



STATE OF CONNECTICUT  
BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050  
827-7700  
TEL. NEW BRITAIN: ~~203-239-6007~~ ~~203-239-6007~~

AUTHORIZING RESOLUTION


concerning

Alteration in Duties  
for  
Assistant Director of Media/Technical Services/  
Administrator III  
at  
Central Connecticut State College

July 23, 1982

RESOLVED, That the duties for the position, Assistant Director of Media/Technical Services/Administrator III, at Central Connecticut State College be altered effective July 23, 1982, in accordance with all provisions and expectations as set forth in the proposal dated June 30, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

## CENTRAL CONNECTICUT STATE COLLEGE

## Unclassified Position Alteration Summary

TITLE: Assistant Director of Media/Technical Services/Adm. IIIFUND: Extension FundPOSITION TYPE: Permanent X Temporary                     Full-time X Part-time                     EFFECTIVE DATE July 23, 1982 Bargaining Unit Admin. FacultyCOST: \$ None

## PROPOSAL:

To alter job duties of this currently vacant position as described by the "old" and "new" job descriptions attached hereto.

## JUSTIFICATION:

Promotion of recent incumbent permits and requires some realignment of specific job duties before refilling post.

Date: 6/30/82Prepared By Michael K. BeckerApproved By A. Scott James

Central Connecticut State College

NEW

POSITION DESCRIPTION

Position Title: Assistant Director of Media/Technical Services  
Administrative Rank: Administrator III  
Department: Center for Director of Media Services

POSITION SUMMARY:

The Assistant Director of Media/Technical Services assists the Director of Media Services in the overall operation of the Center for Instructional Media. Supervises media personnel. Performs academic and administrative responsibilities as assigned by the director.

POSITION RESPONSIBILITIES:

- Serves as an administrative assistant to the Director of Media in assigned areas.
- Coordinates the administration of student help allocations.
- Supervises the rental, distribution, and invoicing of Film/Video rental material.
- Supervises the cataloging, storage, preview, and circulation of media software.
- Coordinates the reporting of management information data in the Media Center.
- Assists in the design and production of Media and instructional television programs.
- Assists in curriculum planning and course development.
- Serves as an instructor for Media courses.
- Conducts workshops in Media production, selection, and utilization.
- Engages in educational research.
- Consults with faculty on matters pertaining to audio-visual and television education.
- Assists in the selection and purchase of equipment and supplies.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Master's Degree in Educational Media and certification as a Media Specialist required. Experience in administration appropriate to this position preferred.

OLD

T. 1/10

Central Connecticut State College

POSITION DESCRIPTION

Position Title: Assistant Director <sup>Media Services / Visual Materials</sup> Audiovisual Services

Administrative Rank: Administrator ~~II~~ III

Department: Center for Instructional Media

Supervisor(s) Position/Title Director of Center for Instructional Media

POSITION SUMMARY:

Assists the Media Director in the overall operation of the Center for Instructional Media. Supervises media personnel. Performs academic and administrative responsibilities as assigned by the director.

POSITION RESPONSIBILITIES:

- Organizes and implements the production of instructional materials for faculty and television productions.
- Equips and maintains production facilities for instructional materials for faculty and student use and Media courses.
- Organizes and directs television production.
- Supervises the operation and maintenance of television production facilities.
- Serves as instructor for media courses and workshops in production selection and utilization for faculty.
- Provides for adequate supplies for production of materials, television production and media courses.
- Prepares budgets.
- Collects, organizes, and reports data relative to materials production and television production.
- Organizes, equips, and supervises photographic facilities, including darkrooms.
- Assists in curriculum planning, course development and supervision.

POSITION RESPONSIBILITIES: (Cont'd.)

Designs and produces media programs.

Engages in educational research.

Designs, develops, and produces self-instructional programs.

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 is required; Master's degree is preferred. Two to three years of administrative experience, college teaching, or a combination of both including administrative and technical background in one or more aspects of media.

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

REVIEW AND APPROVAL:

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: Michael K. Becker 11-21-79

I have read the job description prepared jointly by myself and the "College" Job Analysis Committee and agree that it accurately reflects my functions and responsibilities as of July 3, 1979.  
Date

[Signature]  
(Signature)

[Signature]  
Campus JA Committee