

EXTERNAL COMMUNICATION and RECRUITMENT STRATEGIES

Section 46a-68-80

Central Connecticut State University has put itself on public record that it is an Affirmative Action/Equal Employment Opportunity employer. Throughout the reporting period and prior to recruiting for position vacancies, the University initiates and undertakes aggressive positive relationship-building to ensure that affirmative action is more than a paper commitment. Consistent with this effort:

The University has developed a means of recruiting goal candidates for current positions. Recruitment strategies designed to ensure opportunities for all qualified applicants begin at the basic level of the employment process. The University's recruitment plan is designed to secure ongoing relationships and develop additional recruiting sources while cultivating recruitment programs as required by Subsection (c).

During the reporting period, the Interim Vice President of Equity and Inclusion, with support from other University officials, maintains on a continuing basis, a list of individuals, publications, groups, and organizations, and a list of regular recruiting services representing protected groups. Written expression of the University's commitment to affirmative action and equal employment opportunity and notices of job availability are sent regularly to these recruitment resources which are capable of referring qualified applicants for employment. All advertisements and position announcements contain a statement of the University's commitment to affirmative action and equal employment opportunity. The Office of Equity and Inclusion staff (OEI) plan on continuing this recruitment process.

All employment advertisements contain a reference to the University's commitment to affirmative action and a statement that the University is actively seeking members of underrepresented groups to diversify its workforce. No advertisements exclude people by gender or age, except in the case of a bona fide occupational qualification or need.

The Interim Vice President of Equity & Inclusion, in conjunction with other members of the University community, makes personal contacts with local, state and national recruitment sources. These efforts are designed to maintain frequent contact with protected class groups, organizations and resource agencies. New contacts are continually sought.

Employment advertising publication sources include media that target an underutilized class audience in the labor market areas most relevant for filling a vacant office position or position classification.

The Interim Vice President of Equity & Inclusion and Senior Equity & Inclusion Officer oversees all **Search committees**. The Office of Equity and Inclusion (OEI) reviewed all notices of position vacancies, applications and the candidate pools to ensure that qualified goal applicants are included and selected for interview during the reporting period. When the candidate pool is void of qualified goal candidates, the OEI has sufficient time to request that the search be extended in order to engage in additional recruitment efforts. OEI plans on continuing to review all notices of vacancies, applications and the candidate pools to ensure that qualified goal applicants are included and selected for interview in future filing periods.

The University's recruitment strategies include placement goals for all job openings. Vacancy notices are posted in their respective occupational category on the University's web page. The OEI posts employment opportunity announcements from the University, other CSU universities, State agencies, local municipalities, and private sector employers on bulletin boards adjacent to its office and OEI will continue through the next reporting period.

The OEI staff reviewed resumes and applications of candidates, including goal candidates, to further ensure that the interview pools are diverse, as part of the University's recruitment plan. Where the staff

found that the interview pools did not include goal applicants and were not diverse, the or Associate reviewed other candidates for consideration.

Notices dated May 18, 2020 stating that the University is an Affirmative Action/Equal Employment Opportunity employer was sent to all unions that represent the University's employees for collective bargaining purposes. Such notice contains an invitation to review and comment on CCSU's Affirmative Action Plan. Copies of the union letters are included in the Affirmative Action Plan.

The Chief Financial Officer and the Chief Operations Officer are responsible for overseeing contract compliance requirements covered by Conn. Gen. Stat. Sections 4a-60 and 4a-60a.

The University encourages and solicits the participation of minority business enterprises meeting qualifications established under Connecticut General Statute 4a-60g and 4a-61or 32-9e. All bidders, contractors, subcontractors and suppliers of materials and services to the University received notification of the University's Affirmative Action/Equal Employment Opportunity policy. The notice includes a statement that the University will not knowingly do business with any bidder, contractor, subcontractor or supplier of materials or found to be in violation of any state or federal antidiscrimination law.

Further, the University does not knowingly do business with any bidder, contractor, subcontractor, or supplier of materials that discriminates against protected group members and promptly reports any behavior inconsistent with state or federal anti-discrimination law to the Commission on Human Rights and Responsibilities (CHRO) or other appropriate authorities for investigation. The University encourages bidders, contractors, subcontractors, and suppliers of goods and services to develop their own affirmative action plans.

The University engages in concerted agenda with the Department of Administrative Services (DAS), Connecticut Commission on Women, Children and Seniors, Department of Labor (Job Service), Department of Economic and Community Development or any other pertinent agency to coordinate and unify the implementation of the above activities, and to eliminate unnecessary duplication of effort and expense.

In accordance with the State of Connecticut Records Retention guidelines, the University maintains all documents received related to a bid, including but not limited to: the name and address of each organization, recruiting source, bidder, contractor, and if applicable, any named subcontractor and supplier of materials. All of the University bidding documents are posted on the DAS website, and include a statement of our policy, and is available for any prospective bidder, group or individual to inspect. The University retains any and all communication, statements or advertisements related to any bid. Where the cooperation of another agency is essential to the implementation of activity undertaken pursuant to this section, the University shall keep record of each instance of contact with the agency whose cooperation is requested and the outcome thereof.

CONTRACT COMPLIANCE/SMALL BUSINESS SET-ASIDE ACTIVITIES

The Vice President of Equity and Inclusion worked with the Chief Financial and Chief Operations Officers to ensure compliance with the Connecticut General Statute Section 46a-60, Contract Compliance.

In compliance with Section 46a-68-35, the University has consistently put itself on public record as being an affirmative action/equal opportunity employer.

Central Connecticut State University submitted its Small Business Enterprise (SBE) and Minority Business Enterprise (MBE) Set-Aside goals for fiscal year 2019-2020 to Department of Administrative Services (DAS) Business Network BIZNET and the Commission on Human Rights and Opportunities (CHRO).

The University received a notice August 28, 2019, which outlined its requests, the approved DAS goals, and an explanation of the course of action taken to establish the goals approved by DAS.

The University's SBE and MBE allocated funds for fiscal year 2019-2020 were \$2,396,511.

The goal for SBE was \$599,127.75 and the goal for MBE was \$149,781.94. At the close of the fourth quarter of the fiscal year, the SBE expenditures totaled \$6,711,343.46 (approximately 1120.19% of the established SBE set aside allocation) and the SBE expenditures and the MBE expenditures totaled \$2,599,184.18 (approximately 1735.31% of the established SBE/MBE set aside goal) both of which exceed the goals set for the fiscal year 2019-2020.

During this reporting period, the Contract Compliance and Procurement Services Manager continued to implement proactive measures designed to encourage SBE expenditures. These measures included reviewing the list of vendors to ensure that SBEs were properly identified as set-asides and sending emails and/or during bid processes to companies making them aware of the set-aside program as well as encouraging them to become certified through the DAS Business Network BIZNET. In addition, internal purchase-card (P-Card) users were encouraged to use SBEs when making purchases. Those purchases to SBEs were manually extracted from the University's P-Card expenditures.

All bidders, contractors, subcontractors and suppliers of goods and services to the University were notified of the University's policy that it would not do business with anyone who discriminates against protected class members.

The following Nondiscrimination statement was included in all bids and on all purchase orders –

Central Connecticut State University is an affirmative action equal opportunity institution. The University will not knowingly do business with any bidder, contractor, subcontractor or supplier of materials found to be in violation of any state or federal antidiscrimination law.

All bidders, contractors, and suppliers of materials have been made aware of the University's affirmative action policy. Every formal bid contains contract compliance regulations and bidder contract compliance report forms. A requirement to comply with C.G.S. Section 4a-60 is provided to every recipient a Request for Proposal (RFP). In addition, the content of C.G.S. Section 4a-60 is printed on the reverse of every purchase order, as well as any other agreement entered into between CCSU and another party in which review, and approval of the Attorney General Office is conducted. And as noted above, the non-discrimination statement is included in contracts/bidding documents indicating that the University will not knowingly do business with any bidder, contractor, subcontractor, or supplier of materials who discriminates against members of any class protected under Sections 4a-60 and 4a-61a of the Connecticut General Statutes.

For every RFP and RFQ issued, the University sent invitation to bid notices to the DAS Business Network BIZNET, which electronically distributes said bid notices to all minority businesses who are registered with BIZNET.

During this reporting period, invitations to bid notices were placed in the DAS Business Network BIZNET and the CCSU Purchasing websites. During this reporting period, the Purchasing Department maintained a web page at <http://www.ccsu.edu/purchasing/currentBids.html>, which listed all of the University's currently available bidding opportunities. In addition, it provided links to the DAS web page, where SBEs can find information regarding state procurement opportunities, assistance for set-aside contractors interested in securing state contracts, a complete description of the Set-Aside Program, and how to

become certified. The web page also included the Purchasing Policies and Procedures Manual so that potential bidders could obtain information regarding the processes, procedures, and regulations associated with the acquisition of products and services for the University.

GOOD FAITH EFFORTS

As required in Section 46a-68-92, the University has engaged in the initiatives articulated in subsection (a) to (d), inclusive, of this section:

RECRUITMENT ACTIVITIES DURING THIS REPORTING PERIOD

The University developed recruitment strategies that ensure opportunities for all qualified applicants, including underutilized groups as required under Subsection (B). Throughout the reporting period and prior to recruiting for position vacancies, the University initiated and engaged in aggressive positive relationship-building activities.

The University utilized search committees to fill all unclassified vacancies. Each search committee was required to develop a search plan designed to reach a broad and diverse pool of potential applicants. Further, the search committee was instructed by the chief diversity officer to make every effort to recruit underutilized and underrepresented applicants. Those efforts included aggressive advertising, sending letters with the position description to appropriate institutions, including those that have significant populations of minorities, recruiting potential minority applicants through professional organizations and at professional meetings, and networking with individuals who are likely to have contact with underutilized members.

The Interim Vice President of Equity and Inclusion advised executive, faculty, and administrative search committees to extend searches and re-examine recruitment methods during the reporting period and the OEI staff will continue with the same practice in future plans. The search committees were able to expand recruitment to enhance demographics of the applicant pool with the approval of the Vice President of Equity & Inclusion. A search may be extended or canceled if a diverse pool of applicants is not identified.

Faculty and administrative employment opportunities were advertised locally as well as nationally in order to attract large and diverse pools of applicants. Advertisements were placed in local newspapers, such as the Hartford Courant, New Britain Herald, etc. To reduce advertisement costs the University is purchasing annual subscriptions to the following: *Highered.jobs.com* and *Diversejobs.com*. This allows the University to post unlimited advertisements for its positions.

Vacancies in classified occupational categories were posted within the University. In addition, notices of the vacancies were sent to other CSU universities, state agencies, local and regional newspapers, the State of Connecticut Job Service, the DAS website, all unions representing qualified staff, and a number of community agencies representing protected groups. All classified positions were filled through the JobAps System coordinated through the Department of Administrative Services (DAS) and this State-wide system advertises on many social media sites to attract a wide range of diverse applicants.

The University posted notice of all vacancies in their respective occupational category on its web page at <http://www.ccsu.edu/HumanResources/jobs.html>. The University also advertises on the Connecticut state Colleges and Universities (CSCU) website with all of the other Connecticut State Universities.

As indicated above, the Office of Equity and Inclusion posted employment opportunity announcements from the University, other CSU universities, State agencies, local municipalities, and private sector employers on bulletin boards adjacent to its office. Copies of these announcements as well as other

equal employment opportunity information were provided upon request during the reporting period and the newly named Office of Equity & Inclusion (OEI) plans on continuing to post job opportunities for the campus community.

Continuous contact was made with recruiting sources and organizations capable of recruiting underutilized group members for employment. The list of recruiting sources was annually updated. Members of the University continue to meet with officials from community, social and religious organizations to discuss community building, which included recruitment for employment opportunities.

To continue to enhance the recruitment program, the Office of Equity & Inclusion and Human Resources worked directly with the SUOAF/AFSCME Minority Recruitment and Mentoring Committee (MRMC) and AAUP Minority Recruitment and Retention Committee (MRRC) to develop strategies to attract a diversified pool of applicants for employment.

The **AAUP (Faculty) MRRC** is charged with the responsibility of assisting search committees to recruit members of minorities and other protected groups; to assist the University in retaining such members; and to engage in such other actions as will make the above purposes. Last year the University awarded \$14,017.00 to one Black Male, two Hispanic Females, four Asian Males and two Asian Female minority faculty in the following disciplines: History, Chemistry and Biochemistry, Psychological Science, Computer Electronics & Graphics Technology, Modern Languages, Physical Education Human Performance, Social Work, Manufacturing & Construction Management, Economics, Counselor Education & Family Therapy, Physics & Engineering Physics, Communication, Anthropology, and Educational Leadership, Policy & Instructional Technology.

The **SUOAF/AFSCME MRMC** (Professional Non-Faculty) is charged with the responsibility for identifying and recommending qualified minority candidates to search committees after the promotional process has been followed. The committee ensures that mentoring arrangements are available for newly appointed minority employees. The mentors are charged with responsibility for enhancing the professional development of minority employees during the first 1-6 years of their appointments and during the first three years in a new position or reassignment. The program eligibility was changed from three to six years and it now includes employees who are promoted to a higher-level position. During the reporting period, 38 members attended a number of presentations 1) MRMC Mentoring Luncheon, 2) presentation to new members on the MRMC/union resources 3) Social Security Presentation, and 4) MRMC Emotional Intelligence Workshop. In addition, ten (10) members of color received funding to participate in professional development activities. The committee also contributed to several recruitment subscriptions.

The Interim Vice President of Equity & Inclusion attended many conference, seminars and workshops that focused on Affirmative Action, Equal Employment Opportunity, Equity and Inclusion and also on Title IX during the reporting period. When possible, the Interim Vice President of Equity & Inclusion and staff attend scheduled meetings of both the Connecticut Association of Diversity and Equity Professionals (CADEP) and the CSU Diversity and Equity Officers group as meetings are scheduled.

The following publications, web sites and organizations are representative of those used for the publication of advertisements, notices posted on web pages, and distribution of employment opportunity announcements. The numbers in this plan are reflective of an annual recruitment period. The University typically posts all faculty and administrator positions in these three publications: *Chronicle of Higher Education*, *Diversejobs.com*, and *higheredjobs.com*. Additionally, staff and faculty share the postings with other colleagues in the field or academic discipline.

Unclassified Job Advertisements

- 1 Association of College Unions International
- 2 Email to CCSU Student Center Listserv
- 3 Hispanic Outlook in Higher Education
- 4 JERRY-P-BECKER-MTE-L@listserv.siu.edu
- 5 National Economic Association (formerly the Caucus of Black Economists) ListServ (Dept.)
- 6 Society for Neuroscience (NeuroJobs Board)
- 7 Academy of Management Job Bank
- 8 Adverse Childhood Experiences (ACE)
- 9 American Association of Collegiate Registrars & Admissions Officers (AACRAO)
- 10 American Collegiate Hockey Association (ACHA)
- 11 American Counseling Association (ACA)
- 12 American Counseling Association (ACA)
- 13 American Society of Criminology (ASC) ListServ
- 14 American Society of Criminology
- 15 American Society of Hispanic Economics
- 16 American Society of Hispanics Economists ListServ (Dept.)
- 17 Association for Compliance and Senior Woman Administrator
- 18 Association for Psychological Science (APS Employment Network)
- 19 Association of American Medical Colleges (AAMC)
- 20 Association of College Unions International (ACUI)
- 21 Association of Community & Continuing Education (ACCE) ListServ
- 22 Association of International Education (NASFA)
- 23 Association of Mathematics Teacher Educators (AMTE) Job Listings
- 24 Association of Registered Investment Advisors (ARIA) aria.org
- 25 Central Connecticut State University (CCSU) Web Page
- 26 Chronicle of Higher Education
- 27 Civilian Conservation Corps (CCC) ListServ and other composition-related distribution lists
- 28 College Libraries ListServ
- 29 College Music Society
- 30 Communication Systems and Network Technologies (CSNT) ListServ
- 31 Communications of the Association for Computing Machinery (ACM)
- 32 Connecticut State Colleges and Universities (CSCU) Web Page
- 33 Connecticut Association of Educational Opportunity Programs (CAEOP)
- 34 Connecticut League for Nursing
- 35 Connecticut Society of Certified Public Accountants (CTCPA)
- 36 Council on Social Work Education (CSWE)
- 37 Counseling Today
- 38 CT Association of Diversity & Equity Professionals (CADEP) email distribution
- 39 CT Association of Educational Opportunity Programs (CAEOP)
- 40 Department of Administrative Services (DAS)
- 41 Diverse.com

- 42 Diversejobs.net
- 43 Diversity.com
- 44 DRJOBS.US
- 45 Early Childhood and/or Infant/Toddler Mental Health Conferences
- 46 E-mail distribution to all colleagues and friends of the faculty
- 47 Email distribution to local (CT) Chemistry/biochemistry chairs at local universities
- 48 Engineering Technology Division (ETD) Listserv
- 49 Facebook groups related to Student Affairs and Higher Education
- 50 Faculty and Staff Networking and attendance/distribution of position announcements at Conferences
- 51 Graduate Alumni Mailing Lists
- 52 Hartford Courant
- 53 Higheredjobs.com
- 54 History h-net listserv
- 55 <https://careers.primr.org/jobs>
- 56 Indeed.com
- 57 International Personnel Management Association (IPMA-HR) CT Chapter website
- 58 Job Openings for Economists (JOE)
- 59 Journal of Blacks in Higher Education
- 60 MathJobs.org
- 61 MDJOBSITE.com
- 62 Militarymedical.com
- 63 Modern Language Association (MLA) Job Information List
- 64 National Association for College Admission Counseling (NACAC)
- 65 National Association of College and University Business Officers (NACUBO)
- 66 National Association of Collegiate Director of Athletics (NACDA) Career Center (jobcenter.nacda.com/employers)
- 67 National Association of Student Personnel Administrators (NASPA)
- 68 National Collegiate Athletic Association (NCAA) Market (<https://ncaamarket.ncaa.org>)
- 69 National Collegiate Athletics Association (NCAA) News
- 70 National Council of Teachers of Mathematics (NCTM) Website
- 71 National Intramural and Recreational Sports Association (NIRSA) Job Board
- 72 National Research Service Awards (NRSA) website
- 73 New England Association of Collegiate Registrars a& Admissions Officers (NEACRAO)
- 74 New England Commission on Higher Education (NECHE) List Serve
- 75 New England Educational Opportunity Association website
- 76 Northeast Conference (NEC) members. The NEC will distribute the ad to the other 30 Division I conferences.
- 77 Psychology Academic job search
- 78 Public Responsibility in Medicine and research (PRIM&R)
- 79 Regional mailing list that Student Center staff maintains of college unions
- 80 Science Magazine
- 81 Society for Teaching of Psychology discussion/job board/listserv
- 82 Special Interest Group on Computer Science Education (SIGCSE) mailing list
- 83 StudentAffairs.com
- 84 Targeted Social Media Sites

- 85 Technology Association ListServ
- 86 University Council for Educational Administration (CEA) Job Postings
- 87 Various other ListSers from CLASS disciplines
- 88 Women in Higher Education
- 89 Women Leaders in College Sports (<https://www.womenleadersincollegesports.org/>)
- 90 Works Progress Administration (WPA) ListServ and other composition-related distribution lists

Rivera Santos, Celimar (Office of Equity and Inclusion)

From: Rodas, Erin R. (Office of Equity and Inclusion) on behalf of Barcelo, Nancy V. (Equity and Inclusion)
Sent: Monday, May 18, 2020 9:20 AM
To: jdisette@andr.org
Cc: Whitley, Pamela N. (Equity and Inclusion); Rodas, Erin R. (Office of Equity and Inclusion)
Subject: Union A & R Local 4200 Notification of CCSU Affirmative Action Plan 2019

Dear Mr. DiSette:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action plan, which includes notifying unions of the Agency's Affirmative Action commitment.

Consequently, as an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer.

You are welcome to examine our Affirmative Action Plan at any time. Copies are available on-line at <http://www.ccsu.edu/diversity/affirmativeAction.html> . A signed copy of the Affirmative Action/Equal Employment Opportunity Policy Statement is on file in the Office of Equity & Inclusion, located at 1615 Stanley Street, Room 119, New Britain, CT.

The Central Connecticut State University Office of Equity & Inclusion is the office designated with the responsibility and authority to administer and monitor our Affirmative Action Plan. The office aims to cultivate a campus environment that is equitable, inclusive, and responsible to enable students, faculty, and staff to achieve their full potential.

The Office of Equity & Inclusion welcomes any comments and/or suggestions you might have concerning the Affirmative Action Plan and how we might be more successful in achieving Affirmative Action goals.

Should you have any questions, please feel free to contact our office at 860-832-1652.

Sincerely,

Nancy "Rusty" Barcelo, PhD.
Interim Vice President
Office of Equity & Inclusion
Central Connecticut State University

Rivera Santos, Celimar (Office of Equity and Inclusion)

From: Rodas, Erin R. (Office of Equity and Inclusion) on behalf of Barcelo, Nancy V. (Equity and Inclusion)
Sent: Monday, May 18, 2020 9:15 AM
To: Williams, Louise (History)
Cc: Whitley, Pamela N. (Equity and Inclusion); Rodas, Erin R. (Office of Equity and Inclusion)
Subject: Union CCSU Chapter CSU-AAUP Notification of CCSU Affirmative Action Plan 2019

Dear Ms. Williams:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action plan, which includes notifying unions of the Agency's Affirmative Action commitment.

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Sincerely,

Nancy "Rusty" Barcelo, PhD.
Interim Vice President
Office of Equity & Inclusion
Central Connecticut State University

Rivera Santos, Celimar (Office of Equity and Inclusion)

From: Rodas, Erin R. (Office of Equity and Inclusion) on behalf of Barcelo, Nancy V. (Equity and Inclusion)
Sent: Monday, May 18, 2020 9:16 AM
To: stevecox@cpfu.org
Cc: Whitley, Pamela N. (Equity and Inclusion); Rodas, Erin R. (Office of Equity and Inclusion)
Subject: Union CPFU Notification of CCSU Affirmative Action Plan 2019

Dear Mr. Cox:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action plan, which includes notifying unions of the Agency's Affirmative Action commitment.

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Sincerely,

Nancy "Rusty" Barcelo, PhD.
Interim Vice President
Office of Equity & Inclusion
Central Connecticut State University

Rivera Santos, Celimar (Office of Equity and Inclusion)

From: Rodas, Erin R. (Office of Equity and Inclusion) on behalf of Barcelo, Nancy V. (Equity and Inclusion)
Sent: Monday, May 18, 2020 9:14 AM
To: Dglidden@csea760.com
Cc: Whitley, Pamela N. (Equity and Inclusion); Rodas, Erin R. (Office of Equity and Inclusion)
Subject: Union CSEA/SEIU Local 2001 Notification of CCSU Affirmative Action Plan 2019

Dear Mr. Glidden:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action plan, which includes notifying unions of the Agency's Affirmative Action commitment.

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Sincerely,

Nancy "Rusty" Barcelo, PhD.
Interim Vice President
Office of Equity & Inclusion
Central Connecticut State University

Rivera Santos, Celimar (Office of Equity and Inclusion)

From: Rodas, Erin R. (Office of Equity and Inclusion) on behalf of Barcelo, Nancy V. (Equity and Inclusion)
Sent: Monday, May 18, 2020 9:19 AM
To: oneillp@wcsu.edu
Cc: Whitley, Pamela N. (Equity and Inclusion); Rodas, Erin R. (Office of Equity and Inclusion)
Subject: Union CSU-AAUP Notification of CCSU Affirmative Action Plan 2019

Dear Ms. O'Neill:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action plan, which includes notifying unions of the Agency's Affirmative Action commitment.

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Sincerely,

Nancy "Rusty" Barcelo, PhD.
Interim Vice President
Office of Equity & Inclusion
Central Connecticut State University

Rivera Santos, Celimar (Office of Equity and Inclusion)

From: Rodas, Erin R. (Office of Equity and Inclusion) on behalf of Barcelo, Nancy V. (Equity and Inclusion)
Sent: Monday, May 18, 2020 9:20 AM
To: cchisem@ceui.org
Cc: Whitley, Pamela N. (Equity and Inclusion); Rodas, Erin R. (Office of Equity and Inclusion)
Subject: Union SEIU Local 511 AFL-CIO Notification of CCSU Affirmative Action Plan 2019

Dear Mr. Chisem:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action plan, which includes notifying unions of the Agency's Affirmative Action commitment.

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Interim Vice President
Office of Equity & Inclusion
Central Connecticut State University

Rivera Santos, Celimar (Office of Equity and Inclusion)

From: Rodas, Erin R. (Office of Equity and Inclusion) on behalf of Barcelo, Nancy V. (Equity and Inclusion)
Sent: Monday, May 18, 2020 9:16 AM
To: jbarr@council4.org
Cc: Whitley, Pamela N. (Equity and Inclusion); Rodas, Erin R. (Office of Equity and Inclusion)
Subject: Union SUOAF -AFSCME Council 4 Notification of CCSU Affirmative Action Plan 2019

Dear Mr. Barr:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action plan, which includes notifying unions of the Agency's Affirmative Action commitment.

Consequently, as an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer.

You are welcome to examine our Affirmative Action Plan at any time. Copies are available on-line at <http://www.ccsu.edu/diversity/affirmativeAction.html> . A signed copy of the Affirmative Action/Equal Employment Opportunity Policy Statement is on file in the Office of Equity & Inclusion, located at 1615 Stanley Street, Room 119, New Britain, CT.

The Central Connecticut State University Office of Equity & Inclusion is the office designated with the responsibility and authority to administer and monitor our Affirmative Action Plan. The office aims to cultivate a campus environment that is equitable, inclusive, and responsible to enable students, faculty, and staff to achieve their full potential.

The Office of Equity & Inclusion welcomes any comments and/or suggestions you might have concerning the Affirmative Action Plan and how we might be more successful in achieving Affirmative Action goals.

Should you have any questions, please feel free to contact our office at 860-832-1652.

Sincerely,

Nancy "Rusty" Barcelo, PhD.
Interim Vice President
Office of Equity & Inclusion
Central Connecticut State University

Rivera Santos, Celimar (Office of Equity and Inclusion)

From: Rodas, Erin R. (Office of Equity and Inclusion) on behalf of Barcelo, Nancy V. (Equity and Inclusion)
Sent: Monday, May 18, 2020 9:14 AM
To: Bigelow, Lisa (SUOAF)
Cc: Whitley, Pamela N. (Equity and Inclusion); Rodas, Erin R. (Office of Equity and Inclusion)
Subject: Union SUOAF/AFSCME Notification of CCSU Affirmative Action Plan 2019

Dear Ms. Bigelow:

The State of Connecticut through all of its agencies is engaged in a vigorous Affirmative Action plan, which includes notifying unions of the Agency's Affirmative Action commitment.

Consequently, as an agency of the State, Central Connecticut State University is hereby communicating to all unions that represent agency employees that we are an Affirmative Action/Equal Opportunity Employer.

You are welcome to examine our Affirmative Action Plan at any time. Copies are available on-line at <http://www.ccsu.edu/diversity/affirmativeAction.html> . A signed copy of the Affirmative Action/Equal Employment Opportunity Policy Statement is on file in the Office of Equity & Inclusion, located at 1615 Stanley Street, Room 119, New Britain, CT.

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Nancy "Rusty" Barcelo, PhD.
Interim Vice President
Office of Equity & Inclusion
Central Connecticut State University

**CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME**

POSITION TITLE: Director of Counseling Services
RANK: Administrator VII
DEPARTMENT: Counseling Services
SUPERVISOR: Vice President for Student Affairs

POSITION SUMMARY

Under the supervision of the Vice President for Student Affairs, the Director of Counseling Services serves as the University's primary student mental health director and oversees an experienced, multi-disciplinary team of mental health providers to deliver highly effective psychological services and outreach programming across campus. Serves as a strategic leader to ensure comprehensive mental health services for a culturally diverse student body, including assessment, treatment, crisis intervention, referral, and outreach. In addition, provides leadership to develop a campus environment that facilitates the healthy growth and development of students through collaborative programming and training with key stakeholders throughout the university and local communities.

SUPERVISION EXERCISED

Supervises professional and support staff.

POSITION RESPONSIBILITIES

Manages the day-to-day, clinical, operational, fiscal, and administrative operations of Counseling Services.

Participates in the selection process, trains, supervises, and evaluates the Counseling Center staff and provides leadership in developing programs designed to meet student needs.

Provides direct clinical services including individual, couple, and/or group psychotherapy, initial evaluation and ongoing assessment, triage screening, and referral as appropriate.

Facilitates student referrals to community providers for counseling and testing as needed; facilitates hospital psychiatric admissions of high risk students; and, facilitates students' return to campus following mental health hospitalization. Supervises all aspects of the contract(s) with private providers of psychological services for students.

Consults with colleagues during critical incidents and coordinates the center's emergency and crisis response procedures (to include serving on the University's Emergency Management Team). Participates in all threat assessment activities and serves as a member of the University's student support team.

Provides community intervention programming and training for various groups, organizations, and departments within the University and engages in university level mental health prevention, intervention, and postvention efforts.

Develops and delivers in-service training programs and workshops to student peer leaders including resident assistants, peer mentors, orientation leaders, etc.

Works in a collaborative role with staff of the Division of Student Affairs providing for the needs of special student groups (e.g., students with disabilities, students of color, women, nontraditional students, underprepared students, LGBT students).

Establishes channels of communication with students, faculty and administration, informing them about Counseling Services, educating them regarding the referral process, and obtaining feedback regarding student needs.

Works cooperatively with other offices responsible for delivery of services to students to include consulting with the Vice President for Student Affairs, Director of Health, Wellness Educator, and other colleagues on wellness issues such as alcohol and drug abuse prevention/treatment, dietary dysfunction, stress, adjustment to college life, etc.

Provides consultation, training and education for faculty and staff regarding the mental health of students.

Consults with concerned students and parents regarding student mental health concerns.

Provides annual statistics and reports concerning student mental health. Incorporates outcome assessment to measure impact and inform departmental priorities.

Manages departmental financial resources and budget; allocates funds and monitors financial performance to ensure fiscal responsibility.

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

MINIMUM QUALIFICATIONS REQUIRED

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.

Preferred requirements include: demonstrated clinical skills compatible with a brief treatment model and experience in 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; experience working with diverse populations and at-risk individuals; demonstrated ability to manage multiple initiatives, programs, and responsibilities while ensuring clinical excellence in the provision of direct services; demonstrated innovative leadership practices and exceptional interpersonal, verbal and written communication; 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.

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

FLSA Status: Exempt.

For CCSU

Date

For SUOAF

Date

10-24-18: Created from SCSU Director of Counseling Services job description making minor changes to allow use at CCSU.

POSITION DESCRIPTION

Dean, School of Engineering, Science & Technology
Central Connecticut State University
October 10, 2018

Job Summary: 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 Mechanitronics 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.

Supervises: 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.

Responsibilities

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 CCSU 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 CCSU 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 CCSU 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.
- 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.
- Accountable for fundraising for the School of Engineering, Science, & Technology.
- 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.

Qualifications

Required

- 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

- 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.



Assistant Professor in Mathematics (C19-040)
Mathematical Sciences Department

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

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

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

Application and Appointment: For full consideration, applications must be received by **January 31, 2019**. Salary is commensurate with education and experience. **Only applications submitted to University's applicant system will be considered.** To begin the application process, go to www.ccsu.edu/jobs or click on the [Apply Now](#) button and electronically submit the following in a **single file**:

- Letter of interest addressing all the required qualifications for the position
- Current curriculum vitae
- The names of three current professional references with addresses, email addresses and telephone numbers

- Statement of teaching philosophy, which addresses your commitment to serving culturally, ethnically and linguistically diverse communities
- Statement of research interest
- Transcripts (unofficial copies **are** acceptable; if selected, official copies will be required)
- For ABD candidates, letter from thesis advisor stating anticipated date of completion

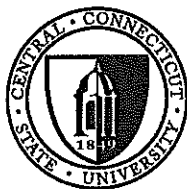
Mail, e-mail and incomplete applications will not be considered.

In addition, submit three letters of recommendation, at least one of which must address applicant's teaching and at least one of which must address the applicant's research, to <http://www.mathjobs.org/>.

Please redact any personally identifiable information, i.e., Social Security number, date of birth, marital status, country of origin, from any documents submitted.

For more information, contact Dr. Luis Recoder-Núñez, Professor and Math Search Committee Chair at 860-832-2538 or RecoderL@ccsu.edu

Central Connecticut State University is an affirmative action and equal opportunity employer.



(C19-041)

Assistant Professor, Biomolecular Sciences Department

Central Connecticut State University invites applications for a full-time tenure-track position in the [Biomolecular Sciences department. The Biomolecular 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 Biomolecular 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.

Learn more about the Biomolecular Sciences Department on our website, www.ccsu.edu/bms.

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

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Application and Appointment: For full consideration, applications must be received by February 22, 2019. Salary is commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to www.ccsu.edu/jobs or click on [Apply Here](#) and electronically submit the following:

- Letter of interest addressing the qualifications for the position

- Teaching philosophy
- Statement of research interests, including a detailed plan to adapt all research aims to projects for undergraduate and master's level students
- Current curriculum vitae
- Names of three current professional references with mail and email addresses, and phone numbers

No hard or emailed copies will be accepted. For more information contact Kathy Martin at 860-832-2655 or MartinK@ccsu.edu.

Please make sure your Social Security Number *is not* listed on any documents submitted.

Central Connecticut State University is an affirmative action and equal opportunity employer.



**Assistant Professor of Geography, Tourism and Hospitality Studies (C19-042)
Geography Department**

Central Connecticut State University invites applications for a full-time, tenure-track position in the Geography Department beginning **August 2019**. 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

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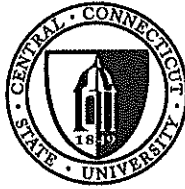
Application and Appointment: For full consideration, applications must be received by **February 15**. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.** To begin the application process, go to www.ccsu.edu/jobs or click on [Apply Now](#) and electronically submit the following in **one single file**:

- Letter of interest addressing all the qualifications for the position
- Current curriculum vitae
- Names of three current professional references with addresses, email addresses and telephone numbers. After the telephone interviews, references will be contacted.
- Unofficial transcripts

- Materials providing evidence of quality teaching, such as student evaluations or class observation reports
- For ABD candidates, letter from thesis advisor stating anticipated date of completion.

Emailed or mailed copies will not be accepted. For more information, contact Dr. Cynthia Pope at 860-832-2799 or popec@ccsu.edu. Please make sure your Social Security Number is not listed on any documents submitted.

CCSU is an affirmative action and equal opportunity employer.



**Assistant Professor (C19-047)
Department of Political Science**

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 July 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

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Application and Appointment: For full consideration, applications must be received February 19, 2019. Salary is commensurate with education and experience. Incomplete applications will *not* be considered. To begin the application process, go to www.ccsu.edu/jobs or click on [Apply Now](#) and electronically submit the following in a **single document**:

- Letter of interest addressing all the qualifications for the position
- Current curriculum vita or resume
- Names of three current professional references with addresses, email addresses and telephone numbers
- One document addressing two areas: your teaching philosophy; and a description of research interests and specific plans for future research

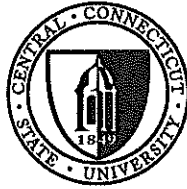
- A copy of unofficial transcripts
- For ABD candidates, letter from a thesis advisor stating anticipated date of completion.

With the exception of letters of recommendation, no emailed or mailed applications will be accepted.

Semifinalists will be asked to have three letters of professional recommendations mailed directly by the recommender to Dr. Paul Petterson, Political Science Search Committee Chair, CCSU, 1615 Stanley St., New Britain, CT 06053, or pettersonp@ccsu.edu.

For more information, contact Dr. Paul Petterson at petterson@ccsu.edu. Please make sure your Social Security Number *is not* listed on any documents submitted.

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Assistant Professor (C19-049)

Department of Computer Electronics and Graphics Technology (CEGT)

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

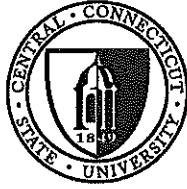
The Community: CCSU is located in New Britain, a city of some 70,000, within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of American Arts and offers a range of cultural opportunities, including the New Britain Symphony Orchestra,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

Application and Appointment: For full consideration, applications must be received by April 30. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to www.ccsu.edu/jobs and follow the directions to submit the following:

- Letter of interest addressing all the qualifications for the position
- Current curriculum vitae
- Statement of teaching philosophy and research interests
- Academic transcripts (undergraduate and graduate)
- Names and contact information of three references
- For ABD candidates, letter from thesis advisor stating anticipated date of completion

Mailed applications will not be accepted. For more information contact Dr. Xiaobing Hou at xhou@ccsu.edu. Please make sure your Social Security Number *is not* listed on any documents submitted.

CCSU is an affirmative action and equal opportunity employer.



Director of Bands Instrumental Music Education (C19-051)
Department of Music

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

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

The Community: CCSU is located in New Britain, a city with a population of some 70,000, within a 10-minute drive to the state capital of culture-rich Hartford. CCSU is currently in a large-scale community engagement initiative, designed to more effectively embrace our communities as the "steward of central Connecticut." Pursuing a range of partnership arrangements with area businesses, schools, agencies, and more, this initiative will create significant new opportunities for student

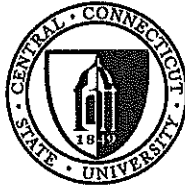
internships, faculty research, as well as an expanding array of cultural collaborations with the New Britain Symphony Orchestra, city theatres, the world-renowned New Britain Museum of American Art, and other area attractions.

Application and Appointment: For full consideration applications should be received by **February 15, 2019**, and will continue to accept applications until the position is filled. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.** To begin the application process, go to www.ccsu.edu/jobs or click on [Apply Now](#) and electronically submit the following:

- Letter of interest addressing all the qualifications for the position
- Current curriculum vitae
- Three letters of professional recommendation including contact information
- **Semi-finalist candidates** will be contacted for video recordings of rehearsal conducting, performances, and class instruction.

Emailed or mailed copies will not be accepted. For more information contact, **Dr. Daniel D'Addio** at **860-832-2906** or DAddioD@ccsu.edu. Please redact your social security number from any documents submitted.

CCSU is an affirmative action and equal opportunity employer.



Assistant Professor (C19-052)

Department of Journalism

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.

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

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

Application and Appointment: For full consideration, applications must be received by **March 15**. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to www.ccsu.edu/jobs or click on *Apply Now* and electronically submit the following:

- Letter of interest addressing the qualifications for the position
- Current curriculum vitae
- Samples of scholarship or creative work

- Names of three current professional references with addresses, email addresses and telephone numbers.
- For ABD candidates, letter from thesis advisor stating anticipated date of completion.

Emailed or mailed copies will not be accepted. For more information contact Dr. Vivian Martin at 860-832-2776 or martinv@ccsu.edu. Please make sure your Social Security Number is not listed on any documents submitted.

CCSU is an affirmative action and equal opportunity employer.

EDUCATIONAL LEADERSHIP: ASSISTANT PROFESSOR (C19- 067)

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.

The University: CCSU is one of four regional state universities within the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in diverse fields. The Princeton Review selected CCSU as one of "The Best Northeastern Colleges." CCSU serves approximately 11,800 students - 9,500 undergraduates, and 2,300 graduates. CCSU is richly diverse: more than 30 percent of students are of minority heritage. Visit our web site at <http://www.ccsu.edu/>.

The Community: CCSU is nestled within central Connecticut, located in New Britain, a city of some 70,000, within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of American Arts and offers a range of cultural opportunities, including the New Britain Symphony Orchestra, two theatres, and an extensive park system. The University is approximately two hours (by car) from both Boston and New York City. An efficient mass transit system, which undergraduate students may use for free, links the campus to the greater Hartford metropolitan area.

Application and Appointment: For full consideration, applications must be received by **April 5, 2019**. Salary is commensurate with education and experience. Rank is at the level of Assistant Professor. Incomplete applications will not be considered.

Please electronically submit the following to apply@ccsu.edu:

- CCSU Job Application Form which can be found at <http://www.ccsu.edu/hrat/>
- Letter describing all qualifications for the position;
- Detailed curriculum vitae;
- Examples of three recent research-based publications or other scholarly work (such as funded grants, manuscripts in progress, or conference presentations);
- Names of three current professional references with mail and email addresses, and phone numbers; and,
- Unofficial transcripts.

No mailed copies will be accepted. Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted)

For more information, contact Dr. Sheldon Watson at (860) 832-2576 or watsonshl@ccsu.edu.

CCSU is an equal opportunity and affirmative action employer.

Central Connecticut State University
Department of Nursing
Full-time Tenure-track Position
Rank of Assistant/Associate Professor

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.

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

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

Application and Appointment: Applications must be received by **March 22, 2019**. Salary and rank are commensurate with education and experience. **Incomplete applications will not be considered.** Please electronically submit the following to apply@ccsu.edu

- CCSU Job Application Form found at <http://www.ccsu.edu/hr/jobopportunities.html>

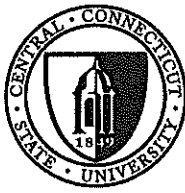
- Letter of interest addressing qualifications for the position and philosophy of teaching
- Curriculum vitae
- Names of three current professional references with contact information
- Transcripts (unofficial are acceptable; if selected, official copies will be required).

Mailed copies will not be accepted.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted.

For more information contact Jill Espelin, Co-chair of Faculty Search Committee, Department of Nursing. 860-832-0043; jill.espelin@ccsu.edu

Central Connecticut State University is an equal opportunity affirmative action employer. Members of all underrepresented groups are encouraged to apply.



Assistant Professor
Department of Counselor Education & Family Therapy
Master's Program in Marriage & Family Therapy
Job Description

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).

The University: CCSU is one of four universities in the Connecticut State University System. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU's motto is more than a slogan; it articulates the University's commitment to students: "Start with a dream. Finish with a future." The Princeton Review selected CCSU as one of "The Best Northeastern Colleges." The largest of four comprehensive universities within the Connecticut State Colleges & University system, CCSU serves nearly 11,800 students--9,800 undergraduates, and 2,000 graduate students. Female students account for 48 percent of the student population; males, 52 percent. CCSU is richly diverse: more than 30 percent of students are students of color; African American students comprise 11 percent of the student body; Latinos, 12 percent; and Asians, 3 percent. CCSU is richly diverse: more than 20 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

The Community: CCSU is located in New Britain, a city of some 70,000, within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of American Arts and offers a range of culture opportunities, including the New Britain Symphony Orchestra, a minor league baseball team, two theatres, and an extensive park system. The University is approximately 2 hours (by car) from both Boston and New York City.

Application and Appointment: For full consideration, applications must be received by April 15, 2019 for a Fall semester 2019 (August) appointment. Salary and rank are commensurate with education and experience. To begin the application process, go to <http://www.ccsu.edu/jobs> and submit the following:

- Letter of interest addressing qualifications for the position.
- Current curriculum vitae including the names of three current professional references with addresses, email addresses and telephone numbers. References will be contacted prior to on-campus interviews.
- Transcripts (Unofficial copies are acceptable; if selected, official copies will be required.)
- For ABD candidates, letter from thesis advisor stating anticipated date of completion.

For more information contact Dr. Ralph Cohen, Search Committee Chair by email at cohenr@ccsu.edu.

[C20-058]

Assistant Professor

Department of Physical Education and Human Performance

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)

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

The Community: Located nine miles southwest of Hartford, New Britain is a city of some 70,000. Part of the Greater Hartford area of 1.2 million residents, New Britain is centrally

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

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

Application and Appointment: For full consideration, applications must be received by **January 1, 2020** for a Fall 2020 semester (August) appointment.

To begin the application process, click on the Apply Now button and submit the following :

- Letter of interest addressing qualifications for the position
- Current curriculum vitae
- Names of three professional references including their address, email address, and telephone numbers.
- Unofficial transcripts (upload as additional materials) **Note: If selected, official copies are required.**

Salary is commensurate with education and experience. Fringe benefits include personal and sick leave, paid holidays, medical, dental, vision and prescription plans, a multi-plan retirement, retirement health care, deferred compensation, Dependent Care Assistant and Med Flex spending accounts, supplemental benefits such as long term, short term disability, tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western).

Incomplete applications will not be considered. Mailed applications will not be accepted.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted. Please ensure your Social Security Number is not listed on any documents submitted.

For more information, contact Sean Walsh at 860-832-2164 or walshse@ccsu.edu.

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.



CENTRAL

CONNECTICUT STATE UNIVERSITY

Professor /Associate Professor / Assistant Professor C20-035

School of Business - Department of Accounting

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.

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

The Community: Located nine miles southwest of Hartford, New Britain is a city of some 70,000. Part of the Greater Hartford area of 1.2 million residents, New Britain is centrally located in the state and is within easy reach of much of Connecticut and several metropolitan areas in the region. New Britain's population is characterized by a high degree of racial and ethnic diversity. Known as "Little Poland," 17 percent of its population are of Polish background. It is the home of three Polish language newspapers and one television station, and annually hosts the Little Poland Festival. Significant portions of its population come

from Puerto Rican, Italian, and Irish backgrounds. Currently, 37 percent of its population are Hispanic; 11 percent are African American; 25 percent live below the poverty line.

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

Application and Appointment: For full consideration, applications must be received by December 1, 2019. Salary is commensurate with education and experience. Fringe benefits include personal and sick leave, paid holidays, medical, dental, vision and prescription plans, a multi-plan retirement, retirement health care, deferred compensation, Dependent Care Assistant and Med Flex spending accounts, supplemental benefits such as long term, short term disability, tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western).

Incomplete applications will not be considered.

To apply, submit your application to apply@ccsu.edu and electronically submit the following:

- Letter of interest addressing the qualifications for the position
- Current curriculum vitae
- Names of three current professional references with addresses, email addresses and telephone numbers
- Unofficial transcripts
- Candidates currently in terminal degree programs must submit a letter from their thesis advisor stating anticipated date of completion.

Mailed applications will not be accepted.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted.

For more information contact Monique Durant at 860-832-3252 or durantmon@ccsu.edu.

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

[C20-038]

**Associate Professor / Assistant Professor of Finance
School of Business**

Open to previous applicants who have applied to December 1, 2019 posting and new applicants.

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.

The University: The largest of Connecticut's regional comprehensive universities, Central currently enrolls 11,880 students. This includes 7,605 full-time undergraduates, 1,949 part-time undergraduates, 648 full-time graduate students, and 1,678 part-time graduate students. A third of its undergraduates are students of color, the largest group

being Hispanic. Ninety-three percent of the students are from Connecticut. An increasingly residential campus, 64 percent of Central's first-year students live on campus; 24 percent of all undergraduates live on campus. For more information about Central Connecticut State University, please visit www.ccsu.edu.

The Community: Located nine miles southwest of Hartford, New Britain is a city of some 70,000. Part of the Greater Hartford area of 1.2 million residents, New Britain is centrally located in the state and is within easy reach of much of Connecticut and several metropolitan areas in the region. New Britain's population is characterized by a high degree of racial and ethnic diversity. Known as "Little Poland," 17 percent of its population are of Polish background. It is the home of three Polish language newspapers and one television station, and annually hosts the Little Poland Festival. Significant portions of its population come from Puerto Rican, Italian, and Irish backgrounds. Currently, 37 percent of its population are Hispanic; 11 percent are African American; 25 percent live below the poverty line.

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

Application and Appointment:

All applicants who applied to search C20-038 posting that closed on December 1,2019 and have been notified via email to submit additional material must submit by January 16,2020.

New applicants are welcome to apply and must submit all required materials by January 16,2020.

To begin the application process, click on the Apply Now button and submit the following:

- Letter of interest addressing qualifications for the position.
- Current curriculum vitae.
- Names of three current professional references with addresses, email addresses and telephone numbers.
- Transcripts (Unofficial copies are acceptable; if selected, official copies will be required). **(Additional materials requested from December 1,2019 applicants).**
- Teaching evaluations (for the most recent years). **(Additional materials requested from December 1,2019 applicants).**

Salary is commensurate with education and experience. Fringe benefits include personal and sick leave, paid holidays, medical, dental, vision and prescription plans, a multi- plan retirement, retirement health care , deferred compensation, Dependent Care Assistant and Med Flex spending accounts, supplemental benefits such as long term,

short term disability, tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western).

Incomplete applications will not be considered.

Mailed applications will not be accepted.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted.

For more information contact Dr. Lisa Frank at 860-832-3261 or franklic@ccsu.edu

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

**CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION
SUOAF-AFSCME**

POSITION TITLE: Coordinator of Capital Projects and Facilities Planning
RANK: Administrator V
DEPARTMENT: Facilities Management
SUPERVISOR: Associate Chief Administrative Officer/Director of Facilities Management
(ACAO/DFM)

POSITION SUMMARY

Under the supervision of the Associate Chief Administrative Officer/Director of Facilities Management, the Coordinator is responsible for providing planning, technical, and administrative support for all University capital projects.

SUPERVISION EXERCISED

May supervise professional and/or support staff.

POSITION RESPONSIBILITIES

Prepares and maintains plans and specifications for (1) existing physical facilities, (2) changes and renovations to such facilities, and (3) construction of new facilities, as appropriate.

Updates University Facilities Plan and prepares the annual capital budget request.

Prepares required project forms for renovations, construction and compliance with project close-out requirements.

Serves as institutional liaison to contractors, CSUS Board of Regents for Higher Education, Department of Public Works, and other external agencies when directed.

Monitors and reviews work of contractors to ensure compliance with project plans and specifications, State statutes, applicable fire and safety codes, and to verify contractor data (e.g. workforce statistics) as reported to the Commission on Human Rights and Opportunities (CHRO).

Assists the ACAO/DFM in the development and monitoring of the institutional energy management plan.

Maintains and updates records and plans of all facilities.

Reviews and evaluates project design and bid package proposals for both technical completeness and conformance to State Purchasing and CHRO procedures.

Provides technical and planning support to University committees which deal with space allocation and facilities planning.

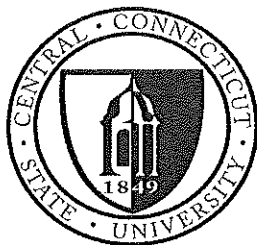
Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

MINIMUM QUALIFICATIONS REQUIRED

Registered architect or registered professional engineer. Bachelor's degree in architecture, civil or architectural engineering, or related field. 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. Credentials and/or experience substantially comparable to the above may also be considered.

FLSA Status: Exempt.

07-02-15: Minor changes.
03-14-05



**Site Specialist (TRIO Grant) (Grant funded)
Academic Affairs: TRIO**

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.

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. As of fall 2018, CCSU serves approximately

12,200 students - 9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

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

Application and Appointment: For full consideration, applications must be received by **April 5th, 2019**. Salary and rank are commensurate with education and experience; starting salary \$52,489. **Incomplete applications will not be considered.** To begin the application process, go to www.ccsu.edu/jobs and electronically submit the following:

- Letter of interest addressing qualifications for the position
- Current resume
- Names of three current professional references with addresses, email

Mailed or faxed copies will not be accepted.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted.

For more information contact Jessica Hernandez, Program Coordinator, Office of Community Engagement. 860-832-2270; jessica.hernandez@ccsu.edu

Central Connecticut State University is an affirmative action and equal opportunity employer.

Reference and Instruction Librarian

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

The University:

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The Community:

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Application and Appointment:

To begin the application process, go to <http://www.ccsu.edu/hrat/> and follow the provided instructions. For full consideration, applications must be received by **April 15, 2019**. Salary and rank are commensurate with education and experience. **NOTE: Incomplete applications will not be considered.**

Please electronically submit the following to apply@ccsu.edu:

- CCSU Job Application Form which can be found at <http://www.ccsu.edu/hrat/>
- Letter of interest addressing qualifications for the position;
- Current resume;
- Names of three current professional references (one must be a current or past supervisor) with mail and email addresses and telephone numbers.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted. **Mailed copies will not be accepted.**

For more information contact Kristin D'Amato at damatok@ccsu.edu

Central Connecticut State University is an affirmative action and equal opportunity employer

Reference and Instructional Design Librarian (C19- 076) Elihu Burritt Library

Central Connecticut State University invites innovative and energetic applicants for 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
- Three or more years of academic library experience providing reference and instruction to both undergraduate and graduate students
- Demonstrated experience and knowledge of instructional design including creation of lesson plans and/or assignments, and student learning outcomes.
- Experience with online learning management systems (e.g. Blackboard, D2L "Desire to Learn," Moodle, Canvas)
- 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 teaching a semester long information literacy credit course
- 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
- Familiarity with graphic design software to create and enhance instructional learning materials and library marketing materials

The University:

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Application and Appointment:

To begin the application process, go to <http://www.ccsu.edu/hrat/> and follow the provided instructions. For full consideration, applications must be received by **April 15, 2019**. Salary and rank are commensurate with education and experience. **NOTE: Incomplete applications will not be considered.**

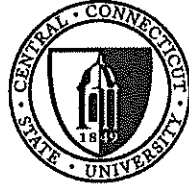
Please electronically submit the following to apply@ccsu.edu:

- CCSU Job Application Form which can be found at <http://www.ccsu.edu/hrat/>
- Letter of interest addressing qualifications for the position;
- Current resume;
- Names of three current professional references (one must be a current or past supervisor) with mail and email addresses and telephone numbers.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted. **Mailed copies will not be accepted.**

For more information contact Kristin D'Amato at damatok@ccsu.edu

Central Connecticut State University is an affirmative action and equal opportunity employer



Assistant Director, Student Activities/Leadership Development

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 and affiliation activities of student run clubs

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

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Application and Appointment: Application deadline is **April 15, 2019**. Salary and rank are commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to www.ccsu.edu/jobs and follow the directions to submit the following:

Letter of interest addressing the responsibilities and qualifications for this position

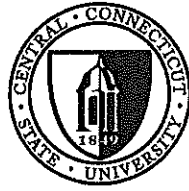
- Cover letter
- Resume
- Three letters of reference

Mailed applications will not be accepted. For more information email the Search Committee Chair, Sue Sweeney at sweeney@ccsu.edu

Please make sure your Social Security Number *is not* listed on any documents submitted.

CCSU is an affirmative action and equal opportunity employer.

DRAFT



Assessment Coordinator (C19-087)
Office of Institutional Research and Assessment

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.

The University: CCSU is one of four universities in the Connecticut State Colleges & Universities system. Excellent professors and a wide array of academic programs prepare students for success in the academic field of their choice. As of fall 2018, CCSU serves nearly 12,000 students. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

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Application and Appointment: For full consideration, applications must be received by **May 24, 2019**. Salary is commensurate with education and experience; salary range begins at \$61,617. Incomplete applications will not be considered. To begin the application process, go to www.ccsu.edu/jobs and follow the directions to submit the following:

- Letter of interest addressing qualifications for the position
- Current curriculum vita
- Names of three current professional references with addresses, email addresses and telephone numbers

No hard copies will be accepted. For more information, contact Martha Kruey, Reference, Instruction and Assessment Librarian, past Chair of the Academic Assessment Committee, and Assessment Coordinator Search Chair at 860-832-2063 or mkruey@ccsu.edu. Please make sure your Social Security Number *is not* listed on any documents submitted.

Central Connecticut State University is an affirmative action and equal opportunity employer.

ENVIRONMENTAL HEALTH AND SAFETY: ENVIRONMENTAL HEALTH AND SAFETY COORDINATOR [#C19-093]

Central Connecticut State University's Department of Environmental Health & Safety invites applications for a full-time, Environmental Health & Safety Coordinator. The successful candidate will be responsible for a variety of activities related to environmental health and safety such as the coordination of hazardous waste activities, assisting with regulatory compliance issues and inspections, spill response, OSHA compliance, record keeping, and training requirements. 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

The University: CCSU is a comprehensive public university, one of four universities in the Connecticut State University System. Excellent professors and a wide array of academic programs prepare students for success in whatever field they chose. CCSU's motto is more than a slogan; it articulates the University's commitment to students: "Start with a dream. Finish with a future." The Princeton Review selected CCSU as one of "The Best Northeastern Colleges." CCSU serves approximately 12,200 students – 9500 undergraduates, and 2700 graduates. CCSU is richly diverse: more than 20 percent of students are of traditional minority heritage.

The Community: CCSU is located in New Britain, a city of some 70,000 within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of American Arts and offers a range of culture opportunities, including the New Britain Symphony Orchestra, two theatres, and an extensive park system. The University is approximately 2 hours (by car) from both Boston and New York City.

Application & Appointment: For full consideration, applications must be received by **May 9, 2019**. To begin the application process go to <http://www.ccsu.edu/hr/jobopportunities.html> and follow the application directions. The following will need to be submitted **in one document**:

- Letter of interest addressing qualifications for the position;
- Current resume; and,

- Names of three current professional references with mail and email addresses and phone numbers.

Incomplete applications will *not* be considered. Emailed or mailed copies will *not* be accepted.

Central Connecticut State University is an affirmative action and equal opportunity employer.

Assistant Dean (C19-096)
School of Business

Job Description

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.

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

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Application and Appointment: For full consideration, applications must be received by **June 23, 2019**. Salary and rank are commensurate with education, experience and SUOAF contract (the position is rated as Admin IV). **Incomplete applications will not be considered.** To begin the application process, go to www.ccsu.edu/jobs and follow the directions to submit the following:

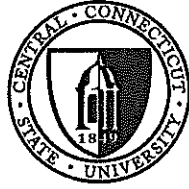
- Letter of interest addressing all the qualifications for the position
- Current curriculum vitae
- Names of three current professional references with addresses, email addresses and telephone numbers. After the telephone interviews, references will be contacted.
- Unofficial transcripts

Mailed copies will not be accepted.

Please make sure your Social Security Number *is not* listed on any documents submitted.

For more information, contact Dr. Drew Harris at 860-832-3212 or harrisdr1@ccsu.edu

CCSU is an affirmative action and equal opportunity employer.



**Assistant to the Director of Residence Life/Resident Director (C19-099)
Department of Residence Life**

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. Please note CCSU does not permit pets.

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

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Application and Appointment: For full consideration, applications must be received by **June 10, 2019**. Salary is commensurate with education and experience. Incomplete applications will not be considered. To begin the application process, go to www.ccsu.edu/jobs or click on [Apply Here](#) and electronically submit the following:

- Letter of interest addressing qualifications for the position
- Current resume

- Names of three current professional references (including a current or former supervisor) with addresses, email addresses and telephone numbers

No hard or emailed copies will be accepted. For more information contact Sandra Matthews at 860-832-1660 or reslife@ccsu.edu. Please make sure your Social Security Number and date of birth are ***not*** listed on any documents submitted.

Central Connecticut State University is an affirmative action and equal opportunity employer.

[C19-105] Office of the Registrar: Registrar Services Assistant

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.

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undergraduates, and 2,276 graduates. CCSU is richly diverse: more than 34 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

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Application and Appointment: For full consideration, applications must be received by **July 19, 2019**. Salary is \$45,745. **Incomplete applications will not be considered.**

Please electronically submit the following to apply@ccsu.edu

- Letter of interest addressing all the qualifications for the position
- Current resume
- Names of three current professional references with addresses, email addresses and telephone numbers.

Mailed copies will not be accepted.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted.

For more information, contact Rebecca Pickering, Assistant Registrar and Search Committee Chair at r.pickering@ccsu.edu.

Central Connecticut State University is an equal opportunity affirmative action employer.

[Job Search](#)

- Human Resources: Human Resources Associate

Central Connecticut State University in Connecticut

- [Save](#)
- [Print](#)

C19-106

Date Posted June 25, 2019

Employment Type Full-time

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.

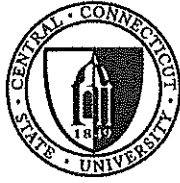
Preferred Qualifications:

- 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

For full consideration, a cover letter, resume, application and three professional references (preferably supervisory) must be received by close of business on **July 1, 2019**. Salary is commensurate with experience within the established range for this position with excellent fringe benefits including tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western).

For more information and application instructions go to: <https://www.ccsu.edu/hr/jobopportunities.html>

Central Connecticut State University is an affirmative action and equal opportunity employer



**Diversity Associate (C20-02)
Office of Diversity and Equity**

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

Required Qualifications

- Bachelor's degree from an accredited institution
- Three years of full-time professional work experience supporting Equal Opportunity, Affirmative Action or Title IX programs
- Demonstrated ability to develop and edit complex statistical reports including the ability to use database management, spreadsheet, and statistical software, e.g., Microsoft Office Suite
- Experience 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.

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

The Community: Located nine miles southwest of Hartford, New Britain is a city of some 70,000. Part of the Greater Hartford area of 1.2 million residents, New Britain is centrally located in the state and is within easy reach of much of Connecticut and several metropolitan areas in the region. New Britain's population is characterized by a high degree of racial and ethnic diversity. Known as "Little Poland," 17 percent of its population are of Polish background. It is the home of three Polish language newspapers and one television station, and annually hosts the Little Poland Festival. Significant portions of its population come from Puerto Rican, Italian, and Irish backgrounds. Currently, 37 percent of its population are Hispanic; 11 percent are African American; 25 percent live below the poverty line.

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

Application and Appointment: For full consideration, applications must be received by **August 23, 2019**. Salary is commensurate with education and experience. **Salary range \$53,200 to \$85,100 with excellent fringe benefits** including tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western). **Incomplete applications will not be considered.**

To apply, submit your application to apply@ccsu.edu and electronically submit the following:

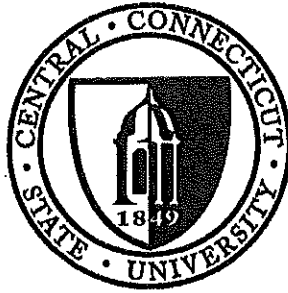
- Letter of interest addressing qualifications for the position
- Current resume
- Names of three current professional references identifying relationship to applicant, addresses, email addresses and telephone numbers

Mailed applications will not be accepted.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted.

For more information contact Denise Chancey at 860-832-3025 or chanceyden@ccsu.edu.

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.



Director of Community Advancement [C20-011]
Administrator VI
Institutional Advancement

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.

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

The Community: Located nine miles southwest of Hartford, New Britain is a city of some 70,000. Part of the Greater Hartford area of 1.2 million residents, New Britain is centrally

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

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Application and Appointment:

For full consideration, applications must be received by **September 11, 2019**.

Salary is commensurate with education and experience. Salary range is \$84,268 to \$128,413 with excellent fringe benefits.

Incomplete applications will not be considered.

To apply, submit your application to apply@ccsu.edu and electronically submit the following in one Word or PDF document:

- Letter of interest addressing qualifications for the position
- Current resume
- Names of three current professional references identifying relationship to applicant, addresses, email addresses and telephone numbers

Mailed applications will not be accepted.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted.

For more information, please contact Janice Ahearn, Administrative Assistant at ahearnj@ccsu.edu.

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CENTRAL
CONNECTICUT STATE UNIVERSITY

Theatre Support Specialist C20-012
Department of Theatre

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.

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

The Community: Located nine miles southwest of Hartford, New Britain is a city of some 70,000. Part of the Greater Hartford area of 1.2 million residents, New Britain is centrally located in the state and is within easy reach of much of Connecticut and several metropolitan areas in the region. New Britain's population is characterized by a high degree of racial and ethnic diversity. Known as "Little Poland," 17 percent of its population are of Polish background. It is the home of three Polish language newspapers and one television station, and annually hosts the Little Poland Festival. Significant portions of its population come from Puerto Rican, Italian, and Irish backgrounds. Currently, 37 percent of its population are Hispanic; 11 percent are African American; 25 percent live below the poverty line.

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

Application & Appointment:

For full consideration, applications must be received by **October 4, 2019**.

To apply, submit your application to apply@ccsu.edu and electronically submit the following:

- Letter of interest addressing qualifications for the position
- Current curriculum vita or resume
- Names of three current references with mail and e-mail addresses and phone numbers.

Incomplete applications will not be considered. Mailed applications will not be accepted.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted.

For more information, contact Richard Roth at (860) 832-2600 or rothr@ccsu.edu.

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

[C20-024]

Registrar Services Assistant

Office of the Registrar

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.

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

The Community: Located nine miles southwest of Hartford, New Britain is a city of some 70,000. Part of the Greater Hartford area of 1.2 million residents, New Britain is centrally located in the state and is within easy reach of much of Connecticut and several metropolitan areas in the region. New Britain's population is characterized by a high degree of racial and ethnic diversity. Known as "Little Poland," 17 percent of its population are of Polish background. It is the home of three Polish language newspapers and one television station, and annually hosts the Little Poland Festival. Significant portions of its population come from Puerto Rican, Italian, and Irish backgrounds. Currently, 37 percent of its population are Hispanic; 11 percent are African American; 25 percent live below the poverty line.

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

Application and Appointment: For full consideration, applications must be received by **December 20, 2019**. Minimum salary is \$45,745. Salary is commensurate with education and experience. Fringe benefits include personal and sick leave, paid holidays, medical, dental, vision and prescription plans, a multi-plan retirement, retirement health care, deferred compensation, Dependent Care Assistant and Med Flex spending accounts, supplemental benefits such as long term, short term disability, tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western).

Incomplete applications will not be considered. Mailed applications will not be accepted.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted. Please ensure your Social Security Number is not listed on any documents submitted.

For more information, contact Barbara Zalot, Assistant Registrar and Search Committee Chair at zalot@ccsu.edu .

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.



CENTRAL

CONNECTICUT STATE UNIVERSITY

Advising and Student Support Specialist - Graduate Students C20-029

School of Business

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.

- Letter of interest addressing all the qualifications for the position
- Current curriculum vitae
- Names of three current professional references with addresses, email addresses and telephone numbers

Mailed applications will not be accepted.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted.

For more information, contact Dr. Kaustav Misra at kmisra@ccsu.edu

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

NOTICE OF VACANCY DRAFT FOR CCSU'S WEBSITE

DEPARTMENT: Technical Support Specialist [#C20-042]

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 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, 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 experience/systems.
- 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.

The University: CCSU is a comprehensive public university, one of four universities in the Connecticut State University System. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU's motto is more than a slogan; it articulates the University's commitment to students: "Start with a dream. Finish with a future." The Princeton Review selected CCSU as one of "The Best Northeastern Colleges." CCSU serves approximately 12,200 students--9,500 undergraduates, and 2,700 graduates. CCSU is richly diverse: more than 20 percent of students are of traditional minority heritage.

The Community: CCSU is located in New Britain, a city of some 70,000, within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of American Arts and offers a range of culture opportunities, including the New Britain Symphony Orchestra, two theatres, and an extensive park system. The University is approximately 2 hours (by car) from both Boston and New York City.

Application & Appointment: For full consideration, applications must be received by [date]. To begin the application process, click on the *Apply Now* button and submit the following *in one document*:

- Letter of interest addressing qualifications for the position;
- Current curriculum vita or resume; and,

Names of three current professional references with mail and email addresses, and phone numbers; Incomplete applications will *not* be considered. Emailed or mailed copies will *not* be accepted. Please redact any personally identifiable information (e.g., SSN) from any documents submitted. For more information, contact Ryan Kelly at (860) 832-1773 or ryan.kelly@ccsu.edu .



CENTRAL

CONNECTICUT STATE UNIVERSITY

Administrative Operations Assistant C20-044

Office of Equity and Inclusion

Central Connecticut State University is seeking an energetic professional to provide direct administrative support to the Office of Equity and Inclusion. This is a full-time position providing oversight to the hiring and search process, prepare correspondence and reports, compile data and provide personal and telephone reception. In addition, the position will provide higher level administrative support to the Interim Vice President of Equity and Inclusion. As an integral member of the office's team, the position will perform project management duties as assigned and assist in coordinating special events.

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

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

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Application and Appointment: For full consideration, applications must be received by **October 15, 2019 (deadline extended from October 7, 2019)**. Salary is commensurate with education and experience. Fringe benefits include personal and sick leave, paid holidays, medical, dental, vision and prescription plans, a multi-plan retirement, retirement health care, deferred compensation, Dependent Care Assistant and Med Flex spending accounts, supplemental benefits such as long term, short term disability, tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western).

To begin the application process, go to www.ccsu.edu/jobs and electronically submit your application to apply@ccsu.edu with the following:

- Letter of interest addressing the qualifications for the position
- Current resume
- Names of three current professional references with addresses, email addresses and telephone numbers

Submission deadline extension: October 15, 2019. All applicants who have applied previous will be considered and there is no need to reapply.

Mailed applications will not be accepted. Incomplete applications will not be considered.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted.

For more information contact Pamela Whitley at 860-832-1652 or pamela.whitley@ccsu.edu.

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Associate Director of Graduate Programs

Application Deadline: 12/10/2019

Full-Time Regular

201016

Share This Position

[C20-049]

Associate Director of Graduate Programs

School of Business

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.

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.

The University: The largest of Connecticut's regional comprehensive universities, Central currently enrolls 11,880 students. This includes 7,605 full-time undergraduates, 1,949 part-time undergraduates, 648 full-time graduate students, and 1,678 part-time graduate students. A third of its undergraduates are students of color, the largest group being Hispanic. Ninety-three percent of the students are from Connecticut. An increasingly residential campus, 64 percent of Central's first-year students live on campus; 24 percent of all undergraduates live on campus. For more information about Central Connecticut State University, please visit www.ccsu.edu (<http://www.ccsu.edu>).

The Community: Located nine miles southwest of Hartford, New Britain is a city of some 70,000. Part of the Greater Hartford area of 1.2 million residents, New Britain is centrally located in the state and is within easy reach of much of Connecticut and several metropolitan areas in the region. New Britain's population is characterized by a high degree of racial and ethnic diversity. Known as "Little Poland," 17 percent of its population are of Polish background. It is the home of three Polish language newspapers and one television station, and annually hosts the Little Poland Festival. Significant portions of its population come from Puerto Rican, Italian, and Irish backgrounds. Currently, 37 percent of its population are Hispanic; 11 percent are African American; 25 percent live below the poverty line.

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

Application and Appointment: For full consideration, applications must be received by **December 10, 2019**. Salary is commensurate with education and experience. Fringe benefits include personal and sick leave, paid holidays, medical, dental, vision and prescription plans, a multi-plan retirement, retirement health care, deferred compensation, Dependent Care Assistant and Med Flex spending accounts, supplemental benefits such as long term, short term disability, tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western).

Incomplete applications will not be considered. Mailed applications will not be accepted. Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted. Please ensure your Social Security Number is not listed on any documents submitted.

For more information, contact Dr. Kaustav Misra at kmisra@ccsu.edu.

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Apply

Financial Aid Counselor

□ Application Deadline: 12/20/2019

• Full-Time Regular

• 201032

Share This Position

[C20-066]

Financial Aid Counselor

Office of Financial Aid

Central Connecticut State University seeks a Financial Aid Counselor to provide operational support with a focus on assisting with the review and processing of financial aid paperwork and providing information to a variety of individuals regarding student aid eligibility.

Responsibilities:

- Assists 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.

Required Qualifications

- Bachelors' 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.

Preferred Qualifications

- Experience using Banner software
- Knowledge of federal student financial aid programs
- Bilingual skills (Arabic, Polish or Spanish)
- Knowledge and experience with financial aid literacy programs
- Relevant NASFAA credentials

The University: The largest of Connecticut's regional comprehensive universities, Central currently enrolls 11,880 students. This includes 7,605 full-time undergraduates, 1,949 part-time undergraduates, 648 full-time graduate students, and 1,678 part-time graduate students. A third of its undergraduates are students of color, the largest group being Hispanic. Ninety-three percent of the students are from Connecticut. An increasingly residential campus, 64 percent of Central's first-year students live on campus; 24 percent of all undergraduates live on campus. For more information about Central Connecticut State University, please visit www.ccsu.edu (<http://www.ccsu.edu>).

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

Application and Appointment: For full consideration, applications must be received by **December 20, 2019**. Salary is commensurate with education and experience. Fringe benefits include personal and sick leave, paid holidays, medical, dental, vision and prescription plans, a multi-plan retirement, retirement health care, deferred compensation, Dependent Care Assistant and Med Flex spending accounts, supplemental benefits such as long term, short term disability, tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western).

Incomplete applications will not be considered. Mailed applications will not be accepted.

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted. Please ensure your Social Security Number is not listed on any documents submitted.

For more information, contact Donna DeCarlo at 860-832-2127 or decarlo_dom@ccsu.edu (mailto:decarlo_dom@ccsu.edu) (mailto: @ccsu.edu).

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Apply

Facilities Management Administrative Support Specialist

 Application Deadline: 4/9/2020

 Full-Time Regular

 201059

Share This Position

[C20-096]

Facilities Management Administrative Support Specialist

Facilities Management

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 software.
- 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.

The University: The largest of Connecticut's regional comprehensive universities, Central currently enrolls 11,880 students. This includes 7,605 full-time undergraduates, 1,949 part-time undergraduates, 648 full-time graduate students, and 1,678 part-time graduate students. A third of its undergraduates are students of color, the largest group being Hispanic. Ninety-three percent of the students are from Connecticut. An increasingly residential campus, 64 percent of Central's first-year students live on campus; 24 percent of all undergraduates live on campus. For more information about Central Connecticut State University, please visit www.ccsu.edu (<http://www.ccsu.edu>).

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

Application and Appointment: For full consideration, applications must be received by **April 9, 2020**.

To begin the application process, click on the **Apply** button and electronically submit the following documents :

- Letter of Interest addressing the qualifications for this position
- Current curriculum vitae or résumé
- Names of three current professional references with title, email addresses and telephone numbers

Please redact any personally identifiable information (i.e., Social Security number, date of birth, marital status, country of origin) from any documents submitted. Please ensure your Social Security Number is not listed on any documents submitted.

Salary is commensurate with education and experience. Fringe benefits include personal and sick leave, paid holidays, medical, dental, vision and prescription plans, a multi-plan retirement, retirement health care, deferred compensation, Dependent Care Assistant and Med Flex spending accounts, supplemental benefits such as long term, short term disability, tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western).

Incomplete applications will not be considered. Mailed applications will not be accepted.

For more information, contact Rene Karas via email at KarasR@ccsu.edu
(mailto:KarasR@ccsu.edu).

As an affirmative action employer, Central Connecticut State University actively seeks and encourages applications from women, minorities, persons with disabilities, and individuals with protected veteran status. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Apply



Connecticut's
Official

State Website



Connecticut State
Department of Administrative Services

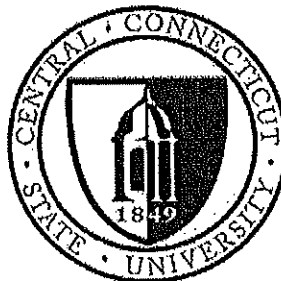
Office Assistant

Central Connecticut State University

Recruitment #181210-7086CL-001

Location	New Britain, CT
Date Opened	12/10/2018 12:00:00 PM
Salary	\$40,901* - \$53,663/year (*New State Employees start at the minimum of salary range)
Job Type	Open to the Public
Close Date	12/18/2018 11:59:00 PM

INTRODUCTION



The State of Connecticut, Central Connecticut State University (CCSU) is accepting applications for the position of Office Assistant in the Police Department. This position is full time (40 hours per week) Monday - Friday 8:00 a.m. - 5:00 p.m.

Due to the volume of applications anticipated, we are unable to provide confirmation of receipt or status during the recruitment process. Updates will be provided through your JobAps portal account.

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

SELECTION PLAN

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)

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.

EXAMPLES OF DUTIES

1. TYPING: Types a variety of materials 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. CORRESPONDENCE: 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 for procedural assistance; may lead lower level employees in carrying out assigned clerical functions.

6. PROCESSING: Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes 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 equalling six (6) months of experience.

PREFERRED QUALIFICATIONS

Preference will be given to those applicants who can effectively demonstrate the following in their submitted applications:

- Experience working in a Police Department
- Experience in COLLECT and/or NCIC
- Experience utilizing Law Enforcement Administrations System (L.E.A.S.)

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.

All candidates for employment at Central Connecticut State University must pass a thorough background investigation.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</p>	<p>Apply Online</p>
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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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Connecticut State
Department of Administrative Services

Cash Accounting Clerk

Recruitment #190502-1498CL-001

Location New Britain, CT

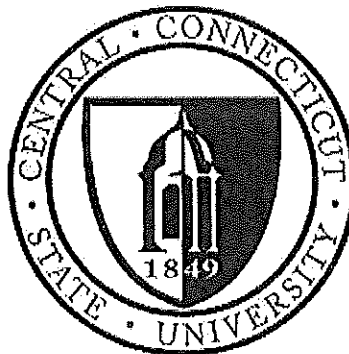
Date
Opened 5/3/2019 12:00:00 PM

Salary \$38,870* - \$49,496/year -(*New State Employees
start at minimum of salary range)

Job Type Open to the Public

Close
Date 5/13/2019 11:59:00 PM

INTRODUCTION



Located in New Britain, CT, Central Connecticut State University (CCSU) is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, CCSU is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. CCSU offers a vibrant learning-centered community dedicated to teaching and to scholarship.

We are accepting applications 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.

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

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 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 personal 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 equalling 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

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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**Click on a link below to apply for this
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E-mail | Phone: (860) 713-5205 | 8am - 5pm M-F |

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State Website



Connecticut State
Department of Administrative Services

Office Assistant

Recruitment #190513-7086CL-002

Location New Britain, CT

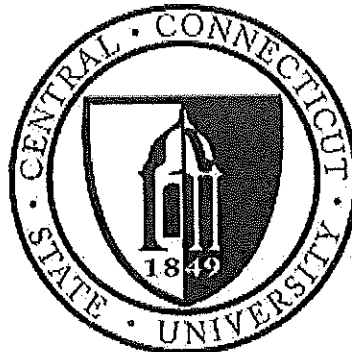
Date
Opened 5/14/2019 09:00:00 AM

Salary \$40,901 - \$53,663/year

Job Type Open to Statewide Employees

Close
Date 5/22/2019 11:59:00 PM

INTRODUCTION



Located in New Britain, CT, Central Connecticut State University (CCSU) is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, CCSU is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. CCSU offers a vibrant learning-centered community dedicated to teaching and to scholarship.

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

Should you have questions pertaining to this recruitment, please contact CCSUJobAps@ccsu.edu.

SELECTION PLAN

Due to the volume of applications anticipated, we are unable to provide confirmation of receipt or status during the recruitment process. Updates will be provided through your JobAps portal account. Interviews will be limited to candidates whose experience and training most closely meet the requirements of the position. For all other inquiries, please contact Kathy Callahan at CCSUJobAps@ccsu.edu.

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.

EXAMPLES OF DUTIES

1. TYPING: Types a variety of materials 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. CORRESPONDENCE: 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 for procedural assistance; may lead lower level employees in carrying out assigned clerical functions.

6. PROCESSING: Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information, as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and

money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes 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 equalling 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 manage multiple tasks simultaneously
- Working knowledge of Microsoft suite of products
- Experience working with an 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.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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Department of Administrative Services

Office Assistant (7086CL)

We are currently accepting applications for this position.
To apply, please close this pop-up window and then click on Current Openings.

\$20.27-\$26.60 Hourly / \$1,621.96-\$2,128.05 BiWeekly /
\$42,333.16-\$55,542.11 Yearly

 Notify Me when a Job Opens for the above position(s)

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.

GUIDELINES FOR JOB CLASS USE

This class is intended for use where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

May lead lower level clerical or other employees as assigned.

EXAMPLES OF DUTIES

1. **TYPING:** Types a variety of materials 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. **CORRESPONDENCE:** 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 for procedural assistance; may lead lower level employees in carrying out assigned clerical functions.
6. **PROCESSING:** Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase

orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes 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 equalling six (6) months of experience.

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.

APPOINTMENT

Candidates appointed to unclassified positions within Connecticut Innovations, Incorporated must meet the above Experience and Training requirements. These appointments will be made in accordance with Section 32-39 (7) of the Connecticut General Statutes.

JOB CLASS DESIGNATION

Classified/Non-Competitive

OCCUPATIONAL GROUP

(05)-Clerical/Secretarial

BARGAINING UNIT

(07)-ADMN CLERICAL (NP-3)

EEO

(6)-Administrative Support

SALARY INFORMATION

CL 13

CANCELLATION CLAUSE

This replaces the existing specification for the class of Office Assistant in Salary Group CL 13 approved effective May 26, 2009. (Revised to update Job Class Designation from Competitive and modify content)

EFFECTIVE DATE

5/25/2018

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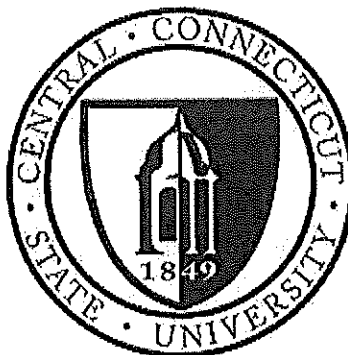
Connecticut State Department of Administrative Services

Secretary 2

Recruitment #190401-7539CL-002

Location	New Britain, CT
Date Opened	4/2/2019 10:00:00 AM
Salary	\$46,721 - \$61,096/year
Job Type	Open to Statewide Employees
Close Date	4/10/2019 11:59:00 PM

INTRODUCTION



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:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials 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 judgment 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.

Three (3) years' experience above the routine clerk level in office support or secretarial work.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

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

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling 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 verbal communication skills

For State Employees

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Connecticut State
Department of Administrative Services

Secretary 2

Recruitment #190403-7539CL-002

Location New Britain, CT

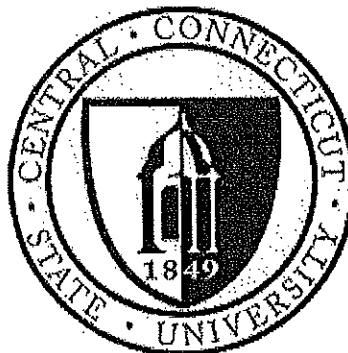
Date
Opened 4/4/2019 12:00:00 PM

Salary \$46,721 - \$61,096/year

Job Type Open to Agency Employees

Close
Date 4/12/2019 11:59:00 PM

INTRODUCTION



Located in New Britain, CT, Central Connecticut State University (CCSU) is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, CCSU is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. CCSU offers a vibrant learning-centered community dedicated to teaching and to scholarship.

We are accepting applications from current Board of Regents (BOR) employees who meet the qualifications for lateral transfer or promotion for a Secretary 2 position. This position is located in the Office of the Dean, College of Liberal Arts and Social Sciences. The position is full-time, forty (40) hours per week on first shift.

SELECTION PLAN

In order to be considered for this job opening, you must be a current State of CT employee of the Board of Regents 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).

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.

Should you have questions pertaining to any phase of this recruitment, please contact the hiring agency's human resources office: Kathy Callahan, kcallahan@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for independently performing a full range of 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.
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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 materials 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. compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

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

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years' experience above the routine clerk level in office support or secretarial work.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

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

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

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

PREFERRED QUALIFICATIONS

Preference will be given to applicants with:

- Proficiency in Spanish
- Ability to take initiative on assigned work and follow through to completion
- Experience addressing and resolving issues of students in Higher Education
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office including Outlook, Excel and Word (including Mail Merge)

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</p>	<p>Apply Online</p>
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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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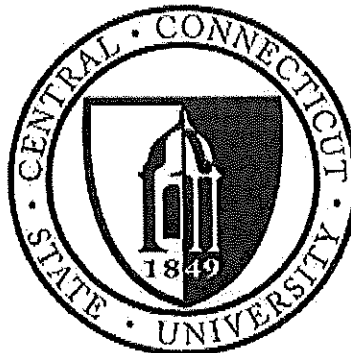
Connecticut State Department of Administrative Services

Secretary 2

Recruitment #190408-7539CL-001

Location	New Britain, CT
Date Opened	4/8/2019 4:00:00 PM
Salary	\$46,721 - \$61,096/year
Job Type	Open to Statewide Employees
Close Date	4/16/2019 11:59:00 PM

INTRODUCTION



Located in New Britain, CT, Central Connecticut State University (CCSU) is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, CCSU is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. CCSU offers a vibrant learning-centered community dedicated to teaching and to scholarship.

*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. The 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).

Should you have questions pertaining to any phase of this recruitment, please contact the hiring agency's human resources office: Kathy Callahan, kcallahan@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for independently performing a full range of 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.
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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.

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KNOWLEDGE, SKILL AND ABILITY

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

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years' experience above the routine clerk level in office support or secretarial work.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

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

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling 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 communication skills
- Must be organized, reliable and able to meet deadlines
- Proficiency in Microsoft Office including Outlook, Excel and Word (including Mail Merge)

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

**Click on a link below to apply for this
position:**

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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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Connecticut State Department of Administrative Services

Custodian (37.5 Hour)

Recruitment #191212-0429TC-001

Location New Britain, CT

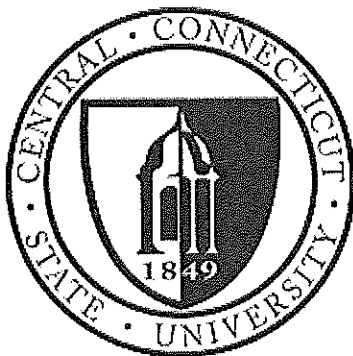
Date
Opened 12/13/2019 4:00:00 PM

Salary \$36,072.03 - \$45,076.01/year

Job Type Open to the Public

Close Date 12/23/2019 11:59:00 PM

INTRODUCTION



Located in New Britain, CT, Central Connecticut State University (CCSU) is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, CCSU is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. CCSU offers a vibrant learning-centered community dedicated to teaching and to scholarship.

We are accepting applications from candidates who meet the qualifications of a Custodian. These positions are full-time and are in the Custodial Services Department. The incumbents in these roles will be accountable for independently performing a full range of basic tasks in the cleaning and maintenance of university buildings. Shift and schedule will be determined for 1st, 2nd and 3rd shift, which may require working on weekends and holidays.

SELECTION PLAN

Due to the volume of applications anticipated, we are unable to provide confirmation of receipt or status during the recruitment process. Updates will be provided through your JobAps portal account. Interviews will be limited to candidates whose experience and training most closely meet the requirements of the position. For all other inquiries, please contact Gabriela S. Flores-Erazo at gabriela.s.flores-erazo@ccsu.edu.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for performing a full range of basic tasks in the cleaning and maintenance of buildings.

EXAMPLES OF DUTIES

Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

MINIMUM QUALIFICATIONS

Any experience and training which would provide the knowledge, skills and abilities listed above.

PREFERRED QUALIFICATIONS

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

SPECIAL REQUIREMENTS

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class.
2. A physical examination may be required.

WORKING CONDITIONS

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or individuals.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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Connecticut State Department of Administrative Services

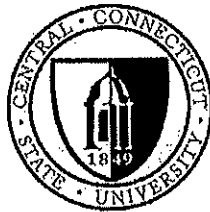
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- My Applications >
- New User Registration >
- Job Classes >
- Interest Cards >
- Closed Jobs >

Detective

Recruitment #190815-9019PS-001

Location	New Britain, CT
Date Opened	8/16/2019 12:00:00 PM
Salary	\$61,104 - \$79,803/year
Job Type	Open to the Public
Close Date	8/30/2019 11:59:00 PM

INTRODUCTION



Located in New Britain, CT, Central Connecticut State University (CCSU) is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut Institutions of higher learning, CCSU is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. CCSU offers a vibrant learning-centered community dedicated to teaching and to scholarship.

We are accepting applications from candidates who meet the qualifications for 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, licensure, 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/pdffiles1/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

Should you have questions pertaining to any phase of this recruitment, please contact the hiring agency's human resources office: Daniel Moreland, daniel.moreland@ct.gov.

PURPOSE OF JOB CLASS (NATURE OF WORK)

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 jurisdiction or other designated area of authorization involving general public, students, 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; assists 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 filing; records, organizes, stores and safeguards evidence for court proceeding purposes or court order 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 identify 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 - GENERAL EXPERIENCE

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, Mircey 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 the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
4. Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.
5. Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license.
6. Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
7. Incumbents in this class must be eligible and qualified to bear arms.
8. Incumbents in this class may be required to travel.

CHARACTER REQUIREMENTS

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 required, to perform the duties of the class.
2. Applicants may be required to pass a physical examination.

WORKING CONDITIONS

Incumbents in this class may be exposed to unpleasant and/or dangerous situations which could cause injury or loss of life.

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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

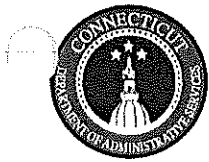
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Connecticut State
Department of Administrative Services

**Maintenance Supervisor 1
(Locksmith) (37.5 Hour)**

Recruitment #200218-5578TC-001

Location New Britain, CT

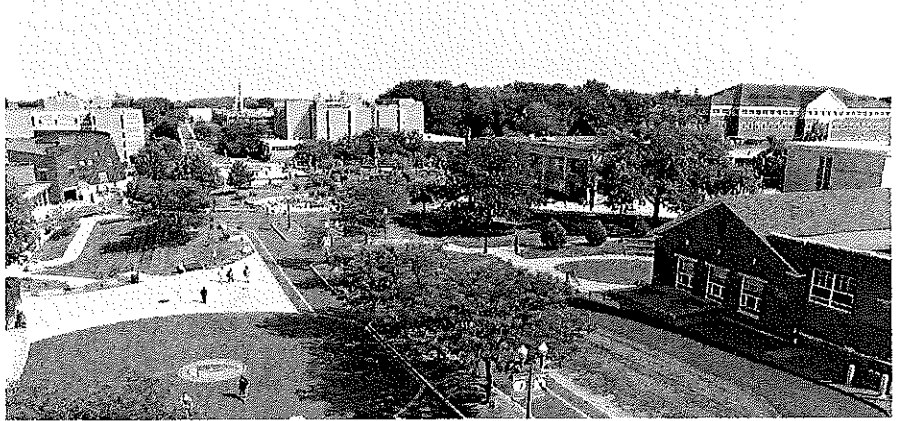
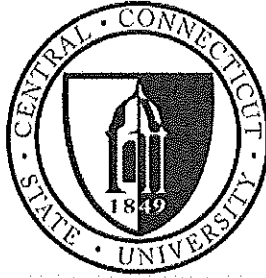
**Date
Opened** 2/19/2020 12:00:00 PM

Salary \$57,299* - \$73,374/year (*Individuals new to state service
start at minimum of the pay plan)

Job Type Open to the Public

Close Date 3/5/2020 11:59:00 PM

INTRODUCTION



Located in New Britain, CT, Central Connecticut State University (CCSU) is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, CCSU is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. CCSU offers a vibrant learning-centered community dedicated to teaching and to scholarship.

We are accepting applications from candidates who meet the qualifications for 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 the 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.

Due to the volume of applications anticipated, we are unable to provide confirmation of receipt or status during the recruitment process. Updates will be provided through your JobAps portal account. Interviews will be limited to

candidates whose experience and training most closely meet the requirements of the position. For all other inquiries, please contact Gabriela S. Flores-Erazo at gabriela.s.flores-erazo@ccsu.edu.

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 subordinate 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 area 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 area 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.

CHARACTER REQUIREMENTS

At State Airports: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

WORKING CONDITIONS

1. Incumbents may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.
2. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

E-mail | Phone: (860) 713-5205 | 8am - 5pm M-F | Powered by Job

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 1st Fiscal Year Period: 7/1-9/30/19

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531	<i>Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHR0 @ 25 SIGOURNEY ST, Hartford CT 06106</i>	

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$ 252,264,725.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$ 2,396,511.00
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ 599,127.75
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ 149,781.94

	QUARTER	Number	YEAR TO DATE	Number
	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 7,902,310.20	636	\$ 7,902,310.20	636
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 990,301.50	103	\$ 990,301.50	103

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE:				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)	\$ 3,762.50	1	\$ 3,762.50	1
E) Hispanic (H)				
F) Iberian Peninsula (I)	\$ 882.17	1	\$ 882.17	1
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$ 396,442.47	26	\$ 396,442.47	26
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W)	\$ 3,762.50		\$ 3,762.50	
WBE TOTAL [Lines L - W]	\$ 396,442.47		\$ 396,442.47	
MBE TOTAL {Lines A - W}	\$ 401,087.14		\$ 401,087.14	

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - for Reporting Capital Improvement Expenditures

Please submit a digital copy of this form to Donald.Braman@ct.gov.

Fiscal Year Quarter 1st Fiscal Year Period 7/1 - 9/30/19

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531		

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report \$ 9,121,518.00

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
2) Total Agency FY Capital Improvements Expenditures for Purchases from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 682,891.97	34	\$ 682,891.97	34

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
3) Total Agency FY Capital Improvements Expenditures for Purchases from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE:				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)				
F) Iberian Peninsula (I)				
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$ 159,301.19	7	\$ 159,301.19	7
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBE TOTAL [Lines L - W]	\$ 159,301.19		\$ 159,301.19	
MBE TOTAL (Lines A - W)	\$ 159,301.19		\$ 159,301.19	

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 2nd Fiscal Year Period: 10/1-12/31/1

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531	<i>Please Submit a copy of this form and Back-Up Sheets via InterOffice Mail to CHRO @ 25 SIGOURNEY ST, Hartford CT 06106</i>	

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$ 252,264,725.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$ 2,396,511.00
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ 599,127.75
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ 149,781.94

	QUARTER	Number	YEAR TO DATE	Number
	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 7,052,375.15	302	\$ 14,954,685.35	938
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 1,851,459.20	158	\$ 2,841,760.70	261

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. <i>PLEASE CATEGORIZE:</i>				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)	\$ 7,152.36	2	\$ 10,914.86	3
E) Hispanic (H)	\$ 8,225.79	1	\$ 8,225.79	1
F) Iberian Peninsula (I)	\$ 43,139.50	4	\$ 44,021.67	5
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$ 547,379.08	36	\$ 943,821.55	62
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ 7,152.36		\$ 10,914.86	
WBE TOTAL (Lines L - W)	\$ 547,379.08		\$ 943,821.55	
MBE TOTAL (Lines A - W)	\$ 605,896.73		\$ 1,006,983.87	

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - for Reporting Capital Improvement Expenditures

Please submit a digital copy of this form to Donald.Braman@ct.gov.

Fiscal Year Quarter 2nd Fiscal Year Period 10/1-12/31/1

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531		

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report \$ 9,121,518.00

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
2) Total Agency FY Capital Improvements Expenditures for Purchases from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 213,024.75	6	\$ 895,916.72	40

3) Total Agency FY Capital Improvements Expenditures for Purchases from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE:				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)				
F) Iberian Peninsula (I)				
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$ 81,231.75	2	\$ 240,532.94	9
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBE TOTAL [Lines L - W]	\$ 81,231.75		\$ 240,532.94	
MBE TOTAL (Lines A - W)	\$ 81,231.75		\$ 240,532.94	

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 3rd Fiscal Year Period: 1/1-3/31/20

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531	<i>Please Submit a copy of this form and Back-Up Sheets via Inter-Office Mail to CHRO @ 25 SIGOURNEY ST, Hartford CT 06106</i>	

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$ 252,264,725.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$ 2,396,511.00
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ 599,127.75
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ 149,781.94

	QUARTER	Number	YEAR TO DATE	Number
	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 9,366,630.86	241	\$ 24,321,316.21	1,179
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 1,622,857.29	114	\$ 4,464,618.99	375

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. <i>PLEASE CATEGORIZE:</i>				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)			\$ 10,914.86	3
E) Hispanic (H)			\$ 8,225.79	1
F) Iberian Peninsula (I)	\$ 49,342.75	4	\$ 93,364.42	9
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$ 639,604.73	39	\$ 1,583,426.20	101
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ 10,914.86	
WBE TOTAL (Lines L - W)	\$ 639,604.73		\$ 1,583,426.20	
MBE TOTAL (Lines A - W)	\$ 688,947.48		\$ 1,695,931.27	

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - *for Reporting Capital Improvement Expenditures*

Please submit a digital copy of this form to Donald.Braman@ct.gov.

Fiscal Year Quarter 3rd Fiscal Year Period 1/1-3/31/20

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531		

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report \$ 9,121,518.00

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
2) Total Agency FY Capital Improvements Expenditures for Purchases from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 159,486.00	2	\$ 1,055,402.72	42

3) Total Agency FY Capital Improvements Expenditures for Purchases from Minority Business Enterprises (MBE) only.
PLEASE CATEGORIZE:

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)				
F) Iberian Peninsula (I)				
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)			\$ 240,532.94	9
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -	-	\$ -	-
WBE TOTAL [Lines L - W]	\$ -	-	\$ 240,532.94	-
MBE TOTAL {Lines A - W}	\$ -	-	\$ 240,532.94	-

DEPARTMENT OF ADMINISTRATIVE SERVICES FISCAL YEAR 2021
 SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 1st Fiscal Year Period: 7/1-9/30/20

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531	<i>Please Submit a copy of this form and Back-Up Sheets via Inter-Office Mail to CHRO @ 25 SIGOURNEY ST, Hartford CT 06106</i>	

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$ 238,771,855.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$ -
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ -
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ -

	QUARTER	Number	YEAR TO DATE	Number
	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 4,066,297.98	456	\$ 4,066,297.98	456
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 1,433,093.77	90	\$ 1,433,093.77	90

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE:				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)	\$ 3,676.00	1	\$ 3,676.00	1
D) Disabled Individual (D)				
E) Hispanic (H)				
F) Iberian Peninsula (I)	\$ 4,393.56	1	\$ 4,393.56	1
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$ 931,362.04	43	\$ 931,362.04	43
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBE TOTAL (Lines L - W)	\$ 931,362.04		\$ 931,362.04	
MBE TOTAL (Lines A - W)	\$ 939,431.60		\$ 939,431.60	

DEPARTMENT OF ADMINISTRATIVE SERVICES FISCAL YEAR 2021
 SUPPLIER DIVERSITY PROGRAM *Back-Up Sheets require Totals for each MBE Category*

SMALL/MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT - *for Reporting Capital Improvement Expenditures*

Please submit a digital copy of this form to Donald.Braman@ct.gov.

Fiscal Year Quarter 1st Fiscal Year Period 7/1 - 9/30/20

ENTER THIS QTR-

Agency Name:	Central Connecticut State University	Agency Number:	7802
Prepared by:	Thomas J Brodeur	E-mail Address:	brodeur@ccsu.edu
Tel. # -	860-832-2531		

1) TOTAL CAPITAL IMPROVEMENT FUNDS AVAILABLE FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report \$ 3,660,930.00

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
2) Total Agency FY Capital Improvements Expenditures for Purchases from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 322,498.82	6	\$ 322,498.82	6

	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
3) Total Agency FY Capital Improvements Expenditures for Purchases from Minority Business Enterprises (MBE) only. PLEASE CATEGORIZE:				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)				
F) Iberian Peninsula (I)				
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$ 212,276.00	5	\$ 212,276.00	5
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBE TOTAL [Lines L - W]	\$ 212,276.00		\$ 212,276.00	
MBE TOTAL (Lines A - W)	\$ 212,276.00		\$ 212,276.00	