



# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

ASSISTANT TO THE DIRECTOR OF MEDIA SERVICES  
ADMINISTRATOR II

at

CENTRAL CONNECTICUT STATE UNIVERSITY

March 7, 1986

RESOLVED, That the position of Assistant to the Director of Media Services-Technical & Academic Computing/Administrator II at Central Connecticut State University be established for two years, effective March 7, 1986, in accordance with all provisions and expectations as set forth in the proposal dated February 14, 1986, which is attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal  
President

CSU-200



THE CONNECTICUT STATE UNIVERSITY

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

Submitted	2/14/86
Date	
By:	CSU ( )
	CCSU (X) SCSU ( )
	ECSU ( ) WCSU ( )

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH (X)	RECLASSIFY ( )	OTHER ( )	DATE EFFECTIVE	3/7/86	PERM ( ) FT (X)	TEMP (X) PT ( )
POSITION TITLE:	ADMINISTRATOR II - Asst. to the Director of Media Services- 7917						
	CURRENT	(Class Code)	PROPOSED	Tech. & Academic Computing	(Class Code)		
POSITION NUMBER:	New	CURRENT SALARY	PROPOSED SALARY	\$21,000	FUND	Extension	BARG UNIT
							AFSCHE Adm. Fac. from to

RESOLUTION

BR# \_\_\_\_\_

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A Certified True Copy \_\_\_\_\_  
Dallas K. Beal, President, CSU \_\_\_\_\_ Date \_\_\_\_\_

PERCommittee \_\_\_\_\_ Date \_\_\_\_\_ BOARD OF TRUSTEES \_\_\_\_\_ Date \_\_\_\_\_

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The University is currently spending \$70,000 a year on service contracts for micro-computer equipment. That charge continues to rise at an alarming rate as we add more and more such equipment. This temporary position (see attached job description) will allow the University to determine if it is possible to cap such repair costs by developing in-house service and repair capability. If the experiment works out, permanent funding will be requested.

Approx. Cost

Signed (University) \_\_\_\_\_ Date 3/17/86

CENTRAL CONNECTICUT STATE UNIVERSITY  
New Britain, Connecticut 06050

## POSITION DESCRIPTION

Position Title: ASSISTANT TO THE DIRECTOR OF MEDIA SERVICES-  
TECHNICAL AND ACADEMIC COMPUTING

Rank: ADMINISTRATOR II

Department: MEDIA SERVICES

Supervisor's Title: DIRECTOR OF MEDIA SERVICES

## POSITION SUMMARY:

Provides technical support for microcomputer system of the University and its interface with centralised larger computers of the University.

## DUTIES:

Diagnoses and repairs, or directs vendor repair, of all on-campus microcomputers, terminals, telephone lines and other workstation linkages in the University computer network.

Installs and maintains data circuits of computer network not the responsibility of the telephone company.

Responsible for hardware and software operation of the computer center port selector and data center DECnet hardware and modems.

Responsible for power isolation transformer, associated power equipment and the alarm and security systems.

Provides operations assistance in the data center as assigned by Director and is on call for after hours and weekend troubleshooting.

Responsible for order and inventory control of parts and supplies necessary for proper performance of duties.

Assists other departments in diagnosis and repair of electronic equipment as time permits.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

## QUALIFICATIONS:

Bachelor's degree in computer science or a related area, training in the diagnosis and repair of electronic equipment and a minimum of one year's experience in the field.