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AUTHORIZING RESOLUTION

concerning

Alteration of Title
at

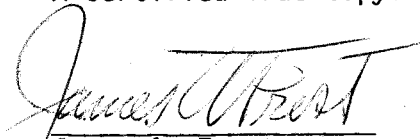
Eastern Connecticut State College

Director of Media Center, Administrator III

June 6, 1980

RESOLVED, That the position Director of Television be altered to Director of Media Center, Administrator III, at Eastern Connecticut State College effective May 2, 1980, in accordance with all provisions and expectations as set forth in the proposal dated May 1, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Director of Media Center/Adm. IIIFund: GeneralPosition Type: Permanent X Part-time _____Effective Date: May 2, 1980Cost: \$1467 (\$28,233 to \$29,700)Campus: Eastern CT State College

Proposal: Reclassify position of Director of Television/Adm. III to Director of Media Center/Adm. III.

Summary: Revision of existing position of Director of Television to Director of Media Center at same administrative rank. Position description has been altered to place overall control of Media Center into this position thus realigning the structure of Media Center to a Director, Assistant Director and a technical assistant.

Date: May 1, 1980

PROPOSED

EASTERN CONNECTICUT STATE COLLEGE

DIRECTOR OF MEDIA CENTER

ADMINISTRATOR III

POSITION SUMMARY

Under the supervision of the Vice-President of Academic Affairs, the Director of the Media Center assumes primary responsibility for instituting instructional media strategies, supervising comprehensive support services to support all Media Center resources and activities of the College.

The Director assumes a major role in developing media programs designed for distribution on the dial access system or for use in classroom instruction and/or public relations productions.

POSITION RESPONSIBILITIES

1. Administers the organization, assignment and utilization of all Media Center physical resources.
2. Recommends ideas, policies and procedures to keep pace with changing developments in the field.
3. Assumes a major role in the selection, training, supervision, and evaluation of personnel under his/her immediate supervision.
4. In consultation with the Media Center staff, recommends and administers the budget including selection and ordering of equipment, supplies, parts, and maintenance materials.
5. In consultation with the media staff, the instructional staff, and the administration establishes priorities and determines long-range programs for the Media Center.
6. Supervises and evaluates all programs and projects developed in the Media Center for instructional purposes or for use with the general public.
7. Prepares reports of Media Center functions as appropriate.
8. Supervises and/or conducts in-service training for appropriate personnel through conferences, demonstrations and training sessions.
9. Works with the President's Office and the college faculty and staff in the development of informational and promotional materials.
10. Recommends and implements security measures, in consultation with appropriate personnel, which protect the investment in supplies and equipment.

11. Works with appropriate personnel (faculty, staff and appropriate outside users) in the development and production of instructional materials and programs:
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

4/10/80

JOB DESCRIPTION

OLD.

DIRECTOR OF TELEVISION

Under the general supervision of the Dean of Professional Studies the Director of Television is responsible for the television studio, its programs and services, including the following functions:

- (1) Administers the organization and use of the T.V. Studio, equipment, and materials.
 - (2) Recommends ideas, policies and procedures to keep pace with changing developments in the field.
 - (3) Assumes a major role in the selection, training, supervision, and evaluation of personnel under his/her immediate supervision.
 - (4) Works with appropriate faculty and staff in the development and production of T.V. instructional materials and programs.
 - (5) Recommends and administers the budget including selection and ordering of equipment, supplies, parts, and general maintenance.
 - (6) Offers in-service training to appropriate college faculty and staff through conferences, demonstrations and training sessions.
 - (7) Works with the President's Office and the college faculty and staff in the development of informational and promotional materials about the college and its programs.
 - (8) Prepares pertinent reports as needed.
 - (9) Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.
-