



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DIRECTOR OF COMPUTER & INFORMATION SYSTEMS/ADMINISTRATOR IV

to

ASSOCIATE IN ACADEMIC AFFAIRS-SCHEDULING OFFICER/ADMINISTRATOR V

at

EASTERN CONNECTICUT STATE UNIVERSITY

JULY 25, 1986

RESOLVED, That the position, Associate Director of Computer & Information Systems/Administrator IV, at Eastern Connecticut State University be reclassified to Associate in Academic Affairs-Scheduling Officer/Administrator V, effective September 5, 1986.

A Certified True Copy:



Dallas K. Beal
President



THE CONNECTICUT STATE UNIVERSITY

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

Submitted _____	Date _____
By: CSU ()	
CCSU ()	SCSU ()
ECSU (X)	WCSU ()

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE	EFFECTIVE 9/5/86	PERM (X) FT (X)	TEMP () PT ()
POSITION TITLE:	Assoc. Dir. of Computer & Info Systems (Ad. 4)		Assoc. in Academic Affairs (Scheduling Officer) (Ad. 5)				
	CURRENT	(Class Code)	PROPOSED	(Class Code)			
POSITION NUMBER:	1341	CURRENT SALARY	\$42,100.00	PROPOSED SALARY	\$44,690.00	FUND	Gen
		BARG UNIT		SUOAF	from	to	

RESOLUTION

BR# 86-114

RESOLVED, That the position, Associate Director of Computer & Information Systems (Ad. 4) be reclassified to Associate in Academic Affairs-Scheduling Officer (Ad. 5)

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)

This reclassification is proposed to complete the terms and conditions of the agreement whereby the present incumbent relinquished his role as Data Processing Director. The incumbent will assume badly needed duties as University Scheduling Officer.

\$2,590.00
Approx. Cost

Michael Pennel
Signed (University)

7/7/86
Date

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE IN ACADEMIC AFFAIRS (Scheduling Officer)

ADMINISTRATIVE RANK: 5

The Associate in Academic Affairs, under the supervision of the Vice-President for Academic Affairs, coordinates course and classroom scheduling and administrative support for academic advisement.

The Officer:

1. Works with Deans and the Vice-President in the development, maintenance, and reporting of the master course file and each semester's course schedule and coordinates the development of any reports regarding the above.
2. Works with Data Center personnel when necessary to maintain the course file.
3. Administers scheduling of classroom space assignments.
4. Provides administrative and technical assistance to the academic advising process with respect to initial assignments and all subsequent changes of advisor/advisee assignments.
5. Maintains data on instructional faculty, academic departments, and academic support units as required.
6. Serves as liaison to academic departments and the Data Center and trainer of OAA Staff with respect to the development and implementation of on-line computer systems.
7. Assists faculty in the evaluation and use of appropriate computer hardware and software.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Betty B. Tipton

Signature for SUOAF/AFSCME

7/3/86

Date

Michael Pennel

Signature for ECSU

6/25/86

Date

MEP/emb
6/20/86

Edward B. ...
Signature of Incumbent *7/5/86*

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE

ASSOCIATE DIRECTOR OF COMPUTER AND
INFORMATION SERVICES

ADMINISTRATIVE RANK

4

Under the general supervision of the Vice-President of Administrative Affairs the Associate Director reports to the Director of Information Systems and Computer Services and is responsible for systems analysis; assists in the direction of the Data Center Operations; and plays a key role in the development and implementation of on-line systems with user offices. In the absence of the Director, the Associate Director assumes responsibility for the Data Center.

The Associate Director:

1. Provides technical assistance to the Director in the design, analysis, programming and implementation of academic and administrative systems.
2. Works with user offices in the development of, preparation for and implementation of on-line systems.
3. Provides on-going liaison from Data Center to user offices.
4. Works with the Director in planning for new computer hardware and the installation and maintenance of such hardware.
5. Works with the Director in the selection, development, supervision and evaluation of Data Center personnel and student assistants.
6. Establishes and maintains data element dictionaries, system/program description files, program instruction manuals, and user manuals.
7. Develops and carries out special projects as required.
8. Prepares and completes reports as needed.
9. Advises computer science faculty and students as required.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic responsibilities of the position.

QUALIFICATIONS

Three to four years of professional experience in information systems applications, including knowledge of programming and appropriate equipment, and demonstrating supervisory skills. A Bachelor's Degree is required; A Master's Degree is preferred.

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

Michael D. ... 11/13/84
Signature for the University Date

Bob R. Tipton Feb 5, 1986
Signature for AFSCME/SUOAF Date

EMB/emb