



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 827-7700 NEW BRITAIN, CONNECTICUT 06050
TEL. NEW BRITAIN: 203-229-5887 ~~TEL. HARTFORD: 203-568-2378~~

AUTHORIZING RESOLUTION

concerning

Conversion of Present Position
Coordinator of Supportive Services, Administrator V
to
Associate Director of Data Processing for Academic Applications,
Administrator IV

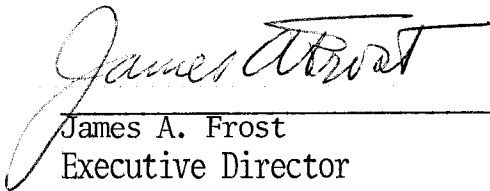
at

Southern Connecticut State College

June 11, 1982

RESOLVED, That the position, Coordinator of Supportive Services, Administrator V, at Southern Connecticut State College be converted to Associate Director of Data Processing for Academic Applications, Administrator IV, effective June 11, 1982, in accordance with all provisions and expectations as set forth in the proposal dated May 26, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Associate Director of Data Processing for
Academic Applications/Administrator IV

Fund: General

Position Type: Permanent Part-time

Effective Date: June 11, 1982

Cost: Savings to be achieved by lowering rank.
Actual dollar value not determined at present.

Campus: Southern Connecticut State College

Proposal: To convert the present position Coordinator of Supporting Services/
Administrator V to Associate Director of Data Processing for
Academic Application/Administrator IV.

Summary: The Associate Director of Data Processing for Academic Applications,
reporting to Director of Data Processing, is responsible for all
academic computing services. The Associate Director will manage the
academic computing facilities in the Science Building and be respon-
sible for the operation of that facility including the maintenance of
the hardware and software systems.

Temporarily discontinuing Coordinator of Supporting Services position
in order to anticipate action by the Legislature in authorizing a new
position of Associate Director of Data Processing for Academic
Applications in the staffing package for the new Science Building.

Date: May 26, 1982

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Executive Officer for Faculty and Staff Affairs

From: Southern Connecticut State College, _____
President

Concerning: _____ New Position, x Existing Position (Vacant/Filled)

Proposal: Convert Position 2857, Coordinator of Supporting Services (Administrator V), to Associate Director of Data Processing for Academic Applications (Administrator IV). This person will assume the management of the new academic Computer Center in the Science Building and have responsibility for all computer services for academic computer users.

Proposed Position:

Title/Rank Associate Director of Data Processing for Academic Applications,
Administrator IV.

<u>12</u>	<u>\$25,000</u>	<u>General</u>	<u>AFSCME</u>
10 or 12 mo.	Salary Level	Fund (Gen., Ed. Ext., Aux.)	Bargaining Unit
Full-Part-Time			
Temp. - Perm.			

3. Summary of Function (attach required job description)

The Associate Director of Data Processing for Academic Applications, reporting to Director of Data Processing, is responsible for all academic computing services. The Associate Director will manage the academic computing facilities in the Science Building and be responsible for the operation of that facility including the maintenance of the hardware and software systems.

4. Rationale for Altering or Establishing Position

Temporarily discontinuing Coordinator of Supporting Services position in order to anticipate action by the Legislature in authorizing a new position of Associate Director of Data Processing for Academic Applications in the staffing package for the new Science Building.

5. Conditions of Employment if Changed or Different from Norm.

Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:

- 1. For Submission to PERC _____
- 2. By Committee/Board _____

Comments:

Date

Signature

~~NAME~~

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DIRECTOR OF DATA PROCESSING FOR ACADEMIC APPLICATIONS
ADMINISTRATIVE RANK: ADMINISTRATOR IV

POSITION SUMMARY:

The Associate Director of Data Processing for Academic Applications, reporting to the Director of Data Processing, is responsible for all computing services for academic users. The Associate Director will manage the academic computing facilities in the Science Building and be responsible for the operation of that facility including the maintenance of the hardware and software systems.

POSITION RESPONSIBILITIES:

1. Manage the new academic computing facility in the Science Building.
2. Establish and implement policies and procedures for the use of academic computing services.
3. Maintain and disseminate documentation for systems available to academic users.
4. Assist faculty and students in the use of the computing facilities.
5. Plan for future hardware and software modifications.
6. Supervise the staff assigned to the academic computing facility including computer operators, graduate assistants, and student helpers.
7. Control the system of academic accounts on computer equipment.
8. Provide technical guidance and assistance to academic departments in the selection and use of microcomputers and in the establishment of interfaces of diverse computer equipment; e.g., mainframe, microcomputers, plotters, etc.
9. Perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

PREPARED BY: Donald M. Dumas
ADMINISTRATIVE FACULTY

IMMEDIATE SUPERVISOR Donald M. Dumas

DEAN OF PERSONNEL ADMINISTRATION Eugene A. Bishop