is responsible for providing on-site direction of the Academic Computer Center including the Perkin Elmer Computer Center and Micro-Computer Labs. The majority of the responsibility lies in the area of maintaining all Academic Computer software and equipment. Other responsibility includes supervision of operators and lab assistants for the operation of the Academic Computer Center.

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THE CONNECTICUT  
STATE UNIVERSITY**Date:** October 10, 1984

Revised

Position Title : Associate Director of Academic Computer Center

Administrative Rank : Administrator IV

Position Summary

The Associate Director reports to the Director of Administrative Computer Center. The Academic Associate Director is responsible for providing on-site direction of the Academic Computer Center including the Perkin-Elmer Computer Center and Micro Computer Labs. The majority of the responsibility lies in the area of maintaining all Academic Computer software and equipment. Other responsibility include supervision of operators and lab assistant for the operation of the Academic Computer Center.

Position Responsibilities

1. Assist in the selection, development, supervision and evaluation of Academic Computer Center ( Perkin-Elmer and Micro Computer Labs).
2. Assist the Director of Computer Center in the selection and evaluation of computer hardware and software.
3. Provide technical assistance in the design, development, implementation and maintenance of the Academic Computer Systems.
4. Design, develop and maintain various Computer Systems using various Computer Languages for the Academic Computer Systems.
5. Coordinate with computer users the scheduling of usage for the Academic Computer Center.
6. Install, upgrade and maintain third party software packages for the Perkin-Elmer and Micro Labs.
7. Oversee the Academic Computer Center Installation.
8. Coordinate the daily operations of the Academic Computer Center, including the Perkin-Elmer Computer Center and Micro Computer Labs.
9. Assist faculty members with systems problems on the Perkin-Elmer Computer System and Micro Computer Systems.
10. Design, develop and implement system programs for the Academic Computer Systems.
11. Install and maintain computer hardware devices when required.
12. Set up local network systems for the Academic Computer Center.
13. Document all work.
4. Conduct seminars for the faculty members when required.

15. When directed, perform duties of other Computer Center positions to provide for uninterrupted service to user.
16. Assist faculty users when required.
17. Consult and provide assistance to the Administrative Computer Center when required.
18. Maintain inventory of the Data Processing supply, hardware and software as required.
19. Train operators and student assistants as required.
20. Perform other duties and responsibilities related to those enumerated above which do not alter the basic responsibilities of the position.

Minimum Requirement  
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Three to four years of professional experience in Information Systems or related area. Demonstrate knowledge of system generation, programming using various computer languages, Perkin-Elmer and other hardware equipment and supervisory skills. Demonstrate high quality interpersonal communication skills. Demonstrate the ability to understand and use operating systems on Perkin-Elmer and DEC equipment ( OS/32, RSTS/S, OS/VS, UNIX and VMS, respectively ).

Bachelor's degree in Computer Science or Math is required; a Master's degree is preferred.

These qualification may be waved for individuals with appropriate alternate experience.