

**GOALS ANALYSIS**  
**46a-68-90**  
**August 1, 2022 – July 31, 2023**

All activity that was undertaken to achieve the hiring, promotional, upward mobility, and program goals, contained in the previous plan is reported in this section of the Affirmative Action Plan (AAP). Each goal is addressed separately, and the discussion of any action taken in furtherance thereof is detailed and complete.

The University utilizes a search process to fill all positions in the executive/administrative, faculty, and professional/non-faculty occupational categories. The search process comprises a significant part of the University's affirmative action efforts. The University employs the search process as a tool to help ensure the filling of positions is done in a non-discriminatory fashion and as a means of developing a representative pool of applicants and, ultimately, a workforce that is representative of the availability in the relevant labor markets for the disciplines. The search process is governed by affirmative action principles and its overall purpose is to hire the most qualified person for the position. Upon receipt of the applicant's application materials, the University sends a letter acknowledging the receipt of their application. The data provided by the applicant through the Affirmative Action Online Applicant Cover Page is included in this section of the plan as a means of reporting the race and gender composition of each applicant pool.

Prior to the start of the search process, the hiring manager reviews the current job description for the position to ensure that it accurately reflects the duties and responsibilities, as well as the knowledge, skills, and abilities (KSAs) for the position, and that the requirements are job relevant. To initiate the search process, a search committee chairperson is appointed, and an affirmative action search plan developed, including a list of proposed committee members and advertisement outlets. In accordance with Affirmative Action Policy, at least one (1) member must be representative of a minority group. Additionally, search committees are generally gender diverse. Before the review of any applicant's materials, the Office of Equity and Inclusion (OEI) staff charges the entire search committee.

During the charge to the search committee during the last reporting period, the OEI staff apprised the committee of the established goals and reminded the committee of their affirmative action responsibilities in the search process. Throughout the process, each committee must document its honest and good faith efforts to remove any requirement that is a barrier and would have a disproportionate impact on members of underutilized groups; recruit a diverse pool of qualified applicants; carefully and thoroughly consider the credentials of each applicant; and consistently and fairly apply the same search criteria to each applicant. OEI approved the composition of the search committee, the job announcement, and advertisement outlets prior to the start of the search during the reporting period. OEI must also approve the list of interviewees before interviews are scheduled, as well as the list of the candidates recommended for hire prior to an extension of an offer. Further, the committee is aware of its responsibility to conduct all interviews in a fair and equitable manner (See Hiring Process website at <https://www.ccsu.edu/hr>). At the conclusion of the search, the committee will submit a list of recommended unranked candidates to the hiring manager.

The OEI is also responsible for overseeing the selection process to fill positions in the classified occupational categories. The Human Resources Office (HRO) pre-screens the applicant packages submitted in response to a job posting. After a thorough review of the application materials to determine if the applicant has submitted all the necessary documents and meets the required experience and training or, where applicable are on a current state list, the HRO prepares a form,

**AAP C-1**, (See Hiring Process website at <https://www.ccsu.edu/hr>) listing all eligible candidates, which is forwarded to the hiring manager as well as the OEI. This form includes the hiring goals for the occupational category. The hiring manager reviews the materials sent by Human Resources, selects the candidates to be interviewed, and returns the completed form to the OEI for review and approval. Upon receiving approval, the hiring manager can begin the interview process. The hiring manager is responsible for conducting the interview process in a fair and equitable manner. At the conclusion of the interview process, the hiring manager will make a recommendation for hire and complete the second form, **AAP C-2**, (See Hiring Process website at <https://www.ccsu.edu/hr>) which s/he forwards to the OEI for review and approval before it is submitted to the HRO.

The University has made and will continue to make every good-faith effort to meet the established hiring, promotional, upward mobility, and program goals that were outlined in the relevant sections of the plan.

**HIRING**

CCSU posts all vacancies at <https://www.ccsu.edu/hr/job-opportunities>, in their respective occupational categories. In addition, the University lists all unclassified vacancies in each occupational category at [www.higheredjobs.com](http://www.higheredjobs.com). All classified vacancies in each occupational category are listed on the Department of Administrative Services (DAS) website, and many are shared with the CT Association of Diversity and Equity Professionals (CADEP) listserv. All CCSU vacancies are also posted on the Connecticut State Colleges and Universities (CSCU) System Office’s website. Additionally, during this reporting period, CCSU maintained and utilized an extensive local recruitment list for many of classified searches not requiring examination (see **External Communication** for a copy of this list).

**EXECUTIVE/ADMINISTRATIVE (EE01)**

**GOALS:**

Hires	Promotions
1 White Female	1 White Female
1 AAIAHNPI Female	

**Associate Dean Student Success**

**Selection:** One (1) White Female

Central Connecticut State University invites applications for an Associate Dean for Student Academic Success in the Ammon College of Liberal Arts and Social Sciences (CLASS). The Associate Dean for Student Academic Success, Ammon CLASS provides leadership across a range of the College’s activities with a special emphasis upon student recruitment, retention, degree completion and career planning.

**Supervision Exercised:** May supervise professional and/or support staff.

**Position Responsibilities:**

- Provides leadership and oversees initiatives related to undergraduate academic programs including student progress, student complaints, probations, dismissals, and petitions for readmission to the University on probation.

- Serves as liaison to advisors assigned to support the Ammon College, conducts faculty advising workshops, and works closely with department chairs and faculty to implement new processes to support student academic success.
- Maintains an awareness of national trends in the areas of recruitment, onboarding, retention, completion, and career planning and utilizes this information to develop programs to support students in conjunction with the CLASS Advising Center and department chairpersons, and other related areas.
- Works with other members of the Dean's Office team to facilitate new academic program development, promote community engagement initiatives, develop additional sources of funding, and champion both the CLASS and CCSU.
- Serves as the Dean's designee on University committees, and, represents the Dean's Office at workshops and meetings off campus as necessary.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Doctoral degree and seven years of higher education experience in either student academic services and/or academic administration, preferably at the level of department chair or assistant chair.
- Excellent ability to communicate effectively both orally and in writing.
- Demonstrated supervisory experience.
- Demonstrated effectiveness in an environment requiring teamwork and ability to relate to students at different levels of academic progress.
- Demonstrated commitment to serving students from diverse backgrounds and promoting an inclusive and equitable environment.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higheredjobs.com, Hispanics in Higher Education, Blacks in Higher Education, Council of College of Arts & Sciences*

**Forty-seven (47) individuals applied for this position:** Seven (7) White Males; **Twenty (20) White Females;** Three (3) Black Males; Six (6) Black Females; One (1) Hispanic Male; One (1) Hispanic Female; One (1) AAIANHNPI Male; **Two (2) AAIANHNPI Females;** Two (2) Unknown Males; Four (4) Unknown Females.

**Nineteen (19) applicants were determined to be not qualified:** Two (2) White Males; **Eight (8) White Females;** Two (2) Black Males; One (1) Black Female; **One (1) AAIANHNPI Female;** One (1) Unknown Male; Four (4) Unknown Females.

**Nineteen (19) applicants were determined to be minimally qualified:** Four (4) White Males; **Eight (8) White Females;** One (1) Black Male; Four (4) Black Females; One (1) Hispanic Female; One (1) AAIANHNPI Male.

**Nine (9) applicants were determined to be finalists:** One (1) White Male; **Four (4) White Females;** One (1) Black Female; One (1) Hispanic Male; **One (1) AAIANHNPI Female;** One (1) Unknown Male.

**One (1) White Female goal candidate** was hired for this position. **This hire met the one White Female goal in the Executive Administrative category.**

## **Chief Human Resource Officer**

**Selection:** One (1) White Male

Central Connecticut State University (CCSU) seeks a dynamic, distinguished executive to serve as its next Chief Human Resources Officer (CHRO) to guide the university through transformation and change. This is a unique opportunity for a visionary leader to join a vibrant, learning-centered community dedicated to teaching and scholarship, while also deeply committed to fostering a culture of inclusion. The CHRO is the principal steward of the human capital of the university, providing institutional leadership and service to sustain Central as an employer of choice and to help enable the achievement of the institution's academic and service missions. Reporting to President Zulma R. Toro, the first woman and the first Hispanic to hold the position, the CHRO will serve as a key officer for the institution and member of the president's executive committee. With a recent university strategic plan and President Toro's deep commitment to enhancing the climate, safety, and culture of Central, the CHRO will be charged with driving comprehensive transformational change within the human resources (HR) function to support the university. This includes expanding the HR team's strategic competencies and focus, ensuring delivery of high-level proactive support; overseeing sophisticated business processes, policies, and practices; fostering a culture of professional development; and nurturing an inclusive campus climate.

Reporting directly to the president the position of Chief Human Resources Officer (CHRO) will be responsible for managing all personnel and labor relations programs and services for Central Connecticut State University to assure their sound and fair administration and contribute to the effective utilization of the University's human resources. This will include such actions as participating in labor contract negotiation, participating in development of bargaining strategy, performing, and directing application of the university's multiple contracts including interpretation of contract language to daily workplace situations, reviewing grievances, serving as hearing officer, preparing responses to grievances for such situations as arbitration hearing and advising managers on proper handling of disciplinary actions. The CHRO will direct the university's training and development services for staff, including overseeing the assessment of training needs, evaluating training resources and arranging for training to aid staff and managers in the effective performance of their jobs.

The successful candidate will be able to work collaboratively throughout the university and form meaningful partnerships in the delivery of HR products and services with offices, departments, faculty and staff and labor unions representing the various bargaining units.

### **ESSENTIAL DUTIES:**

The work of the Chief Human Resources Officer at Central will be shaped and informed by the following priorities:

- This individual will be responsible for directing and supervising the Human Resources Department and all aspects of university human resources management, including:
- Participating in labor contract negotiations and developing bargaining strategy; interpreting and implementing collective bargaining agreements, laws and regulations affecting personnel and labor relations and their application to daily workplace situations.
- Processing grievances and advising managers and supervisors on labor relations and personnel management.
- Planning, developing, and recommending human resources policies, procedures, and objectives.

- Managing personnel records and reporting through a human resources information system (HRIS).
- Managing employment processing for all University employees including benefits administration, classification, and compensation.
- Developing training and staff development opportunities for all employees; Performing job analysis, classification, and compensation.
- Conducting policy analysis and human resources studies; and working on special projects assigned by the President.

**QUALIFICATIONS:**

The CHRO is expected to have broad and deep expertise across all areas of HR (recruitment, hiring, onboarding, payroll, benefits, technology systems, training and development, performance management, employee experience, compensation, and employee relations).

**Minimum Requirements:**

- Bachelor's degree in HR, Labor Relations, or related field.
- Seven years' progressively responsible experience in human resources with complex personnel systems including five years of supervisory experience.
- Proven track record of success in implementing programs that attract and retain a high performing, diverse workforce.
- Demonstrated experience leading large scale cultural change.
- High level business acumen and proven effectiveness as an advisor working directly with executives to align human capital initiatives with organizational strategy.
- Exceptional communication and interpersonal skills with the ability to develop a high degree of credibility at all levels of the organization.
- Strong analytical and problem-solving skills.
- Experience in a collective bargaining environment.
- Ability to lead, manage, and develop HR staff.
- A high degree of emotional intelligence.
- Experience with conflict resolution.
- Experience in handling labor and employee relations issues involving multiple collective bargaining units; Knowledge of labor and employment law.
- Experience in responding to claims from Federal and State agencies and interfacing with legal counsel.
- Experience in a broad range of policy setting and leadership roles.
- Demonstrated experience in maintaining a workplace that supports and respects diversity, equity, and inclusion.

**Preferred:**

- Advanced degree in Human Resources, Personnel Management, Public Administration, Business Administration, Organizational Management, Law, or in a related field Experience in payroll administration.
- Experience implementing professional development opportunities to enhance organizational success in Human Resources.
- Human Resources supervisory experience in public higher education.
- Human Resources supervisory experience in Connecticut State Government.

**Advertised:** *Academic Search Inc., CCSU Website*

**The White Female goal was previously achieved.**

**Twenty-two (22) individuals applied for this position:** Six (6) White Males; Eleven (11) White Females; One (1) Black Male; Three (3) Black Females; One (1) Hispanic Female.

**Thirteen (13) applicants were determined to be not qualified:** One (1) White Male; Ten (10) White Females; One (1) Black Female; One (1) Hispanic Female.

**No applicants were determined to be minimally qualified.**

**Nine (9) applicants were determined to be finalists:** Five (5) White Males; One (1) White Female; One (1) Black Male; Two (2) Black Females.

**One (1) White Male non goal candidate** was hired for this position. He met all the minimum requirements and has a Juris Doctorate. During the interview he was able to demonstrate his knowledge and capacity to foster transformational change within HR. He provided detailed examples of fostering talent development in his current position. He was able to demonstrate his ability to work productively with public sector unions and his understanding of human resource technological tools.

### **Associate Vice President Marketing and Communications**

**Selection:** Two (2) White Females

Central Connecticut State University (CCSU) seeks an innovative, knowledgeable, and experienced marketing and communication leader to be their next Associate Vice President for Marketing and Communications. CCSU invites expressions of interest, nominations, and applications.

Reporting to the Chief Operations Officer, this management-level position serves as a trusted partner and strategic advisor to the President and her executive team. The Associate Vice President oversees the development and implementation of a comprehensive and collaborative communications, marketing and public relations programs including the coordination of both internal and external press, advertising, print, television and radio promotions, website design, and social media, as well as the production of marketing materials.

The Associate Vice President manages both the President's communications as well as the University's profile, serving as the point of contact to the public and the media regarding high profile, current events, and general university issues. In collaboration with the Board of Regents for Higher Education, internal and external stakeholders as well as other Executive Branch officials, this position coordinates and strengthens external relations with the University's various constituencies, including current and prospective students, corporate and community leaders, legislators, and government officials, alumni, parents, and the media.

The Associate Vice President provides leadership in planning, developing, and implementing new and innovative marketing and promotion strategies, advertising and outreach campaigns as well as establishing guidelines and standards for use of the University's images, logos and other mediums and platforms. This position supervises Institutional Marketing, Communications, Media Services and other professional and support staff.

The ideal candidate will have broad demonstrated experience in public relations, marketing and strategic communications in executive, higher education or public service-governmental settings.

The incumbent will be required to work in person, on campus and may be required to work evenings, weekends, and some travel.

### **Required Qualifications and Characteristics**

The Associate Vice President for Marketing and Communications will be a bold and energetic individual with a proven record of progressively responsible leadership in marketing and communications, preferably with some experience in public higher education.

The Associate Vice President must possess significant knowledge, skills and abilities in communications, marketing and public relations including media in all forms present and emerging, data analysis and budget management. The incumbent must possess the demonstrated ability to manage strategic marketing and communications plans and to both supervise and direct the work of professionals and support staff as well as independent contractors and vendors. The incumbent must possess a comprehensive understanding of the role played by marketing and information technology in effective recruitment and advancement of programs.

Most importantly, the Associate Vice President must possess the passion and commitment to the current and future success of the University, its students, faculty, and staff. Other key qualifications include:

- A bachelor's degree in marketing, public relations, administration, communications, or other closely related field
- Seven (7) years professional experience in marketing, communications, and public relations
- Supervisory experience in marketing, communications, and public relations
- Excellent written, oral, and interpersonal communications, organizational and presentational skills; and demonstrated organizational skills.

### **Preference will be given to candidates who have the following:**

- An advanced degree in marketing, public relations, administration, communications, or other closely related field
- Professional experience in marketing, public relations, recruitment, or enrollment management in a higher education setting
- Demonstrated success working in a collective-bargaining environment.

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higheredjobs.com, Networking*

### **The White Female Goal was previously achieved.**

**Thirty-three (33) individuals applied for this position:** Sixteen (16) White Males; Thirteen (13) White Females; Two (2) Black Males; One (1) Two or More Male; One (1) Unknown Female.

**One (1) applicant was determined to be not qualified:** One (1) White Male

**Nineteen (19) applicants were determined to be minimally qualified:** Eight (8) White Males; Eight (8) White Females; Two (2) Black Males; One (1) Two or More Male.

**Thirteen (13) applicants were determined to be finalists:** Seven (7) White Males; Five (5) White Females; One (1) Unknown Female.

**Two (2) White Female** candidates were hired for this position.

**One (1) White Female** candidate meets all required qualifications and preferred qualifications. She has professional supervisory experience and direct experience in public relations working with external constituencies, including community leaders, legislators, government officials, and the media. She has experience in Connecticut news market and has in depth knowledge related to state issues, government affairs, and politics. Her major strengths include knowledge of how government works, public relations, marketing, innovation and fostering connections in the community. She is familiar with the CCSU campus and higher education. She also has union experience and was affiliated as a union member.

**One (1) White Female** candidate has a Bachelor of Science in corporate communication and a Master of Arts in communication. She is familiar with the campus, higher education, and the region. She has political and community connections. She has won 15 *Telly Awards*. She also has demonstrated union experience. During a case-study presentation, she illustrated her creativity and discussed the need to draw on research, curate stories, and employ tactical operational day-of crisis (pre-plan, debrief, call center headsets, etc.). She focused on the importance of capturing information after “action” immediately while the event was fresh on people’s minds. She also discussed the value of social media, the need for an integrative marketing plan, and the need to leverage resources and highlight success. As a current-state employee, she has knowledge of the state contracting process, procurement guidelines, and eligible creative/marketing firms in-state.

### **University Human Resources Administrator**

**Selection:** One (1) White Female

Central Connecticut State University (CCSU) seeks a knowledgeable and experienced Human Resources – Employee and Labor Relations professional to augment its Human Resources and Payroll team. CCSU invites expressions of interest, nominations, and applications.

Reporting to the Director of Employee and Labor Relations, this management-level position serves as a well-rounded, confidential Human Resources – Employee and Labor Relations professional. This position will assist in the development, implementation and assessment of transformative Human Resources, and Employee and Labor Relations initiatives while performing a full range of complex employee and labor relations activities within a matrix organization including organizational design, classification and compensation, investigations, collective bargaining administration, interpretation and compliance, , grievance hearing officer, progressive discipline, employment law administration, interpretation and compliance, and dispute resolution.

This position will advise, counsel, and coach members of management as well as union supervisory staff in best practices, basic and advanced supervisory and managerial skills, and competencies. As a strategic thinker, this position is expected to analyze complex workplace situations and issues and leverage solutions as well as triage crisis situations.

The ideal candidate will have broad demonstrated experience in Human Resources, employee classification and compensation, employee benefits, leaves and separations, employment law, employee and labor relations, public sector collective bargaining, training, and development as well as payroll. Additionally, knowledge and experience with immigration and the employment of non-citizens of the United States including students on F-1 or J-1 visas is desired.



The incumbent will be required to work in person, on campus and may be required to work evenings, weekends, and some travel.

### **Required Qualifications and Characteristics**

The Human Resources Administrator – Employee and Labor Relations will be a confident and energetic individual with a proven record of Human Resources – Employee and Labor Relations experience, preferably with some experience in public sector Human Resources and or Labor Relations.

The Human Resources Administrator – Employee and Labor Relations must possess significant knowledge, skills, and abilities in all aspects of Human Resources, employee and labor relations and payroll. The incumbent must possess the demonstrated ability to apply management principles and practices, relevant state and federal laws and regulations; state, CCSU and CSCU policies and procedures; labor relations, collective bargaining, and human resources management; and employee classification and compensation.

Most importantly, the Human Resources Administrator – Employee and Labor Relations must possess the passion and commitment to the current and future success of the University, its students, faculty, and staff. Other key qualifications include:

- A bachelor's degree in a closely related field
- Six (6) years professional experience in human resources management, labor relations including the interpretation and administration of collective bargaining agreement(s) or a combination thereof.
- Excellent written, oral, and interpersonal communications, organizational and presentational skills; and demonstrated organizational skills.

### **Preference will be given to candidates who have the following:**

- An advanced degree in Human Resources, labor relations or law.
- Professional experience in a higher education setting and or in public service.
- Knowledge and demonstrated experience with immigration and the employment of non-citizens of the United States including students on an F-1 or J-1 visa.
- Demonstrated experience in organizational design, classification, and compensation.
- Demonstrated success working in a collective-bargaining environment.

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, CT State Chapter of SHRM, CCSU Website*

### **The White Female goal was previously achieved.**

**Twelve (12) individuals applied for this position:** One (1) White Male; Six (6) White Females; One (1) Black Female; One (1) Hispanic Male; One (1) Hispanic Female; One (1) AAIANHNPI Male; One (1) Unknown Female.

**Three (3) applicants were determined to be not qualified:** Three (3) White Females.

**Four (4) applicants were determined to be minimally qualified:** One (1) Black Female; One (1) Hispanic Male; One (1) AAIANHNPI Male; One (1) Unknown Female.

**Five (5) applicants were determined to be finalists:** One (1) White Male; Three (3) White Females; One (1) Hispanic Female.

**One (1) White Female** candidate was hired for this position. She has over ten years' experience in Human Resource management and labor relations. Her experience also includes retention and engagement, performance management, compensation and benefits, talent acquisition and workforce

planning. In addition, she has experience investigating employee discrimination complaints, sexual harassment, fraud, and workman's compensation. She is familiar with Title VII, The Connecticut Fair Employment Practices Act (CFEPA), and the various state regulations that apply in the workplace. Her experience with employee relations includes employee classification, compensation, benefits, payroll, and compliance.

## **Vice President Equity and Inclusion**

**Selection:** One (1) Black Male

Central Connecticut State University seeks an innovative, knowledgeable, and experienced diversity leader, who possesses a strong record of compliance, to be their next Vice President for Equity and Inclusion (OEI). The Vice President for OEI will be primarily responsible for the continued development and implementation of legal and best practices for Title IX, EEO, and Affirmative Action policy, as well as cultivating a campus culture of equity and inclusion. The VP provides leadership on important issues of compliance and training for current state and federal laws, regulations, and trends in advancing equity and inclusion across the university. More specifically, the VP is expected to bring subject matter expertise in Title IX compliance and equal opportunity and should have a solid understanding of human rights, rights of people with disabilities, multicultural and diversity issues; demonstrated ability to read, interpret and apply regulations and applicable non-discrimination laws. Additionally, the Vice President for Equity and Inclusion will be involved in directly conducting and overseeing investigations and disposition of discrimination complaints, sexual assault and violence, annual review and update of all policies and procedures related to affirmative action and design and delivery of educational materials and training related to Title IX, Affirmative Action, and equal opportunity.

The Vice President for Equity and inclusion will also work collaboratively across the university to assist CCSU in achieving a greater diversity to its faculty, staff, and student body and creating a campus culture characterized by civility, collegiality, inclusion, and respect. In partnership with campus leadership, faculty, staff, students, and other internal and external constituencies the VP will ensure current and future co-curricular and curricular programming which supports the University's mission, values, and strategic goals. This will require creative and effective communication skills, the ability to work across a diverse range of constituents with varying levels of fluency, the capacity to influence individuals at all levels of the university and a bias toward action and accountability. Being mindful that the responsibility of one person or a single office alone is not enough to mobilize an entire community around the ever challenging and complex landscape of DE&I.

The Vice President for Equity and Inclusion reports to the President and is a member of the Executive Committee. The Vice President will supervise the Office of Equity and Inclusion, which includes the Senior Equity and Inclusion Officer/Title IX Coordinator, two Associate Equity and Inclusion Officers, the Victim Advocacy and Violence Prevention Specialist, the Director of the Women's Center, and the Coordinator of the LGBTQ Center.

The Vice President for Equity and Inclusion will be a bold and energetic individual with a proven record of progressively responsible leadership in higher education, preferably with some experience in public higher education. The next VP will have significant knowledge and experience in compliance policies, practices, and case management related to DE&I, in particular Title IX, EEO, and Affirmative Action, as

well as have the passion and commitment to be a change agent, be intellectually curious and manifest a commitment to transparency and collaboration.

### **Qualifications**

- A master's degree from an accredited institution is required.
- A significant and progressive record of successful leadership and administrative experience working in higher education in DE&I related work.
- Professional experience conducting investigations, working with affirmative action plans/equal opportunity, and Title IX
- Experience with compliance and the ability to create and implement an efficient, fair, and transparent compliance process.
- An understanding of the research, current literature, and best practices relevant to diversity, equity, and inclusion work and Title IX regulations.
- Ability to build relationships across a mission-driven public institution, foster dialogue with multiple constituencies across and beyond the campus, and achieve results through influence, empowerment, and partnership.
- Demonstrated experience in working with advancement efforts, athletics, and cultural centers.
- Demonstrated ability in fostering all elements of DE&I, including race, gender, LGBTQ+, disability, neurodiversity, veteran status, etc., across faculty, staff, students, and alumni.
- The ability to be fair, objective, and transparent and thereby to inspire trust and create a safe space for honest and difficult conversations.
- A commitment to shared governance and experience working in a collective-bargaining environment.
- A history of effective community work outside of the university setting.
- A successful record of appointing, mentoring, and developing staff.
- An ability to think strategically and to analyze the budgetary impact of existing and potential programs for future planning.
- Demonstrates a high level of integrity and personal accountability; dynamic, inspirational, and creative approaches; self-motivate, resourceful, resilient, and trustworthy.

### **Preferred Qualification**

- A Terminal degree from an accredited institution

***Advertised:*** National Search Firm

**The White Female hiring goal was previously achieved.**

**Twenty (20) individuals applied for this position:** Two (2) White Males; Ten (10) Black Males; Two (2) Black Females; Three (3) Hispanic Females; Three (3) Two or More Females.

**Twelve (12) applicants were determined to be not qualified:** Seven (7) Black Males; Two (2) Hispanic Females; Three (3) Two or More Females.

**No applicants were determined to be minimally qualified.**

**Eight (8) applicants were determined to be finalists:** Two (2) White Males; Three (3) Black Males; Two (2) Black Females; One (1) Hispanic Female.

**One (1) Black Male non goal candidate** was hired for this position. The candidate selected met all the required and preferred qualifications. He has over thirty-four years in higher education experience with over twenty years being in an executive leadership role including twelve years at the level of Chief Diversity Officer, Associate Vice President of Equity, Inclusion, and Affirmative Action. His experience includes student affairs, Title IX, and compliance. He is a Certified Affirmative Action Professional (CAAP) and an EEO Investigator certified by the US Department of EEOC (Equal Employment Opportunity Commission). He has experience developing and monitoring budgets as well as knowledge of fiscal management, strategic and facilities planning. He has working knowledge of university policies and procedures, concerning confidentiality of student records, knowledge of FERPA and other legislation and policies pertaining to the release and confidentiality of student records.

## **Police Chief**

**Selection:** One (1) Black Male

Central Connecticut State University is proud to have a fully sworn, nationally recognized, CALEA accredited police department to serve and protect its students, faculty, staff, and visitors. Committed to CALEA standards, CCSU Police Department embodies the precepts of community-oriented policing; whereas, CCSU police officers and command staff along with members of the CCSU community work together to build and maintain a safe and inclusive learning-centered environment.

Reporting to the Chief Operations Officer, the Chief of Police is responsible for managing and directing a campus-wide public safety and policing program. The Police Department is currently composed of a cadre of sworn police officers including a detective, Sergeants, and a Lieutenant; 911-Telecommunication Dispatchers; and support staff including student workers. The Chief of Police plays a critical role in ensuring continuous operations of a myriad of services including 911 Dispatch, responding to emergency situations including rendering medical aid, community policing and crime prevention education, police officer standards development and training, investigations of crimes on campus and enforcement of state criminal and motor vehicle laws and University regulations as well as collaborating with both the City of New Britain and Town of Newington Police Departments.

The successful candidate will be a person of outstanding character, embodying a reputation of honesty, candor, and ethical conduct. The successful candidate is a charismatic and distinguished individual with a proven record of supervisory and managerial law enforcement and community policing experience as well as notable public service.

### **Required Qualifications and Characteristics**

The Chief of Police is a commissioned peace officer and must meet all standards established by the Connecticut Police Officers Standards and Training Council (P.O.S.T.).

The Chief of Police must possess the passion and commitment to the current and future success of the University, its students, faculty, and staff. Other minimal requirements include:

- Bachelor's degree from an accredited institution.
- Ten (10) years of progressive and varied experience as a sworn law enforcement officer of which six (6) years were in a supervisory capacity at the level of Police Lieutenant or its equivalent.
- Connecticut residency.

- Connecticut P.O.S.T certification in good standing at time of application. Candidates in the renewal process will not be considered.
- Demonstrated knowledge, skills, and abilities in enforcing Connecticut public safety laws and in preserving State and Federal Constitutional rights.
- Demonstrated experience supervising criminal and other police investigations; on-scene command of emergency situations and other incidents.
- Demonstrated experience in building, developing, and managing diverse, high-performance teams, fostering an environment of inclusiveness, trust, collaboration, transparency, and accountability.
- Demonstrated experience using computerized databases and software.
- Excellent written, oral, and interpersonal communications, organizational and presentational skills; and demonstrated organizational, administrative, managerial, supervisory, and budgeting skills.

**Preference will be given to candidates who have the following:**

- Demonstrated law enforcement experience at a college or university including experience with the Clery Act, Title IX and the Violence Against Women Act.

**Conditions of employment include but are not limited to:**

At all times including nights, weekends, and holidays, on or off duty, the Chief of Police must be able to carry and discharge a weapon and perform policing duties as required. The Chief of Police must maintain Connecticut residency, possess a valid Connecticut Driver's license, and have the ability to drive a motor vehicle, maintain all certifications and training requirements and operate other mechanical or motorized equipment.

**For appointment:** Successful candidate must pass a thorough law enforcement and civilian background check and investigation including character, physical, psychological, and medical exam.

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higheredjobs.com, CCSU HR Website, Networking*

**The White Female hiring goal was previously achieved.**

**Seventeen (17) individuals applied for this position:** Fifteen (15) White Males; Two (2) Black Males.

**Seven (7) applicants were determined to be not qualified:** Six (6) White Males; One (1) Black Male.

**No applicants were determined to be minimally qualified.**

**Ten (10) applicants were determined to be finalists:** Nine (9) White Males; One (1) Black Male.

**One (1) Black Male non goal candidate** was hired for this position. He served four years in the National Guard. He is a graduate of the FBI National Academy. He has a bachelor's degree in political science and sociology. He has over twenty-five years' experience in law enforcement in which five years of experience was at the level of Police Captain and eight years as a Police Lieutenant. He has experience as a field training officer. He supervised the regional narcotics taskforce. He has certification in Patrol Procedures, Critical Incidents, and LEADS (Law Enforcement Active Diffusion Strategies) Instructor.

## **Associate Vice President Academic Affairs**

**Selection:** One (1) Two or More Female

Central Connecticut State University is pleased to invite inquiries, nominations, and applications for the position of Associate Vice President of Academic Affairs. This is a managerial position that reports directly to the Provost and Vice President of Academic Affairs. As a member of the Provost's leadership team, the incumbent will be responsible for providing transformative leadership, vision, technical expertise and direction for critical academic affairs initiatives, personnel, programs, and operations.

The ideal candidate will be an experienced academic administrator of Higher Education who has the ability to lead, mentor, and provide strategic guidance and planning in all facets of academic affairs including curriculum and instruction, faculty and support staff management and development, student success and support, student enrollment and retention, minority recruitment and first ear student enrichment as well as budgeting, grants and funded research. Central Connecticut State University seeks a dynamic academic leader with state of Connecticut public higher education experience including collective bargaining and a working knowledge of the Connecticut State College and University System. The incumbent may be required to work evenings, weekends, and some travel.

### **Required Qualifications:**

- Seven (7) years of professional administrative and leadership experience in higher education administration including academic affairs, student support services, or enrollment management.
- A doctorate or terminal degree from an accredited institution.
- Demonstrated ability to manage multiple divisions or subunits within Academic Affairs, each having separate goals and objectives, organizational structures, and operating budgets.
- Demonstrated experience in developing relationships with faculty, prompting, and enriching an academic environment highlighted by academic freedom and shared governance.
- Demonstrated knowledge and experience in higher education metrics and analysis; Federal and State laws and regulations governing higher education, student rights, research, and ethics.
- Demonstrated ability to create and promote a diverse, equitable, and inclusive environment where cultures, identities, perspectives, and opinions are valued.
- Demonstrated ability to be a collaborative team member; effectively manage professional, managerial, and support staff; and apply sound principles of human resource management.

### **Preference will be given to candidates who have the following:**

- Managerial or supervisory experience at the level of a Department Chair, Division Director or above
- Familiarity with a unionized workforce such as those at a Connecticut State College or University
- Experience with governmental and/or granting agency budgeting/funding.
- Experience with the development and implementation of new or expanded initiatives or programs within academic affairs designed around student success such as programs targeted for underrepresented groups or non-traditional students.

*Candidates who do not meet the required qualifications are encouraged to provide a written statement of equivalent combination of relevant education and professional experience.*

**Advertised:** *Diversejobs.net, Higheredjobs.com, CCSU Web page*

**The White Female hiring goal was previously achieved.**

**Thirty (30) individuals applied for this position:** Ten (10) White Males; Eight (8) White Females; One (1) Black Male; Four (4) Hispanic Males; One (1) Hispanic Female; One (1) AAIANHNPI Male; Two (2) Two or more Males; One (1) Two or More Female; One (1) Unknown Male; One (1) Unknown Unknown.

**Fifteen (15) applicants were determined to be not qualified:** Five (5) White Males; Three (3) White Females; Two (2) Hispanic Males; One (1) Hispanic Female; One (1) AAIANHNPI Male; Two (2) Two or more Males; One (1) Unknown Unknown.

**Eight (8) applicants were determined to be minimally qualified:** Two (2) White Males; Two (2) White Females; One (1) Black Male; Two (2) Hispanic Males; One (1) Unknown Male.

**Seven (7) applicants were determined to be finalists:** Three (3) White Males; Three (3) White Females; One (1) Two or More Female.

**One (1) Two or More Female non goal candidate** was hired for this position. She meets all required and preferred qualifications. Her experience is “hands on”, providing real working knowledge of an initiative rather than simple oversight of projects or personnel. She has demonstrated ability in leading educational programs and implementing efficiency improvement measures across core organizational functions. She has demonstrated experience working with multiple educational and community stakeholders, developing inter-sectoral partnerships, curriculum development, restorative practices in schools, team building, strategic planning, budget management, curriculum and program development, assessment, evaluation, and federal grant writing. During the interview she demonstrated commitment to educational access, equity, and social and racial justice. She is fluent in Spanish.

**FACULTY**

**PROFESSOR (EE02)**

**GOALS:**

Hires	Promotions
None	9 White Females
	1 Black Male
	7 Hispanic Females
	6 AAIANHNPI Males
	1 AAIANHNPI Female

No hires occurred in this category during the reporting period.

**ASSOCIATE PROFESSOR (EE02)**

**GOALS:**

Hires	Promotions
2 White Females	3 White Females
	1 Black Male
	2 Black Females
1 Hispanic Male	1 Hispanic Male
2 AAIANHNPI Females	2 AAIANHNPI Females

### **Associate Professor Biology**

**Selection:** One (1) White Female

**One (1) White Female goal candidate** was hired full time from a temporary position during the reporting period. **This hire met the first of two White Female hiring goals in the Associate Professor Category.**

### **Associate Professor Biology**

**Selection:** One (1) AAIANHNPI Female

**One (1) AAIANHNPI Female goal candidate** was hired through a contract when the CSCU Provost was selected. **This hire met the first of two AAIANHNPI Female hiring goals in the Associate Professor Category.**

### **Associate Professor Management Information Systems**

**Selection:** One (1) White Male

The Management Information Systems (MIS) Department seeks a dynamic, student-oriented individuals for two full-time, tenure-track faculty appointments to teach undergraduate and graduate courses in MIS. Successful candidates will demonstrate a strong commitment to teaching excellence, a record of (or potential for) high-quality scholarship, and a commitment to academic service. Candidates are expected to be committed to multiculturalism and working with a diverse student body. Faculty also are expected to participate in assessment, curriculum development, faculty governance, maintain their AACSB qualifications as Scholarly Academic (SA), and other faculty activities.

#### **Required Qualifications**

- Ph.D. in Management Information Systems or related field; A.B.D. will be considered if Ph.D. is obtained within one-year of appointment).
- Evidence of and/or commitment to teaching excellence.
- Evidence of and/or commitment to high-quality scholarship.
- Evidence of and/or commitment to academic service.

#### **Preferred Qualifications**

- Ph.D. in the discipline of MIS from an AACSB accredited school
- Record of successful university teaching
- Discipline-related professional experience
- Business Analytics skills
- Programming skills

**Advertised:** *Chronicle of Higher Ed, Higher Ed Jobs, CCSU Website*

**Twenty-seven (27) individuals applied for this position:** Nine (9) White Males; **Three (3) White Females;** One (1) Black Male; Eleven (11) AAIANHNPI Males; **One (1) AAIANHNPI Female;** Two (2) Unknown Males.



**Thirteen (13) applicants were determined to be not qualified:** Six (6) White Males; **One (1) White Female;** Four (4) AAIANHNPI Males; **One (1) AAIANHNPI Female;** One (1) Unknown Male.

**One (1) White Female** did not have the required evidence of teaching excellence or academic service. Her degree was not from an AACSB Accredited school, and she did not provide evidence of programming skills and direct experience in this area.

**One (1) AAIANHNPI Female** did not submit a complete application. She did not provide the required teaching evaluations.

**Four (4) applicants were determined to be minimally qualified:** One (1) White Male; **One (1) White Female;** One (1) AAIANHNPI Male; One (1) Unknown Male.

**One (1) White Female** did not have the preferred qualification business analytic skills experience.

**Ten (10) applicants were determined to be finalists:** Two (2) White Males; **One (1) White Female;** One (1) Black Male; Six (6) AAIANHNPI Males.

**One (1) White Female** declined offer and accepted a position elsewhere.

**One (1) White Male non goal candidate** was hired for this position. He met all required and preferred qualifications. He was a tenured Associate Professor of Computer Information Systems and Information Technology at the University of Houston-Clear Lake. His teaching experience includes IT Project Management, Systems Analysis and Design, Business Processes and ERP Systems, Networking and Business Data Communications, and Cybersecurity. His research is in using quantitative and design science paradigms. His research contributions have been awarded and presented at renowned conferences, such as Hawaii International Conference on System Sciences (HICSS) and The Americas' Conference on Information Systems (AMCIS). He has been published in the Journal of Management Information Systems (JMIS) and the Asia-Pacific Journal of Information Systems.

**ASSISTANT PROFESSOR (INCLUDING INSTRUCTOR) (EE02)**

**GOALS:**

Hires	Promotions
4 White Males	None
2 Hispanic Females	
1 Two or More Male	
1 Two or More Female	

**Assistant Professor History**

**Selection:** One (1) White Male

The Department of History at Central Connecticut State University seeks a tenure-track historian of the Islamic World to join the faculty beginning in the fall semester 2022. The candidate's geographical and temporal specialty is open. Each semester, the successful candidate will teach a combination of general education courses, including a survey of Middle Eastern or Islamic World History, and upper level undergraduate or graduate courses in field of specialization. The successful candidate will also contribute to the B.A. and M.S. in International Studies and the Minor in Middle Eastern Studies.

**Required qualifications include a:**

- Ph.D. in history or a related field in hand or due to be conferred by July 1, 2022,
- a record of excellence or potential excellence in teaching, research, service,
- professional activity that merits appointment as an assistant professor,
- demonstrated ability or promise of the ability to contribute to the B.A. and M.S. in International Studies, and the minor in Middle East Studies,
- proficiency in one or more of the major languages of the Islamic World.

**Preferred qualifications include:**

- Successful experience teaching undergraduate and graduate courses in Islamic World and World history,
- Demonstrated commitment to participation in interdisciplinary programs,
- Fluency in one or more of the major languages of the Islamic World,
- Ability to contribute to Women, Gender, and Sexuality Studies, and/or Religious Studies.

**Advertised:** *Chronicles of Higher Ed., Higheredjobs.com, Diverse Jobs, H-Net, CCSU Website*

**One hundred and ten (110) individuals applied for this position: Forty-nine (49) White Males;** Fifteen (15) White Females; One (1) Hispanic Male; **One (1) Hispanic Female;** Nine (9) AAIANHNPI Males; Two (2) AAIANHNPI Females; **Nine (9) Two or More Males; One (1) Two or More Female;** Fourteen (14) Unknown Males; Four (4) Unknown Females; Five (5) Unknown Unknowns.

**Ten (10) applicants were determined to be not qualified: Three (3) White Males;** Two (2) White Females; One (1) AAIANHNPI Male; **Two (2) Two or More Males;** One (1) Unknown Male; One (1) Unknown Unknown.

**Eighty-one (81) applicants were determined to be minimally qualified: Thirty-eight (38) White Males;** Nine (9) White Females; One (1) Hispanic Male; **One (1) Hispanic Female;** Eight (8) AAIANHNPI Males; Two (2) AAIANHNPI Females; **Six (6) Two or More Males; One (1) Two or More Female;** Eight (8) Unknown Males; Three (3) Unknown Females; Four (4) Unknown Unknowns.

**Nineteen (19) applicants were determined to be finalist: Eight (8) White Males;** Four (4) White Females; **One (1) Two or More Male;** Five (5) Unknown Males; One (1) Unknown Female.

**One (1) White Male goal candidate** was hired for this position. **This hire met the first of four White Male goals in the Assistant Professor category.**

**Assistant Professor of Media Production**

**Selection:** One (1) White Male

Central Connecticut State University invites applications for a full-time, tenure track assistant professor of media production in the Department of Communication beginning August 2022.

We seek a colleague with experience in professional television studio technology, professional experience in television and studio production, multimedia production and distribution, and media aesthetics. The successful candidate will be expected to teach our undergraduate television production sequence, which includes Introduction to Television Production, Television Production, Studio Production, and Seminar in Communication capstone projects. Beyond teaching, the successful candidate is expected to produce industry-related creative activity to be visible within the field of media production.

Other responsibilities include advising students, serving on departmental and campus-wide committees, holding office hours, collaborating with colleagues, and participating in traditional academic functions.

**Required Qualifications:**

- MFA in media production (or closely related field), though candidates with a Ph.D. in media or film with extensive production experience will also be considered. Degree should be in-hand before Aug. 1, 2022.
- Demonstrated knowledge of professional television studio and control room technology, including multicamera 4K production, lighting design and implementation, audio competencies as well as set design and dressing.
- Ability to develop, cast, and direct effective narratives in a studio space.
- Professional credits in television, media, or film production and/or post-production.
- Familiarity with media aesthetics.

**Preference will be given to candidates who demonstrate:**

- Strong teaching record or the potential to be an excellent teacher.
- Experience in supervising student-driven projects.
- Professional experience related to collaboration and/or project management.
- Ability to produce promotional content.

**Advertised:** *Chronicles of Higher Ed., Higheredjobs.com, Diverse Jobs, CCSU Website*

**Eleven (11) individuals applied for this position: Five (5) White Males; One (1) White Female; One (1) Black Female; One (1) AAIANHNPI Male; One (1) AAIANHNPI Female; One (1) Two or more Male; One (1) Unknown Male.**

**Six (6) applicants were determined to be not qualified: Three (3) White Males; One (1) Black Female; One (1) AAIANHNPI Female; One (1) Unknown Male.**

**One (1) applicant was determined to be minimally qualified: One (1) White Male.**

**Four (4) applicants were determined to be finalist: One (1) White Male; One (1) White Female; One (1) AAIANHNPI Male; One (1) Two or more Male.**

**One (1) White Male goal candidate was hired for this position. This hire met the second of four White Male goals in the Assistant Professor category.**

## **Assistant Professor Educational Leadership, Policy, and Instructional Technology**

**Selection:** One (1) White Male

The Department of Educational Leadership, Policy, and Instructional Technology at Central Connecticut State University (CCSU) seeks a tenure-track faculty member to join our advanced leadership programs beginning Fall 2022. These programs include post-master's licensure for intermediate school leaders (Sixth Year Certificate) and for superintendents (Advanced Official Certificate of Practice), and the Ed.D. in Educational Leadership with PK-12 and Higher Education Administration strand.

The successful candidate will be willing to undertake the challenges and opportunities involved with teaching courses, curriculum, and program development, supervising graduate student candidates for diverse leadership roles, supervision of Ed.D. dissertations, and collaborating with a variety of stakeholders to develop and maintain partnerships that support systemic change in education. The individual selected is expected to pursue a productive research agenda consistent with the mission of the department, and to engage in research with strong connections to practice.

### **Required Qualifications**

- Doctorate with emphases in educational leadership, organizational studies, systems theory, implementation, or closely related field of study.
- A record of excellence or potential excellence in teaching, research, service, and professional participation that merits appointment as an assistant professor.
- Major specialization in one or more of the following areas: School and district improvement; higher education leadership; systems theory and change; organizational analysis; educational technology; and/or implementation.
- Professional experience in U.S. educational contexts.
- Experience with online instruction and course design.
- A commitment to preparing educations to support justice, equity, and an inclusive culture for all learners.

### **Preferred Qualifications**

- Background appropriate for advising doctoral student research in topics related to leadership and school improvement, research skills in quantitative or mixed methods.
- Successful experience teaching graduate level educational leadership courses.
- Research agenda that focuses on leadership, systems analysis, and change.
- Formal leadership and/or administrative experience in PK-12 or higher education contexts.

**Advertised:** *Chronicles of Higher Ed., Higheredjobs.com, Diverse Jobs, UCEA job postings, CCSU Website*

**Thirty-five (35) individuals applied for this position: Nine (9) White Males;** Fifteen (15) White Females; One (1) Hispanic Male; Four (4) AAIANHNPI Males; Four (4) AAIANHNPI Females; Two (2) Unknown Females.

**Twenty-eight (28) applicants were determined to be not qualified: Eight (8) White Males;** Eleven (11) White Females; One (1) Hispanic Male; Three (3) AAIANHNPI Males; Four (4) AAIANHNPI Females; One (1) Unknown Female.

**Three (3) applicants were determined to be minimally qualified:** Two (2) White Females; One (1) AAIANHNPI Male.

**Four (4) applicants were determined to be finalist:** One (1) White Male; Two (2) White Females; One (1) Unknown Female.

**One (1) White Male goal candidate** was hired for this position. **This hire met the third of four White Male goals in the Assistant Professor category.**

### **Assistant Professor of Computer Science**

**Selection:** One (1) White Male

Central Connecticut State University invites applications for a full-time, tenure-track Assistant/Associate Professor position in the Computer Science (CS) Department beginning August 2022. Responsibilities include teaching a wide variety of undergraduate and graduate computer science courses for majors and non-majors, serving on departmental and university committees, advising students, and conducting scholarly research. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

#### **Required Qualifications:**

- Ph.D. in computer science by the time of appointment (ABD candidates will be hired at the rank of Instructor)
- Teaching experience
- Publication records commensurate with experience.
- Evidence of effective communication skills
- Commitment to serving culturally, ethnically, and linguistically diverse communities.

#### **Preference will be given to candidates who demonstrate:**

- Expertise in Computer Security
- Experience teaching CS1, CS2 and/or Database systems

**Advertised:** *Chronicles of Higher Ed., Higheredjobs.com, Diverse Jobs, CCSU Website, Communications of the ACM Journal; Email to SIGCSE (Computer Science Educators) group*

**Twenty-three (23) individuals applied for this position:** Eight (8) White Males; Two (2) White Females; One (1) Hispanic Male; Ten (10) AAIANHNPI Males; Two (2) AAIANHNPI Females.

**Fourteen (14) applicants were determined to be not qualified:** Five (5) White Males; Two (2) White Females; One (1) Hispanic Male; Six (6) AAIANHNPI Males.

**Two (2) applicants were determined to be minimally qualified:** One (1) AAIANHNPI Male; One (1) AAIANHNPI Female.

**Seven (7) applicants were determined to be finalist:** Three (3) White Males; Three (3) AAIANHNPI Males; One (1) AAIANHNPI Female.

**One (1) White Male goal candidate** was hired for this position. **This hire met the fourth of four White Male goals in the Assistant Professor category.**

### **Assistant/Associate Professor – ASF Endowed Chair in Banking and Finance**

**Selection:** One (1) White Male

Central Connecticut State University's School of Business seeks to appoint an Endowed Chair of the American Savings Foundation in Banking and Finance. The Chair will have a record of recognition in banking, finance, or financial services. Such professional experience must be significant in duration and level of responsibility and current at the time of hiring. The American Savings Foundation Endowed Chair will focus on "real-world" banking and finance by educating our students. The Chair will be expected to foster collaborative interactions between CCSU and the banking and financial industry by engaging in the activities and producing the outcomes listed below:

- Teaching- teach banking courses; the banking course will feature guest lectures by executives in the banking and finance industries.
- Organize an annual public lecture by a prominent banker, financier, or media personality to talk about current issues in banking and finance.
- Networking - Foster closer relationships between the School of Business and local, regional, and national banks.
- Publicity- Work collaboratively with the Dean of the School of Business and Vice President for Institutional Advancement to publicize and celebrate all School of Business activities.

#### **Required Qualifications:**

- Significant experience in banking, finance, or financial services
- Ability to teach at the collegiate level.
- Commitment to serving culturally, ethnically, and linguistically diverse communities.

#### **Preference will be given to candidates who demonstrate:**

- A master's degree, or industry certification (CFA, CFP, CMA, CPA, etc.)
- Ability to develop programs in the areas of banking and finance and engage in local community outreach with business leaders in banking, finance, or financial services.

**Advertised:** *Chronicle of Higher Ed; Higher Ed Jobs; CT Bankers Association; Diversity.Net; CCSU website*

**The White Male goals were previously achieved.**

**Thirteen (13) individuals applied for this position:** Four (4) White Males; One (1) White Female; One (1) Black Male; One (1) Hispanic Male; One (1) AAIANHNPI Male; One (1) AAIANHNPI Female; Four (4) Unknown Males.

**Eight (8) applicants were determined to be not qualified:** Two (2) White Males; One (1) White Female; One (1) Black Male; One (1) Hispanic Male; One (1) AAIANHNPI Male; One (1) AAIANHNPI Female; One (1) Unknown Male.

**No applicants were determined to be minimally qualified.**

**Five (5) applicant was determined to be finalist:** Two (2) White Males; Three (3) Unknown Males.

**One (1) White Male candidate** was hired for this position. He has 20 years' experience in banking at a managerial level in the banking industry with multiple banking institutions. He has experience with financial literacy training, real estate development, and trainings on diversity, equity, and inclusion. He has experience with organizing symposium events for the Connecticut Community Bankers Association and the Connecticut Bankers Associations. In addition, he has contacts within the banking and finance industry for networking and fostering close relationships between the School of Business and local, regional, and national banks, and relevant experience with public relations for banks that can be vital in assisting with promoting CCSU and the School of Business.

### **Assistant Professor Early Childhood Education**

**Selection:** One (1) White Female

Central Connecticut State University invites applications for a full-time, tenure-track position in the Department of Literacy, Elementary, and Early Childhood Education. The successful candidate will teach undergraduate and graduate courses in early childhood studies and infant/toddler mental health; supervise candidates in field and practicum experiences; engage in academic advising; contribute to the program and department through activities related to accreditation, recruitment and retention, programmatic work, and other departmental needs. The successful candidate will contribute actively and effectively to student growth, university service, and scholarship. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

#### **Required Qualifications:**

- Ph.D. / Ed.D. in child development, early childhood, curriculum and instruction or related field with early childhood and/or infant/toddler mental health concentration. The completion of a doctorate is required by the time of appointment.
- Evidence of teaching effectiveness in higher education.
- Record of research and scholarship in the field of early childhood studies and/or infant/toddler mental health.
- Professional experience working collaboratively with state-or federally funded agencies or schools, or community partners serving families especially with infant/toddler and/or young children in diverse settings.
- Commitment to serving culturally, ethnically, and linguistically diverse communities.
- Excellent verbal and written communication skills.

#### **Preferred Qualifications:**

- Focus on infant/toddler care and education including one or more expertise in the following areas: early childhood special education, early intervention, community-based education.
- Record of supervision in an infant/toddler setting.
- Evidence of teaching effectiveness in educational settings other than higher education.

- Experience in grant writing, program development, and/or program coordination.
- Demonstrated knowledge of the NAEYC professional standards and the accreditation process.

**Advertised:** *Chronicles of Higher Ed., Higheredjobs.com, Diverse Jobs, CT Association of Infant Mental Health, The Journal of Blacks in Higher Education, National Association of University Women, American Association of Hispanics in Higher Education, Asian Pacific Americans in Higher Education, CCSU Website*

**The White Male goals were previously achieved.**

**Nine (9) individuals applied for this position:** One (1) White Male; Three (3) White Females; One (1) AAIAHNPI Male; Two (2) AAIAHNPI Females; One (1) Unknown Female; One (1) Unknown Unknown.

**Five (5) applicants were determined to be not qualified:** One (1) White Male; One (1) White Female; One (1) AAIAHNPI Male; One (1) Unknown Female; One (1) Unknown Unknown.

**One (1) applicant was determined to be minimally qualified:** One (1) White Female.

**Three (3) applicants were determined to be finalist:** One (1) White Female; Two (2) AAIAHNPI Females.

**One (1) White Female non goal candidate** was hired for this position. She met all required and preferred qualifications. She has a master's degree in early childhood education and an Ed. D in Educational Leadership. She has experience with course and program development. She has experience working as an Accreditation Quality Improvement Systems (AQIS) Facilitator and has experience with the renewal or initial accreditation process with the NAEYC (The National Association for the Education of Young Children). She has experience teaching several childhood education classes, including Social and Emotional Learning, Introduction to Early Childhood Education, and Student Teaching/Capstone Courses. She has experience working as an education consultant where she was able to work with diverse populations of teachers in diverse settings.

### **Assistant Professor Art and Design**

**Selection:** One (1) White Female

The newly merged Department of Art & Design at Central Connecticut State University seeks a highly qualified applicant in graphic design and digital media, with an emphasis on Design Thinking, graphic and narrative storytelling, web, and entrepreneurship design to join the department faculty beginning in August 2023.

The Department of Art & Design seeks a motivated, collaborative, and inclusive individual to teach in a dynamic design program and help extend the program's curriculum to respond to the innovative methods, inclusive approaches, and hybrid theories implemented in today's industry and business for problem-solving. Candidates are expected to be storytelling-oriented design thinkers and makers engaged in a combination of professional practice, research, and classroom innovation. Candidates must be familiar with the knowledge base and approaches in contemporary graphic design, web design, coding, game design, and interactive and online social media that address the trends in the industry.



The successful candidate must be well-versed in digital media and communication, HTML, CSS, responsive frameworks, and other computing and programming skills to engage and inform students with a user-centered design process through planning, organizing, and developing the design solutions with emphasizing on usability and user experience.

The candidate will teach undergraduates at all levels including web design, online social media design, online culture studies, capstone projects, and graduate courses. The candidate is expected to engage, inspire, and mentor students; develop innovative pedagogical and technological approaches, and inform students with design research appropriate in the field.

The candidate must demonstrate active scholarly activities appropriate to the design field and to be supportive of the future development of the design program, the department, and the university. The candidate is also expected to serve on university committees, participate in curriculum development and other departmental activities and projects, advise students, and contribute to the vibrant and intellectual culture of the university. The candidate is expected to be committed to multiculturalism and working with a diverse student body. CCSU recognizes diversity and inclusivity as fundamental to its mission and integral to design education.

CCSU is an inclusive and “student success-centered” institution with an increasingly diverse student body that represents the populations of the communities it serves. We are dedicated to enhancing our innovative practices to increase access, improve retention, engage students in campus life, incorporate high-impact practices, and promote educational achievement and career readiness.

**Required Qualifications:**

- Terminal Degree (MFA or Ph.D.) in Graphic Design, Visual Design, Digital Media or a closely related discipline
- Minimum two years of teaching experience at college/university level.
- Ability to teach three or more of the following: Web Design, On-line Media, Introductory Level Design, Graphic/Information Design, Media Theory, Design Practice/Practicum, Typography, Exhibition Design, and Multimedia Design.
- Experience and comprehensive understanding of digital technologies in contemporary design practice.
- Demonstrated commitment to serving culturally, ethnically, economically, and linguistically diverse communities.

**Preference will be given to candidates who demonstrate:**

- Record of teaching web design, programming, and interactive storytelling.
- Evidence of scholarly contributions to the field of graphic and information design.
- Evidence of curatorial practice and design-related collaborations.

**Advertised:** *College Art Association; Inside Higher Education; Diversejobs.net; Chronicles of Higher Ed., Higheredjobs.com, Diverse Jobs, CCSU and CSCU Websites; American Institute of Graphic Arts website; University and College Designers Association website; Design Observer website*

**The White Male goals were previously achieved.**

**Twelve (12) individuals applied for this position:** Four (4) White Males; Three (3) White Females; One (1) AAIAHNPI Male; Three (3) AAIAHNPI Females; One (1) Unknown Male.

**Five (5) applicants were determined to be not qualified:** Three (3) White Males; Two (2) White Females.

**Two (2) applicants were determined to be minimally qualified:** One (1) White Male; One (1) AAIANHNPI Female.

**Five (5) applicants were determined to be finalist:** One (1) White Female; One (1) AAIANHNPI Male; Two (2) AAIANHNPI Females; One (1) Unknown Male.

**One (1) White Female non goal candidate** was hired for this position. She met all the required and preferred qualifications. She has knowledge of current industry, interactive and online social media trends. She has experience in teaching web design, CSS, and using industry-standard design tools. She has made scholarly and conceptual contributions towards foundation design and integration of design and art curricula. She also demonstrated during the interview process that she had curatorial practice and design-related collaborations between the university, community, and design-related industry.

### **Assistant Professor of Psychiatric Mental Health Nursing**

**Selection:** One (1) White Female

Central Connecticut State University's Department of Nursing invites applications for a full-time tenure-track Assistant Professor of Nursing. The successful candidate will teach across the curriculum with a focus on psychiatric/mental health nursing, as well as contribute actively and effectively to student growth, service, and scholarship. The ideal candidate would be able to start for the Fall 2023 semester. Candidates are expected to be committed to multiculturalism and working with a diverse student body, as well as serving culturally, ethnically, and linguistically diverse communities.

#### **Required Qualifications:**

- Doctor of Nursing. ABD Doctoral candidates will be considered if they provide evidence of anticipated completion of doctorate by **May 31, 2024**.
- One year of teaching experience in nursing degree program.
- Current Connecticut Registered Nursing license or license eligible in Connecticut.
- Strong interpersonal skills, organizational skills, and written/oral communication skills.

#### **Preference will be given to candidates who demonstrate:**

- Teaching experience at the BSN level
- Teaching experience at the graduate level
- Current clinical expertise in psychiatric/ mental health nursing

***Advertised:** Diversejobs.net; Chronicles of Higher Ed., CCSU Website; Highed.com.*

**The White Male goals were previously achieved.**

**Three (3) individuals applied for this position:** Three (3) White Females.

**One (1) applicant was determined to be not qualified:** One (1) White Female.

**No applicants were determined to be minimally qualified.**

**Two (2) applicants were determined to be finalist:** Two (2) White Females.

**One (1) White Female non goal candidate** was hired for this position. She has over six years of teaching experience in Psychiatric/Mental Health Nursing on a Bachelor's and Graduate level. She currently

serves as the course coordinator, overseeing six adjunct professors. She has maintained an active psychiatric practice for the past 33 years, working in a variety of settings which include in-patient mental health, out-patient clinics, substance abuse facilities, and community care/psych home care with the Visiting Nurse Association (VNA). She currently has a private practice as a Psychiatric/Mental Health APRN, where she sees patients from age 15-90 one day a week.

### **Assistant Professor Archeology**

**Selection:** One (1) White Female

The Department of Anthropology at Central Connecticut State University seeks candidates for a full-time, tenure-track Assistant Professor position in African Diaspora Archaeology with a specialization in inequality, excellent record of teaching and history of publication in these specializations, to begin Fall Semester, August 2022. This position includes teaching undergraduate and graduate courses, directing summer field schools, and directorship of the Archaeology Laboratory for African and African Diaspora Studies, the only archaeology laboratory in the United States that is affiliated with an Africana Studies cultural center. We are a small department that includes three cultural anthropologists, one biological anthropologist and an archaeologist supported by a small number of part time faculty members. Our department seeks a dynamic colleague who is dedicated to teaching excellence, creative research activities, academic service, and engagement with a diverse community both within and beyond the university.

#### **Required Qualifications:**

- Ph.D. in Archaeology. Fieldwork in Archaeology of the African Diaspora with specialization in inequality.
- Record of publication.
- Record of effective teaching.
- Ability to collaborate with public and government agencies, academic communities, and descendant community members in the African American community.
- Interest and ability to develop and manage a field school for both graduates and undergraduates Commitment to education as a holistic endeavor to support students' academic and personal achievement.
- Ability to organize lab courses, manage a lab, and analyze and curate a large collection of New England artifacts.

#### **Preferred Qualifications:**

- Archaeological experience in either Africa or Afro-Atlantic world.
- Experience in teaching first-year / general education students.
- Experience teaching holistic general anthropology courses.
- Ability to teach interdisciplinary courses.
- History of public engagement

**Advertised:** *Chronicles of Higher Ed., Higheredjobs.com, Diverse Jobs, American Anthropological Association, Society of Historical Archeology, Society of Black Archaeologists, Pequot Museum/Institute for American Indian Studies, CCSU Website*

**The White Male goals were previously achieved.**

**Twelve (12) individuals applied for this position:** Five (5) White Males; Four (4) White Females; Two (2) Black Males; One (1) Hispanic Male.

**Two (2) applicants were determined to be not qualified:** One (1) White Male; One (1) White Female.

**Six (6) applicants were determined to be minimally qualified:** Two (2) White Males; Two (2) White Females; One (1) Black Male; One (1) Hispanic Male.

**Four (4) applicants were determined to be finalist:** Two (2) White Males; One (1) White Female; One (1) Black Male.

**One (1) White Female non goal candidate** was hired for this position. She met all the required and preferred qualifications. She is an anthropological archaeologist. Her research focuses on colonial Americas with an emphasis on Africana Diaspora. She has experience teaching introductory courses as well as specialized classes related to archaeologies of slavery and freedom, race and identity, and critical cultural heritage ethics. She has experience overseeing an excavation as well as overseeing collections and data labs.

#### **Assistant Professor Biology, Fish Ecologist**

**Selection:** One (1) White Female

Central Connecticut State University invites applications for a full-time, tenure-track position in the Department of Biology. The successful candidate will have the following responsibilities: 1) teach upper-level courses in Fish Ecology, Fish Conservation, or Fisheries Management, 2) develop and teach upper-level courses that are environmentally-related and that supplement existing courses offered by the Department, 3) teach introductory/intermediate-level biology courses for both majors and non-majors, and 4) develop a research program appropriate for the participation of undergraduate and Master's level students. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

#### **Required Qualifications**

- PhD (or equivalent) in Biology or related discipline. The completion of a doctorate is required by the time of application.
- Candidate is capable of meeting all responsibilities listed above.
- College-level teaching experience
- Demonstrated commitment to serving culturally, ethnically, and linguistically diverse communities.

#### **Preferred Qualifications**

- Preferred areas of expertise are 1) conservation and management of fish communities, 2) response of fish populations to global change, or 3) bio geography of fish species and communities.
- Strong background in aquatic ecology
- Prepared to teach courses in vertebrate zoology and/or in population ecology.
- Teaching experience includes all aspects of course preparation and full course responsibility for the entire academic term, i.e., experience beyond teaching assistantships and guest lectures.

- College teaching experience in both lower-level and upper-level biology courses.
- Broadly trained biologist

**Advertised:** *Chronicles of Higher Ed., Higheredjobs.com, American Fisheries Society, CCSU Website*

**The White Male goals were previously achieved.**

**Twenty-eight (28) individuals applied for this position:** Seventeen (17) White Males; Nine (9) White Females; One (1) AAIANHNPI Female; One (1) Unknown Male.

**Sixteen (16) applicants were determined to be not qualified:** Ten (10) White Males; Five (5) White Females; One (1) AAIANHNPI Female.

**Three (3) applicants were determined to be minimally qualified:** Two (2) White Males; One (1) White Female.

**Nine (9) applicants were determined to be finalist:** Five (5) White Males; Three (3) White Females; One (1) Unknown Male.

**One (1) White Female non goal candidate** was hired for this position. She met all required and all preferred qualifications. Her experience is in both Marine Biology and Freshwater Biology. She has experience teaching lower-level Biology courses and can teach freshwater ecology and environmental science courses. She has experience mentoring graduate and undergraduate students and has worked on academic committees. Her research is in wildlife and conservation biology.

### **Assistant Professor of Counselor Education**

**Selection:** One (1) Black Male

Central Connecticut State University invites applications for a full-time (10-month), tenure track Assistant Professor in the Department of Counselor Education and Family Therapy. The successful candidate will teach graduate level courses in counselor education and contribute actively and effectively to student growth, service, and scholarship. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The regular teaching load is 12 hours per academic semester with evening classes required.

#### **Required Qualifications:**

- Earned doctorate in Counselor Education and Supervision or a closely related discipline (ABD candidates may be considered; however, completion of degree must occur no later than the end of the first academic year of appointment)
- Experience in practicing clinical mental health and/or clinical rehabilitation counseling  
Demonstrate the potential or has experience in teaching core counselor education courses (e.g., theory, techniques, group counseling, ethics, etc.)
- Demonstrate the potential or has experience in providing counselor training and clinical supervision.
- Demonstrate the potential or has experience developing and completing a productive research agenda in the counselor education field.

- Licensed (or license-eligible) as a Licensed Professional Counselor (LPC) in the State of Connecticut
- Committed to serving culturally, ethnically, and linguistically diverse communities.
- Graduate of a CACREP-accredited doctoral program

**Preference will be given to candidates who demonstrate:**

- Experience in teaching at a higher education institution
- Experience in advising, mentoring, and supervising graduate students.
- Experience in program development and accreditation
- Experience in mental health, rehabilitation and/or addictions recovery counseling

**Advertised:** *Chronicles of Higher Ed., CESNET, Association of Counselor Ed and Supervision (ACES), American Counseling Association (ACA)*

**The White Male goals were previously achieved.**

**Nine (9) individuals applied for this position:** One (1) White Male; Six (6) White Females; One (1) Black Male; One (1) AAIANHNPI Female.

**Four (4) applicants were determined to be not qualified:** One (1) White Male; Three (3) White Females.

**One (1) applicant was determined to be minimally qualified:** One (1) AAIANHNPI Female.

**Four (4) applicants were determined to be finalist:** Three (3) White Females; One (1) Black Male.

**One (1) Black Male non goal candidate** was hired for this position. He has over 15 years' work experience as a Professional Counselor that include being a Licensed Professional Counselor/Supervisor for over 6 years. He has taught for over 10 years in all core and specialization courses within CACREP doctoral program. He has experience with CACREP accreditation standards and process including self-study and program assessment. For the past 5 years, he has been the Coordinator of the Clinical Mental Health Counseling Program for students seeking careers as Licensed Professional Counselor (LPC).

**Assistant Professor Special Education**

**Selection:** One (1) Black Female

The Department of Special Education and Interventions is seeking a full-time, tenure-track Assistant Professor to join the growing undergraduate and graduate programs at Central Connecticut State University for the Fall 2022 semester. The successful candidate will take a primary role in providing instruction and supervision using research and pedagogical best practices, student advisement, recruitment, and other duties that will enhance the department and university.

The position may include: teaching both undergraduate and graduate courses specifically focused in Special Education; advising graduate students; assisting in program accreditation process; and participating in department, professional unit, and university committees. The successful candidate may also be responsible for supervision of field experiences and is expected to effectively teach and advise a

diverse student population, engage in ongoing research and other discipline-related scholarly activities, and make professional and university service contributions. Demonstrated achievement in teaching, scholarship, and service is required for tenure and promotion. Commitment to multiculturalism and working with a diverse student body is expected.

**Required Qualifications:**

- Earned doctorate in Special Education or equivalent with an emphasis on students with special needs at the elementary and/or secondary level (ABD considered with defense by August 15, 2022)
- Three or more years of professional experience in a K-12 setting.
- Experience in data-based decision making.
- Documented quality, or promise of quality, in teaching, scholarship, service, and discipline-related professional activity.
- Competence in integrating technology into instruction.
- Evidence of exemplary organizational, and interpersonal skills
- Evidence of commitment to social justice, educational equity, multiculturalism, diversity, and inclusion as it relates to teaching, research, and/or service.

**Preferred Qualifications:**

- Earned special education teaching certificate and public-school teaching experience
- Expertise in teaching students with significant or low-incidence disabilities or autism
- Experience in the implementation of positive behavioral interventions and supports (PBIS) in general and special education settings within a multi-tiered system of supports (MTSS)
- Experience in transition planning
- Culturally responsive teaching practices and/or experience working with and recruiting culturally diverse students.
- Evidence of commitment to and experience with field-based preparation of special education teachers
- Experience teaching courses at the undergraduate and/or graduate level
- Experience with supervision of pre-service teachers
- Experience supporting students with the Educator Teacher Performance Assessment (edTPA) or other teacher performance assessments.
- Working knowledge and evidence of implementation of Universal Design for Learning (UDL)
- Experience in seeking external funding.

**Advertised:** *Chronicles of Higher Ed., Higheredjobs.com, Diverse Jobs, Journal of Blacks in Higher Education, American Association of Hispanics in Higher Education, CCSU Website*

**The White Male goals were previously achieved.**

**Twenty-five (25) individuals applied for this position:** Two (2) White Males; Twelve (12) White Females; Two (2) Black Males; One (1) Black Female; One (1) Hispanic Male; Two (2) AAIANHNPI Males; Two (2) AAIANHNPI Females; **One (1) Two or More Male;** One (1) Unknown Male; One (1) Unknown Female.

**Seven (7) applicants were determined to be not qualified:** Two (2) White Females; One (1) Black Male; One (1) AAIANHNPI Male; One (1) AAIANHNPI Female; One (1) Unknown Male; One (1) Unknown Female.

**Nine (9) applicants were determined to be minimally qualified:** Five (5) White Females; One (1) Hispanic Male; One (1) AAIANHNPI Male; One (1) AAIANHNPI Female; **One (1) Two or More Male.**

**One (1) Two or More Male** met all required qualifications and no preferred qualifications.

**Nine (9) applicants were determined to be finalist:** Two (2) White Males; Five (5) White Females; One (1) Black Male; One (1) Black Female.

**One (1) Black Female non goal candidate** was hired for this position. She has over 10 years' experience as a special educator, department chair, behavior specialist, and instructional coach. She has experience teaching Curriculum Design, Classroom & Behavior Management, Introduction to Exceptional Children, and Educational Psychology. She has leadership experience in curriculum design and implementation. She has several self-published materials, a peer reviewed publication, and evidence of extensive national, state, and local presentations. During the interview process she demonstrated her organizational and interpersonal skills. The foundation of her work with schools and families is in social justice and educational equity.

### **Assistant Professor Educational Leadership**

**Selection:** One (1) Black Female

The Department of Educational Leadership & Instructional Technology at Central Connecticut State University (CCSU) seeks a tenure-track faculty member to join our advanced leadership programs beginning Fall 2023. These programs presently include post-master's licensure for intermediate school leaders (Sixth Year Certificate) and for superintendents (Advanced Official Certificate of Practice), and the Ed.D. in Educational Leadership with PK-12 and Higher Education Administration strands. The department is proud of a vibrant network of formal and informal partnerships with local schools, districts, and educational agencies. In 2018, CCSU became a member of the Carnegie Project on the Education Doctorate (CPED), a national consortium focused on innovation within Ed.D. program designs.

Recognizing the immediate need for systemic change and systems thinking in educational organizations to meet the dynamic challenges of the modern world, the department seeks a faculty member prepared to develop leadership and analytical skills in students seeking to facilitate such a shift across the PK-20 spectrum. We seek a new colleague ready to participate in a collaborative department that strongly values diversity and equity and is dedicated to preparing our graduates to be transformative leaders of educational organizations. This colleague will have a strong background in *systems thinking*, *organizational change*, and *diffusion of innovations*. We seek a professional with both theoretical and practice-based insights into applied strategies for leading deep change in organizational systems and cultures.

The successful candidate will be willing to undertake the challenges and opportunities involved with teaching courses, curriculum, and program development, supervising graduate student candidates for diverse leadership roles, supervision of Ed.D. dissertations, and collaborating with a variety of



stakeholders to develop and maintain partnerships that support systemic change in education. The individual selected is expected to pursue a productive research agenda consistent with the mission of the department, and to engage in research with strong connections to practice.

**Required Qualifications:**

- Doctorate (Ph.D. or Ed.D.) with emphasis in educational leadership, organizational studies, systems theory, implementation, or a closely related field of study.
- A record of excellence or potential excellence in teaching, research, service, and professional participation that merits appointment as an assistant professor.
- Extensive practitioner and/or scholarly experience in one or more of the following areas:
  - school and district improvement
  - higher education leadership
  - systems theory and change
  - organizational learning and analysis
  - fostering or leading organizational change by translating scholarship to practice
  - technology-based innovation in teaching and learning; and/or implementation and assessment of educational programs and initiatives.
- Professional experience in U.S. educational contexts.
- Demonstrated effectiveness in course design and learner-centered instruction.
- A commitment to preparing educators to support social justice, equity, and an inclusive culture for all learners.

**Preference will be given to candidates who demonstrate:**

- Formal leadership and/or administrative experience in PK-12 or higher education contexts.
- Background appropriate for advising doctoral student research in topics related to leadership and school improvement; research skills in quantitative, qualitative, and/or mixed methods.
- Successful experience teaching graduate level educational leadership courses.
- Successful experience with collaborative program design and redesign efforts.
- Research agenda that focuses on leadership, systems analysis, and change.
- Experience contributing to successful partnerships across the PK-20 landscape and/or experience working with community-based organizations.
- Evidence of highly engaging and effective course design for hybrid or fully online learning.

***Advertised:** National Council for Black Studies; Diversejobs.net; Chronicles of Higher Ed., Higheredjobs.com, Diverse Jobs, CCSU Website; Association for the Study African American Life and History; American Educational Research Association Listserv; Carnegie Project on the Education Doctorate Job Board.*

**The White Male goals were previously achieved.**

**Thirty-three (33) individuals applied for this position:** Seven (7) White Males; Five (5) White Females; One (1) Black Male; One (1) Black Female; One (1) Hispanic Male; Three (3) AAIANHNPI Males; Eleven (11) AAIANHNPI Females; **One (1) Two or More Male;** Two (2) Unknown Females; One (1) Unknown Unknown.

**Twenty-Four (24) applicants were determined to be not qualified:** Seven (7) White Males; One (1) White Female; One (1) Black Male; One (1) Hispanic Male; Two (2) AAIANHNPI Males; Nine (9) AAIANHNPI Females; Two (2) Unknown Females; One (1) Unknown Unknown.

**No applicants were determined to be minimally qualified.**

**Nine (9) applicants were determined to be finalist:** Four (4) White Females; One (1) Black Female; One (1) AAIANHNPI Male; Two (2) AAIANHNPI Females; **One (1) Two or More Male.**

**One (1) Two or More Male**, during the interview, he could not articulate how he would work in a collaborative department that strongly valued diversity and equity. He also did not display an understanding of the educational contexts of PK-20 spectrum, because he did not answer the questions in this area. He communicated that he wanted to develop programs that he was interested in and not what the Department of Educational Leadership & Instructional Technology was seeking in their curriculum.

**One (1) Black Female non goal candidate** was hired for this position. She met all the required and preferred qualifications. She has experience teaching asynchronous courses, hybrid courses, and traditional in-person classes in organizational theory, educational leadership, qualitative and quantitative research, educational leadership and social justice and equity. She has developed a great working relationship with PK-12 school districts and community-based organizations. She also has partnered with the PK-12 school districts in efforts to improve equity and diversity. Her research is in equity-based initiatives and to analyze what is occurring within the United States educational system.

### **Assistant Professor Marketing**

**Selection:** One (1) AAIANHNPI Male

Central Connecticut State University invites applications for a full-time, tenure-track position in Marketing at the Assistant/Associate Professor level. The successful candidate will teach undergraduate and graduate Marketing courses and contribute actively and effectively to student growth, service, and scholarship. Candidates are expected to be student-oriented and committed to multiculturalism and working with a diverse student body. The normal teaching load is 12 credit hours per semester with the possibility of a reduction to 9 credit hours per semester for conducting research and meeting AACSB qualifications.

#### **Required Qualifications**

- Doctorate in marketing or related field from an AACSB accredited institution. (ABDs from an accredited institution will be considered; completion of the Ph.D. is required by August 30, 2022.)
- Evidence of effective teaching across Marketing areas

#### **Preferred Qualifications**

- Expertise and interest in several areas of marketing such as Marketing Analytics, Digital Marketing, Social Media Marketing, Consumer Behavior, Marketing Research, Marketing Strategy, and other areas of marketing typically covered in elective courses.
- Industry experience in marketing relevant to areas of teaching
- Evidence of scholarly activity in Marketing

**Advertised:** *Chronicles of Higher Ed., Higheredjobs.com, ElMar, CCSU Website*

**The White Male goals were previously achieved.**

**Eighty-one (81) individuals applied for this position:** Thirteen (13) White Males; Eleven (11) White Females; One (1) Hispanic Male; Twenty-three (23) AAIANHNPI Males; Twenty-two (22) AAIANHNPI Females; **Three (3) Two or More Males**; One (1) Unknown Male; Six (6) Unknown Females; One (1) Unknown Unknown.

**Forty-seven (47) applicants were determined to be not qualified:** Nine (9) White Males; Seven (7) White Females; Nine (9) AAIANHNPI Males; Fifteen (15) AAIANHNPI Females; **Two (2) Two or More Males**; Four (4) Unknown Females; One (1) Unknown Unknown.

**Two (2) Two or More Males** submitted incomplete applications. They did not provide the required references.

**Eleven (11) applicants were determined to be minimally qualified:** One (1) White Male; One (1) White Female; One (1) Hispanic Male; Five (5) AAIANHNPI Males; Two (2) AAIANHNPI Females; One (1) Unknown Female.

**Twenty-three (23) applicants were determined to be finalist:** Three (3) White Males; Three (3) White Females; Nine (9) AAIANHNPI Males; Five (5) AAIANHNPI Females; **One (1) Two or More Male**; One (1) Unknown Male; One (1) Unknown Female.

**One (1) Two or More Male** withdrew from consideration after the interviews were completed.

**One (1) AAIANHNPI Male non goal candidate** was hired for this position. He has a Ph.D. in Marketing. He has experience working in a marketing and supply chain analytics lab. His research is focused on studying the impact of price changes in retail marketing using billions of records and data sets. His research publications include *Marketing Science* and *Journal of Retailing*. He has experience teaching Marketing Analytics at the MBA level and Introduction to Marketing.

### **Assistant Professor of Chemistry**

**Selection:** One (1) AAIANHNPI Female

Central Connecticut State University invites applications for a full-time, tenure-track position in the Department of Chemistry & Biochemistry. The successful candidate will teach undergraduate courses in introductory chemistry, organic chemistry, biochemistry, and other courses as needed within the department and contribute actively and effectively to student growth, service, and scholarship. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

#### **Required Qualifications:**

- Ph.D. in Chemistry or Biochemistry or related field
- Ability to teach undergraduate organic chemistry and biochemistry lecture and lab courses.
- Excellent communication skills
- Commitment to serving diverse student body.

**Preference will be given to candidates who demonstrate:**

- Evidence of scholarly activity including but not limited to presentations at local and national meetings & publications in peer reviewed scientific journals.
- Experience teaching and mentoring undergraduate students.
- A proposed research program appropriate for our students and facilities that complements current faculty expertise.

***Advertised:** Diverse Jobs, Chronicles of Higher Ed., Higher ED Jobs, CCSU website, American Chemical Society website*

**The White Male goals were previously achieved.**

**Thirty-Six (36) individuals applied for this position:** Eight (8) White Males; Four (4) White Females; Two (2) Black Males; Fifteen (15) AAIANHNPI Males; Five (5) AAIANHNPI Females; One (1) Unknown Female; One (1) Unknown Unknown.

**Twenty-Five (25) applicants were determined to be not qualified:** Five (5) White Males; Two (2) White Females; Two (2) Black Males; Eleven (11) AAIANHNPI Males; Three (3) AAIANHNPI Females; One (1) Unknown Female; One (1) Unknown Unknown.

**Three (3) applicants were determined to be minimally qualified:** One (1) White Female; One (1) AAIANHNPI Male; One (1) AAIANHNPI Female.

**Eight (8) applicants were determined to be finalist:** Three (3) White Males; One (1) White Female; Three (3) AAIANHNPI Males; One (1) AAIANHNPI Female.

**One (1) AAIANHNPI Female non goal candidate** was hired for this position. She met all the required qualifications and all preferred qualifications. She has over five years of experience teaching undergraduate and graduate organic chemistry, biochemistry, and lab courses. Along with teaching, she has mentored students and demonstrated her commitment to serving diverse student body. She has conducted research presentations and has several publications in chemistry and biochemistry.

**Assistant Professor Art and Design**

**Selection:** One (1) AAIANHNPI Female

Central Connecticut State University invites applications for a full-time, tenure track Assistant Professor in the Department of Art & Design. Central Connecticut State University's Department of Art and Design is seeking qualified candidates to teach a variety of undergraduate foundation and advanced courses focused on 2D/3D Design, Digital Foundations, Drawing and Painting with potential courses in Curation and Exhibition Design. The department offers a Bachelor of Art (BA)major in art as well as offering an MA and MS in Art Education.

**Required Qualifications:**

- An earned MFA in Visual/Studio based Art or terminal degree in related field.
- Demonstrated ability to teach, advise and mentor students from a diverse educational and cultural background.
- Appropriate record of artistic activity and professional practice.
- At least two years of teaching experience at the college level.
- A commitment to fostering a diverse learning and working environment.

**Preference will be given to candidates who demonstrate:**

- A firm understanding of contemporary Art and Art history.
- Complex understanding of the practice of painting, both traditional and theoretical.
- A strong foundation in drawing.
- Literacy with a variety of digital platforms and media including but not limited to a comprehensive understanding of Adobe CC.
- An understanding of curation and exhibition design.

**Advertised:** *Chronicles of Higher Ed., Higheredjobs.com, Diverse Jobs, CCSU Website*

**The White Male goals were previously achieved.**

**One hundred and four (104) individuals applied for this position:** Twenty-two (22) White Males; Forty (40) White Females; Three (3) Black Males; **Two (2) Hispanic Females;** Six (6) AAIANHNPI Males; Seven (7) AAIANHNPI Females; **One (1) Two or More Female;** Fifteen (15) Unknown Males; Seven (7) Unknown Females; One (1) Unknown Unknown.

**Forty-four (44) applicants were determined to be not qualified:** Ten (10) White Males; Twenty-one (21) White Females; **One (1) Hispanic Female;** One (1) AAIANHNPI Male; Three (3) AAIANHNPI Females; **One (1) Two or More Female;** Three (3) Unknown Males; Four (4) Unknown Females.

**One (1) Hispanic Female** did not meet all the required qualifications. She did not have the required two years of teaching experience at the college level.

**One (1) Two or More Female** did not meet all the required qualifications. She did not provide a record of artistic activity and professional practice in her application material.

**Forty-five (45) applicants were determined to be minimally qualified:** Ten (10) White Males; Thirteen (13) White Females; Two (2) Black Males; **One (1) Hispanic Female;** Four (4) AAIANHNPI Males; Two (2) AAIANHNPI Females; Ten (10) Unknown Males; Three (3) Unknown Females.

**One (1) Hispanic Female** met all the required qualifications but did not meet all the preferred qualifications. She was not able to demonstrate a strong foundation in drawing. She also was not able to demonstrate her knowledge and experience using digital platforms and media including Adobe CC.

**Fifteen (15) applicants were determined to be finalist:** Two (2) White Males; Six (6) White Females; One (1) Black Male; One (1) AAIANHNPI Male; Two (2) AAIANHNPI Females; Two (2) Unknown Males; One (1) Unknown Unknown.

**One (1) AAIANHNPI Female non goal candidate** was hired for this position. She met all the required and preferred qualifications. She has over two years teaching experience that includes international teaching experience. She has experience teaching Printmaking and foundational classes in Painting and Drawing as well as having taught classes in Adobe CC and digital processes. She has direct curation and exhibition experience and served on a curatorial committee.

### **Assistant Professor Anglophone and World Literature**

**Selection:** One (1) AAIANHNPI Female

Central Connecticut State University invites applications for a full-time, tenure track Assistant Professor of Anglophone and World Literatures in the Department of English. Areas of specialization might include but are not limited to African and Afro-diasporic, Indigenous, Asian, South Asian, or Arabic literatures. Comparative perspectives are welcome. Period open. Secondary expertise in film and new media is also welcome. The successful candidate will join a talented and engaged department that is dedicated to excellent teaching and scholarship. The normal load is 12 credits per semester. There are opportunities for course release to pursue research. The position requires active scholarship and publication in the field, plus university and professional service.

#### **Required Qualifications:**

- Ph.D. in English, Comparative Literature, or related field.
- Record of successful teaching at the undergraduate level.
- Commitment to serving culturally, ethnically, and linguistically diverse communities.

#### **Preferred Qualifications:**

- Demonstrated commitment to scholarly publication and research in the field.
- Experience in teaching Anglophone and/or World Literature in translation.
- Experience in teaching first-year /general education students.

**Advertised:** *Chronicles of Higher Ed., Higherjobs.com, Diverse Jobs, Modern Language Association, National Association of African American Studies, American Comparative Literature Association, Northeast Modern Language Association, CCSU Website*

**The White Male goals were previously achieved.**

**One hundred and thirty-three (133) individuals applied for this position:** Thirty-seven (37) White Males; Thirty-one (31) White Females; Six (6) Black Males; Two (2) Black Females; Three (3) Hispanic Males; **One (1) Hispanic Female**; Seventeen (17) AAIANHNPI Males; Twenty-two (22) AAIANHNPI Females; **One (1) Two or More Male; One (1) Two or More Female**; Five (5) Unknown Males; Six (6) Unknown Females; One (1) Unknown Unknown.

**One hundred and Nine (109) applicants were determined to be not qualified:** Thirty-two (32) White Males; Twenty-six (26) White Females; Six (6) Black Males; One (1) Black Female; Three (3) Hispanic Males; **One (1) Hispanic Female**; Thirteen (13) AAIANHNPI Males; Seventeen (17) AAIANHNPI Females; **One (1) Two or More Female**; Three (3) Unknown Males; Five (5) Unknown Females; One (1) Unknown Unknown.

**One (1) Hispanic Female** did not submit a complete application. She did not provide the required cover letter.

**One (1) Two or More Female** did not have the required Ph.D. in English, Comparative Literature, or related field.

**Seventeen (17) applicants were determined to be minimally qualified:** Four (4) White Males; Three (3) White Females; One (1) Black Female; Three (3) AAIANHNPI Males; Three (3) AAIANHNPI Females; Two (2) Unknown Males; One (1) Unknown Female.

**Seven (7) applicants were determined to be finalist:** One (1) White Male; Two (2) White Females; One (1) AAIANHNPI Male; Two (2) AAIANHNPI Females; **One (1) Two or More Male.**

**One (1) Two or More Male** met all required qualifications and preferred qualifications. During the interview he was not able to demonstrate his commitment to scholarly publication and research in the field as he indicated his current research is not in literature.

**One (1) AAIANHNPI Female non goal candidate** was hired for this position. She met all the required and preferred qualifications including film studies and digital humanities. Her teaching experience includes teaching first year students as well as general education students. She has won over twenty fellowships and awards for her research as well as several teaching awards. Her research and teaching focuses on anglophone, world literatures, and film.

## COACHING (EE02)

### GOALS:

Hires	Promotions
1 Hispanic Male	None
1 Hispanic Female	

### Head Football Coach

**Selection:** One (1) White Male

Central Connecticut State University invites applications for a full-time, Head Football Coach in the Department of Intercollegiate Athletics. The successful candidate will be responsible for the overall organization and administration of all aspects of the football program. Responsibilities include, but are not limited to, recruitment and development of student-athletes, ensuring academic progress and graduation, budget development and management, oversight of scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations. The Head Coach will be expected to work cooperatively and effectively with departmental and institutional staff in fundraising initiatives and serve as an ambassador for the university. This position requires impeccable personal and professional integrity, an excellent work ethic along with exceptional motivational and communication skills. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Central Connecticut is an NCAA Division I institution competing in the Football Championships Subdivision as a full member of the Northeast Conference and is eligible for the NEC's automatic qualification to the NCAA FCS playoffs. CCSU currently supports 400+ student-athletes across 16 intercollegiate programs and has a rich athletics tradition and history of success.

**Required Qualifications:**

- Bachelor's Degree
- Minimum five (5) years coaching experience at the Division I level.
- Previous Division I or II experience as head coach, associate head coach or coordinator.
- Previous Division I or II recruiting experience in the New England area
- Demonstrated administrative and organizational experience as a collegiate football coach.

**Preferred Qualifications:**

- Master's degree
- Knowledge of Northeast Conference Policies and Procedures

*Equivalent combination of training and experience may be considered.*

**Advertised:** NCAA, CCSU Website

**Fifty-nine (59) individuals applied for this position:** Thirty-five (35) White Males; Twenty (20) Black Males; One (1) AAIANHNPI Male; One (1) Two or More Male; Two (2) Unknown Males.

**Forty-nine (49) applicants were determined to be not qualified:** Twenty-eight (28) White Males; Seventeen (17) Black Males; One (1) AAIANHNPI Male; One (1) Two or More Male; Two (2) Unknown Males.

**One (1) applicant was determined to be minimally qualified:** One (1) Black Male.

**Nine (9) applicants were determined to be finalists:** Seven (7) White Males; Two (2) Black Males.

**One (1) White Male non goal candidate** was hired for this position. He met all the required and preferred qualifications. He has experience as a staff academic liaison. He has over eighteen years' experience coaching at the university level. This experience includes program management, knowledge of Northeast Conference Policies and Procedures, organization, fundraising, recruitment, and development of all-conference and NFL players. He is knowledgeable with CCSU and its football program.

**Head Women's Basketball Coach**

**Selection:** One (1) Black Female

Central Connecticut State University invites applications for a full-time, Head Women's Basketball Coach (Coach 4) in the Department of Intercollegiate Athletics. The successful candidate will be responsible for the overall organization and administration of all aspects of the women's basketball program. Responsibilities include, but are not limited to, recruitment and development of student-athletes, ensuring academic progress and graduation, budget development and management, oversight of scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and



regulations. The Head Coach will be expected to work cooperatively and effectively with departmental and institutional staff in fundraising initiatives and serve as an ambassador for the university. This position requires impeccable personal and professional integrity, an excellent work ethic along with exceptional motivational and communication skills. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Central Connecticut is an NCAA Division I institution competing as a full member of the Northeast Conference and is eligible for the NEC's automatic qualification to the NCAA Tournament. CCSU currently supports 400+ student-athletes across 16 intercollegiate programs and has a rich athletics tradition and history of success.

**Required Qualifications:**

- Bachelor's Degree
- Minimum five (5) years women's basketball coaching experience at the NCAA collegiate level
- Demonstrated experience in alumni cultivation and fundraising.
- Demonstrated knowledge of NCAA compliance requirements
- Demonstrated knowledge of budget management

*Equivalent combination of training and experience may be considered.*

**Advertised:** NCAA, CCSU Website

**Forty-eight (48) individuals applied for this position:** Eleven (11) White Males; Twelve (12) White Females; Fourteen (14) Black Males; Four (4) Black Females; **Two (2) Hispanic Males**; One (1) AAIANHNPI Male; One (1) Two or More Male; One (1) Two or More Female; One (1) Unknown Male; One (1) Unknown Unknown.

**Thirty-seven (37) applicants were determined to be not qualified:** Ten (10) White Males; Nine (9) White Females; Eleven (11) Black Males; One (1) Black Female; **Two (2) Hispanic Males**; One (1) AAIANHNPI Male; One (1) Two or More Male; One (1) Unknown Male; One (1) Unknown Unknown.

**Two (2) Hispanic Males** did not have the required experience in alumni cultivation and fundraising.

**No applicants were determined to be minimally qualified.**

**Eleven (11) applicants were determined to be finalists:** One (1) White Male; Three (3) White Females; Three (3) Black Males; Three (3) Black Females; One (1) Two or More Female.

**One (1) Black Female non goal candidate** was hired for this position. She met all the required qualifications. She has over twenty years' experience in Division 1 basketball. Her experience includes recruiting players, scouting, and NCAA compliance. Her experience also includes individual player development, on the floor coaching, and defensive coaching. She is proficient in team building activities, monitoring academic progress, mentoring students, and overseeing team academic goals.

**PROFESSIONAL NON-FACULTY (EE03)**

**GOALS:**

Hires	Promotions
3 Black Males	1 Black Male
1 Hispanic Male	
6 AAIANHNPI Males	
3 AAIANHNPI Females	
2 Two or More Males	
1 Two or More Female	

**Sexual Assault and Violence Prevention Specialist**

**Selection:** One (1) Black Male

Central Connecticut State University invites applications for a Sexual Assault and Violence Prevention (SAVP) Specialist in the Office of Equity and Inclusion. The SAVP Specialist provides prevention education programs and resource coordination for victims of sexual assault, intimate partner violence and stalking. The SAVP Specialist designs effective, on-campus education awareness and prevention programs to address violence on the CCSU campus.

**Supervision:** May supervise support staff and/or student workers.

**Position Responsibilities:**

- Serves as the primary contact person for campus victims of sexual assault, relationship abuse, and stalking and responsible for crisis intervention, personal advocacy, follow-up contact and providing appropriate community referrals for students and/or their families.
- Develops, coordinates, and conducts comprehensive educational programming for students, staff and faculty on sexual assault and violence on campus.
- Develops, conducts, and evaluates Bystander Intervention Training for students including athletes, student leaders, and other groups/students interested in these issues.
- Conducts trainings and workshops for a variety of university offices including Campus Police, Student Wellness Services, MOSAIC Center, campus ministry, and other campus offices that assist students who are victims of sexual assault, relationship abuse, or stalking.
- Collaborates with campus partners to create a continuum of coordinated campus and community services for victims of sexual assault and violence on campus including traditionally underserved populations (students of color, international students, and gay, lesbian, bisexual and transgender students.)
- Coordinates and conducts orientation and residence life programs in collaboration with the Women’s Center Coordinator and the Associate in ODE.
- Collaborates with the Senior Associate Equity and Inclusion Officer to provide training for conduct and appeal panels; updates and reviews campus-wide policies, protocols, and activities in response to sexual assault, relationship abuse and stalking.

- Performs administrative duties including report writing, program evaluation and assessment, and other activities related to the SAVP program.
- Recruits and mentors effectively student workers and volunteers.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor’s degree and three years’ experience in sexual assault/relationship violence education, and violence prevention strategies or support counseling.
- Ability to maintain and manage confidential information.
- Strong attention to detail and accuracy.
- Knowledge of state and federal statutes and regulations pertaining to sexual assault, domestic/dating violence, and stalking; experience working with communities of color and other underserved populations.
- Ability to work independently, and exercise ethical and swift judgment during times of crisis.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higheredjobs.com, CCSU Website*

**Twenty-four (24) individuals applied for this position:** Two (2) White Males; Fourteen (14) White Females; **One (1) Black Male;** Four (4) Black Females; One (1) Hispanic Female; **One (1) AAIANHNPI Female; One (1) Two or More Female.**

**Fourteen (14) applicants were determined to be not qualified:** Two (2) White Males; Seven (7) White Females; Two (2) Black Females; One (1) Hispanic Female; **One (1) AAIANHNPI Female; One (1) Two or More Female.**

**No applicants were determined to be minimally qualified.**

**Ten (10) applicants were determined to be finalists:** Seven (7) White Females; **One (1) Black Male;** Two (2) Black Females.

**One (1) Black Male goal candidate** was hired for this position. **This hire met the first of three Black Male goals for the Professional Non-Faculty category.**

**Associate Director Recruitment and Admissions**

**Selection:** One (1) Black Male

Central Connecticut State University invites applications for an Associate Director of Recruitment and Admissions. The incumbent in this position will be responsible, under the direction of the Director, for all phases of admissions: Coordination and supervision of, as well as participation in, travel and recruitment, correspondence and follow-up with prospective students, and coordination of special projects. The Associate Director will assist in strategic planning and management of the overall admissions program and acts in the absence of the Director.

**Supervision:**

Supervises professional and/or support staff.

**Position Responsibilities:**

- Assists in the selection, development, supervision, and evaluation of the institutional marketing program.
- Assists the Director in the implementation and evaluation of the strategic planning goals.
- Analyzes credentials of applicants for admission in terms of the University's standards, programs, and curricula, as well as admission selection decisions with an emphasis on undergraduate students.
- Recommends changes in admissions procedures and policy impacting student recruitment.
- Coordinates the advising and scheduling of new students with the Registrar's Office, Center for Advising and Career Exploration, School-based advising centers, etc.
- Coordinates the recruitment of special populations and advises the Director on new admissions procedures and helps in implementing these plans.
- Coordinates and supervises the interaction between the institution and secondary schools and all appropriate University administrators, faculty, and guidance personnel.
- Assists in the selection, development, supervision, and evaluation of promotional materials used in conjunction with the function.
- Performs other duties and responsibilities related to those above that do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Master's degree and four years of professional level experience in admissions.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higher Ed Jobs, CCSU Website*

**Twenty-three (23) individuals applied for this position:** Eight (8) White Males; Six (6) White Females; **One (1) Black Male;** Two (2) Black Females; One (1) Hispanic Female; **One (1) AAIANHNPI Female;** **One (1) Two or More Male;** **One (1) Two or More Female;** One (1) Unknown Female; One (1) Unknown Unknown.

**Sixteen (16) applicants were determined to be not qualified:** Six (6) White Males; Four (4) White Females; One (1) Black Female; **One (1) AAIANHNPI Female;** **One (1) Two or More Male;** **One (1) Two or More Female;** One (1) Unknown Female; One (1) Unknown Unknown.

**No applicants were determined to be minimally qualified.**

**Seven (7) applicants were determined to be finalists:** Two (2) White Males; Two (2) White Females; **One (1) Black Male;** One (1) Black Female; One (1) Hispanic Female.

**One (1) Black Male goal candidate** was hired for this position. **This hire met the second of three Black Male goals for the Professional Non-Faculty category.**

**Director of Residence Life**

**Selection:** One (1) Black Male

**One (1) individual applied for this position: One (1) Black Male.**

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist:** One (1) Black Male.

**One (1) Black Male goal candidate** was hired for this position. This was a contractual search with vacancies available to internal SUOAF candidates only. **This hire met the third of three Black Male goals for the Professional Non-Faculty category.**

### **Assistant Director Undergraduate Advising**

**Selection:** One (1) Hispanic Male, Two (2) Hispanic Females

Central Connecticut State University invites applications for two Assistant Directors of Undergraduate Advising. The Assistant Director of Undergraduate Advising delivers comprehensive advising for students; ensures successful articulation of transfer credits; and contributes toward the University's goals of increased student satisfaction, retention, and graduation rates. Assistant Directors operate in school-based advising centers or Explore Central.

#### **Supervision:**

May supervise para-professional and/or support staff.

#### **Position Responsibilities:**

- Serves as an advising resource for students regarding academic policies and standards; academic exploration and plans; transfer evaluations; program and degree requirements; and professional program requirements.
- Provides advising to incoming, continuing, returning and prospective transfer students both individually and in small group settings.
- Works with appropriate departments to facilitate the smooth transition from/between professional advisors and faculty advisors.
- Assists departments in advising continuing students as needed.
- Develops, delivers, and coordinates outreach activities for student groups, parents, faculty, and other appropriate groups in support of student academic success and University goals.
- Shares programming and referral information from appropriate departments, which may include tutoring, career fairs, study abroad, experiential learning opportunities, etc.
- Participates in follow-up surveys for evaluation and continuous improvement of advising services.
- Assists with the preparation of reports and compilation of student data for assessment.
- Develops and updates advising materials as needed.
- Updates and maintains web pages pertaining to student advising and success.
- Monitors and responds to the unit's email account.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

#### **Required Qualifications:**

- Bachelor's degree required (master's degree preferred) and three years of experience in relevant advising and/or student support services areas.
- Experience working with a variety of student populations and advising students in professional degree programs.

- Experience with web-based technology including, but not limited to, student information databases such as Banner.
- Demonstrated strong oral and written communication skills, organizational skills, and an ability to multitask.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higher Ed Jobs, CCSU Website*

**The Black Male goals were previously achieved.**

**Sixty-six (66) individuals applied for this position:** Five (5) White Males; Twenty-seven (27) White Females; Five (5) Black Males; Nine (9) Black Females; **One (1) Hispanic Male;** Five (5) Hispanic Females; **Five (5) AAIANHNPI Females; Four (4) Two or More Males; Two (2) Two or More Females;** Two (2) Unknown Males; One (1) Unknown Female.

**Forty-seven (47) applicants were determined to be not qualified:** Three (3) White Males; Twenty-two (22) White Females; Five (5) Black Males; Five (5) Black Females; Two (2) Hispanic Females; **Four (4) AAIANHNPI Females; Three (3) Two or More Males; One (1) Two or More Female;** Two (2) Unknown Males.

**One (1) Two or More Male** did not have the required experience with web-based technology. **Two (2) AAIANHNPI Females and One (1) Two or More Female** did not have the required three years' experience in advising or student support, did not have the required experience with web-based technology, and did not have the required experience advising students in professional degree programs.

**One (1) AAIANHNPI Female** did not have the required three years' experience in advising or student support and did not have the required experience advising students in professional degree programs.

**One (1) AAIANHNPI Female and Two (2) Two or More Males** did not have the required three years' experience in advising or student support, did not have the required experience advising students in professional degree programs and did not have the required experience with web-based technology.

**No applicants were determined to be minimally qualified.**

**Nineteen (19) applicants were determined to be finalists:** Two (2) White Males; Five (5) White Females; Four (4) Black Females; **One (1) Hispanic Male;** Three (3) Hispanic Females; **One (1) AAIANHNPI Female; One (1) Two or More Male; One (1) Two or More Female;** One (1) Unknown Female.

One (1) White Male and **One (1) Two or More Female** was offered position and declined.

**One (1) AAIANHNPI Female** was not able to provide details during the interview to demonstrate her knowledge, skills, and abilities related to academic advising. She provided the same answer to some of the interview questions and was not able to provide details on how she would develop, deliver, and coordinate outreach activities for students.

**One (1) Hispanic Male goal candidate** and Two (2) Hispanic Female were hired for this position. **This hire met the one Hispanic Male goal for the Professional Non-Faculty category.**

**One (1) Hispanic Female non goal candidate** has a Master of Science in Higher Education Administration. She has experience as a Guided Pathway Advisor at Capital Community College where

she works with a diverse student population. She has experience advising students on academic policies and standards, transfer evaluations, program, and degree requirements. She is a first-generation student. She also has experience working with adult learners.

**One (1) Hispanic Female non goal candidate** has a Master of Science in Management. She has experience working in a registrar's office and as a Manager of Student Services and Evaluations. She has academic advising, degree auditing, evaluation, and financial counseling experience. She is a first-generation student and has experience working with diverse student populations.

### **Assistant in Business Services**

**Selection:** One (1) AAIANHNPI Female

Central Connecticut State University invites applications for an Assistant in Business Services within Fiscal Affairs' Travel Office. The Assistant in Business Services is responsible for performing a variety of duties associated with accounts payable, state vendor offset, travel authorizations and reimbursements, records storage management, petty cash operations and other business office functions as assigned.

#### **Position Responsibilities:**

Processes vendor invoices/vouchers for payment, processes inter-agency invoices against bond payments, updates vendor information in systems and resolves and responds to inquiries on payment status for internal and external customers.

In collaboration with IT, runs and distributes annual 1099 tax forms.

Compiles data and processes journal entries, zero balance account wire transfers, and reports as required for accounts payable. Calculates long-term group disability insurance monthly premiums.

Maintains the operation and recordkeeping process for travel management systems for Accounts Payable. Reviews and audits travel authorizations and vouchers for travel reimbursements. Maintains the cash advance system for travel including all cash advance reporting. Maintains all databases and forms associated with the travel authorizations and reimbursement processing. Prepares monthly petty cash log and reconciliations.

Coordinates storage records management with Finance and IT departments in accordance with State Record Retention policy and GLBA regulations.

Performs general accounting and finance duties including analysis, reconciliation, and corrections of various financial accounts and reports. Compiles data and prepare reports, statements, studies and analysis as required. Monitors and reviews key data and documents for consistency, accuracy and reasonableness.

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

#### **Required Qualifications:**

- Bachelor's degree in accounting, finance, or business administration.
- Two years of experience in accounting, fiscal or business office with experience in accounts payable operations.

- Ability to use computer and associated software.

*Credentials and/or experience comparable to the above may also be considered.*

**Preferred Qualifications:**

- Knowledge of bookkeeping, financial recordkeeping, and basic governmental accounting principles and practices.

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, CCSU Website*

**The Black Male and Hispanic Male goals were previously achieved.**

**Fifteen (15) individuals applied for this position:** Two (2) White Males; Six (6) White Females; Two (2) Black Females; **Two (2) AAIANHNPI Females; One (1) Two or More Female;** Two (2) Unknown Males.

**Nine (9) applicants were determined to be not qualified:** Two (2) White Males; Three (3) White Females; One (1) Black Female; **One (1) Two or More Female;** Two (2) Unknown Males.

**No applicants were determined to be minimally qualified.**

**Six (6) applicants were determined to be finalists:** Three (3) White Females; One (1) Black Female; **Two (2) AAIANHNPI Females.**

**One (1) AAIANHNPI Female goal candidate** was hired for this position. **This hire met the first of three AAIANHNPI Female goals for the Professional Non-Faculty category.**

### **Assistant Director Student Activities and Leadership Development**

**Selection:** One (1) Two or More Male

Central Connecticut State University invites applications for a full-time, Assistant Director of Student Activities/Leadership Development for Fiscal Administration. The Assistant Director of Student Activities/Leadership Development for Fiscal Administration is primarily responsible for the accounting of all student activity fee revenue and expenses, including the preparation of reports, planning and the reconciliation pertaining thereto. This position works closely with students and student groups in the management of the Purchasing Card (P-Card), Student Activity Fee (SAF), travel paperwork, and purchase and reimbursement requests.

**Supervision Exercised:**

May supervise professional and support staff.

**Position Responsibilities:**

- Advises clubs and organizations on the processes and coordinates requisitions, honorariums, and personal service agreements for SAF funds including supplies, equipment, rentals, service contracts and repairs.
- Provides direct management of the P-Card including issuing and return of cars, reconciliation of accounts, assurance of appropriate authorization and securing of materials.
- Manages SAF budgets by assisting and advising faculty, students, and administrative staff in the preparation of travel paperwork, stipends, meals, lodging reservations, and reimbursements.



- Analyzes financial records and reports; prepares monthly and annual financial statements of income and expenditures for all SAF funds.
- Serves as a fiscal advisor to the Student Government Association, SGA Finance Committee, and Allocation of SAF Funds.
- Manages the student stipend and payroll process including all certification paperwork and assuring timely submission of all payroll records.
- Recommends policies/procedures to the Director of Student Activities/Leadership Development for the management of the SAF account budgets.
- Reconciles expenses with delivery of service and/or ordered supplies.
- Provides assistance and training for faculty, staff and student leaders on SAF policies and procedures.
- Serves as the department liaison with Inventory/Stores and is responsible for tracking and maintaining of inventory items purchased with Student Activity Fees.
- Serves on the Division of Student Affairs, the Office of Student Affairs/Leadership Development (SA/LD), and/or university-wide committees as directed or supported by the Director of SA/LD.
- Develops manuals, educational materials, training programs, and procedures for the Office of Student Activities/Leadership Development.
- May be required to work some nights and weekends.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor's degree and three years of experience working in accounting or budget administration with one or more of those years worked in a higher education environment.
- Demonstrated knowledge and experience in the use of personal computer equipment and various computer applications and software.
- Demonstrated ability to communicate effectively in oral and written form. Must possess excellent organization and problem-solving skills.

**Preferred Qualifications:**

- Demonstrated knowledge and experience working with Banner and Microsoft Office suite, specifically Excel.
- Experience working with student clubs/organizations and student activity fee management.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *HigherEdJobs.com, CCSU Website, Social Media*

**The Black Male and Hispanic Males goals were previously achieved.**

**Eleven (11) individuals applied for this position:** One (1) White Male; Three (3) White Females; One (1) Black Male; Two (2) Black Females; Three (3) Hispanic Females; **One (1) Two or More Male.**

**Five (5) applicants were determined to be not qualified:** Two (2) White Females; One (1) Black Female; Two (2) Hispanic Females.

**One (1) applicant was determined to be minimally qualified:** One (1) Black Male.

**Five (5) applicants were determined to be finalists:** One (1) White Male; One (1) White Female; One (1) Black Female; One (1) Hispanic Female; **One (1) Two or More Male.**

**One (1) Two or More Male goal candidate** was hired for this position. **The Two or More Male hire met the first of two goals in the Professional Non-Faculty category.**

#### **Assistant to the Director-Resident Director**

**Selection:** Two (2) White Males, One (1) Black Female, and One (1) Two or More Male

Central Connecticut State University invites applications for Assistant to the Director / Residence Hall Director positions in the Department of Residence Life. Under the supervision of the Director of Residence Life, this 10-month live-in professional staff member is responsible for the overall quality of life in a university residence hall. She/he coordinates the educational, student development and administrative aspects of a residence hall. The emphasis of this position is on establishing and maintaining an atmosphere conducive to personal growth and academic achievement.

#### **Position Responsibilities:**

- Renders assistance to students in a residence hall through counseling, advising and referral.
- Oversees all residence hall programs, activities, and support staff.
- Selects, orients, trains, supervises, and evaluates Resident Assistant staff.
- Investigates reports of misconduct and attempts to resolve or eliminate sources of conflict among students.
- Supervises the security, maintenance, inventory, and general operations of the residence hall.
- Serves as a liaison between the students, the Director of Residence Life, and other areas within the university.
- Advises the residence hall government and student judicial bodies.
- Provides assistance to the Residence Life Office.
- Assumes adjunct responsibilities with the approval of the Director of Residence Life in other Student Affairs areas during periods of non-occupancy of residence halls.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

#### **Required Qualifications:**

- A bachelor's degree and two years relevant housing experience which equips the applicant to relate effectively to resident university students and staff required.
- These qualifications may be waived for individuals with appropriate alternate experience.

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, CCSU Website*

**The Black Male and Hispanic Male hiring goals were previously achieved.**

**Twenty-two (22) individuals applied for this position:** Four (4) White Males; Six (6) White Females; Two (2) Black Males; Two (2) Black Females; Three (3) Hispanic Females; **Two (2) Two or More Males; Two (2) Two or More Females;** One (1) Unknown Male.

**Eight (8) applicants were determined to be not qualified:** One (1) White Male; One (1) White Female; Two (2) Black Males; One (1) Black Female; One (1) Hispanic Female; **Two (2) Two or More Females.**

**Two (2) Two or More Females** did not have the required housing experience which equips the applicant to relate effectively to resident university students and staff.

**No applicants were determined to be minimally qualified.**

**Fourteen (14) applicants were determined to be finalists:** Three (3) White Males; Five (5) White Females; One (1) Black Female; Two (2) Hispanic Females; **Two (2) Two or More Males;** One (1) Unknown Male.

Two (2) White Males, One (1) Black Female, and **One (1) Two or More Male goal candidate** were hired for this position. **The Two or More Male hire met the second of two goals in the Professional Non-Faculty category.**

**One (1) White Male non goal candidate** has three years of Residence Life experience as a Graduate Intern Hall Director, Residence Hall Director, and a Resident Assistant (RA). These positions provided him with the opportunity to supervise a staff of RAs, see to the operational needs of a building, advise hall council, adjudicate student conduct cases, and serve in a duty rotation for crisis response. His answers to questions during the interview were detailed and highlighted his organizational abilities for working on multiple tasks simultaneously. He was able to successfully demonstrate how he interacts with students who repeatedly violate conduct policies.

**One (1) White Male non goal candidate** has three years of Residence Life experience both as Resident Assistant (RA) and Residence Hall Director. He has experience supervising a staff, overseeing the operational needs of a building, advising hall council, acting as a conduct officer, and responding to situations while on duty. Through committee work he has assisted in the planning of various Dean's Cup activities for the residential population.

**One (1) Black Female non goal candidate** has two years of Residence Life experience as a Resident Advisor and Senior Resident Advisor. In her position as Senior Resident Advisor, she assisted her supervisor with the supervision of student employees. She executed various programs to address the needs of first-generation students. Her answers to questions during her interview were detailed and she was able to demonstrate her understanding of the issues facing today's college students.

### **Coordinator of Design and Publication**

**Selection:** One (1) Two or More Female

Central Connecticut State University invites applications for a Coordinator of Design and Publications in University Marketing. Works closely with the Director of Marketing, University personnel, and outside vendors to design and produce academic, administrative, and promotional marketing publications. Monitors the CCSU brand across the University. Contributes to the planning and implementation of the University's marketing program.

**Supervision:** May supervise professional and/or support staff.

#### **Position Responsibilities:**

- Designs publications and creates graphic materials; coordinates the publication production from creative conception to delivery; negotiates contracts for final approval for outside services as necessary to complete same, including but not limited to University magazines, news periodicals, annual reports, University catalogs, viewbooks, search pieces, brochures, pamphlets, calendars,

posters, student handbooks, stationery, direct mail pieces, and any other University or related publications as required.

- Provides art design direction for promotional materials and special events materials, e.g., commencement and convocation programs, donor recognition programs, and employee recognition events.
- Monitors all State-funded and University-funded printed materials for consistency with University policy and image from the design perspective. Coordinates print publication production including assisting with bidding procedures and ensuring projects are within budget.
- Serves as a purchasing agent for printing, publication, design, and photographic services, including obtaining competitive pricing and working with the Purchasing Office to develop Requests for Proposals and Quotations, pursuant to University acquisitions guidelines.
- Working in collaboration with the Director of Marketing, and other University Marketing staff members, produces and implements a publications plan that reflects the University's strategic and marketing plans in order to achieve institutional goals for student and faculty recruitment, fundraising, and reputation enhancement.
- Works with University departments to coordinate production of effective printed materials for distribution to external audiences, including prospective and current students, parents, alumni, friends, faculty, staff, community, and media.
- Tracks and maintains printing, publication, and project schedules according to the needs of campus clients and/or vendors.
- Serves as liaison between University clients and vendors.
- Designs and prepares University printed materials to ensure accuracy and consistency.
- Meets and serves as a principal contact with outside designers, agencies, printers, pre-press bureaus and other vendors as required by the parameters of University publications needs and client requirements.
- Ensures appropriate vendor choice as dictated by the needs of specific publications and with the approval of the Director of Marketing.
- Assists the Director of Marketing in administering various Marketing activities as directed.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor's degree and four years of experience supervising publications production, including demonstrated ability to supervise pre-press and print production.
- Understanding of printing processes, from one to four-color lithography.
- Graphic design experience to include working knowledge of graphic design/editing programs.
- Strong customer service ethic; strong communications skills, both written and verbal.
- Ability to organize and maintain multiple priorities.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higherjobs.com, CCSU Website*

**The Black Male, Hispanic Male, and Two or More Male goals were previously achieved.**

**Twenty-seven (27) individuals applied for this position:** Seven (7) White Males; Ten (10) White Females; Two (2) Black Females; One (1) Hispanic Female; **One (1) AAIANHNPI Male; One (1) Two or More Female;** Two (2) Unknown Males; Three (3) Unknown Females.

**Fourteen (14) applicants were determined to be not qualified:** Three (3) White Males; Five (5) White Females; Two (2) Black Females; One (1) Hispanic Female; **One (1) AAIANHNPI Male;** One (1) Unknown Male; One (1) Unknown Female.

**Five (5) applicants were determined to be minimally qualified:** One (1) White Male; One (1) White Female; One (1) Unknown Male; Two (2) Unknown Females.

**Eight (8) applicants were determined to be finalists:** Three (3) White Males; Four (4) White Females; **One (1) Two or More Female.**

**One (1) Two or More Female goal candidate** was hired for this position. **This Two or More Female hire met the one goal in the Professional Non-Faculty category.**

### **Facilities Coordinator**

**Selection:** One (1) White Male

Central Connecticut State University invites applications for a Facilities Coordinator for the Downtown and Main Campuses. The incumbent of this position supports the maintenance and renovations of the University's Downtown and Main Campuses. Under the direction of the Associate Director of Facilities Support Services, provides coordination and support for on and off-campus events.

**Supervision:** May supervise professional and/or support staff.

#### **Position Responsibilities:**

- Provides day-to-day building access to classrooms, spaces, and offices on the Main campus.
- Coordinates the Main campus and Downtown facilities' needs in collaboration with Facilities support staff.
- Identifies, reports, and follows up on facility maintenance problems including repairs, construction, improvements, and renovations.
- Assists in the maintenance and inventory control of CCSU assets including art and tracked inventory.
- Assists with the set up and support of campus events such as Commencement, Open House, Accepted Students Day, etc.
- Assists with needs of the Copy Center, Mail Room, Receiving and other areas under the direction of the Associate Director of Facilities Support Services.
- Works with contractors, Event Management, and Central Reservations for facilities' needs as related to relocations and inventory.
- Coordinates services such as custodial, relocation, and trades support for campus events.
- May be required to operate vehicles and assist with relocation services.
- Evening and weekend work required.
- Works with and recommends action to the Associate Director of Facilities Support Services as needed to comply with and attend to campus needs.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

#### **Required Qualifications:**

- Bachelor's degree and three years of relevant administrative experience, one year of which must have included supervisory experience.

- Demonstrated ability to plan, organize and facilitate campus logistics.
- Experience with coordination of facilities maintenance.
- Demonstrated ability to work effectively and constructively with a wide variety of individuals.
- Strong communication and customer service skills.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higher Ed Jobs, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Twenty-seven (27) individuals applied for this position:** Seventeen (17) White Males; One (1) White Female; One (1) Hispanic Male; One (1) Hispanic Female; **One (1) AAIANHNPI Male**; Three (3) Two or More Males; Two (2) Two or More Females; One (1) Unknown Female.

**Sixteen (17) applicants were determined to be not qualified:** Ten (10) White Males; **One (1) AAIANHNPI Male**; Three (3) Two or More Males; Two (2) Two or More Females; One (1) Unknown Female.

**One (1) AAIANHNPI Male** did not have the required bachelor's degree.

**No applicants were determined to be minimally qualified.**

**Ten (10) applicants were determined to be finalists:** Seven (7) White Males; One (1) White Female; One (1) Hispanic Male; One (1) Hispanic Female.

**One (1) White Male non goal candidate** was hired for this position. He met all required qualifications. He has a Bachelor of Science in Business Administration and an MBA in Operations/Supply Chain Management. He has experience as a facilities coordinator and involvement in all aspects of coordination including with contractors, custodial and events. He is knowledgeable in inventory systems as well as mail room and receiving operations. His experience also includes planning, logistics, and project management. He has experience working in higher education and on university campuses.

### **Registrar Services Assistant**

**Selection:** One (1) White Male and One (1) White Female

Central Connecticut State University invites applications for a Registrar Services Assistant in the Office of the Registrar. Under the guidance of the Assistant or Associate Registrar, the Registrar Services Assistant provides operational student support services to the Office of the Registrar, with a focus on quality service delivery and student support.

#### **Position Responsibilities:**

- Provides the first level of assistance for calls, emails, mail, and walk-in requests received by the Office of the Registrar. Resolves a variety of student requests that are within the prescribed limits of authority and in compliance with University policies.
- Assists with informing students and staff on registration and records processes, degree audit and graduation policies and general University policies and operating procedures while contributing to student success and retention.

- In conjunction with University policies, works to resolve student issues, including coordinating with other University departments (Bursar, Financial Aid, IT., etc.) as needed to settle student concerns and/or appropriately refer students.
- Assists with the creation of forms, training materials, and web content to support informing the University community about the operation of the Office of the Registrar and associated systems, policies, and procedures.
- Assists with informing students and University staff on the use and operation of self-service records and registration systems. Assists with troubleshooting, routine error resolution, and routine maintenance of records and registration systems.
- May assist with routine creation and maintenance of academic course sections.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor's degree and two years of registrar's office, or related college or university office, work experience.
- Demonstrated ability to handle varied and confidential information, effectively organize and perform detailed work, and multitask while demonstrating exemplary customer service skills.
- Demonstrated ability to communicate and share information effectively with a variety of people and groups.
- Demonstrated experience using student information systems, document imaging systems and the Microsoft Office Suite.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Higheredjobs.com, NEACRAO Website, CACR List Serve, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Seventy-two (72) individuals applied for this position:** Eleven (11) White Males; Twenty-seven (27) White Females; Four (4) Black Females; Two (2) Hispanic Males; Four (4) Hispanic Females; **Two (2) AAIANHNPI Males;** Four (4) Two or More Females; Three (3) Unknown Males; Fifteen (15) Unknown Females.

**Sixty (60) applicants were determined to be not qualified:** Eight (8) White Males; Twenty-two (22) White Females; Three (3) Black Females; Two (2) Hispanic Males; Three (3) Hispanic Females; **Two (2) AAIANHNPI Males;** Four (4) Two or More Females; Two (2) Unknown Males; Fourteen (14) Unknown Females.

**One (1) AAIANHNPI Male** did not have the required bachelor's degree.

**One (1) AAIANHNPI Male** applied to the wrong position.

**Six (6) applicants were determined to be minimally qualified:** Two (2) White Males; One (1) White Female; One (1) Black Female; One (1) Unknown Male; One (1) Unknown Female.

**Six (6) applicants were determined to be finalists:** One (1) White Male; Four (4) White Females; One (1) Hispanic Female.

One (1) White Male and One (1) White Female were hired for this position.

**One (1) White Male non goal candidate** has over three years of experience working in higher education environments in the areas of administrative support, admissions, registration, operations, student support services, and retention. His experience also includes handling transcripts and degree evaluations. He has a bachelor's degree in marketing and management, and a master's degree in College Student Personnel Counseling. He has experience using technology, such as Banner, Degree Works, and MS Office Suite.

**One (1) White Female non goal candidate** has over three years' experience in student services in higher education. She has a bachelor's degree in English and creative writing and a master's degree in higher education leadership. She has experience with handling confidential information and adhering to FERPA policy and procedure.

### **Property Control Specialist**

**Selection:** One (1) White Male

Central Connecticut State University invites applications for Property Control Specialist in Facilities Management. Under the direction of the Associate Director of Facilities Support Services, maintains the property control system of the University and assists with the operation of the Shipping and Receiving Warehouse as directed.

**Supervision:** May supervise professional and/or support staff.

#### **Position Responsibilities:**

- Maintains the computerized property management/inventory control system.
- Maintains effective procedures to ensure compliance with applicable State and University inventory requirements.
- Performs the annual equipment inventory for capital and controllable University fixed assets and provides essential detail for the Annual Inventory Report (CO-59) of all real and personal property to ensure compliance with the Office of the State Comptroller's Property Control Record procedures.
- Prepares and maintains Report of Loss or Damage to State Owned Real and Personal Property (CO-853).
- Maintains the University's Fine Art inventory database and performs annual physical inventory of same.
- Conducts periodic departmental equipment audits and reconciles results with existing property records and prepares associated reports. Facilitates the reporting of losses and unaccounted for assets and works with CCSU Police for proper reporting of thefts.
- Ensures operational compliance with CSCU and the Office of the State Comptroller's Property Control Manual.
- Facilitates the identification of surplus capital assets and the proper disposal of assets, in accordance with State, CSCU and CCSU procedures.
- Coordinates with the Capital Budget Administrator on new construction and renovation projects to ensure the proper reporting of capitalized equipment.



- Works with University Accounting staff regarding Banner reconciliation of campus equipment purchases.
- Assists State, CSCU and private auditors with field spot checks and provides supporting documentation for compliance.
- Assists with the operation of the Shipping and Receiving Warehouse.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor's degree and three years of experience in computerized inventory control.
- Must possess excellent oral and written communication skills and supervisory experience.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higher Ed Jobs, Networking, Linked In, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Six (6) individuals applied for this position:** Three (3) White Males; Two (2) White Females; One (1) Black Male.

**Four (4) applicants were determined to be not qualified:** Two (2) White Males; Two (2) White Females.

**No applicants were determined to be minimally qualified.**

**Two (2) applicants were determined to be finalists:** One (1) White Male; One (1) Black Male.

**One (1) White Male non goal candidate** was hired for this position. He has a bachelor's and master's degree and over three years' experience in computerized inventory control. He has experience with process improvement in property control and experience with the State of Connecticut inventory reporting requirements. His previous position was overseeing art inventory which included maintaining computerized fine art inventory database, performing annual physical inventory, and reconciling the inventory results with existing property records and reporting any lost or missing items. This position also required working with State auditors with spot check inventory of property and providing required documentation.

**Recruitment and Admissions Counselor**

**Selection:** One (1) White Male and One (1) Hispanic Female

Central Connecticut State University invites applications for a Recruitment and Admissions Counselor in Recruitment and Admissions. Under the supervision of the Director of Recruitment and Admissions or designee, the Recruitment and Admissions Counselor will assist in recruitment, advising, and counseling students regarding university programs, admission requirements procedures and related matters with special emphasis on high school and transfer students, and making decisions on applications for admissions to the University.

**Supervision Exercised:** May supervise support staff.

**Position Responsibilities:**

- Program coordination including coordination and support of invitational programs of the Office of Recruitment and Admissions, as well as some others in conjunction with other campus offices.
- In close consultation with the Director of Recruitment and Admissions or designee, manages ongoing strategic communications with high school and independent counselors, including email, print, and other media.
- Represents the University both on- and off-campus to prospective students, parents, secondary school counselors and other individuals or organizations involved in the college selection process including at college fairs, high school visits, and other events.
- Plans and implements recruitment activities for assigned high schools and territories, including travel both in- and out-of-state.
- Works collaboratively with two-year and community colleges to increase transfer student enrollment.
- Counsels prospective applicants on the admissions process and opportunities at the University by in-person appointments, phone calls, emails and social media outlets.
- Reviews and scores application essays and other materials submitted by applicants for the purpose of making admission decisions.
- Coordinates and contributes to the success of various student-visit programs designed to recruit targeted prospective applicants to the University.
- Assists in the development and delivery of on-campus events and programs for counseling groups and individuals.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor's degree with one to two years of admissions counseling and/or student outreach experience, or equivalent.
- This position requires the ability to travel to remote locations and to load and transport admissions materials, displays and other equipment.
- Some evening and weekend hours required, especially during the travel season.
- Strong cross-cultural interpersonal and writing skills are necessary, including public speaking skills and the ability to present the University in a positive way to diverse populations.
- Ability to represent the admissions profession positively through a strong, student-centered ethic.
- Basic familiarity with word processing, spreadsheet, and database software tools.
- Demonstrated ability to work effectively both independently and as part of a team.

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higherjobs.com, CCSU Website, NACAC, NEACAC, NYSACAC, NJACAC, NECBAC, NETA*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Fifty-five (55) individuals applied for this position:** Ten (10) White Males; Sixteen (16) White Females; One (1) Black Male; Six (6) Black Females; Two (2) Hispanic Females; **Two (2) AAIANHNPI Females**; Five (5) Two or More Females; Five (5) Unknown Males; Seven (7) Unknown Females; One (1) Unknown Unknown.

**Ten (10) applicants were determined to be not qualified:** Four (4) Unknown Males; Six (6) Unknown Females.

**Thirty-three (33) applicants were determined to be minimally qualified:** Five (5) White Males; Thirteen (13) White Females; One (1) Black Male; Six (6) Black Females; One (1) Hispanic Female; **One (1) AAIANHNPI Female**; Five (5) Two or More Females; One (1) Unknown Unknown.

**One (1) AAIANHNPI Female** did not have the required two years' experience in admissions office or related college or university work.

**Twelve (12) applicants were determined to be finalists:** Five (5) White Males; Three (3) White Females; One (1) Hispanic Female; **One (1) AAIANHNPI Female**; One (1) Unknown Male; One (1) Unknown Female.

**One (1) AAIANHNPI Female** applicant withdrew her application after the interview.

One (1) White Male and One (1) Hispanic Female were hired for this position.

**One (1) White Male non goal candidate** has a master's degree in counseling with specialization on College Student Personnel. He has six years' experience in the areas of recruitment, admissions, advising, and student support services. He has local territory management experience. He has traveled to local high schools, college fairs and hosted regional talks. He participated in Accepted Student Day, Open House, and Orientation. He was the liaison to the Athletic Department worked with NCAA teams and sports club.

**One (1) Hispanic Female non goal candidate** hired has a Master in Counselor Education with Specialization in Student Development in Higher Education. She has in-state and out-of-state recruitment experience which includes Connecticut, Massachusetts, New Jersey, Long Island, and New York City all the Boroughs. Candidate has experience working with international students. Candidate also participated in regional and national college fairs including NACAC, NJACAC and Big Apple College Fairs. She helped organize Open House, Student Acceptance Day, Orientation, and several other enrollment programs.

#### **Assistant to the Director-Resident Hall Director**

**Selection:** One (1) White Male, Two (2) White Females

Central Connecticut State University invites applications for Assistant to the Director / Residence Hall Director positions in the Department of Residence Life. Under the supervision of the Director of Residence Life, this 10-month live-in professional staff member is responsible for the overall quality of life in a University residence hall. She/he coordinates the educational, student development and administrative aspects of a residence hall. The emphasis of this position is on establishing and maintaining an atmosphere conducive to personal growth and academic achievement.

**Position Responsibilities:**

- Renders assistance to students in a residence hall through counseling, advising and referral.
- Oversees all residence hall programs, activities, and support staff.
- Selects, orients, trains, supervises, and evaluates Resident Assistant staff.
- Investigates reports of misconduct and attempts to resolve or eliminate sources of conflict among students.
- Supervises the security, maintenance, inventory, and general operations of the residence hall.
- Serves as a liaison between the students, the Director of Residence Life, and other areas within the university.
- Advises the residence hall government and student judicial bodies.
- Provides assistance to the Residence Life Office.
- Assumes adjunct responsibilities with the approval of the Director of Residence Life in other Student Affairs areas during periods of non-occupancy of residence halls.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- A Bachelor's degree and two years relevant housing experience which equips the applicant to relate effectively to resident university students and staff required.
- These qualifications may be waived for individuals with appropriate alternate experience.

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Twenty-nine (29) individuals applied for this position:** Eight (8) White Males; Ten (10) White Females; One (1) Black Male; Four (4) Black Females; One (1) Hispanic Female; **One (1) AAIANHNPI Male; Two (2) AAIANHNPI Females;** One (1) Two or More Female; One (1) Unknown Female.

**Nine (9) applicants were determined to be not qualified:** Three (3) White Males; Four (4) White Females; **One (1) AAIANHNPI Male;** One (1) Unknown Female.

**One (1) AAIANHNPI Male** submitted an incomplete application. He did not provide a cover letter.

**One (1) applicant was determined to be minimally qualified: One (1) AAIANHNPI Female.**

**One (1) AAIANHNPI Female** withdrew from search prior to interview.

**Nineteen (19) applicants were determined to be finalists:** Five (5) White Males; Six (6) White Females; One (1) Black Male; Four (4) Black Females; One (1) Hispanic Female; **One (1) AAIANHNPI Female;** One (1) Two or More Female.

**One (1) AAIANHNPI Female** declined offer and took a position elsewhere.

One (1) White Male and Two (2) White Female non goal candidates were hired for this position.

**One (1) White Male non goal candidate** has over three years' experience as both a Resident Assistant (RA) and Resident Director (RD). He has experience managing the operational needs of a building, he has supervised RAs, served as a student conduct officer, and participated in crisis response. In addition, he has experience as an advisor of the Dean's Cup committee as well as an advisor of the Inter-

Residence Council. He participated in committees that focused on revitalizing campus spirit through community building programs and events all while supplementing student development.

**One (1) White Female non goal candidate** has a Master of Science in Counselor Education with a specialization in Student Development in Higher Education. She has two years' experience as a Resident Director (RD) and administrator of a quarantine/isolation building during COVID-19. She has experience supervising a staff of RA's, overseeing the operational needs of a building, and experience as a conduct officer. She has assisted in the planning and implementing of a Resident Assistant selection process. She applied and was selected for a grant that focused on mental health and retention.

**One (1) White Female non goal candidate** has a master's degree in Counselor Education with a specialization in Student Development in Higher Education. She has two years' experience as a Resident Director (RD) and administrator of a quarantine/isolation building during COVID-19. She has experience supervising a staff of RA's, oversee the operational needs of a building, advising hall council, adjudicating student conduct cases, and served in a duty rotation for crisis response. She has also served as an advisor to Inter Residence Hall's Dean Cup Committee. She assisted in the development of a Leadership Development program which consisted of the creation of Club Connection Sessions. The Connection Sessions mission is to provide an opportunity for student leaders to gain additional knowledge regarding their roles in clubs and organizations.

#### **Director of Environmental Health and Safety**

**Selection:** One (1) White Male

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**One (1) individual applied for this position:** One (1) White Male.

**No applicants were determined to be not qualified.**

**No applicants were determined to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist:** One (1) White Male.

**One (1) White Male non goal candidate** was hired for this position. This was a contractual search with vacancies available to internal SUOAF candidates only.

#### **Assistant Director Undergraduate Advising**

**Selection:** One (1) White Male

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**One (1) individual applied for this position:** One (1) White Male.

**No applicants were determined to be not qualified.**

**No applicants were determined to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist:** One (1) White Male.

**One (1) White Male non goal candidate** was hired for this position. This was a contractual search with vacancies available to internal SUOAF candidates only.

### **Academic Laboratory Specialist**

**Selection:** One (1) White Female

Central Connecticut State University invites applications for a Science Technical Specialist in the Department of Biology. This position reports to the Chairperson of the Department of Biology and is responsible for maintaining the Department's laboratories and support facilities. The incumbent in this position is responsible for maintaining an appropriate inventory of supplies and ensuring a proper maintenance schedule for equipment. Preparing laboratories for instructional use and managing hazardous wastes generated by department research and teaching activities.

#### **Supervision:**

May supervise support staff.

#### **Position Responsibilities:**

- Assists the Chairperson with purchasing of laboratory supplies and equipment, oversight of supply budgets, approving and processing invoices for payment.
- Prepares service contracts for laboratory and other department equipment.
- Responsible for the preparation, setup, and clean-up of class laboratory sessions in coordination with faculty.
- Maintains the Department's equipment, systems, instruments, and computers establishing a routine maintenance schedule and arranging for repair services with vendors.
- Submits work orders to Facilities Management as appropriate.
- Maintains inventory of all chemicals in the academic department purchased, stored, and disposed of, in compliance with local, state, and federal regulations, and in coordination with the University Department of Environmental Health and Safety.
- Assists in the preparation and editing of laboratory manuals for lab courses.
- Perform other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

#### **Required Qualifications:**

- Bachelor's degree in chemistry, biological sciences, or related field and three years of experience in laboratory technical, education, or research work in the biological, pharmaceutical, analytical, or environmental chemistry field.
- Ability to work independently, manage multiple tasks and make responsible fiscal and safety decisions.
- Supervisory experience of laboratory personnel is desirable.

*Credentials and/or experience substantially comparable to the above may be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higher Ed Jobs, Hartford Courant, New Haven Register, New London Day, CABT website, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Thirteen (13) individuals applied for this position:** Four (4) White Males; Seven (7) White Females; **One (1) AAIAHNPI Female;** One (1) Unknown Female.

**Five (5) applicants were determined to be not qualified:** Two (2) White Males; Three (3) White Females.

**Three (3) applicants were determined to be minimally qualified:** One (1) White Male; **One (1) AAIAHNPI Female;** One (1) Unknown Female.

**One (1) AAIAHNPI Female** did not have supervisory experience of laboratory personnel.

**Five (5) applicants were determined to be finalists:** One (1) White Male; Four (4) White Females.

**One (1) White Female non goal candidate** was hired for this position. She meets all the required and preferred qualifications. She has a bachelor's degree in biology and a master's degree in biology and fourteen year's experience including teaching biology and working as a biology research assistant. She has experience writing lab procedures for a teaching lab. She also has experience purchasing and organizing a chemical supply inventory. Her experience also includes managing service contracts, supervising personnel, and writing instructional manuals for a scientific supply company.

### **Assistant to the Director Area Coordinator**

**Selection:** Two (2) White Females

Central Connecticut State University invites applications for an Assistant to the Director of Residence Life / Area Coordinator in Residence Life. The incumbent in this position will assist in general supervision of University residence halls by overseeing administration/programming/ operations of a group of residence halls in which incumbent is one of the hall directors. This is a 12-month live in position.

#### **Position Responsibilities:**

- Provides supervision of professional scheduling and staff coverage.
- Assists the Director in supervision of summer housing commitments, including programming needs, accommodations, and staffing patterns.
- Assists Associate Director in training of student Resident Assistants, Program Assistants and Operation Assistant.
- Assists the Associate Director in the overall operations of the residence halls including maintenance, housekeeping, and damage billings.
- Advises the Inter Residence Hall Council.
- Plans and implements professional staff training.
- Provides on-going leadership training to residence hall student councils and governing boards.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

#### **Required Qualifications:**

- Bachelor's degree
- Two years' experience as a residence hall director required.
- Experience in advising, staff training, summer conferences and operations.
- Computer knowledge in Microsoft, Power Point, Excel, and Word.

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Twenty-eight (28) individuals applied for this position:** Three (3) White Males; Three (3) White Females; Two (2) Black Males; Six (6) Black Females; Two (2) Hispanic Males; Three (3) Hispanic Females; **Two (2) AAIANHNPI Females;** Three (3) Two or More Females; Two (2) Unknown Males; Two (2) Unknown Females.

**Twenty-one (21) applicants were determined to be not qualified:** Three (3) White Males; Two (2) Black Males; Four (4) Black Females; One (1) Hispanic Male; Two (2) Hispanic Females; **Two (2) AAIANHNPI Females;** Three (3) Two or More Females; Two (2) Unknown Males; Two (2) Unknown Females.

**One (1) AAIANHNPI Female** did not meet the required qualifications. She did not have a bachelor's degree and two years' experience as a residence hall director. She also did not have experience in advising, staff training, coordinating summer conferences and operations.

**One (1) AAIANHNPI Female** did not meet all the required qualifications. She did not have the required two years' experience as a residence hall director.

**No applicants were determined to be minimally qualified.**

**Seven (7) applicants were determined to be finalists:** Three (3) White Females; Two (2) Black Females; One (1) Hispanic Male; One (1) Hispanic Female.

One (1) Black Female non goal candidate was offered the position and declined.

Two (2) White Female non goal candidates were hired for this position.

**One (1) White Female non goal candidate** has been a Resident Director for over two years. In her current role she has supervised a staff of 16 Resident Assistants, advised a hall council, and handled the operational needs of two residence halls which includes inventory management, work order submission, and damage billing. She also has experience working with Living Learning Communities and developing a training program for student staff. During her interview she demonstrated that she is aware of the challenges facing college students today and through programming efforts and works with students to overcome those challenges. Her response to dealing with students who are repeat offenders of the conduct system was equally nuanced, as she explained the need to see the person first not the violation, while helping the student to see rationale behind the policy to create a teachable moment.

**One (1) White Female non goal candidate** has experience scheduling and attended RA (Resident Assistant) programming, on-campus events, and weekly/biweekly staff meetings. She managed the overall operations that included staffing, budgeting, damage billing, key codes/key distribution, and work orders. She also communicated, educated, and provided appropriate responses to student concerns, crises, and behavior. She oversaw the safety, security, and functions at a group of residence halls.

## **Procurement Specialist**

**Selection:** One (1) White Female

Central Connecticut State University invites applications for a Procurement Specialist in the Purchasing Department. Under the supervision of the Manager of Contract Compliance and Procurement Services, the incumbent in this position will assist in general purchasing and acquisition duties related to the procurement and payment of goods and services.



**Position Responsibilities:**

- Processes all applicable purchases using the University Purchasing Card (P-Card), including notifying the purchasers of the purchase process, assigning appropriate coding, and determining what procurements should be made utilizing the University P-Card. Manages the coding of all the purchasing transactions.
- Performs departmental University P-Card record audits.
- Coordinates and resolves issues resulting from discrepancies between purchase order specifications and what was received and invoiced.
- Assists Accounts Payable in expediting purchases and making payments.
- Provides assistance to internal and external customers and suppliers on appropriate State, CSU, and University procurement policies and procedures.
- Enters requisitions, purchase and change orders in the University's financial system as required.
- Provides research related to activity by vendor, requestor, commodity, etc., as required.
- Establishes and maintains vendors in both the University and State databases.
- Represents the University on appropriate committees as needed.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor's degree in a business-related field and two years of purchasing experience.
- Demonstrated strong oral and written communication skills and organizational skills.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higherjobs.com, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Nineteen (19) individuals applied for this position:** Four (4) White Males; Eight (8) White Females; **Two (2) AAIAHNPI Males**; Two (2) Two or More Males; Two (2) Unknown Males; One (1) Unknown Female.

**Thirteen (13) applicants were determined to be not qualified:** Two (2) White Males; Five (5) White Females; **One (1) AAIAHNPI Male**; Two (2) Two or More Males; Two (2) Unknown Males; One (1) Unknown Female.

**One (1) AAIAHNPI Male** did not have the required bachelor's degree in a business-related field and two years of purchasing experience.

**Two (2) applicants were determined to be minimally qualified:** Two (2) White Females.

**Four (4) applicants were determined to be finalists:** Two (2) White Males; One (1) White Female; **One (1) AAIAHNPI Male.**

**One (1) AAIAHNPI Male** withdrew their application after the interview and accepted another position.

**One (1) White Female non goal candidate** was hired for this position. She has a bachelor's in management and organization and also a bachelor's in economics. She has over two years' experience in purchasing which includes experience moving from a fixed and rigid system to one that provides more flexibility to the end user. She also has experience analyzing contracts to determine if price adjustments are necessary.

## **Academic Laboratory Specialist**

**Selection:** One (1) White Female

Central Connecticut State University invites applications for a Science Technical Specialist in the Department of Chemistry and Biochemistry. This position reports to the Chairperson of the Department of Chemistry and Biochemistry and is responsible for maintaining the Department's laboratories and support facilities. The incumbent in this position is responsible for maintaining an appropriate inventory of supplies and ensuring a proper maintenance schedule for equipment. Preparing laboratories for instructional use and managing hazardous wastes generated by department research and teaching activities.

### **Supervision:**

May supervise support staff.

### **Position Responsibilities:**

- Assists the Chairperson with purchasing of laboratory supplies and equipment, oversight of supply budgets, approving and processing invoices for payment.
- Prepares service contracts for laboratory and other department equipment.
- Responsible for the preparation, setup, and clean-up of class laboratory sessions in coordination with faculty.
- Maintains the Department's equipment, systems, instruments, and computers establishing a routine maintenance schedule and arranging for repair services with vendors.
- Submits work orders to Facilities Management as appropriate.
- Maintains inventory of all chemicals in the academic department purchased, stored, and disposed of, in compliance with local, state, and federal regulations, and in coordination with the University Department of Environmental Health and Safety.
- Assists in the preparation and editing of laboratory manuals for lab courses.
- Perform other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

### **Required Qualifications:**

- Bachelor's degree in chemistry, biological sciences, or related field and three years of experience in laboratory technical, education, or research work in the biological, pharmaceutical, analytical, or environmental chemistry field.
- Ability to work independently, manage multiple tasks and make responsible fiscal and safety decisions.
- Supervisory experience of laboratory personnel is desirable.

*Credentials and/or experience substantially comparable to the above may be considered.*

### **Preferred Qualifications:**

- Bachelor's or master's degree in chemistry or biochemistry
- Experience and ability to handle cryogenics and compressed gasses
- Experience with analytical instrumentation such as chromatography (GC, LC, GPC) and spectroscopy (IR, UV-Vis, NMR, XRD)
- Committed to serving a diverse student body

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higher Ed Jobs, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Thirteen (13) individuals applied for this position:** Six (6) White Males; Four (4) White Females; **One (1) AAIANHNPI Female;** One (1) Two or More Female; One (1) Unknown Male.

**No applicants were determined to be not qualified.**

**Nine (9) applicants were determined to be minimally qualified:** Five (5) White Males; One (1) White Female; **One (1) AAIANHNPI Female;** One (1) Two or More Female; One (1) Unknown Male.

**One (1) AAIANHNPI Female** met all required qualifications, but not all of the preferred qualifications. She does not have experience in cryogenics, compressed gases, and analytical instrumentation.

**Four (4) applicants were determined to be finalists:** One (1) White Male; Three (3) White Females.

**One (1) White Female non goal candidate** was hired for this position. She met all required and preferred qualifications. She holds a Ph. D and a Master of Science in Organic Chemistry. The candidate has three months of direct experience with the policies, procedures, and practices at CCSU and has worked on the specific equipment and laboratory preparations required for the position including: NMR, spectroscopy, chromatography, and Milli-Q deionized water system. The candidate has experience with chemical handling, including cryogens and compressed gases. The candidate has supervisory experience of undergraduate student workers, relationships with environmental health & safety personnel, and work with outside vendors.

## **Recreation Specialist**

**Selection:** One (1) White Female

Central Connecticut State University invites applications for a Recreational Specialist in Student Affairs. Under the supervision of the Director of Student Activities / Leadership Development, the incumbent of this position provides general service to the recreation/intramural program including particular responsibility for the development and coordination of intramurals, recreation, club sport programs, fitness center and event management and athletic facilities supervision. The incumbent helps to establish policies and procedures and provides direction and leadership to the department. This position involves significant evening and weekend hours.

### **Supervision Exercised:**

May supervise professional and/or support staff.

### **Position Responsibilities:**

- Develops and administers comprehensive intramural, recreation and club sport programs which includes scheduling, staff supervision, determining program content, establishing policies, etc.
- Coordinates recreational and intramural events including staff supervision, training, use of facilities, etc. Plans, implements, and oversees the use of athletic facilities for University recreational activities.
- Develops a complete program for the fitness center to meet the needs of the University community.

- Consults with physical plant on the maintenance and preparation of athletic facilities for recreational purposes.
- Provides day-to-day supervision of the recreational component of the swimming pool including hiring, scheduling, and supervising lifeguards. Assures compliance with health and safety standards and certification of lifeguards.
- Prepares and manages the departmental budget for intramurals, recreation, and club sports.
- Assists the Director of Student Activities / Leadership Development in the administration of all activities as directed.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor's degree (master's degree preferred) in Sports Management or Athletics Administration or other relevant area and appropriate strength and conditioning certification, and three years' experience in athletics administration.
- Previous experience in the administration of intramural and/or recreational athletics, design and implementation of strength training and fitness programming, and computer skills including experience with word processing and graphic design package.

**Preferred Qualifications:**

- Coaching experience preferred.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higher Ed Jobs, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Twenty-three (23) individuals applied for this position:** Thirteen (13) White Males; Three (3) White Females; Three (3) Black Males; One (1) Black Female; **One (1) AAIANHNPI Male; One (1) AAIANHNPI Female;** One (1) Unknown Male.

**Sixteen (16) applicants were determined to be not qualified:** Ten (9) White Males; One (1) White Female; Two (2) Black Males; One (1) Black Female; **One (1) AAIANHNPI Male; One (1) AAIANHNPI Female;** One (1) Unknown Male.

**One (1) AAIANHNPI Male** did not meet the required three year's experience in athletics administration.

**One (1) AAIANHNPI Female** did not have the required bachelor's degree and the required three years' experience in athletics administration.

**No applicants were determined to be minimally qualified.**

**Seven (7) applicants were determined to be finalists:** Four (4) White Males; Two (2) White Females; One (1) Black Male.

**One (1) White Female non goal candidate** was hired for this position. She met all the required and both preferred qualifications. She has a Master's degree in Sports Management and has coaching experience. She has working knowledge of the risk management process within a recreation facility, intramural and club sports programs. She has experience developing students academically as well as recreationally.

## **Administrative Faculty Program Assistant**

**Selection:** One (1) White Female

Central Connecticut State University invites applications for an Administrative Faculty Program Associate within the Bursar's Office. This position is responsible for reviewing outstanding balances as well as payments of overdue accounts. In addition, referring customers to appropriate contacts and responding to student inquiries to help resolve account delinquencies.

### **Supervision Received:**

Works under the immediate supervision of an employee of higher grade.

### **Supervision Exercised:**

Incumbents of this class are not assigned lead or supervisory duties. Incumbents may provide basic direction to Student Workers, Graduate Assistants, Graduate Interns, and/or Cooperative Educational Interns.

### **Position Responsibilities:**

- Performs a variety of basic operational duties in the Bursars office.
- Performs a variety of increasingly difficult duties as knowledge, skills, and abilities are acquired of unit and/or programmatic operations, processes, and procedures.
- Participates and assists in a variety of learning and outreach opportunities such as various programs and events pertaining to the department including Recruitment Fairs, Admitted Students Day, Commencement, Student Fairs and Orientation.
- May assist employees of a higher grade in the completion of routine assignments such as planning, coordinating, preparing and executing services completing special projects and other day to day functions that may arise.
- May conduct outreach and or other customer service functions.
- May draft correspondence or other communications including media.
- May provide basic direction or support to Students Workers, Graduate Assistants, Graduate Interns, and/or Cooperative Educational Interns.
- May collect, analyze, and maintain data, databases and other record keeping; prepare and present reports.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

### **Knowledge, Skills, and Abilities:**

- Knowledge, skills, and abilities attributed to a formal educational program of study.
- Knowledge of and ability to apply principles and practices of Bursar's Office
- Demonstrated technical skills.
- Knowledge of and ability to apply Federal and State laws and regulations as well as University and BOR/CSCU policies and procedures.
- Knowledge of and ability to apply best practices of designated unit and/or program.
- Considerable ability to use appropriate equipment, computerized systems, platforms, and software.
- Considerable interpersonal and presentation skills

- Considerable oral and written communication skills
- Considerable ability to collect, analyze and prepare data.
- Considerable ability to prepare reports and other materials.

**Minimum Qualifications:**

- Bachelor’s degree from an accredited institution in related area.
- Two (2) years of professional experience in the performance of entry level duties as assigned to designated unit and/or program.
- Note: Graduate Intern and/or Graduate Assistant experience in the area of study and/or practice of the designated unit and/or program shall be prorated as appropriate.
- Substitution Allowed: Successful completion of an approved Administrative Faculty Trainee program shall substitute for minimal qualifications.
- Certifications and successful completion of training programs may be required prior to or during appointment.

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Indeed, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Nineteen (19) individuals applied for this position:** Four (4) White Males; Five (5) White Females; Two (2) Black Males; Three (3) Black Females; One (1) Hispanic Male; Two (2) Hispanic Females; One (1) Two or More Male; One (1) Two or More Female.

**Eleven (11) applicants were determined to be not qualified:** Three (3) White Males; Two (2) Black Males; Two (2) Black Females; One (1) Hispanic Male; One (1) Hispanic Female; One (1) Two or More Male; One (1) Two or More Female.

**No applicants were determined to be minimally qualified.**

**Eight (8) applicants were determined to be finalists:** One (1) White Male; Five (5) White Females; One (1) Black Female; One (1) Hispanic Female.

**One (1) White Female non goal candidate** was hired for this position. She has worked in a Bursars office for the past 3 years. In her current role, she is student facing and often the first point of contact with the public. She is experienced processing student payments, deposits, and had the knowledge to use Banner, OnBase, and Touchnet, a Bursars program. She is experienced in collecting, analyzing, and preparing data. She has experience working with Bursar’s Office policies and procedures.

**Human Resources Assistant**

**Selection:** One (1) White Female and One (1) Black Female

Central Connecticut State University (CCSU) seeks knowledgeable and experienced Human Resources and payroll professionals to augment its Human Resources and Payroll team. Human Resources Assistants serve as a well-rounded, confidential Human Resources and payroll professional supporting a variety of areas within the Human Resources and Payroll team. This position provides an array of supportive responsibilities and processing in one or more of the following areas: recruitment and talent acquisition, employee onboarding and orientation, time and labor, employee benefits, compensation and payroll,

retirement processing and leave management. The ideal candidate will have broad demonstrated professional experience at or above the level of an assistant in Human Resources and or payroll. The incumbent will be required to work in person, on campus and may be required to work evenings and weekends.

### **Required Qualifications and Characteristics**

The Human Resources Assistant must possess knowledge, skills, and abilities in one or more areas in Human Resources: recruitment and talent acquisition, employee onboarding and orientation, time and labor, employee benefits, compensation and payroll, retirement processing and leave management. The incumbent must possess the demonstrated ability to apply principles and practices of public human resources management including payroll, relevant state and federal laws and regulations; state, CCSU and CSCU policies and procedures; collective bargaining; as well as computerized databases and software including querying data and processing transactions.

#### **Required qualifications:**

- Three (3) years of professional experience at or above the level of an assistant in Human Resources, and or payroll. Note: Experience obtained at the level of student worker including graduate assistant or its equivalent will not be considered as professional experience.
- Excellent written, oral, and interpersonal communications, organizational and presentational skills; and demonstrated organizational skills.

#### **Preference will be given to candidates who have the following:**

- Professional Human Resources and or Payroll experience in a public higher education setting.
- Knowledge and demonstrated experience with State of Connecticut systems including Core-CT, EPM reporting module, STARS – OBIEE
- Demonstrated success working in a collective-bargaining environment.

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, CT State Chapter of SHRM, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Eighteen (18) individuals applied for this position:** One (1) White Male; Eleven (11) White Females; Three (3) Black Females; One (1) Hispanic Female; **One (1) AAIANHNPI Male;** One (1) Unknown Female.

**Ten (10) applicants were determined to be not qualified:** Seven (7) White Females; One (1) Black Female; **One (1) AAIANHNPI Male;** One (1) Unknown Female.

**One (1) AAIANHNPI Male** did not have the required three years human resource and payroll experience.

**No applicants were determined to be minimally qualified.**

**Eight (8) applicants were determined to be finalists:** One (1) White Male; Four (4) White Females; Two (2) Black Females; One (1) Hispanic Female.

One (1) White Female and One (1) Black Female were hired for this position.

One (1) White Female was promoted into this category from Clerical Residual category. This promotion will be included under promotional activity.

**One (1) White Female non goal candidate** met all the required and preferred qualifications. She has fourteen years of experience in recruitment, talent acquisition and compensation negotiations, as well as orientation, time and labor, employee benefits, payroll, retirement processing and leave management. Her current experience processing payroll, benefits, and retirements is in higher education specifically CCSU and the State of Connecticut. She is knowledgeable in accounting, finance, facilities, inventory control, budgeting, contract negotiations, and various operational processes.

**One (1) Black Female non goal candidate** met all the required and preferred qualifications. She has experience in recruiting, benefit administration, onboarding, orientation, HR Information Systems, and completing background checks. She also has experience preparing purchasing and expense reports. She was a student at CCSU and is familiar with CCSU's organizational structure, policies, and procedures.

### **Programmer Analyst**

**Selection:** One (1) White Female

Central Connecticut State University invites applications for a Programmer Analyst in the Information Technology Department. This position gathers, analyzes, and documents user requirements; develops, tests, and supports software programs according to user requirements; and administers, maintains, and enhances the security of the software programs.

**Supervision:** May supervise support staff.

#### **Position Responsibilities:**

- Gathers, analyzes, and documents user requirements and specifications.
- Performs design, coding, and support of software programs according to user requirements and specifications.
- Develops test scenarios and conducts unit and integration testing of software programs.
- Administers, maintains, and enhances the security of software programs.
- Develops and maintains appropriate documentation on requirements, specifications, testing procedures, and program configurations.
- Provides end users with application level and technical support.
- Maintains and supports organization's files, reports, and/or any other reporting mechanisms as needed.
- Produces special reports as required.
- Assists the installation, configuration, administration, maintenance, and support of software development, testing, and production environments.
- Monitors the ongoing operation and performs activities to assist with performance tuning and troubleshooting application issues.
- Assure the performance and features of the information systems.
- Works closely with other application developers and/or outside service providers to support operations and implement new technology solutions to meet the organization's needs.
- Performs other duties and responsibilities related to those described above which do not alter the basic level of responsibility of the position.



**Required Qualifications:**

- Bachelor's degree in computer science or related area and 3 years of experience with responsibilities involving design, implementation, testing, and maintenance of software programs according to user requirements and specifications.
- Familiarity with one or more operating systems, and one or more programming languages. Knowledge of relational database concepts.
- Experience with one or more similar enterprise reporting tools such as MS Access, Oracle Hyperion, Quest Toad and Datapoint, TIBCO WebFocus. Experience with web technologies. Experience with one or more the following technologies: J2EE/JAVA, XML, SQL, Oracle, data modeling, configuration management and object-oriented methodology tools.
- Excellent customer service and communication skills.
- Ability to work with people of various backgrounds and on all levels of technical knowledge. Strong organizational, analytical, and problem-solving skills.
- Ability to work with minimal supervision, to work on multiple tasks, and to work effectively as part of a team.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higheredjobs.com, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Seven (7) individuals applied for this position:** Two (2) White Males; One (1) White Female; **Two (2) AAIANHNPI Males;** Two (2) Unknown Males.

**Five (5) applicants were determined to be not qualified:** Two (2) White Males; **Two (2) AAIANHNPI Males;** One (1) Unknown Male.

**Two (2) AAIANHNPI Males** did not have the required three years of experience with responsibilities involving design, implementation, testing, and maintenance of software programs according to user requirements and specifications.

**No applicants were determined to be minimally qualified.**

**Two (2) applicants were determined to be finalists:** One (1) White Female; One (1) Unknown Male.

**One (1) White Female non goal candidate** was hired for this position. She meets all the required qualifications. She has statistical data analysis experience which coincides with her BS degree in Biology. She has over eight years of information technology experience in programming, technical support, and data analysis. Her technical skills include data structure, systems, and programming. Her knowledge is transferable to the enterprise reporting tools used at CCSU. She has demonstrated experience communicating effectively and working in a team as well as individually.

**Advanced Practice Registered Nurse**

**Selection:** One (1) White Female

Central Connecticut State University invites applications for an Advanced Practice Registered Nurse in the University Health Services Department. The Advanced Practice Registered Nurse (APRN) assumes a collaborative practice providing primary health care to the students at Central Connecticut State University Health Service. Performs appropriate health care assessment and health care management

and oversees the delivery of clinical services by the Registered Nurse (RN) staff in collaboration with the Director of University Health Service.

**Position Responsibilities:**

- Performs comprehensive physical assessments of students/patients to address health care concerns and to identify actual or potential health problems.
- Assesses and analyzes clinical signs and symptoms, diagnoses actual/potential health problems, and structures a holistic health care plan to promote optimal health of the patient.
- Initiates and interprets laboratory and other diagnostic tests per Public Act 89-389; initiates appropriate treatments based upon results.
- Maintains proper clinical records and reports, using problem-oriented medical records that will be reviewed for accountability. Maintains patient/student confidentiality of medical information.
- Independently prescribes, dispenses, or administers appropriate medication, corrective measures and medical therapeutics.
- Administers injections, immunizations, and medications when necessary.
- Initiates treatment within the scope of advanced practice nursing in acute medical emergencies.
- Collaborates with the physician regarding complex medical problems and initiates mutually agreed upon treatment.
- Serves as a clinical consultant for other professional nurses in making clinical decisions in the collaborative of the medical director.
- Serves as a health care resource and promotes wellness through individual health teaching and counseling concerning a wide variety of health issues.
- Responsible for ongoing review/evaluations and recommendations for updating clinical protocols and procedures.
- Oversees the maintenance of the office in-house pharmacy.
- Provides health services to assigned clinics including but not limited to the Travel and Hypertension Clinics.
- Serves as a consultant and liaison to the Center for International Education students.
- Performs related duties as required.

**Required Qualifications:**

- Possession of a current license to practice nursing as an RN in the State of Connecticut
- Evidence of completion of a Master's Degree in Nursing from an accredited Nurse Practitioner program
- Certification by an appropriate national accrediting body; must maintain current certification.
- Licensure (per Public Act 89-389) as APRN
- Ability to work autonomously as well as in collaboration with other members of the health care team within the University Health Service
- Ability to interact effectively with student, faculty, and staff; interest in and ability to relate to college-age students.
- Considerable interpersonal skills
- Considerable oral and written skills
- Considerable assessment and evaluation skills

**Preferred Qualifications:**

- Three to five years professional nursing experience. College Health, Emergency Room, or Public Health experience
- Maintain current certification in Basic Life Support for the professional

**Special Requirements:**

- Required to be available for work weekends, holidays, variable shifts in keeping with the University health care demands.

*Advertised: Chronicle of Higher Ed, Diversejobs.net, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Eleven (11) individuals applied for this position:** Eight (8) White Females; One (1) Black Female; One (1) Two or More Female; One (1) Unknown Female.

**Two (2) applicants were determined to be not qualified:** One (1) White Female; One (1) Unknown Female.

**Four (4) applicants were determined to be minimally qualified:** Three (3) White Females; One (1) Black Female.

**Five (5) applicants were determined to be finalists:** Four (4) White Females; One (1) Two or More Female.

**One (1) White Female non goal candidate** was hired for this position. She has worked as RN since 2009, obtaining her FNP in 2015 and Psychiatric Mental Health Nurse Practitioner in 2021. Her APRN experience includes autonomous urgent/acute care provision at local urgent care clinics, as well as psychiatric ED care. She is ANCC FNP and ANCC PMHNP Board Certified. She has excellent communication skills and brings with her a holistic approach to care which will allow her to enhance the care of students seen at Health Services.

**Assistant Librarian Acquisitions/Reference**

**Selection:** One (1) White Female

Central Connecticut State University’s Elihu Burritt Library seeks a knowledgeable, creative, and service-oriented library faculty colleague for the position of a full-time Assistant Librarian. The incumbent must have excellent technical and interpersonal skills to manage acquisitions operations within the Acquisitions/Serials Department. The Assistant Librarian will also serve on the Library’s Reference and Instructional Team. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Duties and responsibilities include, but are not limited to, the following:**

- Will be responsible for monitoring and expending the library’s approximately \$2.1 million materials budget.
- Manage the acquisitions workflow of library materials in all formats.

- Evaluate and select vendors for all print and medica resources and collaborate with the Serials/E-Resources Librarian to evaluate and select electronic resources vendors.
- Prepare and analyze collection budget reports, establish fund allocations and oversee fiscal closing.
- Reconcile all internal accounting records with expenditures posted by the Business Services division in the University's Banner accounting system.
- Act as liaison to University Procurement and Accounting Departments for library materials purchasing.
- Coordinate the development of collection reviews and collection policies.
- Maintain all acquisitions data, statistics, reports, policies, and procedures.
- Assist with the preparation of library collection information required by accreditors and state or federal agencies.
- Provide reference services on a rotating schedule with other librarians.
- Teach courses in information literacy as assigned and serve as an embedded librarian for selected courses.
- As a library faculty member will successfully fulfill all requirements necessary to obtain tenure.

#### **Required Qualifications**

- MLS or MLIS from an ALA accredited library science program or a masters in a related field and three years of experience in an academic library setting.
- Experience with acquisition functions of integrated library systems.
- Demonstrated knowledge of library acquisitions, business practices, and library budgeting in an academic environment or a similar complex library setting.
- Experience working effectively with a highly diverse group of faculty, students, colleagues and the general public.

#### **Preferred Qualifications**

- Experience with Exlibris' integrated library system ALMA.
- Familiarity with trends related to acquisition of digital content.
- Experience working with vendors, content providers, and cooperative purchasing library consortia.
- Experience supporting the research needs of students, faculty, and staff.
- Experience with online learning management system.
- Experience providing reference service in an academic library.
- Experience providing library instruction in an academic setting.

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higheredjobs.com, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Eleven (11) individuals applied for this position:** One (1) White Male; Nine (9) White Females; One (1) Black Female.

**Eight (8) applicants were determined to be not qualified:** One (1) White Male; Six (6) White Females; One (1) Black Female.

**No applicants were determined to be minimally qualified.**

**Three (3) applicants were determined to be finalists:** Three (3) White Females.

**One (1) White Female non goal candidate** was hired for this position. The candidate selected met all the required and preferred qualifications. She served as an executive board member of the Digital

Theological Library. She is knowledgeable with trends related to acquisition of digital content as well as working with vendors, content providers, and cooperative purchasing through library consortia. Her previous experience includes serving as Assistant Dean for Finance & Administration at the University of Connecticut Law School, a role in which she demonstrated knowledge of business practices, and budgeting in an academic environment. Her most recent position was as Director of Library Services at Hartford International University (formerly The Hartford Seminary). She has experience supporting the research needs of students, faculty, and staff as well as experience providing reference service in an academic library; and experience providing library instruction in an academic setting.

### **Coordinator University Construction and Facilities Management**

**Selection:** One (1) White Female

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**One (1) individual applied for this position:** One (1) White Female.

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist:** One (1) White Female.

**One (1) White Female non goal candidate** was hired for this position. This was a contractual search with vacancies available to internal SUOAF candidates only.

### **Manager Contract Compliance and Procurement Services**

**Selection:** One (1) White Female

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**One (1) individual applied for this position:** One (1) White Female.

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist:** One (1) White Female.

**One (1) White Female non goal candidate** was hired for this position. This was a contractual search with vacancies available to internal SUOAF candidates only.

### **Assistant Director of Student Rights and Responsibilities**

**Selection:** One (1) White Female

Central Connecticut State University invites applications for an Assistant Director of Student Rights and Responsibilities. The Assistant Director of Student Rights and Responsibilities assists the Director with

the overall operations of the Office of Student Rights and Responsibilities and the administration of the Student Code of Conduct and Statement of Disciplinary Procedures ensuring student rights and responsibilities are upheld.

**Supervision:** Not Applicable

**Position Responsibilities:**

- Assumes overall responsibility for the Office in the absence of the Director.
- Advises stakeholders of student conduct policies and disciplinary procedures to increase awareness of individual student rights, compliance, and understanding of the administration process.
- Conducts pre-hearing investigations and expedites the administrative disposition of alleged student misconduct cases.
- Maintains competencies related to the case management process such as utilizing case management system/software and completing specialized training in student conduct administration in areas such as sexual harassment, substance abuse, etc.
- Designs, develops, and coordinates outreach activities, on and off campus requiring occasional evening and weekend work, to student groups, parents, faculty, and other appropriate groups as assigned, to educate students to apply critical thinking and other integrated skills to develop healthy decision-making practices.
- Assesses the effectiveness of the Office's programs to provide continuous improvement of services.
- Establishes and maintains effective liaison with University departments, department chairs, and student support services administrators to enhance the delivery of student conduct related services to members of the community.
- Conducts research on "best practices" and current trends in student conduct administration.
- Assists in the development and implementation of policies, procedures, publications, website materials, learning outcomes and programs to improve a student's perspective and appreciative regarding institutional connectedness, civic responsibility, and humanitarianism.
- Trains a variety of groups including, but not limited to, hearing bodies, Residence Life staff, student organizations, and faculty on student conduct related issues, trends, and practices.
- Designs and makes presentations and/or conducts workshops to classes, clubs/organizations, faculty groups, or staff members on topics such as sexual harassment, community standards, decision making, etc.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor's degree and three years of experience working in a higher education environment and serving on student conduct hearing boards, and specialized training in student conduct administration.
  - Strong written and oral communication and organizational skills
  - Demonstrated ability to utilize enterprise software and Microsoft Office Suite
- Credentials and/or experience comparable to the above may also be considered.*

**Advertised:** *Diversejobs.net, Higheredjobs.com, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Nineteen (19) individuals applied for this position:** Three (3) White Males; Seven (7) White Females; Four (4) Black Males; One (1) Black Female; One (1) Hispanic Male; One (1) Hispanic Female; Two (2) Unknown Males.

**Nine (9) applicants were determined to be not qualified:** Two (2) White Females; Three (3) Black Males; One (1) Black Female; One (1) Hispanic Male; One (1) Hispanic Female; One (1) Unknown Male.

**No applicants were determined to be minimally qualified.**

**Ten (10) applicants were determined to be finalists:** Three (3) White Males; Five (5) White Females; One (1) Black Male; One (1) Unknown Male.

**One (1) White Female non goal candidate** was hired for this position. She has a master's degree in Higher Education/Student Affairs. She demonstrated knowledge of student conduct processes and was able to describe her experience at various levels of student conduct, what she learned, and what she would consider changing. She articulated the well-rounded approach she uses to stay abreast of the latest developments in the field. She worked collaboratively with multiple campus constituencies.

### **Administrative Operations Assistant**

**Selection:** Five (5) White Females and Two (2) Hispanic Females

Central Connecticut State University invites applications for multiple full-time Administrative Operations Assistant positions to provide administrative support for senior executives at the University in various departments. The responsibilities include a range of administrative support services assisting in the operations of the specific office or department. These include preparing correspondence and reports, compiling data, researching information, making travel arrangements, responding to callers and visitors, assisting in coordinating special events and performing project management duties as assigned. Incumbents of these positions would also be required to update and maintain confidential records, create necessary forms and logs, generate work orders, order supplies, and reconcile purchase card statements. Administrative Operations Assistant is an unclassified confidential position.

#### **Required Qualifications:**

- Two (2) years of direct administrative support experience in a professional organization or setting.
- Working knowledge of Microsoft Office Suite to include email, calendaring, and virtual meeting scheduling.
- Experience creating forms, spreadsheets, and reports.
- Excellent interpersonal skills
- Strong organizational skills and attention to detail
- Commitment to serving culturally, ethnically, and linguistically diverse communities.

#### **Preferred Qualifications:**

- Bachelor's degree
- Experience working in an academic environment.
- Experience using Banner software system.

*Substantially comparable experience and/or credentials may also be considered.*

*Advertised: Higheredjobs.com, Chronicles of Higher Ed, Diverse Jobs, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Fifty-four (54) individuals applied for this position:** Eight (8) White Males; Twenty (20) White Females; Four (4) Black Females; One (1) Hispanic Female; **One (1) AAIANHNPI Male; Two (2) AAIANHNPI Females;** Three (3) Two or More Females; Eleven (11) Unknown Females; Four (4) Unknown Unknowns.

**Thirty-six (36) applicants were determined to be not qualified:** Six (6) White Males; Thirteen (13) White Females; Two (2) Black Females; **One (1) AAIANHNPI Male;** One (1) Two or More Female; Nine (9) Unknown Females; Four (4) Unknown Unknowns.

**One (1) AAIANHNPI Male** did not meet all the required qualifications. He did not have the required two years direct administrative support experience.

**Two (2) applicants were determined to be minimally qualified:** One (1) White Female; One (1) Two or More Female.

**Sixteen (16) applicants were determined to be finalists:** Two (2) White Males; Six (6) White Females; Two (2) Black Females; One (1) Hispanic Female; **Two (2) AAIANHNPI Females;** One (1) Two or More Female; Two (2) Unknown Females.

**Two (2) AAIANHNPI Females** withdrew their applications after the interview and accepted positions elsewhere.

Five (5) White Females and Two (2) Hispanic Females were hired for this position.

**One (1) White Female non goal candidate** met all the required qualifications and two of the preferred. She has a bachelor's degree and experience working in an academic environment. She has experience planning campus events and coordinating projects. She has experience with handling of confidential records, creating forms and spreadsheets, and preparing reports.

**One (1) White Female non goal candidate** met all the required qualifications and one preferred. She has a bachelor's degree and eight years' experience. She has experience compiling data, creating reports, and preparing correspondence. She has experience in accounting and employee benefits.

**One (1) White Female non goal candidate** met all required and preferred qualifications. She has a bachelor's degree, experience working in an academic environment, and using Banner. She has experience in handling confidential information, compiling data, scheduling meetings, processing travel requests, proofreading and reconciling purchasing card statements.

**One (1) White Female non goal candidate** met all the required and all preferred qualifications. She has experience scheduling meetings, preparing correspondence and reports, and overseeing special projects. She has experience with federal and state grant activities and coordinating special events.

**One (1) White Female non goal candidate** met all required and preferred qualifications. She has experience with payroll and updating databases and electronic filing systems. She has experience editing and updating hiring forms. She has customer service experience.

**One (1) Hispanic Female non goal candidate** met all the required qualifications and one preferred qualification. She has experience handling confidential information. Her experience also includes maintaining office files both electronically and hard copy, ordering office supplies, scheduling meetings, prepared travel forms, and typed correspondence including memos, meeting minutes and agendas.



**One (1) Hispanic Female non goal candidate** met all the required and two of the preferred qualifications. She has a bachelor's degree and experience working in an academic environment. She has experience planning events, composing meeting minutes, and performing project management responsibilities.

### **Assistant Director of Career Development**

**Selection:** One (1) Black Female

Central Connecticut State University invites applications for an Assistant Director of Career Development in the Career Development Office. The Assistant Director of Career Development assists with experiential learning and professional development planning in the Office to help build opportunities for students to attain employability skills. The Assistant Director brings experiential learning issues and trends to the attention of the Director of Career Development and works with the Director toward developing and maintaining innovative and effective programs and services to provide students with the necessary tools to achieve employability and career success.

**Supervision:** May supervise support staff.

#### **Position Responsibilities:**

- Assists in building the experiential learning model at Central Connecticut State University by working with the Director to develop and put forth a university-wide experiential learning/education program along with initiatives for undergraduate and graduate students.
- Assists with advancing job and experiential opportunity development programs by assisting with developing and recruiting for opportunities to enable students to engage with employers, non-profit organizations, government agencies, and other related entities.
- In conjunction with the Director, works to develop the Career Development Office calendar for and facilitation of on- and off-campus activities, programs, and events such as career fairs, employer events, etc.
- Works with University departments to develop part-time and federal work study student worker opportunities to enhance student employability skills.
- Designs, develops, and coordinates outreach activities to student groups, parents, faculty and other appropriate groups, in order to provide information on academic and career choices and employability skills.
- Meets with academic departments and employers to learn about and understand pathways from majors to careers to assist with helping with internship development and experiential learning opportunities.
- Provides information to students individually or in a group setting on topics such as skills identification, values clarification, career research and exploration, resume and cover letter writing, job search strategies and interviewing.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor's degree and three years of relevant work experience.
- Working knowledge of experiential learning; direct experience working successfully with diverse populations, demonstrating multicultural competence.
- Demonstrated strong oral and written communication skills; demonstrated experience with setting priorities, managing deadlines, and working collaboratively with others.

**Preferred Qualifications:**

- Strong working knowledge of career development and career coaching techniques. Experience in event planning, ability to work in a complex, fast-paced dynamic environment, knowledge of current trends in social media.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higheredjobs.com, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Fifty-Seven (57) individuals applied for this position:** Fourteen (14) White Males; Eighteen (18) White Females; Nine (9) Black Females; Four (4) Hispanic Females; **Two (2) AAIANHNPI Females;** Two (2) Two or More Females; Four (4) Unknown Males; Three (3) Unknown Females; One (1) Unknown Unknown.

**Forty-four (44) applicants were determined to be not qualified:** Ten (10) White Males; Thirteen (13) White Females; Eight (8) Black Females; Four (4) Hispanic Females; **Two (2) AAIANHNPI Females;** Two (2) Two or More Females; Two (2) Unknown Males; Two (2) Unknown Females; One (1) Unknown Unknown.

**Two (2) AAIANHNPI Females** did not meet the required qualification of three years relevant work experience.

**Three (3) applicants were determined to be minimally qualified:** One (1) White Male; One (1) White Female; One (1) Unknown Female.

**Ten (10) applicants were determined to be finalists:** Three (3) White Males; Four (4) White Females; One (1) Black Female; Two (2) Unknown Males.

**One (1) Black Female non goal candidate** was hired for this position. She met all the required and preferred qualifications. She has a Master's degree in Student Personnel Administration in Higher Education. She has over fifteen years of experience working in career services at the Assistant Director level. She has experience building community and employer partnerships for student internship programs as well as experience hosting career fairs and networking events for students. She has taught career development workshops that include resume writing, cover letters, and mock interviews.

## Graphic Designer

**Selection:** One (1) Hispanic Female

Central Connecticut State University invites applications for a Graphic Designer in University Marketing. The Graphic Designer will work closely with the Director of Marketing, University personnel, and external vendors to ensure the University's image and marketing messages are executed with quality.

**Supervision:** May supervise professional and/or support staff.

### Position Responsibilities:

- Develops concepts, designs, layouts and does pre-press production for a variety of University publications such as brochures, posters, booklets, magazines, letterheads, logos, print ads, direct mail pieces, etc.
- Art directs photography for publications.
- Manipulates images, including digitizing photographs and PhotoShop digital image manipulation.
- Maintains electronic files and backs up data.
- Meets with campus clients to determine needs and ensures customer satisfaction throughout projects.
- Writes printing specifications and solicits bids.
- Proofs bluelines, color proofs, and attends press checks.
- Assists in the designing and maintaining of official web pages, including participation in strategic planning and overall design for University site.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

### Required Qualifications:

- Bachelor's degree in art or graphic design and three years of graphic design experience, *preferably* in a college or university setting.
- Creative self-starter with strong design and technology skills, a strong commitment to customer service and teamwork, excellent communication, and organizational skills.
- Must be equipped to function efficiently in a fast-paced academic environment and manage multiple priorities.
- Advanced experience using PhotoShop, Illustrator, QuarkXPress, and other appropriate software/technologies.
- Must be detail-oriented and able to work independently with a minimum of supervision.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Diversejobs.net, Higher Ed Jobs, Indeed.com, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Thirty-seven (37) individuals applied for this position:** Nineteen (19) White Males; Eleven (11) White Females; One (1) Hispanic Male; Two (2) Hispanic Females; **One (1) AAIANHNPI Female;** Two (2) Two or More Males; One (1) Unknown Male.

**Twenty-six (26) applicants were determined to be not qualified:** Fourteen (14) White Males; Six (6) White Females; One (1) Hispanic Male; One (1) Hispanic Female; **One (1) AAIANHNPI Female**; Two (2) Two or More Males; One (1) Unknown Male.

**One (1) AAIANHNPI Female** did not submit a complete application. She did not provide the required three references.

**No applicants were determined to be minimally qualified.**

**Eleven (11) applicants were determined to be finalists:** Five (5) White Males; Five (5) White Females; One (1) Hispanic Female.

**One (1) Hispanic Female non goal candidate** was hired for this position. She was able to present a complete portfolio and her designs were clean, cohesive, and modern. She demonstrated good use of layout and topography. She was knowledgeable with CCSU and came prepared to the interview. She was able to demonstrate her attention to detail by finding a mistake in the marketing materials given to her for the interview.

### **Registrar Services Assistant**

**Selection:** One (1) Hispanic Female

Central Connecticut State University invites applications for a Registrar Services Assistant in the Office of the Registrar. Under the guidance of the Assistant or Associate Registrar, the Registrar Services Assistant provides operational student support services to the Office of the Registrar, with a focus on quality service delivery and student support.

**Supervision:** Not applicable.

#### **Position Responsibilities:**

- Provides the first level of assistance for calls, emails, mail, and walk-in requests received by the Office of the Registrar. Resolves a variety of student requests that are within the prescribed limits of authority and in compliance with University policies.
- Assists with informing students and staff on registration and records processes, degree audit and graduation policies and general University policies and operating procedures while contributing to student success and retention.
- In conjunction with University policies, works to resolve student issues, including coordinating with other University departments (Bursar, Financial Aid, IT., etc.) as needed to settle student concerns and/or appropriately refer students.
- Assists with the creation of forms, training materials, and web content to support informing the University community about the operation of the Office of the Registrar and associated systems, policies, and procedures.
- Assists with informing students and University staff on the use and operation of self-service records and registration systems. Assists with troubleshooting, routine error resolution, and routine maintenance of records and registration systems.
- May assist with routine creation and maintenance of academic course sections.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor's degree and two years of registrar's office, or related college or university office, work experience.
- Demonstrated ability to handle varied and confidential information, effectively organize and perform detailed work, and multitask while demonstrating exemplary customer service skills.
- Demonstrated ability to communicate and share information effectively with a variety of people and groups.
- Demonstrated experience using student information systems, document imaging systems and the Microsoft Office Suite.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Higherjobs.com, NEACRAO Website, CACR List Serve, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Forty-five (45) individuals applied for this position:** Six (6) White Males; Nineteen (19) White Females; Five (5) Black Females; Two (2) Hispanic Males; Two (2) Hispanic Females; **Three (3) AAIANHNPI Females;** One (1) Two or More Male; One (1) Two or More Female; One (1) Unknown Male; Five (5) Unknown Females.

**Thirty-six (36) applicants were determined to be not qualified:** Six (6) White Males; Thirteen (13) White Females; Four (4) Black Females; Two (2) Hispanic Males; One (1) Hispanic Female; **Three (3) AAIANHNPI Females;** One (1) Two or More Male; One (1) Two or More Female; Five (5) Unknown Females.

**One (1) AAIANHNPI Female** did not have the required bachelor's degree.

**Two (2) AAIANHNPI Females** did not have the required two years of registrar's office or related college/university office work experience.

**No applicants were determined to be minimally qualified.**

**Nine (9) applicants were determined to be finalists:** Six (6) White Females; One (1) Black Female; One (1) Hispanic Female; One (1) Unknown Male.

**One (1) Hispanic Female non goal candidate** was hired for this position. She has a bachelor's degree and six years of experience in student customer services. She has experience supporting a university information line and assisting students through phone calls, emails, and walk-in requests. She has experience using related technology, such as Slate (as a Graduate Admissions Officer) and MS Office Suite.

**Admissions and Recruitment Counselor**

**Selection:** One (1) Two or More Female

Central Connecticut State University invites applications for a Recruitment and Admissions Counselor in the Office of Recruitment and Admissions. Under the supervision of the Director of Recruitment and

Admissions or designee, the Recruitment and Admissions Counselor will assist in recruitment, advising, and counseling students regarding university programs, admission requirements procedures and related matters with special emphasis on high school and transfer students, and making decisions on applications for admissions to the University.

**Supervision Exercised:** May supervise support staff.

**Position Responsibilities:**

- Program coordination including coordination and support of invitational programs of the Office of Recruitment and Admissions, as well as some others in conjunction with other campus offices.
- In close consultation with the Director of Recruitment and Admissions or designee, manages ongoing strategic communications with high school and independent counselors, including email, print, and other media.
- Represents the University both on- and off-campus to prospective students, parents, secondary school counselors and other individuals or organizations involved in the college selection process including at college fairs, high school visits, and other events.
- Plans and implements recruitment activities for assigned high schools and territories, including travel both in- and out-of-state.
- Works collaboratively with two-year and community colleges to increase transfer student enrollment.
- Counsels prospective applicants on the admissions process and opportunities at the University by in-person appointments, phone calls, emails and social media outlets.
- Reviews and scores application essays and other materials submitted by applicants for the purpose of making admission decisions.
- Coordinates and contributes to the success of various student-visit programs designed to recruit targeted prospective applicants to the University.
- Assists in the development and delivery of on-campus events and programs for counseling groups and individuals.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor's degree with one to two years of admissions counseling and/or student outreach experience, or equivalent.
- This position requires the ability to travel to remote locations and to load and transport admissions materials, displays and other equipment.
- Some evening and weekend hours required, especially during the travel season.
- Strong cross-cultural interpersonal and writing skills are necessary, including public speaking skills and the ability to present the University in a positive way to diverse populations.
- Ability to represent the admissions profession positively through a strong, student-centered ethic.
- Basic familiarity with word processing, spreadsheet, and database software tools.
- Demonstrated ability to work effectively both independently and as part of a team.

*Credentials and/or experience comparable to the above may also be considered.*

**Advertised:** *Diversejobs.net, Higheredjobs.com, Chronicles of Higher Ed, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Thirty-two (32) individuals applied for this position:** Five (5) White Males; Eleven (11) White Females; One (1) Black Male; Four (4) Black Females; Two (2) Hispanic Males; Two (2) Hispanic Females; **One (1) AAIANHNPI Female**; One (1) Two or More Male; Three (3) Two of More Females; One (1) Unknown Male; One (1) Unknown Female.

**Twenty-five (25) applicants were determined to be not qualified:** Four (4) White Males; Ten (10) White Females; Four (4) Black Females; One (1) Hispanic Male; One (1) Hispanic Female; **One (1) AAIANHNPI Female**; One (1) Two or More Male; One (1) Two or More Female; One (1) Unknown Male; One (1) Unknown Female.

**One (1) AAIANHNPI Female** did not have the required two years of admissions counseling and student outreach experience.

**No applicants were determined to be minimally qualified.**

**Seven (7) applicants were determined to be finalists:** One (1) White Male; One (1) White Female; One (1) Black Male; One (1) Hispanic Male; One (1) Hispanic Female; Two (2) Two or more Females.

**One (1) Two or More Female candidate** was hired for this position. She had direct experience working in a university admissions office. Her experience included recruitment, advising, and counseling students regarding university programs. She planned and implemented recruitment activities for diverse high school student populations. She had worked with student software programs and data bases.

## **Instructional Coordinator**

**Selection:** One (1) Two or More Female

Central Connecticut State University invites applications for an Instructional Coordinator in the Center for Teaching and Innovation. The Instructional Coordinator assists the Director in the overall operation of the Center for Teaching and Innovation (CTI), particularly in the area of instructional design, training, production and utilization of media and multimedia materials. The incumbent in this position will also assist with the support and maintenance of the Learning Management System (LMS) and instructional technology to support faculty teaching in all modalities.

**Supervision:** May supervise part-time staff.

### **Position Responsibilities:**

- Assists faculty with the design, development, and implementation of course materials to support teaching and learning.
- Coordinates the design, planning and production of audiovisual and multimedia programs for instructional and informational purposes.
- Assists with the LMS system administration including system maintenance, monitoring, and troubleshooting of server issues or errors. Liaises with the LMS vendor and other vendors as appropriate.
- Researches, evaluates, and recommends instructional materials, multimedia software and distance education methodologies applicable to the Center's operation to the Director of Instructional Design

and Distance Learning Development (IDDL), and integrates their functions with appropriate University offices and academic departments.

- Acts as a resource and develops and/or conducts workshops/training in the development and utilization of instructional media, multimedia technologies, instructional software, and academic technologies.
- Assists faculty in the development and production of computer-based multimedia and creates instructional guides and informational materials to assist users with LMS and CTI academic technologies.
- Works with the Director of IDDL to adapt and refine technologies and training to maintain a responsive and innovative environment of support for teaching and learning. Provides input as needed on procedures and initiatives for instructional technology support.
- Provides technical assistance to faculty, staff, and students on CTI-supported academic technology to include troubleshooting user problems.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

**Required Qualifications:**

- Bachelor's degree and a minimum of three years' experience in the development of computer-based multimedia instructional materials.
- Demonstrated ability to work constructively with a wide variety of individuals, and strong organizational skills.

*Credentials and/or experience substantially comparable to the above may also be considered.*

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, Higher Ed Jobs, E-Learning Hero, E-Learning Guild, CCSU Website*

**The Black Male, Hispanic Male, Two or More Male, and Two or More Female goals were previously achieved.**

**Twenty-two (22) individuals applied for this position:** Five (5) White Males; Ten (10) White Females; Two (2) Black Females; **Two (2) AAIANHNPI Females;** Two (2) Two or More Females; One (1) Unknown Female.

**Fifteen (15) applicants were determined to be not qualified:** Two (2) White Males; Nine (9) White Females; One (1) Black Female; **One (1) AAIANHNPI Female;** One (1) Two or More Female; One (1) Unknown Female.

**One (1) AAIANHNPI Female** did not meet all the required qualifications. She did not have the minimum of three years' experience in the development of computer-based multimedia instructional materials.

**One (1) applicant was determined to be minimally qualified:** One (1) White Female.

**Six (6) applicants were determined to be finalists:** Three (3) White Males; One (1) Black Female; **One (1) AAIANHNPI Female;** One (1) Two or More Female.

**One (1) AAIANHNPI Female** withdrew application after the interview.

**One (1) Two or More Female candidate** was hired for this position. She designs and conducts workshops and training in the development and utilization of instructional media, multimedia technologies, instructional software, and academic technologies for faculty, staff, and students.



She has experience in Blackboard Learning Management System, Adobe Creative Suite, and Microsoft Office. She has experience assisting faculty with the design, development, and implementation of course materials to support teaching and online learning.

**SECRETARIAL CLERICAL VARIED (Excluding Secretary 2)**

**GOALS:**

Hires	Promotions
	1 White Female
2 Hispanic Females	1 Hispanic Female
1 Two or More Female	

**Telecommunications Dispatcher**

**Selection:** One (1) White Male

**Purpose of Job Class**

This class is responsible for providing a communications link between agency units and/or divisions, other public safety agencies and the public.

**Supervision Received**

Works under the general supervision of a Police Lieutenant, Sergeant, or other employee of higher grade.

**Example of Duties**

Receives, transmits and relays police, fire, medical and other emergency information to and from appropriate personnel; provides appropriate dispatch responses to calls such as: traffic accidents and injuries on state property and police, fire, and medical emergencies; determines and evaluates emergency or non-emergency situations, prioritizes and takes appropriate action including interpreting and relaying information to offsite personnel; operates communications equipment such as computer, radio, telephone and related communications equipment; operates computer assisted dispatch (CAD), National Crime Information Center (NCIC) and Connecticut On-Line Law Enforcement Communications Teleprocessing (COLLECT) systems; operates VOTER system to determine radio transmission capability; monitors various cameras and alarm systems within the agency complex; logs communications received during shift and maintains records for purpose of ready identification; advises other agencies such as: State Police and local public safety agencies; independently responds to calls from the general public and refers to appropriate personnel; may monitor other state and local police, fire and medical radio frequencies; may perform varied clerical and statistical work; performs related duties as required.

**Knowledge, Skill, and Ability**

Knowledge of and ability to operate and monitor communication equipment; knowledge of terminology and coding used in radio communications; knowledge of and ability to interpret and apply state and federal laws, statutes, regulations and procedural guidelines relating to communications; interpersonal skills; computer keyboarding skills; ability to listen and communicate calmly, effectively and courteously in emergency and non-emergency situations; ability to speak proper English and enunciate clearly;

ability to function and react calmly, effectively and efficiently under stress; ability to think and act quickly in emergency situations with judgment and discretion; ability to exercise discretion in handling confidential information; ability to follow oral and written instructions; ability to maintain records.

### **Minimum Qualifications-General Experience**

One (1) year of experience in dispatching and operation of communication equipment.

### **Preferred Qualifications**

Preference will be given to those applicants who can effectively demonstrate having received training and/or certification in any other systems related to NEXGEN, NCIC and COLLECT.

### **Special Requirements**

1. Incumbents in this class may be required to possess and retain certification as a Telecommunicator.
2. Incumbents in this class may be required to receive within three (3) months of appointment and retain certification in NCIC and COLLECT systems.
3. Incumbents in this class may be required to work a schedule that includes weekends, evenings, and holidays.

### **Physical Requirements**

A physical examination may be required by the appointing authority. Applicants for this class must possess normal hearing and vision.

**Advertised:** *CCSU Website, DAS Website*

**One hundred and thirteen (113) individuals applied for this position:** Nineteen (19) White Males; Twenty-three (23) White Females; Sixteen (16) Black Males; Twenty-five (25) Black Females; Six (6) Hispanic Males; **Eight (8) Hispanic Females;** One (1) AAIANHNPI Male; Two (2) AAIANHNPI Females; Three (3) Two or More Males; **Seven (7) Two or More Females;** Two (2) Unknown Males; One (1) Unknown Female.

**Ninety-one (91) applicants were determined to be not qualified:** Ten (10) White Males; Twenty (20) White Females; Fourteen (14) Black Males; Twenty-one (21) Black Females; Six (6) Hispanic Males; **Seven (7) Hispanic Females;** One (1) AAIANHNPI Male; Two (2) AAIANHNPI Females; Three (3) Two or More Males; **Five (5) Two or More Females;** Two (2) Unknown Males.

**Seven (7) Hispanic Females and Five (5) Two or More Females** did not have the required one year experience in dispatching and operation of communication equipment.

**Fourteen (14) applicants were determined to be a Minimally Qualified:** Six (6) White Males; One (1) White Female; One (1) Black Male; Three (3) Black Females; **One (1) Hispanic Female; Two (2) Two or More Female.**

**One (1) Hispanic Female and Two (2) Two or More Females** met the required qualifications but did not meet the preferred qualifications. They did not have training and/or certification in system related to NEXGEN, NCIC and COLLECT.

**Eight (8) applicants were determined to be finalists:** Three (3) White Males; Two (2) White Females; One (1) Black Male; One (1) Black Female; One (1) Unknown Female.

**One (1) White Male non goal candidate** was hired for this position. He has eighteen years of telecommunication dispatching experience as Lead Dispatcher for the town of Thomaston. He is a certified Telecommunicator with the state of Connecticut. He effectively demonstrated having experience in systems related to NEXGEN, NCIC and COLLECT by his examples he provided during his interview.

### **Office Assistant**

**Selection:** One (1) White Female

### **Purpose of Job Class**

In a state agency, this class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in an assigned area.

### **Example of Duties**

- **Typing:** Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals.
- **Filing:** Sets up and maintains office procedures, filing and indexing systems and forms for own use.
- **Correspondence:** Composes routine correspondence.
- **Report Writing:** Compiles and generates recurrent technical, statistical, or financial reports requiring judgement in the selection and presentation of data (format).
- **Interpersonal:** Provide general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower-level employees in carrying out assigned clerical functions.
- **Processing:** Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks, and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

### **Knowledge, Skill, and Ability**

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills;

ability to perform a full range of clerical tasks; ability to operate office equipment which includes person computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

#### **Minimum Qualifications-General Experience**

Two (2) years of general clerical work experience.

#### **Minimum Qualifications-Substitutions Allowed**

College Training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

#### **Preferred Qualifications**

- Proficiency in Microsoft Office Suite
- Proficiency in Banner
- Experience working in Higher Education and/or Financial Aid Office
- Experience handling confidential and/or financial information.
- Experience working in a customer services-based office environment.

***Advertised:** CCSU Website, DAS Website*

**Three hundred and ten (310) individuals applied for this position:** Twenty-five (25) White Males; One hundred and fourteen (114) White Females; Nine (9) Black Males; Fifty-eight (58) Black Females; Two (2) Hispanic Males; **Thirty-two (32) Hispanic Females;** Four (4) AAIANHNPI Males; Twelve (12) AAIANHNPI Females; Three (3) Two or More Males; **Thirty-one (31) Two or More Females;** Seven (7) Unknown Males; Eleven (11) Unknown Females; Two (2) Unknown Unknowns.

**One hundred (100) applicants were determined to be not qualified:** Twelve (12) White Males; Thirty-two (32) White Females; Five (5) Black Males; Seventeen (17) Black Females; Two (2) Hispanic Males; **Ten (10) Hispanic Females;** Two (2) AAIANHNPI Males; Five (5) AAIANHNPI Females; Two (2) Two or More Males; **Eight (8) Two or More Females;** Two (2) Unknown Males; Two (2) Unknown Females; One (1) Unknown Unknown.

**Three (3) Hispanic Females** were determined to be not qualified by the Department of Administrative Services (DAS) for not meeting the minimum qualifications.

**Seven (7) Hispanic Females** and **eight (8) Two or More Females** were determined to be not qualified per CCSU's Human Resource Office. They did not meet the minimum qualifications.

**One hundred and ninety-four (194) applicants were determined to be minimally qualified:** Thirteen (13) White Males; Seventy-six (76) White Females; Four (4) Black Males; Thirty-seven (37) Black Females; **Twenty-two (22) Hispanic Females;** Two (2) AAIANHNPI Males; Seven (7) AAIANHNPI Females; One (1) Two or More Male; **Twenty (20) Two or More Females;** Four (4) Unknown Males; Seven (7) Unknown Females; One (1) Unknown Unknown.

**Twenty-two (22) Hispanic Females** and **Twenty (20) Two or More Females** met the minimum qualifications, but no preferred qualifications.

**Sixteen (16) applicants were determined to be finalists:** Six (6) White Females; Four (4) Black Females; **Three (3) Two or More Females;** One (1) Unknown Male; Two (2) Unknown Females.

**Two (2) Two or More Females** withdrew their applications prior to the interview and took a job elsewhere.

**One (1) Two or More Female** did not respond to several attempts made to schedule an interview.

**Thirteen (13) applicants were interviewed:** Six (6) White Females; Four (4) Black Females; One (1) Unknown Male; Two (2) Unknown Females.

**Although a White Female hiring goal was not established, a promotional goal was set for white female and no promotions occurred in this category. This White Female can satisfy the White Female hiring goal.**

**One (1) White Female non-goal candidate** was hired for this position. She met all minimum qualifications and three preferred qualifications. She has knowledge of all areas of Microsoft office suite, has experience working in higher education, and experience handling confidential and financial information. She has a thorough technological background and is familiar with Customer Relationship Management (CRM) systems. She demonstrated her ability to prioritize tasks and meet deadlines effectively in a fast-paced environment.

## SECRETARIAL CLERICAL – SECRETARY 2

### GOALS:

Hires	Promotions
2 White Females	1 White Female
1 AAIANHNPI Female	
1 Two or More Female	

### Secretary 2

**Selection:** One (1) Black Female

### Purpose of Job Class

In a state agency, this class is accountable for performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures.

### Example of Duties

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

- **Typing:** Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation, and spelling.
- **Filing:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates, and reviews reference materials and manuals.
- **Correspondence:** Composes complex letters and/or memoranda, etc. (e.g., explaining department practices/policies) for own or supervisor's signature.
- **Report Writing:** Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgement in the selection of items to be included.

- **Interpersonal:** Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g., citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters.
- **Processing:** Screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor.
- **Personal Secretary:** Arranges and coordinates meetings (including space and equipment); research, assembles, and coordinates meeting materials (e.g., charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machines transcription prepares expense accounts; makes travel arrangements.
- **Office Management:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g., orders, requisitions, invoices, etc.); maintains time and attendance records; assists in preparing and monitoring the office budget (e.g., compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

### **Knowledge, Skill, and Ability**

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

### **Minimum Qualifications-General Experience**

Three (3) years' experiences above the routine clerk level in office support or secretarial work.

### **Minimum Qualifications-Special Experience**

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

### **Minimum Qualifications-Substitutions Allowed**

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

**Advertised:** *CCSU Website, DAS Website*

**Two hundred and Ninety-one (291) individuals applied for this position:** Seventeen (17) White Males; **One hundred and thirty (130) White Females;** Five (5) Black Males; Forty-one (41) Black Females; Eight (8) Hispanic Males; Thirty-five (35) Hispanic Females; **Four (4) AAIANHNPI Females;** Three (3) Two or More Males; **Twenty-eight (28) Two or More Females;** Two (2) Unknown Males; Seventeen (17) Unknown Females; One (1) Unknown Unknown.

**Twenty-Five (24) applicants were determined to be not qualified:** Six (6) White Males; **Eight (8) White Females;** Two (2) Black Males; Two (2) Black Females; Three (3) Hispanic Females; **One (1) Two or More Females;** Two (2) Unknown Females.

**Four (4) White Females** were not qualified per CCSU Human Resource Office.

**Four (4) White Female** and **One (1) Two or More Female** were not qualified per the Department of Administrative Services (DAS).

**Two hundred and Forty-four (244) applicants were determined to be a Minimally Qualified:** Eight (8) White Males; **One hundred and thirteen (113) White Females;** Three (3) Black Males; Thirty-six (36) Black Females; Eight (8) Hispanic Males; Twenty-nine (29) Hispanic Females; **Three (3) AAIANHNPI Females;** Three (3) Two or More Males; **Twenty-five (25) Two or More Females;** Two (2) Unknown Males; Thirteen (13) Unknown Females; One (1) Unknown Unknown.

**One hundred and thirteen (113) Females, Three (3) AAIANHNPI Females, and Twenty-five (25) Two or More Females** were minimally qualified per the Department of Administrative Services (DAS).

**Twenty-three (23) applicants were determined to be finalists:** Three (3) White Males; **Nine (9) White Females;** Three (3) Black Females; Three (3) Hispanic Females; **One (1) AAIANHNPI Female; Two (2) Two or More Females;** Two (2) Unknown Females.

**Four (4) White Females** and **One (1) Two or more Female** declined interview requests and accepted a job elsewhere.

**One (1) White Female** did not respond to interview request.

**One (1) White Female** declined interview request due to personal reasons.

**Sixteen (16) applicants were interviewed:** Three (3) White Males; **Three (3) White Females;** Three (3) Black Females; Three (3) Hispanic Females; **One (1) AAIANHNPI Female; One (1) Two or More Female;** Two (2) Unknown Females.

**One (1) White Female goal candidate** did not have the experience necessary when interviewed by the search committee. Her background was in tax preparation. She was not able to effectively communicate her relevant transferrable experience and skills.

**Two (2) White Females goal candidates** and **One (1) Two or More Female goal candidate** were hired. They started prior to July 31, 2022, and were included in last year's 2022 Affirmative Action Plan.

**One (1) AAIANHNPI Female goal candidate** was offered position and declined.

**One (1) Black Female non goal candidate** was hired for this position. She was qualified per the Department of Administrative Services (DAS) and the Human Resource Office at CCSU. She has a bachelor's degree and a master's degree. She has experience in Microsoft Office products including Outlook. She also worked with electronic file management and was able to meet deadlines, and schedule meetings for a large department.

## TECHNICAL PARAPROFESIONAL

### GOALS:

Hires	Promotions
1 Black Male	None
1 Black Female	
1 Hispanic Female	

## **Library Technical Assistant**

**Selection:** One (1) White Female

Located in New Britain, CT, Central Connecticut State University (CCSU) is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, CCSU is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. CCSU offers a vibrant learning-centered community dedicated to teaching and to scholarship.

We are accepting applications from candidates who meet the qualifications for one (1) Library Technician Assistant to work in the Elihu Burritt Library within Access Services. This position has a variable schedule during the year. **Semester schedule is from 2:30pm to 11:00pm Monday through Thursday, and 1:30pm to 10:00pm on Sunday, 40 hours a week. Schedule varies during Summer Sessions and recess periods.**

### **Purpose of the Job Class**

In the State Library, a state college or university or a state agency, this class is accountable for performing a full range of supportive and/r paraprofessional tasks in any function of the library including acquisitions, cataloging, interlibrary loans, reference, and circulation.

### **Example of Duties**

Circulates books and other library materials using manual and/or automated systems; performs catalog maintenance activities such as filing, transferring, updating, revising, and withdrawing cards/files; retrieves bibliographic information from automated library systems for circulation, interlibrary loan or copy cataloging purposes; receives and processes orders for print and non-print materials; performs and/or supervises performance of stack maintenance activities including sorting, shelving, and shifting of material; assist patrons in locating and using library materials and equipment; compiles statistics on particular function of library; pulls and organizes library materials for binding ; may enter bibliographic information onto automated library systems; may process interlibrary loan requests by filling those received by other libraries; may instruct and supervise students and others in performance of library activities; may check in books and other library materials; may process invoices; may check in books and other library materials; may process invoices; may be responsible for monitoring student hours and payroll for those assigned; may correspond with vendors, publishers and library patrons as required; performs related duties as required.

### **Knowledge, Skill, and Ability**

Basic knowledge of library science techniques and practices; basic knowledge of library classification systems; knowledge of recordkeeping procedures; interpersonal skills; oral and written communication skills; ability to operate automated library systems.

### **Minimum Qualifications**

Two (2) years of experience in library work.

### **Minimum Qualifications-Substitutions Allowed**

Two (2) years of college training equaling sixty (60) semester hours with at least twelve (12) semester hours in library science may be substituted for the General Experience.



### **Preferred Qualifications**

- Experience supervising and training student staff.
- Experience overseeing library opening and closing procedures.

**Advertised:** DAS, CCSU Website

**Seventy-three (73) individuals applied for this position:** Sixteen (16) White Males; Fifteen (15) White Females; **Five (5) Black Males; Eight (8) Black Females;** One (1) Hispanic Male; **Eight (8) Hispanic Females;** Two (2) AAIANHNPI Males; Three (3) AAIANHNPI Females; One (1) Two or More Male; Three (3) Two or More Female; Six (6) Unknown Males; Four (4) Unknown Females; One (1) Unknown Unknown.

**Fifty-one (51) applicants were determined to be not qualified:** Eleven (11) White Males; Eight (8) White Females; **Five (5) Black Males; Five (5) Black Females; Seven (7) Hispanic Females;** Two (2) AAIANHNPI Males; Two (2) AAIANHNPI Females; One (1) Two or More Female; Five (5) Unknown Males; Four (4) Unknown Females; One (1) Unknown Unknown.

**Three (3) Black Males, Three (3) Black Females, and Three (3) Hispanic Females** were determined to not meet minimum qualifications by CCSU's Human Resource Office. They did not have the required two years of library work experience or an equivalent substitution.

**Two (2) Black Males, Two (2) Black Females, and Four (4) Hispanic Females** were determined to not meet minimum qualifications by the Department of Administrative Services (DAS). They did not have the required two years of library work experience.

**Five (5) applicants were determined to be minimally qualified:** One (1) White Male; **Two (2) Black Females; One (1) Hispanic Female;** One (1) Unknown Unknown.

**Two (2) Black Females** indicated on their applications they are not willing to work a variable schedule.

**One (1) Hispanic Female** does not have experience supervising and training student staff.

**Seventeen (17) applicants were determined to be Finalists:** Four (4) White Males; Seven (7) White Females; **One (1) Black Female;** One (1) Hispanic Male; One (1) AAIANHNPI Female; Two (2) Two or More Females; One (1) Unknown Male.

**One (1) Black Female** withdrew her application after the interview and accepted a position elsewhere.

**One (1) White Female non goal candidate** was hired for this position. The candidate has over two years of library experience. During the interview, the candidate was able to provide the committee with an understanding of her experience in a library environment, providing details regarding her work in the areas that pertain to circulation and stacks maintenance. The candidate has supervisory and training experience. The candidate demonstrated a clear sense of the library's role in a regional comprehensive university. The candidate answered all questions with a strong sense of understanding what this position will need in terms of a commitment to public service, customer service, the technical skills needed for maintaining the stacks, and the flexibility to work within the schedule needed. She is currently working as a school media librarian and pursuing her library degree.

## SKILLED CRAFTS

### GOALS:

Hires	Promotions
1 Hispanic Male	1 Black Male

### Qualified Craft Worker (Plumbing and Steamfitting)

**Selection:** One (1) White Male

CCSU is accepting applications from candidates who meet the qualifications for Qualified Craft Worker (Plumbing and Steamfitting) in the Facilities Management Department. This is a 1<sup>st</sup> shift position with a schedule of 8:00am-4:30pm, Monday through Friday, 40 hours per week. *The incumbent in this category will be required to possess and retain an active P2 Unlimited Journeyman Plumber License. All candidates must include their P2 Unlimited Journeyman Plumber License number with issuing state and expiration date on their application in order to be considered.*

### Purpose of Job Class

In a state agency, this class is accountable for performing a full range of highly skilled duties in one of the following trade areas: electrical, plumbing and steamfitting, utilities or heating, ventilation, and refrigeration.

### Examples of Duties

Performs highly skilled maintenance and/or construction work requiring application of trade skills, codes and standard trade practices in electrical, plumbing, utilities, or HVAC trade areas; makes estimates of time, personnel and determines and obtains required materials; keeps necessary records; may perform duties related to similar trade areas as required; may act as a liaison with other operating units and outside contracts; may operate heavy equipment; may respond to fire and/or crash emergency situations at state owned airports; performs related duties as required.

Plumbing and Steamfitting: Performs highly skilled plumbing and steamfitting tasks in accordance with standard trade practices; assembles, installs and repairs air, gas, water, steam and sewer disposal systems; cuts, bends, reams and threads pipes; caulks and tests joints; installs and repairs gas, water, steam and sanitary fixtures; covers and insulates tanks, pipes and related objects; works with high pressure hot water and steam systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may braze pipes; may inspect and repair steam traps and/or vaults fed by main system at various locations; may remove pipe insulation materials associated with the repair of pipes and fittings using OSHA approved methods; may inspect and repair medical gas systems.

### Knowledge, Skills, and Ability

Considerable knowledge of and ability to apply standard tools, materials, methods, and practices of the particular trade; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

### Minimum Qualifications

Four (4) years of experience in the particular trade area indicated by the parenthetical title.

### **Minimum Qualifications-Special Experience**

- Two (2) years of the General Experience must have been performing skilled trade functions in the specific trade area.
- Note: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2

### **Minimum Qualifications-Substitutions Allowed**

- Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of General Experience.
- Two (2) years of experience as a Qualified Craft Worker Intern in a designated maintenance trade area may be substituted for the General and Special Experience.
- Experience performing technical duties within a designated maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General Experience and Special Experience on a year for year basis.

### **Special Requirements**

- Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications including possession and retention of an Unlimited Journeyman's license in the trade area indicated by the parenthetical title.
- Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

### **Physical Requirements**

- Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
- A physical examination may be required.

### **Working Conditions**

- Incumbents in this class may be required to lift moderate to heavy weights and to use protective equipment such as respirators and safety goggles; and may be exposed to risk of injury from equipment, extreme weather conditions and/or environmental conditions.
- The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

**Advertised:** *Higher Ed Jobs, Diverse Jobs, DAS, CCSU Website*

**Eleven (11) individuals applied for this position:** Seven (7) White Males; One (1) Black Male; **One (1) Hispanic Male;** One (1) Hispanic Female; One (1) Unknown Male.

**Six (6) applicants were determined to be not qualified:** Four (4) White Males; One (1) Hispanic Female; One (1) Unknown Male.

**No applicants were determined to be minimally qualified.**

**Five (5) applicants were determined to be finalists:** Three (3) White Males; One (1) Black Male; **One (1) Hispanic Male.**

**One (1) Hispanic Male** did not provide detailed answers to questions during the interview which made it difficult to determine his level of experience. He does not have commercial experience and experience with steam heat.

**One (1) White Male non goal candidate** was hired for this position. He has over four years' experience in commercial and residential plumbing. In addition, he has experience with main drain cleaning, steam heat, and with plumbing applications in new commercial construction. He was able to detail the steps to take when dealing with a plumbing emergency involving water pouring in from a ceiling. He also detailed his knowledge to explain how a flushometer works.

### **Qualified Craft Worker (Electrical)**

**Selection:** One (1) White Male

CCSU is currently accepting applications for Qualified Craft Worker (Electrical) in the Facilities Management Department. This position is 1<sup>st</sup> shift with a schedule of 8:00am-4:00pm, Monday through Friday, 37.5 hours per week. The incumbent in this position will be required to possess and retain an active E-2 Unlimited Electrical Journeyman License. ***All candidates must include their E-2 Unlimited Electrical Journeyman License number with issuing state and expiration date on their application to be considered.***

### **Purpose of Job Class**

In a state agency, this class is accountable for performing a full range of highly skilled duties in one of the following trade areas: electrical, plumbing and steamfitting, utilities or heating, ventilation, and refrigeration.

### **Examples of Duties**

Performs highly skilled maintenance and/or construction work requiring application of trade skills, codes and standard trade practices in electrical, plumbing, utilities, or HVAC trade areas; makes estimates of time, personnel and determines and obtains required materials; keeps necessary records; may perform duties related to similar trade areas as required; may act as a liaison with other operating units and outside contracts; may operate heavy equipment; may respond to fire and/or crash emergency situations at state owned airports; performs related duties as required.

Electrical: Performs highly skilled tasks in accordance with national and local codes and standard trade practices; lays out and installs electrical conduit for power and lighting; makes repairs to electrical motors, controllers, switchboard panels, traffic lights, lights, power circuits, ventilating fans, electronic counting and traffic control devices; intercommunication systems and electrical generators; installs open and concealed wiring and lighting fixtures; maintains and repairs unit heaters, fans, building maintenance machines and equipment, gas pumps, refrigeration units, diesel electric generators, movable bridges, fire alarm systems, etc.; repairs relays and switches; rewires motors; bends pipes; installs, repairs and maintains oil burners; performs necessary safety testing of electrical equipment and keeps required records; performs pole work; may diagnose failures and repair drilling and patching to facilitate installations; may assist in high voltage work.

### **Knowledge, Skills, and Ability**

Considerable knowledge of and ability to apply standard tools, materials, methods, and practices of the particular trade; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

### **Minimum Qualifications**

Four (4) years of experience in the particular trade area indicated by the parenthetical title.

### **Minimum Qualifications-Special Experience**

- Two (2) years of the General Experience must have been performing skilled trade functions in the specific trade area.
- Note: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2

### **Minimum Qualifications-Substitutions Allowed**

- Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of General Experience.
- Two (2) years of experience as a Qualified Craft Worker Intern in a designated maintenance trade area may be substituted for the General and Special Experience.
- Experience performing technical duties within a designated maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General Experience and Special Experience on a year for year basis.

### **Special Requirements**

- Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications including possession and retention of an Unlimited Journeyman's license in the trade area indicated by the parenthetical title.
- Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

### **Physical Requirements**

- Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
- A physical examination may be required.

### **Working Conditions**

- Incumbents in this class may be required to lift moderate to heavy weights and to use protective equipment such as respirators and safety goggles; and may be exposed to risk of injury from equipment, extreme weather conditions and/or environmental conditions.
- The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

**Advertised:** *Higher Ed Jobs, Diverse Jobs, DAS, CCSU Website*

**Eighteen (18) individuals applied for this position:** Thirteen (13) White Males; One (1) White Female; One (1) Black Male; One (1) Two or More Male; Two (2) Unknown Males.

**Ten (10) applicants were determined to be not qualified:** Seven (7) White Males; One (1) White Female; Two (2) Unknown Males.

**No applicants were determined to be minimally qualified.**

**Eight (8) applicants were determined to be finalists:** Six (6) White Males; One (1) Black Male; One (1) Two or More Male.

**One (1) White Male non goal candidate** was hired for this position. He has an active and valid E-2 Unlimited Electrical Journeyman License that has been verified. He has experience with 60 volts to 480 volt systems. He has experience with ATS for generator systems. He has experience with residential and commercial fire alarms. In addition, he has experience with the installation of lighting systems such as Enlight and Crestron.

### **SERVICE MAINTENANCE (EEO7)**

Under the collective bargaining agreement, all service maintenance job opportunities are initially posted within the system and offered based on seniority.

### **SERVICE MAINTENANCE VARIED (EXCLUDING CUSTODIANS)**

#### **GOALS:**

<b>Hires</b>	<b>Promotions</b>
2 White Females	1 White Female
1 Black Female	
3 Hispanic Males	2 Hispanic Males
2 Hispanic Females	1 Hispanic Female
1 Two or More Male	

### **Storekeeper**

**Selection:** One (1) White Male

CCSU is accepting applications from candidates who meet the qualifications for Storekeeper in the Facilities Management Department. This is a 1<sup>st</sup> shift position with a schedule of 8:00am-4:00pm, Monday through Friday, 37.5 hours per week.

#### **Purpose of Job Class**

This class is accountable for independently performing a full range of various stores duties, both manual and clerical, such as receiving, storing, issuing, inspecting, inventorying, and the like; may be in charge of a small storeroom or be a specialist in a phase of total stores operation.

#### **Examples of Duties**

Receives and issues stock and maintains records of receipts, requisitions, and stock on hand; arranges stock in planned fashion, with due account taken of age, accessibility, safety and security; clarifies amount and condition of stock on hand and reports all discrepancies or need for replenishment; verifies quantity and quality of incoming supplies against invoices, dray bills, bills of lading and orders; maintains housekeeping and security of stores area; takes required inventory of materials and supplies; receives

gas station reports and makes necessary corrections; keeps mileage and maintenance records of vehicles in car pool; inspects material handling equipment, scales, gas pumps and other allied storeroom equipment for accuracy and safety; codes and inventories furniture and equipment; operates material handling equipment; may perform purchasing functions for inventory item stock replenishment; may drive motor vehicles as assigned; may enter data into a computer; performs related duties as required.

### **Knowledge, Skills, and Ability**

Knowledge of the methods of requisitioning, handling, storing, and issuing of materials and supplies; knowledge of safe and efficient warehousing practices including purchasing; some interpersonal skills; some oral and written communication skills; ability to keep accurate stock records and inventories; ability to utilize computer software.

### **Minimum Qualifications**

Two (2) years of experience in stock warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed above.

### **Special Requirements**

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

### **Physical Requirements**

1. Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

### **Working Conditions**

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

*Advertised: Higher Ed Jobs, Diverse Jobs, DAS, CCSU Website*

**One hundred and eighty-four (184) individuals applied for this position:** Sixty (60) White Males; **Thirty-two (32) White Females;** Twenty-four (24) Black Males; **Thirteen (13) Black Females;** **Sixteen (16) Hispanic Males;** **Eight (8) Hispanic Females;** Six (6) AAIANHNPI Males; **Twelve (12) Two or More Males;** Three (3) Two or More Females; Nine (9) Unknown Males; One (1) Unknown Female.

**Twenty-seven (27) applicants were determined to be not qualified:** Five (5) White Males; **Seven (7) White Females;** Two (2) Black Males; **Four (4) Black Females;** **Two (2) Hispanic Males;** **Two (2) Hispanic Females;** Two (2) AAIANHNPI Males; **Two (2) Two or More Males;** One (1) Two or More Female.

**Six (6) White Females, One (1) Black Female, One (1) Hispanic Male, One (1) Hispanic Female, and Two (2) Two or more Males** did not meet minimum qualifications. They did not have the required two years of experience in stock warehouse work or closely related work.

**One (1) White Female, Three (3) Black Females, One (1) Hispanic Male, and One (1) Hispanic Female** did not qualify per the Department of Administrative Services (DAS).

**One Hundred and thirty-Eight (138) applicants were determined to be minimally qualified:** Forty-Five (45) White Males; **Twenty-four (24) White Females;** Twenty-one (21) Black Males; **Eight (8) Black Females;** **Twelve (12) Hispanic Males;** **Five (5) Hispanic Females;** Four (4) AAIANHNPI Males; **Nine (9)**

**Two or More Males;** Two (2) Two or More Females; Seven (7) Unknown Males; One (1) Unknown Female.

**Twenty-four (24) White Females, Eight (8) Black Females, Twelve (12) Hispanic Males, Five (5) Hispanic Females, and Nine (9) Two or More Males** did not provide information to the referral questions asked about the minimum requirements for the position. The referral questions included: Do you possess at least two (2) years of experience in stock or warehouse work or closely related work that could reasonably be expected to provide the following knowledge, skills, and abilities: Knowledge of the methods of requisitioning, handling, storing? Issuing of materials and supplies? Knowledge of safe and efficient warehousing practices including purchasing? Interpersonal skills, oral, and written communication skills? Ability to keep accurate stock records and inventories? Ability to utilize computer software?

**Nineteen (19) applicants were determined to be finalists:** Ten (10) White Males; **One (1) White Female;** One (1) Black Male; **One (1) Black Female;** **Two (2) Hispanic Males;** **One (1) Hispanic Female;** **One (1) Two or More Male;** Two (2) Unknown Males.

**One (1) White Female** and **One (1) Black Female** did not respond to request to interview.

**One (1) Hispanic Female** did not show up for scheduled interview.

**Sixteen (16) applicants were interviewed:** Ten (10) White Males; One (1) Black Male; **Two (2) Hispanic Males;** **One (1) Two or More Male;** Two (2) Unknown Males.

**Two (2) Hispanic Males** and **One (1) Two or More Male** did not have experience using a forklift and experience maintaining equipment. They were not able to provide details of this type of work experience or knowledge during the interview.

**One (1) White Male non goal candidate** was hired for this position. He has experience in shipping, receiving and inventory including order verification, loading, and unloading of trucks, replenishment, and inventory control. He has experience with conducting cycle counts and stock rotation. He has experience with operating forklifts and pallet jacks and has trained other employees in the usage of this equipment. He also has experience with barcode scanners used for inventory.

**SERVICE MAINTENANCE/CUSTODIANS (EEO7)**

**GOALS:**

Hires	Promotions
1 White Male	None
1 Black Male	
1 Black Female	
3 Hispanic Females	
1 Two or More Male	
1 Two or More Female	

**Custodian**

**Selection:** One (1) White Female, One (1) Black Male, Two (2) Hispanic Males



We are accepting applications from candidates who meet the qualifications Custodian positions. These positions are in the Custodial Services Department. These positions are full time (37.5 hours per week) position with shift and schedule to be determined on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> shift and may be required to work on weekends and holidays. The incumbents in these positions are accountable for independently performing a full range of basic tasks in the cleaning and maintenance of university buildings.

### **Purpose of Job Class (Nature of Work)**

In a state agency this class is accountable for performing a full range of basic tasks in the cleaning and maintenance of buildings.

### **Examples of Duties**

Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes , dusts, and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspections for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may stand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

### **Knowledge, Skill, and Ability**

Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tool and equipment used in daily work; some ability in simple record keeping.

### **Minimum Qualifications**

Any experience and training which would provide the knowledge, skills and abilities listed above.

### **Preferred Qualifications**

*Preference will be given to those applicants who can effectively demonstrate current/recent experience in an institutional/commercial environment performing custodial task and various maintenance services with their submitted application.*

### **Special Requirements**

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

### **Physical Requirements**

1. Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.

2. A physical examination may be required.

### **Working Conditions**

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or individuals.

*Advertised: DAS Job Opportunities, CCSU Website*

**One hundred and seven (107) individuals applied for this position: Thirty-six (36) White Males; Seven (7) White Females; Twenty-five (25) Black Males; One (1) Black Female; Seventeen (17) Hispanic Males; Five (5) Hispanic Females; Two (2) AAIANHNPI Males; Eight (8) Two or More Males; Two (2) Two or More Females; and Four (4) Unknown Males.**

**Fifty-two (52) applicants were determined to be not qualified: Eighteen (18) White Males; Three (3) White Females; Fifteen (15) Black Males; One (1) Black Female; Five (5) Hispanic Males; One (1) Hispanic Female; One (1) AAIANHNPI Male; Four (4) Two or More Males; Two (2) Two or More Females; and Two (2) Unknown Males.**

**One (1) White Male and One (1) Black Female** did not meet the minimum requirements per the Department of Administrative Services (DAS).

**Seventeen (17) White Males, Fifteen (15) Black Males, One (1) Hispanic Female, Four (4) Two or more Males and Two (2) Two or more Females** did not meet the minimum requirements per the CCSU Human Resource Office review.

**Eleven (11) applicants were determined to be minimally qualified: Two (2) White Males; One (1) White Female; Three (3) Black Males; Two (2) Hispanic Males; One (1) Hispanic Female; One (1) AAIANHNPI Male; One (1) Two or More Male.**

**Two (2) White Males, Three (3) Black Males, One (1) Hispanic Female, and One (1) Two or More Male** met the minimum requirements per the Department of Administrative Services (DAS) and the CCSU Human Resource office. They had no recent custodial experience in the last three years.

**Forty-four (44) applicants were determined to be a finalist: Sixteen (16) White Males; Three (3) White Females; Seven (7) Black Males; Ten (10) Hispanic Males; Three (3) Hispanic Females; Three (3) Two or More Males; Two (2) Unknown Males.**

**One (1) White Male and Two (2) Two or more Males** met all the minimum requirements but had no blood borne pathogen clean up experience.

**Two (2) White Males and Three (3) Black Males** met all the minimum requirements but did not have experience with floor buffers.

**One (1) White Male and Two (2) Black Males** met all the minimum requirements but did not have experience using green cleaning products and safety equipment.

**One (1) White Male and Two (2) Hispanic Females** met all the minimum requirements but did not have experience with auto scrubbers, pressure washers, sweepers, and rotary machines.

**Eleven (11) White Males and One (1) Black Male** indicated they were no longer interested in the position and withdrew their application after the interview.

**One (1) Two or more Male** and **One (1) Hispanic Female** met all the minimum requirements but did not have experience with pressure washers, sweepers, and rotary machines.

One (1) White Female non goal candidate, **One (1) Black Male goal candidate** and Two (2) Hispanic Males were hired for this position. **The One (1) Black Male hire satisfies the one Black Male hiring goal in this category.**

**One (1) White Female non goal candidate** has experience with auto scrubbers, stripping machines and Kaivac bathroom cleaning machines. She has experience with maintaining custodial equipment and how to strip and wax a floor. She has experience using green cleaning products, personal protective equipment and blood borne pathogen clean up.

**One (1) Hispanic Male non goal candidate** has experience with auto scrubbers, vacuum cleaners, burnishers, buffing machines, ride on and walk behind machines in addition to snow removal equipment. He has experience maintaining custodial equipment and how to strip and wax a floor. He has experience using green cleaning products, personal protective equipment and blood borne pathogen clean up.

**One (1) Hispanic Male non goal candidate** has experience with low-speed swing machines, burnishers, auto scrubbers, and vacuum cleaners. He has experience with maintaining custodial equipment and how to strip and wax a floor. He has experience using green cleaning products, personal protective equipment and blood borne pathogen clean up.

**PROTECTIVE SERVICES**

**GOALS:**

Hires	Promotions
1 White Male	None
1 Black Male	
1 Black Female	
1 Hispanic Female	

**Police Officer**

**Selection:** One (1) White Male

We are accepting applications from candidates who meet the qualifications from candidates who meet the qualifications for a Police Officer position. This position is located in the CCSU Police Department and is a full time (40 hours per week) position. Once hired, the shifts will be determined for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> shift. Individuals in these positions may be required to work holidays and weekends. Incumbents will be required to successfully complete the training and probationary requirements for appointment to the Police Officer with responsibility for protection of life and property.

**Duties will include:**

- Provide crowd control at various CCSU events and activities.
- Monitor designated areas to ensue physical security and authorized access in order to prevent theft, trespass, vandalism, or violation of state statutes or regulations.
- Give Direction and routine information to the public.
- Participates in evacuation activities in event of fire, bomb threats or other potential disasters.

- Operates firefighting apparatus if needed.
- Conduct cruiser or foot patrols
- Conduct Bicycle patrols as weather permits.
- Provide traffic and/or crowd control.
- Assess nature of further assistance needed and makes timely and appropriate arrangements.
- Gather background information and provide threat assessments regarding high-risk locations safety of persons or property, biological or physical threats.
- Respond to emergency situations and provide CPR or first aid to injured parties.
- Assist State Police in investigation of major criminal acts.
- Be required to maintain building security and perform patrol duties at time of heightened alert level under Homeland Security jurisdiction.
- Direct traffic and enforces motor vehicle and parking regulations.
- Initiate and conduct criminal and other investigations of violations, suspicious activities or reports of incidents occurring within jurisdiction.
- Conduct on site investigations, question witnesses, arrest individuals at scene and issue summons.
- Record information
- Apply for and serve arrest warrants.
- Process paperwork on arrests and activity reports

### **Purpose of Job Class**

In a state agency, college or university, this class is accountable for independently performing a full range of tasks in the protection, safety and security of individuals and property with full police powers and responsibility for law enforcement.

### **Knowledge, Skill, and Ability**

Knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes, and regulations; Knowledge of traffic and crowd control practices and procedures; knowledge of criminal law and court procedures; considerable interpersonal skills; oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; ability to utilize computer software.

### **Minimum Qualification**

Certification as a law enforcement officer in the State of Connecticut pursuant to regulations promulgated by the Connecticut Police Officer Standards and Training Council.

Note: Candidates with a pending certification status may be employed on a temporary basis pending re-certification by the Connecticut Police Officer Standards and Training Council.

### **Minimum Qualifications-Substitutions Allowed**

Successful completion of prescribed training and probationary requirements set forth in the class of Protection Services Trainee.

### **Preferred Qualifications**

- Excellent written and verbal communication skills.
- Experience working in Higher Education environment.
- Experience utilizing computer software, including Microsoft Suite
- Attention to detail, accuracy, and proofreading skills.

## Special Requirements

- Applicants must be United States Citizens.
- Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council.
- Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to “arrest and present before a competent authority any person for any offense committed within his precinct.” (Connecticut General Statutes 29-18 and/or 10a-142)
- Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e or of the Connecticut General Statutes and regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
- Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.
- Incumbents in this class must possess and maintain a valid Motor Vehicle operator’s license.
- Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
- Incumbents in this class must be eligible and qualified to bear arms.
- Incumbents in this class may be required to travel.
- Department of Energy and Environmental Protection: Incumbents in this class will be required to obtain and retain a Standard First Aid certificate and CPR certificate and participate in any job-related training sessions.
- Department of Energy and Environmental Protection: Incumbents in this class must be willing to accept assignments or transfers to any region of the state consistent with departmental policies stipulations and work a flexible schedule.

## Character Requirements

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

## Physical Requirements

- Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance, and visual and auditory acuity required to perform the duties of the class. A physical fitness assessment will be required of all applicants.
- A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.
- Department of Energy and Environmental Protection: Incumbents in this class must be able to pass a swim test including swimming 100 yards within four (4) minutes.

**Advertised:** *CCSU Website, DAS Website, PD Facebook Page, CT Noble*

**Eighty-one (81) individuals applied for this position: Fourteen (14) White Males;** Four (4) White Females; **Twenty-five (25) Black Males;** **Five (5) Black Females;** Twelve (12) Hispanic Males; **Three (3) Hispanic Females;** Two (2) AAIAHNP Males; Ten (10) Two or More Males; Three (3) Two or More Females; Two (2) Unknown Males; One (1) Unknown Female.

**Seventy-six (76) applicants were determined to be not qualified: Eleven (11) White Males; Four (4) White Females; Twenty-four (24) Black Males; Four (4) Black Females; Twelve (12) Hispanic Males; Three (3) Hispanic Females; Two (2) AAIANHNPI Males; Ten (10) Two or More Males; Three (3) Two or More Females; Two (2) Unknown Males; One (1) Unknown Female.**

**No applicants were found to be minimally qualified.**

**Five (5) applicants were determined to be finalists: Three (3) White Males; One (1) Black Male; One (1) Black Female.**

**One (1) White Male goal candidate was hired for this position. This hire met the one White Male goal in the Protective Services category.**

### **Protective Services Trainee**

**Selection:** One (1) Hispanic Male

We are accepting applications from candidates who meet the qualifications from candidates who meet the qualifications for Protective Services Trainee (Police). This position is located in the CCSU Police Department and is a full time (40 hours per week) position. *Shifts will be determined depending on placement post Connecticut Police Academy Training for on first, second, or third shift and will be required to work holidays and weekends.* The incumbent in this position is required to successfully complete the training and probationary requirement for appointment to Police Officer with responsibility for protection of life and property.

### **Purpose of Job Class**

In a state agency this class is accountable for taking a prescribed formal academic and on the job training course in basic police work involving investigative and inspection techniques and procedures.

### **Example of Duties**

- Provide crowd control at various CCSU events and activities.
- Monitor designated areas to ensure physical security and authorized access in order to prevent theft, trespass, vandalism, or violation of state statutes or regulations.
- Give Direction and routine information to the public.
- Participates in evacuation activities in event of fire, bomb threats or other potential disasters.
- Operates firefighting apparatus if needed.
- Conduct cruiser or foot patrols
- Conduct Bicycle patrols as weather permits.
- Provide traffic and/or crowd control.
- Assess nature of further assistance needed and makes timely and appropriate arrangements.
- Gather background information and provide threat assessments regarding high-risk locations safety of persons or property, biological or physical threats.
- Respond to emergency situations and provide CPR or first aid to injured parties.
- Assist in investigation of major criminal acts.
- Be required to maintain building security and perform patrol duties at time of heightened alert level under Homeland Security jurisdiction.

- Direct traffic and enforces motor vehicle and parking regulations.
- Initiate and conduct criminal and other investigations of violations, suspicious activities or reports of incidents occurring within jurisdiction.
- Conduct on site investigations, question witnesses, arrest individuals at scene and issue summons.
- Record information
- Apply for and serve arrest warrants.
- Process paperwork on arrests and activity reports
- Arrange surety and non-surety bond payments or Written Promise to Appear (WPA)
- Provide court testimony.
- Conduct special programs, projects, and services as required.
- May process arrested individuals including determining charges, fingerprinting, photographing initiating National Crime Information Computer (NCIC) check, searching, removing, and inventorying personal belongings and transporting arrested persons to lock up.
- May conduct various safety training, certification and/or recertification courses.
- May perform minor equipment repairs.
- May make public presentations regarding crime prevention and safety.
- May serve as dispatcher.
- Perform related duties as required.

### **Knowledge, Skill, and Ability**

General intelligence; ability to follow oral and written instructions; ability in oral and written expression; ability to evaluate emergency situations and develop effective courses of action; ability to deal effectively with those contacted in the work.

### **Preferred Qualifications**

- Excellent written and verbal communication skills.
- Experience working in Higher Education environment.
- Experience utilizing computer software, including Microsoft Suite
- Attention to detail, accuracy, and proofreading skills.

### **Special Requirements**

- Applicants must be United States Citizens by date of appointment.
- Applicants must have a high school diploma or General Educational Development (GED) certification prior to admission to the Connecticut Police Training Academy.
- During the period as a Police Trainee candidates will be required to complete a course of training to include completion and graduation from the Connecticut Police Training Academy program or its equivalent.
- Appointment to this class will be for a period not to exceed twelve (12) months. Provisional appointment will be made to the target class when formal training has not been completed after (12) months as a Protective Services Trainee (Police). Appointment will be made to the target class after successful completion and graduation of formal training.
- Applicants in this class must have reached their 21<sup>st</sup> birthday.
- Incumbents in this class must possess and retain a valid Motor Vehicle Operation's license.
- Incumbents in this class may be required to obtain and retain Emergency Medical Treatment (EMT) or Paramedic certification.

## Character Requirements

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

## Physical Requirements

- Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance, and visual and auditory acuity required to perform the duties of the class. A physical fitness assessment will be required of all applicants.
- A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

**Advertised:** CCSU Website, DAS Website, PD Facebook Page, CT Noble

**The White Male hiring goal was previously achieved.**

**Seventy-three (73) individuals applied for this position:** Nineteen (19) White Males; Three (3) White Females; **Seventeen (17) Black Males; Four (4) Black Females;** Thirteen (13) Hispanic Males; **Three (3) Hispanic Females;** Two (2) AAIANHNPI Males; Five (5) Two or More Males; Five (5) Two or More Females; Two (2) Unknown Males.

**Six (6) applicants were determined to be not qualified:** Three (3) White Males; **One (1) Black Male; Two (2) Black Females.**

**One (1) Black Male** was determined to be not qualified per the Department of Administrative Services (DAS) based on a response to a supplemental question. Candidate responded that they do not possess the ability to communicate clearly with diverse groups of people.

**One (1) Black Female** was determined to be ineligible because they are currently a POST certified police officer.

**One (1) Black Female** was determined to be not qualified per the Department of Administrative Services (DAS) based on a response to a supplemental question. Candidate responded that they are not willing or able to live at the CT Police Academy for 26 weeks as required for the CT Police Training Academy in Meriden CT.

**Fifty-eight (58) applicants were found to be minimally qualified:** Thirteen (13) White Males; Two (2) White Females; **Fifteen (15) Black Males; One (1) Black Female;** Twelve (12) Hispanic Males; **Three (3) Hispanic Females;** One (1) AAIANHNPI Male; Five (5) Two or More Males; Five (5) Two or More Females; One (1) Unknown Male.

**Two (2) Black Males** worked in higher education but did not pass the required physical agility screen.

**Four (4) Black Males** and **One (1) Black Female** worked in higher education but declined the invitation for physical agility screen.

**Nine (9) Black Males** and **Three (3) Hispanic Females** did not meet the preferred qualification of working in Higher Education environment.



**Nine (9) applicants were determined to be finalists:** Three (3) White Males; One (1) White Female; **One (1) Black Male; One (1) Black Female;** One (1) Hispanic Male; One (1) AAIANHNPI Male; One (1) Unknown Male.

**One (1) Black Male and One (1) Black Female** withdrew their application after the interview process was completed.

**One (1) Hispanic Male non goal candidate** was hired for this position. He has an associate’s degree in criminal justice. He has 2 years of Public Safety/Security experience including foot and mobile patrol and has served as Field Training Officer for new Public Safety Officers. He has experience overseeing the safety and security of a vaccination clinic that served over 600 patrons daily.

### PROMOTIONAL GOALS ANALYSIS

#### EXECUTIVE ADMINISTRATIVE (EE01)

Promotions
1 White Female

#### Associate Dean School of Business

**Selection:** One (1) White Female

**One (1) individual applied for this position: One (1) White Female.**

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist: One (1) White Female.**

**This White Female employee was promoted into this category. There were no other applicants in the pool. A promotional goal was achieved for White Female in this category.**

#### Director Student Financial Services

**Selection:** One (1) White Female

**The White Female hiring goal was previously achieved.**

**One (1) individual applied for this position: One (1) White Female.**

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist: One (1) White Female.**

**This White Female employee was promoted into this category. There were no other applicants in the pool.**

#### Human Resources Administrator

**Selection:** One (1) White Female

**The White Female hiring goal was previously achieved.**

**One (1) individual applied for this position:** One (1) White Female.

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist:** One (1) White Female.

**This White Female employee was promoted into this category. There were no other applicants in the pool.**

#### **Human Resources Administrator**

**Selection:** One (1) Hispanic Female

**One (1) individual applied for this position:** One (1) Hispanic Female

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist:** One (1) Hispanic Female

**This Hispanic Female employee was promoted into this category. There were no other applicants in the pool.**

#### **FACULTY (EEO2)**

In this category, the American Association of University Professors (AAUP) Collective Bargaining Agreement (Article 4.11) governs promotions. The criteria for promotion set forth in the contract include a terminal degree, years of successful teaching, strong scholarship, including publications, and service to the University. A faculty member who wishes to be considered for promotion must submit notification in writing to the department chairperson as well as the Department Evaluation Committee (DEC) Chairperson by the deadline stated in the contract. The faculty member's portfolio is reviewed and evaluated by the DEC, the appropriate dean, and the Promotion and Tenure Committee (P&T), with each making a recommendation based on the criterion set forth in Article 4.11.9.1-4.11.9.5 of the Collective Bargaining Agreement. The P&T forwards these recommendations to the President and pursuant to Article 4.11.14, the President makes recommendations for promotion and/or tenure to the Board of Trustees, based on the above noted criterion. If the President determines that the faculty member's portfolio has not met the criterion set forth in the Collective Bargaining Agreement, that faculty member is not recommended for promotion and/or tenure. This is an annual procedure.

## PROFESSOR

Promotions
9 White Females
1 Black Male
7 Hispanic Females
6 AAIANHNPI Males
1 AAIANHNPI Female

Fourteen (14) faculty members applied for promotion to Professor: Five (5) White Males; **Five (5) White Females; One (1) Black Male; Two (2) AAIANHNPI Males; and One (1) AAIANHNPI Female.**

Twelve (12) applicants were recommended for promotions to Professor based on the evaluations of the Department Evaluation Committee (DEC), the Deans, the Promotion and Tenure Committee (P&T) and Provost: Three (3) White Males; **Five (5) White Females; One (1) Black Male; Two (2) AAIANHNPI Males; and One (1) AAIANHNPI Female.**

Of the twelve (12) promotions that occurred in this category, the University achieved nine (9) established promotional goals: **Five (5) White Females; One (1) Black Male; Two (2) AAIANHNPI Males and One (1) AAIANHNPI Female.**

Two (2) applicants were denied promotion because they failed to meet the criterion set forth in Article 4.11.9.1-4.11.9.5 of the Collective Bargaining Agreement: Two (2) White Males.

Of the twelve (12) promotions that occurred in the Professor category, the University achieved nine (9) established promotional goals or seventy-five (75%).

## ASSOCIATE PROFESSOR

Promotions
3 White Females
1 Black Male
2 Black Females
1 Hispanic Male
2 AAIANHNPI Females

Nine (9) faculty members applied for promotions to Associate Professor: Three (3) White Males; **One (1) White Female; Two (2) Hispanic Males; and Three (3) AAIANHNPI Males.**

Nine (9) applicants were recommended for promotions to Associate Professor based on the evaluations of the DEC, the Deans, P&T, and Provost: Three (3) White Males; **One (1) White Female; Two (2) Hispanic Males; and Three (3) AAIANHNPI Males.**

Of the nine (9) promotions that occurred in this category, the University achieved two (2) established promotional goal: **One (1) White Female and One (1) Hispanic Male.**

No applicants were denied promotion because he failed to meet the criterion set forth in Article 4.11.9.1-4.11.9.5 of the Collective Bargaining Agreement.

Of the nine (9) promotions that occurred in the Associate Professor category, the University achieved two (2) goals or twenty-two-point two (22.2%) percent.

**ASSISTANT PROFESSOR**

<b>Promotions</b>
None

No promotional goals were established, and no promotions occurred during the reporting period.

**COACHING**

<b>Promotions</b>
None

No promotional goals were established, and no promotions occurred during the reporting period.

**PROFESSIONAL/NON-FACULTY (EEO3)**

<b>Promotions</b>
1 Black Male

**Network Administrator**

**Selection:** One (1) White Male

**One (1) individual applied for this position:** One (1) White Male.

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist:** One (1) White Male.

**This White Male employee was promoted into this category. There were no other applicants in the pool.**

**Human Resources Assistant**

**Selection:** One (1) White Female

Central Connecticut State University (CCSU) seeks knowledgeable and experienced Human Resources and payroll professionals to augment its Human Resources and Payroll team. Human Resources Assistants serve as a well-rounded, confidential Human Resources and payroll professional supporting a variety of areas within the Human Resources and Payroll team. This position provides an array of supportive responsibilities and processing in one or more of the following areas: recruitment and talent acquisition, employee onboarding and orientation, time and labor, employee benefits, compensation and payroll,

retirement processing and leave management. The ideal candidate will have broad demonstrated professional experience at or above the level of an assistant in Human Resources and or payroll. The incumbent will be required to work in person, on campus and may be required to work evenings and weekends.

### **Required Qualifications and Characteristics**

The Human Resources Assistant must possess knowledge, skills, and abilities in one or more areas in Human Resources: recruitment and talent acquisition, employee onboarding and orientation, time and labor, employee benefits, compensation and payroll, retirement processing and leave management. The incumbent must possess the demonstrated ability to apply principles and practices of public human resources management including payroll, relevant state and federal laws and regulations; state, CCSU and CSCU policies and procedures; collective bargaining; as well as computerized databases and software including querying data and processing transactions.

#### **Required qualifications:**

- Three (3) years of professional experience at or above the level of an assistant in Human Resources, and or payroll. Note: Experience obtained at the level of student worker including graduate assistant or its equivalent will not be considered as professional experience.
- Excellent written, oral, and interpersonal communications, organizational and presentational skills; and demonstrated organizational skills.

#### **Preference will be given to candidates who have the following:**

- Professional Human Resources and or Payroll experience in a public higher education setting.
- Knowledge and demonstrated experience with State of Connecticut systems including Core-CT, EPM reporting module, STARS – OBIEE
- Demonstrated success working in a collective-bargaining environment.

**Advertised:** *Chronicle of Higher Ed, Diversejobs.net, CT State Chapter of SHRM, CCSU Web*

**Eighteen (18) individuals applied for this position:** One (1) White Male; Eleven (11) White Females; Three (3) Black Females; One (1) Hispanic Female; One (1) AAIANHNPI Male; One (1) Unknown Female.

**Ten (10) applicants were determined to be not qualified:** Seven (7) White Females; One (1) Black Female; One (1) AAIANHNPI Male; One (1) Unknown Female.

**No applicants were determined to be minimally qualified.**

**Eight (8) applicants were determined to be finalists:** One (1) White Male; Four (4) White Females; Two (2) Black Females; One (1) Hispanic Female.

**One (1) White Female non goal candidate** was promoted into this position from the Clerical Residual category. She met all the required and preferred qualifications. Her experience includes finance, customer service, human resources management, sales, procurement, and office management. She has experience processing payroll in higher education.

**One (1) White Female and One (1) Black Female** were also hired in this search. They are included under the hiring activity.

**Astronomy Support Specialist**

**Selection:** One (1) White Female

**One (1) individual applied for this position:** One (1) White Female.

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist:** One (1) White Female.

**This White Female employee was promoted into this category. There were no other applicants in the pool.**

**Human Resources Associate**

**Selection:** One (1) Hispanic Male

**One (1) individual applied for this position:** One (1) Hispanic Male.

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist:** One (1) Hispanic Male.

**This Hispanic Male employee was promoted into this category. There were no other applicants in the pool.**

**SECRETARIAL CLERICAL VARIED Excluding Secretary 2 (EEO4)**

<b>Promotions</b>
1 White Female
1 Hispanic Female

No promotional activity occurred in this category during this reporting period.

**SECRETARIAL CLERICAL/SECRETARY 2**

<b>Promotions</b>
1 White Female

No promotional activity occurred in this category during this reporting period.

**TECHNICAL/PARA-PROFESSIONAL (EEO5)**

<b>Promotions</b>
None

No promotional goals were established, and no promotions occurred during the reporting period.

**SKILLED CRAFT ALL TITLES (EEO6)**

<b>Promotions</b>
1 Black Male

No promotional activity occurred in this category during this reporting period.

**SERVICE MAINTENANCE (EEO7)**

Under the collective bargaining agreement, all service maintenance job opportunities are initially posted within the system and offered based on seniority.

**SERVICE MAINTENANCE/RESIDUAL**

<b>Promotions</b>
1 White Female
2 Hispanic Males
1 Hispanic Female

**Mail Handler**

**Selection:** One (1) White Female

**One (1) individual applied for this position: One (1) White Female.**

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist: One (1) White Female.**

**This White Female employee was promoted into this category. There were no other applicants in the pool. A promotional goal was achieved for White Female in this category.**

**Lead Custodian**

**Selection:** One (1) Hispanic Male

**One (1) individual applied for this position: One (1) Hispanic Male.**

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist: One (1) Hispanic Male.**

**This Hispanic Male employee was promoted into this category. There were no other applicants in the pool. A promotional goal was achieved for Hispanic Male in this category. This met one of two promotional goals in this category.**

**Maintenance Supervisor Locksmith**

**Selection:** One (1) White Male

**One (1) individual applied for this position:** One (1) White Male.

**No applicants were determined to be not qualified.**

**No applicants were found to be minimally qualified.**

**One (1) applicant was determined to be qualified and was considered a finalist:** One (1) White Male.

**This White Male employee was promoted into this category. There were no other applicants in the pool.**

**SERVICE MAINTENANCE/CUSTODIANS**

<b>Promotions</b>
None

No promotional activity occurred in this category.

**PROTECTIVE SERVICES**

<b>Promotions</b>
None

No promotional activity occurred in this category during this reporting period.



III. PROGRAM

Summary of Achievement of 2022-2023 Program Goals

Goal	Description of Goal	Progress towards Goal
<p><b>1. Completion of Recruitment &amp; Equitable Search Process</b></p>	<p>The Office of Equity and Inclusion and Human Resources Staff will bring the hiring manual up to date to include the current process and procedures and provide examples of appropriate justifications that are detailed, searching and complete for every applicant in the search pool. The hiring manual updates will include: steps and procedures in the search process, completing forms correctly, recognizing and minimizing implicit bias throughout the entire search process, provide recruitment resources, interviewing tips and techniques, and thorough applicant review process. Once updated, the resource will be placed online for all faculty and staff to utilize as a resource.</p>	<p><b>1. Achieved: Partially Achieved and still in progress.</b>                      OEI implemented new training requiring all search committee members to complete <i>Bias in Interviewing</i> online training. The need for this training came from the established program goal to minimize implicit bias throughout the entire search process. This online module requires a completion score of 80% before the committee can move forward. To date, 261 search committee members have completed the online training.</p> <p>Also, OEI and HR met during the reporting period to discuss updates to the hiring manual and current employment process. The Chief Human Resource Officer was hired during this reporting period and is new to CCSU. After these meetings were summarized to the President of CCSU, she recognized the importance of the AA/EEO program goals and hired a consulting firm to review the entire employment process. The consulting firm met with stakeholders involved in the employment process. These stakeholders included members from OEI, HR, Unions, Faculty and Staff to gather their ideas for best practices in all these areas.</p> <p>The consulting firm held several of these input meetings with the stakeholders throughout the reporting period and continued after the reporting period ended.</p> <p>The University is going to continue this goal and its efforts to develop a</p>

		new hiring manual and other recruitment resources with the input from the stakeholders and the consulting firm.
<p><b>1. Professional Development</b></p>	<p>Provide training to assist management in building a transformative diverse leadership team and campus community. Recognizing that diversity is a critical component of academic excellence, the Vice President of Equity and Inclusion will collaborate with the Provost and VP of Academic Affairs to orchestrate a symposium for management staff, Deans, and Department Chairs. This symposium will allow participants to engage in a professional development opportunity with topics to include cognitive diversity, future diversity initiatives and have a hands-on approach to reviewing their own discourse that distracts them from progress in diversity administration.</p>	<p><b>Achieved:</b> <i>Achieved</i></p> <p>On January 20, 2023, a Martin Luther King, Jr. Symposium was held for the CCSU leadership team and campus community. There were over 200 participants from the University and community. This interactive symposium on <i>Creating an Inclusive Campus</i> was led by Dr. Ken "Coop" Coopwood Sr. Owner/CEO of Coopwood Diversity Leadership &amp; Educational Universal. A copy of the program agenda is attached and also included in the Internal Communication Supplemental Section.</p>