

GOALS ANALYSIS

46a-68-90

August 1, 2019 through July 31, 2020

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

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

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

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

Please note that the CCSU utilized a new recruitment software system during the reporting period called PC Recruiter. At the end of the reporting period, it was evident that this system did not obtain applicant demographic information as the University has previously provided in past AA Plans. This has resulted in an inordinate amount of unknown applicants in this submission. CCSU is cognizant of this and plans are already underway to utilize a more efficient system, called NEOGOV.

The OEI is also responsible for overseeing the selection process to fill positions in the classified occupational categories. The Human Resources Office (HRO) pre-screens the applicant packages submitted in response to a job posting. After a thorough review of the application materials to determine if the applicant has submitted all the necessary documents and meets the required experience and training or, where applicable are on a current state list, the HRO prepares a form (**See Supportive Materials**) listing all eligible candidates, which is forwarded to the hiring manager as well as the OEI. This form includes the hiring goals for the occupational category. The hiring manager reviews the materials sent by Human Resources, selects the candidates to be interviewed, and returns the completed form to the OEI for review and approval. Upon receiving approval, the hiring manager can begin the interview process. The hiring manager is responsible for conducting the interview process in a fair and equitable manner. At the conclusion of the interview process, the hiring manager will make a recommendation for hire and complete the second form (**See Supportive Materials**), which s/he forwards to the OEI for review and approval before it is submitted to the HRO.

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

HIRING

CCSU posts all vacancies at <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. 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	
3	White Females	1	White Female
1	Black Female		
1	AAIANHNPI Female		

DEAN SCHOOL OF SCIENCE, ENGINEERING AND TECHNOLOGY

Selection: One (1) Asian Male

The Dean of the School of Engineering, Science, & Technology serves as the chief academic officer and administrative leader of the School of Engineering, Science, & Technology [SEST] at Central Connecticut State University. The dean reports to the provost and vice president for academic affairs and works university-wide with the president, vice presidents, deans, and administrative staff, and within the School of Engineering, Science, & Technology with the faculty, administrative staff, and students in ensuring the SEST programs meet high standards of academic excellence. The School of Engineering, Science, & Technology offers bachelors’, masters’, and doctoral degree and certificate programs. The SEST is a member of the Connecticut State Colleges and Universities College of Technology, a 12-member collaborative unit supporting technology opportunities and degrees for students at the systems 12-member Connecticut community colleges and 4-member state universities.

The School of Engineering, Science, & Technology is the only singular STEM unit in the State of Connecticut system. The Dean is charged with creating an environment that will support the development, implementation, growth, and expansion of disciplinary and interdisciplinary opportunities in STEM.

The SEST operates with 11 academic departments: (1) Biology; (2) Biomolecular Science; (3) Chemistry & Biochemistry; (4) Computer Electronics & Graphics Technology; (5) Computer Science; (6) Engineering; (7) Geological Sciences; (8) Manufacturing & Construction Management; (9) Mathematical Sciences; (10) Physics & Engineering Physics; and (11) Technology & Engineering Education. Program accreditations are maintained in Biology, Biological Sciences Anesthesia; Nurse Anesthesia Practice, Chemistry, Computer Engineering Technology; Electronics Technology; Digital Printing & Graphics Technology; Networking Information Technology; Computer Science; Civil Engineering; Manufacturing Engineering Technology; Mechanical Engineering; Mechanical Engineering Technology; Earth Science; Science Education; Robotics and Mechatronics Engineering Technology; Construction Management; Industrial Technology; Manufacturing Management; Mathematics; Physics; and Technology & Engineering Education K-12. In addition, the Dean oversees the School of Engineering, Science, & Technology Student Services Center.

The Dean of the School of Engineering, Science, & Technology supervises the following positions: Associate Dean, two Associates to the Dean, three Advising and Student Support Specialists, Computer Facilities Manager, Server Administrator, Administrative Assistant, and the chairs of the 11 academic departments. SEST employs 130 full-time faculty members and as of Fall 2017 served 3,175 headcount students, 2,716 undergraduates and 459 graduate students.

The Dean's responsibilities include:

Academic Leadership

- Works with the faculty of the School of Engineering, Science, & Technology in establishing the vision, mission, and strategic directions for the programs and units housed in the school.
- Ensures the operations and performance of the CCSU School of Engineering, Science, & Technology to comply with the standards of the New England Commission of Higher Education and the 11 accrediting bodies and commissions with which SEST academic programs are affiliated.
- Develops and maintains partnerships with engineering- and scientific-related industrial organizations and governmental entities in Connecticut and the Northeast.
- Creates an environment that supports disciplinary and interdisciplinary STEM activities within CCSU, with area K-12 school districts, and through the CSCU College of Technology.
- Supports the interaction of SEST faculty and students with the other CCSU schools to provide interdisciplinary and transdisciplinary opportunities.
- Ensures the activities of SEST support the teaching, research, and service missions of the school and the university.
- Provides leadership for SEST in ensuring school-wide actions of faculty and staff support university-wide student recruitment and retention activities of academic affairs, enrollment management, and student affairs.
- Reviews and resolves students' academic concerns. These actions may include meeting personally with students or parents to hear their concerns about such matters as course schedules, degree objectives, transfer-credit problems, etc. Responsibilities may require researching issues and providing advice and counsel.
- Encourages and supports development of grant proposal, ensures appropriate administration of grants awarded within the constraints of university policy and process.

- Accountable for meeting enrollment goals established through university-planning processes.

Personnel

- Supervises associate dean, associates to the dean, staff, chairs, and faculty in the School of Engineering, Science, & Technology.
- 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 SEST. Provides direction and leadership to chairs regarding academic standards, required faculty qualifications, proper allocation of faculty to program offerings, and determining most effective use of faculty within budget constraints.
- Works with chairs in establishing faculty workload assignments to meet the needs of CCSU students, in support of the CCSU mission, and consistent with the collective bargaining agreement between the CSCU and the AAUP.
- Evaluates the performance of SEST full-time faculty within the parameters of the appointment renewal, tenure, promotion, and six-year review of tenured faculty processes consistent with the agreement between the CSCU and the AAUP.
- Ensures the completion of the annual performance-evaluation process for all classifications of non-AAUP CCSU employees consistent with the appropriate collective bargaining agreements and university policy.

Facilities

- Oversees the activities, operations, and daily maintenance of the engineering, science, research, and computer labs housed in the SEST, ensuring the facilities support the instructional and research needs of SEST students and faculty.
- Works with university-level facilities, safety, and information technology staff to plan for emerging and future needs and ensure ongoing currency of engineering, science, and technology equipment and facilities.

Budget

- Coordinates input into the annual CCSU budget-development process, identifying and compiling the requests and needs for personnel, operations, equipment, and capital improvements to support the needs of SEST programs, students, faculty, and staff.
- Oversees the budget of SEST programs and activities. Budget-related activities include obtaining budget requests and estimates from department chairs, determining how available funds are to be allocated, reviewing expenses compared with budget, reallocating funds as needs and conditions change, and soliciting special funds to meet special needs.

Academic Policy

- Ensures the establishment and periodic revision as necessary of a written description of an internal SEST governance system. Ensures compliance with the guidelines, process, and procedures established in the internal SEST governance system.
- Leads the periodic review and revision of the SEST Mission Statement, consistent with the mission statement of CCSU and the CSCU system.
- Participates in the development of university-wide academic policy through the Council of Deans and other university-level committees and groups as assigned by the provost and/or president.

Curriculum and Program Development

- 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 and the School of Engineering, Science & Technology.
- Manages course offerings in each department of the school. Reviews 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 SEST academic programs to meet their specified mission and goals.

University Leadership

- Participates in university-level leadership as a member of the Council of Deans.
- Provides leadership in developing and implementing the strategic initiatives of CCSU.
- Accountable for fundraising for the School of Engineering, Science, & Technology.
- Works collaboratively with the Dean of the School of Education & Professional Studies and the Dean of the College of Liberal Arts & Professional Studies in support of the university's teacher education programs.
- Establishes and maintains a school-level advisory committee of external industry, community, and disciplinary leaders to provide input into current and future operations of the SEST and to provide fiscal support as appropriate.
- Supports the advancement and development functions of CCSU by developing 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 the School Engineering, Science, & Technology.
- Demonstrated success administering academic programs as a department head or equivalent.
- A record of teaching, research, and service that meets the qualifications of a senior faculty rank.
- Demonstrated success planning and managing budgets.
- Demonstrated commitment to shared governance.
- Demonstrated commitment to diversity.
- Effective communication skills.

Preferred Qualifications

- Earned doctorate.
- Leadership experience in a collective-bargaining environment.
- Academic administrative experience above the level of department chair.
- Demonstrated successful experience with regional and/or disciplinary-based accreditation processes.
- Demonstrated success with grants and contracts.
- Successful fund-raising.
- Demonstrated success in new-program development.
- Demonstrated record of successful support and/or promotion of interdisciplinary and multidisciplinary activities.

Advertisements: *Chronicle of Higher Ed, Diversejobs.net, Higheredjobs.com, Journal of Blacks in Higher Education, <https://www.blacksinhighered.com>, <https://jobs.sciencecareers.org>, ETD – L@listserv.tamu.edu and jbecker@siu.edu (list serv for Mathematicians).*

Sixty (60) individuals applied for this position: Thirty-one (31) White males; **One (1) White female**; Six (6) Black males; Three (3) Hispanic males; Twelve (12) AAIANHNPI males; and Seven (7) Unknown males.

Thirty-one (31) applicants were determined to be not qualified: Fifteen (15) White males; **One (1) White female**, Five (5) Black males; One (1) Hispanic male; Four (4) AAIANHNPI males; Five (5) Unknown males.

One (1) White female did not send in the required application paperwork and was missing the cover letter.

Seventeen (17) applicants were found to be minimally qualified: Eight (8) White males; One (1) Black male; One (1) Hispanic male; Five (5) AAIANHNPI males Two (2) Unknown males.

Twelve (12) applicants were determined to be finalists: Eight (8) White males; One (1) Hispanic male; and Three (3) AAIANHNPI males

One (1) Asian male non-goal candidate was hired for this position. The selected candidate had met all of the required qualifications and six of the seven preferred qualifications. He had documented success with multiple disciplinary and regional accreditation reviews and visits. He had demonstrated success with fundraising and has a proven record of new program development including five-year BS & MS programs. He also had leadership experience with collective bargaining unions. There were no remaining goal candidates.

DIRECTOR OF COUNSELING SERVICES

Selection: One (1) White Male

Central Connecticut State University's **Department of Student Wellness Services, Counseling** invites applications for the **Director of Counseling**. The successful candidate will serve as the University's primary student mental health director and oversee an experienced, multi-disciplinary team of mental health providers to deliver highly effective psychological services and outreach programming across campus, 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:

- Doctorate in Clinical or Counseling Psychology or a related field.
- Connecticut Licensure or eligibility for Connecticut Licensure.
- Seven years of experience in counseling, including formulation and implementation of counseling services policy and staff supervision.
- Commitment to serving culturally, ethnically and linguistically diverse communities.

Preferred Qualifications:

- Demonstrated clinical skills compatible with a brief treatment model such as assessment, individual and group counseling, and crisis intervention.
- Demonstrated commitment to creating a just and inclusive community, intercultural competency, and enthusiasm for working in an institution committed to social justice.

- Demonstrated ability to manage multiple initiatives, programs, and responsibilities while ensuring clinical excellence in the provision of direct services.
- Demonstrated innovative leadership practices. Ability to work collaboratively with a wide range of constituencies.
- Ability to use sound judgment and discretion in handling sensitive mental health issues with confidentiality and discretion.
- Bilingual in English and Spanish.

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

Advertisements: American College Health Association (ACHA) and Association for University & College Counseling Director (AUCCD).

Thirteen (13) individuals applied for this position: Three (3) White males; **Two (2) White females;** One (1) Black male; **Two (2) Black females;** One (1) Hispanic female; One (1) Unknown male; Three (3) Unknown females.

Eight (8) applicants were found to be not qualified: One (1) White male; **Two (2) White females;** One (1) Black male; **Two (2) Black females;** One (1) Unknown male and One (1) Unknown female.

One (1) White female and One (1) Black female did not have the required seven (7) years of experience in counseling, including formulation and implementation of counseling services policy and staff supervision.

One (1) White female and One (1) Black female did not have the required doctorate degree.

One (1) applicant was found to be minimally qualified: One (1) White male.

Four (4) applicants were determined to be finalists: One (1) White male; One (1) Hispanic female; and Two (2) Unknown females.

One (1) White male non-goal candidate was hired for this position. The selected candidate (WM) had met all of the qualifications and had demonstrated experience directly with clinical skills compatible with a brief treatment model such as assessment, individual and group counseling, and crisis intervention. He had worked handling sensitive mental health issues and dealt directly with confidentiality and discretion issues. He had leadership experience and managed multiple initiatives. There were no remaining goal candidates.

FACULTY

PROFESSOR (EE02)

GOALS:

Hires		Promotions	
1	White female	16	White females
1	AAIANHNPI male	3	Hispanic females
1	AAIANHNPI female	13	AAIANHNPI males
		2	AAIANHNPI females

No hires occurred in this category during the reporting period.

ASSOCIATE PROFESSOR (EE02)

GOALS:

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

No hires occurred in this category during the reporting period.

ASSISTANT PROFESSOR (INCLUDING INSTRUCTOR) (EE02)

GOALS:

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

ASSISTANT PROFESSOR POLITICAL SCIENCE

Selection: One (1) White Male

Central Connecticut State University invites applications for a full-time Assistant Professor in the Political Science Department. The successful candidate will teach undergraduate courses in Comparative Politics, with particular interest in European politics (including the requirement to teach courses on Europe, Eastern Europe, Russia, migration, and citizenship) in Political Science and contribute actively and effectively to scholarship, service, and student growth at CCSU. The ability to teach political theory and research methods is also desired. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Ph.D. in Political Science (The completion of the Ph.D. is required by August 15, 2019)
- Demonstrated teaching excellence in Political Science in comparative politics with an emphasis on European comparative politics
- Commitment to serving a diverse student body

Preferred Qualifications:

- Experience teaching undergraduate introductory comparative politics courses, as well as upper-level courses on European politics and courses in political theory
- Peer-reviewed publications in comparative politics and/or European politics
- Research interests appropriate to student participation and experience involving undergraduate research

Advertisements: *National Conference of Black Political Scientists, American Political Science association, Association for Political Theory (listserv), Women’s Caucus for Political Science (newsletter), APSA Latino Caucus (Listserv), Visions in Methodology and Migration (listserv), Citizenship Section of APSA (listserv), European Politics and Society Section of APSA, Comparative Politics Section of APSA, and The Science, Technology and Environmental Politics Section of APSA.*

Sixty-Three (63) individuals applied for this position: Twenty-one (21) White males; Twelve (12) White females; Two (2) Black males; One (1) Hispanic female; Two (2) AAIANHNPI Males; Three (3) AAIANHNPI females; Seventeen (17) Unknown males; Five (5) Unknown females.

Forty-six (46) applicants were determined to be not qualified: Thirteen (13) White males; Eleven (11) White females; Two (2) Black males; One (1) Hispanic female; Two (2) AAIANHNPI Males; Two (2) AAIANHNPI females; Twelve (12) Unknown males; Three (3) Unknown females.

Ten (10) applicants were found to be minimally qualified: Four (4) White males; One (1) AAIANHNPI Female; Five (5) Unknown males.

Seven (7) applicants were determined to be finalists: Four (4) White males; Two (2) White females; One (1) Unknown female.

One (1) White male goal candidate was hired for this position. The hire of this candidate addressed the underutilization of White Males in this category and satisfied the goals for White Males.

Assistant Professor Educational Leadership, Policy and Institutional Technology

Selection: One (1) White Female

The Department of Educational Leadership, Policy, and Instructional Technology at Central Connecticut State University seeks a tenure-track faculty member for our NCATE-accredited and ELCC-recognized leadership programs beginning Fall 2019. Currently offering Master (M.S.) degrees in Teacher Leadership and in Educational Technology, post-Master licensure programs for intermediate school leaders (Sixth Year Certificate) and for superintendents, and an Ed.D. in Educational Leadership with PK-12 and Higher Education strands, the department provides leadership at national, state, and local levels related to learning and assessment, professional and organizational learning, social justice, education policy, and educational technology. The department also delivers undergraduate teacher preparation courses in multicultural and secondary education. Licensure programs are NCATE/CAEP/ELCC recognized. The department is proud of a vibrant network of formal and informal partnerships with local schools, districts, and educational agencies. District and regionally based cohorts are a distinctive element of our Sixth-Year school leader licensure program.

We are currently searching for a new colleague who will thrive in a collaborative department that strongly values diversity, social justice, and equity and is dedicated to preparing leaders for districts and schools. The successful candidate will be willing to undertake the challenges and opportunities involved with teaching and supervising graduate student candidates for diverse school leadership roles, as well as supervision of Ed.D. dissertations. The individual selected is expected to pursue a productive research

agenda consistent with the mission of the department, and to engage in research with strong connections to practice.

Required Qualifications:

- Doctorate in education with emphasis in educational leadership and administration or closely related field of study;
- A record of excellence or potential excellence in teaching, research, service, and professional participation that merits appointment as an assistant professor;
- Major specialization in one or more of the following areas: 1) school and district leadership; 2) teaching/learning/cognition; 3) social emotional learning; 4) organizational development, school improvement, and teacher leadership; 5) family and community engagement with schools; and 6) educational policy;
- U. S. public school teaching experience
- Research that focuses on leading, teaching, and learning in preK-12 settings; and,
- Commitment to preparing educators to support social justice, equity, diversity, and a culture of success for all children.

Preferred Qualifications

- Background appropriate for advising doctoral student research in topics related to leadership and school improvement; quantitative methods skills.
- Successful experience teaching educational leadership courses at the graduate level;
- Content preparation and experience focused on English learners;
- Demonstrated expertise in online course design and delivery;
- A research agenda that addresses leadership issues including social justice and equity;
- Experience in U. S. public education as a district and/or school leader; and,
- Experience with accreditation (CAEP/NCATE/ELCC) and implementation of performance assessment.

Advertisements: *University Council for Educational Administration (UCEA) Job Board, Alumni network (All Educational Professionals), distribution of job postings at conferences, and distribution among professional networks of faculty colleagues.*

The White male goal has been achieved.

Twenty-seven (27) individuals applied for this position: Four (4) White males; **Eight (8) White females;** Four (4) Black male; **Three (3) Black females;** One (1) Hispanic female, One (1) AAIANHNPI male; **One (1) AAIANHNPI female;** Three (3) Unknown males; and Two (2) Unknown females.

Twenty-two (22) applicants were determined to be not qualified: Two (2) White males; **Seven (7) White females;** Three (3) Black males; **Three (3) Black females;** One (1) Hispanic female; One (1) AAIANHNPI Male; **One (1) AAIANHNPI Female;** Three (3) Unknown males; and One (1) Unknown female.

Zero (0) applicants were found to be minimally qualified

Five (5) applicants were determined to be finalists: Two (2) White males; **One (1) White female;** One (1) Black male; One (1) Unknown female.

One (1) White female was hired for this position, resulting in goal achievement in this area. She holds a PhD in Educational Leadership and Policy Studies. She has experience as an Assistant Professor of Curriculum and Instruction and Assistant Professor of Education. She has three years' experience as a secondary teacher as well. She is a scholar with eight publications, three under review and nine additional in non-peer-reviewed outlets. She has presented frequently at major national research conferences.

Assistant Professor of Geography, Tourism and Hospitality Studies

Selection: One (1) Asian Female

Central Connecticut State University invites applications for a full-time, tenure-track position in the Geography Department. The successful candidate will have expertise in Tourism and Hospitality studies. The candidate will teach introductory and advanced level courses in geography, tourism and/or hospitality, recruit and mentor students, supervise graduate theses and interns, and contribute to the department's outreach activities to local business community. A strong commitment to teaching and an active program of research and publication are expected. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Ph.D. in geography, tourism or hospitality studies, or tourism planning (For ABD's, Ph.D. must be completed within one year of hire.)
- Collegiate teaching experience in one or more of the following: geography/tourism/hospitality
- Ability to teach introductory and advanced level courses in geography/tourism/hospitality, such as Geography of Tourism, Tourism Planning, and other courses that complement the department's offerings
- Practical/outreach experience in tourism/hospitality
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualification

- Scholarly activity in the field

Advertised: *American Association of Geographers (aag.or), Global Hospitality Educators listserv, AAG Tourism specialty group listserv.*

The White Male and White Female goals had already been achieved.

Seventy-One (71) individuals applied for this position: Eight (8) White males; Six (6) White females; Three (3) Black males; **One (1) Hispanic male;** Fifteen (15) AAIANHNPI males; **Twelve (12) AAIANHNPI females;** Sixteen (16) Unknown males; Eight (8) Unknown females; Two (2) Unknown Unknowns.

Sixty-five (65) applicants were determined to be not qualified: Seven (7) White males; Five (5) White females; Two (2) Black males; **One (1) Hispanic male;** Fifteen (15) AAIANHNPI males; **Eleven (11) AAIANHNPI females;** Fifteen (15) Unknown males; Eight (8) Unknown females; One (1) Unknown Unknown.

One (1) applicant was found to be minimally qualified: One (1) Unknown unknown.

Five (5) applicants were determined to be finalists: One (1) White male; One (1) White female; One (1) Black male; **One (1) AAIANHNPI female;** One (1) Unknown male.

One (1) AAIANHNPI female goal candidate was hired for this position. The selected candidate met all of the qualifications and her references stated that she has experience teaching a demanding load, her research is current, cutting across many lines of tourism and hospitality and is transferable to a Connecticut setting. In addition, she holds an MBA and many years of consulting and practical experience in the tourism industry. **With this hire all goals for White Males, White Females and AAIANHNPI Females have been met.**

Assistant Professor Bio-Molecular Sciences

Selection: One (1) White Female

Central Connecticut State University invites applications for a full-time tenure-track position in the Bio-molecular Sciences Department. The Bio-molecular Sciences Department values excellent teaching in the classroom and in the laboratory. The successful candidate will teach an introductory undergraduate course; teach upper level courses for Bio-molecular Sciences majors in Physiology (Human and Comparative) and Pharmacology; and teach one graduate-level course in their area of expertise. Beyond the classroom, we mentor students in multi-semester independent research experiences as an integral part of our programs. The new faculty member will establish and maintain an active, non-clinical research program using a system amenable to research involving undergraduate and master's level students. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Ph.D. in Cell Biology, Molecular Biology, or a related field
- Teaching experience
- Excellent communication skills
- Demonstrated ability for creative research
- Commitment to serving a diverse student body

Preferred Qualifications:

- Experience teaching and mentoring students in both classroom and laboratory settings at the undergraduate and/or master's level
- A proposed research program appropriate for our students and facilities

The White Male, White Female and AAIANHNPI female goals had already been achieved.

Thirty-five (35) individuals applied for this position: Five (5) White males; Three (3) White females; One (1) Hispanic female; Seven (7) AAIANHNPI males; One (1) AAIANHNPI female; Nine (9) Unknown males; Seven (7) Unknown females; and Two (2) Unknown Unknowns. There were no goal candidates.

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

Sixteen (16) applicants were found to be minimally qualified: Three (3) White males; Three (3) AAIANHNPI males; Six (6) Unknown males; Four (4) Unknown females.

Eleven (11) applicants were determined to be finalists: One (1) White male; Three (3) White females; One (1) Hispanic female; Two (2) AAIANHNPI males; Two (2) Unknown males; One (1) Unknown female; and One (1) Unknown Unknown.

One White Male Finalist withdrew after the interviews.

One (1) White Female was hired for this position. The selected candidate had proposed research which included projects that fit with the Bio-molecular Sciences Department facilities, equipment and budget, along with other projects that could be developed with small grants. She has extensive experience teaching Human Biology and Microbiology for Nursing, which is a course currently in need of an instructor. There were no goal candidates as goals for White Males, White Females and AAIANHNPI Females had been met.

Assistant Professor Nursing

Selection: One (1) White Female

Central Connecticut State University Department of Nursing invites applications for a full-time tenure track faculty position at the Assistant/Associate Professor level for the Fall 2019 academic year. The successful candidate will participate in teaching at the BSN and RN/BSN levels, curriculum development, classroom and clinical teaching, academic advising, scholarly research, and community service engagement.

Required qualifications:

- Master's degree in nursing (MSN).
- Baccalaureate classroom teaching experience along with recent clinical teaching experience. The candidate must have the ability to teach across the curriculum.
- Eligibility for Connecticut RN and/or APRN licensure.
- Commitment to serving culturally, ethnically, and linguistically diverse communities.

Preferred qualifications:

- Doctorate in Nursing or related discipline, or doctoral coursework completed with dissertation in progress.

Advertisements: *Minority Nurse, CT Chapter of National Association of Hispanic Nurses, CT Nurses Association, CT League for Nursing, Northern CT Black Nurses Association and Southern CT Black Nurses Association.*

The White Male, White Female and AAIANHNPI female goals had already been achieved.

Eight (8) individuals applied for this position: Four (4) White females; **Two (2) Black females;** One (1) Hispanic female; One (1) AAIANHNPI female.

Six (6) applicants were determined to be not qualified: Two (2) White females; **Two (2) Black females;** One (1) Hispanic female; One (1) AAIANHNPI female.

Two (2) Black Female goal candidates did not meet the required qualifications as they had no baccalaureate classroom teaching experience

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

Two (2) applicants were determined to be finalists: Two (2) White females.

The White female selected met all required and preferred qualifications of the tenure track position and is a licensed registered nurse (RN) and Advanced Practical Registered nurse (APRN) in the state of Connecticut. Candidate holds a Doctorate in Education (EdD) from the University of Hartford. In addition, candidate has classroom and clinical practicum experience in all baccalaureate and graduate levels. Candidate successfully engaged students and faculty while presenting her dissertation. There were no goal candidates as all goals for White Males, White Females and AAIANHNPI Females had been met.

Assistant Professor Counselor Education and Family Therapy

Selection: One (1) White Female

Central Connecticut State University invites applications for a full-time, tenure-track position in the Department of Counseling & Family Therapy. The successful candidate will teach graduate courses in marriage and family therapy (MFT) 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 Marriage and Family Therapy program was accredited in 1995 and was licensed as a degree-granting program in 1998. The program supports a common-factors approach to teaching systems theory and MFT based on the Metaframeworks paradigm. The program has an Evening Track and Weekend Cohort Track, and offers a specialization practicum in School-based Family Therapy. The program is highly diverse in respect to ethnicity/race (63% Caucasian; 21% Black/African American; 8% Latino/Latina; 5% Native American; and 3% Asian).

Responsibilities:

Teach courses in Master's level COAMFTE-accredited marriage and family therapy program; provide clinical supervision of MFT interns; develop a program of scholarly activities; student advisement; participate in activities necessary for the conduct of Program and Departmental affairs.

Required Qualifications:

- Earned doctorate in MFT or a related discipline (ABD candidates will be considered; completion is required within one year of appointment);
- Clinical experience in Marriage and Family Therapy
- Commitment to excellence in teaching;
- Expertise in MFT training and supervision;
- Qualified to teach core counseling courses (theory and techniques, group counseling, ethics);
- Qualified to teach courses in MFT;
- Demonstrate experience for research and scholarship;
- Commitment to serving culturally diverse communities.

Preferred Qualifications:

- Successful teaching experience in higher education;
- Demonstrated experience for mentoring and supervising graduate students;
- Demonstrated capacity to conduct, administer, and sustain research
- AAMFT Approved Supervisor designation;
- Graduate from a COAMFTE accredited program.

The Department: The Department of Counselor Education and Family Therapy in the school of Education and Professional Studies at Central Connecticut State University announces a full-time, tenure-track faculty position effective with the Fall, 2019 semester. We are part of a comprehensive metropolitan University located in New Britain, CT. The Marriage and Family Therapy Master's Program is part of an interdisciplinary department in human service professions, including Counselor Education (School Counseling, Professional Counseling, and Student Development in Higher Education) and Marriage and Family Therapy. The Master's Program in Marriage and Family Therapy is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE).

Advertisements: <https://jobconnection.aamft.org/employers/>, CT Association for Marriage & Family Therapy List serv, Commission on Accreditation for MFT Education Program Director listserv.

The White Male, White Female and AAIANHNPI Female goals had already been achieved.

Nineteen (19) individuals applied for this position: One (1) White male; Six (6) White females; **One (1) Black female;** Four (4) Unknown males; Seven (7) Unknown females.

Ten (10) applicants were determined to be not qualified: One (1) White male; Three (3) White females; One (1) Unknown male; Five (5) Unknown females.

Nine (9) applicants were determined to be finalists: Three (3) White Females; **One (1) Black female;** Three (3) Unknown males; Two (2) Unknown females.

One (1) White female non-goal candidate was hired for this position.

The White Female non-goal candidate selected met all five of the preferred qualifications. She had years of higher education teaching, clinical supervision in mentoring and supervising graduate students and interns, a background in solo and collaborative research, graduated from an accredited program and is completing her PhD. She is a previous recipient of the American Association of Marital and Family Therapy Doctoral Student Ethics Competition Award and a Graduate Teaching Excellence Instructor from Virginia Tech.

The Black Female goal candidate not selected only had two semesters of teaching experience, minimal experience mentoring and supervising graduate students but none with interns. This resulted in her meeting only two of the five preferred qualifications.

Assistant Professor Accounting

Selection: One (1) AAIANHNPI 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 a related field from an 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 August 2022.
- Commitment to serving a culturally, ethnically and linguistically diverse student body and community.

Preferred Qualifications:

- Professional experience in accounting (Manager level experience strongly preferred)
- A proven record of excellence in teaching Accounting courses.
- Professional accounting certification (CPA preferred)

School of Business: The CCSU School of Business provides high-quality, affordable, and accessible educational programs for undergraduate and graduate students from Central Connecticut and the greater northeast region. We prepare the next generation of leaders by empowering our students for successful professional futures; developing close relationships with regional businesses; responding to employers' workforce needs; and promoting faculty excellence in teaching, research, and community engagement. The CCSU School of Business is an accredited member of AACSB International - The Association to Advance Collegiate Schools of Business.

Advertisements: *Higheredjobs.com, Diversejobs.net, Indeed.com, and Chronicle of Higher Education.*

The White Male, White Female and AAIANHNPI female goals had already been achieved.

Twenty-five (25) individuals applied for this position: Three (3) White males; Two (2) White females; Two (2) Black males; **One (1) Black female**; Nine (9) AAIANHNPI males; Six (6) AAIANHNPI females; and Two (2) Unknown females.

Two (2) Applicants were determined to not be qualified: One (1) Black Male and **One (1) Black female.**

The One (1) Black Female goal candidate did not meet all required qualifications as she did not possess a Doctorate degree in accounting or a related field.

Eighteen (18) applicants were found to be minimally qualified: Three (3) White males; Two (2) White females; Seven (7) AAIANHNPI males; Four (4) AAIANHNPI females; and Two (2) Unknown females.

Five (5) applicants were determined to be finalists: One (1) Black male; Two (2) AAIANHNPI Males; and Two (2) AAIANHNPI females.

One (1) Asian male was hired for this position. This candidate is completing his PhD in Technology Management. He was the recipient of the Domestic Graduate Merit Award two times. His doctorate is research-oriented with several required courses and comp exams. His doctorate makes him terminally required to teach in an area that is difficult to attract accounting faculty (Accounting Information Systems). He has been a visiting professor teaching this course at CCSU for the past two semesters. In addition, he has over twenty years of experience in business intelligence design and architecture. He also possesses technical proficiency in data analytic tools, database management, coding, BI, and operating platforms.

Assistant Professor Finance

Selection: One (1) AAIANHNPI Male

Central Connecticut State University invites applications for a full-time, tenure-track position in Finance at the Assistant/Associate Professor level. The successful candidate will teach undergraduate and graduate finance courses and contribute actively and effectively to student growth, service, and scholarship, community networking and serve on university committees. We 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 participate in assessment and curriculum development.

Required Qualifications

- Ph.D. in finance or financial economics (ABDs from accredited institution will be considered; completion of the Ph.D. is required by August 30, 2021.)
- A proven record of excellence in teaching finance courses.
- Commitment to serving culturally, ethnically and linguistically diverse communities.

Preferred Qualifications

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

School of Business: The CCSU School of Business provides high-quality, affordable, and accessible educational programs for undergraduate and graduate students from Central Connecticut and the greater northeast region. We prepare the next generation of leaders by empowering our students for successful professional futures; developing close relationships with regional businesses; responding to employers' workforce needs; and promoting faculty excellence in teaching, research, and community engagement.

The CCSU School of Business is an accredited member of AACSB International – The Association to Advance Collegiate Schools of Business.

Advertisements: *Indeed and Chronicle of Higher Education.*

The White Male, White Female and AAIANHNPI female goals had already been achieved.

Ninety-One (91) individuals applied for this position: Eight (8) White males; Three (3) White females; Six (6) Black males; **One (1) Hispanic male;** One (1) Hispanic female; Forty-six (46) AAIANHNPI males; Eighteen (18) AAIANHNPI females; Five (5) Unknown males; Three (3) Unknown unknowns.

Fifty-six (56) applicant were found to be not qualified: Eight (8) White males; One (1) White female; Four (4) Black males; Twenty-four (24) AAIANHNPI males; Thirteen (13) AAIANHNPI females; Four (4) Unknown males; Two (2) Unknown unknowns.

Eight (8) applicants were found to be minimally qualified: One (1) White female; **One (1) Hispanic male;** One (1) Hispanic Female; Five (5) AAIANHNPI males.

The **Hispanic Male goal candidate** not selected is currently enrolled in a PhD program in Financial Economics. He has no publications and five working papers. Though he met all of the required qualifications, he only met one of the preferred.

Twenty-Seven (27) applicants were determined to be finalists: One (1) White female; Two (2) Black males; Seventeen (17) AAIANHNPI males; Five (5) AAIANHNPI females; One (1) Unknown male; One (1) Unknown unknown.

One (1) Asian male was hired for this position. He meets all of the required as well as all the preferred qualifications. This candidate received his PhD from the University of New Orleans in Financial Economics. His teaching experience is in the areas of Financial Management, Business Statistics, Finance of Engineering, Investments, Financial Administration on the graduate level, and Financial Markets and Institutions. He has three working papers for the Journal of Financial Research.

Assistant Professor Mathematical Sciences

Selection: One (1) White Female and one (1) AAIANHNPI male

The Department of Mathematical Sciences at Central Connecticut State University invites applications for two full-time, tenure-track positions at the rank of Assistant Professor, starting in the fall 2019 semester. The department consists of 30 full-time faculty members in three areas: mathematics, statistics, and mathematics education. These positions are specifically in the mathematics area. The Department offers undergraduate and master's programs in mathematics, statistics, and mathematics education. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Earned Ph.D. in mathematics (from a regionally accredited institution or international equivalent) by the time of appointment
- Demonstration of a strong commitment to teaching, with at least five sections of classes taught as instructor of record at the college level (by the time of appointment)
- Evidence of a viable research program in pure or applied mathematics
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualifications

- Demonstrated excellence in teaching at the college level
- Evidence of a strong, active research program

- Ability to collaborate on research projects

Advertisements: eims.ams.org/jobs and Mathjobs.org.

The White Male, White Female and AAIANHNPI female goals had already been achieved.

Two hundred and Seventeen (217) individuals applied for this position: Eighty-three (83) White males; Twelve (12) White females; Eight (8) Black males; **Two (2) Black females; Eight (8) Hispanic males;** Three (3) Hispanic females; Sixty-three (63) AAIANHNPI Males; Twenty-two (22) AAIANHNPI females; Eleven (11) Unknown males; Four (4) Unknown females; and One (1) Unknown Unknown.

Fifty-five (55) applicants were determined to be not qualified: Twelve (12) White males; Four (4) White females; Four (4) Black males; **Two (2) Black females; Three (3) Hispanic males;** One (1) Hispanic female; Fifteen (15) AAIANHNPI males; Ten (10) AAIANHNPI females, Two (2) Unknown males; and Two (2) Unknown Females.

The **first Black Female goal candidate** was not qualified as she submitted an incomplete application as she failed to provide a letter from her thesis advisor stating her anticipated date of completion.

The **second Black Female goal candidate** was not qualified as she did not possess a PhD in mathematics.

Two Hispanic Male goal candidates were not qualified as they failed to submit a letter from their thesis advisor.

One Hispanic Male goal candidate was not qualified as he did not have the required teaching experience of five sections of classes.

One hundred and Forty-five (145) applicants were found to be minimally qualified: Sixty-four (64) White males; Six (6) White females; Four (4) Black males; **Three (3) Hispanic males;** One (1) Hispanic female; Forty-six (46) AAIANHNPI Males; Ten (10) AAIANHNPI females; Eight (8) Unknown males; Two (2) Unknown females; and One (1) Unknown Unknown.

The **first Hispanic male goal candidate** possessed all of the required qualifications and one of the preferred.

Two Hispanic Male goal candidates possessed all of the required and two of the preferred qualifications.

Seventeen (17) applicants were determined to be finalists: Seven (7) White males; Two (2) White females; **Two (2) Hispanic males;** One (1) Hispanic female; Two (2) AAIANHNPI Males; Two (2) AAIANHNPI females; and One (1) Unknown male.

One (1) White Female and one (1) AAIANHNPI Male were hired for this position. The White Female selected has over 20 years' experience in teaching and discussed her interest in teaching students at many different levels. Her research is in applied mathematics which brings a new offering to students that is not currently offered and would be collaborative to faculty in Engineering or Physics.

The AAIANHNPI Male selected has experience teaching at a community college which would well prepare him to teach students with a weaker pre-college background. His presentation received outstanding ratings from students – higher than any of the other candidates. He possesses an active research program while teaching a heavier course load than the one at CCSU. His research interests in topology, geometry and the applications of pure mathematics to data mining will bring something new

to the department as well as lead to collaboration with a high number of faculty members within the department.

The first Hispanic male goal candidate withdrew after his interview.

The second Hispanic male goal candidate stated in his interview that his main reason for wanting the position at CCSU was to collaborate with one specific current faculty member. While collaborations among faculty are desirable, the committee was looking for a reason that involved the teaching of students. In addition, he failed to answer the questions related to discussing his teaching style.

Assistant Professor Journalism

Selection: One (1) White Female

Central Connecticut State University invites applications for a full-time, tenure-track position in the Journalism department. The successful candidate will teach undergraduate courses in writing, reporting and other aspects of journalism 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:

- Master's degree with 10 years of work experience in daily newsrooms or magazines
- Experience teaching journalism in college
- Evidence of using multimedia to enhance writing and reporting
- Experience covering communities, government agencies, and public affairs
- In-depth experience in at least one other specialty beat (for ex: data journalism, science, health, religion, politics)
- Evidence of ongoing creative/scholarly work
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualifications:

- Ph.D. in journalism, media, mass communications or related degree with minimum of seven years in daily newsrooms
- Expertise in data journalism, investigative reporting, or web publishing.

Advertisements: *Association for Education in Journalism & Mass Communication (AEJMC) aejmc.org, Listservs & mailing lists – Visual Communication Division of AEJMC, Newspaper/online Division of AEJMC, Small Programs/AEJ, Journalism Studies Division, International Communication Association (ICA) National Association of Black Journalists (NABJ), National Association of Hispanic Journalist (NAHJ) and online job board online associations.*

The White Male, White Female and AAIANHNPI female goals had already been achieved.

Twenty-two (22) individuals applied for this position: Six (6) White males; Four (4) White females; One (1) Black male; One (1) AAIANHNPI male; Eight (8) Unknown males; and Two (2) Unknown females. There were no goal candidates.

Nineteen (19) applicants were determined to be not qualified: Five (5) White males; Two (2) White females; One (1) Black male; One (1) AAIANHNPI Male; Eight (8) Unknown males; and Two (2) Unknown females.

Zero (0) applicants were found to be minimally qualified

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

One (1) White female was hired for this position. The candidate had the most experience teaching the courses currently recruited for. This veteran newspaper journalist has taught a similar sequence in the University of Connecticut's Department of Journalism, the only nationally accredited program in the state. The candidate worked for the Hartford Courant for 24 years with reporting and editing jobs. In addition, she worked in various outreach and instructional positions at UConn about 10 years ago. There were no goal candidates in this pool.

Assistant Professor English

Selection: One (1) White male

Central Connecticut State University invites applications for a full-time, tenure-track position in the Journalism department. The successful candidate will teach undergraduate courses in writing, reporting and other aspects of journalism 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:

- Master's degree with 10 years of work experience in daily newsrooms or magazines
- Experience teaching journalism in college
- Evidence of using multimedia to enhance writing and reporting
- Experience covering communities, government agencies, and public affairs
- In-depth experience in at least one other specialty beat (for ex: data journalism, science, health, religion, politics)
- Evidence of ongoing creative/scholarly work
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualifications:

- Ph.D. in journalism, media, mass communications or related degree with minimum of seven years in daily newsrooms
- Expertise in data journalism, investigative reporting, or web publishing.

Advertisements: *MLA Job Information List, NCTE Career Opportunities, Writing Program Administration listserv, Council on Basic Writing listserv, and Disability & Rhetoric listserv.*

The White Male, White Female and AAIANHNPI female goals had already been achieved.

Forty (40) individuals applied for this position: Nine (9) White males; Seven (7) White females; One (1) Black male; **One (1) Black female;** One (1) AAIANHNPI male; One (1) AAIANHNPI female; Twelve (12) Unknown males; Six (6) Unknown females; and Two (2) Unknown Unknowns.

Twenty-six (26) applicants were determined to be not qualified: Four (4) White males; Four (4) White females; **One (1) Black female;** One (1) AAIANHNPI Male; One (1) AAIANHNPI Female; Nine (9) Unknown males; Four (4) Unknown females; and Two (2) Unknown Unknowns.

The **one (1) Black Female** goal candidate eliminated at this stage had an incomplete application as she did not submit her application, her transcripts or samples of her scholarship and creative work as required.

Six (6) applicants were found to be minimally qualified: Two (2) White males; Two (2) Unknown males; and Two (2) Unknown females.

Eight (8) applicants were determined to be finalists: Three (3) White males; Three (3) White females; One (1) Black male; and One (1) Unknown male.

The one (1) White male non-goal candidate selected has a PhD in Education with a Language and Literacy emphasis from the University of California. He has both teaching and administrative experience in developmental writing and is currently serving in a one-year emergency appointment at CCSU as the Developmental Writing Specialist. There were no other goal candidates.

Assistant Professor Computer Electronics and Graphics Technology

Selection: One (1) White male

Central Connecticut State University's Department of Computer Electronics and Graphics Technology invites applications for a full-time, tenure-track position in Cybersecurity. The successful candidate will teach undergraduate and graduate courses, develop curriculum and laboratory in Cybersecurity and Networking Technology, with particular interest in cybersecurity and forensics, routing and switching, wireless and cellular networks, and contribute actively and effectively to student growth, program accreditation, service, and scholarship. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications:

- Ph.D. in Cybersecurity or a closely related discipline by date of appointment from a regionally accredited institution or international equivalent.
- Demonstrated excellent communication skills.
- University teaching experience in cybersecurity and networking.
- Evidence of active research in the cybersecurity discipline (e.g., publications and presentations at professional conferences, peer-reviewed journal articles).
- Demonstrated skills and strong commitment to technical laboratory and experimental teaching, participation in hands-on research projects and application-oriented activities.
- Commitment to serving culturally, ethnically and linguistically diverse communities.

Preferred Qualifications:

- Minimum three years of U.S. industry experience in the cybersecurity field.
- Demonstrated experience in network forensics
- Demonstrated experience in wireless and cellular networks
- Demonstrated Unix/Linux system administration experience.

The White Male, White Female and AAIANHNPI female goals had already been achieved.

Six (6) individuals applied for this position: Two (2) White Males; One (1) Black Male; One (1) Other Female; and Two (2) Unknown Males. There were no goal candidates.

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

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

Six (6) applicants were determined to be finalists: Two (2) White Males; One (1) Black Male; One (1) Other Female; and Two (2) Unknown Males.

One (1) White male was hired for this position. This candidate has been an adjunct at CCSU for three years. He has a Bachelors and a Masters in Engineering and a PhD in Systems Engineering. He has authored and co-authored 15 journal papers and 30 conference papers. He has taught both introductory and advanced networking and software engineering courses. There were no goal candidates.

Assistant Professor Music

Selection: One (1) White Male

Central Connecticut State University (CCSU) invites applications for a full-time, tenure-track position as an Assistant Professor in the Department of Music. The person in this position will conduct, administer, and recruit for concert and athletic bands; teach undergraduate and graduate courses in instrumental music education, instrumental conducting; and assist with the supervision of student teachers. The person in this position will act as a liaison between the Band Program and the Athletic Department, which requires flexible hours. Additional duties as assigned by the chair may include teaching instrumental methods courses for music majors, applied music, and coordinating the graduate or undergraduate music education program depending on the candidate's expertise.

The person in this position will enhance the prominence and profile of the band and instrumental 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. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications:

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

Preferred Qualifications:

- Successful college teaching experience
- Experience with various facets of a university band program, including the recruitment of music majors, minors, and non-major students for ensembles, establishing and maintaining positive relationships with public school band directors, and university/community constituents

- Demonstrated musical, financial, and administrative success with college and/or high school concert and athletic bands
- Experience in marching band and pep band, and drill design and musical arrangements
- Experience working with and observing student teachers
- Experience working with diverse populations

Advertisements: *Chronicle of Higher Education, Highered.com, Diversejobs.com, College Music Society, Mt. Lake Colloquium listserv, Band listservs, attendance at conferences e.g. College Band Directors National Association networking, contract minority recruitment & mentoring committee (MRMC) @ CCSU for assistance in advertising.*

The White Male, White Female and AAIANHNPI female goals had already been achieved.

Thirty-Five (35) individuals applied for this position: Thirteen (13) White males; Two (2) White females; One (1) AAIANHNPI male; Sixteen (16) Unknown males; and Three (3) Unknown females. There were no goal candidates.

Fifteen (15) applicants were determined to be not qualified: Two (2) White males; One (1) White female; One (1) AAIANHNPI Male; Eight (8) Unknown males; and Three (3) Unknown females.

Nine (9) applicants were found to be minimally qualified: Four (4) White males; One (1) White female; and Four (4) Unknown males.

Eleven (11) applicants were determined to be finalists: Seven (7) White males; and Four (4) Unknown males.

One (1) White male was selected for this position. The selected candidate met all required and preferred qualifications with experience in wind, symphonic and concert band conducting at college and high school levels. He had almost 20 years' experience in teaching instrumental music in public schools, arranging music, writing, and teaching drill for marching and pep bands.

Assistant Professor Department of Physical Education and Human Performance

Selection: One (1) AAIANHNPI Female

Central Connecticut State University is seeking candidates for a full-time tenure track position in the Department of Physical Education and Human Performance at the Assistant Professor rank beginning in August 2020. The candidate should document a commitment to teaching excellence, knowledge of instructional technology, assessment and sensitivity to teaching diverse populations. CCSU faculty is expected to contribute to the mission of the university, as well as the department, engage in scholarship, service and student advisement. The successful candidate will serve as the primary knowledge expert of the following areas in Exercise Science: undergraduate and graduate courses in Research Methods in Exercise Science and Physical Education, and Advanced Physiology in Sports and Exercise, and undergraduate courses in Physiological and Human Performance of Aging. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Doctorate in exercise science or closely related field preferred.
- Minimum of one year of college teaching experience teaching exercise science related course

- Record of presentations, publications, research, and community engagement

Preferred Qualifications

- Experience teaching one or more of the following undergraduate courses: Research Methods in Exercise Science and Human Performance of Aging
- Experience teaching one or more of the following graduate courses: Research in Physical Education and Exercise Science I and II.
- Experience with statistical software programs (i.e. SPSS)

Advertisements: Chronicle of Higher Education, Highered.com, Diversejobs.com, CCSU Website and Careers acsm.org.

The White Male, White Female and AAIANHNPI female goals had already been achieved.

Nineteen (19) individuals applied for this position: Six (6) White males; Six (6) White females; Three (3) AAIANHNPI males; Three (3) AAIANHNPI females; and One (1) Unknown male. There were no goal candidates.

Fifteen (15) applicants were determined to be not qualified: Six (6) White males; Four (4) White females; Three (3) AAIANHNPI Males; One (1) AAIANHNPI Female; and One (1) Unknown male.

Two (2) applicants were found to be minimally qualified: Two (2) White females

Two (2) applicants were determined to be finalists: Two (2) AAIANHNPI Females

One (1) AAIANHNPI Female withdrew after interview.

One (1) AAIANHNPI female was hired for this position. This candidate selected met all required qualifications and three preferred qualifications. The candidate had extensive research publications and two years' experience teaching graduate and undergraduate level courses.

Assistant Professor Modern Languages

Selection: One (1) White Female

The White Male, White Female and AAIANHNPI female goals had already been achieved.

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

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

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

One (1) applicant was determined to be a finalist: One (1) White Female

One (1) White female was hired for this position. This White Female non-goal candidate had been in a part-time position within the department. Due to a retirement she was moved into a full-time position in her own position. There were no other candidates and no goal candidates.

Assistant Professor Physics and Engineering

Selection: One (1) White Female

The White Male, White Female and AAIANHNPI female goals had already been achieved.

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

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

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

One (1) applicant was determined to be a finalist: One (1) White Female

One (1) White female non-goal candidate was hired for this position. This White Female candidate had been in a part-time position within the department as an adjunct. Due to a retirement within the department she was moved into a full-time position in her own position. There were no other candidates and no goal candidates.

Instructor Education and Family Therapy

Selection: One (1) White Female

The White Male, White Female and AAIANHNPI female goals had already been achieved.

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

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

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

One (1) applicant was determined to be a finalist: One (1) White Female

One (1) White female non-goal candidate was hired for this position. This White Female candidate had been in a part-time position within the department and was moved into a full-time position during the reporting period. There were no other candidates and no goal candidates.

Assistant Professor Criminology

Selection: One (1) White Male

The White Male, White Female and AAIANHNPI female goals had already been achieved.

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

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

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

One (1) applicant was determined to be a finalist: One (1) White Male

One (1) White Male was hired for this position. This White male non-goal candidate had been in a part-time position within the department as an adjunct. Due to a retirement within his department he was moved into a full-time position in his own position. There were no other candidates and no goal candidates.

Assistant Professor Physical Education and Human Performance

Selection: One (1) White Male

The White Male, White Female and AAIANHNPI female goals had already been achieved.

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

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

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

One (1) applicant was determined to be a finalist: One (1) White Male

One (1) White Male was hired for this position. This White male non-goal candidate had been in a part-time position within the department. He was moved into a full-time position in his own position. There were no other candidates and no goal candidates.

Assistant Professor Communication

Selection: One (1) White Male

The White Male, White Female and AAIANHNPI female goals had already been achieved.

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

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

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

One (1) applicant was determined to be a finalist: One (1) White Male

One (1) White Male was hired for this position. This White male non-goal candidate had been in a part-time position within the department and was moved into a full-time position in his own position. There were no other candidates and no goal candidates.

COACHING (EE02)

GOALS:

Hires		Promotions	

No hiring activity occurred in this category during the reporting period.

PROFESSIONAL NON-FACULTY (EE03)

GOALS:

Hires		Promotions	
4	Black males		
5	AAIANHNPI males		
5	AAIANHNPI females		

Assistant to the Director of Residence Life

Selection: One (1) Black Male

Central Connecticut State University invites applications for a full-time Assistant to the Director of Residence Life/Resident Director in the Department of Residence Life. This is a **10-month live-in** professional staff member is responsible for the over quality of life in a University residence hall. The emphasis of this position is on establishing and maintaining an atmosphere conducive to personal growth, community building and academic achievement. Candidates are expected to be committed to multiculturalism and working with a diverse student body

Required Qualifications

- Bachelor’s degree
- Two years (FTE) of relevant housing experience which equips the applicant to relate effectively to resident university students and staff
- Commitment to serving a diverse student body

Equivalent combination of training and experience may be considered.

Preferred Qualifications:

- Recent residence life work experience at a college or university setting
- Experience housing management software (e.g., Adirondack Solutions) and/or student conduct software (e.g., Pave Systems)
- Experience with operational needs of a residence hall (e.g., submitting work orders, inventory control)
- Supervision of resident assistants
- Demonstrated experience advising student organizations (e.g., clubs, hall council)
- Experience developing and providing training in college/university setting
- Demonstrated experience with crisis management including student conduct

Advertisements: HigherEdJobs, The Chronicle of Higher Education, NEACUHO & ACUHO-I ListSrvs

Sixty-four (64) individuals applied for this position: One (1) White male; One (1) White female; **Two (2) Black males;** One (1) Black female; One (1) Hispanic Female; Fourteen (14) Unknown males; Forty-two (42) Unknown females; and Two (2) Unknown Unknowns.

Sixty-one (61) applicants were determined to be not qualified: One (1) White male; One (1) Black female; One (1) Hispanic Female; Fourteen (14) Unknown males; Forty-two (42) Unknown females; Two (2) Unknown Unknowns.

Zero (0) applicants were found to be minimally qualified

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

One (1) Black Male goal candidate was hired into this position, achieving a goal for Black Males in this category.

Technical Support Lead

Selection: One (1) Black male

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

One (0) applicant was determined to be not qualified: 0

One (1) applicant was determined to be a finalist: One (1) Black male.

One (1) Black Male goal candidate was hired into this position; achieving a second goal for Black Males in this category. He moved to full time from part time status during the reporting period. There were no other candidates.

Environmental Health and Safety Coordinator

Selection: One (1) AAIAHNPI Male

Central Connecticut State University invites applications for a full-time, Environmental Health & Safety Coordinator. The successful candidate will be responsible for assisting the Director of Environmental Health and Safety in the day to day management of all environmental health and safety programs at CCSU. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications:

- Bachelor's degree in environmental science, safety or related field
- Two years of related work experience
- Knowledge of chemical properties and segregation techniques
- Basic knowledge of OSHA general industry safety standards
- Good verbal and written communication skills
- Possess a valid (CT) driver's license
- Demonstrated knowledge of and ability to use relevant computer programs
- Must be able to successfully pass a medical examination, including respiratory protection, and lift fifty (50) pounds
- Commitment to serving a diverse university community

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

Preferred Qualifications:

- Possess one or more of the following certifications: OSHA 10/30 General Industry or Construction, HAZWOPER
- Experience working in an educational, laboratory, or waste management setting involving scientific work

Advertised: *Career Builder, DiverseJobs, HigherEdJobs, Campus Safety Health & Environmental Management Association (CSHEMA), Hazwaste forum, New England Small College Environmental Safety Association (NESCESA)*

Seventy-Five (75) individuals applied for this position: Eight (8) White males; Two (2) White females; One (1) Hispanic female; **Two (2) AAIANHNPI males;** Forty-Six (46) Unknown males; and Sixteen (16) Unknown females.

Sixty-one (61) applicants were determined to be not qualified: Four (4) White males; Two (2) White females; **One (1) AAIANHNPI male;** Thirty-Nine (39) Unknown males; and Fifteen (15) Unknown females.

Zero (0) applicants were found to be minimally qualified

Fourteen (14) applicants were determined to be finalists: Four (4) White males; One (1) Hispanic female; **One (1) AAIANHNPI male;** Seven (7) Unknown males; and One (1) Unknown female.

One (1) AAIANHNPI male was hired for this position, resulting in goal achievement in this area.

Administrative Support Specialist

Selection: One (1) AAIANHNPI Female

Facilities Management seeks a dynamic, detail-oriented individual for a full-time, Administrative Support Specialist to assist the Chief Operations Officer in a variety of administrative, financial and support services. This position plays a critical role in the preparation, organization, maintenance and monitoring of various financial and budgetary reports including internal and external audits, projects as well as purchasing. The successful candidate will demonstrate excellent written and oral communication skills, time and project management skills, computer and software skills including Microsoft Suite - Excel. The successful candidate will equally have a broad understanding and familiarity with the skilled trades, environmental health and safety, finance, facilities management including warehouses, power plant, capital projects and construction, and support services including mail, copy center and events management.

Required Qualifications

- Bachelor’s Degree from an accredited institution
- Three (3) years of experience in fiscal and or administrative functions.
- Demonstrated experience using computers and Microsoft Office
- Demonstrated ability to manage multiple tasks, to analyze problems and to recommend effective solutions.

Preferred Qualifications

- Higher education experience preferred.
- Finance and budget experience with capital projects, utility programs & capital planning.
- Experience in the administration of the oversight and maintenance of multiple buildings serving a multitude of purposes.
- Demonstrated knowledge of the skilled maintenance trades and experience triaging both emergency and routine service calls.
- Experience using facilities maintenance/management software.

Advertisements: *HigherEdJobs, and Diverse Jobs*

Twenty-Seven (27) individuals applied for this position: Seven (7) White Males; Six (6) White Females; Three (3) Black Females; **One (1) AAIANHNPI Female;** Three (3) Unknown Males and Seven (7) Unknown Females.

Sixteen (16) applicants were determined to be not qualified: Four (4) White Males; Three (3) White Females; Two (2) Black Females; two (2) Unknown Males; and Five (5) Unknown Females.

Eight (8) applicants were found to be minimally qualified: Two (2) White Males; Three (3) White Females; One (1) Black Female; and Two (2) Unknown Females.

Three (3) applicants were determined to be finalists: One (1) White Male; **One (1) AAIANHNPI Female;** and one (1) Unknown Male.

One (1) AAIANHNPI Female goal candidate was hired for this position. This hire met a goal in this category for AAIANHNPI females.

Site Specialist TRIO Grant

Selection: One (1) Hispanic Male

Central Connecticut State University invites applications for a full-time Site Specialist in the Academic Affairs, TRIO (Educational Talent Search and Upward Bound Math and Sciences). The successful candidate will work closely with the Project Coordinator in providing direct services and program activities in a five-year federally funded program that will provide overall TRIO educational, enrichment, and recreational programs for middle and high school students from the New Britain School District. Additionally, they will advise students on individual and group settings on topics related to college and career readiness. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Minimum Qualifications

- Bachelor's degree
- Three years of experience working with educational programs in a school, community organization or higher education environment with a wide variety of students from disadvantaged backgrounds
- Demonstrated effective oral and written communication skills
- Demonstrated ability and knowledge of the use of Microsoft Office Suite computer programs

Preferred Qualifications

- Preferred Qualifications include any or combination of the following:
- Graduate Degree in Education, Social Work, Counseling or related field
- Experience developing and facilitation presentations for high school students, college students, and the community at large.
- Advanced Spanish, Arabic or Polish language skills
- 4 or more years of experience in similar or related programming
- Direct experience with end of year reporting and/or budgets.

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

Advertisements: *New England Educational Opportunity Association (NEOA), LinkedIn, Connecticut Association of Educational Opportunity Programs (CAEOP).*

Eight-one (81) individuals applied for this position: Six (6) White females; **One (1) Black male;** Two (2) Black females; One (1) Hispanic male; Seven (7) Hispanic females; Twenty-three (23) Unknown males; thirty-nine (39) Unknown females; and Two (2) Unknown Unknowns.

Fifty-Two (52) applicants were determined to not be qualified: Two (2) White females; **One (1) Black male;** One (1) Black female; Two (2) Hispanic females; Fifteen (15) Unknown males; Twenty-nine (29) Unknown females; and Two (2) Unknown Unknowns.

The **Black Male goal candidate** was eliminated as he did not meet the minimum qualifications for the position because he does not possess three years of experience working with the population.

Twenty-one (21) applicants were found to be minimally qualified: Three (3) White females; One (1) Black female; Three (3) Hispanic females; Six (6) Unknown males; and Eight (8) Unknown females.

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

One (1) Hispanic male was hired for this position. The selected non-goal candidate possessed all required and preferred qualifications. He has a background in admissions at many post-secondary institutions. He discussed finding the “right fit” for students and helping them make appropriate college choices. He gave examples of various approaches including sports, home life and other life experiences that allow him to build rapport with students. He provided examples of how he would go above and beyond in order to support struggling students and his passion and commitment to meeting the goals of the program. There were no other goal candidates.

References and Instruction Librarian

Selection: One (1) White Female

The Elihu Burritt library at Central Connecticut State University invites innovative and energetic applicants to fill a full-time, tenure-track librarian position that will serve on the Library's Reference and Instruction team. The successful candidate will be responsible for a variety of tasks that successfully

support the research needs of CCSU's students, faculty, and staff. Candidates are expected to be committed to multiculturalism and to working with a diverse student body.

Required Qualifications:

- American Library Association accredited Master's degree in Library Science or equivalent
- Academic library reference and instruction experience (e.g. ability to create single-session lesson plans and assignments; knowledge of information resources)
- Must have good interpersonal skills and demonstrate a commitment to public service
- Strong communication and presentation skills
- Experience working effectively with a highly diverse group of faculty, students, colleagues and the general public

Preferred Qualifications:

- Experience with online learning management systems (e.g. Blackboard, D2L "Desire to Learn," Moodle, Canvas)
- Experience teaching a semester long information literacy credit course (e.g. ability to create lesson plans and assignments)
- Familiarity with screen recording and video editing software (e.g. Camtasia, Captivate)
- Demonstrated ability to effectively use instructional/e-learning technologies
- Familiarity with the ACRL Framework for Information Literacy for Higher Education
- Experience with Social Media Tools and Metadata
- Familiarity with the digitization of oral interviews
- Knowledge of digital repositories

Duties include but are not limited to:

- Teaches single session information literacy classes
- Teaches face-to-face or online one credit information literacy course
- Participates in the development, implementation and management of materials (print and electronic) supporting the instruction program (e.g. Libguides, tutorials, etc.)
- Participates in assessing the Library's user instruction program including single session classes and credit courses
- Assists in creating and implementing effective assessment tools to measure student learning outcomes
- Provides in-person and virtual reference assistance at the reference desk as scheduled
- Serves as a library liaison for assigned subject areas and/or departments
- Collaborates with teaching faculty and library colleagues to accomplish the goals of the department and university
- Acts as a point of contact for the CCSU Veterans History Project (VHP)
- Works with Digital Humanities Librarian to improve the collection metadata for the VHP database.
- Oversees the VHP Social Media presence
- Assists with the digitization of the VHP oral history collection
- Participates on faculty committees
- Stays abreast of current trends and best practices in areas of responsibility
- Contributes to the field through scholarly activities and membership in professional organizations
- Some evening work will be required
- Performs other duties as assigned

Advertisements: *Chronicle of Higher Education, Higheredjobs.com, Diversejobs.net, College Libraries Listserv (Section of Association of College and Research Libraries), Conntech Listserv, American Library Association's Information Literacy Instruction Listserv, Simmons Jobline, Black Canvas of the American Library Association, Latina/o Studies Association Facebook (group)*

Twenty-seven (27) individuals applied for this position: Seven (7) White males; Fourteen (14) White females; Three (3) Black females; One (1) Hispanic male; (1) Unknown male; and One (1) Unknown female. There were no goal candidates.

Ten (10) applicants were found to be not qualified: Two (2) White males; Seven (7) White females; and One (1) Unknown female.

Twelve (12) applicants were found to be minimally qualified: Four (4) White males; Five (5) White females; Two (2) Black Females; and One (1) Unknown male.

Five (5) applicants were determined to be finalists: One (1) White male; Two (2) White females; One (1) Black female; and One (1) Hispanic male.

One (1) White female was hired for this position. The candidate met all of the required qualifications, with a high score of 3/3 in Academic Library reference and instruction experience, the core components of the job. Additionally, the candidate met five of the eight preferred qualifications: experience teaching a semester long information literacy credit course, familiarity with screen recording and video editing software, demonstrated ability to effectively use instructional/e-learning technologies, experience with social media tools and metadata, and knowledge of digital repositories. There were no goal candidates.

Reference and Instructional Design Librarian

Selection: One (1) White Female

The Elihu Burritt library at Central Connecticut State University invites innovative and energetic applicants to fill a full-time, tenure-track librarian position that will serve on the Library's Reference and Instruction team. The successful candidate will be responsible for a variety of tasks that successfully support the research needs of CCSU's students, faculty, and staff. Candidates are expected to be committed to multiculturalism and to working with a diverse student body.

Required Qualifications:

- American Library Association accredited master's degree in Library Science or equivalent
- Academic library reference and instruction experience
- Demonstrated experience and knowledge of electronic and print information resources
- Demonstrated experience in online instructional design
- Must have good interpersonal skills and demonstrate a commitment to public service
- Excellent communication and presentation skills
- Experience working effectively with a highly diverse group of faculty, students, colleagues and the general public

Preferred Qualifications:

- Experience with online learning management systems (e.g. Blackboard, D2L "Desire to Learn," Moodle, Canvas)
- Experience with instructional design and the creation of effective lesson plans, assignments and assessment strategies for the information literacy program and LSC 150 courses.
- Experience providing concise information to undergraduate and graduate students in brief library instructions sessions covering a wide range of subject areas
- Experience teaching a semester long information literacy credit course (e.g. ability to create lesson plans and assignments)
- Familiarity with screen recording and video editing software (e.g. Camtasia, Captivate)
- Demonstrated ability to effectively use instructional technologies
- Familiarity with national information literacy standards/framework (e.g. ACRL)
- Familiarity with graphic design software to create and enhance instructional learning materials and library marketing materials

Duties include but are not limited to:

- Oversees the planning and development of online learning materials in support of all library-based instruction
- Collaborates with the Assessment Librarian to provide assessment of all online learning materials
- Teaches single session information literacy classes
- Teaches face to face or online one credit information literacy course
- Participates in the development, implementation and management of materials (print and electronic) supporting the instruction program (e.g. lib guides, tutorials, etc.)
- Participates in assessing the Library's user instruction program including single session classes and credit courses
- Assists in creating and implementing effective assessment tools to measure learning outcomes
- Provides in person and virtual reference assistance at the reference desk as scheduled
- Serves as collection developer and library liaison for assigned subject areas and/or departments
- Cooperates and collaborates with teaching faculty and library colleagues to accomplish the goals of the department and university
- Participates in faculty committees
- Stays abreast of current trends and best practices in areas of responsibility
- Contributes to the field through scholarly activities and membership in professional organizations
- Some evening work will be required
- Performs other duties as assigned

Advertisements: *Chronicle of Higher Education, Higheredjobs.com, Diversejobs.net, College Libraries Listserv (Section of Association of College and Research Libraries), Conntech Listserv, American Library Association's Information Literacy Instruction Listserv, Simmons Jobline, Black Canvas of the American Library Association*

Twenty-one (21) individuals applied for this position: Seven (7) White males; Ten (10) White females; **One (1) Black male;** One (1) Black female; One (1) Unknown male; and One (1) Unknown female.

Sixteen (16) applicants were determined to be not qualified: Seven (7) White males; Five (5) White females; **One (1) Black male;** One (1) Black female; One (1) Unknown male; and One (1) Unknown female.

The Black male goal candidate did not meet the required qualification - American Library Association accredited master's degree in Library Science or equivalent

Zero (0) applicants were determined to be minimally qualified.

Five (5) applicants were determined to be finalists: Five (5) White females.

One (1) White Female was hired for this position. The non-goal candidate selected has twelve years of reference and instruction experience and was provided current examples of instructional design through her work as an embedded librarian and in her creation of a Blackboard shell that is utilized in classes at the candidate's institution. The candidate gave specific examples of teaching and instructional design experiences, as well as screen recording software and several technologies used to enhance instruction.

Assistant Director Student Activities Leadership Development

Selection: One (1) White Female

CCSU's Division of Student Affairs seeks an innovative, results-oriented professional to be part of a team that encourages and supports student development through involvement in co-curricular clubs and their programs. The Assistant Directors role is to emphasize participatory learning, teaching, and ethical leadership development of students and their elected leaders to enhance the university community. Candidates for this position will guide student organizations in the production of a comprehensive calendar of diverse co-curricular programs.

The successful candidate will need to demonstrate a combination of skills, including experience in advising student organizations, organizational development, program planning, and implementation. Collaboration with faculty, negotiation and execution of talent contracts, effective application of student leadership development theory, excellent oral/written skills and supervisory experience essential. The successful candidate should demonstrate their ability to assess student outcomes as it relates to participation and the goals of the Division of Student Affairs.

Required Qualifications:

- Bachelor's Degree
- Three years' professional experience in student activities programming in a college or university setting

Preferred Qualifications:

- Master's Degree in Student Development and Higher Education or related field
- Prior experience in advising a University Programming Board
- Prior experience in the design and implementation of a Leadership Development Curriculum
- Demonstrated skills working with a diverse student body as it relates to student special interests.

Advertisements: *HigherEdJobs, Black Issues in Higher Education, American Association of Hispanics in Higher Education Inc (AAHHE)*

One Hundred and Thirty-eight (138) individuals applied for this position: Four (4) White males; Twelve (12) White females; **One (1) Black male**; Two (2) Black females; Two (2) Hispanic males; Two (2) Hispanic females; Thirty (30) Unknown males; Eighty (80) Unknown females; and Five (5) Unknown Unknowns.

One Hundred and Eleven (111) applicants were determined to be not qualified: One (1) White male; Four (4) White females; Two (2) Black females; One (1) Hispanic male; One (1) Hispanic female; Twenty-five (25) Unknown males; Seventy-two (72) Unknown females; and Five (5) Unknown Unknowns.

Twenty (20) applicants were found to be minimally qualified: Two (2) White males; four (4) White females; **One (1) Black male**; One (1) Hispanic male; One (1) Hispanic female; Four (4) Unknown males; and Seven (7) Unknown females.

The **Black Male** goal candidate only met one of the preferred qualifications. He had less than two (2) years' experience in a college setting.

Seven (7) applicants were determined to be finalists: One (1) White male; Four (4) White females; One (1) Unknown male; and One (1) Unknown female.

One (1) White female was hired for this position. The White Female non-goal candidate selected met all preferred and minimum qualifications and her experience in a college setting exceeded the preferred three years. There were no other goal candidates.

Technical Support Specialist

Selection: One (1) White Male

Central Connecticut State University's Department of Information Technology invites applications for a Technical Support Specialist. The successful candidate will maintain the University computer-based software images supporting all academic and administrative systems including print systems. They will still work to ensure software images meet the necessary security standards. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications:

- Bachelor's Degree in Computer Science, Information Systems or equivalent and four years of experience in a majority of the following areas: supporting end-users in an educational environment with demonstrated ability to work effectively with faculty, administration and students.
- Demonstrated ability to install software on file servers as it applies to imaging University desktop computers.
- Demonstrated knowledge of software and hardware technical installation, configuration and maintenance on both PC and Macintosh platforms, and experience with Change Management experience/system.
- Demonstrated excellent oral and written interpersonal skills.
- Demonstrated experience formulating procedures, supervising others, and establishing and maintaining effective working relationships with others.
- Credentials and/or experience substantially comparable to the above may also be considered.

Preferred Qualifications:

- Demonstrated advanced knowledge of Windows and Mac operating systems, domain architecture, server-side services, and interaction with the desktop environment.
 - Proficiency with scripting languages (e.g., VBscript, PowerShell), packaging/deploying applications.
 - Demonstrated understanding of Microsoft Enterprise technologies, Active Directory, Group Policy, Office 365 Suite.
 - Expertise in Desktop image creation and management using SCCM.
- Substantially comparable experience and/or credentials will be considered.

Advertisements: *The Chronical, HigherEdJobs, Career builder, Siguccs, Nercomp Listserv*

Fifty-two (52) individuals applied for this position: Eighteen (18) White males; **Three (3) Black males;** Seven (7) Hispanic Males; **Seven (7) AAIANHNPI males; One (1) AAIANHNPI female;** Fifteen (15) Unknown males; and One (1) Unknown female.

Thirty-Eight (38) applicants were determined to be not qualified: Ten (10) White Males; **Two (2) Black Males;** Four (4) Hispanic Males; **Five (5) AAIANHNPI males; One (1) AAIANHNPI female;** Fifteen (15) Unknown Males; and one (1) Unknown Female.

The first Black Male goal candidate was not qualified as he did not submit a complete application package.

The second Black Male goal candidate was not qualified as he did not possess four years' experience in a majority of the following areas: supporting end-users in an educational environment with demonstrated ability to work effectively with faculty, administrators, and students. Demonstrated ability to install software on file servers as it applies to imaging University desktop computers; demonstrated knowledge of software and hardware technical installation, configuration and maintenance on both PC and Macintosh platforms, and experience with change management procedures/systems.

Two AAIANHNPI male goal candidates were not qualified as they did not submit complete application packages.

One AAIANHNPI male goal candidate was not qualified as he did not possess a bachelor's degree in computer science, information systems or its equivalent.

Two AAIANHNPI male goal candidates were not qualified as they did not possess four years' experience in a majority of the areas described above.

The one AAIANHNPI female goal candidate was not qualified as she did not possess four years' experience in a majority of the areas described above.

Three (3) applicants were found to be minimally qualified: One (1) White Male, **one (1) Black Male** and one (1) Hispanic Male.

The Black Male goal candidate was found to be minimally qualified as he did not possess any of the preferred qualifications.

Eleven (11) applicants were determined to be finalists: Seven (7) White Males; Two (2) Hispanic Males and **Two (2) AAIANHNPI males.**

One (1) White Male was hired for this position. This non-goal candidate was the only candidate who possessed all of the preferred qualifications. He had experience using Powershell scripts, SCCM, LabTek

software to deploy virtual machines. He stated his strength is in computer imaging. He is experienced with the entire imaging process of building, testing and deployment.

The first AAIANHNPI male goal candidate not selected did not possess all of the preferred qualifications. Whereas he did have experience with older imaging utilities, he did not have experience with the preferred SCCM software and Powershell scripting software.

The second AAIANHNPI male goal candidate not selected had less than two years' experience with Apple computers as compared to PCs and no imaging experience.

Advising Student Support Specialist

Selection: One (1) White Female

Central Connecticut State University invites applications for Advising and Student Support Specialist. The incumbent of this position delivers comprehensive advising for graduate students interested in pursuing one of the graduate degree programs or official certificate programs in the School of Business to ensure successful articulation of transfer credits and increased student satisfaction, retention and graduation.

POSITION RESPONSIBILITIES

- Provides advising to and serves as a resource for prospective, incoming, transfer, and continuing graduate students concerning academic policies and standards, program and degree requirements and professional requirements for School of Business graduate students.
- Monitors and evaluates students' educational progress by conducting academic progress audits. Prepares activity reports and analyses to help evaluate students' success.
- Represents the School of Business Graduate Programs at Graduate Open House, career fairs, orientations, and at the graduate program SPA sessions.
- Designs, develops and coordinates outreach activities for graduate student groups, parents, faculty and other appropriate groups as assigned, to provide integrated educational information about and support for School of Business graduate student academic success at the University. These activities may include graduate program events, graduate orientations, meet and greets, the School of Business graduation celebration, etc.
- Collaborates with other appropriate departments, such as Graduate Admissions, Graduate Studies, Registrar's Office, Bursar's Office, Financial Aid, etc., by troubleshooting and increasing student satisfaction and student retention.
- Collaborates with faculty and staff, assists with the development and execution of academic support and advising programs, which may include career/internship advising, career fairs, resume preparation, etc.
- Updates and maintains the graduate web pages for the center and assists with the maintenance of the School-based web pages to highlight graduate student successes and ensure accurate information as it relates to graduate advising.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

Required Qualifications

- Bachelor's degree
- Three years of professional level experience in higher education admissions and/or advising
- Excellent oral and written communication skills.

- Ability to use standard business software
- Availability to attend evening and weekend activities.

Advertisements: CCSU HR Job Opportunity Website, HigherEdJobs

One Hundred and one (101) individuals applied for this position: Fourteen (14) White males; Thirty-three (33) White females; **Four (4) Black males;** Eleven (11) Black females; Eight (8) Hispanic males; Five (5) Hispanic females; **One (1) AAIANHNPI male; Two (2) AAIANHNPI females;** Five (5) Unknown males; and Eighteen (18) Unknown females.

Seventy-Six (76) applicants were determined to be not qualified: Thirteen (13) White males; Twenty-three (23) White females; **One (1) Black Male;** Nine (9) Black females; Five (5) Hispanic males; Four (4) Hispanic females; **One (1) AAIANHNPI Male; One (1) AAIANHNPI female;** Three (3) Unknown males; and Sixteen (16) Unknown females.

The Black Male goal candidate was found to be not qualified as he submitted an incomplete application.

The AAIANHNPI Male goal candidate did not meet the minimum qualifications as he did not have three years of professional experience in higher education admissions and/or advising.

The AAIANHNPI Female goal candidate did not meet the minimum qualifications as she did not have three years of professional experience in higher education admissions and/or advising.

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

The first Black Male goal candidate was found to be minimally qualified as he had no experience working with graduate admissions or advising.

The second Black Male goal candidate was found to be minimally qualified as he did not have experience with academic support.

The AAIANHNPI Female goal candidate was found to be minimally qualified as she did not possess any experience with graduate admissions.

Eleven (11) applicants were found to be finalists: One (1) White male; Four (4) White females; **One (1) Black male;** One (1) Black Female; Two (2) Hispanic Males; One (1) Unknown Male; and One (1) Unknown female.

The Black Male goal candidate not selected was scattered in his responses, as he had difficulty answering the questions that explained his experience working directly with undergraduate students. There were no other goal candidates.

One (1) White female was hired for this position. She had six years' experience in advising for both undergraduate and graduate accounting students, and for students interested in applying for their MBA.

Assessment Coordinator

Selection: One (1) White Female

Central Connecticut State University (CCSU) invites applications for a full-time Assessment Coordinator in the Office of Institutional Research and Assessment. The position reports to the Director of Institutional Research and Assessment and will coordinate university assessment activities. The candidate will assist in the planning, implementation, coordination and reporting of both direct and indirect assessments for the University.

Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Other duties include:

- Prepares reports to meet accreditation and state reporting requirements such as New England Commission on Higher Education (NECHE), and Connecticut State Colleges and Universities (CSCU), etc. May provide support for discipline-specific accreditation and program review.
- Works with the Director of Institutional Research and Assessment, facilitating and managing assessment software used for assessing General Education and discipline-specific assessments.
- Provides training and technical support for faculty/staff related to the assessment software.
- Establishes and maintains effective liaison with academic deans, department chairs, faculty and staff to facilitate the administration and use of results from direct and indirect assessments.
- Facilitates and coordinates the administration of surveys and prepares institutional reports on resulting data. May develop surveys as needed.
- Prepares institutional studies, plans, reports, and university-wide assessments as directed; reports may be written or verbal.
- Works with the CCSU Academic Assessment Committee to organize the evaluation of program assessment reports, which are submitted to the Committee for review.

Required Qualifications

- Bachelor's degree in relevant field.
- Minimum of four years of experience with project management.
- Exceptional communication, interpersonal, and organizational skills along with the ability to work collaboratively with faculty, staff and external constituents.
- Demonstrated ability to work independently, handle multiple projects, work within set deadlines, and communicate in both written and oral formats.
- Credentials and/or experience substantially comparable to the above may also be considered.

Preferred Qualifications:

- Experience with accreditation requirements such as The New England Commission of Higher Education (NECHE), and prior direct and indirect assessment experience is preferred.
- Experience with Microsoft Office software is preferred.

Advertised: *Chronicle of Higher Educational, HigherEdJobs, Diversejobs, Airweb.org, Neair.org*

Forty-one (41) individuals applied for this position: Four (4) White males; Ten (10) White females; **One (1) Black male**; One (1) Black female; Seven (7) Unknown males; and (18) Unknown females.

Twenty-one (21) applicants were found to be not qualified: Two (2) White males; Four (4) White females; One (1) Black female; Five (5) Unknown males; and Nine (9) Unknown females.

Ten (10) applicants were found to be minimally qualified: Two (2) White males; Two (2) White females; One (1) Unknown male; and Five (5) Unknown females.

Ten (10) applicants were determined to be finalists: Four (4) White females; **One (1) Black male;** One (1) Unknown male; and Four (4) Unknown females.

The **Black Male goal candidate** not selected had a background in student affairs and not assessment. As part of their on-campus interview all candidates were instructed to complete a simple assignment typical of what might be expected as part of their position in working with diverse faculty. The candidate's response did not address the assignment and focused directly on working with students. Furthermore, he did not provide examples of data analytics and project management with his presentation, which were both required qualifications. Candidate's experience is more appropriate for a student services position.

One (1) White female was hired for this position. The white female non-goal candidate selected gave a strong presentation on collaborating with diverse staff and groups as part of her on-campus interview, utilizing data analytics and project management skills. Her background in assessment made her the ideal candidate.

Assistant Dean, School of Business

Selection: One (1) White Female

Central Connecticut State University invites applications for a full-time Assistant Dean in the School of Business. The Assistant Dean assists the Dean in the general operations and functions of the Dean's Office, with particular emphasis on student advising, career services and event planning. The job entails supporting student services (advising), events management (guest speakers, career related workshops, honors ceremonies, etc.), managing student organizations, and recruiting corporate partners for internships, speaking and job placement. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications:

Credentials and/or experience substantially comparable to the following:

- Ability to work as a team member.
- Excellent oral and written communication skills.
- Master's degree
- At least three years of relevant experience in administering academic operations, programs, and services.
- Demonstrated understanding of the objectives and needs of undergraduate students.
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualification:

- Meaningful experience in two or more of the following: student services (advising), events management, managing student organizations, recruiting corporate partners, developing career services for students and alumni.

Advertisements: *Chronicles of Higher Education, American Association of Hispanics and Higher Education, Divers Jobs, Higher Ed Jobs, Listservs, LinkedIn Connections, Network*

Sixty-nine (69) individuals applied for this position: Two (2) White Males; Nine (9) White Females; **Three (3) Black Males;** Two (2) Black Females; one (1) Hispanic Female; **One (1) AAIANHNPI male;** Twenty-Three (23) Unknown Males; and Twenty-Eight (28) Unknown Females.

Forty-One (41) applicants were determined to be not qualified: One (1) White Male; Three (3) White Females; **Three (3) Black Males;** One (1) Black Female; Twelve (12) Unknown Males; and Twenty-One (21) Unknown Females.

The **first Black Male goal candidate** was eliminated as he did not submit his references or his transcript.

The **second and third Black Male goal candidates** were not qualified as neither possessed four years' relevant experience.

Fourteen (14) applicants were found to be minimally qualified: Three (3) White Females; One (1) Black Female; one (1) Hispanic Female; Six (6) Unknown Males; and Three (3) Unknown Females.

Fourteen (14) applicants were determined to be finalists: One (1) White Male; Three (3) White Females; **One (1) AAIANHNPI Male;** Five (5) Unknown Males; and Four (4) Unknown Females.

One (1) AAIANHNPI Male goal candidate not selected did not provide direct responses to his experience administering academic operations, programs and services including Corporate Recruiting, which is imperative for a School of Business.

One (1) White Female was hired for this position. She possessed all of the required and all of the preferred qualifications. She had also served three (3) years previously as an Assistant Dean.

Registrar Services Assistant

Selection: One (1) Black Female and one (1) Hispanic Female

Central Connecticut State University invites applications for a full-time Registrar Services Assistant position in the Office of the Registrar. The Registrar Services Assistant provides operational student support services to the Office of the Registrar, with a focus on quality service delivery and student support. The position responsibilities include providing the first level of assistance for calls, emails, mail, and walk-in requests received by the Office of the Registrar and resolving a wide variety of student requests. Additionally, the position assists with informing students and staff on registration and records processes, degree audit and graduation policies and general University policies and operating procedures while contributing to student success and retention. The position also assists with troubleshooting, routine error resolution, and routine maintenance of records and registration systems. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications:

Credentials and/or experience substantially comparable to the following:

- Bachelor's degree
- Two years (FTE) of registrar's office (preferred), or related college or university office, professional work experience.

- Demonstrated ability to handle varied and confidential information, effectively organize and perform detailed work, and multitask while demonstrating exemplary customer service skills.
- Demonstrated ability to communicate and share information effectively with a variety of people and groups.
- Demonstrated experience using student information systems (such as Banner), document imaging systems and the Microsoft Office Suite.

Preferred Qualification:

- Experience using and administering degree audit systems (such as Degree Works) and academic scheduling systems (such as Ad Astra).
- Education or training beyond a Bachelor’s degree closely related to the field of higher education, such as counseling or administration.

Advertisements: HigherEdJobs, NEACRAO Website, CACR Website & Listserv

Three hundred twenty-seven (327) individuals applied for this position: Six (6) White Males; Nineteen (19) White Females; **Three (3) Black Males;** Six (6) Black Females; Two (2) Hispanic Males; Three (3) Hispanic Females; **One (1) AAIANHNPI Female;** Seventy-one (71) Unknown Males; One hundred ninety-three (193) Unknown Females and Twenty-three (23) Unknown Unknowns.

Three hundred nineteen (319) applicants were determined to be not qualified: Five (5) White Males; Eighteen (18) White Females; **Three (3) Black Males;** Five (5) Black Females; Two (2) Hispanic Males; Two (2) Hispanic Females; **One (1) AAIANHNPI Female;** Seventy (70) Unknown Males; One hundred ninety (190) Unknown Females; Twenty-three (23) Unknown Unknowns.

One (1) Black Male goal candidate did not meet all required qualifications as he did not possess two years (FTE) of registrar’s work or other related to a college or university office or professional work experience.

One (1) Black Male goal candidate did not meet all required qualifications as he did not possess two years (FTE) of registrar’s work or other related to a college or university office or professional work experience.

One (1) Black Male goal candidate was eliminated as he had an incomplete application, since he failed to submit a cover letter or references.

One (1) AAIANHNPI Female goal candidate did not meet all required qualifications as she did not possess a Bachelor’s degree, or two years (FTE) of registrar’s work, or other related to a college or university office, or professional work experience.

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

Eight (8) Applicants were selected to be interviewed: One (1) White Male; One (1) White Female; One (1) Black Female; One (1) Hispanic Female; One (1) Unknown Male; Three (3) Unknown Females.

One (1) Black female and one (1) Hispanic Female were hired for this position. The Black Female non-goal candidate selected has 10 years’ experience in enrollment services and has worked extensively with

Banner. The Hispanic Female candidate non-goal candidate selected has 11 years' experience working in a Registrar's office with extensive knowledge of Banner and Degree Works. There were no other goal candidates.

Administrative Operations Assistant

Selection: One (1) White Female

Required Qualifications:

- Two (2) or more years of direct experience in a professional – oriented organization or setting
- Excellent computer and organizational skills
- Excellence in creating reports, forms and spreadsheet
- Excellent communication, interpersonal and customer service skills
- Commitment to serving culturally, ethnically, and linguistically diverse communities

Preferred Qualifications:

- Five (5) years of direct experience in a professional – oriented organization or setting
- Bachelor's degree
- Familiarity with the collegiate academic environment and its operation
- Demonstrated ability to understand instructions, policies and procedures
- Experience in human resources or affirmative-action department
- Attention to detail and problem - solving ability.
- Experience with project management; and
- Experience with Microsoft Office Suite including email features, calendaring and basic PowerPoint

Advertisements: *CCSU Website, Diversejobs, HigherEdJobs*

Forty-seven (47) individuals applied for this position: Five (5) White males; Seventeen (17) white females; **One (1) Black male;** Two (2) Black females; One (1) Hispanic male; Seven (7) Hispanic females; **One (1) AAIANHNPI female;** Four (4) Unknown males; and Nine (9) Unknown females.

Twenty-eight (28) applicants were determined to be not qualified: Three (3) White males; Eight (8) White females; **One (1) Black male;** One (1) Black female; Five (5) Hispanic females; **One (1) AAIANHNPI Female;** Four (4) Unknown males; and Five (5) Unknown females.

The **one (1) Black male** goal candidate was not qualified as he did not possess all of the minimum qualifications.

The **one (1) AAIANHNPI female** goal candidate was not qualified as she did not have a complete application. She did not submit references as required.

Twelve (12) applicants were found to be minimally qualified: Two (2) White males; Three (3) White females; One (1) Black female; One (1) Hispanic male; Two (2) Hispanic females; and Three (3) Unknown females.

Seven (7) Applicants were selected to be interviewed: Six (6) White females and one (1) Unknown female.

One (1) White female was hired for this position. The white female non-goal candidate selected possessed all of the required qualifications and all of the preferred qualifications. She is currently the University Assistant in the Academic Dean's office where she assists in the promotion and tenure process. She supervises eight employees with diverse backgrounds.

Financial Aid Counselor

Selection: One (1) White Female

The Financial Aid Counselor provides operational support to the Financial Aid Office, with a focus on assisting with the review and processing of financial aid paperwork and providing information to a variety of individuals regarding financial aid, payment plans and student aid eligibility.

Responsibilities

- Assisting with counseling students, parents or guardians regarding financial aid assistance/eligibility.
- Assists office staff in the administration of financial aid regarding federal state, institutional and private funds encompassing grants, loans and scholarships.
- Assists with awarding student financial aid to eligible applicants by verifying and reviewing applications.
- Completes Federal financial aid Title IV refund calculations.
- Conducts informational sessions regarding financial aid eligibility, application procedures, aid programs and awards.
- Assists with counseling students about financial literacy and debt management.
- Responds to walk-in visitors and telephone inquiries regarding financial aid programs and eligibility as needed.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

Minimum Qualifications Required

Bachelor's degree and two years of financial aid office work experience. Demonstrated ability to handle complex information, effectively organize and manage detail work and manage multiple priorities. Demonstrated ability to communicate and share information effectively with a variety of people and groups. Demonstrated experience using financial aid ERP systems, document imaging systems and Microsoft Office Suite. Credentials and/or experience substantially comparable to the above may also be considered.

Nineteen (19) individuals applied for this position: Four (4) White males; Six (6) White females; **Two (2) Black males;** Three (3) Black females; Three (3) Hispanic females; and **One (1) AAIANHNPI female**

Eighteen (18) applicants were determined to be not qualified: Four (4) White males; Five (5) White females; **Two (2) Black males;** Three (3) Black females; Three (3) Hispanic females; and **One (1) AAIANHNPI female**

The **first Black Male goal candidate** was eliminated as he did not meet all of the required qualifications since he did not possess two years of financial aid office experience or have experience with document imaging systems.

The **second Black Male goal candidate** did not meet the required qualifications as he did not possess a bachelors' degree and had no experience with document imaging systems.

The **AAIANHNPI Female goal candidate** was eliminated as she did not meet all of the required qualifications as she does not possess two years of financial aid office experience, knowledge of Financial Aid ERP systems, Microsoft office suite experience and no experience with document imaging systems.

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

One (1) applicant was determined to be a finalist: One (1) White Female

One (1) White Female non-goal candidate was selected. This woman was the only applicant that met all required qualifications. In addition, she was the only applicant that possessed any of the preferred qualifications with her knowledge of federal student financial aid programs. There were no other goal candidates.

Associate Director of Graduate Programs

Selection: One (1) White Male

Central Connecticut State University invites applications for Associate Director of Graduate Programs. This position is a core member of the School leadership team and provides vision, direction, and coordination for School of Business graduate studies programs, initiatives, and policies. Coordinates and collaborates with the Dean, department chairs, and faculty to provide academic programs and schedule courses to fulfill those programs. Coordinates and supervises, as well as participates in, travel and recruitment, correspondence and follow-up with prospective students, admission decisions, graduate student advising and coordination of special projects. The Associate Director will assist in strategic planning and budgeting. The Associate Director holds primary responsibility for documenting, retaining, and analyzing data, including course and program administrative data and course and program assessment data collected and reported by faculty of graduate courses on all aspects of graduate programs within the school consistent with the requirements of the university and the standards of AACSB and NECHE.

Position Responsibilities:

- Oversees the graduate programs operation, student services, alumni relations, and career services.
- Collaborates/coordinates with the department chairs and the Dean's Office to prepare course schedules for graduate programs and to explore and create new graduate programs.
- Analyzes credentials of applicants for admission in terms of the School standards, programs and curricula.
- Coordinates efforts to improve the quality of the graduate programs, suggests new academic/student services, policies and procedures to the Dean and other administrative bodies on campus, including the Dean of Graduate Studies.
- Recommends changes in procedures and policy impacting student/alumni placement and achievements.
- Documents, retains and analyzes data, including course and program administrative and assessment data collected and reported by faculty of graduate courses on all aspects of graduate programs within the School consistent with University requirements and the standards of the AACSB and NECHE.
- Coordinates, supervises, and participates in, travel and recruitment, correspondence and follow-up

with prospective students, admission decisions, graduate student advising and coordination of special projects.

Coordinates various functions with other campus offices that pertain to graduate students during the recruitment and admissions process.

- Coordinates and supervises the interaction between the institution and community organizations related to graduate studies in the School.
- Assists the Dean in the development, implementation and evaluation of the strategic planning goals and budgets relating to graduate programs.
- Engages in promotional activities including attending open houses, orientation for new students, information sessions, etc.
- In conjunction with the Dean, works with Institutional Advancement and Enrollment Management to create, plan and execute an expanded marketing and recruitment strategy for graduate programs.
- Works with faculty, deans and chairs in maintaining accreditation standards and meeting or exceeding program enrollment goals established through university-planning processes.
- Conducts market research to analyze the demand, viability, and innovative opportunities for new programs and alternative delivery formats and provides feedback and makes recommendations to the Dean concerning these items.
- Represents the School of Business to the public on all aspects of the graduate program.
- Availability to attend evening and weekend activities.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

Required Qualifications

- Master's degree and four years of professional level experience in higher education admissions and/or advising.
- Demonstrated excellent oral and written communication skills and the ability to communicate with culturally diverse individuals/groups.
- Ability to use standard business software.
- Demonstrated understanding of the objectives and needs of graduate students.
- Credentials and/or experience substantially comparable to the above may also be considered.

Advertisements: *CCSU HR Job Opportunity Website, HigherEdJobs*

Thirty-nine (39) individuals applied for this position: Seven (7) White males; Seventeen (17) White females; **Five (5) Black males;** Three (3) Black females; **Two (2) AAIANHNPI males;** One (1) Unknown male; and One (1) Unknown female; Three (3) Unknown Unknowns

Thirty-seven (37) applicants were determined to be not qualified: Six (6) White males; Seventeen (17) White females; **Five (5) Black males;** Two (2) Black females; **Two (2) AAIANHNPI males;** One (1) Unknown male; and One (1) Unknown female; Three (3) Unknown Unknowns

Two Black Male goal candidates were not qualified as they failed to submit a complete application.

Two Black Male goal candidates did not meet the minimum qualifications as they did not possess four years of experience in higher education.

The **fifth Black Male goal candidate** was not qualified as he did not possess a Master's degree.

One **AAIANHNPI Male goal candidate** was not qualified as he failed to submit a complete application.

The **second AAIANHNPI Male goal candidate** was not qualified as he did not possess four years of experience in higher education.

Two (2) applicants were determined to be finalists: One (1) White male and One (1) Black female

One (1) White male was hired for this position. The White Male non-goal candidate selected is currently in a similar position at William Patterson University and prior to that served four years as Operations Coordinator for Student Services Advising and Recruitment. All goal candidates had been eliminated previously in the search.

Human Resources Associate

Selection: Two (2) Hispanic Females

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 recruiting, 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 recruiting using JobAps and other recruiting platforms
- 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.
- 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 recruiting in a human resources department in a public sector agency or higher education institution

Additional preference will be given to Bilingual Spanish applicants

Advertisements: CCSU Human Resources website, IPMA-HR Distribution list

Twenty-eight (28) individuals applied for this position: Two (2) White males; Thirteen (13) White females; **One (1) Black male;** One (1) Black female; One (1) Hispanic male; Two (2) Hispanic females; Eight (8) Unknown females.

Twenty-two (22) applicants were determined to be not qualified: Two (2) White males; Twelve (12) White females; **One (1) Black male;** One (1) Hispanic male; and Six (6) Unknown females.

The Black Male goal candidate was not qualified as he did not possess six years of professional Human Resources experience in a unionized environment.

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

Three (3) Applicants were selected to be interviewed: One (1) Black female; and Two (2) Hispanic females.

Two (2) Hispanic females were hired for this position. The first Hispanic female selected had previous experience within the labor field, interpreting contracts, and with the recruitment, selection and classification of candidates for a large state agency. The second Hispanic female selected had previously been responsible for labor relations on a regional basis for a large state agency. Prior to that she had served in a recruitment capacity for two other state agencies. There were no other goal candidates.

Registrar Services Assistant

Selection: One (1) White Male Hired and One (1) White Male *Promoted*

Central Connecticut State University invites applications for a full-time Registrar Services Assistant position in the Office of the Registrar. The Registrar Services Assistant provides operational student support services to the Office of the Registrar, with a focus on quality service delivery and student support.

Required Qualifications

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

Preferred Qualifications:

- Experience using and administering degree audit systems, such as Degree Works.
- Experience using and administering web content management systems (web publishing) systems.
- Specialized training or experience related to student services or advising

Position Responsibilities:

- Provides the first level of assistance for calls, emails, mail, and walk-in requests received by the Office of the Registrar.
- Resolves a variety of student requests that are within the prescribed limits of authority and in compliance with University policies.
- Assists with informing students and staff on registration and records processes, degree audit and graduation policies and general University policies and operating procedures while contributing to student success and retention.
- In conjunction with University policies, works to resolve student issues, including coordinating with other University departments (Bursar, Financial Aid, IT., etc.) as needed to settle student concerns and/or appropriately refer students.
- Assists with the creation of forms, training materials, and web content to support informing the University community about the operation of the Office of the Registrar and associated systems, policies, and procedures.
- Assists with informing students and University staff on the use and operation of self-service records and registration systems. Assists with troubleshooting, routine error resolution, and routine maintenance of records and registration systems.
- May assist with routine creation and maintenance of academic course sections.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

Advertisements: *HigherEdJobs, NEACRAO Website, CACR Website & Listserv*

Fifty-eight (58) individuals applied for this position: Ten (10) White males; Seventeen (17) White females; **Three (3) Black males;** Five (5) Black females; Two (2) Hispanic males; Seven (7) Hispanic females; **One (1) AAIANHNPI male; Two (2) AAIANHNPI females;** and Eleven (11) Unknown females.

Thirty-nine (39) applicants were determined to be not qualified: Six (6) White males; Eleven (11) White females; **Two (2) Black males;** Three (3) Black females; Two (2) Hispanic males; Four (4) Hispanic females; **One (1) AAIANHNPI male; Two (2) AAIANHNPI females;** and Eight (8) Unknown females.

The first **Black Male goal candidate** did not meet all of the required qualifications as he did not possess two years (FTE) of registrar's work or other related to a college or university office or professional work experience.

The second **Black Male goal candidate** did not meet all of the required qualifications as he did not possess two years (FTE) of registrar's work or other related to a college or university office or professional work experience.

The **AAIANHNPI Male goal candidate** did not meet all of the required qualifications as he did not possess two years (FTE) of registrar's work or other related to a college or university office or professional work experience.

The **first AAIANHNPI Female goal candidate** did not meet all of the required qualifications as she did not possess two years (FTE) of registrar's work or other related to a college or university office or professional work experience.

The second **AAIANHNPI Female goal candidate** was eliminated as she submitted an incomplete application without a cover letter or references.

Seven (7) applicants were found to be minimally qualified: One (1) White female; **One (1) Black male;** One (1) Black female; One (1) Hispanic female; and three (3) Unknown females.

The remaining **Black Male goal candidate** met all the required qualifications but none of the preferred. He had no experience with degree audit systems, using and administering web content management systems or any specialized training related to student services or advising.

Twelve (12) applicants were determined to be finalists: Four (4) White males; Five (5) White females; One (1) Black female; and Two (2) Hispanic females.

One (1) White Male was hired and one (1) White Male was *Promoted* into this position. Both possessed all required qualifications and three of the preferred qualifications. The White Male non-goal candidate selected for hire has four years of professional higher education experience in registration services, and advising and academic support. The other White Male non-goal candidate, who was selected for promotion, currently works in the Graduate Admissions office where he works with program changes relating to curriculum, degree audit, and web content publication. He has prior experience in general advising and student services. There were no other goal candidates.

The White Male candidate who promoted into the position is discussed in more detail in Promotional Goals Analysis later in this document.

Director of Community Advancement

Selection: One (1) Hispanic Female

Central Connecticut State University invites applications for a full-time, Director of Community Advancement in the Office of Institutional Advancement. The successful candidate will perform a variety of duties relating to Institutional Advancement, specifically the CCSU/Ana Grace Project partnership. Duties include: Plans, manages, and directs a diverse array of community, corporate/organizational and foundation partnerships, local, regional, national, and international, designed to leverage the expert resources of the campus community and advance University priorities.

MINIMUM QUALIFICATIONS REQUIRED

- Master's degree in related area and six years of experience in an educational environment and community service and outreach area - at least two of which involve developing and administering community-based initiatives.
- Demonstrated record of successful, learner-centered collegiate teaching.
- Demonstrated ability to supervise staff.
- Excellent skills in written, electronic, and oral communication, academic technology, and the ability to work collegially, constructively and effectively with a variety of stakeholders, groups and individuals, as well as the ability to work independently.
- Strong organizational and prioritization skills.

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

Advertisements: CCSU Website, Chronicles of Higher Education, Diversity Jobs Website

Twelve (12) individuals applied for this position: One (1) White male; Three (3) White females; One (1) Hispanic female; Two (2) Unknown males; Five (5) Unknown females. There were no goal candidates.

Seven (7) applicants were determined to be not qualified: One (1) White female; One (1) Unknown male; Five (5) Unknown females.

Three (3) applicants were found to be minimally qualified: One (1) White male; One (1) White female; One (1) Unknown male.

Two (2) applicants were determined to be finalists: One (1) White female; One (1) Hispanic female.

One (1) Hispanic female was hired for this position. The candidate met all the qualifications sought and had experience in the development and administration of community-based initiatives relevant to higher education with a proven record of increasing donor support for community outreach programs. There were no goal candidates.

Diversity Associate

Selection: One (1) Hispanic 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 investigating complaints in the areas of diversity and equity, human resources, or student conduct.
- 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 Juris Doctor
- 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: *American Association of Hispanics in Higher Education, DiverseJobs, HigherEdJobs, National Association of Social Workers-Connecticut, The Chronicle of Higher Education, Association of Title IX Administrators, Connecticut Coalition of Title IX Coordinators, Connecticut Association of Diversity and Equity Professionals, National Association of Diversity Officers in Higher Education (NADOHE)*

Twenty-five (25) individuals applied for this position: Seven (7) White females; Two (2) Black females; Three (3) Hispanic females; Seven (7) Unknown males; Six (6) Unknown females.

Twenty-one (21) applicants were determined to be not qualified: Seven (7) White females; One (1) Black female; Two (2) Hispanic females; Six (6) Unknown males; and Five (5) Unknown females.

Zero (0) applicants were found to be minimally qualified

Four (4) Applicants were selected to be interviewed: One (1) Black female; One (1) Hispanic female; One (1) Unknown male; and One (1) Unknown female.

One (1) Hispanic female was hired for this position. The applicant selected is a current college Academic Advisor with experience as a Title IX Coordinator and in discrimination investigations. There were no goal candidates.

Coordinator of Capital Projects and Facility Planning

Selection: One (1) White Female

Central Connecticut State University invites applications for a full-time, Coordinator of Capital Projects and Facilities Planning in the Facilities Management Department. The successful candidate, under the supervision of the Associate Chief Administrative Officer/Director of Facilities Management, will be responsible for providing planning, technical, and administrative support for all University capital projects. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications

- Bachelor's degree in architecture, civil or architectural engineering, or related field
- Registered architect or registered professional engineer.
- At least five years' experience with facilities design renovation, planning, and construction.
- Knowledge and ability to utilize AutoCAD
- Ability to work and communicate effectively with diverse academic and administrative units,
- Commitment to serving a diverse student body

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

Preferred Qualifications

- Demonstrated experience in managing Capital Projects

- Experience in mechanical or electrical engineering
- Proficiency in construction and project management
- Experience with AutoCad 15
- Proven ability to work in a team environment
- Experience with Energy Management Systems
- Experience in higher education or similar campus environment

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

Zero (0) applicant was determined to be not qualified: 0

One (1) applicant was determined to be a finalist: One (1) White Female

One White Female was hired for this position. This position is governed by SUOAF collective bargaining guidelines. The candidate was hired from a position at Southern Connecticut State University. There were no other candidates, and no goal candidates.

Associate Director of Business Office

Selection: One (1) White Male

Position governed by SUOAF Guidelines and advertised to all state universities and colleges.

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

One (0) applicant was determined to be not qualified: 0

One (1) applicant was determined to be a finalist: One (1) White Male

One White Male non-goal candidate was hired for this position. This position is governed by SUOAF guidelines. The candidate was hired from a position at the CSCU System Office. There were no other candidates, and no goal candidates.

SECRETARIAL CLERICAL (Excluding Secretary 2)

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

OFFICE ASSISTANT

Selection: One (1) White Female

One (1) individual applied for this position: One (1) White Female. There were no goal candidates.

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

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

One (1) applicant was determined to be a finalist: One (1) White Female

One (1) White Female non-goal candidate was moved into a full-time position during the reporting period. The applicant was currently a part-time University Assistant with four years' experience with the CCSU Police Department as the Motor Pool Coordinator. There were no other candidates, and no goal candidates.

CASH ACCOUNTING CLERK

Selection: One (1) Black male

We are accepting applications for a **full-time Cash Accounting Clerk** to work in the Bursar's Office. This position is full-time (40 hours per week) Monday-Friday 8:00am-5:00pm.

Selection Plan

During the recruitment process, applicants may be required to submit additional documentation supporting their qualification (s) for this position. These documents may include performance reviews, supervisory references, etc. at the discretion of the hiring agency.

Please ensure that your application is complete. You will be unable to make revisions once you officially submit your application to the State of Connecticut. Candidates who submit an untimely, incomplete or inaccurate application will not be considered for this employment opportunity.

Purpose of Job Class (Nature of Work)

This class is accountable for collecting large amounts of money and posting to proper accounts.

Examples of Duties

Performs the following duties to receive funds, to disburse funds, and to record monetary transactions: Receives cash or checks in person or by mail; counts money to verify amounts and issues receipts for funds received; issues change and cashes checks; compares totals on cash register with amount of currency in register to verify balances; endorses checks and totals cash and checks for bank deposit; prepares bank deposit slips; withdraws cash from bank accounts and keeps custody of the cash fund; searches files (manually or using a computer) for proper account information; posts data to accounts and balances receipts and disbursements; answers questions in person or by phone regarding account status; compiles collection and disbursement reports; performs related general office work (typing, filing, etc.) as required.

Knowledge, Skill and Ability

Knowledge of accounting codes; knowledge of general office procedures; basic bookkeeping skills; interpersonal skills; ability to handle large amounts of money; ability to perform general clerical tasks; ability to operate a variety of office equipment which includes person computers and electronic equipment, cash registers and check writing machines.

Minimum Qualifications-General Experience

Two (2) years of clerical experience in accounting, financial record keeping or bookkeeping.

Minimum Qualifications-Substitutions Allowed

College training may be substituted for the General Experience on the basis of Fifteen (15) semester hours equaling six (6) months of experience.

Preferred Qualifications

Preference will be given to applicants who possess the following experience and training:

- Extensive face to face customer service skills
- Experience with handling and counting money
- Ability to read and comprehend policies and procedures
- Ability to examine documents for completeness and accuracy
- Ability to manage multiple tasks simultaneously
- Working knowledge of Microsoft suite of products
- Experience working with an ERP system such as Banner

Two hundred and ninety (290) individuals applied for this position: Twenty-eight (28) White males; Ninety-six (96) White females; Eighteen (18) Black males; Sixty-three (63) Black females; Nine (9) Hispanic males; Forty-one (41) Hispanic females; Nine (9) AAIANHNPI males; Twelve (12) AAIANHNPI Females; Six (6) Unknown males; Seven (7) Unknown females; and One (1) Unknown unknown.

Two hundred and Five (205) applicants were determined to be not qualified: Nineteen (19) White males; Sixty-eight (68) White females; Eleven (11) Black males; Fifty-one (51) Black females; Six (6) Hispanic males; Thirty-one (31) Hispanic females; Four (4) AAIANHNPI males; Three (3) AAIANHNPI females; Six (6) Unknown males; and Six (6) Unknown females.

Seventy-eight (78) applicants were found to be minimally qualified: Nine (9) White males; Twenty-four (24) White females; Six (6) Black males; Twelve (12) Black females; Three (3) Hispanic males; Ten (10) Hispanic females; Five (5) AAIANHNPI males; Eight (8) AAIANHNPI Females; and One (1) Unknown Unknown.

Seven (7) applicants were determined to be finalist: Four (4) White females; **One (1) Black male; One (1) AAIANHNPI Female;** and One (1) Unknown female.

One (1) Black male was hired for this position, resulting in goal achievement in this area.

OFFICE ASSISTANT

Selection: One (1) Asian Female

We are accepting applications for a full time Office Assistant in the Card Office. This position is a full time (40 hours per week) Monday-Friday 8:00am-5:00pm; during the semester Thursday 10am-7pm is required. In addition, an occasional weekend will be required, as needed.

Purpose of Job Class (Nature of Work)

In a state agency this class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in an assigned area.

Example of Duties

1. **TYPING:** Types a variety of material in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals.
2. **FILING:** Sets up and maintains office procedures, filing and indexing systems and forms for own use.
3. **CORRESPONDANCE:** Composes routine correspondence.
4. **REPORT WRITING:** Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format).
5. **INTERPERSONAL:** Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests to procedural assistance; may lead lower level employees in carrying out assigned clerical functions.
6. **PROCESSING:** Maintains calendar of due dates and initiates recurring work or special clerical projects accordingly; possesses a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defend guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

Knowledge, Skill and Ability

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

Minimum Qualifications-General Experience

Two (2) years of general clerical work experience.

Minimum Qualifications-Substitutions Allowed

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Preferred Qualifications

Preference will be given to applicants with the following experience:

- Extensive face to face customer service skills
- Experience with handling and counting money
- Ability to read and comprehend policies and procedures
- Ability to examine documents for completeness and accuracy
- Ability to handle multiple tasks simultaneously
- Working knowledge of Microsoft suite of products
- Experience working with ERP system such as Banner

Special Requirements

Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

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 disability.

Two Hundred Twenty-Six (226) individuals applied for this position: Thirteen (13) White Males; One hundred and One (101) White Females; **Five (5) Black Males;** Thirty-Five (35) Black Females; Three (3) Hispanic Males; **Forty-Six (46) Hispanic Females;** Three (3) AAIANHNPI Males; **Three (3) AAIANHNPI Females;** One (1) Unknown Male; and Sixteen (16) Unknown Females.

Two Hundred Fourteen (214) applicants were determined to be not qualified: Thirteen (13) White Males; Ninety-Two (92) White Females; **Five (5) Black Males;** Thirty-Four (34) Black Females; Three (3) Hispanic Males; **Forty-Six (46) Hispanic Females;** Two (2) AAIANHNPI Males; **Two (2) AAIANHNPI Females;** One (1) Unknown Male; and Sixteen (16) Unknown Females.

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

Eight (8) applicants were determined to be finalists: Six (6) White Females; One (1) AAIANHNPI Male; and **One (1) AAIANHNPI Female.**

One (1) Asian female goal candidate was hired for this position indicating goal achievement in this category. The candidate had a background in finance with the handling of invoices and proofreading.

OFFICE ASSISTANT

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

We are accepting applications for a full time Office Assistant. This position is a full time (40 hours per week) Monday-Friday 8:00am-5:00pm; during the semester Thursday 10am-7pm is required. In addition, an occasional weekend will be required, as needed.

Purpose of Job Class (Nature of Work)

In a state agency this class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in an assigned area.

Example of Duties

1. **TYPING:** Types a variety of material in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals.
2. **FILING:** Sets up and maintains office procedures, filing and indexing systems and forms for own use.
3. **CORRESPONDANCE:** Composes routine correspondence.
4. **REPORT WRITING:** Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format).
5. **INTERPERSONAL:** Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests to procedural assistance; may lead lower level employees in carrying out assigned clerical functions.
6. **PROCESSING:** Maintains calendar of due dates and initiates recurring work or special clerical projects accordingly; possesses a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defend guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

Knowledge, Skill and Ability

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

Minimum Qualifications-General Experience

Two (2) years of general clerical work experience.

Minimum Qualifications-Substitutions Allowed

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Preferred Qualifications

Preference will be given to applicants with the following experience:

- Extensive face to face customer service skills
- Experience with handling and counting money
- Ability to read and comprehend policies and procedures

- Ability to examine documents for completeness and accuracy
- Ability to handle multiple tasks simultaneously
- Working knowledge of Microsoft suite of products
- Experience working with ERP system such as Banner

Special Requirements

Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

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 disability.

One hundred and ten (110) individuals applied for this position: Seven (7) White males; Fifty-eight (58) White females; **Three (3) Black males;** Seventeen (17) Black females; One (1) Hispanic male; **Fourteen (14) Hispanic females;** **One (1) AAIANHNPI Female;** One (1) Unknown male; Seven (7) Unknown females; and One (1) Unknown Unknown.

Sixty-six (66) applicants were determined to be not qualified: Five (5) White males; Thirty-three (33) White females; **Three (3) Black males;** Eleven (11) Black females; One (1) Hispanic male; **Ten (10) Hispanic females;** Two (2) Unknown females; and One (1) Unknown Unknown.

Five (5) White males; Three (3) Black males; and Ten (10) Hispanic females goal candidates were deemed Not Qualified by DAS as they do not meet the minimum qualifications for general experience or minimum substitutions allowed per the job specification.

Nineteen (19) applicants were found to be minimally qualified: Eleven (11) White females; Three (3) Black females; One (1) Hispanic female; One (1) AAIANHNPI Female; and Three (3) Unknown females.

One (1) Hispanic female and One (1) AAIANHNPI Female goal candidate were found to be minimally qualified as neither met any of the preferred qualifications.

Twenty-five (25) applicants were determined to be finalists: Two (2) White males; Fourteen (14) White females; Three (3) Black females; **Three (3) Hispanic females;** One (1) Unknown male; and Two (2) Unknown females.

One (1) White male goal candidate and One (1) White Female non-goal candidate were hired for these positions. They both went full time from part time staff.

SECRETARIAL CLERICAL – SECRETARY 2

Hires		Promotions	
2	White males		
2	Black males		
2	Black females		
1	Hispanic male		

SECRETARY 2

Selection: One (1) White Female

Purpose of Job Class

In a state agency this is accountable for independently performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures.

Examples of Duties

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. Typing: Using a personal computer or other electronic equipment, formats and types a wide range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes etc. Proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. Filing: Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference material and manuals.
3. Correspondence: Composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature.
4. Report Writing: Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgement in the selection of items to be included.
5. Interpersonal: Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside the organization on a variety of non-routine matters.

Minimum Qualifications-Special Experience

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Minimum Qualifications-Substitutions Allowed

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Preferred Qualifications

- Experience working in a fast-paced office
- Experience working with both domestic and international students in Higher Education
- Experience using Ellucian banner and Recruit to view, process and/or manage both domestic and international student records
- Experience working collaboratively with multiple offices to improve workflow and process efficiency
- Proficiency in Microsoft Office including Outlook, Excel, and Word (including Mail Merge)
- Experience making arrangements for events and conferences
- The ability to take initiative on assigned work and follow through to completion
- Are neat, organized, and able to meet deadlines
- Excellent written and communication skills

Seventy-two (72) individuals applied for this position: Two (2) White Males; Twenty-Six (26) White Females; Three (3) Black Males; Nine (9) Black Females; Fifteen (15) Hispanic Females; One (1)

AAIANHNPI Male; Two (2) AAIANHNPI Females; One (1) Unknown Male and Thirteen (13) Unknown Females.

Thirty-Nine (39) applicants were determined to be not qualified: Two (2) White Males; Sixteen (16) White Females; **Three (3) Black Males; Four (4) Black Females;** Five (5) Hispanic Females; One (1) AAIANHNPI Female; One (1) Unknown Male and Seven (7) Unknown Females.

Two (2) White Males; Three (3) Black Males and Four (4) Black Females goal candidates were eliminated by the Department of Administrative Services because they did not meet the minimum requirement of one year as a Secretary 1 or its equivalent.

Twenty-One (21) applicants were found to be minimally qualified: Four (4) White Females; **Five (5) Black Females;** Eight (8) Hispanic Females; and Four (4) Unknown Females.

Five (5) Black Female goal candidates were eliminated as they did not meet at least three of the five preferred qualifications.

Twelve (12) applicants were determined to be finalists: Six (6) White Females; Two (2) Hispanic Females; One (1) AAIANHNPI Male; One AAIANHNPI Female; and Two (2) Unknown Females.

One (1) White Female non-goal candidate was hired for this position. She met four of the five qualifications. She had extensive experience in higher education as she was a former CCSU employee where she worked in the Bursar's Office for five years as an Office Assistant where she worked with students and families, processed student payments, worked closely with accounting, and managed student workers. There were no remaining goal candidates.

SECRETARY 2

Selection: One (1) Black Female

Purpose of Job Class (Nature of Work)

In a state agency this is accountable for independently performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures.

Examples of Duties

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. Typing: Using a personal computer or other electronic equipment, formats and types a wide range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes etc. Proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. Filing: Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference material and manuals.
3. Correspondence: Composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature.
4. Report Writing: Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgement in the selection of items to be included.
5. Interpersonal: Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific

problem); coordinates with others both within and outside the organization on a variety of non-routine matters.

Minimum Qualifications-Special Experience

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Minimum Qualifications-Substitutions Allowed

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Preferred Qualifications

Preference will be given to applicants who possess:

- Experience working in a fast-paced office
- Experience working with both domestic and international students in Higher Education
- Experience using Ellucian banner and Recruit to view, process and/or manage both domestic and international student records
- Experience working collaboratively with multiple offices to improve workflow and process efficiency
- Proficiency in Microsoft Office including Outlook, Excel, and Word (including Mail Merge)
- Experience making arrangements for events and conferences
- The ability to take initiative on assigned work and follow through to completion
- Are neat, organized, and able to meet deadlines
- Excellent written and communication skills

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 a finalist: One (1) Black Female. This goal candidate had SEBAC rights to the position. This hire constitutes goal achievement for Black Females in this category. There were no other candidates.

SECRETARY 2

Selection: One (1) Hispanic Female

CCSU is accepting applications from current State of Connecticut employees who meet the qualifications for lateral transfer or promotion for a **Secretary 2** position. This position is located in the Department of Manufacturing and Construction Management. This position is a full-time (40 hours per week) position on first shift.

Selection Plan

In order to be considered for this job opening, you must be a current State of CT 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.

*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full-time or full-time equivalent).

Purpose of Job Class (Nature of Work)

In a state agency this class is accountable for independently performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures.

Examples of Duties

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. **TYPING:** Using a personal computer or other electronic equipment, formats, and types a full range of correspondence, reports, bills, drafts. Etc. from rough draft, transcription, dictated notes. etc. Proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Design office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.
3. **CORRESPONDANCE:** Composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature.
4. **REPORT WRITING:** Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgement in the selection of items to be included.
5. **INTERPERSONAL:** Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters.
6. **PROCESSING:** Screens letters, memos, reports and other material to determine action required; may make recommendations to the supervisor.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements.
8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records' assists in preparing and monitoring the office budget (e.g. complies figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

Knowledge, Skill and Ability

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes person computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

Minimum Qualifications-Special Experience

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Minimum Qualifications-Substitutions Allowed

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Preferred Qualifications

- Preference will be given to candidates who possess;
- Experience in Banner
- Excellent written and verbal communications skills
- Must be organized, reliable and able to meet deadlines
- Proficiency in Microsoft Office including Outlook, Excel and Word (including mail merge)

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Eighty-four (84) individuals applied for this position: Three (3) White males; Twenty-nine (29) White females; **Two (2) Black males; Fifteen (15) Black females;** Nineteen (19) Hispanic females; One (1) AAIAHNPI male; One (1) AAIAHNPI female; One (1) Unknown male; Thirteen (13) Unknown females

Fifty-three (53) applicants were determined to be not qualified: Three (3) White males; Eighteen (18) White females; **Two (2) Black males; Eleven (11) Black females;** Eleven (11) Hispanic females; One (1) Unknown male; Seven (7) Unknown females

Three (3) White Males; Two (2) Black Males and Eleven (11) Black Females goal candidates were eliminated by the Department of Administrative Services because they did not meet the minimum requirement of one year as a Secretary 1 or its equivalent.

Twenty-five (25) applicants were found to be minimally qualified: Nine (9) White females; **Four (4) Black females;** Six (6) Hispanic females; One (1) AAIAHNPI male; Five (5) Unknown females

Four (4) Black Female goal candidates were eliminated as they did not meet at least three of the five preferred qualifications.

Six (6) applicants were determined to be finalists: Two (2) White females; Two (2) Hispanic females; One (1) AAIAHNPI female; One (1) Unknown female.

The AAIAHNPI Female and the one Unknown Female withdrew after interview.

One (1) Hispanic Female was hired for this position. The candidate had several years' experience with Banner and Core-CT, university experience, and had worked directly with students previously.

SECRETARY 2

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 a finalist: One (1) White Female. This applicant went from a part-time to a full-time position in place. There were no other applicants and no goal candidates.

TECHNICAL PARAPROFESIONAL

Hires		Promotions	
1	White female		
1	Black male		
1	Hispanic female		

There were no accessions into this category during the reporting period.

SKILLED CRAFTS

Hires		Promotions	
2	Black males		
1	Hispanic male		

There were no accessions into this category during the reporting period.

SERVICE MAINTENANCE (EXCLUDING CUSTODIANS)

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

There were no hires into this category during the reporting period.

SERVICE MAINTENANCE - CUSTODIANS

Hires		Promotions	
4	White males		
2	Black males		
3	Black females		
1	AAIANHNPI male		

CUSTODIAN

Selection: One (1) Black Male and One (1) Hispanic Male

Central Connecticut State University (CCSU) is accepting applications from candidates who meet the qualifications Custodian positions. These positions are in the Custodial Services Department. These positions are full time (37.5 hours per week) position with shift and schedule to be determined on 1st, 2nd and 3rd shift and may be required to work on weekends and holidays. The incumbents are accountable for independently performing a full range of basic tasks in the cleaning and maintenance of university buildings.

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. Working Conditions: Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or individuals. 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. Special Requirements: Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

Preference will be given to those applicants who can effectively demonstrate current/ recent experience in an institutional/ commercial environment performing custodial task and various maintenance services with their submitted application.

Three (3) individuals applied for this position: One (1) Black male; and Two (2) Hispanic males.

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

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

Three (3) applicants were determined to be finalists: One (1) Black male; and Two (2) Hispanic males.

One (1) Black male goal candidate and one (1) Hispanic male were selected. These appointments were mandatory hires based on the bargaining unit contract for applicants by seniority within the CSCU system.

All three candidates were offered positions. One (1) Hispanic Male candidate declined. There were no goal candidates and all positions were selected due to bargaining unit contract requirements.

PROTECTIVE SERVICES

Hires		Promotions	
3	White males		
1	Black male		
1	Black female		
1	Hispanic female		

DETECTIVE

Selection: One (1) White Male

We are accepting applications from candidates who meet the qualifications of a Detective position. This position is full-time, 40 hours per week, and is located in the CCSU Police Department. The incumbent in this role will be responsible for performing investigations related to criminal and civil matters, as well as a range of policing duties.

NOTE: Please note the shift has not yet been determined.

Selection Plan

All applicants must include a resume within the “Resume Tab” of their application with their submission. Applicants invited to interview may be required to submit additional documentation, which supports their qualification(s) for this position. These documents may include performance reviews, supervisory references, college transcripts, etc., at the discretion of the hiring agency.

Candidates selected for an Oral interview are encouraged to have read and to have the ability to speak to the following: Crime Scene Investigation: A Guide for Law Enforcement (<https://www.ncjrs.gov/pdffiles!/nij/178280.pdf>); Investigations: Seven Exceptions to the Search Warrant Rule (<https://lawofficer.com/archive/investigations-seven-exceptions-to-the-search-warrant-rule/>); Hess, K., Orthmann, C., & Cho, H. (2016). Criminal Investigation (11th Ed.) Boston, MA: Cengage Learning; Spector, Elliot B., Connecticut Law Enforcement Officers’ Field Manual “The Original Red Book”, Looseleaf Publications, 2018.

Purpose of Job Class

At the University of Connecticut and its campuses, the Department of Mental Health and Addiction Services or a State University, this class is accountable for performing investigations related to criminal and civil matters.

Examples of Duties

Investigates a variety of criminal and civil matters within agency, township jurisdictions or other designated area of authorization involving public, student, patients and employees; secures incident scene, obtains and analyzes evidence using investigative tools and equipment; interviews victims, witnesses and suspects; develops leads to aid in resolution of crimes or incidents; prepares reports; applies for and serves arrest and search warrants; serves subpoenas; arrests, books and presents arrestees in court; completes bail bond forms; conducts accident reconstructions, threat assessment intelligence investigations and background investigations for select personnel; assist in training of department personnel; serves as fiduciary of property room having authorized access; packages, labels, logs and sends evidence to forensic, computer or toxicology laboratory for examination; reviews judicial forms for all evidence to ensure accuracy and delivers to court for disposal instructions; impounds

motor vehicles, may provide court testimony; may perform Police Officer duties or other related duties as required.

Department of Mental Health and Addiction Services: Investigates and prepares reports for Office of the Attorney General and Claims Commissioner for lawsuits and claims filed against agency; conducts criminal and administrative investigations as assigned; participates in background investigations; may provide education and/or training programs to departmental staff, patients and consumers; May perform Police Officer functions as required.

Knowledge, Skill and Ability

Knowledge of police and security practices and procedures knowledge of relevant state and federal laws, statutes and regulations; knowledge of various criminal and civil matter investigation techniques including but not limited to homicides, narcotics, crimes against persons, crimes against property, and identity theft; knowledge of criminal law; knowledge of court procedures; considerable interpersonal skills; considerable oral and written communication skills; interviewing skills; considerable investigative ability, ability to lead other employees; ability to utilize computer software.

Minimum Qualifications

Two (2) years of experience as a sworn law enforcement officer in an organized police department or within state service.

Preferred Qualifications

Preference will be given to candidates who possess the following experience and training:

- Considerable knowledge of law enforcement investigative techniques, laws of arrest, and laws related to search and seizure.
- Demonstrated experience in writing EX parte orders, search warrants, Mincey warrants, Joyce warrants, etc.
- Demonstrated experience with investigating and securing evidence as they relate to major crimes. i.e. photos, fingerprinting, etc.
- Demonstrated experience and considerable knowledge of juvenile law, investigation and arrest procedures.
- Have certification in the techniques of interview, interrogation and investigation and/or attended formal training/classes.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, other law enforcement agencies, and the public.

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

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

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 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 require 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.

Conclusion

All candidates for employment at Central Connecticut State University are subject to a comprehensive pre-employment background investigation, including a medical examination and an oral examination. Selection for employment is contingent upon satisfactory completion of the background investigation. Candidates must possess at all times a valid motor vehicle license and the ability to operate a motor vehicle. Additionally, Candidates at all times must possess and have the ability to exercise all of the requirements of a Police Officer including obtaining and retaining certification as a law enforcement officer in the State of Connecticut, the ability to bear and use arms, the ability to obtain and retain Emergency Medical Technician (EMT) certification. Candidates will be required as assigned to be available for training and work assignments on all shifts, including holidays and weekends.

Thirty-three (33) individuals applied for this position: Nineteen (19) White males; One (1) White female; Three (3) Black males; One (1) Black female; Six (6) Hispanic males; Two (2) Hispanic females; and One (1) Unknown male.

Twelve (12) applicants were determined to be not qualified: Six (6) White males; Two (2) Black males; One (1) Black female; One (1) Hispanic male; One (1) Hispanic female; and One (1) Unknown male.

One (1) applicant was found to be minimally qualified: One (1) Black male.

Twenty (20) applicants were determined to be finalists: Thirteen (13) White males; One (1) White female; Five (5) Hispanic males; and One (1) Hispanic female.

One (1) White Male goal candidate was hired into this position, indicating goal achievement in this category.

PROMOTIONAL GOALS ANALYSIS

EXECUTIVE ADMINISTRATIVE (EE01)

Promotions	
1	White female

ASSOCIATE DEAN OF ARTS AND SCIENCES

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 a finalist: One (1) White Female

One White Female goal candidate was promoted in place from a long-held interim position. There were no other applicants.

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.

PROFESSOR

Promotions	
16	White females
3	Hispanic females
13	AAIANHNPI males
2	AAIANHNPI females

Twenty-Five (25) faculty members applied for promotion to Professor: Nine (9) White males, **Nine (9) White females**, One (1) Black Male; **Five (5) AAIANHPI males; and One (1) AAIANHNPI Female.**

Eighteen (18) 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, **Five (5) White females**, One (1) Black Male, **Five (5) AAIANHNPI male, and One (1) AAIANHNPI Female.** Of the Eighteen (18)

promotions that occurred in this category, the University achieved **five (5) White females, five (5) AAIANHNPI males and one (1) AAIANHNPI Female** established promotional goals.

Three (3) 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 fifteen (15) applicants who were goal candidates, the University achieved eleven (11) goals: **Five (5) White females, Five (5) AAIANHNPI males, One (1) AAIANHNPI female.**

ASSOCIATE PROFESSOR

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

Twenty (20) faculty members applied for promotions to Associate Professor: **Eight (8) White males; Five (5) White females; One (1) Black male; One (1) Black female; One (1) Hispanic female; Two (2) AAIANHNPI males and Two (2) AAIANHNPI females.**

Eighteen (18) applicants were recommended for promotions to Associate Professor based on the evaluations of the DEC, the deans, the P&T, Provost and the President: Seven (7) White males; Five (5) White females; One (1) Black male; One (1) Black female; One (1) Hispanic female; Two (2) AAIANHNPI males and One (1) AAIANHNPI female.

Of the Eighteen (18) promotions that occurred in this category, the University achieved One (1) White Male; One (1) Black Male; One (1) Black Female; One (1) Hispanic female; and One (1) AAIANHNPI female established promotional goals.

One (1) White male and One (1) AAIANHNPI female 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 Thirteen (13) applicants who were goal candidates, the University achieved five (5) goals: One (1) White Male; One (1) Black Male; One (1) Black female; One (1) Hispanic female and One (1) AAIANHNPI female.

ASSISTANT PROFESSOR

Promotions	
0	

No promotional goals were established and no promotions occurred during the reporting period.

COACHING

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.

THEATRE SUPPORT SPECIALIST

Selection: One (1) White Female

Central Connecticut State University’s Department of Theatre invites applications for a Theatre Support Specialist. The incumbent for this position will report to the Department chair and will assist in the design, development and implementation of the Theatre Department’s administrative systems, procedures, policies and handbooks. Manage the day-to-day business activities of the Department. Assist with the fiscal management of the Department by drafting annual budget proposals for the Department Chair and maintaining purchasing and inventory records. Assist in preparation of faculty schedules and course set up for both departmental programs. Assist the Department Chair with coordination of departmental advising services, providing students information regarding the Department’s programs, procedures and requirements. Provide support to production manager and director in the development of production schedules and deadlines. Assist in acquiring production rights, preparing contracts for production manager/chairperson sign off, ordering and distributing scripts for mainstage shows, coordinate schedules for construction and scene painting, and stage support needed for performance and rehearsals and other related duties required.

Required Qualifications:

- Bachelor’s degree and three years of experience in office/production administration in a performance/theatre environment.
- Working knowledge of computers and Microsoft Office software, demonstrated ability to manage multiple tasks and analyze problems as well as recommend effective solutions.
- Demonstrated strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of theatrical staging techniques, materials, equipment and facilities.
- Commitment to serving culturally, ethnically and linguistically diverse communities.

Preferred Qualifications:

- College experience in a Theatre Department or performance environment

Substantially comparable experience and/or credentials will be considered.

Advertised: *DiverseJobs, HigherEdJobs, Theatre Communications Group-Artsearch*

Eight (8) individuals applied for this position: One White male; Four (4) White females; one (1) Unknown male and Two (2) Unknown females. There were no goal candidates.

Three (3) applicants were determined to be not qualified: Two (2) White females; One (1) Unknown female.

Four (4) applicants were found to be minimally qualified: One (1) White male; One (1) White female; One (1) Unknown male; One (1) Unknown female.

One (1) Applicant was selected to be interviewed: One (1) White female

One (1) White female was selected. She was promoted from a Secretary 2. There were no goal candidates for the position.

REGISTRAR SERVICES ASSISTANT

The information regarding this search is included in the *Professional Non-Faculty Hiring* activity reported on earlier in this document as there were two appointments – one hire and one promotion from the search.

ASSISTANT DIRECTOR OF FINANCIAL AID

Selection: One (1) Hispanic male

One (1) individual applied for this position: One (1) Hispanic male

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 a finalist: One (1) Hispanic male

This employee's position was reclassified during the reporting period. He was handling work responsibilities at the higher level and was reclassified in place. There were no other applicants and no goal candidates.

SECRETARIAL CLERICAL Excluding Secretary 2 (EEO4)

Promotions	
1	White male
1	Hispanic Female

ADMINISTRATIVE ASSISTANT

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 a finalist: One (1) Black Female

One Black Female candidate was promoted in place from a Secretary 2 position to an Administrative Assistant. There were no other applicants and no goal candidates.

SECRETARIAL CLERICAL/SECRETARY 2

Promotions	
0	

No promotional goals were established and no promotions occurred during the reporting period.

TECHNICAL/PARA PROFESSIONAL (EEO5)

Promotions	
0	

No promotional goals were established and no promotions occurred during the reporting period.

SKILLED CRAFT ALL TITLES (EEO6)

Promotions	
0	

No promotional goals were established and no promotions occurred during the reporting period.

SERVICE MAINTENANCE (EEO7)

Under the collective bargaining agreement, all service maintenance promotional job opportunities are initially posted within the system and offered based on seniority.

SERVICE MAINTENANCE/RESIDUAL

Promotions	
1	Black male
1	Hispanic male

LOCKSMITH

Selection: One (1) White male

We are accepting applications from candidates who meet the qualifications for a **full-time Maintenance Supervisor 1 (Locksmith)** position. The incumbent in this role is accountable for independently performing a full range of Maintenance Supervisor 1 (Locksmith) duties in Facilities Management Department. This position is 37.5 hours per week. Shift to be determined on 1st, 2nd, or 3rd shift and may include weekends. Shift and schedule information will be provided to candidates at time of interview. NOTE: Position will require incumbent in this position to attend all mandatory trainings

and/or orientations, which may be on a different shift/schedule to which they are permanently assigned.

Selection Plan

Must possess and retain a valid driver’s license. Incumbent selected for this position will be required to successfully pass a physical examination as well as a thorough background check investigation.

Purpose of Job Class (Nature of Work)

In a state agency this class is accountable for performing in one of the following ways;

1. Supervises a small crew (usually 1-5 workers) of highly skilled trades workers (Qualified Craft Workers and General Trades Workers) and skilled workers (Skilled Maintainers) but not solely Skilled Maintainers unless they are on a grounds crew and other lower level employees.
2. In large crews (6 or more workers) of highly skilled trades workers, assists the Maintenance Supervisor 2 in carrying out supervisory functions. This is appropriate only when there is a demonstrated need for a subordinated supervisory level.

Examples of Duties

Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans crew work; establishes and maintains crew procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures’ prepares reports and correspondence; performs some of the more skilled duties involved; may estimate time, skills and material needed for proposed repairs or improvements; performs related duties as required.

Knowledge, Skill and Ability

Considerable knowledge of modern methods and equipment involved in the trade indicated by the parenthetical title of the class; considerable knowledge of relevant State and national codes and regulations; interpersonal skills; oral and written communication skills; skill in performing technical duties of the class; ability to read and interpret specifications, blueprints, and sketches; ability to utilize computer software; supervisory ability.

Minimum Qualifications-General Experience

Five (5) years of experience in the trade are indicated by the parenthetical title.

Minimum Qualifications-Special Experience

Two (2) years of the General Experience must have included performing highly skilled duties in the trade are indicated by the parenthetical title.

Note: For State Employees this will be interpreted at or above the level of Qualified Craft Worker

Minimum Qualifications-Substitutions Allowed

Graduation from vocational or technical school may be substituted for one (1) year of the General Experience

Special Requirements

1. Incumbents in this class may be required to travel.

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

1. Incumbents 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

Six (6) individuals applied for this position: Four (4) White males; and **Two (2) Hispanic males.**

Three (3) applicants were determined to be not qualified: Two (2) White Males and **One (1) Hispanic Male.**

These positions are governed by a bargaining unit contract that gives priority to employees of the CSCU system prior to other state employees. These three men were eliminated as they were employed outside of the CSCU system.

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

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

One (1) White male non-goal candidate was promoted. The White male was a mandatory promotion based on bargaining unit contract for applicants by seniority within the CSCU system.

The Hispanic Male goal candidate was not selected due to bargaining unit contract requirements, as he is less senior than the selected candidate.

SERVICE MAINTENANCE/CUSTODIANS

Promotions	
0	

No promotions occurred in this category during the reporting period.

PROTECTIVE SERVICES

Promotions	
0	

No promotions occurred in this category during the reporting period.

III. PROGRAM

Summary of Achievement of 2019-2020 Program Goals

Goal	Description of Goal	Progress towards Goal
<p>1. Recruitment & Equitable Search Process Continued Classified Search Process</p>	<p>HR and OEI will identify other recruitment sources for classified positions especially for Skilled Crafts, Custodians, and Service Maintenance.</p>	<p>Achieved: HR distributed the position announcements to a number of recruitment sources and began to see some responses to those resources. Due to the pandemic there was very limited recruitment during this past year – there were no accessions in Skilled Craft, and the movement for both Custodians and Service Maintenance were bound by bargaining unit rules.</p>
<p>2. Promotion of Equal Opportunity and Harassment-free Workplace Training</p>	<p>OEI will establish a training focused specifically on implicit bias in the workplace and offer it, as part of Diversity Training, on an annual basis. All employees will be invited to attend, but supervisors, administrators and department chairs will be especially targeted</p>	<p>Achieved: OEI developed a program on implicit bias in the workplace and made it a component of CCSU’s Diversity Training. The program was launched virtually in May and June and all employees were invited to attend. A total of 425 staff participated in the training.</p>
	<p>OEI will provide sexual harassment training to all members of the CCSU Police Department.</p>	<p>Achieved: OEI offered an on-line Sexual Misconduct & Sexual Harassment training program geared specifically for the campus Police Department. A component on Implicit bias was also presented to the department. A total of 18 employees in the Police Department participated in the training.</p>

	<p>OEI will provide comprehensive online Title IX (sexual misconduct, sexual harassment) training for employees, graduate students and undergraduate students.</p>	<p>Achieved: ODE worked with the CCSU System Office to offer an on-line sexual misconduct, harassment and Title IX training for all CCSU staff and students. A total of 1075 staff completed the training. In addition, <i>Not Anymore</i>, an on-line training program in this area was also provided during the reporting period.</p>
<p>3. Foster a Safe and Inclusive Work Climate Employee Climate Survey</p>	<p>The President of CCSU established a Task Force in 2018 with the targeted agenda to review campus processes and procedures related to complaints of sexual misconduct, examine programmatic initiatives and identify recommendations. The task force was created, and a report was issued to the campus in December 2018. Equity and Inclusion will continue to review and to improve complaints and training.</p>	<p>Achieved: In the Fall of 2019 three campus climate surveys from the Higher Education Research Institute were administered simultaneously to all faculty, staff and students. Unfortunately, the surveys' end dates were moved up due to Covid-19 so as not to contaminate the data. The final results are currently being reviewed and will be presented to the entire community upon completion. CCSU has established another Program Goal in this area. Please see <i>Program Goals & Timetables</i> for more information.</p>