

## GOALS ANALYSIS

46a-68-90

August 1, 2018 through July 31, 2019

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.

It was the responsibility of the Chief Diversity Officer (CDO) during the reporting period, to oversee the search process. 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 CDO or designee charges the entire search committee. A new Office of Equity and Inclusion (OEI) was formed July 1, 2019 and an Interim Vice President was appointed. These responsibilities changed to her after the reporting period and she will continue handling the search process for the OEI.

During the charge to the search committee during the last reporting period, the CDO apprised the committee of the established goals and reminds 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. The Office of Diversity and Equity (ODE) approved the composition of the search committee, the job announcement, and advertisement outlets prior to the start of the search during the reporting period. The new staff in OEI will continue this process in the next Affirmative Action Plan. ODE 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 Supportive Materials. (See Hiring Process website at <http://www.ccsu.edu/HR/hiringprocess.html>.)** At the conclusion of the search, the committee will submit a list of recommended unranked candidates to the hiring manager.

The ODE/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 (**See Supportive Materials**) listing all eligible candidates, which is forwarded to the hiring manager as well as the ODE/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 ODE/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 (**See Supportive Materials**), which s/he forwards to the ODE/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 <http://www.ccsu.edu/HumanResources/jobs.html>, 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 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 also. 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	
4	White females	1	White female
2	Black females		
1	AAIANHNPI male		
1	AAIANHNPI female		

**1. Associate Vice President of Enrollment Management (C-19-006)**

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

Central Connecticut State University (CCSU) announces the search for its first Associate Vice President (AVP) of Enrollment Management and invites expressions of interest, nominations, and applications.

The oldest public institution of higher education in Connecticut and the largest of its regional comprehensive universities, CCSU is in a very strong financial position and enjoys stable enrollments. It has a strong commitment to serve its students and the increasingly diverse region of which it is a part. Under President Zulma R. Toro’s leadership, it is poised to grow both in size and in the effectiveness with which it fulfills its mission.



Founded in 1849 as New Britain Normal School, CCSU has evolved into a modern comprehensive university with undergraduate and graduate programs built on a robust foundation of liberal learning. One of the four regional comprehensive universities in Connecticut, it is part of the 17-member Connecticut State Colleges and Universities System created in 2012. It is also part of the Greater Hartford area of 1.2 million residents and is centrally located in the state, within easy reach of much of Connecticut and several of the major metropolitan areas in the region.

CCSU's five schools – the Carol A. Ammon College of Liberal Arts and Social Sciences, the School of Business (AACSB-accredited), the School of Education and Professional Studies, the School of Engineering, Science, and Technology, and the School of Graduate Studies – offer 100 major programs in over 80 fields of study, including bachelor's and master's degrees as well as several sixth-year professional diplomas and doctoral degrees in educational leadership and nurse anesthesia practice. In recent years, Central has added master's programs in accounting, exercise science, STEM education, and an MBA. In addition, several new academic initiatives designed to support the University's enrollment goals are underway.

CCSU's nearly 12,000 diverse students are taught and mentored by approximately 450 talented full-time and nearly 500 part-time faculty members and are supported by a devoted full-time staff numbering just over 500 and a part-time staff of almost 140 people, all of whom are true partners in the educational enterprise. CCSU's faculty and staff are committed to shared governance in a collective bargaining environment.

CCSU's faculty and staff provide a rich educational experience in addition to classroom instruction. Its international study/travel program is often ranked by *Open Doors* as one of the top 40 in the nation among regional comprehensive universities. Twenty-one percent of CCSU's graduates have had a research experience. The Carnegie Foundation for the Advancement for Teaching has recognized CCSU for its high level of community engagement. In 2016, CCSU's Community Engagement Committee was awarded the first Connecticut Campus Compact Leadership Award in recognition of its efforts to foster more community engagement activity by CCSU faculty and students.

**Job description:**

As the chief enrollment officer, the AVP provides leadership in all enrollment management matters and works collaboratively with the directors, faculty, staff, and administration to further the University's mission and vision. The new AVP will be expected to provide leadership in a variety of areas, with direct supervision of the following four departments: (1) Undergraduate Admissions; (2) Graduate Admissions; (3) Financial Aid; and (4) Transfer and Academic Articulation.

The ideal candidate is expected to have a record of collaborative decision-making, a high standard of professional integrity, a strong sense of professional ethics, and a creative and analytical approach. The position demands both inspirational leadership and a thorough understanding of best practices in enrollment management. The new AVP must be guided by a strong student-centered philosophy and be adept in high-tech and interpersonal environments. In addition, the new AVP must possess the ability to work collegially with students, faculty and staff, fellow administrators, and members of the wider community.

**Required Qualifications:**

- Master's degree from a regionally accredited institution;
- Eight years of increasingly responsible administrative experience in higher education enrollment management, with a minimum of four years in a supervisory capacity at the director level or higher;
- Demonstrated ability to effectively lead and manage a diverse staff in an environment that values teamwork and professional development;

- Demonstrated success in collaborating with all levels of the institution, including experience in developing joint student affairs and academic affairs programs and initiatives to advance a culture of student-centered service;
- Demonstrated ability to effectively address the needs of and communicate with diverse student populations, such as low-income, first-generation, ethnic minority, international, and/or non-traditional students;
- Demonstrated practical knowledge of an array of software packages and other technologies used to effectively and efficiently deliver and manage student enrollment.

**Preferred Qualifications:**

- Prior work with strategic planning, including development and execution;
- Knowledge and understanding of statistical and predictive analysis;
- Experience working in a unionized, public institution of higher education;
- Commitment to building and maintaining relationships with community colleges; and
- Track record of K-12 collaborations/engagements

Advertisements and/or announcements were placed in *the CCSU website, Department of Administrative Services (DAS) Website, Chronicle of Higher Education, Women in Education, Diversejobs.net, HigherEdJobs, AACRAO (American Association of Collegiate Registrars & Admission Office, NEACRAO (New England Association of Collegiate Registrars & Admissions Officers), NACAC (National Association for College Admission Counseling) and NASFA (Association of International Educators).*

**Fifty-seven (57) individuals applied for this position:** Seventeen (17) White males; Eighteen (18) White females; Eleven (11) Black males; Three (3) Black females; One (1) Hispanic male; Two (2) Hispanic females; Two (2) AAIANHNPI male; One (1) AAIANHNPI female; One (1) Unknown male; and One (1) Unknown female.

**Thirty-seven (37) applicants were determined to be not qualified:** Ten (10) White males; Eleven (11) White females; Six (6) Black males; Three (3) Black females; One (1) Hispanic male; Two (2) Hispanic females; One (1) AAIANHNPI male; One (1) AAIANHNPI female; One (1) Unknown male; and One (1) Unknown female.

**Eleven (11) applicants were found to be minimally qualified:** Three (3) White males; Four (4) White females; and Four (4) Black males.

**Nine (9) applicants were determined to be finalist:** Four (4) White males; Three (3) White females; One (1) Black male; and One (1) AAIANHNPI male.

**One (1) White female was hired for this position. This hire met the first of four (4) White female goals for the University in the Executive/Administrative category.**

**2. Vice President of Student Affairs (C19-001)**

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

Central Connecticut State University (CCSU) announces the search for its next Vice President of Student Affairs (VPSA) and invites expressions of interest, nominations and applications. The new VPSA will have the opportunity to partner with CCSU's new president, Dr. Zulma R. Toro, and provide collegial leadership to a creative and energetic faculty and staff.

Under Dr. Toro's leadership, the CCSU community has a renewed sense of its special identity and mission, an increased level of energy and excitement, a determination to be the leader in Connecticut public higher education, an infectious determination to take on new challenges and solve old problems, and a commitment to serve its community in new and more effective ways. The oldest of Connecticut's public universities and the largest of its regional comprehensives, Central is in a very strong financial position and has enjoyed stable enrollments. With Dr. Toro's leadership, it is poised to grow both in size and in the effectiveness with which it serves its students and the wider community.

The University seeks an energetic and student-centered VPSA who will be a good partner with Dr. Toro—one who shares her vision for Central as an urban university serving an increasingly diverse population, who readily gains the trust and respect of the students and student affairs staff, who has a strong commitment to student-centered education, and who can work collegially with all members of the University community. The ideal candidate will advise and collaborate with colleagues across the University on a variety of matters that shape the student experience and campus culture.

**Connecticut State Colleges and Universities:** In January 2012, Connecticut reorganized the governance and structure of higher education to create the 17-member Connecticut State Colleges and Universities (CSCU) system, governed by the Board of Regents for Higher Education. In creating the new structure, the state brought together under a single governing board, its four regional comprehensive universities, its 12 community colleges, and Charter Oak State College, an online adult education, degree-completion institution. As one of four comprehensive universities within CSCU, Central maintains strong relations with its system peers, especially Southern Connecticut State University in New Haven, Eastern Connecticut State University in Willimantic, and Western Connecticut State University in Danbury.

**Central Connecticut State University:** The largest of Connecticut's regional comprehensive universities, Central currently enrolls 11,880 students. This includes 7,605 full-time undergraduates, 1,949 part-time undergraduates, 648 full-time graduate students, and 1,678 part-time graduate students. A third of its undergraduates are students of color, the largest group being Hispanic. Ninety-three percent of the students are from Connecticut. An increasingly residential campus, 64 percent of Central's first-year students live on campus; 24 percent of all undergraduates live on campus.

A longstanding strength of Central is its faculty. Partnered with its 448 full-time faculty are 485 part-time faculty, many of whom are practitioners in their fields and who add a breadth and depth of experience to the classroom. Central faculty members are actively engaged in research, scholarship, and other creative activity, as well as the supervision of undergraduate and graduate research. At the same time, a sustained primary commitment to personalized teaching and learning permeates the campus. Many faculty members oversee internships, undergraduate research, graduate and undergraduate theses, special projects, and independent studies, and conduct faculty-led, short-term study/travel courses. Most also serve as academic advisors. A 16:1 student-faculty ratio allows for substantial individual attention. Consequently, CCSU provides the diversity of educational opportunities generally found only at larger institutions with the close student-faculty relations found at the best private colleges.

Central also has 215 full-time and two part-time administrative faculty and a full-time staff of 297 and a part-time staff of 123, all of whom are true partners in the educational

enterprise at Central. A strong network of collective bargaining units represents nearly every constituent group of Central's faculty and staff. A collective commitment to shared governance unites faculty and staff and is a hallmark of the University. For more information about Central Connecticut State University, please visit [www.ccsu.edu](http://www.ccsu.edu).

**Campus Community:** Central is a campus community very focused on students and their educational development. The low student/faculty ratio allows for close interaction with faculty and individual attention to students. The faculty teach eight courses per year, and no courses are taught by graduate assistants. Over three-quarters of Central's classes are under 30 students; over 40 percent are under 20 students. The faculty serve as teachers, mentors, advisers, and research partners with students.

The University offers a three-year interdisciplinary honors program to eligible students in any of the undergraduate schools. The program requires two four-credit courses per semester during the first two years and a capstone honors thesis during the junior year. All honors courses are team-taught. Honors students are eligible for a half-tuition scholarship which, upon strong academic performance, may be increased to a full tuition scholarship. Central's students have a variety of opportunities to conduct individual research with the guidance of a faculty member, both during the year and over the summer. Currently, 21 percent of Central's graduates have had a research experience. The University hosts an annual research day where students of all disciplines can present their research or creative activity. The University awards travel support for the best work in each academic area so that students can present their work at the national meeting of the National Council for Undergraduate Research.

Reflecting the growing diversity of Connecticut, Central is an increasingly diverse campus. Hispanic/Latinos are 13 percent of the student body; Black/African-Americans are 12 percent; Asians are four percent.

Hispanic/Latino students and Black/African-American students have both increased significantly in number over the past several years. Twenty-six percent of the faculty are people of color, with Asian, Black, and Hispanic being the largest groups. The staff includes a similar percentage of members of color, with Asian, Black, and Hispanic being the largest groups. The Office of Diversity and Equity provides support for Central's increasingly diverse population. There is also a very active LGBT Center on campus, and Central offers strong support to students with disabilities and veterans. The curriculum affords students the opportunity to study in depth the history and culture of the minority groups represented on campus. For all, Central is a welcoming and supportive campus.

During the past ten years, Central has become a more residential campus. Sixty percent of first year students live on campus, an increase of 16 percent over the last ten years—a growth made possible by the addition of residential living space. Central offers its students a full range of clubs and activities, including musical groups; academic, honorary, and special interest clubs and societies; dance and theatre groups; student government; student-run media; campus ministry; and social fraternities and sororities. As Central has become more residential, the level of student activity has increased, making the campus more vibrant.

At the same time, a large portion of Central's students are commuters, many of them balancing their academic work with family obligations and full-time employment.

Central values its commuter students, recognizes their special needs, and makes every effort to integrate them into campus life.

The Central Connecticut Blue Devils, an NCAA Division I athletics program that competes in the Northeast Conference, offers intercollegiate competition in six men's sports and eight women's sports. Central students are offered a variety of recreation, fitness, and wellness options, including 20+ intramural activities and club sports, five fitness centers across campus, and a variety of wellness and fitness classes.

**Enrollment:** During the past ten years, Central has been successful in maintaining stable enrollments in an increasingly competitive admissions environment and in a state with a declining number of high-school graduates. More importantly, Central has been successful in managing its enrollment to achieve broader institutional goals. The total headcount undergraduate enrollment has been roughly flat over the past ten years, as has the number of full-time students and the number of students living on campus. While the graduate school has seen a decline in headcount enrollment over this same period, this trend is turning around with the addition of new graduate programs such as the MBA and the Master of Science degree in Accounting.

Central has also devoted its attention to increasing retention and graduation rates. Over the past ten years, the first-year/second-year retention rate has hovered around 80 percent. However, the 4-, 5-, and 6-year graduation rates have increased. The 6-year rate is currently 54 percent. The University awards \$15 million in institutional financial aid. During the past ten years, institutional aid has increased, both in the amount given and the number of students who receive it.

**The Campus:** Central's 165-acre main campus sits on the northern edge of New Britain, with easy access to major highways and Interstate 84. Its Downtown Campus, located in the heart of New Britain, is the home of its Institute for Technology and Business Development as well as its Office of Community Engagement.

Central was a signatory of the American College and University Presidents Climate Commitment, and the University subsequently has become a leader in sustainability efforts. As a result, Central is recognized by the *Princeton Review* as "one of the most environmentally responsible colleges in the USA and Canada."

**Finances and Fundraising:** Central is in strong financial shape in spite of the challenging financial environment of the state of Connecticut. Its current operating budget is \$230 million. It has ended the past several years with operating surpluses, creating sizable strategic reserves. Funding from the State provides approximately 33 percent of its revenue; gross tuition and mandatory fees provide 47 percent. The endowment is currently at \$78 million, the largest of Connecticut's regional comprehensive universities. In-state tuition and mandatory fees for 2017-18 total \$10,225; room and board are \$11,816.

The institutional advancement effort at Central is well established, with effective leadership, a history of success, and a very engaged Foundation Board. The top fundraising priority for the University has been the growth of the endowment, which during the past ten years has increased from \$17 million to its current level of \$78 million. Institutional Advancement has also set for itself the goal of contributing \$2 million annually to student financial aid through a combination of annual giving and endowment income. The goal has been reached and, in fact, exceeded. Its goal of \$2 million in annual giving has also been exceeded; the Foundation has raised over \$4M during the past three consecutive years and over \$3M during the past eight consecutive years. The University recently brought to conclusion an eight-year fundraising

initiative, CCSUCCESS, during which it raised a total of \$36 million. Its successor campaign, CCSUConnected, is scheduled to launch in Fall 2018.

Central has 92,254 living alumni, 79 percent of whom live in Connecticut and the affection for Central by its alumni is palpable. The Alumni Association Board is very active and continues to have effective, dedicated leadership.

**New Britain:** Located nine miles southwest of Hartford, New Britain is a city of some 70,000. Part of the Greater Hartford area of 1.2 million residents, New Britain is centrally located in the state and is within easy reach of much of Connecticut and several metropolitan areas in the region.

New Britain's population is characterized by a high degree of racial and ethnic diversity. Known as "Little Poland," 17 percent of its population are of Polish background. It is the home of three Polish language newspapers and one television station, and annually hosts the Little Poland Festival. Significant portions of its population come from Puerto Rican, Italian, and Irish backgrounds. Currently, 37 percent of its population are Hispanic; 11 percent are African American; 25 percent live below the poverty line.

New Britain is the home of the New Britain Symphony, founded by Central faculty members and first conducted by Central's president Dr. Etzel Willhoit. It is also home to the Connecticut Virtuosi Chamber Orchestra and the Repertory Theatre of New Britain. Charter Oak State College, the online branch of the CSU system, is also in New Britain.

In addition to all that Hartford provides, New Britain is 40 minutes from Springfield, Mass., two hours from Boston, and two hours from New York City. It is also part of the Hartford-Springfield "Knowledge Corridor" and, therefore, within easy driving distance of a host of private and public institutions of higher education and many cultural opportunities.

**Role of the VPSA:** As the chief student affairs officer, the VPSA is a key partner in student decision-making, providing leadership in all student affairs matters and working collaboratively with the directors, faculty, staff, and administration to further the University's mission and vision. The VPSA reports directly to the president, serves on the President's Cabinet, and works collaboratively with other members of the president's leadership team. There must be especially close and collegial relations between the chief student affairs officer and the Provost, given the many ways in which they must partner to achieve the best educational outcome for Central's students.

The VPSA will be responsible for providing leadership and administrative oversight of all student affairs programs and services that promote and advance the University's mission and strategic plan. The VPSA supervises the following seven departments: Student Wellness Services (health, counseling and wellness education); Residence Life, Student Activities and Leadership Development; Student Center; Student Conduct; Student Disability Services; and Veterans Affairs. Assisting the VPSA is an associate dean, an administrative assistant, a university assistant, and several student employees.

**Qualifications for the VPSA:** The successful candidate is expected to have a record of collaborative decision-making, a high standard of professional integrity, and a strong sense of professional ethics. The position demands both inspirational leadership and a thorough understanding of best practices in student affairs. The next VPSA will be an innovative and energetic leader with a strong student-centered philosophy.

### **Required Qualifications**

- Master's degree in a student development or related area from a regionally accredited institution
- Seven or more years in higher level student affairs leadership experience, at the level of Director or above, with an outstanding record of student affairs leadership and student-centered philosophy
- Experience with developing, sustaining, promoting and evaluating student development programs, including knowledge of current strategies in student affairs
- Demonstrated success with improving student retention and graduation rates
- Experience with planning, budgeting, and fiscal management in a complex organization
- Experience working collaboratively with a student government organization and other student organizations
- Experience in employee recruitment and retention, promotion decisions, and the ability to recruit and retain a diverse faculty and staff.
- Capacity to effectively communicate with a variety of constituency groups, both internal and external to CCSU
- Commitment to shared governance and ability to work in a complex matrixed environment, build consensus, develop new approaches to problem solving, ability to adapt to an ever-changing environment, and recognize the worldwide geographic nature of the university
- Demonstrated commitment to diversity and inclusion

### **Preferred Qualifications**

- Doctorate from a regionally accredited institution
- Proven track record of establishing partnerships with academic affairs and the greater community
- Experience working in a unionized, public institution of higher education
- Experience in two or more student affairs areas including but not limited to: Student Wellness Services (health, counseling and wellness education); Diversity or Multi-cultural Affairs; Orientation; Residence Life, Student Activities and Leadership Development; Recreation; Student Center; First Year Experience; Parent or Family Relations; Student Conduct; Student Disability Services; and Veterans Affairs
- A track record of advocating for and developing diversity (e.g., cultural, racial, linguistic) among students, faculty, staff, alumni, university and community constituencies
- Commitment to building and maintaining relationships with community colleges

Advertisements and/or announcements were placed in *The Chronicle of Higher Education*, *Diversejobs.net*, *Higherjobs.com*, *Women in Higher Education* and *NASPA (National Association of Student Personnel Administrators)*. *The University contracted with Parker Executive Search.*

**Eighty (80) individuals applied for this position:** Twenty-two (22) White males, Sixteen (16) White females, Seven (7) Black males, Five (5) Black females, Four (4) Hispanic males, Five (5) Hispanic females, Two (2) AAIANHNPI males, Eight (8) Unknown males, Ten (10) Unknown females and One (1) Unknown Unknown.

**Fifty-four (54) applicants were determined to be not qualified:** Ten (10) White males; Twelve (12) White females; Seven (7) Black males; Four (4) Black females; Three (3) Hispanic males; Three (3) Hispanic females; Two (2) AAIANHNPI males; Six (6) Unknown males; Seven (7) Unknown females and one (1) Unknown unknown.



Of the **twelve (12) not qualified White females**, the **first** did not possess a Master's degree in student development or related area. The **second's** application packet did not include the required references.

The **third, fourth** and **fifth** failed to meet the qualifications of having experience with developing, sustaining, promoting and evaluating student development programs, including knowledge of current strategies in student affairs; in employee recruitment, retention, and promotional decisions; and the ability to recruit and retain diverse faculty and staff.

**The sixth and seventh** did not provided evidence to demonstrate their success with improving student retention and graduation rates; and they did not have experience in the areas of planning, budgeting fiscal management in a complex organization.

The **eighth, ninth, tenth** and **eleventh** did not possess seven (7) years' experience in higher-level student affairs leadership; experience at the Director level or above with a record of student affairs leadership and student-centered philosophy.

The **twelfth** had not worked collaboratively with student government and other student organizations. Also, her documentation did not demonstrate her ability to effectively communicate with a variety of constituency groups both internally and externally.

The **four (4) not qualified Black females**, did not possess seven (7) years' experience in higher-level student affairs leadership; experience at the Director level or above with a record of student affairs leadership and student-centered philosophy.

Of the **two (2) not qualified AAIANHNPI males**, the first did not meet the qualification of having seven (7) years' experience in higher-level student affairs leadership, experience at Director level or above with a record of student affairs leadership and student-centered philosophy. The **second AAIANHNPI** male failed to submit the required cover letter and references.

**Sixteen (16) applicant were found to be minimally qualified:** Nine (9) White males, Two (2) White females, One (1) Black female, One (1) Hispanic female, Two (2) Unknown males, and One (1) Unknown female.

Both minimally qualified **White females** met all required and two of the six preferred qualifications. Their work experience was primarily related to the area of small private institutions. They did not provide evidence of having a proven record of establishing partnerships with academic affairs and community and experience working in a unionized public institution of higher education. Additionally, they did not demonstrate evidence of having a record of advocating for and, developing diversity among student, faculty, staff, alumni and community; and did not demonstrate a commitment to building and maintaining relationships with community colleges.

The minimally qualified **Black female** met all required and three of the six preferred qualifications. However, she failed to demonstrate how she met the requirement of having a proven record of establishing partnerships with academic affairs and the community. She had no experience working in a unionized public institution of higher education, and her resume did not demonstrate evidence of her commitment to building and maintaining relationships with community colleges.

**Nine (9) applicants were determined to be qualified and were considered finalists:** Three (3) White males, Two (2) White females, One (1) Hispanic male, One (1) Hispanic female, and Two (2) Unknown females.

**One White male was hired for this position.**

**The selected White male** met all of the required and four of the preferred qualifications, including, having a doctorate degree from a regionally accredited institution. In particular, he met the preferred qualifications by having a proven record of establishing partnerships with academic affairs and community; and a record of advocating for and developing diversity among students, faculty, staff, alumni, and the community; and experience in two or more student affairs areas. He has spent the last six years as the Dean of Students at New Mexico State University, a state university with about fifteen thousand students that is also a Hispanic Serving Institution. In this role, he has the unique experience of serving not only his own institution but also the four community colleges in the New Mexico State University System, and has experience in student affairs areas including, Diversity/Multicultural Affairs, Orientation, Residence Life, Student Activities and Leadership Development, Student Conduct and Student Disabilities. He interviewed very well, demonstrating that he has both the experience and the temperament for this position, and has supervised some unionized staff; managed a budget of three million, seven hundred thousand; has unique experience working with diversity initiatives, and has extensive experience collaborating with Academic Affairs on retention initiatives. When asked to identify the top three issues that he would tackle at CCSU, he said that he would establish the value of Student Affairs to the campus, develop a strategic plan for the division and increase student engagement as a way of increasing student retention. When asked how he would advocate for CCSU within the context of the CSCU system, he noted that the University's strategic plan would be an essential tool in establishing the resource needs of the University so that he could advocate for those resources in the system.

The **first non- selected White female** met all of the required qualifications and four of the preferred qualifications. She possesses a doctorate from a regionally accredited institution; has a proven record of establishing partnerships with academic affairs and community; experience working in a unionized public institution of higher education; and experience in two or more student affairs areas.) With respect to student affairs experience, her experience includes Student Wellness, Diversity/Multicultural Affairs, Residence Life, Student Activities and Leadership Development, Student Conduct and Veterans Affairs.

It became evident, however, during the off-site interview that her written materials had misrepresented her experience and current job situation. Her materials indicated that she was still employed by Grand Valley State University in Michigan as the Vice Provost for Student Affairs and Dean of Students. However, it was confirmed, she had only served one year in this role, since she had been placed on administrative leave in May of 2017 and had not returned there since that time. Also, during her interview, she explained that she had recently accepted a contract position at Cal Poly Pomona and had been there for a few weeks. The Committee decided not to offer her a campus interview due to this misrepresentation.

The **second non-selected white female** withdrew from consideration.

**3. University Controller (C18-049)**

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

Central Connecticut State University invites applications for a full-time University Controller in the Fiscal Affairs Department reporting to the Chief Financial Officer. The successful candidate will direct fiscal affairs, including accounting, grants, budgeting, payroll, financial reporting, and analysis and planning,

expenditure monitoring and internal control. Serves as the Chief Fiscal Officer in the absence of the Chief Financial Officer of the University in the absence of the Chief Financial Officer, and as a key liaison to the CSCU System Office, auditors and regulatory matters pertaining to the finances of the University. Candidates will be required to exercise exceptional integrity and the ability to exercise good judgment, excellent written and verbal communication skills, and the ability to effectively build and manage teams. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Duties include:**

- Oversees all University accounting and budgeting, payroll, and cash management functions to ensure that effective and efficient service is provided within appropriate State and federal procedures and regulations.
- Implements and maintains internal controls and audit programs including petty cash accounts and university ticket operations. Negotiates with state, federal, and private auditors in the preparation of audit reports. Independently responds to audit findings. Identifies and implements corrective systems if needed and collaborates with operating divisions to support audit issue resolution.
- Gathers and analyzes data; prepares reports, statements, studies and analyses as required/requested by outside agencies such as the CSCU System Office, Office of Policy and Management, State Comptroller, and Federal Grant Offices, as well as internal parties.
- Administers an accounting system for all funds that fulfills information and reporting requirements of both external agencies including GAAP, GASB, and NACUBO and the State Comptroller and University departments. Utilizing said system, provides the University Budget Office with periodic spending reports and historical expenditure analyses for compilation with departmental budget allocations.
- Reviews state accounting procedures and regulations and Auditor recommendations and reports to ensure that the University's financial operations are in compliance with such procedures and recommendations.
- Advises the Chief Financial Officer and other administrators on the financial condition of institutional funds and accounts and on appropriate fiscal procedures.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

**Required Qualifications**

- Master's degree in business or a related field
- Seven years of experience in fiscal affairs administration, including resource allocation and staff supervision
- Sensitivity and commitment to equal opportunity and diversity in working with both internal and external stakeholders including students, faculty, staff and community.
- Experience with enterprise performance management (EPM) systems along with proficiency in data extraction and import among mainframe and PC-based applications.
- Experience with Microsoft Office, PeopleSoft, Banner & Brio/Hyperion/WebFOCUS with proficiency in Excel including the use of VLookup, Pivot Table, etc., preferred.

**Preferred Qualifications**

- Proven skills in leadership and management including promoting and managing change
- Proven the ability to identify strategic opportunities for change and improvement and experience creating, communicating, managing and extracting broad organizational value from complex financial data and plans
- Experience with zero based budgeting and development of multi-year plans

- Ability to analyze data, identify trends and prepare information for ad-hoc requests
- Financial management experience including, but not limited to budgeting, ability to handle multiple priorities in a changing environment in a state agency or higher education institution
- Ability to interpret and administer state and federal laws and regulations regarding payroll, purchasing, grant administration and contract administration procedures
- Ability to foster a transparent and collaborative environment

Advertisements and/or announcements were placed in *NACUBO*, and *CTCPA*.

**Thirty (30) individuals applied for this position:** Eleven (11) White males, Seven (7) White females, One (1) Black male, Two (2) Black females, One (1) Hispanic male, Two (2) Hispanic females, One (1) AAIANHNPI female, Two (2) Unknown males, Two (2) Unknown females, and One (1) Unknown unknown.

**Twenty-three (23) applicants were determined to be not qualified:** Eight (8) White males, Six (6) White females, One (1) Black male, Two (2) Black females, One (1) Hispanic female, One (1) AAIANHNPI female, Two (2) Unknown males, One (1) Unknown female, and One (1) Unknown unknown.

**Zero (0) applicants were found to be minimally qualified.**

**Seven (7) applicants were determined to be qualified and were considered finalists:** Three (3) White males, One (1) White female, One (1) Hispanic male, One (1) Hispanic female, and One (1) Unknown female.

**One (1) White female was hired for this position. This hire met the second of four (4) White female goals for the University in the Executive Administrative category.**

#### **4. Director of Employee and Labor Relations (19-083)**

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

Central Connecticut State University is seeking an experienced, human resources professional to administer a broad range of human resources functions. Reporting to the Chief Human Resources Officer, the Director manages and performs the delivery and administration of human resource programs and services including benefits and compensation administration; as well as assisting the Chief in addressing grievances and employee relations matters. Candidates are expected to be committed to multiculturalism and working with a diverse university community.

#### ***Required Qualifications:***

Seven years' related experience in human resources management in a unionized environment including recruitment, compensation, benefits, employee relations, labor relations, or a comparable combination of experience and training; Demonstrated ability in the administration of human resources policies and procedures, employment laws and regulations, and multiple collective bargaining agreements; Demonstrated ability to understand, interpret, apply and advise on complex laws, regulations and collective bargaining agreements affecting human resource management, labor relations and related fields; Excellent research, organizational and communication (interpersonal, oral and written) skills; PC proficiency (Windows environment) including Microsoft Office Suite; Attention to detail and problem solving ability; Experience working with culturally diverse communities.

#### ***Preferred Qualifications:***

Bachelor's degree in business, management or a closely related field and/or a professional HR certification; Experience working in a human resources department in a public sector agency or higher education institution; Working knowledge of the Core-CT system including data access and reporting.

Advertisements and/or announcements were placed in *the CCSU website, CSCU website, Diversejobs.net, HigherEdJobs, CADEP and the IPMA Website.*

**Nineteen (19) individuals applied for this position:** One (1) White male, Seven (7) White females, Two (2) Black females, One (1) Hispanic female, One (1) AAIANHNPI male, Two (2) Unknown males and Five (5) Unknown females.

**Thirteen (13) applicants were determined to be not qualified:** Six (6) White females, One (1) Hispanic female, one (1) AAIANHNPI male, Two (2) Unknown males and Three (3) Unknown females.

**Of the six (6) not qualified White females,** the **first and second** White females did not submit a complete application package and they did not include the required cover letter and references.

The **third** White female did not provide any submitted information on her application paperwork to indicate that she had any computer experience using Microsoft Office. Her resume also had multiple grammatical errors and the time of employment dates were listed inconsistently and this documented the attention to detail relating to her written communication skills.

The **fourth** White female did not have the required seven (7) years of related experience in human resources management in a unionized environment including recruitment, compensation, benefits, employee relations, labor relations, or a comparable combination of experience and training. She had five (5) years of experience in court support enforcement and clinical research.

The **fifth** White female did not have the required seven years' related experience in human resources management in a unionized environment including recruitment, compensation, benefits, employee relations, labor relations, or a comparable combination of experience and training  
Seven years' related experience in human resources management in a unionized environment including recruitment, compensation, benefits, employee relations, labor relations, or a comparable combination of experience and training.

The **sixth** White female had two (2) and a half years of human resources administrative support experience and did not meet the minimum qualifications for this position.

The **one (1) not qualified AAIANHNPI** male had four (4) and a half years of human resources experience which was primarily in the data generation and reporting of statistics and not in labor relations, handling grievances and working directly with collective bargaining agreements.

**(0) applicants were found to be minimally qualified:**

**Six (6) applicants were determined to be qualified and were considered finalists:** One (1) White male, One (1) White female, Two (2) Black females and Two (2) Unknown females.

**One (1) White female** had met the required and preferred experience and had eleven (11) years of human resources experience in a unionized environment for State Government. She did not provide examples of working with culturally diverse employees, customers or communities.

The **first Black female** not selected met the required and preferred experience with nine (9) years of human resources experience in a unionized environment. She had two (2) and a half years of labor relations experience and did not lead or supervise the responsibilities of labor relations area, handling grievances and conducting investigations. She did not participate in the advanced disciplinary process as the grievances advance through the steps.

The **second Black female** not selected met the required and preferred experience with eighteen (18) years of State Government human resources. She did not provide information to explain how some of her related skills could be applied to the duties of this position. The application materials included details about experience in all areas of human resources administration and she did not highlight or demonstrate those directly related skills and knowledge during her interview.

The selected White male candidate met all of the required and preferred experience with sixteen (16) years of human resources management experience including seven (7) years as a Statewide Human Resources Consultant with the Department of Administrative Services (DAS) guiding state agencies human resources staff on a full range of state Human Resources functions and six (6) years as a state human resources labor relations specialist with other State Agencies. He has worked with Core-CT and EPM reporting and is proficient with Microsoft Office software. He demonstrated his knowledge and ability in the administration of human resources policies and procedures, employment laws and regulations, and multiple collective bargaining agreements. He also had provided examples understanding and interpreting complex laws, policies, and regulations and direct experience handling grievances through each stage of the collective bargaining contracts.

#### **5. Associate Dean School of Business (C18-057)**

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

Central Connecticut State University invites applications for a full-time, Associate Dean in the School of Business. The successful candidate will work closely with the Dean on a full range of activities associated with the School such as recruitment, retention, scheduling, registration; advisement of students; resource allocation and budgetary support and contribute actively and effectively to the operation of the School. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

#### **Required Qualifications**

- Earned doctorate in a business-related discipline
- Seven years of work experience in higher education including significant academic administration in roles such as department chairperson, program coordinator, or other relevant assignments
- Demonstrated ability to develop and execute strategies that initiate change within a complex environment
- Working, up-to-date knowledge of AACSB accreditation standards, processes, and procedures
- Prior experience supporting the design and leadership of high-quality assurance of learning programs
- Commitment to serving a diverse student body

Equivalent combination of training and experience may be considered.

#### **Preferred Qualifications**

- Full-time academic administration experience at a rank comparable to assistant or associate dean
- Experience leading MBA or other graduate business programs
- Experience working in a shared governance, collectively bargained environment
- College teaching experience

Advertisements and/or announcements were placed in *the CCSU website, CSCU website, Chronicle of Higher Education, Diversejobs.net, HigherEdJobs and LinkedIn.*

**Twenty-eight (28) individuals applied for this position:** Eight (8) White males, One (1) White female, Six (6) Black males, Two (2) Hispanic females, Eight (8) AAIANHNPI males, One (1) Unknown male, One (1) Unknown female and One (1) Unknown unknown.

**Twenty-two (22) applicants were determined to be not qualified:** Seven (7) White males, One (1) White female, Five (5) Black males, Two (2) Hispanic females, Four (4) AAIANHNPI males, One (1) Unknown male, One (1) Unknown female and One (1) Unknown unknown.

**Zero (0) applicants were found to be minimally qualified:**

**Six (6) applicants were determined to be qualified and were considered finalists:** One (1) White male, One (1) Black male, and Four (4) AAIANHNPI males.

The **selected Asian male candidate** met all of the minimum requirements and the preferred requirements.

**One (1) Asian male was hired for this position. This hire met the AAIANHNPI goal for the University in the Executive/Administrative category.**

#### **6. Intercollegiate Athletics: Director, Intercollegiate Athletics (C18-048)**

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

Central Connecticut State University (CCSU) invites applications for a full-time, Intercollegiate Athletics Director (AD). The AD will report to the Vice President for Institutional Advancement. The successful candidate will be responsible for the overall supervision and administration of the Intercollegiate Athletic Program for the University, with special emphasis on fundraising and promotional activities. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

#### **Required Qualifications**

The successful candidate is expected to have a record of collaborative decision-making, a high standard of professional integrity, and a strong sense of professional ethics. The position demands both inspirational leadership and a thorough understanding of best practices in intercollegiate athletics. The next AD will be an innovative and energetic leader with a strong student-centered philosophy who promotes a high level of integration of the athletics program into the overall student experience. Minimum requirements include:

- Master's degree from an accredited institution of higher education
- Five years of professional experience in an administrative or coaching position in an NCAA Division I or II intercollegiate athletic program
- Three years of supervisory and/or head coaching responsibilities
- Experience managing a complex budget
- Successful experience in fundraising in support of intercollegiate athletics
- Strong record of promoting academic excellence among student athletes
- Demonstrated commitment to promoting diversity and gender equity
- Exemplary communication and interpersonal skills
- Experience in developing collaborative relationships across university constituencies, including students, staff, faculty, alumni, fans, donors, and members of the local community.

#### **Preferred Qualifications**

- Familiarity with a collective bargaining environment



- Experience in a public college or university
- Demonstrated ability to recruit, motivate, supervise, and lead diverse administrative staff and coaches
- Awareness of the relationship between academics and athletics to ensure student success
- Demonstrated experience with and commitment to NCAA compliance, and Title IX rules and regulations

Advertisements and/or announcements were placed in *NCAA Market*, *NACDA Career Center* which includes the *Minority Opportunities Athletic Association*, *Women Leaders in College Sports*, *The Associate AD for Compliance* and *Senior Woman Administrator* will announce the ad to *Northeast Conference (NEC) members and her contacts*, and the *NEC* will distribute the ad to the other 30 *Division I* conferences.

**Sixty-six (66) individuals applied for this position:** Forty-six (46) White males, Four (4) White females, Ten (10) Black males, Two (2) Hispanic males, One (1) Hispanic female, One (1) AAIANHNPI male, and Two (2) Unknown males.

**Fifty-two (52) applicants were determined to be not qualified:** Thirty-five (35) White males; Four (4) White females; Nine (9) Black males; Two (2) Hispanic males; One (1) Hispanic female; One (1) Unknown male.

Of the **Four (4) White females**, the **first** had an incomplete application missing the required cover letter and references, the **second** does not have a Master's degree, the **third and fourth** had no applicable professional experience related to inter-collegiate athletics.

**Two (2) applicants were found to be minimally qualified:** Two (2) White males.

**Twelve (12) applicants were determined to be qualified and were considered finalists:** Nine (9) White males, One (1) Black male, One (1) AAIANHNPI male, and One (1) Unknown male.

The **AAIANHNPI male** withdrew from consideration because he accepted another position.

One (1) White male selected met all of the qualifications as well as the following preferred qualifications: experience in a public college or university; awareness of the relationship between academics and athletics to ensure student success; demonstrated experience with and commitment to NCAA compliance; and Title IX rules and regulations. He had broad experience in intercollegiate athletics, having worked successfully at the University of Southern California, Pepperdine University and University Nevada Reno. He directly supervised intercollegiate athletic teams. One of his previous positions dealt with a suspension from NCAA and probation prior to his arrival and he had to vacate winnings in all three (3) sports and a reduction by 25% in five sports over a period of four years. He collaborated creatively and effectively with staff in the areas of enrollment management and financial aid to provide support for student athletes, while guiding the institution through probation.

He also handled many decisions in the areas of compliance and personnel management issues and emphasized his principles and integrity in his positions.

## **7. Dean of Education (C19-027)**

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

The Dean serves as the chief academic officer and administrative leader of the School of Education & Professional Studies (SEPS) at Central Connecticut State University. The Dean reports to the Provost and Vice President for Academic Affairs. He or she works with the President, Vice Presidents, Deans, and

with SEPS faculty, administrative staff, and students in ensuring the SEPS programs meet high standards of academic excellence.

The School of Education & Professional Studies offers bachelors', masters', and doctoral degree and certificate programs. SEPS operates with seven academic departments: (1) Counselor Education & Family Therapy; (2) Educational Leadership, Policy & Instructional Technology; (3) Literacy, Elementary & Early Childhood Education; (4) Nursing; (5) Physical Education & Human Performance; (6) Social Work; and (7) Special Education & Interventions. Fifteen program accreditations are maintained.

The Dean also oversees the SEPS Advising Center, Office of School and Community Partnerships, Central Teacher Education Network, Teacher Leader Fellowship Program, and Center of Excellence for Social & Emotional Learning. The Dean of SEPS serves as the lead dean for teacher education at CCSU collaborating with the Dean of Liberal Arts & Social Sciences and the Dean of Engineering, Science, and Technology.

The Dean of SEPS supervises the following positions: Associate Dean, Assistant Dean for Accreditation & Partnerships, Assistant Dean for Professional Programs/ Certification Officer, Administrative Assistant, Secretary, and the chairs of the seven academic departments. SEPS employs 76 full-time faculty members and as of Fall serves 2,448 headcount students, 1,361 undergraduates and 1,087 graduate students. Responsibilities include:

#### **Academic Leadership**

- Works with the SEPS faculty in establishing the vision, mission, and strategic directions for the programs and units housed in the school.
- Ensures compliance with the standards of the New England Commission of Higher Education and the 15 accrediting bodies with which SEPS academic programs are affiliated.
- Develops and maintains partnerships with K-12 school districts and takes a leadership role in connecting with the State Department of Education.
- Promotes interdisciplinary and transdisciplinary opportunities.
- Ensures SEPS supports the teaching, research, and service, and community engagement of the school and the university.
- Leads SEPS in supporting university-wide student recruitment and retention activities of academic affairs, enrollment management, and student affairs.
- Reviews and resolves students' academic concerns.
- Encourages and supports development of grant proposals and ensures appropriate administration of grants awarded.
- Accountable for meeting enrollment goals established through university-planning processes.

#### **Personnel**

- Supervises associate dean, assistant deans, staff, chairs, and faculty in SEPS.
- Ensures appropriate search processes are completed prior to recommending specific candidates for full-time faculty positions to the provost and president. Oversees the hiring of part-time faculty.
- Manages the selection, development and placement of faculty in SEPS. Directs and leads chairs regarding academic standards, required faculty qualifications, allocation of faculty to program offerings, and ensuring effective use of faculty within budget constraints.
- Ensures with chairs faculty workload assignments meet the needs of CCSU students, support of the CCSU mission, and conform to the collective bargaining agreement between the CSCU and the AAUP.

- Evaluates the performance of SEPS full-time faculty consistent with the agreement between the CSCU and the AAUP.
- Ensures the completion of the annual performance-evaluation processes for all classifications of non-AAUP CCSU employees.

### **Budget & Facilities**

- Oversees SEPS budget planning and expenditures.
- Oversees the activities, operations, and daily maintenance of labs and specialized classrooms in SEPS, ensuring the facilities support the instructional and research needs of SEPS students and faculty.

### **Academic Policy**

- Ensures the establishment and periodic revision of a written description of an internal SEPS governance system. Ensures compliance with guidelines, process, and procedures.
- Participates in the development of university-wide academic policy through the Council of Deans.

### **Curriculum and Program Development and Delivery**

- Ensures that the development of new programs and courses plus the revision of existing programs and courses are consistent with the strategic directions of the university.
- Manages course offerings in each department of the school. Reviews course enrollments, timing of course offerings, faculty teaching loads, and appropriateness of courses and schedules for degree-program objectives.
- Works with faculty to ensure that program-review processes assess the ability of the SEPS academic programs to meet their specified mission and goals.

### **University Leadership**

- Serves as a member of the Council of Deans.
- Accountable for fund raising for the School of Education & Professional Studies.
- Serves as the lead dean regarding issues related to teacher education.
- Establishes and maintains a school-level advisory board of external professional, community, and disciplinary leaders.
- Maintains strong connections to national disciplinary organizations, local and national industry and governmental organizations, and individuals who may serve as potential donors.
- Avoids conflicts of interest in which financial or other personal considerations may compromise, or give the appearance of compromising, the allocation of professional time, energy, or judgment in administration of the duties of dean.

### **Required Qualifications**

- Terminal degree in an academic field related to the programs housed in SEPS
- Demonstrated success administering academic programs as a department head/chair
- A record of teaching, research, and service that meets the qualifications of a senior faculty rank
- Demonstrated success in planning and managing budgets
- Evidence of successful leadership and collaboration
- Demonstrated experience in shared governance
- Effective communication skills, written, oral and interpersonal
- Demonstrated commitment to diversity and inclusion

**Preferred Qualifications**

- Earned doctorate
- Academic administrative experience above the level of department chair
- Experience in a unionized environment
- Demonstrated successful experience with programs accredited by NCATE/CAEP and/or other disciplinary accrediting bodies, e.g., CCNE, CSWE, and CACREP
- Demonstrated success with grants and contracts
- Successful fund-raising
- Demonstrated success in new-program development
- Understanding of and commitment in student recruitment and retention of underserved communities
- Demonstrated record of support for interdisciplinary and multidisciplinary activities.

Advertisements and/or announcements were placed in *Chronicle of Higher Education*, *Diversejobs.net*, *Higherjobs.com*, *Journal of Blacks in Higher Education*, *www.blacksinhigher.com*, and *Hispanic Outlook*.

**Thirty-five (35) individuals applied for this position:** Fourteen (14) White males, Five (5) White females, Three (3) Black males, Five (5) Black females, Three (3) Hispanic males, Three (3) AAIANHNPI females, one (1) Unknown male and One (1) Unknown unknown.

**Twenty (20) applicants were determined to be not qualified:** Nine (9) White males, Two (2) White females, Two (2) Black males, Three (3) Black females, Two (2) Hispanic males, One (1) Unknown male, and One (1) Unknown unknown.

**Six (6) applicants were found to be minimally qualified:** Three (3) White males, Two (2) White females, and One (1) AAIANHNPI female.

**Nine (9) applicants were determined to be qualified and were considered finalists:** Two (2) White males, One (1) White female, One (1) Black male, Two (2) Black females, One (1) Hispanic male, and Two (2) AAIANHNPI females.

**One (1) White female was hired for this position. This hire met the third of four (4) White female goals for the University in the Executive/Administrative category.**

**8. Chief Information Officer (C19-065)**

**This employee’s position was made permanent during the reporting period. He was moved to Central Connecticut State University (CCSU) from Charter Oak State College. No other applicants were eligible for this position.**

**FACULTY**

**A. PROFESSOR**

Hires		Promotions	
1	White female	14	White females
		3	Hispanic females
1	AAIANHNPI male	5	AAIANHNPI males

**No hires occurred in this category occurred during the reporting period.**

## B. ASSOCIATE PROFESSOR

Hires		Promotions	
2	Black females	1	Black female
1	Hispanic male	1	Hispanic male
		1	Hispanic female
2	AAIANHNPI males	1	AAIANHNPI male
2	AAIANHNPI females	1	AAIANHNPI female

### 1. Associate Professor-Management Information Systems (C19-011)

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

The Management Information Systems (MIS) Department seeks a dynamic, student-oriented individual for a full-time, tenure-track (open rank) appointment to teach undergraduate and graduate courses in MIS. The successful candidate 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.

#### Required Qualifications

- Ph.D. in Management Information Systems or related field (degree in discipline of MIS preferred); A.B.D. will be considered if Ph.D. is obtained within one-year 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
- Commitment to serving a culturally diverse student body

#### Preferred Qualifications

- Ph.D. from an AACSB accredited school
- Record of successful university teaching
- Discipline-related professional experience

Advertisements and/or announcements were placed in *Chronicle of Higher Education*, *Diversejobs.net*, *Higheredjobs.com*, *LinkedIn*, <https://aisnet.org/page/careerservices>; EDISIGCON/CONISAR 2018 Conference and <https://icis2019.aiconferences.org/events/career-placement/>

**Thirty-six (36) individuals applied for this position:** Ten (10) White males; One (1) Black male; One (1) Hispanic male; Eighteen (18) AAIANHNPI males; Three (3) AAIANHNPI females; Two (2) Unknown males; and One (1) Unknown female.

**Twenty (20) applicants was determined to be not qualified:** Six (6) White males; One (1) Black male; Eight (8) AAIANHNPI males; Three (3) AAIANHNPI females; One (1) Unknown male; and One (1) Unknown female.

**Six (6) applicants were found to be minimally qualified:** Two (2) White males; One (1) Hispanic male; and Three (3) AAIANHNPI males.

**Ten (10) applicants were determined to be qualified and were considered finalists:** Two (2) White males; Seven (7) AAIANHNPI males; and One (1) Unknown male.

**One (1) AAIANHNPI male was hired for this position. This hire met the first of two AAIANHNPI male goals for the University.**

### 2. Associate Professor – Finance (C19-009)

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

Central Connecticut State University invites applications for full-time, tenure-track positions in Finance at the Assistant/Associate Professor level. The successful candidate will teach undergraduate and graduate finance courses, contribute actively and effectively to student growth, service and scholarship, community networking and serve on university committees. We also seek a colleague who is committed to multiculturalism, collaboration, diversity, inclusiveness, student success, community engagement, and working with colleagues within the department and across the university. The normal teaching load is four sections per semester with the possibility of a reduction to three sections per semester for conducting research. Faculty also participates in assessment, curriculum development, faculty governance and other faculty activities.

#### **Required Qualifications**

- Doctorate in finance, financial economics 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, 2019.
- A proven record of excellence in teaching finance courses
- Have an ability to use technology effectively in teaching and learning
- Commitment to serving culturally, ethnically and linguistically diverse communities

#### **Preferred Qualifications**

- Evidence of scholarly activity in finance
- Ph.D./ABD in finance or financial economics from an AACSB accredited institution.

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 30 percent of students are from communities of color. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to effectively embrace our communities as the “steward of central Connecticut.” Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions. The University is approximately two hours (by car) from both Boston and New York City.

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higherjobs.com and Financial Management Association Replacement Center.*

**One hundred and three (103) individuals applied for this position:** Seventeen (17) White males, Two (2) White females, Two (2) Black males, Two (2) Hispanic males, Fifty (50) AAIANHNPI males, Seventeen (17) AAIANHNPI females,

**Seventeen (17) applicants was determined to be not qualified:** Four (4) White males, Two (2) Black males, Four (4) AAIANHNPI males, Three (3) AAIANHNPI females, Three (3) Unknown males, and One (1) Unknown unknown.

**Fifty-three (53) applicants were found to be minimally qualified:** Eight (8) White males, One (1) White female, One (1) Hispanic male, Twenty-seven (27) AAIANHNPI males, Twelve (12) AAIANHNPI females, One (1) Unknown male, and Three (3) Unknown unknown.

**Thirty-three (33) applicants were determined to be qualified and were considered finalists:** Five (5) White males, One (1) White female, One (1) Hispanic male, Nineteen (19) AAIANHNPI males, Two (2) AAIANHNPI females, Two (2) Unknown males, and One (1) Unknown female.

**One (1) AAIANHNPI male was hired for this position. This hire met the second of two AAIANHNPI male goals for the University.**

### **3. Associate Professor-Nurse Anesthetist/Anesthesiologist (C18-054)**

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

Central Connecticut State University invites applications for a full-time, tenure-track position in the Department of Biology with primary responsibilities in the Doctorate of Nurse Anesthesia Practice (DNAP) program. The successful candidate will have the following responsibilities: 1) teach doctoral level courses in the DNAP program, 2) develop a research program appropriate for the DNAP program, 3) participate in evaluation of DNAP capstone projects, 4) serve on the Admission Committee for DNAP program, 5) contribute to committee service at the department and university level, and 6) maintain clinical practice. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

#### **Required Qualifications:**

- Candidate is capable of meeting all responsibilities listed above.
- Certified registered nurse anesthetist with DNAP, DNP, or PhD; or Anesthesiologist with MD or DO. (The completion of doctorate is required by time of appointment.)
- Clinically active with current certification or recertification as CRNA or Anesthesiologist.
- College-level teaching experience.
- Demonstrate commitment to serving culturally, ethnically, and linguistically diverse communities.

#### **Preferred Qualifications**

- Clinical competency as demonstrated by two years of practice as CRNA or Anesthesiologist.
- College-level teaching experience in programs leading to degrees in Nurse Anesthesia.

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higherjobs.com, CRNACareers.com, and Connecticut Association of Nurse Anesthetists.*

**Two (2) individuals applied for this position:** One (1) White male; and One (1) White female.

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

**Zero (0) applicants were found to be minimally qualified:**

**One (1) applicant was determined to be qualified and was considered finalists:** One (1) White female.

**One (1) White female was hired for this position.**

The **selected White female** met all of the require qualifications, preferred qualifications, and has five years of clinical practice as a Nurse Anesthetist. Currently, she is the Clinical Coordinator for the Nurse Anesthesia rotations at Manchester Memorial Hospital, has also been an adjunct professor in the Nurse Anesthesia program at CCSU for the last three years, has been involved with multiple Anesthesia courses at the university as well, serving as a capstone advisor. She has a widespread reputation for having a high level of enthusiasm and dedication. During the interview, she



expressed excitement about having a professional career that will allow her to combine her love of teaching with her clinical practice. In particular, she enjoys the use of innovative teaching methods/techniques. Furthermore, she expressed her strong commitment to serving culturally and ethnically diverse communities. Her references indicated that she" is passionate about Nurse Anesthesia education; continually strives to improve lecture content; employs novel strategies to engage students in the classroom; and is deeply committed to their well-being." She is active in community outreach and is compassionate about being a volunteer caregiver for the less fortunate. Her outreach experiences range from working in shelters for homeless infants in Georgia to volunteer work in Nigeria. The search committee agreed that she would be a tremendous asset to our DNAP program, the Department, the university, and the surrounding community.

**4. Associate Professor – Design**

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

This employee went to Full Time staff during the reporting period.

**One (1) AAIANHNPI male was hired for this position. This hire goal for AAIANHNPI was previously achieved in the Associate Professor category.**

**5. Associate Professor – Management and Organization**

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

This employee went to Full Time staff during the reporting period.

**One (1) AAIANHNPI female was hired for this position. This hire met the first of two (2) AAIANHNPI female goals for the University in the Associate Professor category.**

**C. ASSISTANT PROFESSOR**

Hires		Promotions	
5	White males		
1	White female		
1	Black male		
1	Hispanic male		
1	AAIANHNPI female		

**1-2 Assistant Professor of Accounting**

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

**Two (2) individuals applied for this position:** Two (2) White males

**Zero (0) applicants were determined to be not qualified**

**Zero (0) applicants were found to be minimally qualified.**

**Two (2) applicants were determined to be qualified and were considered finalists:** Two (2) White males.

**Two (2) White males were hired for these positions. These hires met the first two (2) White male goals for the University in the Assistant Professor category.**

The two (2) White males achieved hiring goals for the Assistant Professor category. Both candidates transferred from Eastern Connecticut State University.

### **3. Assistant Professor-Literacy Education (C19-081)**

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

Central Connecticut State University's Department of Literacy, Elementary, and Early Childhood Education University invites applications for an Assistant Professor of Literacy Education. This is a tenure track position with a starting date in August 2019. Responsibilities of this position include: teaching literacy education courses (undergraduate and graduate); academic advising; research activities and service to professional organizations in the literacy field; service contributions to Department and University; collaboration with university colleagues, PreK-12 teachers, and community partners; support of accreditation, student certification, recruitment, and retention efforts.

#### **Required Qualifications:**

- Doctorate in Literacy Education, or in Curriculum & Instruction or other education related field with emphasis in literacy education
- Experience in PreK-12 public schools
- Experience with diverse student populations, including English learners and struggling readers/writers
- University teaching experience
- Evidence of active research agenda or research potential.

#### **Preferred Qualifications:**

- Teaching experience in PreK-6
- Literacy diagnosis and intervention for specialized populations
- Demonstrated ability to develop and deliver hybrid or online courses
- Professional publications.

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higheredjobs.com, CCSU and CSCU Websites, Attendance at local and national/international literacy conferences, Literacy organizations and committees; listservs and distribution lists and professional networking.*

**Thirty-two (32) individuals applied for this position:** Four (4) White males, Twelve (12) White females, One (1) Black female, One (1) Hispanic male, Two (2) AAIANHNPI females, Two (2) Unknown females and Ten (10) Unknown unknown.

**Eighteen (18) applicants were determined to be not qualified:** Three (3) White males, Six (6) White females, One (1) Hispanic male, One (1) AAIANHNPI female, and Seven (7) Unknown unknown.

**Five (5) applicants were found to be minimally qualified:** One (1) White female, One (1) AAIANHNPI female and Three (3) Unknown unknown.

**Nine (9) applicants were determined to be qualified and were considered finalists:** One (1) White male, Five (5) White females, One (1) Black female, and Two (2) Unknown females.

**One (1) White female was hired for this position. This hire met the White female goal for the University in the Assistant Professor category.**

#### 4. Assistant Professor-Physics & Engineering Physics Department-(C19-043)

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

Central Connecticut State University invites applications for a full-time, tenure-track position in the Physics & Engineering Physics department. The successful candidate will teach undergraduate and graduate courses in physics and contribute actively and effectively to student growth, service, and scholarship. The department offers comprehensive programs in physics leading to a B.S in Physics, with various concentrations. Departmental research areas in physics include laser radar/atmospheric physics and materials properties. We seek an experimental physicist with a strong commitment to undergraduate teaching of both physics majors and non-majors, and to mentoring majors. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

##### **Required Qualifications**

Ph.D. in Experimental Physics  
Undergraduate teaching experience  
Research interests appropriate for undergraduate student participation  
Commitment to serving culturally, ethnically and linguistically diverse communities

##### **Preferred Qualifications**

Evidence of scholarly activity including research experience in optics, optical instrument design  
Ability to teach undergraduate upper level labs, Modern Physics, Quantum Mechanics  
Ability to manage the department's 400-kV Van de Graaff linear accelerator

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higheredjobs.com, CCSU and CSCU Websites, and Physics Today (<https://jobs.physicstoday.org/>)*

**Seventy-one (71) individuals applied for this position:** Sixteen (16) White males, Three (3) Black males, Thirty-two (32) AAIANHNPI males, Three (3) AAIANHNPI females, Eight (8) Unknown males, One (1) Unknown female, and Eight (8) Unknown unknown.

**Thirty-five (35) applicants were determined to be not qualified:** Eight (8) White males, One (1) Black male, Eighteen (18) AAIANHNPI males, One (1) AAIANHNPI female, Three (3) Unknown males, One (1) Unknown female, and Three (3) Unknown unknown.

**Twenty-four (24) applicants were found to be minimally qualified:** Four (4) White males, Two (2) Black males, Ten (10) AAIANHNPI males, Two (2) AAIANHNPI females, Two (2) Unknown males, and Four (4) Unknown unknown.

**Twelve (12) applicants were determined to be qualified and were considered finalists:** Four (4) White males, Four (4) AAIANHNPI males, Three (3) Unknown males, and One (1) Unknown unknown.

**One (1) White male were hired for this position. This hire met the fourth of Five (5) White male goals for the University in the Assistant Professor category.**

#### 5. Assistant Professor - Counselor Education and Family Therapy – (C19-071)

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

**Qualifications:** Earned doctorate in Counselor Education and Supervision from a CACREP-accredited doctoral program (ABD candidates may be considered; however, completion of degree must occur no later than the end of the first academic year of appointment). Required qualifications include experience as a school counselor in a K-12 school district, commitment to excellence in teaching, expertise in counselor training and supervision, qualified to teach core counseling courses, demonstrate experience

or potential for research and scholarship, commitment to serving culturally diverse communities, expertise in school counseling related leadership, systemic change approaches, and data collection and analysis.

Preferred qualifications include successful teaching experience in higher education, demonstrated experience mentoring and supervising graduate students, experience utilizing accountability measures which correspond to CACREP 2016 standards, license eligible counseling field (i.e. LPC), and eligibility to become certified as School Counselor in Connecticut.

**Position Description:** 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.

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higheredjobs.com, CCSU and CSCU Websites, Computer Science Network (CSNET), American School Counselor Association (ASCA), and Journal of Higher Education.*

**Four (4) individuals applied for this position:** One (1) White female, One (1) Black male, and Two (2) Unknown unknown.

**Zero (0) applicants were determined to be not qualified:**

**One (1) applicants were found to be minimally qualified:** One (1) Unknown unknown.

**Three (3) applicants were determined to be qualified and were considered finalists:** One (1) White female, One (1) Black male, and One (1) Unknown unknown.

**One (1) Black male was hired for this position. This hire met the Black male goal for the University in the Assistant Professor category.**

#### **6. Assistant Professor - History – (C19-045)**

**Selection:** One (1) Hispanic male

Central Connecticut State University invites applications for a full-time, tenure-track position in American History, with a concentration in contemporary Latino/a/x History. The successful candidate will teach undergraduate and graduate courses in Puerto Rican and Latino History and contribute actively and effectively to student growth, service, and scholarship. This position will provide support for the Latino and Puerto Rican Studies Program. Candidates are expected to be committed to multiculturalism and to working with interdisciplinary ethnic studies programs and a diverse student body.

#### **Required Qualifications:**

Ph.D. in History, American Studies, Latino/a/x Studies, Urban Studies, Ethnic Studies, Cultural Studies, or related discipline (completion of Ph.D. required by June 01, 2019)

Evidence of effective teaching

Evidence of scholarly activity and achievement

Commitment to serving a culturally diverse student body

#### **Preferred Qualifications**

Commitment to and/or experience in community engagement and/or Public History

College-level teaching experience

Proficiency in Spanish

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higherjobs.com, CCSU and CSCU Websites, H-Net, Department Twitter account, and professional networking and outreach.*

**Fifteen (15) individuals applied for this position:** Four (4) White males, Two (2) White females, One (1) Black female, Two (2) Hispanic males, Four (4) Hispanic females, and Two (2) Unknown unknown.

**Seven (7) applicants were determined to be not qualified:** Two (2) White males, One (1) Black female, One (1) Hispanic males, and Three (3) Hispanic females.

**Zero (0) applicants were found to be minimally qualified:**

**Eight (8) applicants were determined to be qualified and were considered finalists:** Two (2) White males, Two (2) White females, One (1) Hispanic male, One (1) Hispanic female, and Two (2) Unknown unknown.

**One (1) Hispanic male was hired for this position. This hire met the Hispanic male goal for the University in the Associate Professor category.**

#### **7-9. Assistant Professor –Accounting (C19-063)**

**Selection:** One (1) White male, One (1) White female, One (1) Black male

Central Connecticut State University invites applications for full-time, tenure-track faculty positions in the Accounting Department. Successful candidates will teach undergraduate and/ or graduate courses in accounting. Candidates are expected to contribute actively and effectively to student growth, service, and scholarship and to be committed to multiculturalism and working with a diverse student body. Faculty also participate in assessment, curriculum development, faculty governance, and other faculty activities.

Required Qualifications:

- Doctorate in Accounting or related field from a regionally CCREDITED UNIVERSITY, OR A Master's degree in a related field plus enrollment in a terminal degree program in accounting or a closely related field with a planned completion date no later than December 2022.
- Commitment to serving a culturally, ethically and linguistically diverse student body and community.

Preferred Qualifications:

- Professional experience in accounting (Manager level experience)
- Two (2) years full time (equivalent) experience of college teaching and an interest in teaching accounting
- Professional accounting certification (CPA preferred)
- Capable of meeting AACSB's classification as Scholarly Academic or Scholarly Practitioner

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higherjobs.com, The Accounting Review, Hispanic Outlook in Higher Education, Journal of Blacks in Higher Education, Announcement CTCPA Meetings, Personal Networking (LinkedIn), and CCSU and CSCU Websites.*

**Fifteen (15) individuals applied for this position:** Three (3) White males, Two (2) White females, One (1) Black male, Two (2) AAIAHNPI males, Two (2) AAIAHNPI females, One (1) Unknown male, Two (2) Unknown females, and Two (2) Unknown unknown.

**One (1) applicants were determined to be not qualified:** One (1) Unknown male.

**Eight (8) applicants were found to be minimally qualified:** One (1) White male, One (1) White female, One (1) AAIANHNPI male, Two (2) AAIANHNPI females, Two (2) Unknown females, and One (1) Unknown unknown.

**Six (6) applicants were determined to be qualified and were considered finalists:** Two (2) White males, One (1) White female, One (1) Black male, One (1) AAIANHNPI male, and One (1) Unknown unknown.

**One (1) White male was hired for this position. This hire met the fifth White male goal for the University in the Assistant Professor category. The White female and Black male goal were previously achieved.**

#### **10-11. Assistant Professor (Theatre) (C19-050)**

**Selection:** One (1) White male and One (1) White female

Central Connecticut State University's Theatre Department invites applications for a full-time, tenure-track assistant professor of Theatre Performance, with expertise in Acting or Directing. The ideal candidate will teach courses in such areas as Acting, Improv, Directing, Script Analysis, Stage Combat and /or Theatre for Social Change. Normal load is 12 credits per semester, which is divided between directing 1-2 productions a year and teaching in areas of expertise. The ideal candidate will also supervise student acting projects; advise students academically; contribute actively to student growth, service, scholarship; and serve on university and department committees. The ideal candidate will also be ready to prepare our students for professional careers and/or graduate-level study in Theatre.

#### **Required Qualifications:**

- MFA in Theatre, Drama, or a related field (or equivalent terminal degree)
- Equivalent of at least 2 years full-time teaching at the college level, or at least 5 years full-time professional experience in acting, directing and/or playwriting.
- Commitment to serving culturally, ethnically, and linguistically diverse communities

#### **Preferred Qualifications:**

- Membership in national professional organizations, such as AEA, SAG or SDC
- Active conference participation in area of expertise

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 11,822 students - 9,546 undergraduates, and 2,726 graduates. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higherjobs.com, CCSU and CSCU Websites, Art Search <http://www.tcg.org/artsearch/>, Academic Keys <http://www.academickeys.com/>, and Off Stage Jobs <http://offstagejobs.com>*

**One hundred Fifty six (156) individuals applied for this position:** Eighty-one (81) White males, Thirty-eight (38) White females, Three (3) Black males, One (1) Black female, One (1) Hispanic male, Seven (7) Unknown males, Three (3) Unknown females, and Twenty-two(22) Unknown unknown.

**Thirty (30) applicants were determined to be not qualified:** Thirteen (13) White males, ten (10) White females, Two (2) Unknown males and Five (5) Unknown unknown.

**One hundred and eight (108) applicants were found to be minimally qualified:** Fifty five (55) White males, twenty four (24) White females, Three (3) Black males, One (1) Black female, One (1) Hispanic male, Four (4) Unknown males, Three (3) Unknown females and Seventeen (17) Unknown unknown.

**Eighteen (18) applicants were determined to be qualified and were considered finalists:** Thirteen (13) White males, Four (4) White females, and One (1) Unknown male.

**One (1) White male and One (1) White female were hired for these positions. This hire met the third of five (5) White male goals for the University in the Assistant Professor category. The other goals (WF, BM, HM and AAIANHNPI F) were previously achieved.**

#### **12.-13. Assistant Professor -Department of Special Education and Interventions (C19-068)**

**Selection:** One (1) White female and One (1) AAIANHNPI female

The Department of Special Education and Interventions is seeking two full-time tenure-track faculty members to join the growing undergraduate and graduate programs at Central Connecticut State University for the Fall 2019 semester. The two successful candidates 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.

Each position may include: teach both undergraduate and graduate courses specifically focused in Special Education; advise graduate students; assist in the program accreditation process; and participate in department, professional unit, and university committees. The successful candidates may also be responsible for supervision of field experiences and are 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, 2019)
- 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
- Commitment to serving culturally, ethnically, and linguistically diverse communities

#### **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
- Success in seeking external funding
- Working knowledge and evidence of implementation of Universal Design for Learning (UDL)

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higherjobs.com, CCSU and CSU Websites, <https://www.blacksinhighered.org/>, <https://www.aahhe.org/jobs/jobs.aspx>, <http://apahenational.org>, networking and personal recruitment efforts and Listservs: PCRC, TED, AERA Special Education Sig.*

**Nineteen (19) individuals applied for this position:** Two (2) White males, Five (5) White females, One (1) Black male, One (1) Black female, Four (4) Unknown males, Two (2) Unknown females, and Four (4) Unknown unknown.

**Seven (7) applicants were determined to be not qualified:** One (1) White female, Two (2) Unknown males, One (1) Unknown female, and Three (3) Unknown unknown.

**Four (4) applicants were found to be minimally qualified:** Two (2) Unknown males, One (1) Unknown female and One (1) Unknown unknown.

**Eight (8) applicants were determined to be qualified and were considered finalists:** Two (2) White males, Four (4) White females, One (1) Black male, and One (1) Black female.

**One (1) AAIAHNPI female and One (1) White female were hired for these positions. One (1) AAIAHNPI female met the hiring goal for the University in the Assistant Professor category.**

#### **14. Assistant Professor - Psychology – (C19-046)**

**Selection:** One (1) Hispanic female

Central Connecticut State University invites applications for a full-time, tenure-track position in the Department of Psychological Science. The successful candidate will teach undergraduate and graduate courses in Community Psychology and Latina/o or Puerto Rican Psychology. Candidates are expected to be committed to multiculturalism and work with a diverse student body. The regular teaching load is 12 hours per semester with some evening classes required.

#### **Required Qualifications**

- Ph.D. in Community Psychology (or related field) with a specialization related to Latina/o or Puerto Rican Psychology. ABD candidates may be considered, but the Ph.D. must be earned by the date of appointment.
- Ability to teach courses in Community Psychology and Latina/o or Puerto Rican Psychology
- Evidence of effective teaching.
- Evidence of active research (e.g., publications and presentations at professional conferences).
- Programmatic research plan.
- Commitment to serving culturally, ethnically and linguistically diverse communities.

### Preferred Qualifications

- College-level teaching experience in Community Psychology and/or courses related to Latina/o or Puerto Rican Psychology or culture.
- Ability to teach courses in Research Methods.
- A demonstrated ability to work with a diverse student population.

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. As of fall 2018, CCSU serves approximately 11,822 students - 9,546 undergraduates, and 2,276 graduates. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the “steward of central Connecticut.” Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higherjobs.com, CCSU and CSCU Websites, Higher Ed Jobs*  
<https://www.higheredjobs.com/products/singleposting.cfm>, National Latina/o Psychological Association  
<http://www.nlpa.ws/>, National Latina/o Psychological Association [www.nlpa.com](http://www.nlpa.com).

**Eight (8) individuals applied for this position:** One (1) White male, One (1) White female, Three (3) Hispanic females, One (1) AAIANHNPI female, and Two (2) Unknown males.

**One (1) applicants were determined to be not qualified:** One (1) Hispanic female.

**Three (3) applicants were found to be minimally qualified:** One (1) White male, and Two (2) Unknown males.

**Four (4) applicants were determined to be qualified and were considered finalists:** One (1) White female, Two (2) Hispanic females, and One (1) AAIANHNPI female.

**One (1) Hispanic female was hired for this position. The hiring goals were all previously achieved.** The selected Hispanic female had experience in research programs, which primarily dealt with the effects of breast cancer on the family of Latina women. She presented three recent studies and several publications and data sets with a volume of facts and related information. She also had extensive community service experience, including starting her own non-profit organization to support Latino cancer patients.

### 15. Assistant Professor (Music) (C19-058)

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

Central Connecticut State University invites applications for a full-time, tenure track position as an Assistant Professor in the Department of Music beginning academic year 2019-2020. The person in this position will co-ordinate all choral activities; direct both the small auditioned ensemble (University Singers) and the large choral ensemble (University Chorale); teach undergraduate and graduate courses in choral music education, conducting, and vocal methods; and assist with the supervision of student

teachers. Additional duties as assigned by the chair may include coordinating the undergraduate or graduate music education program, depending on the candidate's expertise.

**Required Qualifications:**

- Completed doctorate in Music by date of appointment
- Three years' experience of proven success in public school teaching in music
- Commitment to serving a culturally diverse student body

**Preferred Qualifications:**

- Successful college teaching experience
- Experience with various facets of university choral programs, including the recruitment of music majors, minors, and non-majors, and establishing and maintaining positive relationships with public school band directors, and university/community constituents
- Demonstrated musical, financial, and administrative success with collegiate and/or high school choral ensembles
- Experience working with and observing student teachers
- Experience working with diverse populations

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higherjobs.com, CCSU and CSU Websites, College Music Society, Mt. Lake Colloquium ListServ, Choral ListSers, Attendance at conferences e.g., American Choral Directors Association, networking with Music Departments, Contact Minority Recruitment & Mentoring Committee (MRMC) at CCSU for assistance in advertising to diverse applicants.*

**Thirty-four (34) individuals applied for this position:** Eleven (11) White males, Eleven (11) White females, Two (2) Black males, One (1) AAIANHNPI male, One (1) AAIANHNPI female, Two (2) Unknown males, One (1) Unknown female, and Five (5) Unknown unknown.

**Eighteen (18) applicants were determined to be not qualified:** Six (6) White males, Four (4) White females, One (1) AAIANHNPI male, One (1) AAIANHNPI female, Two (2) Unknown males, One (1) Unknown female, and Three (3) Unknown unknown.

**Five (5) applicants were found to be minimally qualified:** Three (3) White males, One (1) Black male, and One (1) Unknown unknown.

**Eleven (11) applicants were determined to be qualified and were considered finalists:** Two (2) White males, Seven (7) White females, One (1) Black male, and One (1) Unknown unknown.

**One (1) Black male was hired for this position. All the goals were previously achieved in the Assistant Professor category.**

**16. Assistant Professor – Economics (C19-055)**

**Selection:** One (1) AAIANHPI male

The Department of Economics at Central Connecticut State University (CCSU) seeks applicants for a tenure-track position at the Assistant Professor level beginning August 2019. Responsibilities include teaching introductory and upper-division courses, engaging in scholarly research leading to refereed publications, serving on departmental and university committees, advising students, and participating in allied professional activities (as outlined in the Department's Promotion and Tenure Guidelines available at: [http://web.ccsu.edu/facultysenate/files/Department\\_P\\_T\\_Guidelines/EconomicsPTGuide2017.pdf](http://web.ccsu.edu/facultysenate/files/Department_P_T_Guidelines/EconomicsPTGuide2017.pdf)). Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Required Qualifications:**

- Ph.D in Economics or related field, by December 2019, with primary specialization in Environmental Economics (JEL code Q5)
- Commitment to serving culturally, ethnically, and linguistically diverse communities.

**Preferred Qualifications:**

- A secondary specialization in Climate Change
- Evidence of demonstrated effectiveness in teaching as a primary instructor at the undergraduate level, scholarly research, and professional activity commensurate with experience.

**The University:** CCSU is one of four state universities with the Board of Regents for Higher Education Connecticut State Colleges & Universities. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU's motto is more than a slogan; it articulates the University's commitment to students: "Start with a dream. Finish with a future." The Princeton Review selected CCSU as one of The Best Northeast Colleges." CCSU serves approximately 12,200 students – 9,500 undergraduates and 2,700 graduates. CCSU is richly diverse: more than 20 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city of some 70,000, within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of American Arts and offers a range of cultural opportunities, including the New Britain Symphony Orchestra, two theaters, and an extensive park system. The University is approximately two hours (by car) from both Boston and New York City.

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higherjobs.com, American Society of Hispanic Economists Listserv, National Economic Association (formerly the Caucus of Black Economists) Listserv, Job Openings for Economists (<https://www.aeaweb.org/joe/>) and CCSU and CSCU Websites.*

**One Hundred and one (101) individuals applied for this position:** Twenty-four (24) White males, Seven (7) White females, One (1) Black male, Two (2) Hispanic males, Twenty-four (24) AAIANHNPI males, Fifteen (15) AAIANHNPI females, Four (4) Unknown males, One (1) Unknown female, and Twenty-three (23) Unknown unknown.

**Fifty-four (54) applicants were determined to be not qualified:** Fifteen (15) White males, Four (4) White females, One (1) Hispanic male, Twelve (12) AAIANHNPI males, Eight (8) AAIANHNPI females, One (1) Unknown males, One (1) Unknown female, and Twelve (12) Unknown unknown.

**Thirty-five (35) applicants were found to be minimally qualified:** Seven (7) White males, Two (2) White females, One (1) Hispanic male, Eight (8) AAIANHNPI males, Six (6) AAIANHNPI females, Two (2) Unknown males, and Nine (9) Unknown unknown.

**Twelve (12) applicants were determined to be qualified and were considered finalists:** Two (2) White males, One (1) White female, One (1) Black male, Four (4) AAIANHNPI males, One (1) AAIANHNPI female, One (1) Unknown male, Two (2) Unknown unknown.

**One (1) AAIANHNPI male was hired for this position. The hiring goals were previously achieved in this category.**

**17. Assistant Professor – Modern Languages (C19-053)**

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

Central Connecticut State University invites applications for a full-time, tenure-track position in the Modern Languages department. The successful candidate will teach undergraduate and graduate courses in Spanish 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 Spanish with specialization in Latin America. ABD (completion within a year) will be considered.
- Native or near-native proficiency in Spanish.
- Commitment to serving culturally, ethnically and linguistically diverse communities

### **Preferred Qualifications**

- Focus on Spanish Caribbean Studies.
- Teaching experience.
- Record of research applicable to teaching Spanish language, literature and/or culture.
- Experience with study abroad programs.
- Work on Latino/Puerto Rican Studies.
- Community engagement experience.

Candidates are expected to teach Spanish at different levels including Latin American Culture and Literature. The regular teaching assignment is four three-unit courses per semester.

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. As of fall 2018, CCSU serves approximately 11,822 students - 9,546 undergraduates, and 2,276 graduates. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the “steward of central Connecticut.” Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higherjobs.com, and CCSU and CSCU Websites, MLA Job List, ACTFL Career Center, AATSP distribution list, and professional networking.*

**Eighty-one (81) individuals applied for this position:** Ten (10) White males, Nine (9) White females, Two (2) Black females, Twenty (20) Hispanic males, Thirty-two (32) Hispanic females, One (1) Unknown male, Two (2) Unknown females, and Five (5) Unknown unknown.

**Eight (8) applicants were determined to be not qualified:** Two (2) White males, Two (2) White females, One (1) Black female, One (1) Hispanic male, and Two (2) Hispanic females.

**Forty-one (41) applicants were found to be minimally qualified:** Five (5) White males, Five (5) White females, Ten (10) Hispanic males, Sixteen (16) Hispanic females, One (1) Unknown male, One (1) Unknown female, and Three (3) Unknown unknown.

**Thirty-two (32) applicants were determined to be qualified and were considered finalists:** Three (3) White males, Two (2) White females, One (1) Black female, Nine (9) Hispanic males, Fourteen (14) Hispanic females, One (1) Unknown female, and Two (2) Unknown unknown.

**One (1) White female was hired for this position. The hiring goals for Assistant Professor have been achieved with the previous searches.**

#### **18. Assistant Professor –Theatre (C19-059)**

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

Central Connecticut State University's Theatre Department invites applications for a full-time, tenure-track Assistant Professor of Theatre Performance, with expertise in Acting or Directing. The ideal candidate will teach courses in such areas as Acting, Improv, Directing, Script Analysis, Stage Combat and /or Theatre for Social Change. Normal load is 12 credits per semester, which is divided between directing 1-2 productions a year and teaching in areas of expertise. The ideal candidate will also supervise student acting projects; advise students academically; contribute actively to student growth, service, scholarship; and serve on university and department committees. The ideal candidate will also be ready to prepare our students for professional careers and/or graduate-level study in Theatre.

#### **Required Qualifications:**

- MFA in Theatre, Drama, or a related field (or equivalent terminal degree)
- Equivalent of at least 2 years full-time teaching at the college level, or at least 5 years full-time professional experience in acting, directing and/or playwriting.
- Commitment to serving culturally, ethnically, and linguistically diverse communities

#### **Preferred Qualifications:**

- Membership in national professional organizations, such as AEA, SAG or SDC
- Active conference participation in area of expertise

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 11,822 students - 9,546 undergraduates, and 2,276 graduates. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higherjobs.com, and CCSU and CSCU Websites, Art Search <http://www.tcg.org/artsearch/>, Academic Keys <http://www.academickeys.com/> and Off Stage Jobs <http://offstagejobs.com/>.*

**Ten (10) individuals applied for this position:** Two (2) White males, Three (3) White females, One (1) Black male, Three (3) Unknown males, and One (1) Unknown unknown.

**Five (5) applicants were determined to be not qualified:** Two (2) White males, Two (2) Unknown males, and One (1) Unknown unknown.

**Zero (0) applicants were found to be minimally qualified:**

**Five (5) applicants were determined to be qualified and were considered finalists:** Three (3) White females, One (1) Black male, and One (1) Unknown male.

**One (1) White female was hired for this position. All of the hiring goals were previously achieved for the University in the Assistant Professor category.**

**i. Coaching**

Hires		Promotions	
1	Black male		
2	Black females		
1	Hispanic male		
1	Hispanic female		
1	AAIANHNPI male		

**1. Assistant Football Coach- Athletics: (C19-092)**

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

Central Connecticut State University is seeking a full-time defensive backs coach. The assistant coach will support and offer assistance to the head coach in all facets of the program, including the recruitment of quality student-athletes, retention of student-athletes, organization and planning of all practices, film breakdowns and weekly scouting of opponents, administrative tasks, etc.

**REQUIRED QUALIFICATIONS:**

- Bachelor’s degree
- Minimum 5 years defensive collegiate coaching experience
- Working knowledge of NCAA rules and regulations
- Collegiate on- road recruiting experience

**PREFERRED QUALIFICATIONS:**

- Division 1 coaching experience
- Northeast recruiting experience
- Master’s degree
- Defensive Coordinating experience

Advertisements and/or announcements placed in *NCAA.com, NACDA, MOAA and ATHL40, CCSU and CSCU Websites.*

**Nineteen (19) individuals applied for this position:** Four (4) White males, Nine (9) Black males, Four (4) Unknown males, and Two (2) Unknown unknown.

**Eleven (11) applicants were determined to be not qualified:** Two (2) White males, Four (4) Black males, Three (3) Unknown males, and Two (2) Unknown unknown.

**Three (3) applicants were found to be minimally qualified:** One (1) White male and Two (2) Black males.

**Five (5) applicants were determined to be qualified and were considered finalists:** One (1) White male, Three (3) Black males and One (1) Unknown male.

**One (1) Black male was hired for this position. This hire met the goals for the University in the Coaching category.**

## **2. Assistant Men's & Women's Track & Field/Cross Country Coach (C18-053)**

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

Central Connecticut State University invites applications for a full time, Assistant Men's & Women's Track & Field/Cross-Country Coach 1 (sprints, jumps, throws and distance), in the Department of Intercollegiate Athletics. The successful candidates will be responsible to assist in the organization and administration of all aspects of the Men's & Women's Track & Field/Cross-Country program.

Responsibilities include, but are not limited to, assisting the head coach in practices, recruitment and development of student-athletes, ensuring academic progress and graduation; coordinating scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations and participation in fund raising events. The assistant coach will be expected to work cooperatively and effectively with the staff and personnel of the Department and University. The position requires 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.

### **Required Qualifications**

- Bachelor's degree
- Three years of coaching Track and Field/Cross Country at the NCAA Collegiate level
- An understanding of NCAA rules compliance
- Commitment to serving culturally, ethnically and linguistically diverse communities

### **Preferred Qualifications**

- Experience with recruiting, skill instruction, training development, and administrative responsibilities in Track & Field/Cross Country
- Excellent organization and communication skills

Advertisements and/or announcements were placed in *NCAA.org*, *USATAFF*, and *email Northeast conference to distribute to all conferences*.

**Seventy-one (71) individuals applied for this position:** Thirty-seven (37) White males; Three (3) White females; Fourteen (14) Black males; Six (6) Black females; Four (4) Hispanic males; Three (3) AAIANHNPI males; Three (3) Unknown males; and One (1) Unknown Unknown.

**Fifty (50) applicants were determined to be not qualified:** Twenty-six (26) White males; Two (2) White females; Eleven (11) Black males; Four (4) Black females; Three (3) Hispanic males; Two (2) AAIANHNPI males; and Two (2) Unknown males.

**Seven (7) applicant was found to be minimally qualified:** Five (5) White males; One (1) Black male; and One (1) Unknown male.

**Fourteen (14) applicants were determined to be qualified and were considered finalists:** Six (6) White males; One (1) White female; Two (2) Black males; Two (2) Black females; One (1) Hispanic male; One (1) AAIANHNPI male; and One (1) Unknown Unknown.

**One (1) Black female was hired for this position. This hire met the first of two Black female goals for the University in the Coaching category.**

## **3. Assistant Women's Basketball Coach -Athletics: (C19-004)**



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

Central Connecticut State University invites applications for a full-time, Assistant Women's basketball coach, Coach A in the Department of Intercollegiate Athletics. The successful candidate will be responsible to assist in the organization and administration of all aspects of the women's basketball program. Responsibilities include, but are not limited to, assisting the head coach in practices, recruitment and development of student-athletes, ensuring academic progress and graduation; coordinating scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations and participation in fund raising and community service events. The assistant coaches will be expected to work cooperatively and effectively with the staff and personnel of the Department and University. The position requires an excellent work ethic along with exceptional motivational and communication skills. The candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Required Qualifications:**

- Bachelor's degree
- One year of NCAA coaching experience in the sport of women's basketball

**Preferred Qualifications:**

- Three years of NCAA collegiate coaching experience in women's basketball
- Experience as an intercollegiate student athlete
- Recruiting experience at the collegiate level
- Excellent communication and organizational skills to include computer and social media
- Knowledge of NCAA rules and regulations
- Experience in operational aspects of sports program, to include recruiting software and video exchange

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

Advertisements and/or announcements placed in *DAS website*; *NCAA News website*; *NACDA*, *professional network seeking referrals*.

**Forty-three (43) individuals applied for this position:** Fourteen (14) White males; Six (6) White females; Six (6) Black males; Nine (9) Black females; Three (3) Hispanic males; One (1) AAIANHNPI female; Three (3) Unknown males; and One (1) Unknown unknown.

**Twenty-seven (27) applicants were determined to be not qualified:** Nine (9) White males; Three (3) White females; Three (3) Black males; Six (6) Black females; Two (2) Hispanic males; Three (3) Unknown males; and One (1) Unknown unknown.

**Eight (8) applicants were determined to be minimally qualified:** Five (5) White males; One (1) White female; One (1) Black male; and One (1) Black female.

**Eight (8) applicants were determined to be qualified and considered finalists:** Two (2) White females; Two (2) Black males; Two (2) Black females; One (1) Hispanic male; and One (1) AAIANHNPI female.

**One (1) Black male was hired for this position. The goal for Black male was previously achieved**

**4. Head Women's Lacrosse Coach – Athletics: (C19-003)**

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

Central Connecticut State University invites applications for a full-time, Head Women's Lacrosse Coach, Coach A. The successful candidate will be responsible to assist in the organization and administration of all aspects of the Women's Lacrosse program. Responsibilities include, but are not limited to, recruitment and development of student-athletes, ensuring academic progress and graduation; coordinating scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations and participation in community service and fund-raising events. The Head Coach will be expected to work cooperatively and effectively with the staff and personnel of the Department and University. This position requires 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.

#### **Required Qualifications**

- Bachelor's degree
- Three years of coaching and/or playing experience at the college level in the sport of women's lacrosse; In lieu of college level coaching experience, a combination of four years of coaching experience at the high school, professional or national team level and playing experience at the college, professional or national team level in the sport of women's lacrosse will be considered.
- An understanding of NCAA rules compliance
- Demonstrated commitment to serving a culturally diverse student body

#### **Preferred Qualifications**

- Prior experience with recruiting, skill instruction, practice/game plan development, and administrative responsibilities in the sport of women's lacrosse
- Experience in a Division I women's lacrosse program as a coach or student athlete
- Excellent organization and communication skills
- Skills or knowledge of use of recruiting software and video exchange

Advertisements and/or announcements placed in *NCAA.com*.

**Nineteen individuals applied for this position:** Six (6) White males; Eleven (11) White females; and Two (2) Hispanic females.

**Twelve (12) applicants were determined to be not qualified:** Four (4) White males; Seven (7) White females; and One (1) Hispanic female.

The **not qualified Hispanic female's** cover letter or references were not submitted with her application packet.

**Four (4) applicant was found to be minimally qualified:** One (1) White male; Two (2) White female, and One (1) Hispanic female.

The **minimally qualified Hispanic female** meets three of four required qualifications however, her application and resume did not include evidence of her understanding of the NCAA rules compliance.

**Three (3) applicants were determined to be qualified and were considered finalists:** One (1) White male; and Two (2) White females.

**One (1) White female was hired for this position.**

The **selected White female** met all of the required qualifications. As a former CCSU women's lacrosse student athlete and alumna she possesses an intimate familiarity of the past culture and history of the CCSU women's lacrosse program and is able to speak directly to our academic programs, campus life as well as all other activities. Prior to being hired by the university, she was in her

second season as interim head coach (on an emergency appointment) at Southern Connecticut State University (SCSU). For the past eight years, she has been involved with the Nor'easter Club Lacrosse Program of Connecticut, which has given her access to instate Connecticut athletes playing at the highest level of club lacrosse. While working as SCSU she gained State Budget management experience. Her experience working with small resources has assisted in her development and understanding of priorities, and how to ensure that those priorities are met either by structure and/or fundraising. She clearly articulated that she understands the necessity for fundraising, and has held numerous fundraisers for her club team, as well as the SCSU team. As part of the club team, she developed recruiting knowledge that allows her to capture the athlete and guide them through the process, and at the same time identify potential student athletes. Since her background is in teaching, she expressed her desire to create student athletes that are strong, skilled and prepared on and off the field for whatever career they enter. Her philosophy is to develop athletes both mentally and physically with the skills necessary to compete at the Division I level, provide them with core values that ensure the athletes have pride in all they do, in the classroom, while volunteering and in the community. This hire will not have a learning curve when it comes to selling our campus, as a former student and athlete, which is an area that is in need of development. Her previous supervisor and reference stated that she has a bright future as a coach and that she has worked hard at SCSU in a difficult lacrosse conference.

**PROFESSIONAL/NON-FACULTY**

Hires		Promotions	
5	AAIANHNPI males		
5	AAIANHNPI females		

**1-4. Assistant in Fiscal Affairs (C18-056)**

**Selection:** Three (3) White females, and One (1) Hispanic male

Central Connecticut State University invites applications for a full-time, Assistant in Fiscal Affairs (SUOAF-Administrator II) in the Fiscal Affairs Division. All applicants will be considered for both vacant positions, one located in the Accounts Payable and one located in the Business Office/CFO Office. The successful candidate will perform a variety of financial/business office, accounting and budget tasks. Duties for the position include: Creates and maintains various financial spreadsheets for tracking, recording, analyzing and reporting purposes. Assists with meeting the financial information needs of the University community, Board of Regents System Office, regulatory agencies and other external parties. Assists in the operation and record-keeping process for systems on campus, including the on-line State payroll program Core-CT, travel system and Banner. Assists with financial/business office and general accounting functions such as reconciliations, journal entries and financial reports. Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Required Qualifications**

- Bachelor’s degree in accounting or business-related field
- Two years of work experience in accounting or business-related area
- Demonstrated knowledge and ability in the use of personal computer equipment and standard office software including that supported by the University (Microsoft Office Suite)

**Preferred Qualifications**

- Attention to detail and ability to work independently
- Experience with financial systems, e.g., People Soft, Banner, QuickBooks
- Proficiency in Excel, e.g., formulas, pivot tables, v-lookups

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

*Advertisements and/or announcements were placed in Chronicle of Higher Education, Diversejobs.net, Higherjobs.com, and CCSU and CSU Websites.*

**Fifty-four (54) individuals applied for this position:** Ten (10) White males, Sixteen (16) White females, One (1) Black male, Seven (7) Black females, Two (2) Hispanic males, Two (2) Hispanic females, Five (5) AAIANHNPI males, Five (5) AAIANHNPI females, Three (3) Unknown males, Two (2) Unknown females, and One (1) Unknown unknown.

**Forty-two (42) applicants were determined to be not qualified:** Ten (10) White males, Ten (10) White females, One (1) Black male, Six (6) Black females, One (1) Hispanic male, One (1) Hispanic female, Four (4) AAIANHNPI males, Five (5) AAIANHNPI females, Two (2) Unknown males, One (1) Unknown females, and One (1) Unknown unknown.

Of the **four (4) AAIANHNPI males**, the **first** did not have the required two (2) years' experience in accounting or business-related field. The **second, third and fourth** submitted incomplete application packages and were missing cover letters and references.

Of the **five (5) AAIANHNPI females**, the **first** did not have the required two (2) years' experience in accounting or business-related field. The **second, third, fourth and fourth** submitted incomplete application packages and were missing cover letters and references.

**Zero (0) applicants were found to be minimally qualified:**

**Twelve (12) applicants were determined to be qualified and were considered finalists:** Six (6) White females, One (1) Black female, One (1) Hispanic male, One (1) Hispanic female, One (1) AAIANHNPI male, One (1) Unknown male and One (1) Unknown female.

**One (1) AAIANHNPI male** withdrew application after the interview process.

**Three (3) White females, and One (1) Hispanic male were hired for these positions.**

**One (1) White female selected** met all of the required and the following preferred qualifications: Attention to detail and ability to work independently; experience with financial systems, e.g. People Soft, Banner, QuickBooks and she has a proficiency specific to Excel formulas, pivot tables and v-lookups and experience with Access databases. She presently works in a fast-paced environment and served as a Team Leader and assisted others as the go-to person to learn new systems. She was the key person involved when her department went to computerized files to be less reliant on paper files.

The **second White female** selected met all of the required and the following preferred qualifications: attention to detail and ability to work independently; experience with financial systems, e.g. People Soft, Banner, QuickBooks and she has a proficiency specific to Excel formulas, pivot tables and v-lookups.

She has advanced financial, accounting and banking skills. She has taken the lead responsibility for bank audits, mentored others in her department and also had a customer service background.

The **third White female** selected met all of the required and the following preferred qualifications: Attention to detail and ability to work independently; experience with financial systems, e.g. People Soft, Banner, QuickBooks and she has a proficiency specific to Excel formulas, pivot tables and v-lookups. She had good customer service experience and worked directly with students, parents, faculty,

administration and advisors in her last position. She gave some examples of taking on additional tasks and showing initiative to help with office projects and programs. She also described handling difficult situations and upset customers. She also had good team work experience and also shows examples of her independent work.

The **Hispanic male** selected met all of the required and the following preferred qualifications: Attention to detail and ability to work independently; experience with financial systems, e.g. People Soft, Banner, QuickBooks and she has a proficiency specific to Excel formulas, pivot tables and v-lookups. He worked with both travel authorizations, accounts payable and had extensive experience in the Fiscal Division. His work ethic was highlighted as he provided examples during his interview to show his commitment to office reports and projects and stated he is always trying to continue to learn new computer systems.

#### **5. Assistant Counselor Student Wellness Services: Counseling (C19-014)**

**Selection:** One (1) Hispanic female

Central Connecticut State University invites applications for a full-time, Assistant/Associate Counselor (AAUP Faculty). The successful candidate will provide students with mental/behavioral health services as part of the integrated Department of Student Wellness Services. The counselor will provide short-term counseling, crisis intervention, and mental/behavioral health outreach services within the scope of his or her training and licensure. Candidates are expected to be committed to multiculturalism and working with a diverse student body. This is a 12-month position and may include evening and/or Saturday hours.

#### **Required Qualifications**

- Master's degree in psychology, counseling, social work or marriage and family therapy or a related field
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students
- Currently licensed as a mental health provider
- Clinical experience including work with high-risk clients as well as with complex and/or longstanding clinical problems

#### **Preferred Qualifications**

- Three years post master's counseling experience at a college/university counseling center **and/or** agency/private practice serving young adults
- Doctorate in psychology, counseling, social work or marriage & family therapy or a related field, plus three years of counseling experience at a college/university counseling center **and/or** agency/private practice serving young adults
- Experience working with graduate student intern and assistants
- Currently licensed in the State of Connecticut as a mental health provider
- Electronic health record experience

Advertisements and/or announcements were placed in *Chronicle of Higher Ed-web posting*, *diversejobs.net*, and *higheredjobs.com*, and share with colleagues in the field of expertise.

**Ninety-five (95) individuals applied for this position:** Twelve (12) White males; Forty (40) White females; One (1) Black male; Twenty (20) Black females; Two (2) Hispanic males; Six (6) Hispanic females; Two (2) AAIANHNPI females; Three (3) Unknown males; Eight (8) Unknown females; and One (1) Unknown unknown.

**Sixty (60) applicants were determined to be not qualified:** Nine (9) White males; Twenty-four (24) White females; One (1) Black male; Eleven (11) Black females; One (1) Hispanic male; Four (4) Hispanic females; Two (2) AAIANHNPI females; Two (2) Unknown males; and Six (6) Unknown females.

The **first AAIANHNPI female not qualified** was not licensed as a mental health provider, and therefore did not meet this minimum qualification.

The **second AAIANHNPI female not qualified** had an incomplete application which was missing one or more documents, i.e., cover letters and references.

**Twenty-three (23) applicant were found to be minimally qualified:** Two (2) White males; Eleven (11) White females; Seven (7) Black females; Two (2) Unknown females; and One (1) Unknown unknown.

**Twelve (12) applicants were determined to be qualified and were considered finalists:** One (1) White male; Five (5) White females; Two (2) Black females; One (1) Hispanic male; Two (2) Hispanic females; and One (1) Unknown male.

**One (1) Hispanic female was hired for this position.**

The **selected Hispanic female** meets all required qualifications and three of the five preferred qualifications. She also demonstrated, through her application how she met the requirement of having experience with diverse populations. Furthermore, she has four (4) years of post-master's degree experience. During the phone interview, she successfully demonstrated, through her responses, that she had conducted research on some aspects of CCSU and the Student Wellness Services Department. As a mental health counselor, she addressed her experiences in dealing with college age students, and effectively addressed the cultural competency question by discussing her experiences with specific diverse student populations, such as age, cultural diversity, and LGBTQIA communities. She also discussed attending training on diversity, which has made her quite knowledgeable in assessing college students from diverse populations, as well as using her interpersonal skills to navigate difficult patient situations. Her experience includes specialization in working with young people suffering with eating disorders. The search committee felt that she would bring new perspectives to the counseling team and her experience in the area of eating disorders would be a benefit as it provides a level of expertise.

## **6. Athletics Equipment Manager (C19-098)**

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

Central Connecticut State University invites applications for a full-time, Athletics Equipment Manager, Administrator II, in the Department of Intercollegiate Athletics. The successful candidate will be responsible for managing and coordinating all operations of the Equipment Room for Athletics including the maintenance of all athletic equipment through purchase, repair, inventory, proper securing, etc., in all athletics facilities and supervision of Equipment Room staff. The individual in this position plans and initiates a system of issuances, collection and storage of equipment and supplies and manages laundry services. He/she will also perform other duties and responsibilities related to the above that do not alter the basic level of responsibility of the position. This position requires 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.

### **Required Qualifications:**

- 3 years equipment management in a University or professional sports environment
- Thorough knowledge of athletic equipment and supplies used in athletics, physical education and intramural and recreation activities as well as equipment standards for health and safety

- Demonstrated ability to learn and effectively work with State purchasing regulations
- Demonstrated inventory management and organizational skills
- Strong interpersonal and communication skills.
- Current Connecticut driver's license and ability to lift 100 pounds

**Preferred Qualifications:**

- Bachelor's Degree
- Experience in practice and game day responsibilities
- Certified or working toward certification from the Athletic Equipment Manager's Association
- Experience and ability to reconcile all shipping and receiving activities within prescribed timelines
- Demonstrated understanding of NCAA rules compliance

Advertisements and/or announcements were placed in *the NCAA News and on CCSU and CSCU Websites*.

**Sixty-one (61) individuals applied for this position:** Two (2) White males, Three (3) White females, One (1) Black male, Four (4) Hispanic males, Forty-three (43) Unknown males, Five (5) Unknown females, and Three (3) Unknown unknown.

**Fifty-nine (59) applicants were determined to be not qualified:** Three (3) White females, One (1) Black male, four (4) Hispanic males, Forty-three (43) Unknown males, Five (5) Unknown females and Three (3) Unknown unknown.

**Zero (0) applicants were found to be minimally qualified:**

**Two (2) applicants were determined to be qualified and were considered finalists:** Two (2) White males.

**One (1) White male was hired for this position.** The selected candidate worked in various capacities as an Athletics Equipment Cage at the intercollegiate level as a student, Head and Assistant Equipment Manager at Philadelphia Soul, Wilkes University, Illinois State University, and Indianapolis Colts. He was well versed in his knowledge of University and Intercollegiate Athletics Departments. He had good organizational skills, dedication to student athletes and he gave examples of leading by example. He also expresses a distinct understanding of compliance with NCAA and NEC. He also provided good details and statements related to his personal interactions with coaches and student athletes to ensure all programs are treated equitable. He also detailed his knowledge of laundry chemicals and additives that will sanitize cloth and equipment to mitigate diseases like MIRSAs to ensure its elimination, so they do not spread among student athletes. He also spoke about special stain removers that enhance the longevity of the uniforms as a short- and long-term cost saving measures. He also has kept up with trends in equipment and gear in order to assure that he is up on the cutting edge in technology and gear. He is presently completing his Athletics Equipment Managers Association Certificate.

**7. Assistant Librarian/ Digital Humanities Librarian (C18-035)**

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

Central Connecticut State University's Elihu Burritt Library seeks a collaborative, creative and enthusiastic Digital Humanities Librarian to join the professional staff. The successful candidate will provide leadership in identifying trends and emerging technologies in digital humanities and building partnerships and cultivating relationships with key university units to develop digital humanities collections and programs. The successful candidate will also provide instruction to faculty and students in the area of digital research. As part of the Reference Department, this position will have responsibility

for providing user-centered services in support of teaching, research, and scholarship in the humanities disciplines. Candidates are expected to be committed to multiculturalism and working with a diverse student body as well as contribute actively and effectively to student growth, service, and scholarship.

### Required Qualifications

- Master's degree in library science accredited by American Library Association
- Teaching experience in higher education (e.g. curricular instruction, library instruction, etc.)
- Demonstrated knowledge and experience with technologies, metadata schemas, scripting languages and standards used in Digital Humanities work
- Excellent communication (verbal, written, interpersonal) and problem-solving skills
- Demonstrated ability to work collaboratively
- Demonstrated commitment to multiculturalism with an understanding of library needs for a diverse community

### Preferred Qualifications

- Advanced degree in a humanities field, or recent coursework
- Project management experience and skills
- Significant experience working with primary sources and/or conducting archival research
- Experience with providing information literacy instruction and reference/research consultations in an academic/research library
- Experience with course design and digital course management software (e.g. Blackboard, Moodle, etc.)

Advertisements and/or announcements were placed in the *Chronicle of Higher Education*, *Diversejobs.net*, *higheredjobs.com*, *College Libraries Listserv (Section of Association of College and Research Libraries)*, *Library Information Technology Association Listserv (affiliated with the American Library Association) Consortium*, and *Simmons Job line*.

**Twenty-nine (29) individuals applied for this position:** Seven (7) White males, Fifteen (15) White females, One (1) Black female, Two (2) Hispanic males, Two (2) AAIANHNPI males, One (1) AAIANHNPI female, and One (1) Unknown female.

**Twenty (20) applicants were determined to be not qualified:** Six (6) White males, Eight (8) White females, One (1) Black female, Two (2) Hispanic males, Two (2) AAIANHNPI males, and One (1) Unknown female.

- Of the **Two (2) AAIANHNPI males**, the **first** did not meet the required qualification for teaching experience in higher education and the **second** did not meet the required qualification to hold an ALA accredited MLS/MSIS degree.

**Three (3) applicants were found to be minimally qualified:** Two (2) White females and One (1) AAIANHNPI female.

- The **AAIANHNPI female** met all the required qualifications but met only one of the five preferred qualifications and had a low cumulative score in the preferred qualifications section.

**Six (6) applicants were determined to be qualified and were considered finalists:** One (1) White male and Five (5) White females.

**The selected White male** illustrated experience and knowledge in all three key areas needed for the Digital Humanities position. Experience with digital tools and technologies, use of primary sources, and experience teaching one-shot library instruction or teaching a credit course. The candidate's CV and



interviews revealed teaching experience teaching credit courses in writing, English or film over a 5-year period at University of Michigan as well as teaching internationally in China for one summer. Though the candidate's experience is skilled in the area of teaching credit courses, he has does have some experience teaching informative literacy sessions. The candidate evidenced a defined philosophy of Digital Humanities and a grasp of pedagogy. The candidate has experience working with Digital Humanities projects and the associated tools and technologies with a command of xml, metadata, text encoding, and databases and their use in the scholarly research process. The candidate illustrated this by presenting on one of the digital humanities projects that he has worked on called the Genre Evolution Project, which created a database to allow for data analysis of science fiction magazine covers.

**One (1) White male was hired for this position.**

#### **8. Degree Auditor**

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

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

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

**Zero (0) applicants were found to be minimally qualified:**

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

The selected **White Female's** position was reclassified from a grant funded position to a full time SUOAF position during the reporting period. There were no other applicants as her position was made permanent in the SUOAF union.

#### **9. Program Assistant (C18-031)**

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

Central Connecticut State University invites applications for a full-time Program Assistant in Recreation, the RECentral area of the Student Activities/Leadership Development department. The incumbent in this position:

- Assists the supervisor with overseeing and coordinating service and/or program areas which may include one or more of the following: event programming, technical and audio/visual services, facility housekeeping, student organizations and program committees, conference planning, student employment, recreation programs, equipment inventory, information and reception services.
- Assists with providing on-site coordination of services and programs within assigned area which include one or more of the following: event programming, facility set-up, technical support services, audience management and coordination of campus dining and other support services.
- Conducts surveys, focus groups and compiles statistical reports to ensure student satisfaction with service and/or program areas.
- Recruits/hires, trains, and supervises student employees and student volunteers within assigned areas.
- Assists in the development and implementation of a professional and life skills development plan for assigned student employees and student volunteers as directed by the supervisor.
- Prepares reports concerning assigned areas as required.
- 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 of experience in student services management in higher education
- Demonstrated ability to supervise student staff and implement student service policies and procedures
- Demonstrated strong oral and written and organizational skills
- Demonstrated knowledge and ability to utilize enterprise software required, along with Microsoft Office Suite computer programs

#### **Preferred Qualifications**

- Master degree
- One year experience working in a campus recreation setting
- Experience supervising staff
- Experience managing expenditures and budgets
- Facility management experience
- Experience advising student organizations

Advertisements and/or announcements were placed in *Higher Ed Jobs and NRSA Website*.

**One hundred and fifteen (115) individuals applied for this position:** Thirty-one (31) White males, Forty-seven (47) White females, Sixteen (16) Black males, Nine (9) Black females, One (1) Hispanic male, Four (4) Hispanic females, Two (2) AAIANHNPI males, One (1) AAIANHNPI female, Two (2) Unknown males, and Two (2) Unknown females.

**Eighty-eight (88) applicants were determined to be not qualified:** Twenty-six (26) White males, Thirty-two (32) White females, Fourteen (14) Black males, Eight (8) Black females, Three (3) Hispanic females, Two (2) AAIANHNPI males, One (1) AAIANHNPI female, One (1) Unknown male and One (1) Unknown female.

**Of the two (2) AAIANHNPI males,** the **first** did not submit a complete application paperwork and was missing the cover letter and references. The **second** did not have the required two (2) years of experience in student services management in higher education.

**One (1) AAIANHNPI female** did not have the required two (2) years of experience in student services management in higher education.

**Nineteen (19) applicants were found to be minimally qualified:** One (1) White male, Thirteen (13) White females, One (1) Black male, One (1) Black female, One (1) Hispanic male, One (1) Hispanic female and One (1) Unknown female.

**Eight (8) applicants were determined to be qualified and were considered finalists:** Four (4) White males, Two (2) White females, One (1) Black male, and One (1) Unknown male.

**One (1) White female was hired for this position.** She had extensive experience in both Club Sports and Intramural Sports, two (2) areas the Program Assistant would be tasked overseeing at RECentral. She had experience with travel forms, budgeting, scheduling and certifications for each Club Sports team. In addition, she was tasked with running intramural training for all referees and intramural supervisors.

#### **10. Human Resources Associate (C18-043)**

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

Central Connecticut State University is seeking an experienced, energetic individual to provide professional assistance in a broad range of human resources functions. Responsibilities will include employee orientation, Core-CT data entry & reporting, retirement processing, and human resource

records management. Candidates are expected to be committed to multiculturalism and working with a diverse university community. This is an unclassified confidential position.

### **Required Qualifications**

- Six years' (FTE) professional human resources work experience in a unionized environment
- Demonstrated ability to assist in the administration of human resources policies and procedures, employment laws and regulations, and multiple collective bargaining agreements
- Experience processing HRMS transactions utilizing Core-CT
- Working knowledge of employment benefits and services, FMLA, workers-compensation, and retirement processing
- Experience researching information, development of reports (including use of EPM), and analysis of data
- Excellent organizational and communication (interpersonal, oral and written) skills
- Demonstrated experience with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Attention to detail and creative problem-solving ability
- Experience working with culturally diverse communities

### **Preferred Qualifications**

- Bachelor's degree and/or a professional HR certification
- Experience working in a human resources department in a public sector agency or higher education institution

Advertisements and/or announcements were placed in *Higheredjobs.com*, *CCSU Website*, *Diversejobs.net*, *IPMA-HR CT Chapter website & email distribution*, *CADEP email distribution*.

**Sixty-six (66) individuals applied for this position:** Four (4) White males, Thirty-six (36) White females, Eight (8) Black females, Two (2) Hispanic males, Nine (9) Hispanic females, One (1) AAIANHNPI female, One (1) Unknown male, and Five (5) Unknown females.

**Sixty (60) applicants were determined to be not qualified:** Three (3) White males, Thirty-three (33) White females, Six (6) Black females, Two (2) Hispanic males, Nine (9) Hispanic females, One (1) AAIANHNPI female, One (1) Unknown male, and Five (5) Unknown females.

The **AAIANHNPI female** had an incomplete application and failed to provide the required cover letter and references.

**Zero (0) applicants were found to be minimally qualified.**

**Six (6) applicants were determined to be qualified and were considered finalists:** One (1) White male, Three (3) White females, and Two (2) Black females.

**The selected White female** This candidate meets required and preferred experience with over 16 years as a state HR manager with DOC and DMHAS performing a full range of state HR functions to include recruitment, benefits, labor relations, employee on-boarding and Core-CT entry. She was selected for an interview based on her experience with CT HR, and generalist understanding of state benefits and services, recruitment and Core-CT. This candidate is currently employed at DOC with a dual role of staffing specialist and HR generalist. She has grown through the HR ranks during her career from trainee to specialist and states that during this time has acquired comprehensive experience in the full gamut of human resource functions and systems. As a specialist, she serves as liaison to Affirmative Action, Legal and DAS. She is fully versed in state labor relations processes and procedures with an understanding of the NP-2, NP-3, NP-6, NP-4, NP-8, P- 5, and P-4 bargaining contracts having served on labor management committees, as well as handling step 1 & 2 grievances, and attending mediations. She has daily responsibility for human resource life cycle activities from recruitment to retirement, including

employee interactions with regards to FMLA and various benefits. This candidate indicates that she has a small role with regards to workers-compensation although she has prior knowledge of the process. She also notes that she uses Core-CT daily, entering all transactions/activity for her assigned employees including leaves of absence. Her agency has established standardized EPM reports which she calls on and as a result, she does not create ad hoc reports.

### **11. Human Resources Assistant (C19-030)**

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

Central Connecticut State University is seeking an experienced, energetic professional to assist in a broad range of human resources functions. Responsibilities will include personnel status changes and new hire processing, benefits administration, personnel records management and responding to questions from employees, students, and the public. This is an unclassified (non-unionized) confidential position. Work schedule is Monday-Friday 8 a.m. to 5 p.m.

#### ***Required Qualifications***

- Three (3) years' experience in human resources/payroll responsibilities including personnel status changes and new hire processing, in a sizable institution (more than 100 employees).
- Demonstrated ability to understand and interpret collective bargaining agreements, policies and procedures.
- Excellent computer skills and organizational skills.
- Experience in creating ad hoc reports, forms and spreadsheets.
- Attention to detail and problem-solving ability.
- Excellent communication and interpersonal skills.
- Commitment to serving culturally, ethnically, and linguistically diverse communities

#### ***Preferred Qualifications***

- Working knowledge and experience with CORE-CT, PeopleSoft or similar HRIS (Human Resources Information System) processing personnel status changes.
- Demonstrated experience in Microsoft Office Suite.

*Advertisements and/or announcements were placed on the CSCU and CCSU Websites and the CADEP and IPMA websites and listserv.*

**One hundred thirteen (113) individuals applied for this position:** Eleven (11) White males, Forty-six (46) White females, One (1) Black male, Twenty-one (21) Black females, Nineteen (19) Hispanic females, Two (2) AAIAHNPI females, One (1) Unknown male, Three (3) Unknown females, and Nine (9) Unknown unknown.

**One hundred and nine (109) applicants were determined to be not qualified:** Eleven (11) White males, Forty four (44) White females, One (1) Black male, Twenty (20) Black females, Eighteen (18) Hispanic females, Two (2) AAIAHNPI females, One (1) Unknown male, Three (3) Unknown females and Nine (9) Unknown unknown.

Of the **Two (2) non-qualified AAIAHNPI females**, they both did not submit the required application paperwork and were both missing the cover letter and references.

**One (1) applicants were found to be minimally qualified:** One (1) White female.

**Three (3) applicants were determined to be qualified and were considered finalists:** One (1) White female, One (1) Black female and One (1) Hispanic female.

**One (1) White female was hired for this position.** This candidate meets the required and the preferred experience with over six and a half years of human resources experience as a Human Resources Assistant in a collective bargaining environment with Oak Hill performing a variety of HR functions including recruitment using AppliTrack hiring system, conducting background checks, handling employee activity processing hiring, transfers and promotions, coordinating benefits orientations, payroll updates using ADP HRIS and maintaining employees scheduling using Kronos and regular report generations from all of the HR databases. She indicated she worked well independently and has been on the transition team for the activation of both the AppliTrack and ADP systems and was considered a subject matter expert for inquiries and training on both systems. She also has experience with confidential matters, files and records and describes her organizational skills as proficient during the interview.

## **12. Institutional Review Board Administrator**

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

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

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

**Zero (0) applicants were found to be minimally qualified:**

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

The selected **White Female's** position was reclassified from a Part Time SUOAF position to a Full time SUOAF position during the reporting period. There were no other applicants as her position was made permanent.

## **13. Sexual Assault Victim Program Specialist C18-058)**

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

Central Connecticut State University invites applications for a full-time, 10-month Sexual Assault and Violence Prevention Specialist in the Office of Diversity and Equity. 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. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The SAVP will be expected to work some nights and weekends. Duties include:

- Serves as the primary contact person for campus victims of sexual assault, relationship abuse, and stalking and responsible for crisis intervention, personal advocacy, 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 the 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 Center Coordinator and the Associate in ODE.
- Collaborates with the CDO/Title IX Coordinator 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.
- Effectively recruits and mentors 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.

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

### **Required Qualifications**

- Bachelor's degree
- 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

### **Preferred Qualifications:**

- Master's degree in counseling, social work, criminal justice or other human service field
- Experience working with college students
- Training or teaching experience
- Sexual assault crisis counselor/advocate or domestic violence advocate certification

Advertisements and/or announcements were placed in *Chronicle of Higher Ed-web posting*, *diversejobs.net*, *higheredjobs.com*, *Connecticut Non-profit Alliance Career Center*, *Connecticut Association of Diversity and Equity Professionals (CADEP)* and CCSU and CSCU Websites.

**Seventy-five (75) individuals applied for this position:** Three (3) White males, Forty-six (46) White females, One (1) Black male, Twelve (12) Black females, Ten (10) Hispanic females, One (1) Unknown female and Two (2) Unknown unknown.

**Sixty-four (64) applicants were determined to be not qualified:** Two (2) White males, Thirty-seven (37) White females, One (1) Black male, Eleven (11) Black females, Ten (10) Hispanic females, One (1) Unknown female and Two (2) Unknown unknown.

**Zero (0) applicants were found to be minimally qualified:**

**Eleven (11) applicants were determined to be qualified and were considered finalists:** One (1) White male, Nine (9) White females and One (1) Black female.

**One (1) White female was hired for this position.** The selected candidate met the required qualifications and the following preferred qualifications: experience working with college students, training and teaching experience and sexual assault crisis counselor certification. She has three (3) years of experience working as an advocate and conducting prevention programming, specifically in campus communities. She also had experience as a campus advocate at a non-profit, where she works with multiple campus communities. She had excellent facilitation skills and is knowledgeable about the role

as advocates. She described and showcases a survivor-centered approach by saying, “*my seat is for the students*”, when describing how she would advocate on behalf of survivors in the community. She also had experience organizing events and groups, such as an LGBTQ survivor support group. She also had proficient organizational skills to be able to run many programs close together.

#### **14. Assistant/Associate Counselor Student Wellness Services: Counseling (C18-038)**

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

Central Connecticut State University invites applications for a full-time, Assistant/Associate Counselor (AAUP Faculty). The successful candidate will provide students with mental/behavioral health services as part of the integrated Department of Student Wellness Services. The counselor will provide short-term counseling, crisis intervention, and mental/behavioral health outreach services within the scope of his or her training and licensure. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The assignment may include evening and/or Saturday hours.

#### **Required Qualifications**

- A doctorate in psychology, counseling, social work or marriage & family therapy plus one (FTE) year of post-doctoral counseling experience at a college or university counseling center **or** a master’s degree in psychology, counseling, social work or marriage and family therapy plus three (FTE) years post master’s counseling experience at a college or university counseling center
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students
- Currently licensed as a mental health provider by the State of Connecticut or immediate license eligible (must obtain within a year)
- Clinical experience including work with high-risk clients as well as with complex and/or longstanding clinical problems

#### **Preferred Qualifications**

- Doctorate in psychology, counseling, social work or marriage & family therapy
- Experience working with graduate student internships and assistantships
- Electronic health record experience

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 25 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the “steward of central Connecticut.” Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

Advertisements and/or announcements were placed in *Chronicle of Higher Ed-web posting*, *diversejobs.net*, and *higheredjobs.com*, and Counseling Today, CCSU and CSCU System Office websites.

**Fifty-nine (59) individuals applied for this position:** Six (6) White males, Twenty-eight (28) White females, Three (3) Black males, Six (6) Black females, Five (5) Hispanic males, Seven (7) Hispanic females, Two (2) Unknown males, One (1) Unknown female, and One (1) Unknown unknown.

**Fifty-two (52) applicants were determined to be not qualified:** Five (5) White males, Twenty-six (26) White females, Two (2) Black males, Six (6) Black females, Four (4) Hispanic males, Seven (7) Hispanic females, One (1) Unknown female and One (1) Unknown unknown.

**Zero (0) applicants were found to be minimally qualified:**

**Seven (7) applicants were determined to be qualified and were considered finalists:** One (1) White male, Two (2) White females, One (1) Black male, One (1) Hispanic male, and Two (2) Unknown males.

**One (1) Black male was offered position and declined the opportunity.**

**One (1) White female was hired for this position.** She had experience working on a college campus and had a Connecticut license. She provided examples of how she worked with diverse and high-risk clients. She had worked with interns and assistantships. She also had electronic health record experience.

### **15. Grants Specialist (C19-086)**

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

Central Connecticut State University invites applications for a full-time Grants Specialist in the Office of Grants and Funded Research. The incumbent of this position reports directly to the Director of Grants and Funded Research and works in a day-to-day collaboration with the Grants Administration Manager. The Grants Specialist is primarily responsible for performing the accounting and financial reporting for the University's grants and may also assist in a wide variety of accounting and financial projects. In addition, this position may work on internal grants and external proposal development as necessary and appropriate to the needs of the office.

#### **Required Qualifications:**

- A Bachelor's degree in accounting, finance, or a related field
- Three years of experience in grants accounting or administration
- Knowledge of and ability to interpret and apply Federal Uniform Guidance and State regulations
- Bank account and credit card reconciling experience
- Excellent interpersonal, communication, and organizational skills
- The ability to work collaboratively with coworkers and external constituents
- Demonstrated ability to handle multiple projects and work within set deadlines

#### **Preferred Qualifications:**

- Experience working in grants accounting or administration in a college or university setting
- Extensive experience in the use of Microsoft Excel spreadsheets, Microsoft Word, and Microsoft Outlook software

Advertisements and/or announcements were placed in *Chronicle of Higher Ed-web posting*, and *higheredjobs.com*, CCSU and CSU Websites.

**Twenty-eight (28) individuals applied for this position:** One (1) White male, Fifteen (15) White females, Two (2) Black males, Two (2) Black females, Two (2) Hispanic males, One (1) AAIANHNPI male, One (1) Unknown male, Two (2) Unknown females, and Two (2) Unknown unknown.

**Twenty-three (23) applicants were determined to be not qualified:** One (1) White male, Thirteen (13) White females, Two (2) Black males, One (1) Black female, Two (2) Hispanic males, One (1) AAIANHNPI male, One (1) Unknown male, and Two (2) Unknown unknown.



The One (1) AAIANHNPI male did not submit the required application paperwork; cover letter and references were missing.

**One (1) was found to be minimally qualified:** One (1) White female.

**Four (4) applicants were determined to be qualified and were considered finalists:** One (1) White female, One (1) Black female and Two (2) Unknown females.

**One (1) White female was hired for this position.** The selected candidate had higher education and federal grant experience. She was familiar with Uniform Guidance and she described working on a project by collaborating with many different people. She had extensive experience with managing grant budgets and experience with spreadsheets and creating formulas for the budget reports.

She described her experience with the TRIO program and working with different types and levels of staff from different agencies. She developed training on the P-card and customized it to different areas and their usage of the P-cards. She also explained about her ability to work independently or as part of a team and had customer service skills to help assist difficult employees through the procedures.

#### **16. HR Administrative Operations Assistant (C19-079)**

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

Central Connecticut State University is seeking an energetic professional to provide administrative support and contribute to the effective and efficient operation of the Office of Human Resources. Responsibilities will include effective personal and telephone reception, management of University time and attendance entry and processing, preparation of employee correspondence, and reports, processing background requests and responding to questions from employees, students, and the public. This is an unclassified (non-unionized) confidential position. Work schedule is Monday to Friday 8 a.m. to 5 p.m.

Required Qualification:

Two (2) or more years' direct experience in Human Resources in a professionally oriented organization or setting (more than 100 employees), or a combination of experience and college level coursework in Human Resources; Excellent computer skills; Experience in creating ad hoc reports, forms and spreadsheets; Experience in processing personnel status transactions; Demonstrated ability to understand instructions, policies, and procedures; Attention to detail and problem solving ability; Excellent communication and interpersonal skills; Commitment to serving culturally, ethnically, and linguistically diverse communities.

Preferred Qualifications include University education which enhances a candidate's professionalism and familiarity with the collegiate academic environment is desirable; Working knowledge and experience with CORE-CT, PeopleSoft or similar HRIS (Human Resources Information System) processing personnel status changes; Working knowledge of CCSU Ellucian Banner applications; Demonstrated experience in Microsoft Office Suite.

*Advertisements and/or announcements were placed on CCSU and CSCU websites.*

**Six (6) individuals applied for this position:** Four (4) White females, One (1) Hispanic female and One (1) Unknown female.

**Four (4) applicants were determined to be not qualified:** Two (2) White females, One (1) Hispanic female and One (1) Unknown female.

**Zero (0) applicants were found to be minimally qualified:**

**Two (2) applicants were determined to be qualified and were considered finalists:** Two (2) White females.

**One (1) White female was hired for this position.** This candidate had all of the required qualifications as well as three (3) of the four (4) preferred qualifications desired for this position. She has over 3.5 years of direct experience in Human Resources at a State Agency.

She had hands on working knowledge of CORE-CT, Ellucian Banner application and Microsoft Suite. She detailed an in-depth knowledge of a variety of key functions that are similar to the duties of this Human Resources Department. She had good customer service experience and worked with employees and managers of different levels of administration. She also had provided examples of her email and phone conversations to address human resources issues.

#### **17. Advising & Student Support Specialist**

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

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

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

**Zero (0) applicants were found to be minimally qualified:**

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

The University converted this position from part-time to full-time during the reporting period. There were no other applicants in the pool.

#### **18. Tech Support Assistant (C18-050)**

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

Central Connecticut State University invites applications for a full-time, Technical Support Assistant in the Student Center department. The successful candidate in this position assists the supervisor with overseeing and coordinating service and/or program areas including technical and audio/visual services, facility housekeeping and maintenance, conference planning, student employment and equipment inventory. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

#### **Required Qualifications**

- Bachelor's degree
- Two years related experience
- Demonstrated ability to supervise student staff and implement student service policies and procedures
- Strong oral and written communication skills
- Demonstrated knowledge of and ability to utilize theatre and large sound systems and presentation hardware
- Commitment to serving a diverse student body

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

#### **Preferred Qualifications**

- Master's degree
- Ability to lead of team of students in providing quality services

Advertisements and/or announcements were placed in *Hartford Courant*, *Association of College Unions International*, *regional mailing list that W. Otis Mamed maintains of college unions*, and *Facebook groups related to Student Affairs and Higher Education*.

**Twenty-five (25) individuals applied for this position:** Thirteen (13) White males, Four (4) White females, One (1) Black male, Two (2) Black females, One (1) Hispanic male, One (1) Hispanic female, Two (2) AAIANHNPI males, and One (1) Unknown male.

**Twenty-two (22) applicants were determined to be not qualified:** Ten (10) White males, Four (4) White females, One (1) Black male, Two (2) Black females, One (1) Hispanic male, One (1) Hispanic female, Two (2) AAIANHNPI males, and One (1) Unknown male.

Of the **two AAIANHNPI males**, the **first** had an incomplete application because he did not submit a cover letter and references and the **second** did not demonstrate knowledge of/ability to utilize theatre and large sound systems and presentation hardware as well as the ability to supervise student staff.

**Zero (0) applicants were found to be minimally qualified.**

**Three (3) applicants were determined to be qualified and were considered finalists:** Three (3) White males.

**One (1) White male was hired for this position.**

**The selected White male** met all of the required and one of the preferred qualifications. While he does not possess a Master's degree, he is currently enrolled in a graduate program for a Master's in History. During the interview, he demonstrated his knowledge of and ability to utilize theatre and large sound systems and presentation hardware by providing examples of his experience with theatre and large sound systems, as well as speaking of his creative problem-solving skills when issues with such equipment needed to be rectified. In addition, his references spoke positively about his ability to supervise and lead students, and to provide quality services. His approach to policies and procedures was forward thinking and supported by examples of policy revisions he had implemented. He discussed his intentional recruitment efforts to ensure a diverse and inclusive student employee staff.

### **19. Diversity Associate (C19-090)**

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

Central Connecticut State University invites applications for a full-time, Diversity Associate in the Office of Diversity and Equity. The successful candidate will perform a variety of duties relating to affirmative action, diversity initiatives, and discrimination and Title IX complaints, including conducting investigations. In addition, the associate will be the lead person in organizing and leading training opportunities related to diversity, sexual harassment prevention and Title IX issues. Some evening and weekend hours will be required.

#### **Required Qualifications**

- Bachelor's degree from an accredited institution
- Three years of full-time professional work experience supporting Equal Opportunity, Affirmative Action or Title IX programs
- Demonstrated ability to develop and edit complex statistical reports including the ability to use database management, spreadsheet, and statistical software, e.g., Microsoft Office Suite
- Experience dealing with complaints in the areas of diversity and equity, human resources, student conduct or conflict resolution, e.g., as an investigator of discrimination complaints
- Demonstrated ability to work independently and within a team environment

- Excellent organizational and communication skills
- A record of meeting deadlines and managing multiple tasks with exceptional follow-through skills
- Proven commitment to serving a culturally diverse community

#### **Preferred Qualifications**

- Master's degree in human service field or a JD
- Experience in a higher education setting
- Experience as an investigator of discrimination complaints
- Knowledge of FERPA and other confidentiality laws
- Three years' experience delivering diversity and/or Title IX training at a college or university
- Ability to effectively plan and implement training programs and activities in a timely fashion
- Supervisory experience

An equivalent combination of training and experience may be considered.

*Advertisements and/or announcements were placed on CCSU and CSCU websites, American Association of Hispanics in Higher Education, Diversejobs.net, HigherEdjobs.com, Chronicle of Higher Education, Association of Title IX Administrators, National Association of Social Workers in Connecticut, Connecticut Coalition of Title IX Coordinators and the Connect Association of Diversity and Equity Professionals (CADEP).*

**One Hundred-Ten (110) individuals applied for this position:** Twelve (12) White males, Thirty-six (36) White females, Two (2) Black males, Four (4) Black females, Three (3) Hispanic males, Seven (7) Hispanic females, One (1) AAIANHNPI female, Seven (7) Unknown males, Six (6) Unknown females, Thirty-two (32) Unknown unknown.

**One Hundred - four (104) applicants were determined to be not qualified:** Eleven (11) White males, Thirty-four (34) White females, Two (2) Black males, Two (2) Black females, Three (3) Hispanic males, Seven (7) Hispanic females, One (1) AAIANHNPI female, Seven (7) Unknown males, Five (5) Unknown females, Thirty-two (32) Unknown unknown.

One (1) AAIANHNPI female did not have the required Bachelor's degree from an accredited institution and Three (3) years of full-time professional work experience supporting Equal Opportunity, Affirmative Action or Title IX programs and did not provide evidence in her application paperwork that she had any type of related experience that could be applied to the duties and responsibilities of this position.

**Zero (0) applicants were found to be minimally qualified:**

**Six (6) applicants were determined to be qualified and were considered finalists:** One (1) White male, Two (2) White females, Two (2) Black females, and One (1) Unknown female.

**The position was offered to a White female and she declined the offer because of the salary.**

**One (1) Black female was hired for this position.** She was presently a Bridge Program Coordinator at Horry Georgetown Technical College for the last five (5) years. She had extensive experience conducting investigations, most of which was during her role as Division Director of Mental Health Services at the Department of Correction in South Carolina. She had extensive supervisory experience and has experience using and creating reports in Excel and PowerPoint for trainings. She had direct experience promoting diversity in hiring and programs. She received very positive feedback from her department and student interviews.

**SECRETARIAL CLERICAL (Excluding Secretary 2)**

Hires		Promotions	
3	White males		
2	Hispanic females	1	Hispanic Female
1	AAIANHNPI female		

**1. Telecomm Dispatcher (C19-018)**

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

Receives, transmits and relays police, fire, medical and other emergency information to and from appropriate personnel; provides appropriate dispatch responses to calls such as: 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 with the agency complex; logs communications received during shift and maintains records for purpose of ready identification; advises other agencies on incidents of special concern; contacts and may coordinate with agency units and/or outside 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 of and ability to operate and monitor communications 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 judgement and discretion; ability to exercise discretion in handling confidential information; ability to follow oral and written instructions; ability to maintain records.

Minimum Qualifications include one (1) year of experience in dispatching and operation of communication equipment.

Preference will be given to those applicants who can effectively demonstrate the following in their submitted applications: current and valid Telecommunicator Certification and training and certification in NCIC; Training and certification in COLLECT; and training and certification in any other related systems.

*Advertisements and/or announcements were placed in DAS JobApps System.*

**One hundred thirty six (136) individuals applied for this position:** Thirty six (36) White males, Thirty six (36) White males, Eight (8) Black males, Twenty seven (27) Black females, Two (2) Hispanic males, Ten (10) Hispanic females, One (1) AAIANHNPI male, Five (5) Unknown males, Nine (9) Unknown females, and two (2) Unknown unknown.

**One hundred twenty five (125) applicants were determined to be not qualified:** Thirty four (34) White males, Thirty one (31) White females, Seven (7) Black males, Twenty six (26) Black females, One (1) Hispanic male, ten (10) Hispanic females, One (1) AAIANHNPI male, Five (5) Unknown males, eight (8) Unknown females, and two (2) Unknown unknown.

**Of the thirty-four (34) White male goal candidates,** they were deemed not qualified by the Department of Administrative Services JobApps System because they did not meet the minimum requirement of one (1) year of dispatching and operation of communication equipment.

**Of the ten (10) Hispanic female goal candidates,** they were deemed not qualified by the Department of Administrative Services JobApps System because they did not meet the minimum requirement of one (1) year of dispatching and operation of communication equipment.

**Zero (0) applicants were found to be minimally qualified:**

**Eleven (11) applicants were determined to be qualified and were considered finalists:** Two (2) White males, Five (5) White females, One (1) Black male, One (1) Black female, One (1) Hispanic male, and One (1) Unknown female.

Of the **two (2) White male goal candidates, the first** had experience as a dispatcher but has not performed these duties in years and had not maintained his certifications and required training. This candidate would have to be retrained and recertified in many areas because of the new protocols and procedures now in place for emergency management systems. His present work history was very unstable, and he has switched positions every couple years and this position requires dependability because of the requirements of the duties.

The **second** candidate withdrew his application prior to the interview.

The **one (1) Hispanic male goal candidate** failed to respond to several calls to schedule him for an interview.

**One (1) White female was hired for this position.** She was currently a dispatcher for both police and fire department on a contractual basis. She had direct knowledge and experience using the computer system NexGen E-911 and is up to date on all the required training relative to this position such as PowerPhones Emergency medical dispatch and Priority Dispatch Training. She had displayed excellent communication skills during the interview and had a professional demeanor. She had direct experience working as a multiagency dispatcher for the Plymouth and Northwest Public Safety. She also demonstrated that she can handle multitasking and a large volume of calls.

**SECRETARIAL CLERICAL/SECRETARY 2**

Hires		Promotions	
1	White male		
3	Black females		
1	Hispanic male		

**2. Secretary 2**

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

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

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

**Zero (0) applicants were found to be minimally qualified:**

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

The University converted this position from part-time to full-time during the reporting period. There were no other applicants in the pool.

**One (1) was White male hired for this position. This hire met the White male for the University in the Secretary 2 category.**

**TECHNICAL/PARAPROFESSIONAL**

Hires		Promotions	
3	White females		
1	Black male		
1	Hispanic female		

**1. Planetarium Technician (C-19-034)**

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

At Central Connecticut State University, this class is accountable for operating a planetarium or observatory, producing planetarium shows and maintain and repairing electronic, mechanical, and electrical planetarium equipment.

Plans, organizes, and produces planetarium shows for students and the public; repairs, maintains, and operates planetarium and/or observatory equipment (telescopes, optics, etc.); designs and builds new planetarium and/or observatory equipment; advises the director on show production; orders necessary supplies and equipment; interfaces with contractors and vendors that service the planetarium and/or observatory; trains and supervises part-time technicians and support staff; writes programs for storage and retrieval for planetarium shows; recommends long-range show production schedules; schedules planetarium shows; assists with the preparation of proposals for grants, endowments, etc.; executes live and taped planetarium shows; interfaces with students, faculty, the public, and the news media on matters relating to the planetarium; assists with the planning, administration and teaching of outreach programs for school systems as assigned by the director; performs related duties as required.

Considerable knowledge of and ability to apply the principles and practices of the operation of an observatory/planetarium; knowledge of the planning and producing of planetarium shows; knowledge of basic computer programming; some knowledge of astronomical telescopes and astrophotography; considerable oral and written communication skills; interpersonal skills; ability to fabricate repair and maintain electronic mechanical and electrical planetarium equipment and devices; ability to utilize computer software.

Minimum Qualifications include four (4) years of experience in a planetarium or observatory as a technician, observer, or lecturer involving repair and maintenance of planetarium equipment and production of planetarium shows.

*Advertisements and/or announcements were placed in DAS JobApps System.*

**Eighteen (18) individuals applied for this position:** Seven (7) White males, Two (2) White females, Two (2) Black males, Two (2) Hispanic males, One (1) Hispanic female, One (1) AAIANHNPI male, Two (2) Unknown males and One (1) Unknown female.

**Eight (8) applicants were determined to be not qualified:** One (1) White male, One (1) White female, One (1) Black male, Two (2) Hispanic males, One (1) Hispanic female, One (1) AAIANHNPI male and One (1) Unknown male.

**Seven (7) applicants were found to be minimally qualified:** Four (4) White males, One (1) Black male, One (1) Unknown male and One (1) Unknown female.

**Three (3) applicants were determined to be qualified and were considered finalists:** Two (2) White males and One (1) White female.

**One (1) White female was hired for this position. This hire met the first of three (3) White female goals for the University in the Technical Paraprofessional category.**

**PROTECTIVE SERVICES**

Hires		Promotions	
2	White males		
1	Black female		
1	Hispanic female		

**Police Sergeant (C19-029)**

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

Supervised and assists in assigned staff in performance of police functions and duties including orientation, training, counseling, evaluation and discipline in accordance with department standards; assigns duties and reviews results for accuracy, effectiveness and conformance with policy; reviews and evaluates courtesy and attitude toward public; studies; analyzes and evaluates tasks performed on shift; reviews and maintains police officer reports, records and logs and submits pertinent reports; coordinates exchange of information among shifts or with other law enforcement agencies; implements established procedures to minimize various law enforcement matters; performs full range of public enforcement, protection, security and administrative functions as assigned to subordinate staff, responds to complaints of police error, improper actions or negligence; supervises, coordinates and conducts investigations, special assignments and emergency response situations; may be temporarily assigned to long term serious investigations; may train, assist in and/or supervise training of departmental personnel; may serve as a dispatcher; performs related duties as required.

Considerable knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of criminal law and court procedures; knowledge of traffic control practices and procedures; basic knowledge of training practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; supervisory ability, ability to utilize computer software.

Minimum General Qualifications include: Three (3) years of experience as a Police Officer in an organized police department or within state service. A Bachelor’s degree may be substituted for one (1) year of the General Experience.

Preferred Qualifications include: preference will be given to those applicants who can effectively demonstrate the following in their submitted application: rank of Sergeant or above and CT P.O.S.T.C. Certified.

*Advertisements and/or announcements were placed in DAS JobApps System.*

**Eighteen (18) individuals applied for this position:** Ten (10) White males, Four (4) Black males, Three (3) Hispanic males, and One (1) Unknown female.



**Twelve (12) applicants were determined to be not qualified:** Seven (7) White males, Two (2) Black males, Two (2) Hispanic males, and One (1) Unknown female.

**Three (3) applicants were found to be minimally qualified:** Two (2) White males and One (1) Hispanic male.

**Three (3) applicants were determined to be qualified and were considered finalists:** One (1) White male and Two (2) Black males.

**One (1) White male was hired for this position. Of the two (2) White male hiring goals, the first was achieved for the University in the Protective Services category.**

**SKILLED CRAFTS**

Hires		Promotions	
1	Black male		
2	Hispanic males		

**Qualified Craft Worker (Locksmith) (C19-024)**

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

Performs highly skilled maintenance and/or construction work requiring application of trade skills, codes and standard trade practices in locksmithing; makes estimates of time, personnel and determines and obtains required materials; keeps necessary records; may act as liaison with other operating units and outside contacts; may operate heavy equipment; may respond to fire and/or crash emergency situations at state owned airports; performs related duties as required. Maintains, repairs and installs locking, mechanical and electronic door closing equipment; makes new or duplicate keys and changes locks combinations using hand tools and special equipment; disassembles locks and repairs or replaces worn tumblers, springs and other parts; rebuilds cylinders; sets up and maintains key control and issuing system.

Considerable knowledge of and ability to apply standard tools, materials, methods and practices of locksmithing; interpersonal skills, oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

Minimum qualifications include four (4) years of experience in locksmithing. Special experience includes two (2) years of General Experience must have been performing skilled trade functions in locksmithing.

*Advertisements and/or announcements were placed in DAS JobApps System.*

**Eleven (11) individuals applied for this position:** Ten (10) White males and One (1) AAIANHNPI male.

**Two (2) applicants were determined to be not qualified:** One (1) White male and One (1) AAIANHNPI male.

**Zero (0) applicants were found to be minimally qualified:**

**Nine (9) applicants were determined to be qualified and were considered finalists:** Nine (9) White males.

**One (1) White male was hired for this position.** The selected candidate had experience with several types of locks and hardware. He was able to describe his experience with locks, exit devices, strikes and doors. He was familiar with electronic and standalone systems and had direct experience with electronic lock systems and provided good examples of this type of skill and knowledge of different types of devices.

**SERVICE MAINTENANCE (EXCLUDING CUSTODIANS)**

Hires		Promotions	
1	White female	1	White female
1	Black male		
1	Hispanic male	1	Hispanic male
1	AAIANHNPI male		

**1. Skilled Maintainer (C19-023)**

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

In a State Agency this class is accountable for performing one or more tasks of a skilled nature (requiring prior experience or training, below the level of a specialized trades worker which would give the incumbent proficiency in required knowledge, skills and abilities on the first day of the job) in addition to performing lower level duties. Only complex tasks should be learned on the job. Tasks performed will be in one or several of the following areas:

1. Building and equipment maintenance (operational and remedial) including the operation of trucks of 5 ton or greater capacity or complex motorized equipment.
2. Grounds care as a supervisor and/or specialized landscaping functions.
3. Assists Qualified Craft workers or other higher-level employees in the trades areas.

Considerable knowledge of methods, tools, equipment, materials and procedures of specific trade or work area concerned; some knowledge of maintenance problems and their proper handling; skill in manual and machine operations of trade or work area; some interpersonal skills; some oral and written communications skills; ability to follow written and oral instruction; some ability to utilize computer software.

Minimum Qualifications included two (2) years of experience in one of the following areas:

1. One of the skilled trades
2. Landscape maintenance or vegetable gardening
3. Operation of motor trucks or large buses

Candidates must possess and retain a valid CDL driver’s license, have the ability to operate grounds related machinery.

The experience area should reflect the needs of the position. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for the General Experience.

*Advertisements and/or announcements were placed in DAS JobApps System.*

**Seventy (70) individuals applied for this position:** Forty-seven (47) White males, One (1) White female, four (4) Black males, Thirteen (13) Hispanic males, Two (2) AAIANHNPI males, and Three (3) Unknown males.

**Sixty-one (61) applicants were determined to be not qualified:** Forty-two (42) White males, One (1) White female, Two (2) Black males, Twelve (12) Hispanic males, Two (2) AAIANHNPI males, and Two (2) Unknown males.

**One (1) White female** did not indicate she had the required CDL license on her application paperwork.

**Of the Two (2) Black males not qualified,** the **first** and **second** did not indicate they had the required CDL license on their application paperwork.

**Of the Twelve (12) Hispanic males not qualified**, all of them did not indicate they had the required CDL license on their application paperwork.

**Of the Two (2) AAIANHNPI males not qualified**, the **first** and **second** did not indicate they had the required CDL license on their application paperwork.

**Zero (0) applicants were found to be minimally qualified:**

**Nine (9) applicants were determined to be qualified and were considered finalists:** Five (5) White males, Two (2) Black males, One (1) Hispanic male and One (1) Unknown male.

**Of the two (2) Black males not selected**, the **first**, was contacted several times for the interview and failed to respond. The **second**, had eight (8) years of related experience with snow removal and had some experience with concrete and but no other building trades.

The **Hispanic male** not selected had only worked with two (2) types of snow removal equipment a loader and a truck. He also indicated in the interview that he has very little experience with maintaining and caring for equipment for snow removal or for landscaping.

**One (1) White male was hired for this position.** The selected candidate had over ten (10) years of related experience in snow removal, landscaping and exterior maintenance. He explained his knowledge of snow removal equipment like skid steer, small dump truck, 6-wheel dump and a U pusher and provided detailed example to justify this type of skill and experience. He had experience both working with commercial and residential snow removal. He also had experience with backhoes, wood chippers, weed whackers, pole saws and commercial mowers and experience with carpentry work and other building related trades.

## **2 & 3. Storekeeper Assistant (C19-020)**

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

Performs routine stores tasks, with related duties in recordkeeping, requisitioning, or inventory control; receives materials and supplies, unpacks counts, weighs, inspects for damage or non-conformance with order, wraps, picks and assembles items; cleans and maintains shelves, bins and other storage space; may operate simple material handling equipment and assist in keeping inventory; in a small agency with limited stores work, may spend a minor part of time in such areas as mail and messenger service or duplicating and reproduction services; in the Department of Motor Vehicles, performs work involving the handling of marker and related tasks, including mailing; in a film library, maintains loan records, performs minor maintenance and repair of audio/visual equipment and film; may receive training in data entry; may drive motor vehicles as assigned; performs related duties as required.

Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records.

*Advertisements and/or announcements were placed in DAS JobApps System.*

**Two hundred and two (202) individuals applied for this position:** Sixty (60) White males, Forty two (42) White females, twenty four (24) Black males,, Eighteen (18) Black females, Twenty six (26) Hispanic males, Fifteen (15) Hispanic females, Six (6) AAIANHNPI males, Two (2) AAIANHNPI females, Five (5) Unknown males and Four (4) Unknown females.

**One hundred and sixty one (161) applicants were determined to be not qualified:** Forty two (42) White Males, Forty (40) White females, Seventeen (17) Black males, Seventeen (17) Black females, Twenty one (21) Hispanic males, Thirteen (13) Hispanic females, five (5) AAIANHNPI males, one (1) AAIANHNPI females, Two (2) Unknown males and Three (3) Unknown females.

**Of the forty (40) White females** they did not meet the inventory/receiving and warehouse operation experience. They did not complete enough information on the Department of Administrative Services JobApps application and system and were eliminated because they did not qualify for the position requirements.

**Seventeen (17) Black males** they did not meet the inventory/receiving and warehouse operation experience. They did not complete enough information on the Department of Administrative Services JobApps application and system and were eliminated because they did not qualify for the position requirements.

**Twenty one (21) Hispanic males** they did not meet the inventory/receiving and warehouse operation experience. They did not complete enough information on the Department of Administrative Services JobApps application and system and were eliminated because they did not qualify for the position requirements.

**Five (5) AAIANHNPI males** they did not meet the inventory/receiving and warehouse operation experience. They did not complete enough information on the Department of Administrative Services JobApps application and system and were eliminated because they did not qualify for the position requirements.

**Zero (0) applicants were found to be minimally qualified:**

**Forty one (41) applicants were determined to be qualified and were considered finalists:** Eighteen (18) White males, Two (2) White females, Seven (7) Black males, One (1) Black female, Five (5) Hispanic males, Two (2) Hispanic female, One (1) AAIANHNPI male, One (1) AAIANHNPI female, Three (3) Unknown males and One (1) Unknown female.

Of the **two (2) White female goal candidates not selected, the first** did have some experience operating a forklift but she did not expand on other related experience or duties that she had that could be applied to the duties of this position.

The **second** White female did not respond to calls made to schedule an interview.

**Of the seven (7) Black male goal candidates not selected, the first** did not have any experience with computer software to take inventory or keep track of products. He also provided vague information when replying to most of the interview questions and he did not provide any details to his related skills and experience.

The **second** withdrew prior to the interview process because he had accepted another position.

The **third** was contacted and never responded to attempts made to schedule an interview.

The **fourth and fifth** indicated that they had no computer related experience and were not comfortable with working with computers directly in a position and did not know this position would keep track of the inventory of the campus equipment, machinery and products.

The **sixth** indicated that he thought this position was working in the University Bookstore. He did not seem interested when the direct responsibilities and job duties were explained to him.

The **seventh** withdrew from consideration after the interview.

Of the **five (5) Hispanic male goal candidates not selected for** the position, the **first, second, third and fourth** did not respond to several attempts made to schedule interviews.

The **fifth** had only security experience and he could not provide any examples of how his present skills could be transferred or applied to this position.

**One (1) AAIANHNPI Male** did have some inventory experience but throughout the interview he did not use this experience in his examples of using his skills in this position. He also had some related experience working with a computerized system and he did not mention this experience to relate to the computer system used at CCSU.

**Of the two (2) White males selected, the first one** had demonstrated his experience with meticulous attention to detail with products he maintained in his inventory in his present position. He had experience with computerized software and Microsoft Office. He also had experience in delivery to various locations without incidents.

The **second** candidate selected had experience with computerized inventory software that that is similar to the type used at CCSU. He has been directly involved with critical audits and reporting requirements. He also had demonstrated his familiarity with the work order system used at the University. He also detailed his attention to detail and the importance of scanning, recording and experience checking inventory assets required for various departments.

#### **4. 5. & 6. Power Plant Operator (C19-026)**

**Selection:** Three (3) White males

Performs highly skilled duties to ensure safe operation of multiple power plant equipment for economic and efficient production of high pressure steam, electrical power and chilled water to meet energy needs; tours plant to observe operation of equipment and detect faulty or erratic operation of systems such as reciprocating engines, boilers, steam absorption chillers, electric chillers, plumbing systems, large motors, cooling towers, medium voltage switch gear systems, urea and emission systems; uses visual and audio observation to monitor vendor and manufacturer calibrated settings in accordance with state and federal regulations; records performance indicators on log deficiency report; makes preventive maintenance repairs such as changing fan belts, valves, gauges, greasing of motors and minor plumbing; samples and performs a chemical test to eliminate hardness in water; cleans pumps; applies lock out tag out procedure when necessary, adds sand to tower water filters; replaces filters; compares logged deficiencies with distributed control system pre-set control points in control software in control room; makes adjustments to control system for necessary production process control and performance; makes adjustments to maintain electrical production to a defined kilowatt measurement to minimize commercial power consumption; monitors control system for necessary production process control and performance; refers to define ranges set by vendor and in accordance with state and federal regulations; detects faculty and erratic equipment operations through improper reads on display screens and responds to equipment site to diagnose and repair equipment problem; contacts supervisor and or outside vendor to repair as appropriate or to follow power outage procedures; prepares reports as required; monitors energy management system for building environmental controls, records critical data and contacts appropriate trade worker for repairs; takes general maintenance phone calls and directs calls to appropriate trade worker and completes work orders if necessary; performs related duties as required.

Knowledge of theory and application of high pressure boilers, heat recovery generators, reciprocating engines and auxiliary systems; knowledge of industrial instrumentation and control systems; interpersonal skills; oral and written communication skills; ability to read and interpret piping and instrument diagrams; electrical one-line, schematic and logic diagrams; ability to apply some principles of physics, chemistry, thermodynamics, heat transfer, fluid flow and combustion; ability to utilize computer software.

Minimum Qualifications include three (3) years of experience in the cogeneration power plant or selling including the operation, maintenance and repair of high-pressure steam boilers, heat recovery steam generators or other mechanical equipment.

1. Graduation from a vocational or technical school with a diploma in a related field may be substituted for the two (2) years of the General Experience.
2. College training in mechanical engineering or a related field 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 three (3) years for a Bachelor's degree.

*Advertisements and/or announcements were placed in DAS JobApps System.*

**Thirty-four (34) individuals applied for this position:** Twenty (20) White males, Six (6) Black males, Three (3) Hispanic males, One (1) Hispanic female, Two (2) AAIANHNPI males, and Two (2) Unknown males.

**Nineteen (19) applicants were determined to be not qualified:** Eleven (11) White males, four (4) Black males, Two (2) Hispanic males, One (1) Hispanic female, and One (1) Unknown male.

**Zero (0) applicants were found to be minimally qualified:**

**Fifteen (15) applicants were determined to be qualified and were considered finalists:** Nine (9) White males, Two (2) Black males, One (1) Hispanic male, Two (2) AAIANHNPI males, and One (1) Unknown male.

**Two (2) White males selected** had experience working on a variety of chillers (York/Carrier/Teco) and also had operational and repair experience in a power plant. They had experience with both water and fire tube boilers in addition to diesel generators. They also responded to a number of technical questions regarding feed tanks, steam traps and water treatment.

**One (1) White male selected** had experience with chiller control systems and high-pressure steam boilers and had a great deal of direct experience in the efficiency and design of power plants. He responded well to technical questions including the function and purpose of a steam trap, the difference between a fire tube and water tube boiler and water treatment.

## **7. & 8. General Trades Worker (C19-022)**

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

Performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc... makes estimates of tie, personnel and material required on assigned tasks; keeps necessary records; in smaller trade areas, may be the sole worker running a skilled traded area; performs duties related to the trade or trade areas as required; at State owned airports may be required to stand by for and respond to fire and/or crash emergency situations; may operate and maintain heavy earth moving equipment; performs related duties as required.

Considerable knowledge of and ability to apply the standard tools, materials, methods, and practice of a variety of trade areas; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

Minimum Qualifications included four (4) years of experience in one or more trade areas. Two (2) years of the General Experience must have been performing skilled trade functions in one or more trade areas. Note: For State Employees this is interpreted at or above the level of Skilled Maintainer or

Transportation Maintainer 2. Housekeeping, custodial, and food services duties will not be considered as qualifying experience.

*Advertisements and/or announcements were placed in DAS JobApps System.*

**One hundred and ten (110) individuals applied for this position:** Seventy-six (76) White males, Three (3) White females, Eight (8) Black males, Two (2) Hispanic males, Nineteen (19) Unknown males, One (1) Unknown female and One (1) Unknown unknown.

**Eighty (80) applicants were determined to be not qualified:** Fifty-two (52) White males, Three (3) White females, Seven (7) Black males, Sixteen (16) Unknown males, One (1) Unknown female and One (1) Unknown unknown.

**Of the three (3) White female goal candidates** they did not meet the minimum requirements of four (4) years of trade experience.

**Of the seven (7) Black males goal candidates** they did not meet the minimum requirements of four (4) years of trade experience.

**Zero (0) applicants were found to be minimally qualified:**

**Thirty (30) applicants were determined to be qualified and were considered finalists:** Twenty-four (24) White males, One (1) Black male, Two (2) Hispanic males and Three (3) Unknown males.

**One (1) Black male goal candidate** was contacted several times but did not respond.

Of the **Two (2) Hispanic male goal** candidates, the **first** declined the opportunity to interview. The **second** had some plumbing experience but did not have any carpentry or door repair experience. He also could not respond when asked if he was called to fix a room with no heat.

**The White male selected** was able to provide detailed information to all posed questions in the interview including changing out flushometer parts, responding to a no heat call responding to a no power call. He also described his commercial experience in a number of trade areas like carpentry, electrical and plumbing. He did provide additional examples of his carpentry experience and door and lock hardware installation skills.

**The other White male selected** was able to respond to all technical questions including how to change out flushometer parts and the purpose of a P Trap. Additionally, he was able to describe the steps needed to respond to a no heat call and a call with no power. He also had commercial experience in multiple trades with a strength in plumbing.

## **9. Mail Handler (C19-005)**

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

Sorts, distributes and routes incoming and interoffice mail; operates automatic postage application equipment, mail inserters, and weight scales; weighs and stamps postage, franked or metered mail; drives state vehicles in the delivery of United States and interagency mail; picks up and delivers mail at United States Post Offices; signs for insured, certified, registered and special delivery mail; updates and maintains records; may maintain daily cash records; schedules vehicle maintenance; provides postal service assistance to customers; performs related duties as required.

Knowledge of U.S. Postal Service regulations, rates and classes of mail; some oral and written communication skills; some interpersonal skills; ability to follow oral and written instructions; ability to perform basic arithmetic computations; ability to utilize computer software; ability to operate computerized and mechanical postal processing equipment; some mechanical ability

The minimum qualifications include One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

Advertisements and/or announcements were placed in *DAS JobApps System*.

**Twenty (20) individuals applied for this position:** Five (5) White males, One (1) White female, Five (5) Black males, Four (4) Black females, One (1) Hispanic female, Two (2) AAIANHNPI females, One (1) Unknown male and One (1) Unknown female.

**Fourteen (14) applicants were determined to be not qualified:** One (1) White male, Four (4) Black males, Four (4) Black females, One (1) Hispanic female, Two (2) AAIANHNPI females, One (1) Unknown male and One (1) Unknown female.

**Four (4) Black males** did not submit a complete application and DAS deemed them not qualified.

**Zero (0) applicants were found to be minimally qualified:**

**Six (6) applicants were determined to be qualified and were considered finalists:** Four (4) White males, one (1) White female and One (1) Black male.

**One (1) White female goal candidate** was presently a Storekeeper Assistant at DCF. She did not have familiarity with the current trends in postal and parcel processing technology. She did have experience working with the general public but did not have any experience working with a campus community or directly working with student workers and student employees.

**One (1) Black male goal candidate** had warehouse and inventory experience. He did not have specific knowledge of mailroom processes and procedures. He did have some familiarity with mailroom equipment from his warehouse experience. He did not have any knowledge of mailroom and parcel software used in the department. His present work experience, knowledge and skills were not transferable to the responsibilities of this position handling large mailroom services duties.

**One (1) White male was hired for this position.** He had demonstrated knowledge of the CCSU policies and procedures regarding the mail services department responsibilities. He was a former CCSU student that worked in the mail services department while attending school. He was presently working at DSS as a Mail Handler. He also had experience working with staff, faculty and students.

**SERVICE MAINTENANCE/CUSTODIANS**

Hires		Promotions	
3	Black males		
2	Black females		
1	Hispanic male		
1	AAIANHNPI male		

**1 - 4. Custodian (C19-021)**

**Selection:** Two (2) Black males, Six (6) Hispanic males and Two (2) Hispanic females

Performs custodial tasks and maintenance of areas 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 are not to include counting and inspection 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 of repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set up classrooms; performs related duties as required.

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 tools and equipment used in daily work; some ability in simple record keeping.

Minimum Qualifications include any experience and training which would provide the knowledge, skills and abilities listed above.

Preferred Qualification include preference will be given to those who can effectively demonstrate current/recent experience in an institutional/commercial type work environment performing custodial tasks and various maintenance services with their submitted application.

*Advertisements and/or announcements were placed in DAS JobApps System.*

**Two hundred eighty four (284) individuals applied for this position:** One hundred and nine (109) White males, Fifteen (15) White females, Fifty four (54) Black males, Nine (9) Black females, Seventeen (17) Hispanic males, Five (5) Hispanic females, Six (6) AAIANHNPI males, Four (4) AAIANHNPI females, Fifty (50) Unknown males, Ten (10) Unknown females and Five (5) Unknown unknown.

**Two hundred eleven (211) applicants were determined to be not qualified:** Eighty seven (87) White males, Eleven (11) White females, Forty three (43) Black males, Seven (7) Black females, Nine (9) Hispanic males, Three (3) Hispanic females, Five (5) AAIANHNPI males, Three (3) AAIANHNPI females, Thirty-three (33) Unknown males, Five (5) Unknown females and Five (5) Unknown unknown.

**Fifty-four (54) applicants were found to be minimally qualified:** Eighteen (18) White males, Four (4) White females, nine (9) Black males, Two (2) Black females, Two (2) Hispanic males, one (1) AAIANHNPI male, One (1) AAIANHNPI female, Thirteen (13) Unknown males, and Four (4) Unknown females

**Nineteen (19) applicants were determined to be qualified and were considered finalists:** Four (4) White males, Two (2) Black males, Six (6) Hispanic males, Two (2) Hispanic females, Four (4) Unknown males, and One (1) Unknown female.

**Two (2) Black males, Six (6) Hispanic males and Two (2) Hispanic females were hired for this position. Two (2) Black males and One Hispanic male hiring goals were achieved for the University in the Custodian category.**

#### PROMOTIONAL GOALS ANALYSIS

##### EXECUTIVE/ADMINISTRATIVE (EE01)

Promotions	
1	White female

##### Director of Public Relations

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

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

**Zero (0) applicants were determined to be not qualified:**

**Zero (0) applicants were found to be minimally qualified:**

**One (1) applicant was determined to be qualified and were considered finalists:** One (1) White female.

**One (1) White Female was promoted into this position since she had SUOAF collective bargaining rights to the position. The first of three (3) White female promotional goal was achieved.**

**Director, Graduate Recruitment and Admission**

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

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

**Zero (0) applicants were determined to be not qualified:**

**Zero (0) applicants were found to be minimally qualified:**

**One (1) applicant was determined to be qualified and were considered finalists:** One (1) Black female.

**One (1) Black Female was promoted into this position since she had SUOAF collective bargaining rights to the position. The Promotional goal for Black female was achieved.**

**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 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.

**A. PROFESSOR**

<b>Promotions</b>	
14	White females
3	Hispanic females
5	AAIANHNPI males

Seventeen (17) faculty members applied for promotions to Professor: **Eight (8) White males, Six (6) White females, One (1) Black female, One (1) Hispanic female, and One (1) AAIANHNPI male.**

Eleven (11) applicants were recommended for promotions to Professor based on the evaluations of the DEC, the deans, the P&T, Provost and the President: Six (6) White males, Two (2) White females, One (1) Black female, One (1) Hispanic female and One (1) AAIANHNPI male. Of the Eleven (11) promotions that occurred in this category, the University achieved two (2) White females, one (1) Hispanic female and one (1) AAIANHNPI male established promotional goals.

Two (2) White males and four (4) White females (Goal Candidate) 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.

Thus, out of the four (4) applicants who were goal candidates, the University achieved five (5) goals: Four (4) White females and One (1) AAIANHNPI male.

**B. ASSOCIATE PROFESSOR**

Promotions	
1	Black female
1	Hispanic male
1	Hispanic female
1	AAIANHNPI male
1	AAIANHNPI female

Nineteen (19) faculty members applied for promotions to Associate Professor: **Two (2) White males; Seven (7) White females; One (1) Black male; One (1) Black female; One (1) Hispanic male; One (1) Hispanic female; Five (5) AAIANHNPI males and One (1) AAIANHNPI female.**

Nineteen (19) applicants were recommended for promotions to Associate Professor based on the evaluations of the DEC, the deans, the P&T, Provost and the President: Two (2) White males, Seven (7) White females, One (1) Black male; One (1) Black female; One (1) Hispanic male, One (1) Hispanic female, Five (5) AAIANHNPI males and One (1) AAIANHNPI female. Of the Nineteen (19) promotions that occurred in this category, the University achieved One (1) Black female; One (1) Hispanic male, One (1) Hispanic female, One (1) AAIANHNPI male and One (1) AAIANHNPI female established promotional goals.

Two (2) White males and One (1) AAIANHNPI female (Goal Candidate) 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.

Thus, out of the ten (10) applicants who were goal candidates, the University achieved five (5) goals: One (1) Black female, One (1) Hispanic male, One (1) Hispanic female, One (1) AAIANHNPI male and One (1) AAIANHNPI female.

**ASSISTANT PROFESSOR**

Promotions	
0	

No promotional goals were established and no promotions occurred during the reporting period.

**C. Coaching/Athletics**

Promotions	
0	

No promotional goals were established and no promotions occurred during the reporting period.

**PROFESSIONAL/NON-FACULTY (EEO3)**

Promotions	
0	

No promotional goals were established.

**1. CSCU Administrative Assistant**

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

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

**Zero (0) applicants were determined to be not qualified:**

**Zero (0) applicants were found to be minimally qualified:**

**One (1) applicant was determined to be qualified and were considered finalists:** One (1) White female.

The selected **White Female's** position was reclassified from a classified position to an unclassified position during the reporting period. There were no other applicants as this was a reclassification within her original position, which resulted in a promotion.

## **2. Veteran Retention Assistant (C19-008)**

**Selection:** One (1) Hispanic female

Central Connecticut State University invites applications for a full-time, Veterans Retention Assistant in the Veteran's Affairs Department. The successful candidate will assist the Veteran's Affairs Coordinator with facilitating the transition, retention and delivery of services to student veterans, reservists, and National Guard members. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

### **Required Qualifications**

- Bachelor's degree
- Two years' experience working with student veterans
- Demonstrated proficiency in oral, interpersonal and written communication skills.
- Commitment to serving a diverse student body

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

### **Preferred Qualifications**

- Three years' experience in a college or university environment
- One (1) year of experience advising/assisting veteran and military students in one or more of the following: admissions, billing, financial aid, and/or providing similar support in an educational setting
- Proficiency in Microsoft Office Suite, i.e., Word, Excel, PowerPoint and Outlook
- Experience working with a student information system (SIS), e.g., Banner, Jenzabar, Oracle

*Advertisements and/or announcements were placed in CCSU and CSU Websites.*

**Fifty-three (53) individual applied for this position:** Nineteen (19) White males, Fifteen (15) White females, Five (5) Black males, Three (3) Black females, Two (2) Hispanic males, Four (4) Hispanic females, One (1) Unknown male, and Four (4) Unknown females.

**Forty-three (43) applicants were determined to be not qualified:** Fourteen (14) White males, Twelve (12) White females, Five (5) Black males, Three (3) Black females, Two (2) Hispanic males, Two (2) Hispanic females, One (1) Unknown males, and Four (4) Unknown females.

**Of the Five (5) non-qualified Black males, the first, second, third and fourth** did not submit the required cover letter and references. The **fifth** did not submit the required references.

**Three (3) applicants were found to be minimally qualified:** One (1) White male and Two (2) White females.

**Seven (7) applicants were determined to be qualified and were considered finalists:** Four (4) White males, One (1) White female, and Two (2) Hispanic females.

**The selected Hispanic female** had over two (2) years of experience working with student veterans. She also had the preferred experience of three years' experience in a college or university environment, one (1) year of experience advising/assisting veteran and military students in one or more of the following: admissions, billing, financial aid, and/or providing similar support in an educational setting; proficiency in Microsoft Office Suite, i.e., Word, Excel, PowerPoint and Outlook and experience working with a student information system (SIS), e.g., Banner, Jenzabar, Oracle. She also had good communication skills and had experience working with all levels of administration.

**SECRETARIAL CLERICAL Excluding Secretary 2 (EEO4)**

Promotions	
1	Hispanic Female

**1. Administrative Assistant**

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

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

**Zero (0) applicants were determined to be not qualified:**

**Zero (0) applicants were found to be minimally qualified:**

**One (1) applicant was determined to be qualified and were considered finalists:** One (1) White female.

**The selected White female's position was reclassified and no other employees were eligible for this promotional opportunity.**

**2. SECRETARIAL CLERICAL/SECRETARY 2**

Promotions	
1	White female

No promotional goals were established and no promotions during the reporting period.

**TECHNICAL/PARA PROFESSIONAL (EEO 5)**

Promotions	
0	

No promotional goals were established and no promotions during the reporting period.

**PROTECTIVE SERVICES**

Promotions	
0	

No promotional goals were established and no promotions during the reporting period.

**SKILLED CRAFT ALL TITLES (EEO 6)**

Promotions	
0	

No promotional goals were established.

**SERVICE MAINTENANCE (EEO 7)**

Under the collective bargaining agreement, all service maintenance promotional job opportunities are initially posted within the system and offered based on seniority.

**A. SERVICE MAINTENANCE/SERVICE RESIDUAL**

Promotions	
1	White female
1	Hispanic male

**Lead Custodian (C19-025)**

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

Plans crew workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains crew procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials regarding unit policies and procedures; may make recommendations on policies or standards and equipment for crew are adequate by reporting shortages to supervisor; performs full range of duties as outlined in Custodian class specification; performs related duties as required.

Knowledge of building custodial and/or housekeeping work and related equipment; interpersonal skills; oral and written skills; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some supervisory ability; some ability to utilize computer software.

Minimum qualifications include one (1) year of experience in work that could reasonably be expected to provide the knowledge, skills and abilities listed above. Special requirements require candidates to possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

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

**Zero (0) applicants were determined to be not qualified:**

**Zero (0) applicants were found to be minimally qualified:**

**One (1) applicants were determined to be qualified and were considered finalists:** One (1) White female.

**One (1) White Female's position was reclassified and a promotional goal was achieved.**

**Power Plant Operator**

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

Under the Maintenance collective bargaining agreement, all service maintenance promotional job opportunities are initially posted within the system and offered based on seniority.

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

**Zero (0) applicants were determined to be not qualified:**

**Zero (0) applicants were found to be minimally qualified:**

**One (1) applicants were determined to be qualified and were considered finalists:** One (1) White male.

**One (1) White male was promoted into this position from the Service Maintenance category. No other candidates were eligible for this promotional opportunity.**

**Power Plant Operator**

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

Under the collective bargaining agreement, all service maintenance promotional job opportunities are initially posted within the system and offered based on seniority.

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

**Zero (0) applicants were determined to be not qualified:**

**Zero (0) applicants were found to be minimally qualified:**

**One (1) applicants were determined to be qualified and were considered finalists:** One (1) White male.

**One (1) White male was promoted into this position and no other candidates were eligible for this promotional opportunity.**

**B. SERVICE MAINTENANCE/CUSTODIANS**

<b>Promotions</b>	
0	

No promotional goals were established and no promotions during the reporting period.

**III. PROGRAM**

During the reporting period, the Office of Diversity and Equity (ODE) focused its recruitment activities on those areas where difficulties are identified. The ODE collaborated the with Human Resources (HR), SUOAF/ AFSCME Minority Recruitment and Mentoring Committee (MRMC), and AAUP Minority Recruitment and Retention Committee (MRRC) to target alternative recruitment sources, develop creative strategies, and explore new avenues in order to facilitate to the achievement of the 2018-19 established goals.

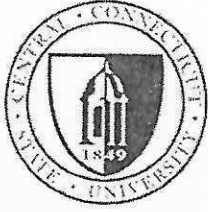
The ODE expanded its recruitment activities in an effort to recruit qualified personnel in those areas where difficulties were identified. ODE worked with HR, SUOAF/AFSCME Minority Recruitment and Mentoring Committee (MRMC), and AAUP Minority Recruitment and Retention Committee (MRRC) to increase targeted recruitment sources in order to facilitate achievement of the established hiring goals for the 2018-2019 Affirmative Action Plan. The Office, in conjunction with MRRC and MRMC, continued to explore all available avenues to expand its recruitment efforts and continue implementation of the University’s comprehensive recruitment initiative.

In its efforts to expand its recruitment activities, the University continues to require that all search committees identify their recruitment sources and activities that they intend to utilize during the search process. In many other instances, ODE has advised and required that search committees utilize more sources of advertisement or extend searches in order to develop larger and more varied applicant pools. In collaboration with the Office of Human Resources, the search process manual was updated, new advertising sources identified, and a new process of doing search charges (search committee training) was developed and used throughout the reporting period.

**Summary of Achievement of 2018-2019 Program Goals**

Goal	Description of Goal	Progress towards Goal
<p><b>1. Recruitment &amp; Equitable Search Process Continued</b> Classified Search Process</p>	<p>HR and ODE will identify other recruitment sources for classified positions, especially for skilled crafts, custodians, and service maintenance.</p>	<p><b>Achieved:</b> HR distributed the position announcements to a number of recruitment sources and began to see some responses to those resources. Continued efforts needed in this area for 2019/2020 plan.</p>
<p><b>2. Promotion of Equal Opportunity and Harassment-free Workplace</b> Training</p>	<p>ODE will provide sexual harassment training to all members of the CCSU Police Department.</p> <p>ODE will provide new, comprehensive online Title IX (sexual misconduct, sexual harassment) training for employees, graduate students, and undergraduate students.</p>	<p><b>Achieved:</b> This training Program was conducted during the reporting period and more training in this area will continue..</p> <p><b>Achieved:</b> ODE has worked with the CCSU System Office to offer an on-line Title IX (Sexual misconduct; sexual harassment) training for employees, graduate students; and undergraduate students. The Not Anymore on-line training program in this area has also been provided during the reporting period. This will be a standing practice</p>
<p><b>3. Foster a Safe and Inclusive Work Climate</b> Employee Climate Survey</p>	<p>CCSU will administer the staff/faculty employment survey on gender-based discrimination during the fall 2018 semester. Once completed, the results will be analyzed and provided to university leadership.</p>	<p><b>Achieved:</b> Survey created and conducted. An analysis was distributed to executive committee.</p>
	<p>The President of CCSU established a Task Force whose mission is to review campus processes and procedures related to complaints of sexual misconduct, examine programmatic initiatives, and identify recommendations. A report will be provided to the university community in December 2018. Diversity and Equity will review these recommendations and use them to improve complaint procedures and training.</p>	<p>The President created the Task Force and met during the reporting period. She wants to continue this University Task Force as a standing practice and will continue with the newly formed Office of Equity and Inclusion staff.</p>





# CENTRAL

CONNECTICUT STATE UNIVERSITY

**Central Connecticut State University**  
**New Britain, CT**  
**Associate Vice President of Enrollment Management (C19-006)**

Central Connecticut State University (CCSU) announces the search for its first Associate Vice President (AVP) of Enrollment Management and invites expressions of interest, nominations, and applications.

The oldest public institution of higher education in Connecticut and the largest of its regional comprehensive universities, CCSU is in a very strong financial position and enjoys stable enrollments. It has a strong commitment to serve its students and the increasingly diverse region of which it is a part. Under President Zulma R. Toro's leadership, it is poised to grow both in size and in the effectiveness with which it fulfills its mission.

Founded in 1849 as New Britain Normal School, CCSU has evolved into a modern comprehensive university with undergraduate and graduate programs built on a robust foundation of liberal learning. One of the four regional comprehensive universities in Connecticut, it is part of the 17-member Connecticut State Colleges and Universities System created in 2012. It is also part of the Greater Hartford area of 1.2 million residents and is centrally located in the state, within easy reach of much of Connecticut and several of the major metropolitan areas in the region.

CCSU's five schools – the Carol A. Ammon College of Liberal Arts and Social Sciences, the School of Business (AACSB-accredited), the School of Education and Professional Studies, the School of Engineering, Science, and Technology, and the School of Graduate Studies – offer 100 major programs in over 80 fields of study, including bachelor's and master's degrees as well as several sixth-year professional diplomas and doctoral degrees in educational leadership and nurse anesthesia practice. In recent years, Central has added master's programs in accounting, exercise science, STEM education, and an MBA. In addition, several new academic initiatives designed to support the University's enrollment goals are underway.

CCSU's nearly 12,000 diverse students are taught and mentored by approximately 450 talented full-time and nearly 500 part-time faculty members and are supported by a devoted full-time staff numbering just over 500 and a part-time staff of almost 140 people, all of whom are true partners in the educational enterprise. CCSU's faculty and staff are committed to shared governance in a collective bargaining environment.

CCSU's faculty and staff provide a rich educational experience in addition to classroom instruction. Its international study/travel program is often ranked by *Open Doors* as one of the top 40 in the nation among regional comprehensive universities. Twenty-one percent of CCSU's graduates have had a research experience. The Carnegie Foundation for the Advancement for Teaching has recognized CCSU for its high level of community engagement. In 2016, CCSU's Community Engagement Committee was awarded the first Connecticut Campus Compact Leadership Award in recognition of its efforts to foster more community engagement activity by CCSU faculty and students.

**Job description:**

As the chief enrollment officer, the AVP provides leadership in all enrollment management matters and works collaboratively with the directors, faculty, staff, and administration to further the University's mission and vision. The new AVP will be expected to provide leadership in a variety of areas, with direct supervision of the following four departments: (1) Undergraduate Admissions; (2) Graduate Admissions; (3) Financial Aid; and (4) Transfer and Academic Articulation.

The ideal candidate is expected to have a record of collaborative decision-making, a high standard of professional integrity, a strong sense of professional ethics, and a creative and analytical approach. The position demands both inspirational leadership and a thorough understanding of best practices in enrollment management. The new AVP must be guided by a strong student-centered philosophy and be adept in high-tech and interpersonal environments. In addition, the new AVP must possess the ability to work collegially with students, faculty and staff, fellow administrators, and members of the wider community.

**Required qualifications:**

- Master's degree from a regionally accredited institution;
- Eight years of increasingly responsible administrative experience in higher education enrollment management, with a minimum of four years in a supervisory capacity at the director level or higher;
- Demonstrated ability to effectively lead and manage a diverse staff in an environment that values teamwork and professional development;
- Demonstrated success in collaborating with all levels of the institution, including experience in developing joint student affairs and academic affairs programs and initiatives to advance a culture of student-centered service;
- Demonstrated ability to effectively address the needs of and communicate with diverse student populations, such as low-income, first-generation, ethnic minority, international, and/or non-traditional students;
- Demonstrated practical knowledge of an array of software packages and other technologies used to effectively and efficiently deliver and manage student enrollment.

**Preferred qualifications:**

- Prior work with strategic planning, including development and execution;
- Knowledge and understanding of statistical and predictive analysis;
- Experience working in a unionized, public institution of higher education;
- Commitment to building and maintaining relationships with community colleges; and
- Track record of K-12 collaborations/engagements

**Application & Appointment:** For full consideration, applications must be received by Oct. 15, 2018. Incomplete or emailed applications will not be considered. Salary is commensurate with education and experience; salary range is \$101,000 to \$162,000. To begin the application process, applicants must go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) and submit the following in one single document:

- Letter of application
- Current curriculum vitae
- Names, titles, addresses, and telephone numbers and email addresses of five current professional references (current or former supervisor)

Address letters of nomination to Dr. Christopher Galligan, Search Committee Chair and Vice President of Institutional Advancement. For additional information, please contact Dr. Galligan at [galliganc@ccsu.edu](mailto:galliganc@ccsu.edu) or 860-832-1764. All inquiries, nominations, and applications will be held in the strictest confidence; references will not be contacted without the candidate's expressed permission.

CCSU is an affirmative action and equal opportunity employer and educator.

## **VICE PRESIDENT OF STUDENT AFFAIRS [#C19-001]**

Central Connecticut State University (CCSU) announces the search for its next Vice President of Student Affairs (VPSA) and invites expressions of interest, nominations and applications. The new VPSA will have the opportunity to partner with CCSU's new president, Dr. Zulma R. Toro, and provide collegial leadership to a creative and energetic faculty and staff.

Under Dr. Toro's leadership, the CCSU community has a renewed sense of its special identity and mission, an increased level of energy and excitement, a determination to be the leader in Connecticut public higher education, an infectious determination to take on new challenges and solve old problems, and a commitment to serve its community in new and more effective ways. The oldest of Connecticut's public universities and the largest of its regional comprehensives, Central is in a very strong financial position and has enjoyed stable enrollments. With Dr. Toro's leadership, it is poised to grow both in size and in the effectiveness with which it serves its students and the wider community.

The University seeks an energetic and student-centered VPSA who will be a good partner with Dr. Toro—one who shares her vision for Central as an urban university serving an increasingly diverse population, who readily gains the trust and respect of the students and student affairs staff, who has a strong commitment to student-centered education, and who can work collegially with all members of the University community. The ideal candidate will advise and collaborate with colleagues across the University on a variety of matters that shape the student experience and campus culture.

**Connecticut State Colleges and Universities:** In January 2012, Connecticut reorganized the governance and structure of higher education to create the 17-member Connecticut State Colleges and Universities (CSCU) system, governed by the Board of Regents for Higher Education. In creating the new structure, the state brought together under a single governing board, its four regional comprehensive universities, its 12 community colleges, and Charter Oak State College, an online adult education, degree-completion institution. As one of four comprehensive universities within CSCU, Central maintains strong relations with its system peers, especially Southern Connecticut State University in New Haven, Eastern Connecticut State University in Willimantic, and Western Connecticut State University in Danbury.

**Central Connecticut State University:** The largest of Connecticut's regional comprehensive universities, Central currently enrolls 11,880 students. This includes 7,605 full-time undergraduates, 1,949 part-time undergraduates, 648 full-time graduate students, and 1,678 part-time graduate students. A third of its undergraduates are students of color, the largest group being Hispanic. Ninety-three percent of the students are from Connecticut. An increasingly residential campus, 64 percent of Central's first-year students live on campus; 24 percent of all undergraduates live on campus.

A longstanding strength of Central is its faculty. Partnered with its 448 full-time faculty are 485 part-time faculty, many of whom are practitioners in their fields and who add a breadth and depth of experience to the classroom. Central faculty members are actively engaged in research, scholarship, and other creative activity, as well as the supervision of undergraduate and graduate research. At the same time, a sustained primary commitment to personalized teaching and learning permeates the campus. Many faculty members oversee internships, undergraduate research, graduate and undergraduate theses, special projects, and independent studies, and conduct faculty-led, short-term study/travel courses. Most also serve as academic advisors. A 16:1 student-faculty ratio allows for substantial individual attention. Consequently, CCSU provides the diversity of educational opportunities generally found only at larger institutions with the close student-faculty relations found at the best private colleges.

Central also has 215 full-time and two part-time administrative faculty and a full-time staff of 297 and a part-time staff of 123, all of whom are true partners in the educational enterprise at Central. A strong network of collective bargaining units represents nearly every constituent group of Central's faculty and staff. A collective commitment to shared governance unites faculty and staff and is a hallmark of the University. For more information about Central Connecticut State University, please visit [www.ccsu.edu](http://www.ccsu.edu).

**Campus Community:** Central is a campus community very focused on students and their educational development. The low student/faculty ratio allows for close interaction with faculty and individual attention to students. The faculty teach eight courses per year, and no courses are taught by graduate assistants. Over three-quarters of Central's classes are under 30 students; over 40 percent are under 20 students. The faculty serve as teachers, mentors, advisers, and research partners with students.

The University offers a three-year interdisciplinary honors program to eligible students in any of the undergraduate schools. The program requires two four-credit courses per semester during the first two years and a capstone honors thesis during the junior year. All honors courses are team-taught. Honors students are eligible for a half-tuition scholarship which, upon strong academic performance, may be increased to a full-tuition scholarship.



Central's students have a variety of opportunities to conduct individual research with the guidance of a faculty member, both during the year and over the summer. Currently, 21 percent of Central's graduates have had a research experience. The University hosts an annual research day where students of all disciplines can present their research or creative activity. The University awards travel support for the best work in each academic area so that students can present their work at the national meeting of the National Council for Undergraduate Research.

Reflecting the growing diversity of Connecticut, Central is an increasingly diverse campus. Hispanic/Latinos are 13 percent of the student body; Black/African-Americans are 12 percent; Asians are four percent. Hispanic/Latino students and Black/African-American students have both increased significantly in number over the past several years. Twenty-six percent of the faculty are people of color, with Asian, Black, and Hispanic being the largest groups. The staff includes a similar percentage of members of color, with Asian, Black, and Hispanic being the largest groups. The Office of Diversity and Equity provides support for Central's increasingly diverse population. There is also a very active LGBT Center on campus, and Central offers strong support to students with disabilities and veterans. The curriculum affords students the opportunity to study in depth the history and culture of the minority groups represented on campus. For all, Central is a welcoming and supportive campus.

During the past ten years, Central has become a more residential campus. Sixty percent of first year students live on campus, an increase of 16 percent over the last ten years—a growth made possible by the addition of residential living space. Central offers its students a full range of clubs and activities, including musical groups; academic, honorary, and special interest clubs and societies; dance and theatre groups; student government; student-run media; campus ministry; and social fraternities and sororities. As Central has become more residential, the level of student activity has increased, making the campus more vibrant.

At the same time, a large portion of Central's students are commuters, many of them balancing their academic work with family obligations and full-time employment. Central values its commuter students, recognizes their special needs, and makes every effort to integrate them into campus life.

The Central Connecticut Blue Devils, an NCAA Division I athletics program that competes in the Northeast Conference, offers intercollegiate competition in six men's sports and eight women's sports. Central students are offered a variety of recreation, fitness, and wellness options, including 20+ intramural activities and club sports, five fitness centers across campus, and a variety of wellness and fitness classes.

**Enrollment:** During the past ten years, Central has been successful in maintaining stable enrollments in an increasingly competitive admissions environment and in a state with a declining number of high-school graduates. More importantly, Central has been successful in managing its enrollment to achieve broader institutional goals. The total headcount undergraduate enrollment has been roughly flat over the past ten years, as has the number of full-time students and the number of students living on campus. While the graduate school has seen a decline in headcount enrollment over this same period, this trend is turning around with the addition of new graduate programs such as the MBA and the Master of Science degree in Accounting.

Central has also devoted its attention to increasing retention and graduation rates. Over the past ten years, the first-year/second-year retention rate has hovered around 80 percent. However, the 4-, 5-, and 6-year graduation rates have increased. The 6-year rate is currently 54 percent. The University awards \$15 million in institutional financial aid. During the past ten years, institutional aid has increased, both in the amount given and the number of students who receive it.

**The Campus:** Central's 165-acre main campus sits on the northern edge of New Britain, with easy access to major highways and Interstate 84. Its Downtown Campus, located in the heart of New Britain, is the home of its Institute for Technology and Business Development as well as its Office of Community Engagement.

Central was a signatory of the American College and University Presidents Climate Commitment, and the University subsequently has become a leader in sustainability efforts. As a result, Central is recognized by the *Princeton Review* as "one of the most environmentally responsible colleges in the USA and Canada."

**Finances and Fundraising:** Central is in strong financial shape in spite of the challenging financial environment of the state of Connecticut. Its current operating budget is \$230 million. It has ended the past several years with operating surpluses, creating sizable strategic reserves. Funding from the State provides approximately 33 percent of its revenue; gross tuition and mandatory fees provide 47 percent. The endowment is currently at \$78 million, the largest of Connecticut's regional comprehensive universities. In-state tuition and mandatory fees for 2017-18 total \$10,225; room and board is \$11,816.

The institutional advancement effort at Central is well established, with effective leadership, a history of success, and a very engaged Foundation Board. The top fundraising priority for the University has been the

\$78 million. Institutional Advancement has also set for itself the goal of contributing \$2 million annually to student financial aid through a combination of annual giving and endowment income. The goal has been reached and, in fact, exceeded. Its goal of \$2 million in annual giving has also been exceeded; the Foundation has raised over \$4M during the past three consecutive years and over \$3M during the past eight consecutive years. The University recently brought to conclusion an eight-year fundraising initiative, CCSUCCESS, during which it raised a total of \$36 million. Its successor campaign, CCSUConnected, is scheduled to launch in Fall 2018.

Central has 92,254 living alumni, 79 percent of whom live in Connecticut and the affection for Central by its alumni is palpable. The Alumni Association Board is very active and continues to have effective, dedicated leadership.

**New Britain:** Located nine miles southwest of Hartford, New Britain is a city of some 70,000. Part of the Greater Hartford area of 1.2 million residents, New Britain is centrally located in the state and is within easy reach of much of Connecticut and several metropolitan areas in the region.

New Britain's population is characterized by a high degree of racial and ethnic diversity. Known as "Little Poland," 17 percent of its population are of Polish background. It is the home of three Polish language newspapers and one television station, and annually hosts the Little Poland Festival. Significant portions of its population come from Puerto Rican, Italian, and Irish backgrounds. Currently, 37 percent of its population are Hispanic; 11 percent are African American; 25 percent live below the poverty line.

New Britain is the home of the New Britain Symphony, founded by Central faculty members and first conducted by Central's president Dr. Etzel Willhoit. It is also home to the Connecticut Virtuosi Chamber Orchestra and the Repertory Theatre of New Britain. Charter Oak State College, the online branch of the CSU system, is also in New Britain.

In addition to all that Hartford provides, New Britain is 40 minutes from Springfield, Mass., two hours from Boston, and two hours from New York City. It is also part of the Hartford-Springfield "Knowledge Corridor" and, therefore, within easy driving distance of a host of private and public institutions of higher education and many cultural opportunities.

**Role of the VPSA:** As the chief student affairs officer, the VPSA is a key partner in student decision-making, providing leadership in all student affairs matters and working collaboratively with the directors, faculty, staff, and administration to further the University's mission and vision. The VPSA reports directly to the president, serves on the President's Cabinet, and works collaboratively with other members of the president's leadership team. There must be especially close and collegial relations between the chief student affairs officer and the Provost, given the many ways in which they must partner to achieve the best educational outcome for Central's students.

The VPSA will be responsible for providing leadership and administrative oversight of all student affairs programs and services that promote and advance the University's mission and strategic plan. The VPSA supervises the following seven departments: Student Wellness Services (health, counseling and wellness education); Residence Life, Student Activities and Leadership Development; Student Center; Student Conduct; Student Disability Services; and Veterans Affairs.

Assisting the VPSA is an associate dean, an administrative assistant, a university assistant, and several student employees.

**Qualifications for the VPSA:** The successful candidate is expected to have a record of collaborative decision-making, a high standard of professional integrity, and a strong sense of professional ethics. The position demands both inspirational leadership and a thorough understanding of best practices in student affairs. The next VPSA will be an innovative and energetic leader with a strong student-centered philosophy.

### **Required Qualifications**

- Master's degree in a student development or related area from a regionally accredited institution
- Seven or more years in higher level student affairs leadership experience, at the level of Director or above, with an outstanding record of student affairs leadership and student-centered philosophy
- Experience with developing, sustaining, promoting and evaluating student development programs, including knowledge of current strategies in student affairs
- Demonstrated success with improving student retention and graduation rates
- Experience with planning, budgeting, and fiscal management in a complex organization
- Experience working collaboratively with a student government organization and other student organizations
- Experience in employee recruitment and retention, promotion decisions, and the ability to recruit and retain a diverse faculty and staff

- Capacity to effectively communicate with a variety of constituency groups, both internal and external to CCSU
- Commitment to shared governance and ability to work in a complex matrixed environment, build consensus, develop new approaches to problem solving, ability to adapt to an ever changing environment, and recognize the worldwide geographic nature of the university
- Demonstrated commitment to diversity and inclusion

**Preferred Qualifications**

- Doctorate from a regionally accredited institution
- Proven track record of establishing partnerships with academic affairs and the greater community
- Experience working in a unionized, public institution of higher education
- Experience in two or more student affairs areas including but not limited to: Student Wellness Services (health, counseling and wellness education); Diversity or Multicultural Affairs; Orientation; Residence Life, Student Activities and Leadership Development; Recreation; Student Center; First Year Experience; Parent or Family Relations; Student Conduct; Student Disability Services; and Veterans Affairs
- A track record of advocating for and developing diversity (e.g., cultural, racial, linguistic) among students, faculty, staff, alumni, university and community constituencies
- Commitment to building and maintaining relationships with community colleges

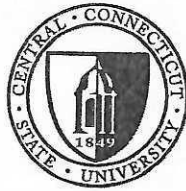
**Application & Appointment:** The Search Committee invites nominations and applications (a letter of application that addresses the responsibilities and qualifications described in the position description, curriculum vitae, and the names and contact information of five or more references) to be submitted to the search firm assisting Central Connecticut State University. References will not be contacted without prior knowledge and approval of candidates. Confidential review of materials will begin immediately and continue until the position is filled. These materials should be sent electronically to the search firm consultant. It is preferred that all nominations and applications be submitted by September 30, 2018.

Search Firm Consultant:

Jacob C. Anderson, Principal  
 Parker Executive Search  
 Five Concourse Parkway, Suite 2900 Atlanta, GA 30328  
 770-804-1996 ext. 111  
[janderson@parkersearch.com](mailto:janderson@parkersearch.com)

As an affirmative action employer, CCSU actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.





**Controller (C18-049)**  
**Office of Fiscal Affairs**

Central Connecticut State University invites applications for a full-time University Controller in the Fiscal Affairs Department reporting to the Chief Financial Officer. The successful candidate will direct fiscal affairs, including accounting, grants, budgeting, payroll, financial reporting, and analysis and planning, expenditure monitoring and internal control. Serves as the Chief Fiscal Officer in the absence of the Chief Financial Officer of the University in the absence of the Chief Financial Officer, and as a key liaison to the CSCU System Office, auditors and regulatory matters pertaining to the finances of the University. Candidates will be required to exercise exceptional integrity and the ability to exercise good judgment, excellent written and verbal communication skills, and the ability to effectively build and manage teams. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Duties include:**

- Oversees all University accounting and budgeting, payroll, and cash management functions to ensure that effective and efficient service is provided within appropriate State and federal procedures and regulations.
- Implements and maintains internal controls and audit programs including petty cash accounts and university ticket operations. Negotiates with state, federal, and private auditors in the preparation of audit reports. Independently responds to audit findings. Identifies and implements corrective systems if needed and collaborates with operating divisions to support audit issue resolution.
- Gathers and analyzes data; prepares reports, statements, studies and analyses as required/requested by outside agencies such as the CSCU System Office, Office of Policy and Management, State Comptroller, and Federal Grant Offices, as well as internal parties.
- Administers an accounting system for all funds that fulfills information and reporting requirements of both external agencies including GAAP, GASB, and NACUBO and the State Comptroller and University departments. Utilizing said system, provides the University Budget Office with periodic spending reports and historical expenditure analyses for compilation with departmental budget allocations.
- Reviews state accounting procedures and regulations and Auditor recommendations and reports to ensure that the University's financial operations are in compliance with such procedures and recommendations.
- Advises the Chief Financial Officer and other administrators on the financial condition of institutional funds and accounts and on appropriate fiscal procedures.
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

**Required Qualifications**

- Master's degree in business or a related field
- Seven years of experience in fiscal affairs administration, including resource allocation and staff supervision
- Sensitivity and commitment to equal opportunity and diversity in working with both internal and external stakeholders including students, faculty, staff and community.
- Experience with enterprise performance management (EPM) systems along with proficiency in data extraction and import among mainframe and PC-based applications.
- Experience with Microsoft Office, PeopleSoft, Banner & Brio/Hyperion/WebFOCUS with proficiency in Excel including the use of VLookup, Pivot Table, etc., preferred.



**Preferred Qualifications:**

- Proven skills in leadership and management including promoting and managing change
- Proven the ability to identify strategic opportunities for change and improvement and experience creating, communicating, managing and extracting broad organizational value from complex financial data and plans
- Experience with zero based budgeting and development of multi-year plans
- Ability to analyze data, identify trends and prepare information for ad-hoc requests
- Financial management experience including, but not limited to budgeting, ability to handle multiple priorities in a changing environment in a state agency or higher education institution
- Ability to interpret and administer state and federal laws and regulations regarding payroll, purchasing, grant administration and contract administration procedures
- Ability to foster a transparent and collaborative environment

Credentials and/or experience substantially comparable may be considered.

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 25 percent of students are from communities of color. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

**Application and Appointment:** For full consideration, applications must be received by **May 14, 2018**. Salary is commensurate with education and experience; salary range \$89,003-\$133,399. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [Apply Here](#) and electronically submit the following in **one single file**:

- Letter of interest addressing all the qualifications for the position
- Current resume
- Names of three current professional references (one must be a current or former supervisor) with addresses, email addresses and telephone numbers

**No hard or emailed copies will be accepted.** For more information contact Kamilah Hastings at 860-832-0045 or [hastings@ccsu.edu](mailto:hastings@ccsu.edu).

**Please make sure your Social Security Number *is not* listed on any documents submitted. Redact any personally identifiable information.**

Central Connecticut State University is an affirmative action and equal opportunity employer.

## **HUMAN RESOURCES: DIRECTOR EMPLOYEE & LABOR RELATIONS [#C19-083]**

Central Connecticut State University is seeking an experienced, human resources professional to administer a broad range of human resources functions. Reporting to the Chief Human Resources Officer, the Director manages and performs the delivery and administration of human resource programs and services including benefits and compensation administration; as well as assisting the Chief in addressing grievances and employee relations matters. Candidates are expected to be committed to multiculturalism and working with a diverse university community.

### **Required Qualifications:**

- Seven years' related experience in human resources management in a unionized environment including recruitment, compensation, benefits, employee relations, labor relations, or a comparable combination of experience and training
- Demonstrated ability in the administration of human resources policies and procedures, employment laws and regulations, and multiple collective bargaining agreements
- Demonstrated ability to understand, interpret, apply and advise on complex laws, regulations and collective bargaining agreements affecting human resource management, labor relations and related fields
- Excellent research, organizational and communication (interpersonal, oral and written) skills
- PC proficiency (Windows environment) including Microsoft Office Suite
- Attention to detail and problem solving ability
- Experience working with culturally diverse communities.

### **Preferred Qualifications:**

- Bachelor's degree in business, management or a closely related field and/or a professional HR certification
- Experience working in a human resources department in a public sector agency or higher education institution
- Working knowledge of the Core-CT system including data access and reporting.

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. As of fall 2018, CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

**Application and Appointment:** For full consideration, applications must be received by **March 14, 2019**. Salary is commensurate with experience within the established range for this position. The minimum annual salary is \$86,200 with excellent fringe benefits including tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western).

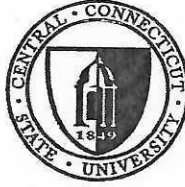
Please electronically submit the following in a **single file to** [apply@ccsu.edu](mailto:apply@ccsu.edu):

- Letter of interest addressing qualifications for the position;
- Current resume;
- Names of three current professional references (one must be a current or past supervisor) with mail and email addresses and telephone numbers.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted. **Incomplete applications will not be considered. Mailed copies will not be accepted.**

For more information contact Ms. Paula DeBarros, CCSU Human Resources at [DebarrosP@ccsu.edu](mailto:DebarrosP@ccsu.edu).

*Central Connecticut State University is an affirmative action and equal opportunity employer*



**Diversity Associate (C19-090)**  
**Office of Diversity and Equity**

Central Connecticut State University invites applications for a full-time, Diversity Associate in the Office of Diversity and Equity. The successful candidate will perform a variety of duties relating to affirmative action, diversity initiatives, and discrimination and Title IX complaints, including conducting investigations. In addition, the associate will be the lead person in organizing and leading training opportunities related to diversity, sexual harassment prevention and Title IX issues. Some evening and weekend hours will be required.

**Required Qualifications**

- Bachelor's degree from an accredited institution
- Three years of full-time professional work experience supporting Equal Opportunity, Affirmative Action or Title IX programs
- Demonstrated ability to develop and edit complex statistical reports including the ability to use database management, spreadsheet, and statistical software, e.g., Microsoft Office Suite
- Experience dealing with complaints in the areas of diversity and equity, human resources, student conduct or conflict resolution, e.g., as an investigator of discrimination complaints
- Demonstrated ability to work independently and within a team environment
- Excellent organizational and communication skills
- A record of meeting deadlines and managing multiple tasks with exceptional follow-through skills
- Proven commitment to serving a culturally diverse community

**Preferred Qualifications**

- Master's degree in human service field or a JD
- Experience in a higher education setting
- Experience as an investigator of discrimination complaints
- Knowledge of FERPA and other confidentiality laws
- Three years' experience delivering diversity and/or Title IX training at a college or university
- Ability to effectively plan and implement training programs and activities in a timely fashion
- Supervisory experience

An equivalent combination of training and experience may be considered.

**The University:** CCSU is one of four state universities with the Board of Regents for Higher Education Connecticut State Colleges & Universities. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU's motto is more than a slogan; it articulates the University's commitment to students: "Start with a dream. Finish with a future." The Princeton Review selected CCSU as one of "The Best Northeastern Colleges." CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 20 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city of some 70,000, within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of

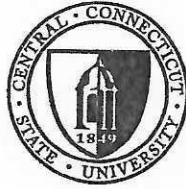
American Arts and offers a range of cultural opportunities, including the New Britain Symphony Orchestra, two theatres, and an extensive park system. The University is approximately two hours (by car) from both Boston and New York City.

**Application and Appointment:** For full consideration, applications must be received by April 26, 2019. Salary is commensurate with education and experience. **Salary range \$53,200 to \$85,000 with excellent fringe benefits** including tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western). **Incomplete applications will not be considered.** To apply, submit your application to [apply@ccsu.edu](mailto:apply@ccsu.edu) and electronically submit the following:

- Letter of interest addressing qualifications for the position
- Current resume
- Names of three current professional references identifying relationship to applicant, addresses, email addresses and telephone numbers

For more information contact Denise Chancey at 860-832-3025 or [chanceyden@ccsu.edu](mailto:chanceyden@ccsu.edu). Please make sure your Social Security Number *is not* listed on any documents submitted.

Central Connecticut State University is an equal opportunity affirmative action employer.



**Associate Dean (C18-057)  
School of Business**

Central Connecticut State University invites applications for a full-time, Associate Dean in the School of Business. The successful candidate will work closely with the Dean on a full range of activities associated with the School such as recruitment, retention, scheduling, registration; advisement of students; resource allocation and budgetary support and contribute actively and effectively to the operation of the School. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Required Qualifications**

- Earned doctorate in a business-related discipline
- Seven years of work experience in higher education including significant academic administration in roles such as department chairperson, program coordinator, or other relevant assignments
- Demonstrated ability to develop and execute strategies that initiate change within a complex environment
- Working, up-to-date knowledge of AACSB accreditation standards, processes, and procedures
- Prior experience supporting the design and leadership of high quality assurance of learning programs
- Commitment to serving a diverse student body

Equivalent combination of training and experience may be considered.

**Preferred Qualifications**

- Full-time academic administration experience at a rank comparable to assistant or associate dean
- Experience leading MBA or other graduate business programs
- Experience working in a shared governance, collectively bargained environment
- College teaching experience

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 25 percent of students are from communities of color. Visit our web site at [www.ccsu.edu](http://www.ccsu.edu).

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

**Application and Appointment:** For full consideration, applications must be received by **October 15, 2018**. Salary is commensurate with education and experience; salary range is \$89,003 to \$133,399. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [Apply Here](#) to electronically submit the following:

- Letter of interest addressing qualifications for the position
- Current curriculum vitae



- Names of three current professional references (one must be a supervisor) with addresses, email addresses and telephone numbers

**No hard or emailed copies will be accepted.** For more information contact Dr. Kareem Shabana, Associate Dean Search Chair at 860-832-3281 or [kshabana@ccsu.edu](mailto:kshabana@ccsu.edu).

Central Connecticut State University is an affirmative action and equal opportunity employer.



**Director, Intercollegiate Athletics (C18-048)**  
**Intercollegiate Athletics**

Central Connecticut State University (CCSU) invites applications for a full-time, Intercollegiate Athletics Director (AD). The AD will report to the Vice President for Institutional Advancement. The successful candidate will be responsible for the overall supervision and administration of the Intercollegiate Athletic Program for the University, with special emphasis on fundraising and promotional activities. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Required Qualifications**

The successful candidate is expected to have a record of collaborative decision-making, a high standard of professional integrity, and a strong sense of professional ethics. The position demands both inspirational leadership and a thorough understanding of best practices in intercollegiate athletics. The next AD will be an innovative and energetic leader with a strong student-centered philosophy who promotes a high level of integration of the athletics program into the overall student experience. Minimum requirements include:

- Master's degree from an accredited institution of higher education
- Five years of professional experience in an administrative or coaching position in an NCAA Division I or II intercollegiate athletic program
- Three years of supervisory and/or head coaching responsibilities
- Experience managing a complex budget
- Successful experience in fundraising in support of intercollegiate athletics
- Strong record of promoting academic excellence among student athletes
- Demonstrated commitment to promoting diversity and gender equity
- Exemplary communication and interpersonal skills
- Experience in developing collaborative relationships across university constituencies, including students, staff, faculty, alumni, fans, donors, and members of the local community.

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

**Preferred Qualifications**

- Familiarity with a collective bargaining environment
- Experience in a public college or university
- Demonstrated ability to recruit, motivate, supervise, and lead diverse administrative staff and coaches
- Awareness of the relationship between academics and athletics to ensure student success
- Demonstrated experience with and commitment to NCAA compliance, and Title IX rules and regulations

**Intercollegiate Athletics.** The CCSU Department of Intercollegiate Athletics (athletics) sponsors 16 Division I varsity sports (seven men's and nine women's) and participates in the Northeast Conference (NEC). The Blue Devils moved to Division I status prior to the 1986-87 school year. They joined the NEC in 1997-98. Of the 10 schools in the conference, CCSU is the only regional public comprehensive university. CCSU has won 55 NEC Championships. Preceding the move to the NEC, the Blue Devils competed as a Division I member of the Mid-Continent Conference. Prior to the transition to Division I, the Blue Devils competed as a member of NCAA Division II. The athletics program began in 1934-35. Women's sports were added in 1971-72.

Since moving to Division I in 1986-87, the Blue Devils have competed in 37 NCAA Championships (women's soccer, men's soccer, men's cross country, women's cross country, men's golf, men's basketball, women's

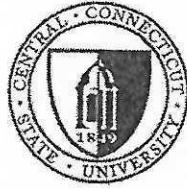
swimming and diving, men's track, women's track, softball, baseball, and football). The Blue Devils have recorded Division I NCAA Tournament victories in women's soccer, men's soccer and softball.

CCSU has approximately 400 student-athletes with over 250 receiving financial assistance. Student-athletes have an overall average GPA of 3.12 and completed close to 3,800 hours of community service during the 2016-17 academic year.

**Application and Appointment:** For full consideration, applications must be received by **May 1, 2018**. Salary is commensurate with education and experience; salary range \$102,353-153,409. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on *Apply Here*.

Central Connecticut State University is an affirmative action and equal opportunity employer.





**Dean, School of Education & Professional Studies (C19-027)  
Central Connecticut State University**

The Dean serves as the chief academic officer and administrative leader of the School of Education & Professional Studies (SEPS) at Central Connecticut State University. The Dean reports to the Provost and Vice President for Academic Affairs. He or she works with the President, Vice Presidents, Deans, and with SEPS faculty, administrative staff, and students in ensuring the SEPS programs meet high standards of academic excellence.

The School of Education & Professional Studies offers bachelors', masters', and doctoral degree and certificate programs. SEPS operates with seven academic departments: (1) Counselor Education & Family Therapy; (2) Educational Leadership, Policy & Instructional Technology; (3) Literacy, Elementary & Early Childhood Education; (4) Nursing; (5) Physical Education & Human Performance; (6) Social Work; and (7) Special Education & Interventions. Fifteen program accreditations are maintained.

The Dean also oversees the SEPS Advising Center, Office of School and Community Partnerships, Central Teacher Education Network, Teacher Leader Fellowship Program, and Center of Excellence for Social & Emotional Learning. The Dean of SEPS serves as the lead dean for teacher education at CCSU collaborating with the Dean of Liberal Arts & Social Sciences and the Dean of Engineering, Science, and Technology.

The Dean of SEPS supervises the following positions: Associate Dean, Assistant Dean for Accreditation & Partnerships, Assistant Dean for Professional Programs/ Certification Officer, Administrative Assistant, Secretary, and the chairs of the seven academic departments. SEPS employs 76 full-time faculty members and as of Fall serves 2,448 headcount students, 1,361 undergraduates and 1,087 graduate students. Responsibilities include:

**Academic Leadership**

- Works with the SEPS faculty in establishing the vision, mission, and strategic directions for the programs and units housed in the school.
- Ensures compliance with the standards of the New England Commission of Higher Education and the 15 accrediting bodies with which SEPS academic programs are affiliated.
- Develops and maintains partnerships with K-12 school districts and takes a leadership role in connecting with the State Department of Education.
- Promotes interdisciplinary and transdisciplinary opportunities.
- Ensures SEPS supports the teaching, research, and service, and community engagement of the school and the university.
- Leads SEPS in supporting university-wide student recruitment and retention activities of academic affairs, enrollment management, and student affairs.
- Reviews and resolves students' academic concerns.
- Encourages and supports development of grant proposals and ensures appropriate administration of grants awarded.
- Accountable for meeting enrollment goals established through university-planning processes.

**Personnel**

- Supervises associate dean, assistant deans, staff, chairs, and faculty in SEPS.

- Ensures appropriate search processes are completed prior to recommending specific candidates for full-time faculty positions to the provost and president. Oversees the hiring of part-time faculty.
- Manages the selection, development and placement of faculty in SEPS. Directs and leads chairs regarding academic standards, required faculty qualifications, allocation of faculty to program offerings, and ensuring effective use of faculty within budget constraints.
- Ensures with chairs faculty workload assignments meet the needs of CCSU students, support of the CCSU mission, and conform to the collective bargaining agreement between the CSCU and the AAUP.
- Evaluates the performance of SEPS full-time faculty consistent with the agreement between the CSCU and the AAUP.
- Ensures the completion of the annual performance-evaluation processes for all classifications of non-AAUP CCSU employees.

### **Budget & Facilities**

- Oversees SEPS budget planning and expenditures.
- Oversees the activities, operations, and daily maintenance of labs and specialized classrooms in SEPS, ensuring the facilities support the instructional and research needs of SEPS students and faculty.

### **Academic Policy**

- Ensures the establishment and periodic revision of a written description of an internal SEPS governance system. Ensures compliance with guidelines, process, and procedures.
- Participates in the development of university-wide academic policy through the Council of Deans.

### **Curriculum and Program Development and Delivery**

- Ensures that the development of new programs and courses plus the revision of existing programs and courses are consistent with the strategic directions of the university.
- Manages course offerings in each department of the school. Reviews course enrollments, timing of course offerings, faculty teaching loads, and appropriateness of courses and schedules for degree-program objectives.
- Works with faculty to ensure that program-review processes assess the ability of the SEPS academic programs to meet their specified mission and goals.

### **University Leadership**

- Serves as a member of the Council of Deans.
- Accountable for fund raising for the School of Education & Professional Studies.
- Serves as the lead dean regarding issues related to teacher education.
- Establishes and maintains a school-level advisory board of external professional, community, and disciplinary leaders.
- Maintains strong connections to national disciplinary organizations, local and national industry and governmental organizations, and individuals who may serve as potential donors.
- Avoids conflicts of interest in which financial or other personal considerations may compromise, or give the appearance of compromising, the allocation of professional time, energy, or judgment in administration of the duties of dean.

## Required Qualifications

- Terminal degree in an academic field related to the programs housed in SEPS
- Demonstrated success administering academic programs as a department head/chair
- A record of teaching, research, and service that meets the qualifications of a senior faculty rank
- Demonstrated success in planning and managing budgets
- Evidence of successful leadership and collaboration
- Demonstrated experience in shared governance
- Effective communication skills, written, oral and interpersonal
- Demonstrated commitment to diversity and inclusion

## Preferred Qualifications

- Earned doctorate
- Academic administrative experience above the level of department chair
- Experience in a unionized environment
- Demonstrated successful experience with programs accredited by NCATE/CAEP and/or other disciplinary accrediting bodies, e.g., CCNE, CSWE, and CACREP
- Demonstrated success with grants and contracts
- Successful fund-raising
- Demonstrated success in new-program development
- Understanding of and commitment in student recruitment and retention of underserved communities
- Demonstrated record of support for interdisciplinary and multidisciplinary activities

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. As of Fall 2018, CCSU serves approximately 11,822 students - 9,546 undergraduates, and 2,276 graduates. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the culture-state capital of Hartford. CCSU is currently in a large-scale community engagement initiative, designed to embrace more effectively our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

**Application and Appointment:** For full consideration, applications must be received by **January 15, 2019**. Salary and rank are commensurate with education and experience. This position is eligible for a tenure-track faculty appointment following the recommendation of the respective academic department. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [Apply Now](#) and electronically submit the following:

- Letter of interest addressing all the qualifications for the position
- Current curriculum vitae
- Names of five current professional references with addresses, email addresses and telephone numbers

**Emailed or mailed copies will not be accepted.** For more information, contact Dr. Robert Wolff, Dean of the College of Liberal Arts and Social Sciences and Search Chair at



860-832-2807 or wolffr@ccsu.edu. Please make sure your Social Security Number is not listed on any documents submitted.

Central Connecticut State University is committed to a policy of equal opportunity and affirmative action for all qualified persons. CCSU does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, transgender status, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disability, physical disability, or learning disability), genetic information, veteran status, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. CCSU does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

As an affirmative action employer, CCSU actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

## **Chief Information Officer (C19-065)**

Central Connecticut State University (CCSU) is pleased to announce a national search for its Chief Information Officer (CIO).

Chief among our hiring goals is to select an individual with strong leadership abilities with experience as an information technology manager, adept at evolving technologies and decision-making. This person also will possess the skills necessary to build a collaborative team that will embrace the University's student-centered philosophy.

The CIO will report directly to CCSU President Zulma R. Toro, serve on the CCSU Executive Team, and will supervise four departments: Administrative Technology Services, Client Support Services, Enterprise Resource Planning & Project Management, and Technical Services.

CCSU is the oldest public institution of higher education in Connecticut and the largest of its regional comprehensive universities, CCSU is in a very strong financial position and enjoys stable enrollments. It has a strong commitment to serve its students and the increasingly diverse region of which it is a part. Under President Zulma R. Toro's leadership, it is poised to grow both in size and in the effectiveness with which it fulfills its mission.

Founded in 1849 as New Britain Normal School, CCSU has evolved into a modern comprehensive university with undergraduate and graduate programs built on a robust foundation of liberal learning. One of the four regional comprehensive universities in Connecticut, it is part of the 17-member Connecticut State Colleges and Universities System created in 2012. It is also part of the Greater Hartford area of 1.2 million residents and is centrally located in the state, within easy reach of much of Connecticut and several of the major metropolitan areas in the region.

CCSU's five schools – the Carol A. Ammon College of Liberal Arts and Social Sciences, the School of Business (AACSB-accredited), the School of Education and Professional Studies, the School of Engineering, Science, and Technology, and the School of Graduate Studies – offer 100 major programs in over 80 fields of study, including bachelor's and master's degrees as well as several sixth-year professional diplomas and doctoral degrees in educational leadership and nurse anesthesia practice. In recent years, Central has added master's programs in accounting, exercise science, STEM education, and an MBA. In addition, several new academic initiatives designed to support the University's enrollment goals are underway.

CCSU's nearly 12,000 diverse students are taught and mentored by approximately 450 talented full-time and nearly 500 part-time faculty members and are supported by a devoted full-time staff numbering just over 500 and a part-time staff of almost 140 people, all of whom are true partners in the educational enterprise. CCSU's faculty and staff are committed to shared governance in a collective bargaining environment.

CCSU's faculty and staff provide a rich educational experience in addition to classroom instruction. Its international study/travel program is often ranked by *Open Doors* as one of the top 40 in the nation among regional comprehensive universities. Twenty-one percent of CCSU's graduates have had a research experience. The Carnegie Foundation for the Advancement for Teaching has recognized CCSU for its high level of community engagement. In 2016, CCSU's Community Engagement Committee was awarded the first Connecticut Campus Compact Leadership Award in recognition of its efforts to foster more community engagement activity by CCSU faculty and students.

### **Job Description**

Reporting to the University President, the CIO will provide leadership, vision, oversight, planning and management of all aspects of information technology, including academic and administrative computing, the data center, telecommunications, data and voice networking, user support services, regulatory and legal compliance, security, and technical aspects of e-learning and online education, both on- and off-campus. CCSU has an annual operating budget of approximately \$220 million and 1,000 full-time employees. The majority of the employees at CCSU are represented by employee unions. See current Information Technology Organizational Chart at [http://www.ccsu.edu/it/itorganization/ITOrganizationalChart\\_January2019.pdf](http://www.ccsu.edu/it/itorganization/ITOrganizationalChart_January2019.pdf) and CCSU historical expenses at <http://www.ccsu.edu/fiscalaffairs/historicalexpeditureinformation.html>.

### **Required Qualifications**

- Master's degree from a regionally accredited institution;
- Ten years of progressively responsible professional experience supervising personnel and managing multiple information technology units in an organization that is similar in scale to CCSU;
- Experience managing a team of 15 or more full-time employees;
- Broad range of relevant information technology experience to facilitate providing leadership in technical areas such as hardware, software, applications, data and system security, cloud computing, multi-media applications, e-learning tools, as well as experience working with industry best practices;
- Demonstrated success in collaborating and communicating with all levels of the institution;
- Demonstrated ability to effectively lead and manage a diverse staff in an environment that values team work and professional development;
- Demonstrated ability to understand, effectively address and communicate about the diverse technology needs and strategies of a diverse organization of similar size and scope as CCSU;
- Demonstrated practical knowledge of software and other technologies used to effectively deliver and manage information technology Commitment to quality and client-oriented service; and
- Committed to supporting diversity and equity.

## Preferred Qualifications

- PhD in Computer Science, Management Information Systems, or a related field;
- Fifteen or more years of relevant information technology professional experience managing multiple information technology units in an organization that is similar in scale to CCSU;
- Three years of experience at the director or CIO level;
- Experience managing a team of 25 or more full-time employees;
- Relevant professional experience working in higher education, preferably in a public institution of higher education;
- Experience with strategic planning, budgeting, and fiscal management in a complex environment;
- Experience supervising unionized employees; and
- Experience developing external sources of support and implementing entrepreneurial projects.

Substantially comparable experience and/or credentials may also be considered.

## Application & Appointment

For consideration, applications must be received by **February 28, 2019**. Salary is commensurate with education and experience; salary range is \$139,800 to \$181,800. Applications sent through the mail or email in addition to incomplete applications will **not** be accepted. To begin the application process, applicants must go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) and submit the following in one single document:

- Letter of application addressing all the qualifications including but not limited to the size of annual operating and capital budgets directly responsible for, names of functions supervised and corresponding number of employees (specifying the number of full-time/part-time and professional versus technical) for each relevant position; experience with unionized/shared governance experience and names of software and technologies used.
- Current curriculum vitae identifying either the dates each relevant position was held, or the timeframe expressed in years and months.
- Names, titles, addresses, and telephone numbers and email addresses of five current professional references preferably current or past supervisors, who are able to address the candidate's leadership style, ability to lead and work as part of a team and history of working collaboratively with constituent community. Candidate references will not be contacted without the candidate's expressed permission.

To broaden the applicant pool, the University welcomes candidate nominations. Any nominations can be directed to Ms. Charlene Casamento, Search Committee Chair and Chief Financial Officer.

All inquiries, candidate nominations, and candidate applications will be held in the strictest confidence. For additional information regarding the search or search process, please contact Ms. Casamento at [casamentoc@ccsu.edu](mailto:casamentoc@ccsu.edu) or (860) 832-0045.

As an affirmative action employer, CCSU actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

CCSU is an affirmative action and equal opportunity employer and educator.





**Management Information Systems (C19-011)  
Assistant/Associate/Full Professor**

The Management Information Systems (MIS) Department seeks a dynamic, student-oriented individual for a full-time, tenure-track (open rank) appointment to teach undergraduate and graduate courses in MIS. The successful candidate 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.

**Required Qualifications**

- Ph.D. in Management Information Systems or related field (degree in discipline of MIS preferred); A.B.D. will be considered if Ph.D. is obtained within one year 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
- Commitment to serving a culturally diverse student body

**Preferred Qualifications**

- Ph.D. from an AACSB accredited school
- Record of successful university teaching
- Discipline-related professional experience

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 25 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

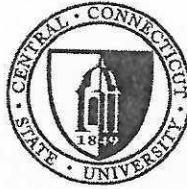
**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

**Application and Appointment:** For full consideration, applications must be received by **December 1, 2018**. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on *Apply Now* and electronically submit the following:

- Letter of application
- Curriculum vita indicating name of major for all degrees
- Names of three current professional references with addresses, email addresses and telephone numbers
- Summary of teaching evaluations
- For doctoral candidates, a letter from the thesis advisor stating anticipated date of completion.

**Emailed or mailed copies will not be accepted.** For more information, contact Dr. Michael Gendron at 860-832-3293 or gendronm@ccsu.edu. Please ensure your Social Security Number is not listed on any documents submitted.

CCSU is an equal opportunity and affirmative action employer.



## Assistant/Associate Professor of Finance (C19-009) Finance Department

Central Connecticut State University invites applications for full-time, tenure-track positions in Finance at the Assistant/Associate Professor level. The successful candidate will teach undergraduate and graduate finance courses, contribute actively and effectively to student growth, service and scholarship, community networking and serve on university committees. We also seek a colleague who is committed to multiculturalism, collaboration, diversity, inclusiveness, student success, community engagement, and working with colleagues within the department and across the university. The normal teaching load is four sections per semester with the possibility of a reduction to three sections per semester for conducting research. Faculty also participates in assessment, curriculum development, faculty governance and other faculty activities.

### Required Qualifications

- Doctorate in finance, financial economics 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, 2019.
- A proven record of excellence in teaching finance courses
- Have an ability to use technology effectively in teaching and learning
- Commitment to serving culturally, ethnically and linguistically diverse communities

### Preferred Qualifications

- Evidence of scholarly activity in finance
- Ph.D./ABD in finance or financial economics from an AACSB accredited institution.

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 30 percent of students are from communities of color. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions. The University is approximately two hours (by car) from both Boston and New York City.

**Application and Appointment:** For full consideration, applications must be received by **November 15, 2018**. Salary and rank are commensurate with education and experience. The AAUP collective bargaining agreement sets the minimum and maximum salary for each rank. Emailed or mailed copies will *not* be accepted. To begin the application process, go to <https://hrat.ccsu.edu> and submit the following in a **single file**:

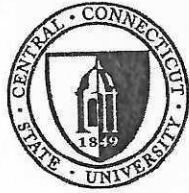
- Letter of interest addressing their qualifications for the position
- Current curriculum vitae
- Names of three current references with addresses, email addresses and telephone numbers
- Transcripts (Unofficial copies are acceptable; if selected, official copies will be required.)

- Teaching evaluations (within the last three years)

Finalists will be asked to submit three letters of recommendations mailed directly by the recommender to Dr. Joseph Farhat, Finance Search Committee Chair, CCSU, 1615 Stanley St., New Britain, CT 06053, or emailed [JosephFarhat@ccsu.edu](mailto:JosephFarhat@ccsu.edu).

Please redact any personally identifiable information (i.e., SSN, DOB, marital status, country of origin) from any documents submitted. Incomplete applications will *not* be considered. For information, contact Dr. Joseph Farhat at [JosephFarhat@ccsu.edu](mailto:JosephFarhat@ccsu.edu).

CCSU is an affirmative action and equal opportunity employer/educator. As an affirmative action employer, CCSU actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status.



**Associate Professor: Nurse Anesthetist/Anesthesiologist (C18-054)**  
**Department of Biology**

Central Connecticut State University invites applications for a full-time, tenure-track position in the Department of Biology with primary responsibilities in the Doctorate of Nurse Anesthesia Practice (DNAP) program. The successful candidate will have the following responsibilities: 1) teach doctoral level courses in the DNAP program, 2) develop a research program appropriate for the DNAP program, 3) participate in evaluation of DNAP capstone projects, 4) serve on the Admission Committee for DNAP program, 5) contribute to committee service at the department and university level, and 6) maintain clinical practice. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Required Qualifications:**

- Candidate is capable of meeting all responsibilities listed above.
- Certified registered nurse anesthetist with DNAP, DNP, or PhD; or Anesthesiologist with MD or DO. (The completion of doctorate is required by time of appointment.)
- Clinically active with current certification or recertification as CRNA or Anesthesiologist.
- College-level teaching experience.
- Demonstrate commitment to serving culturally, ethnically, and linguistically diverse communities.

**Preferred Qualifications**

- Clinical competency as demonstrated by two years of practice as CRNA or Anesthesiologist.
- College-level teaching experience in programs leading to degrees in Nurse Anesthesia.

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**Application and Appointment:** For full consideration, applications must be received by August 30, 2018. Salary and rank are commensurate with education and experience; salary range is \$73,707 - \$98,664. Expected start date is January 2019. **Incomplete applications will not be considered.** To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [Apply Now](#) and [electronically](#) submit the following:

- Letter of interest addressing the qualifications for the position
- Current curriculum vitae
- Names of three current professional references with addresses, email addresses and telephone numbers
- For ABD candidates, letter from thesis advisor stating anticipated date of completion.

**Emailed or mailed copies will not be accepted.** For more information contact Dr. Mark Jackson at 860-832-2650 or [jacksonmae@ccsu.edu](mailto:jacksonmae@ccsu.edu). Please make sure your Social Security Number is not listed on any documents submitted.

CCSU is an affirmative action and equal opportunity employer.



Assistant Professor in Literacy (C19-081)

**Department of Literacy, Elementary, and Early Childhood Education**

Central Connecticut State University's Department of Literacy, Elementary, and Early Childhood Education University invites applications for an Assistant Professor of Literacy Education. This is a tenure track position with a starting date in August 2019. Responsibilities of this position include: teaching literacy education courses (undergraduate and graduate); academic advising; research activities and service to professional organizations in the literacy field; service contributions to Department and University; collaboration with university colleagues, PreK-12 teachers, and community partners; support of accreditation, student certification, recruitment, and retention efforts.

**Required Qualifications:**

- Doctorate in Literacy Education, or in Curriculum & Instruction or other education related field with emphasis in literacy education
- Experience in PreK-12 public schools
- Experience with diverse student populations, including English learners and struggling readers/writers
- University teaching experience
- Evidence of active research agenda or research potential.

**Preferred Qualifications:**

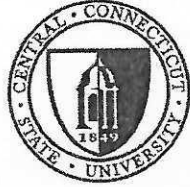
- Teaching experience in PreK-6
- Literacy diagnosis and intervention for specialized populations
- Demonstrated ability to develop and deliver hybrid or online courses
- Professional publications.

**The University:** CCSU is one of four state universities with the Board of Regents for Higher Education

For full consideration, applications must be received by **April 25**. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs)

CCSU is an affirmative action and equal opportunity employer.





**Assistant Professor (C19-043)**  
**Physics & Engineering Physics Department**

Central Connecticut State University invites applications for a full-time, tenure-track position in the Physics & Engineering Physics department. The successful candidate will teach undergraduate and graduate courses in physics and contribute actively and effectively to student growth, service, and scholarship. The department offers comprehensive programs in physics leading to a B.S in Physics, with various concentrations. Departmental research areas in physics include laser radar/atmospheric physics and materials properties. We seek an experimental physicist with a strong commitment to undergraduate teaching of both physics majors and non-majors, and to mentoring majors. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Required Qualifications**

- Ph.D. in Experimental Physics
- Undergraduate teaching experience
- Research interests appropriate for undergraduate student participation
- Commitment to serving culturally, ethnically and linguistically diverse communities

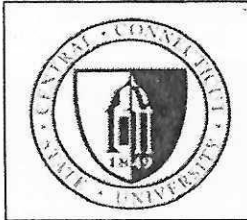
**Preferred Qualifications**

- Evidence of scholarly activity including research experience in optics, optical instrument design
- Ability to teach undergraduate upper level labs, Modern Physics, Quantum Mechanics
- Ability to manage the department's 400-kV Van de Graaff linear accelerator

For full consideration, applications must be received by **February 18, 2019**. Salary and rank are commensurate with education and experience. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on *Apply Now*.

CCSU is an affirmative action and equal opportunity employer.





**ASSISTANT PROFESSOR (C19-071)**  
**Department of Counselor Education and Family Therapy**

Central Connecticut State University invites applications for a full-time (10-month), tenure-track position 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 or a related discipline (ABD candidates will be considered; completion is required within one year of appointment). This must be from a CACREP-accredited doctoral program.
- Experience as a school counselor in a K-12 school district;
- Successful teaching experience in higher education;
- Commitment to excellence in teaching;
- Expertise in counselor training and supervision;
- Qualified to teach core counseling courses (theory and techniques, group counseling, ethics);
- Demonstrate experience or potential for research and scholarship;
- Commitment to serving culturally diverse communities.
- Expertise in school counseling related leadership, systemic change approaches, and data collection and analysis.

**Preferred Qualifications:**

- Demonstrated experience for mentoring and supervising graduate students;
- Experience utilizing accountability measures which correspond to CACREP 2016 standards.
- License eligible counseling field (i.e. LPC)
- Eligible to become certified as School Counselor in Connecticut

**The University:**

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## **The Community:**

CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the “steward of central Connecticut.” Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

## **Application and Appointment:**

To begin the application process, go to <http://www.ccsu.edu/hrat/> and follow the provided instructions. For full consideration, applications must be received by **March 17, 2019**. Salary and rank are commensurate with education and experience. **NOTE: Incomplete applications will not be considered.**

### **\*Required Application Documents:**

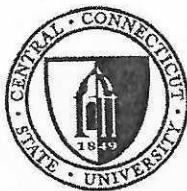
- Letter of interest addressing all the qualifications for the position
- Current curriculum vitae
- A statement of research interest
- A statement of teaching philosophy
- Evidence of teaching effectiveness (i.e., student evaluations)
- Names of three current professional references with addresses, email addresses, and telephone numbers
- For ABD candidates, letter from thesis advisor stating anticipated date of completion

\* Please redact all personally identifiable information (i.e., social security number, date of birth, marital status, country of origin) from any documents submitted.

For more information contact Dr. Peg Donohue, Search Committee Chair by email at [peg.donohue@ccsu.edu](mailto:peg.donohue@ccsu.edu)

Central Connecticut State University is an Affirmative Action and Equal Opportunity  
Employer

A member of the Connecticut State University System



**Assistant/Associate Professor in Public History (C19-045)**  
**Department of History**

Central Connecticut State University invites applications for a full-time, tenure-track position in American History, with a concentration in contemporary Latino/a/x History. The successful candidate will teach undergraduate and graduate courses in Puerto Rican and Latino History and contribute actively and effectively to student growth, service, and scholarship. This position will provide support for the Latino and Puerto Rican Studies Program. Candidates are expected to be committed to multiculturalism and to working with interdisciplinary ethnic studies programs and a diverse student body.

**Required Qualifications:**

- Ph.D. in History, American Studies, Latino/a/x Studies, Urban Studies, Ethnic Studies, Cultural Studies, or related discipline (completion of Ph.D. required by June 01, 2019)
- Evidence of effective teaching
- Evidence of scholarly activity and achievement
- Commitment to serving a culturally diverse student body

**Preferred Qualifications**

- Commitment to and/or experience in community engagement and/or Public History
- Proficiency in Spanish
- College-level teaching experience

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. As of fall 2018, CCSU serves approximately 11,822 students - 9,546 undergraduates, and 2,276 graduates. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." The includes an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions. Latinos accounted for 15% of Connecticut's population in 2014, an increase from 9.4% in 2000. This represents a nearly 63% increase in the Latino communities' percentage of the population of Connecticut since 2000.

**Application and Appointment:** For full consideration, applications must be received by **February 28, 2019**. Salary and rank are commensurate with education and experience. **Incomplete applications may not be considered.** To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [Apply Now](#) and electronically submit the following, preferably in one PDF document:

- A letter of interest addressing all qualifications for the position
- Current curriculum vitae, including the names of three current professional references with mail and email addresses and phone numbers
- Evidence of effective teaching (e.g., syllabi, student evaluations, letters from supervisors/colleagues, teaching philosophy, etc.)

- Evidence of scholarly activity and achievement (e.g., copies of published articles/book chapters, recent conference presentations, etc.)
- Unofficial transcripts
- For ABD candidates, letter from thesis advisor stating anticipated date of completion.

In addition, candidates must submit three letters of recommendation, at least one of which must address applicant's teaching, by regular mail to:

Dr. John Tully  
Search Committee Chair, Department of History  
Central Connecticut State University  
1615 Stanley Street, New Britain, CT 06050.

**Emailed or mailed copies of the application will not be accepted.** For more information, contact Dr. John Tully at 860-832-2812 or [tullyj@ccsu.edu](mailto:tullyj@ccsu.edu). Please make sure your Social Security Number *is not* listed on any documents submitted.

CCSU is an affirmative action and equal opportunity employer.

[Job Search](#)

# [C19-063] Accounting Department: Assistant/Associate Professor

Central Connecticut State University in Connecticut

- [Save](#)
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**Deadline** Open until filled

**Date Posted** March 4, 2019

**Employment Type** Full-time

Central Connecticut State University invites applications for full-time, tenure-track faculty positions in the Accounting Department. Successful candidates will teach undergraduate and/or graduate courses in accounting. Candidates are expected to contribute actively and effectively to student growth, service, and scholarship and to be committed to multiculturalism and working with a diverse student body. Faculty also participate in assessment, curriculum development, faculty governance, and other faculty activities.

## Required Qualifications:

- Doctorate in Accounting or a related field from a regionally accredited university, or a Master's degree in a related field plus enrollment in a terminal degree program in accounting or a closely related field with a planned completion date no later than December 2022.
- Commitment to serving a culturally, ethnically and linguistically diverse student body and community.

## Preferred Qualifications:

- Professional experience in accounting (Manager level experience strongly

- Two years full time (or equivalent) experience of college teaching and an interest in teaching accounting
- Professional accounting certification (CPA preferred)
- Capable of meeting AACSB's classification as Scholarly Academic or Scholarly Practitioner

**The University:** CCSU is one of four state universities with the Board of Regents for Higher Education Connecticut State Colleges & Universities. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU's motto is more than a slogan, it articulates the University's commitment to students: "Start with a dream. Finish with a future." The Princeton Review selected CCSU as one of "The Best Northeastern Colleges." CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse. More than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 10,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

**Application and Appointment:** For full consideration, applications must be received by **March 5, 2019**. Salary and rank are commensurate with education and experience. Maximum salaries are \$82,831 for Assistant Professor and \$102,117 for Associate Professor for the 2019-2020 academic year. **Incomplete files will not be considered.**

Please electronically submit the following in a **single file** and **in the order given**



- Letter of interest addressing the qualifications for the position
- Current curriculum vitae
- Names of three current professional references with addresses, email addresses and telephone numbers
- Unofficial transcripts
- Candidates currently in terminal degree programs must submit a letter from their thesis advisor stating anticipated date of completion.

Finalists will be asked to submit three letters of recommendation.

Please redact any personally identifiable information (i.e., SSN, DOB, marital status, country of origin) from any documents submitted. **Incomplete applications will not be considered. Mailed copies will not be accepted.**

For information, contact Dr. Monique Durant at 860-832-3252 or [durantmon@ccsu.edu](mailto:durantmon@ccsu.edu).

Central Connecticut State University is an affirmative action and equal opportunity employer.



## Theatre Department Search PCN 52627

Central Connecticut State University's Theatre Department invites applications for a full-time, tenure-track assistant professor of Theatre Performance, with expertise in Acting or Directing. The ideal candidate will teach courses in such areas as Acting, Improv, Directing, Script Analysis, Stage Combat and /or Theatre for Social Change. Normal load is 12 credits per semester, which is divided between directing 1-2 productions a year and teaching in areas of expertise. The ideal candidate will also supervise student acting projects; advise students academically; contribute actively to student growth, service, scholarship; and serve on university and department committees. The ideal candidate will also be ready to prepare our students for professional careers and/or graduate-level study in Theatre.

### ***Required Qualifications:***

- MFA in Theatre, Drama, or a related field (or equivalent terminal degree)
- Equivalent of at least 2 years full-time teaching at the college level, or at least 5 years full-time professional experience in acting, directing and/or playwriting.
- Commitment to serving culturally, ethnically, and linguistically diverse communities

### ***Preferred Qualifications:***

- Membership in national professional organizations, such as AEA, SAG or SDC
- Active conference participation in area of expertise

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 11,822 students - 9,546 undergraduates, and 2,726 graduates. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

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**Application and Appointment:** For full consideration, applications must be received by **March 31, 2019**. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.**

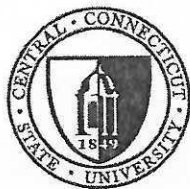


## Required Application Documents

Please include the following in your application email to [apply@ccsu.edu](mailto:apply@ccsu.edu)

- Letter of interest addressing qualifications for the position;
- Current curriculum vitae;
- 1-2 page statement of your teaching philosophy;
- Names of three current professional references with addresses, email addresses and telephone numbers.

**Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted.**



**Assistant Professor of Special Education (C19-068)**  
**Department of Special Education and Interventions**  
**(Tenure Track, Full-Time, Fall 2019, 2 Positions)**

The Department of Special Education and Interventions is seeking two full-time tenure-track faculty members to join the growing undergraduate and graduate programs at Central Connecticut State University for the Fall 2019 semester. The two successful candidates 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.

Each position may include: teach both undergraduate and graduate courses specifically focused in Special Education; advise graduate students; assist in the program accreditation process; and participate in department, professional unit, and university committees. The successful candidates may also be responsible for supervision of field experiences and are 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, 2019)
- 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
- Commitment to serving culturally, ethnically, and linguistically diverse communities

**Preferred Qualifications**

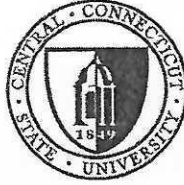
- Earned special education teaching certificate and public school teaching experience
- Expertise in teaching students with significant or low-incidence disabilities or autism
- Experience in the implementation of positive behavioral interventions and supports (PBIS) in general and special education 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
- Success in seeking external funding
- Working knowledge and evidence of implementation of Universal Design for Learning (UDL)

For full consideration, applications must be received by **March 8, 2019**. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) and electronically submit the following in a **single file** to [apply@ccsu.edu](mailto:apply@ccsu.edu):

- A letter of interest addressing all qualifications for the position
- Current curriculum vitae, including the names of three current professional references with mail and email addresses and phone numbers
- Evidence of effective teaching (e.g., syllabi, student evaluations, letters from supervisors/colleagues, teaching philosophy, etc.)
- Evidence of scholarly activity and achievement (e.g., copies of published articles/book chapters, recent conference presentations, etc.)
- For ABD candidates, letter from thesis advisor stating anticipated date of completion.

**Emailed or mailed copies will not be accepted.**

CCSU is an affirmative action and equal opportunity employer.



**Assistant Professor C19-046**  
**Department of Psychological Science**

Central Connecticut State University invites applications for a full-time, tenure-track position in the Department of Psychological Science. The successful candidate will teach undergraduate and graduate courses in Community Psychology and Latina/o or Puerto Rican Psychology. Candidates are expected to be committed to multiculturalism and work with a diverse student body. The regular teaching load is 12 hours per semester with some evening classes required.

**Required Qualifications**

- Ph.D. in Community Psychology (or related field) with a specialization related to Latina/o or Puerto Rican Psychology. ABD candidates may be considered, but the Ph.D. must be earned by the date of appointment.
- Ability to teach courses in Community Psychology and Latina/o or Puerto Rican Psychology
- Evidence of effective teaching.
- Evidence of active research (e.g., publications and presentations at professional conferences).
- Programmatic research plan.
- Commitment to serving culturally, ethnically and linguistically diverse communities.

**Preferred Qualifications**

- College-level teaching experience in Community Psychology and/or courses related to Latina/o or Puerto Rican Psychology or culture.
- Ability to teach courses in Research Methods.
- A demonstrated ability to work with a diverse student population.

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**Application and Appointment:** For full consideration, applications must be received by **February 18, 2019**. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.** To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [Apply Now](#) and electronically submit the following:

- Letter of interest addressing all the qualifications for the position
- Current curriculum vitae
- A statement of research interest
- A statement of teaching philosophy

- Evidence of teaching effectiveness, i.e., student evaluations
- Names of three current professional references with addresses, email addresses and telephone numbers
- For ABD candidates, letter from thesis advisor stating anticipated date of completion

**Emailed or mailed copies will not be accepted.** For more information contact Dr. Carolyn R. Fallahi, Chair, Search Committee at 860-832-3114 or fallahic@ccsu.edu. Please make sure your Social Security Number is not listed on any documents submitted.

CCSU is an affirmative action and equal opportunity employer.



**Director of Choral Activities/Choral Music Education (C19-058)**  
**Department of Music**

Central Connecticut State University invites applications for a full-time, tenure track position as an Assistant Professor in the Department of Music beginning academic year 2019-2020. The person in this position will coordinate all choral activities; direct both the small auditioned ensemble (University Singers) and the large choral ensemble (University Chorale); teach undergraduate and graduate courses in choral music education, conducting, and vocal methods; and assist with the supervision of student teachers. Additional duties as assigned by the chair may include coordinating the undergraduate or graduate music education program, depending on the candidate's expertise.

The person in this position will enhance the prominence and profile of the choral and vocal program through quality of ensemble performances, and professional affiliations. Activities considered for tenure and promotion include the following: evidence of quality teaching and successful recruiting endeavors; demonstrated research and creative activity through regional and national performances and presentations, recordings and/or publications; participation in academic governance and service at both the departmental and university levels as appropriate.

**Required Qualifications**

- Completed doctorate in Music by date of appointment
- Three years experience of proven success in public school teaching in music
- Commitment to serving a culturally diverse student body

**Preferred Qualifications**

- Successful college teaching experience
- Experience with various facets of university choral programs, including the recruitment of music majors, minors, and non-majors, and establishing and maintaining positive relationships with public school band directors, and university/community constituents
- Demonstrated musical, financial, and administrative success with collegiate and/or high school choral ensembles
- Experience working with and observing student teachers
- Experience working with diverse populations

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**Application and Appointment:** For full consideration, applications should be received by **February 18, 2019**; the department will continue to accept applications until the position is filled. **Incomplete applications will not be accepted.** Salary and rank are commensurate with education and experience. To apply, go to <http://www.ccsu.edu/jobs> and click on the Apply Now button to submit the following:

- Letter of interest addressing qualifications for the position
- Current curriculum vitae
- Three current letters of recommendation from professional references with contact information
- **Semi-Finalist candidates** will be contacted for additional materials demonstrating ensemble rehearsals, performances and classroom teaching

**Emailed or mailed copies will not be accepted.** For more information, contact **Julie Ribchinsky**, Search Chair at **860-832-2910** or **ribchinskyj@ccsu.edu**. Please redact any personally your social security number from any documents submitted.

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**Assistant Professor**  
**Department of Economics(C19-055)**

The Department of Economics at Central Connecticut State University (CCSU) seeks applicants for a tenure-track position at the Assistant Professor level beginning August 2019. Responsibilities include teaching introductory and upper-division courses, engaging in scholarly research leading to refereed publications, serving on departmental and university committees, advising students, and participating in allied professional activities (as outlined in the Department's Promotion and Tenure Guidelines, available at

[http://web.ccsu.edu/facultysenate/files/Department\\_P\\_T\\_Guidelines/EconomicsPTGuide2017.pdf](http://web.ccsu.edu/facultysenate/files/Department_P_T_Guidelines/EconomicsPTGuide2017.pdf)).

Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Required Qualifications**

- Ph.D. in Economics or related field, by December 2019, with primary specialization in Environmental Economics (JEL code Q5)
- Commitment to serving culturally, ethnically, and linguistically diverse communities.

**Preferred Qualifications**

- A secondary specialization in Climate Change.
- Evidence of demonstrated effectiveness in teaching as a primary instructor at the undergraduate level, scholarly research, and professional activity commensurate with experience.

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**The Community:** CCSU is located in New Britain, a city of some 70,000, within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of American Arts and offers a range of cultural opportunities, including the New Britain Symphony Orchestra, two theaters, and an extensive park system. The University is approximately two hours (by car) from both Boston and New York City.

**Application and Appointment:** Review of applications will begin immediately and continue until the position is filled. Salary and rank are commensurate with education and experience. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) and submit the following:

- Letter of application addressing all the qualifications for the position.
- Current curriculum vitae including the names of three current professional references with address, email addresses and telephone numbers.
- Statement of teaching philosophy,
- Teaching evaluations.
- A sample of recent research and a research agenda.
- Transcripts (Unofficial copies are acceptable; if selected, official copies will be required.)

For more information contact Dr. Paramita Dhar at 860-832-2729 or [paramita.dhar@CCSU.edu](mailto:paramita.dhar@CCSU.edu).  
CCSU is an affirmative action and equal employment opportunity employer.



**Assistant Professor of Spanish (C19-053)**  
**Department of Modern Languages**

Central Connecticut State University invites applications for a full-time, tenure-track position in the Department of Modern Languages. The successful candidate will teach undergraduate and graduate courses in Spanish 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 Spanish with specialization in Latin America. ABD (completion within a year) will be considered.
- Native or near-native proficiency in Spanish.
- Commitment to serving culturally, ethnically and linguistically diverse communities

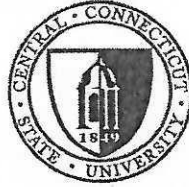
**Preferred Qualifications**

- Focus on Spanish Caribbean Studies.
- Teaching experience.
- Record of research applicable to teaching Spanish language, literature and/or culture.
- Experience with study abroad programs.
- Work on Latino/Puerto Rican Studies.
- Community engagement experience.

Candidates are expected to teach Spanish at different levels including Latin American Culture and Literature. The regular teaching assignment is four three-unit courses per semester.

For full consideration, applications must be received by **February 20, 2019**. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.** To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [\*Apply Now\*](#)

CCSU is an affirmative action and equal opportunity employer.



Assistant Professor (C19-059)

**Theatre Department**

Central Connecticut State University's Theatre Department invites applications for a full-time, tenure-track assistant professor of Theatre Design, with experience in lighting and scenic design. The ideal candidate will teach courses in such areas as Lighting, Stage Craft, Scenic Painting, Scenic Design, Lighting Design and Rendering & Drawing. Normal load is 12 credits per semester, which is divided between designing 2 productions a semester and teaching 2 courses in areas of expertise. The ideal candidate will also supervise student designers and technicians in production assignments; advise students academically; contribute actively to student growth, service, scholarship; and serve on university and department committees. The ideal candidate will also be ready to prepare our students for professional careers and/or graduate-level study in Theatre.

**Required Qualifications:**

- MFA in Theatre, Drama, or a related field (or equivalent terminal degree)
- Experience in Lighting and Scenic Design
- Equivalent of at least 2 years full-time teaching at the college level, or at least 5 years full-time professional experience in designing theatre or working in the related field.
- Commitment to serving culturally, ethnically, and linguistically diverse communities

**Preferred Qualifications:**

- Membership in national professional organizations such as, USITT, IATSE, USA, URTA, ESTA.

**The University:** CCSU is one of four state universities with the Board of Regents for Higher Education

For full consideration, applications must be received by **April 15**. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs)

CCSU is an affirmative action and equal opportunity employer.

## **Assistant Football Coach – C19-092**

Central Connecticut State University is seeking a full-time defensive backs coach. The assistant coach will support and offer assistance to the head coach in all facets of the program, including the recruitment of quality student-athletes, retention of student-athletes, organization and planning of all practices, film breakdowns and weekly scouting of opponents, administrative tasks, etc. Please submit a resume, cover letter and 3 professional references with your application.

### **REQUIRED QUALIFICATIONS:**

- Bachelor's degree
- Minimum 5 years defensive collegiate coaching experience
- Working knowledge of NCAA rules and regulations
- Collegiate on- road recruiting experience

### **PREFERRED QUALIFICATIONS:**

- Division 1 coaching experience
- Northeast recruiting experience
- Master's degree
- Defensive Coordinating experience

**The University:** CCSU is one of four state universities with the Board of Regents for Higher Education

For full consideration apply by **April 29, 2019**. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs).

CCSU is an affirmative action and equal opportunity employer.



**Assistant Men's & Women's Track & Field/Cross Country Coach (C18-053)**  
**Department of Athletics**

Central Connecticut State University invites applications for a full time, Assistant Men's & Women's Track & Field/Cross-Country Coach 1 (sprints, jumps, throws and distance), in the Department of Intercollegiate Athletics. The successful candidates will be responsible to assist in the organization and administration of all aspects of the Men's & Women's Track & Field/Cross-Country program. Responsibilities include, but are not limited to, assisting the head coach in practices, recruitment and

**Required Qualifications**

- Bachelor's degree
- Three years of coaching Track and Field/Cross Country at the NCAA Collegiate level
- An understanding of NCAA rules compliance
- Commitment to serving culturally, ethnically and linguistically diverse communities

**Preferred Qualifications**

- Experience with recruiting, skill instruction, training development, and administrative responsibilities in Track & Field/Cross Country

For full consideration, applications must be received by **July 11, 2018**. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.** To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on *Apply Now*.

CCSU is an affirmative action and equal opportunity employer.



**Assistant Women's Basketball Coach, Coach A (C19-004)**  
**Department of Intercollegiate Athletics**

Central Connecticut State University invites applications for a full-time, Assistant Women's basketball coach, Coach A in the Department of Intercollegiate Athletics. The successful candidate will be responsible to assist in the organization and administration of all aspects of the women's basketball program. Responsibilities include, but are not limited to, assisting the head coach in practices, recruitment and development of student-athletes, ensuring academic progress and graduation; coordinating scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations and participation in fund raising and community service events. The assistant coaches will be expected to work cooperatively and effectively with the staff and personnel of the Department and University.

The position requires an excellent work ethic along with exceptional motivational and communication skills. The candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Required Qualifications**

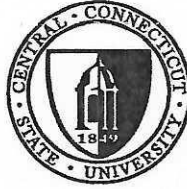
- Bachelor's degree
- One year of NCAA coaching experience in the sport of women's basketball
- Knowledge of NCAA rules and regulations
- Commitment to serving a culturally diverse student body

**Preferred Qualifications**

- Three years of NCAA collegiate coaching experience in women's basketball
- Experience as an intercollegiate student athlete
- Recruiting experience at the collegiate level
- Excellent communication and organizational skills to include computer and social media
- Experience in operational aspects of sports program, to include recruiting software and video exchange

For full consideration, applications must be received by August 24, 2018. Salary is commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs).

Central Connecticut State University is an Affirmative Action and Equal Opportunity Employer.



**(C19-003) Head Women's Lacrosse Coach**  
**Department of Intercollegiate Athletics**

Central Connecticut State University invites applications for a full-time, Head Women's Lacrosse Coach, Coach A, in the Department of Intercollegiate Athletics. The successful candidate will be responsible to assist in the organization and administration of all aspects of the Women's Lacrosse program. Responsibilities include, but are not limited to, recruitment and development of student-athletes, ensuring academic progress and graduation; coordinating scheduling and travel arrangements, ensuring compliance with all NCAA, NEC and University rules and regulations and participation in community service and fund raising events. The Head Coach will be expected to work cooperatively and effectively with the staff and personnel of the Department and University. This position requires 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.

**Required Qualifications**

- Bachelor's degree
- Three years of coaching and/or playing experience at the college level in the sport of women's lacrosse; In lieu of college level coaching experience, a combination of four years of coaching experience at the high school, professional or national team level and playing experience at the college, professional or national team level in the sport of women's lacrosse will be considered.
- An understanding of NCAA rules compliance
- Demonstrated commitment to serving a culturally diverse student body

**Preferred Qualifications**

- Prior experience with recruiting, skill instruction, practice/game plan development, and administrative responsibilities in the sport of women's lacrosse
- Experience in a Division I women's lacrosse program as a coach or student athlete
- Excellent organization and communication skills
- Skills or knowledge of use of recruiting software and video exchange

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 25 percent of students are from communities of color. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

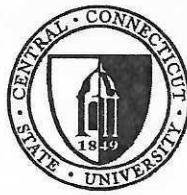
**Application and Appointment:** For full consideration, applications must be received by **August 20, 2018**. Salary is commensurate with education and experience. **Emailed or mailed copies will not be accepted.** To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) and submit all of the following:

- Letter of interest addressing qualifications for the position
- Current resume
- Names of three current professional references with addresses, email addresses and telephone numbers

Please make sure your Social Security Number is not listed on any documents submitted. **Incomplete applications will not be considered.** If you have questions, you may contact Rita Pelletier, Athletics at [rita.pelletier@ccsu.edu](mailto:rita.pelletier@ccsu.edu) or (860) 832-3035.

Central Connecticut State University is an affirmative action and equal opportunity employer.





Revised

**Assistant in Fiscal Affairs (C18-056)**  
**Fiscal Affairs Division**

Central Connecticut State University invites applications for a full-time, Assistant in Fiscal Affairs (SUOAF-Administrator II) in the Fiscal Affairs Division. All applicants will be considered for both vacant positions, one located in the Accounts Payable and one located in the Business Office/CFO Office. The successful candidate will perform a variety of financial/business office, accounting and budget tasks. Duties for the position include: Creates and maintains various financial spreadsheets for tracking, recording, analyzing and reporting purposes. Assists with meeting the financial information needs of the University community, Board of Regents System Office, regulatory agencies and other external parties. Assists in the operation and record-keeping process for systems on campus, including the on-line State payroll program Core-CT, travel system and Banner. Assists with financial/business office and general accounting functions such as reconciliations, journal entries and financial reports. Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Required Qualifications**

- Bachelor's degree in accounting or business related field
- Two years of work experience in accounting or business related area
- Demonstrated knowledge and ability in the use of personal computer equipment and standard office software including that supported by the University (Microsoft Office Suite)

**Preferred Qualifications**

- Attention to detail and ability to work independently
- Experience with financial systems, e.g., People Soft, Banner, QuickBooks
- Proficiency in Excel, e.g., formulas, pivot tables, v-lookups

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

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**Application and Appointment:** For full consideration, applications must be received by **July 23, 2018**. Salary is commensurate with education and experience; minimum salary is \$43,360. Incomplete

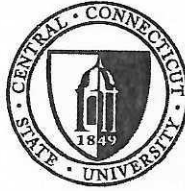


applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [Apply Here](#) and electronically submit the following:

- Letter of interest addressing qualifications for the position
- Current resume
- Names of three current professional references with addresses, email addresses and telephone numbers

**No hard or emailed copies will be accepted.** Please make sure your Social Security Number is not listed on any documents submitted. For more information, contact Theresa Robbins at 860-832-0045 or [trobbins@ccsu.edu](mailto:trobbins@ccsu.edu).

Central Connecticut State University is an affirmative action and equal opportunity employer.



## **Assistant/Associate Counselor (C19-014) Student Wellness Services: Counseling**

Central Connecticut State University invites applications for a full-time, Assistant/Associate Counselor (AAUP Faculty). The successful candidate will provide students with mental/behavioral health services as part of the integrated Department of Student Wellness Services. The counselor will provide short-term counseling, crisis intervention, and mental/behavioral health outreach services within the scope of his or her training and licensure. Candidates are expected to be committed to multiculturalism and working with a diverse student body. This is a 12-month position and may include evening and/or Saturday hours.

### **Required Qualifications**

- Master's degree in psychology, counseling, social work or marriage and family therapy or a related field
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students
- Currently licensed as a mental health provider
- Clinical experience including work with high-risk clients as well as with complex and/or longstanding clinical problems

### **Preferred Qualifications**

- Three years post master's counseling experience at a college/university counseling center **and/or** agency/private practice serving young adults
- Doctorate in psychology, counseling, social work or marriage & family therapy or a related field, plus three years of counseling experience at a college/university counseling center **and/or** agency/private practice serving young adults
- Experience working with graduate student intern and assistants
- Currently licensed in the State of Connecticut as a mental health provider
- Electronic health record experience

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 25 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations

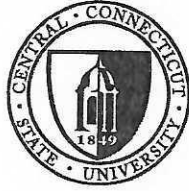
with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

**Application and Appointment:** For full consideration, applications must be received by **October 31, 2018**. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on Apply Now and electronically submit the following:

- Letter of interest addressing all the qualifications for the position
- Current curriculum vitae
- Names of three current professional (one must be a supervisor) references with addresses, email addresses and telephone numbers

**Emailed or mailed copies will not be accepted.** For more information contact Ramón Hernández, Associate Dean of Students and Counselor Search Chair at 860-832-1619 or [hernandez@ccsu.edu](mailto:hernandez@ccsu.edu). Please make sure your Social Security Number is not listed on any documents submitted.

CCSU is an affirmative action and equal opportunity employer.



## Athletics Equipment Manager, Administrator II - (C19-098)

### Department of Intercollegiate Athletics

Central Connecticut State University invites applications for a full-time, Athletics Equipment Manager, Administrator II, in the Department of Intercollegiate Athletics. The successful candidate will be responsible for managing and coordinating all operations of the Equipment Room for Athletics including the maintenance of all athletic equipment through purchase, repair, inventory, proper securing, etc., in all athletics facilities and supervision of Equipment Room staff. The individual in this position plans and initiates a system of issuances, collection and storage of equipment and supplies and manages laundry services. He/she will also perform other duties and responsibilities related to the above that do not alter the basic level of responsibility of the position. This position requires 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.

#### Required Qualifications:

- 3 years equipment management in a University or professional sports environment
- Thorough knowledge of athletic equipment and supplies used in athletics, physical education and intramural and recreation activities as well as equipment standards for health and safety
- Demonstrated ability to learn and effectively work with State purchasing regulations
- Demonstrated inventory management and organizational skills
- Strong interpersonal and communication skills.
- Current Connecticut driver's license and ability to lift 100 pounds

#### Preferred Qualifications:

- Bachelor's Degree
- Experience in practice and game day responsibilities
- Certified or working toward certification from the Athletic Equipment Manager's Association
- Experience and ability to reconcile all shipping and receiving activities within prescribed timelines
- Demonstrated understanding of NCAA rules compliance

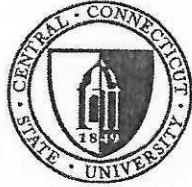
**The University:** CCSU is one of four state universities with the Board of Regents for Higher Education Connecticut State Colleges & Universities. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU's motto is more than a slogan; it articulates the University's commitment to students: "Start with a dream. Finish with a future." The Princeton Review selected CCSU as one of "The Best Northeastern Colleges." CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 20 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city of some 70,000, within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of American Arts and offers a range of culture opportunities, including the New Britain Symphony Orchestra, the New Britain Rock Cats (Double A professional baseball), two theatres, and an extensive park system. The University is approximately 2 hours (by car) from both Boston and New York City.

**Application and Appointment:** For full consideration, applications must be received by **May 31, 2019**. Salary is commensurate with education and experience. To begin the application process, go to <http://www.ccsu.edu/hr/jobopportunities.html> and follow the directions to submit the following:

- Letter of interest addressing qualifications for the position;
- Current resume;
- Names of three current professional references with addresses, email addresses and telephone numbers; and,
- Transcripts (Unofficial copies are acceptable; if selected, official copies will be required.)

For more information contact Michael Ansarra, 860-832-3072 or email at [Ansarra@ccsu.edu](mailto:Ansarra@ccsu.edu).



**Digital Humanities Librarian (C18-035)**  
**CCSU Elihu Burritt Library**

Central Connecticut State University's Elihu Burritt Library seeks a collaborative, creative and enthusiastic Digital Humanities Librarian to join the professional staff. The successful candidate will provide leadership in identifying trends and emerging technologies in digital humanities and building partnerships and cultivating relationships with key university units to develop digital humanities collections and programs. The successful candidate will also provide instruction to faculty and students in the area of digital research. As part of the Reference Department, this position will have responsibility for providing user-centered services in support of teaching, research, and scholarship in the humanities disciplines. Candidates are expected to be committed to multiculturalism and working with a diverse student body as well as contribute actively and effectively to student growth, service, and scholarship.

**Required Qualifications**

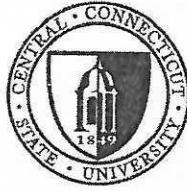
- Master's degree in library science accredited by American Library Association
- Teaching experience in higher education (e.g. curricular instruction, library instruction, etc.)
- Demonstrated knowledge and experience with technologies, metadata schemas, scripting languages and standards used in Digital Humanities work
- Excellent communication (verbal, written, interpersonal) and problem solving skills
- Demonstrated ability to work collaboratively
- Demonstrated commitment to multiculturalism with an understanding of library needs for a diverse community

**Preferred Qualifications**

- Advanced degree in a humanities field, or recent coursework
- Project management experience and skills
- Significant experience working with primary sources and/or conducting archival research
- Experience with providing information literacy instruction and reference/research consultations in an academic/research library
- Experience with course design and digital course management software (e.g. Blackboard, Moodle, etc.)

**Application and Appointment:** For full consideration, applications must be received by March 15, 2018. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [Apply Now](#).

CCSU is an affirmative action and equal opportunity employer.



**Program Assistant Recreation II (C18-031)**  
**Student Activities/Leadership Development Department**

Central Connecticut State University invites applications for a full-time Program Assistant in Recreation, the RECentral area of the Student Activities/Leadership Development department

**Required Qualifications**

- Bachelor's Degree
- Two years of experience in student services management in higher education
- Demonstrated ability to supervise student staff and implement student service policies and procedures
- Demonstrated strong oral and written and organizational skills
- Demonstrated knowledge and ability to utilize enterprise software required, along with Microsoft Office Suite computer programs

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

**Preferred Qualifications:**

- Master degree
- One year experience working in a campus recreation setting
- Experience supervising staff
- Experience managing expenditures and budgets
- Facility management experience
- Experience advising student organizations

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

For full consideration, applications must be received by May 15, 2018. Salary is commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [Apply Here](#) and electronically submit the following:

- Letter of interest addressing qualifications for the position
- Current resume
- Names of three current professional references (one must be a supervisor) with addresses, email addresses and telephone numbers

**No hard or emailed copies will be accepted.** For more information contact Susan Sweeney at 860-832-1991 or [sweeney@ccsu.edu](mailto:sweeney@ccsu.edu).

Central Connecticut State University is an affirmative action and equal opportunity employer.



## **HUMAN RESOURCES: HUMAN RESOURCES ASSOCIATE [#C18-043]**

Central Connecticut State University is seeking an experienced, energetic individual to provide professional assistance in a broad range of human resources functions. Responsibilities will include employee orientation, Core-CT data entry & reporting, retirement processing, and human resource records management. Candidates are expected to be committed to multiculturalism and working with a diverse university community. This is an unclassified confidential position.

### **Required Qualifications:**

- Six years' (FTE) professional human resources work experience in a unionized environment
- Demonstrated ability to assist in the administration of human resources policies and procedures, employment laws and regulations, and multiple collective bargaining agreements
- Experience processing HRMS transactions utilizing Core-CT
- Working knowledge of employment benefits and services, FMLA, workers-compensation, and retirement processing
- Experience researching information, development of reports (including use of EPM), and analysis of data
- Excellent organizational and communication (interpersonal, oral and written) skills
- Demonstrated experience with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Attention to detail and creative problem solving ability
- Experience working with culturally diverse communities.

### **Preferred Qualifications:**

- Bachelor's degree and/or a professional HR certification
- Experience working in a human resources department in a public sector agency or higher education institution

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU currently enrolls approximately 11,880 students - 9,554 undergraduates, and 2,326 graduates. CCSU is richly diverse: more than 30 percent of students are from communities of color. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

**Application & Appointment:** For full consideration, applications must be received by **May 2, 2018**. Salary is commensurate with experience within the established range for this position with excellent fringe benefits including tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western). To begin the application process, click on the *Apply Now* button and electronically submit the following in a single file:

- Letter of interest addressing qualifications for the position;
- Current resume;
- Names of three current professional references (at least one direct supervisor) identifying relationship to applicant, addresses, email addresses and telephone numbers.

Please redact any personally identifiable information (i.e., SSN, DOB, marital status) from any documents submitted. **Incomplete applications will *not* be considered. Emailed or mailed copies will *not* be accepted.**

For more information please contact Paula DeBarros at [Debarrosp@ccsu.edu](mailto:Debarrosp@ccsu.edu).

*Central Connecticut State University is an affirmative action and equal opportunity employer*

## HUMAN RESOURCES: HUMAN RESOURCES ASSISTANT [#C19-030]

Central Connecticut State University is seeking an experienced, energetic professional to assist in a broad range of human resources functions. Responsibilities will include personnel status changes and new hire processing, benefits administration, personnel records management and responding to questions from employees, students, and the public. This is an unclassified (non-unionized) confidential position. Work schedule is Monday-Friday 8 a.m. to 5 p.m.

### Required Qualifications

- Three (3) years' experience in human resources/payroll responsibilities including personnel status changes and new hire processing, in a sizable institution (more than 100 employees).
- Demonstrated ability to understand and interpret collective bargaining agreements, policies and procedures.
- Excellent computer skills and organizational skills.
- Experience in creating ad hoc reports, forms and spreadsheets.
- Attention to detail and problem solving ability.
- Excellent communication and interpersonal skills.
- Commitment to serving culturally, ethnically, and linguistically diverse communities

### Preferred Qualifications

- Working knowledge and experience with CORE-CT, PeopleSoft or similar HRIS (Human Resources Information System) processing personnel status changes.
- Demonstrated experience in Microsoft Office Suite.

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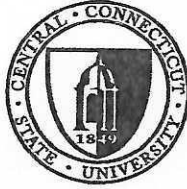
**Application & Appointment:** For full consideration, applications must be received by **November 23, 2018**. Minimum salary is \$45,200. Benefits include tuition waiver at any of the four state universities for the employee, their spouse and unmarried dependents under the age of 25. To begin the application process, click on the *Apply Now* button and electronically submit the following in a single file:

- Letter of interest addressing qualifications for the position
- Current resume
- Name, address, email address and telephone number of three current professional references

Please redact any personally identifiable information (i.e. SSN, DOB, marital status, country of origin) from any documents submitted. **Incomplete applications will not be considered. Emailed, faxed or mailed copies will not be accepted.**

For more information, contact Ms. Paula DeBarros at [debarrosp@ccsu.edu](mailto:debarrosp@ccsu.edu).





**Sexual Assault and Violence Prevention (SAVP) Specialist (C18-058)**  
**Office of Diversity and Equity**

Central Connecticut State University invites applications for a full-time, 10 month Sexual Assault and Violence Prevention Specialist in the Office of Diversity and Equity. 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. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The SAVP will be expected to work some nights and weekends. Duties Include:

- Serves as the primary contact person for campus victims of sexual assault, relationship abuse, and stalking and responsible for crisis intervention, personal advocacy, 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 the 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 Center Coordinator and the Associate in ODE.
- Collaborates with the CDO/Title IX Coordinator 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.
- Effectively recruits and mentors 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.

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

**Required Qualifications**

- Bachelor's degree
- 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

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- Ability to work independently, and exercise ethical and swift judgment during times of crisis

**Preferred Qualifications:**

- Master's degree in counseling, social work, criminal justice or other human service field
- Experience working with college students
- Training or teaching experience
- Sexual assault crisis counselor/advocate or domestic violence advocate certification

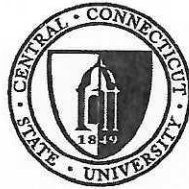
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**Application and Appointment:** For full consideration, applications must be received by **August 20, 2018**. Salary is commensurate with education and experience; minimum salary for a 10-month position is \$43,741. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [Apply Here](#) and electronically submit the following:

- Letter of interest addressing qualifications for the position
- Current resume
- Names of five current professional references (one must be a supervisor) with addresses, email addresses and telephone numbers

Central is an affirmative action and equal opportunity employer.



**Assistant/Associate Counselor (C18-038)  
Student Wellness Services: Counseling**

Central Connecticut State University invites applications for a full-time, Assistant/Associate Counselor (AAUP Faculty). The successful candidate will provide students with mental/behavioral health services as part of the integrated Department of Student Wellness Services. The counselor will provide short-term counseling, crisis intervention, and mental/behavioral health outreach services within the scope of his or her training and licensure. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The assignment may include evening and/or Saturday hours.

**Required Qualifications**

- A doctorate in psychology, counseling, social work or marriage & family therapy plus one (FTE) year of post-doctoral counseling experience at a college/university **OR** a master's degree in psychology, counseling, social work or marriage and family therapy plus three (FTE) years post master's counseling experience at a college/university
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students
- Currently licensed as a mental health provider by the State of Connecticut or immediate license eligible (must obtain within a year)
- Clinical experience including work with high-risk clients as well as with complex and/or longstanding clinical problems

**Preferred Qualifications**

- Doctorate in psychology, counseling, social work or marriage & family therapy
- Three years of counseling experience at a college/university counseling center
- Experience working with graduate student internships and assistantships
- Electronic health record experience

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 25 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

**Application and Appointment:** For full consideration, applications must be received by **March 15, 2018**. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on Apply Now and electronically submit the following:

- Letter of interest addressing all the qualifications for the position
- Current curriculum vitae
- Names of three current professional references with addresses, email addresses and telephone numbers

**Emailed or mailed copies will not be accepted.** For more information contact Ramón Hernández, Associate Dean of Students and Counselor Search Chair at 860-832-1619 or [hernandez@ccsu.edu](mailto:hernandez@ccsu.edu). Please make sure your Social Security Number is not listed on any documents submitted.

CCSU is an affirmative action and equal opportunity employer.

Central Connecticut State University  
Grants and Funded Research  
**Grants Specialist (C19-086)**

Central Connecticut State University invites applications for a full-time Grants Specialist in the Office of Grants and Funded Research. The incumbent of this position reports directly to the Director of Grants and Funded Research and works in a day-to-day collaboration with the Grants Administration Manager. The Grants Specialist is primarily responsible for performing the accounting and financial reporting for the University's grants and may also assist in a wide variety of accounting and financial projects. In addition, this position may work on internal grants and external proposal development as necessary and appropriate to the needs of the office.

**Required Qualifications:**

- A Bachelor's degree in accounting, finance, or a related field
- Three years of experience in grants accounting or administration
- Knowledge of and ability to interpret and apply Federal Uniform Guidance and State regulations
- Bank account and credit card reconciling experience
- Excellent interpersonal, communication, and organizational skills
- The ability to work collaboratively with coworkers and external constituents
- Demonstrated ability to handle multiple projects and work within set deadlines

**Preferred Qualifications:**

- Experience working in grants accounting or administration in a college or university setting
- Extensive experience in the use of Microsoft Excel spreadsheets, Microsoft Word, and Microsoft Outlook software

**The University:** CCSU is one of four state universities with the Board of Regents for Higher Education

Applications must be received by **May 24**. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs).

CCSU is an affirmative action and equal opportunity employer.



## [C19-079] Human Resources: Administrative Operations Assistant

Central Connecticut State University is seeking an energetic professional to provide administrative support and contribute to the effective and efficient operation of the office of human resources. Responsibilities will include effective personal and telephone reception, management of university time and attendance entry and processing, preparation of employee correspondence, and reports, processing background requests and responding to questions from employees, students, and the public. This is an unclassified (non-unionized) confidential position. Work schedule is Monday-Friday 8 a.m. to 5 p.m.

### **Required Qualifications:**

Two (2) or more years' direct experience in human resources in a professionally oriented organization or setting (more than 100 employees), or a combination of experience and college-level coursework in human resources,

Excellent computer skills and organizational skills,

Experience in creating ad hoc reports, forms and spreadsheets,

Experience in processing personnel status transactions,

Demonstrated ability to understand instructions, policies and procedures,

Attention to detail and problem solving ability,

Excellent communication and interpersonal skills,

Commitment to serving culturally, ethnically, and linguistically diverse communities.

### **Preferred Qualifications:**

University education which enhances a candidate's professionalism and familiarity with the collegiate academic environment is desirable,

Working knowledge and experience with CORE-CT, PeopleSoft or similar HRIS (Human Resources Information System) processing personnel status changes,

Working knowledge of the CCSU Ellucian Banner application,

Demonstrated experience in Microsoft Office Suite.

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

**Application & Appointment:** For full consideration, applications must be received by **March 6, 2019**. Minimum salary is \$38,500. Benefits include tuition waiver at any of the four state universities for the employee, their spouse and unmarried dependents under the age of 25.

Please electronically submit the following in a single file to [apply@ccsu.edu](mailto:apply@ccsu.edu):

Letter of interest addressing qualifications for the position

Current resume

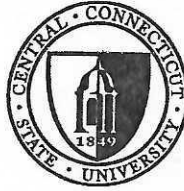
Name, address, email address and telephone number of three current professional references

Please redact any personally identifiable information (i.e. SSN, DOB, marital status, country of origin) from any documents submitted.

**Incomplete applications will not be considered. Faxed or mailed copies will not be accepted.**

For more information, contact Ms. Paula DeBarros at [debarrosp@ccsu.edu](mailto:debarrosp@ccsu.edu).

*Central Connecticut State University is an affirmative action and equal opportunity employer.*



**Tech Support Assistant (C18-050)**  
**Student Center, Division of Student Affairs**

Central Connecticut State University invites applications for a full-time, Technical Support Assistant in the Student Center department. The successful candidate in this position assists the supervisor with overseeing and coordinating service and/or program areas including technical and audio/visual services, facility housekeeping and maintenance, conference planning, student employment and equipment inventory. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Required Qualifications**

- Bachelor's degree
- Two years related experience
- Demonstrated ability to supervise student staff and implement student service policies and procedures
- Strong oral and written communication skills
- Demonstrated knowledge of and ability to utilize theatre and large sound systems and presentation hardware
- Commitment to serving a diverse student body

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

**Preferred Qualifications**

- Master's degree
- Ability to lead of team of students in providing quality services

**The University:** CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 25 percent of students are from communities of color. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

**Application and Appointment:** For full consideration, applications must be received by **June 15, 2018**. Salary is commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [Apply Here](#) and electronically submit the following:

- Letter of interest addressing your specific qualifications for the position
- Current resume

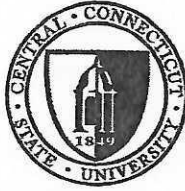
- Names of three current professional references with addresses, email addresses and phone numbers

**No hard or emailed copies will be accepted.** For more information contact Laura Whittemore at 860-832-1973 or [laura.whittemore@ccsu.edu](mailto:laura.whittemore@ccsu.edu).

Please make sure your Social Security Number *is not* listed on any documents submitted.

Central Connecticut State University is an affirmative action and equal opportunity employer.





**Diversity Associate (C19-090)**  
**Office of Diversity and Equity**

Central Connecticut State University invites applications for a full-time, Diversity Associate in the Office of Diversity and Equity. The successful candidate will perform a variety of duties relating to affirmative action, diversity initiatives, and discrimination and Title IX complaints, including conducting investigations. In addition, the associate will be the lead person in organizing and leading training opportunities related to diversity, sexual harassment prevention and Title IX issues. Some evening and weekend hours will be required.

**Required Qualifications**

- Bachelor's degree from an accredited institution
- Three years of full-time professional work experience supporting Equal Opportunity, Affirmative Action or Title IX programs
- Demonstrated ability to develop and edit complex statistical reports including the ability to use database management, spreadsheet, and statistical software, e.g., Microsoft Office Suite
- Experience dealing with complaints in the areas of diversity and equity, human resources, student conduct or conflict resolution, e.g., as an investigator of discrimination complaints
- Demonstrated ability to work independently and within a team environment
- Excellent organizational and communication skills
- A record of meeting deadlines and managing multiple tasks with exceptional follow-through skills
- Proven commitment to serving a culturally diverse community

**Preferred Qualifications**

- Master's degree in human service field or a JD
- Experience in a higher education setting
- Experience as an investigator of discrimination complaints
- Knowledge of FERPA and other confidentiality laws
- Three years' experience delivering diversity and/or Title IX training at a college or university
- Ability to effectively plan and implement training programs and activities in a timely fashion
- Supervisory experience

An equivalent combination of training and experience may be considered.

**The University:** CCSU is one of four state universities with the Board of Regents for Higher Education Connecticut State Colleges & Universities. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU's motto is more than a slogan; it articulates the University's commitment to students: "Start with a dream. Finish with a future." The Princeton Review selected CCSU as one of "The Best Northeastern Colleges." CCSU serves approximately 12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 20 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city of some 70,000, within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of

American Arts and offers a range of cultural opportunities, including the New Britain Symphony Orchestra, two theatres, and an extensive park system. The University is approximately two hours (by car) from both Boston and New York City.

**Application and Appointment:** For full consideration, applications must be received by April 26, 2019. Salary is commensurate with education and experience. **Salary range \$53,200 to \$85,000 with excellent fringe benefits** including tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western). **Incomplete applications will not be considered.** To apply, submit your application to [apply@ccsu.edu](mailto:apply@ccsu.edu) and electronically submit the following:

- Letter of interest addressing qualifications for the position
- Current resume
- Names of three current professional references identifying relationship to applicant, addresses, email addresses and telephone numbers

For more information contact Denise Chancey at 860-832-3025 or [chanceyden@ccsu.edu](mailto:chanceyden@ccsu.edu). Please make sure your Social Security Number *is not* listed on any documents submitted.

Central Connecticut State University is an equal opportunity affirmative action employer.

Connecticut's  
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Connecticut State  
Department of Administrative Services

Telecommunications Dispatcher (C19-018)

Central Connecticut State University

Recruitment #181015-1336CL-001

Location New Britain, CT

Date  
Opened 10/15/2018 1:00:00 PM

Salary \$44,601 - \$58,489/year

Job Type Open to the Public

Close  
Date 10/27/2018 11:59:00 PM

**INTRODUCTION**

Central Connecticut State University (CCSU) is accepting applications for a Telecommunications Dispatcher position. This full time (40 hours per week) position is located in the CCSU Police Department. The incumbent is accountable for independently performing a full range of dispatcher duties serving as a communications link between the university, other public safety agencies and the public. The work schedule will include weekends, evenings, and holidays. The candidate must pass a thorough background investigation and a physical examination.

## **SELECTION PLAN**

Should you have questions pertaining to this recruitment, please contact Mary Cavanaugh at [cavanaughm@ccsu.edu](mailto:cavanaughm@ccsu.edu), (860) 832-1856.

## **PURPOSE OF JOB CLASS (NATURE OF WORK)**

At the Connecticut State University System, Department of Mental Health and Addictions Services, Connecticut Valley Hospital and the University of Connecticut Health Center this class is accountable for providing a communications link between agency units and/or divisions, other public safety agencies and the public.

## **EXAMPLES 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 on incidents of special concern; contacts and may coordinate with agency units and/or outside 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 communications 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 the following in their submitted applications:

- Current and valid Telecommunicator Certification
- Training and certification in NCIC



- Training and certification in COLLECT
- Training and certification in any other related systems

## **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.

## **CHARACTER REQUIREMENTS**

In addition to the checking of references and facts stated in the application a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

## **PHYSICAL REQUIREMENTS**

A physical examination may be required by the appointing authority. Applicants for this class must possess normal hearing and vision.

## **WORKING CONDITIONS**

Incumbents in this class may be required to work in tiring positions for long periods of time.

## **CONCLUSION**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY  
EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:

<p><b>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</b></p>	<p><a href="#">Apply Online</a></p>
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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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Department of Administrative Services

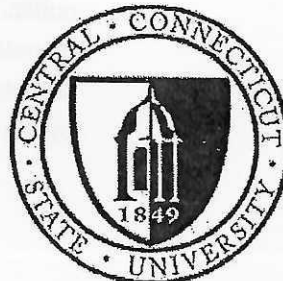
Planetarium Technician (37.5  
Hour) (C19-034)

Central Connecticut State University

Recruitment #181207-6291TC-001

Location	New Britain, CT
Date Opened	12/10/2018 12:00:00 AM
Salary	\$50,326* - \$64,892.17 (*New State Employees start at minimum salary range.)
Job Type	Open to the Public
Close Date	12/24/2018 11:59:00 PM

## INTRODUCTION





The State of Connecticut, Central Connecticut State University (CCSU) is accepting applications for the position of Planetarium Technician. This position is full time, 37.5 hours per week - including evenings and weekends to accommodate program needs.

Should you have questions pertaining to this recruitment, please contact [CCSUJobAps@ccsu.edu](mailto:CCSUJobAps@ccsu.edu).

## **PURPOSE OF JOB CLASS (NATURE OF WORK)**

At Central Connecticut State University, this class is accountable for operating a planetarium or observatory, producing planetarium shows, and maintaining and repairing electronic, mechanical, and electrical planetarium equipment.

## **EXAMPLES OF DUTIES**

Plans, organizes, and produces planetarium shows for students and the public; repairs, maintains, and operates planetarium and/or observatory equipment (telescopes, optics, etc.); designs and builds new planetarium and/or observatory equipment; advises the director on show production; orders necessary supplies and equipment; interfaces with contractors and vendors that service the planetarium and/or observatory; trains and supervises part-time technicians and support staff; writes programs for storage and retrieval for planetarium shows; recommends long-range show production schedules; schedules planetarium shows; assists with the preparation of proposals for grants, endowments, etc.; executes live and taped planetarium shows; interfaces with students, faculty, the public, and the news media on matters relating to the planetarium; assists with the planning, administration and teaching of outreach programs for school systems as assigned by the director; performs related duties as required.

## **KNOWLEDGE, SKILL AND ABILITY**

Considerable knowledge of and ability to apply the principles and practices of the operation of an observatory/planetarium; knowledge of the planning and producing of planetarium shows; knowledge of basic computer programming; some knowledge of astronomical telescopes and astrophotography; considerable oral and written communication skills; interpersonal skills; ability to fabricate repair and maintain electronic mechanical and electrical planetarium equipment and devices; ability to utilize computer software.

## **MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

Four (4) years of experience in a planetarium or observatory as a technician, observer, or lecturer involving repair and maintenance of planetarium equipment and production of planetarium shows.

## **MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED**

College training in astronomy, the physical sciences, or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

## **PREFERRED QUALIFICATIONS**

Preference will be given to those applicants who can effectively demonstrate the following in their submitted applications:

- BS in Earth Science, Astronomy or related discipline
- Experience in operation and maintenance of Spitz 512 optical-mechanical star projector and related equipment (including audio-visual)
- Knowledge of the operation and maintenance of both manually operated and computer-driven astronomical telescopes

## **SPECIAL REQUIREMENTS**

Candidates must pass a thorough background investigation as well as a physical examination.

## **WORKING CONDITIONS**

Incumbents may be exposed to some risk of injury from equipment.

## **CONCLUSION**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**


The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

**Click on a link below to apply for this position:**

<p><b>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</b></p>	<p><a href="#">Apply Online</a></p>
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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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Department of Administrative Services

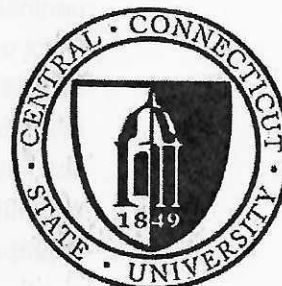
Police Sergeant (C19-029)

Central Connecticut State University

Recruitment #181204-9024PS-001

Location	New Britain, CT
Date Opened	12/5/2018 12:00:00 AM
Salary	\$60,656* - \$81,178/year (*New State Employees start at minimum salary range)
Job Type	Open to the Public
Close Date	12/12/2018 11:59:00 PM

INTRODUCTION



The State of Connecticut, Central Connecticut State University (CCSU) is accepting applications for the position of Police Sergeant. These positions are full time (40 hours per week).

Should you have questions pertaining to this recruitment, please contact [CCSUJobAps@ccsu.edu](mailto:CCSUJobAps@ccsu.edu).

## **PURPOSE OF JOB CLASS (NATURE OF WORK)**

In a state agency, college or university this class is used in two ways:

1. Supervising and participating in the activities of an assigned shift engaged in providing for the security and protection of lives and/or property through the enforcement of state statutes and regulations.
2. Assisting a Lieutenant in supervising operations of a facility protective services operation.

## **EXAMPLES OF DUTIES**

Supervises and assists an assigned staff in performance of police functions and duties including orientation, training, counseling, evaluation and discipline in accordance with department standards; assigns duties and reviews results for accuracy, effectiveness and conformance with policy; reviews and evaluates courtesy and attitude toward public; studies, analyzes and evaluates tasks performed on shift; reviews and maintains police officer reports, records and logs and submits pertinent reports; coordinates exchange of information among shifts or with other law enforcement agencies; implements established procedures to minimize various law enforcement matters; performs full range of public enforcement, protection, security and administrative functions as assigned to subordinate staff; responds to complaints of police error, improper actions or negligence; supervises, coordinates and conducts investigations, special assignments and emergency response situations; may be temporarily assigned to long term serious investigations; may train, assist in and/or supervise

training of departmental personnel; may serve as dispatcher; performs related duties as required.

## **KNOWLEDGE, SKILL AND ABILITY**

Considerable knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of criminal law and court procedures; knowledge of traffic control practices and procedures; basic knowledge of training practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; supervisory ability, ability to utilize computer software.

## **MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

Three (3) years of experience as a Police Officer in an organized police department or within state service.

## **MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED**

A Bachelor's degree may be substituted for one (1) year of the General Experience.

## **PREFERRED QUALIFICATIONS**

Preference will be given to those applicants who can effectively demonstrate the following in their submitted application:

- Rank of Sergeant or above
- CT P.O.S.T.C. Certified



- CT P.O.S.T.C. Certified Instructor

## **SPECIAL REQUIREMENTS**

1. 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.
2. 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)
3. 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 of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
4. 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.
5. Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license.
6. Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
7. Incumbents in this class must be eligible and qualified to bear arms.
8. Incumbents in this class may be required to travel.

## **CHARACTER REQUIREMENTS**

All candidates for employment at Central Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

## PHYSICAL REQUIREMENTS

1. 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.
2. Applicants may be required to pass a physical examination.

## WORKING CONDITIONS

Incumbents in this class may be exposed to unpleasant and/or dangerous situations which could cause injury or loss of life, to uncomfortable weather conditions and/or to confinement within a vehicle for prolonged periods.

## CONCLUSION

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</p>	<p>Apply Online</p>
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PHYSICAL REQUIREMENTS

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity employer and strongly encourages the application of women, minorities and persons with disabilities.

Click on a link below to apply for this position:

<a href="#">Apply Online</a>	<p>Fill out the Supplemental Questionnaire and Application NOW using Internet.</p>
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Connecticut State  
**Department of Administrative Services**

**Qualified Craft Worker  
(Locksmith) (37.5 Hour) (CIA-024)**

**Central Connecticut State University**

**Recruitment #181030-6729TC-001**

<b>Location</b>	New Britain, CT
<b>Date Opened</b>	10/30/2018 3:00:00 PM
<b>Salary</b>	\$50,326 - \$64,892/year
<b>Job Type</b>	Open to the Public
<b>Close Date</b>	11/13/2018 11:59:00 PM

## **INTRODUCTION**

Central Connecticut State University (CCSU) is accepting applications for a Qualified Craft Worker - Locksmith. This full time (37.5 hours per week) position is located in the CCSU Facilities Management Key Shop. The incumbent is accountable for independently performing a full range of highly skilled duties in the maintenance, repair and installation of locks and door closing equipment as well as provide support to other skilled areas as needed.

## **SELECTION PLAN**

Candidates must possess and retain a valid driver's license, and must pass a thorough background investigation as well as a physical examination.

Should you have questions pertaining to this recruitment, please contact [CCSU.JobAps@ccsu.edu](mailto:CCSU.JobAps@ccsu.edu).

## **PURPOSE OF JOB CLASS (NATURE OF WORK)**

In a state agency, this class is accountable for performing a full range of highly skilled locksmith duties.

## **EXAMPLES OF DUTIES**

Performs highly skilled maintenance and/or construction work requiring application of trade skills, codes and standard trade practices in locksmithing; 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 liaison with other operating units and outside contacts; may operate heavy equipment; may respond to fire and/or crash emergency situations at state owned airports; performs related duties as required. Maintains, repairs and installs locking, mechanical and electronic door closing equipment; makes new or duplicate keys and changes lock combinations using hand tools and special equipment; disassembles locks and repairs or replaces worn tumblers, springs and other parts; rebuilds cylinders; sets up and maintains key control and issuing system.

## **KNOWLEDGE, SKILL AND ABILITY**

Considerable knowledge of and ability to apply standard tools, materials, methods and practices of locksmithing; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

## **MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

Four (4) years of experience in locksmithing.

## **MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE**

Two (2) years of the General Experience must have been performing skilled trade functions in locksmithing.

**NOTE:** For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2.

## **MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED**

1. 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 the General Experience.
2. 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.
3. 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 and Special Experience on a year for year basis.

## **SPECIAL REQUIREMENTS**

1. 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 locksmithing.

2. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

## **CHARACTER REQUIREMENTS**

At State Airports: 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**

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**

1. 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.
2. 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.

## **CONCLUSION**



**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY  
EMPLOYER**

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Connecticut State  
**Department of Administrative Services**

**Skilled Maintainer (37.5 Hour) (C19-023)**

**Central Connecticut State University**

**Recruitment #181030-0427TC-001**

**Location** New Britain, CT

**Date  
Opened** 10/31/2018 2:00:00 PM

**Salary** \$41,756 - \$54,531/year

**Job Type** Open to the Public

**Close  
Date** 11/14/2018 11:59:00 PM

## **INTRODUCTION**

Central Connecticut State University (CCSU) is accepting applications for a Skilled Maintainer. This full time (37.5 hours per week) position is located in the CCSU Facilities Management Grounds Department. The incumbent is accountable for independently operating complex grounds vehicles and equipment (ex: trucks, plows, loaders, chippers, etc.) as well as performing various maintenance tasks as assigned.

## **SELECTION PLAN**

Candidates must possess and retain a valid CDL driver's license, have the ability to operate grounds related machinery, and must pass a thorough background investigation as well as a physical examination.

Should you have questions pertaining to this recruitment, please contact [CCSUJobAps@ccsu.edu](mailto:CCSUJobAps@ccsu.edu).

## **PURPOSE OF JOB CLASS (NATURE OF WORK)**

In a state agency this class is accountable for performing one or more tasks of a skilled nature (requiring prior experience or training, below the level of a specialized trades worker which would give the incumbent proficiency in required knowledges, skills and abilities on the first day of the job) in addition to performing lower level duties. Only complex tasks should be learned on the job. Tasks performed will be in one or several of the following areas:

1. Building and equipment maintenance (operational and remedial) including the operation of trucks of 5 ton or greater capacity or complex motorized equipment.
2. Grounds care as a supervisor and/or specialized landscaping functions.
3. Assists Qualified Craft Workers or other higher level employees in the trades areas.

## **EXAMPLES OF DUTIES**

See attached addendum.

## **KNOWLEDGE, SKILL AND ABILITY**

Considerable knowledge of methods, tools, equipment, materials and procedures of specific trade or work area concerned; some knowledge of maintenance problems and their proper handling; skill in manual and machine operations of trade or work area; some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions; some ability to utilize computer software.

## **MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

Two (2) years of experience in one of the following areas:

1. One of the skilled trades
2. Landscape maintenance or vegetable gardening
3. Operation of motor trucks or large buses.

The experience area should reflect the needs of the position.

## **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 the General Experience.

## **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**

1. Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to significant levels of dust, heat, noise, extreme weather conditions and risk of injury from equipment and assaultive and/or abusive patients and/or clients.
2. 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.

## **CONCLUSION**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**


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Connecticut State  
Department of Administrative Services

Storekeeper Assistant (37.5  
Hour) (C19-020)

Central Connecticut State University

Recruitment #181019-8131TC-001

Location New Britain, CT

Date  
Opened 10/20/2018 12:00:00 AM

Salary \$34,852 - \$43,551/year

Job Type Open to Statewide Employees

Close  
Date 11/4/2018 11:59:00 PM

## INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for Storekeeper Assistant positions. These full time (37.5 hours per week) positions are located in the CCSU Receiving and Stores Department. The incumbents are accountable for independently performing a full range of basic tasks in the receiving, storing and issuing of materials and supplies.



## **SELECTION PLAN**

In order to be considered for this job opening, you must be a current state employee, who has permanent state status and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

Candidates must possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination.

Should you have questions pertaining to this recruitment, please contact [CCSUJobAps@ccsu.edu](mailto:CCSUJobAps@ccsu.edu).

## **PURPOSE OF JOB CLASS (NATURE OF WORK)**

This class is accountable for performing a full range of basic tasks in the receiving, storing and issuing of materials and supplies.

## **EXAMPLES OF DUTIES**

Performs routine stores tasks, with related duties in recordkeeping, requisitioning, or inventory control; receives materials and supplies, unpacks, counts, weighs, inspects for damage or non-conformance with order, wraps, picks, and assembles items; cleans and maintains shelves, bins and other storage space; may operate simple material handling equipment and assist in keeping inventory; in a small agency with limited stores work, may spend a minor part of time in such areas as mail and messenger service or duplicating and reproduction services; in the Department of Motor Vehicles, performs work involving the handling of markers and related tasks, including mailing; in a film library, maintains loan records, performs minor maintenance and repair of audio/visual equipment and film; may receive training in data entry; may drive motor vehicles as assigned; performs related duties as required.

## **KNOWLEDGE, SKILL AND ABILITY**

Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records.

## **MINIMUM QUALIFICATIONS**

Any experience and training which would 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.

## **CONCLUSION**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY  
EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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C19-026  
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## Department of Administrative Services

### Power Plant Operator - Energy Center (40 Hour) (9324FM)

\$26.94-\$34.64 Hourly / \$2,155.25-\$2,771.00 BiWeekly /  
\$56,252.03-\$72,323.10 Yearly

 Notify Me when a Job Opens for the above position(s)

#### PURPOSE OF JOB CLASS (NATURE OF WORK)

At Central Connecticut State University this class is accountable for independently performing a full range of duties in the cogeneration power plant.

#### SUPERVISION RECEIVED

Works under the general supervision of a Lead Power Plant Operator - Energy Center or other employee of higher grade.

#### EXAMPLES OF DUTIES

Performs highly skilled duties to ensure safe operation of multiple power plant equipment for economic and efficient production of high pressure steam, electrical power and chilled water to meet energy needs; tours plant to observe operation of equipment and detect faulty or erratic operation of systems such as reciprocating engines, boilers, steam absorption chillers, electric chillers, pumping systems, large motors, cooling towers, medium voltage switch gear systems, urea and emission systems; uses visual and audio observation to monitor vendor and manufacturer calibrated settings in accordance with state and federal regulations; records performance indicators on log deficiency report; makes preventive maintenance repairs such as changing fan belts, valves, gauges, greasing of motors and minor plumbing; samples and performs a chemical test to eliminate hardness in water; cleans pumps; applies lock out tag out procedure when necessary; adds sand to tower water filters; replaces filters; compares logged deficiencies with distributed control system pre-set control points in control software in control room; makes adjustments to control system's set points for proper equipment performance; makes adjustments to maintain electrical production to a defined kilowatt measurement to minimize commercial power consumption; monitors control system for necessary production process control and performance; refers to defined ranges set by vendor and in accordance with state and federal regulations; detects faulty and erratic equipment operations through improper reads on display screens and responds to equipment site to diagnose and repair equipment problem; contacts supervisor and or outside vendor to repair as appropriate or to follow power outage procedures; prepares reports as required; monitors energy management system for building environmental controls, records critical data and contacts appropriate trade worker for repairs; takes general maintenance phone calls and directs calls to appropriate trade worker and completes work orders if necessary; performs related duties as required

#### KNOWLEDGE, SKILL AND ABILITY

Knowledge of theory and application of high pressure boilers, heat recovery steam generators, reciprocating engines and auxiliary systems; knowledge of industrial instrumentation and control systems; interpersonal skills;

oral and written communication skills; ability to read and interpret piping and instrument diagrams, electrical one-line, schematic and logic diagrams; ability to apply some principles of physics, chemistry, thermodynamics, heat transfer, fluid flow and combustion; ability to utilize computer software.

**MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

Three (3) years of experience in a cogeneration power plant or industrial setting including the operation, maintenance and repair of high pressure steam boilers, heat recovery steam generators or other mechanical equipment.

**MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED**

1. Graduation from a vocational or technical school with a diploma in a related field may be substituted for two (2) years of the General Experience.
2. College training in mechanical engineering or a related field 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 three (3) years for a Bachelors degree.

**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, use protective equipment such as respirators and safety goggles and may be exposed to significant levels of noise, dust, heat and risk of injury from equipment and or environmental conditions.

**JOB CLASS DESIGNATION**

Classified/Competitive

**OCCUPATIONAL GROUP**

(16)-Labor-Trades, Laundry

**BARGAINING UNIT**

(06)-SERVICE/MAINT (NP-2)

**EEO**

(8)-Service Maintenance

**SALARY INFORMATION**

FM 19

**CANCELLATION CLAUSE**

This replaces the existing specification for the classes of Power Plant Operator-Energy Center and Power Plant Operator-Energy Center (RC) in Salary Groups FM 18/FM 19 approved effective November 29, 2013. (Revised to remove (RC) from Class Code 9324 and Inactivate Class Code 9328)

**EFFECTIVE DATE**

12/23/2016

CLASS: 9324FM; EST: 4/13/2007; REV: 12/23/2016;

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Connecticut State  
**Department of Administrative Services**

**General Trades Worker (37.5  
Hour) (C19-022)**

**Central Connecticut State University**

**Recruitment #181030-0382TC-001**

Location	New Britain, CT
Date Opened	10/30/2018 4:00:00 PM
Salary	\$43,689 - \$56,913/year
Job Type	Open to the Public
Close Date	11/13/2018 11:59:00 PM

## INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for General Trades Worker positions. These full time (37.5 hours per week) positions are located in CCSU General Trades within Facilities Management. The incumbents are accountable for independently performing a full range of highly skilled trades duties in various trade areas.



## **SELECTION PLAN**

Candidates must possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination.

Should you have questions pertaining to this recruitment, please contact [CCSUJobAps@ccsu.edu](mailto:CCSUJobAps@ccsu.edu).

## **PURPOSE OF JOB CLASS (NATURE OF WORK)**

This class is accountable for performing highly skilled trades duties in various trade areas.

## **EXAMPLES OF DUTIES**

Performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc; makes estimates of time, personnel, and material required on assigned tasks; keeps necessary records; in smaller trade areas, may be the sole worker running a skilled trade area; performs duties related to the trade or trade areas as required; at State owned airports may be required to stand by for and respond to fire and/or crash emergency situations; may operate and maintain heavy earth moving equipment; performs related duties as required.

## **KNOWLEDGE, SKILL AND ABILITY**

Considerable knowledge of and ability to apply the standard tools, materials, methods, and practices of a variety of trade areas; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

## **MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

Four (4) years of experience in one or more trade areas.

## **MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE**

Two (2) years of the General Experience must have been performing skilled trade functions in one or more trade areas. Note: For State Employees this is interpreted at or above the level of Skilled Maintainer or Transportation Maintainer 2. Housekeeping, custodial, and food services duties will not be considered as qualifying experience.

## **MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED**

1. 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 the General Experience.
2. Two (2) years of experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

## **SPECIAL REQUIREMENTS**

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

## **CHARACTER REQUIREMENTS**

At State Airports: 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**

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**

1. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.
2. 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.

## **CONCLUSION**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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Connecticut State  
**Department of Administrative Services**

**Mail Handler (37.5 Hour) (C19-005)**

**Central Connecticut State University**

**Recruitment #180808-5499TC-001**

**Location** New Britain, CT

**Date Opened** 8/14/2018 12:00:00 AM

**Salary** \$36,847 - \$46,661/year

**Job Type** Open to Statewide Employees

**Close Date** 8/23/2018 11:59:00 PM

## INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for a Mail Handler position. This position is located in CCSU Mail Services, and is a full time (37.5 hours per week) position on first shift. The incumbent in this position is accountable for independently performing a full range of Mail Handler duties including the receipt, processing and distribution of mail.

In accordance with the Maintenance bargaining unit contract, applications for transfer/promotion from CSCU Board of Regents Institution employees will have preference over new hires.

## **SELECTION PLAN**

In order to be considered for this job opening, you must be a current State employee. This position will be filled in accordance with Reemployment/SEBAC, transfer, promotion and merit employment rules. Candidates that meet the Minimum Qualifications as listed on the job opening must specify their qualifications on their application.

A valid driver's license is required.

All candidates for employment at Central CT State University are subject to a pre-employment background investigation including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation. Later in the recruitment process, current BOR employees may be required to provide their two most recent performance appraisals.

Should you have questions pertaining to this recruitment, please contact Kathy Callahan at [KCallahan@ccsu.edu](mailto:KCallahan@ccsu.edu).

## **PURPOSE OF JOB CLASS (NATURE OF WORK)**

In a state agency this class is accountable for independently performing a full range of tasks in the receipt, processing and distribution of mail.

## **EXAMPLES OF DUTIES**

Sorts, distributes and routes incoming and interoffice mail; operates automatic postage application equipment, mail

inserters, and weight scales; weighs and stamps postaged, franked or metered mail; drives state vehicles in the delivery of United States and interagency mail; picks up and delivers mail at United States Post Offices; signs for insured, certified, registered and special delivery mail; updates and maintains records; may maintain daily cash records; schedules vehicle maintenance; provides postal service assistance to customers; performs related duties as required.

## **KNOWLEDGE, SKILL AND ABILITY**

Knowledge of U.S. Postal Service regulations, rates and classes of mail; some oral and written communication skills; some interpersonal skills; ability to follow oral and written instructions; ability to perform basic arithmetic computations; ability to utilize computer software; ability to operate computerized and mechanical postal processing equipment; some mechanical ability.

## **MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

One (1) year of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

## **SPECIAL REQUIREMENTS**

Incumbents in this class may be required by the appointing authority to possess 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 weight.

## CONCLUSION

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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Connecticut State  
Department of Administrative Services

Custodian (37.5 Hour) (C19-021)

Central Connecticut State University

Recruitment #181023-0429TC-002

Location New Britain, CT

Date  
Opened 10/23/2018 1:00:00 PM

Salary \$34,852\* - \$43,551/year

Job Type Open to the Public

Close  
Date 11/6/2018 11:59:00 PM

## INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for Custodian positions. These full time (37.5 hours per week) positions are located in the CCSU Custodial Services Department. The incumbents are accountable for independently performing a full range of basic tasks in the cleaning and maintenance of university buildings.

## SELECTION PLAN

Candidates must possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination.

Should you have questions pertaining to this recruitment, please contact [CCSUJobAps@ccsu.edu](mailto:CCSUJobAps@ccsu.edu).

## **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 inspection 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 sand 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 tools 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 type work environment performing custodial tasks 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 patients and/or clients.

## CONCLUSION

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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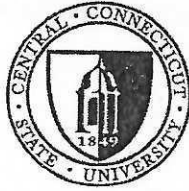
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**Veteran Retention Assistant (C19-008)**  
**Veterans Affairs**

Central Connecticut State University invites applications for a full-time, Veterans Retention Assistant in the Veteran's Affairs Department. The successful candidate will assist the Veteran's Affairs Coordinator with facilitating the transition, retention and delivery of services to student veterans, reservists, and National Guard members. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

**Required Qualifications**

- Bachelor's degree
- Two years' experience working with student veterans
- Demonstrated proficiency in oral, interpersonal and written communication skills
- Commitment to serving a diverse student body

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

**Preferred Qualifications**

- Three years' experience in a college or university environment
- One (1) year of experience advising/assisting veteran and military students in one or more of the following: admissions, billing, financial aid, and/or providing similar support in an educational setting
- Proficiency in Microsoft Office Suite, i.e., Word, Excel, PowerPoint and Outlook
- Experience working with a student information system (SIS), e.g., Banner, Jenzabar, Oracle

**The University:** The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. As of fall 2018, CCSU serves approximately 11,822 students - 9,546 undergraduates, and 2,276 graduates. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

**Application and Appointment:** For full consideration, applications must be received by January 11, 2018. Salary is commensurate with education and experience; minimum salary is \$43,360. Incomplete applications will not be considered. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) or click on [Apply Here](#) and electronically submit the following:

- Letter of interest addressing qualifications for the position
- Current resume
- Names of three current professional references with addresses, email addresses and telephone numbers

**No hard or emailed copies will be accepted.** For more information, contact Gladys Colon-Lawson, Veteran Retention Assistant Search Chair at 860-832-2261 or [colon\\_gla@ccsu.edu](mailto:colon_gla@ccsu.edu). Please make sure your Social Security Number *is not* listed on any documents submitted.

Central Connecticut State University is an affirmative action and equal opportunity employer.

# Lead Custodian (37.5 Hour) (C19-025)

Central Connecticut State University

Recruitment #181101-0428TC-001

Location	New Britain, CT
Date Opened	11/2/2018 12:00:00 AM
Salary	\$36,847 - \$46,661/year
Job Type	Open to Agency Employees
Close Date	11/16/2018 11:59:00 PM

## INTRODUCTION

Central Connecticut State University (CCSU) is accepting applications for a Lead Custodian position. This full time (37.5 hours per week) position is located in the CCSU Custodial Services Department. The work schedule is 9:00 am- 5:00 pm Sundays, and 6:00 am - 2:00 pm Monday-Thursday. The incumbent is accountable for acting as a working supervisor for a crew of custodians engaged in the maintenance of university buildings.

## SELECTION PLAN

In order to be considered for this job opening, you must be a current employee of the Board of Regents, Connecticut State Colleges and Universities, who has permanent state status, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

Should you have questions pertaining to this recruitment, please contact [CCSUJobAps@ccsu.edu](mailto:CCSUJobAps@ccsu.edu).

## **PURPOSE OF JOB CLASS (NATURE OF WORK)**

In a state agency this class is accountable for acting as a working supervisor for a crew of Custodians engaged in the cleaning of buildings.

## **EXAMPLES OF DUTIES**

Plans crew workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains crew procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials regarding unit policies and procedures; may make recommendations on policies or standards; may prepare reports and correspondence; ensures supplies and equipment for crew are adequate by reporting shortages to supervisor; performs full range of duties as outlined in Custodian class specification; performs related duties as required.

## **KNOWLEDGE, SKILL AND ABILITY**

Knowledge of building custodial and/or housekeeping work and related equipment; interpersonal skills; oral and written communication skills; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some supervisory ability; some ability to utilize computer software.

## **MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

One (1) year of experience in work that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

## **SPECIAL REQUIREMENTS**

1. Candidates must possess and retain a valid driver's license and must pass a thorough background investigation as well as a physical examination.
2. 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 and may be exposed to risk of injury from equipment and/or assaultive and/or abusive patients or clients.

## **CONCLUSION**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY  
EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</p>	<p><a href="#">Apply Online</a></p>
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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

E-mail | Phone: (860) 713-5205 | 8am - 5pm M-F |  
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