

GOALS ANALYSIS

(Section 46a-68-90)

January 2016

This section of the 2014 *Plan* was found to be weak.

In the critique, Dr. Valerie Kennedy noted several areas in need of improvement or clarification. All recommendations were implemented in the current *Plan*.

Dr. Kennedy noted discrepancies regarding numbers of applicants included in narratives. In the 2015 *Plan*, Hiring Goals Analysis narratives discuss all applicants for each search.

Subsection (a)

Narrative reports were prepared on all activity undertaken to achieve the hiring, promotion, and program goals contained in the previous affirmative action plan. The narrative reports include a probing self-analysis of the progress made toward those ends. The University undertakes corrective action as set forth in section 46a-68-88 of the Regulations of Connecticut State Agencies. If analysis reveals additional problem areas or an ineffective course of action

Subsection (b)

For each job search, the narratives provide the race and gender of:

- (1) the total applicant pool;
- (2) the qualified applicant pool; and
- (3) the applicants interviewed.

Beginning with the 2013 *Plan*, two new race/gender categories were reported in the Hiring Goals Analysis narratives; UM (Unknown Male) and UF (Unknown Female). With the implementation of the new on-line application system, Recruiting Solutions 9.1, each applicant is given the opportunity to voluntarily provide demographic information including race and gender using the federally mandated Two-Part Question. Applicants who chose to not provide race or gender were categorized as Unknown. These applicants' evaluation relative to the qualifications of the position was explained in the narratives.

Additionally, the Two-Part Question allows applicants to select multiple race and ethnicity categories. Applicants who chose two race categories from White, Black, and Asian are categorized as 2+ Races. These applicants are identified in the narratives as TM (2+ Race Male) and TF (2+ Race Female). These applicants' evaluation relative to the qualifications of the position was explained in the narratives.

Unique Skills/Circumstances Hires

Research 1 Universities have distinctive hiring cycles which focus on aggressive recruitment and retention of preeminent scholars, who have achieved national and global recognition, and competition for such talent amongst other Research 1 institutions is fierce. In rare instances, these factors necessitate hiring without full searches and the use of End-date/Durational positions subject to renewal.

With regard to these hires, the University substantiates good faith efforts by noting the following:

- a) Documentation supporting the characterization of the hire as *preeminent* or highly-sought-after in a particular discipline or field, noting achievements that garnered national or global recognition, and commenting on the hire's importance to the University's strategic academic or operational goals.
- b) A narrative explanation of the availability of others with the hire's skill set, the extent to which the University must compete against other institutions to recruit the hire, and a comment regarding networking or other recruiting activity that led to identification and contact of the hire.
- c) For instances of a Dual Career hire, where the University is competing against other universities to attract preeminent scholars and must address the employment interests of the scholars' partners as a recruitment tool, University occasionally must employ such recruiting strategies to protect its competitive stance in the labor market. These hires are noted as such with a narrative explanation.

Subsection (c)

When is a goal is met, the applicant is identified as a goal candidate and a narrative is not included for that search and hire. The applicants are included in the Applicant Flow Analysis.

Subsection (d)

For each unmet goal, a narrative outlining the agency's good faith efforts to achieve the goal is explained and rationale for eliminated goal candidates is included. Narratives for each job search resulting in the hire on a non-goal candidate, provide a detailed and complete discussion of every candidate (both goal and non-goal).

Hiring Goals Analysis 2015

EEO Category 1 – Executive Managerial

University Director

Short-term goals: 1 HM, 1 HF

Search 2015077 Director – Sponsored Programs Services – Sponsored Programs

The Office of the Vice President for Research, Sponsored Programs Services, at the University of Connecticut is seeking an experienced, energetic Director, with a proven record of leadership in the operational management of sponsored program proposal, award, financial and reporting services.

Founded in 1881, UConn is one of the nation's leading public research universities, and was recently ranked 19th among the Top public universities in the nation, according to the 2014 U.S. News & World Report. A Land Grant and Sea Grant college and member of the Space Consortium, UConn has received generous support from the legislature through an ambitious state investment in economic development, higher education and research. Through Next Generation Connecticut, strategic investment in facilities, faculty and students catalyze to establish UConn as a vital STEM institution, fueling Connecticut's economy with new technologies, highly skilled graduates, new companies, patents, licenses, and high-wage STEM jobs.

Reporting to the Associate Vice President for Research, Sponsored Program Services, the Director will provide leadership for sponsored research proposal and award administration/management, with the goal of actively and positively supporting the current and future sponsored research programs (fundamental through applied), scholarly activities, and creative endeavors of the faculty, staff, and others at the University of Connecticut, and better establish OVPR SPS as a Center of Excellence in providing research administration guidance and services.

JOB SUMMARY

Reporting to the Associate Vice President for Research, Sponsored Program Services, the Director is responsible for the operations management of sponsored program proposal and award management services, and for operationalizing and leading the functional implementation of an enterprise-wide system for the electronic building, routing and submission of grant and contract proposals to sponsors. The Director will lead five sponsored program professional teams (one proposal team and four grant and award management teams) to facilitate research administration by providing predictable, high-value service to University of Connecticut faculty and staff. The Director will also lead the OVPR SPS Financial Services and Reporting unit, which has responsibility for sponsor invoicing, cash management and collections.

In collaboration with the Associate Vice President OVPR SPS and other OVPR SPS leaders, the Director will actively and positively support current and future research programs (fundamental through applied), scholarly activities, and creative endeavors of the faculty, staff, and others while at the same time facilitating compliance with relevant federal and state law and regulations and University and sponsor policies and requirements.

The Director will have broad oversight and responsibilities for proposal and award activities and will lead and partner with other managers within and external to OVPR SPS in support of the University's mission to establish, maintain, and grow research partnerships with funding agencies/organizations (public and private), and businesses/corporations within the state and around the nation and world.

Hiring Goals Analysis 2015

PRIMARY DUTIES AND RESPONSIBILITIES

1. Reporting to the Associate Vice President for Research, Sponsored Program Services, he/she provides leadership for sponsored research proposals and awards administration/management, with the goal of actively and positively supporting the current and future sponsored research programs (fundamental through applied), scholarly activities, and creative endeavors of the faculty, staff, and others at the University of Connecticut.
2. Aggressively pursues automation and process simplification to better research administration practices at UConn. Leads User Implementation of InfoEd Proposal Development to assure that the University takes full advantage of the software as a tool to support faculty proposal preparation and submission.
3. Oversees supervision of staff involved with proposal review, approval and submission, and award review, negotiation and acceptance. Provides direction and oversight of professional staff with responsibility for personnel decisions including hiring, firing, evaluation, training and promotion; determines priorities and work assignments. Responds to questions and resolves problems related to proposal development, award acceptance, fiscal and other grant management issues.
4. Supervises Pre- and Post- Award and Financial Services and Reporting to facilitate research and provide proper stewardship of sponsored funds.
5. Develops OVPR SPS Pre- and Post- Award and Financial Services and Reporting staff to support University priorities and to better establish OVPR SPS as a Center of Excellence in providing research administration guidance and services.
6. Creates and leads research administration education and training programs for Pre- and Post- Award and Financial Services and Reporting for UConn staff and investigators.
7. Develops, implements, evaluates and/or revises policies and procedures for Pre- and Post-Award and Financial Services and Reporting to clarify research administration practices.
8. Establishes OVRP SPS operating procedures for Pre- and Post- Award and Financial Services and Reporting activities to increase consistent practices and achieve a reputation of predictable, client-facing, excellent service to UConn investigators and staff.
9. Solves difficult and complex grant and award problems.
10. Serves as a point of contact with external sponsors and with external and internal auditors on all matters as needed.
11. Keeps abreast of current issues in research administration through participation in national associations on behalf of UConn, such as the FDP, and professional associations such as NCURA or SRA, and effectively communicates expected changes or new requirements with University investigators and staff.
12. Manages, plans and evaluates Pre- and Post- Award and Financial Services and Reporting unit operations, actions, and responsibilities to assure compliance with all relevant federal and state laws and University and sponsor policies and regulations.
13. Provides authoritative support in interpretation and implementation of federal, state and other policies.
14. Works in partnership with other University Offices (e.g., Office of Finance and Budget, Office of the Provost, Office of Government Affairs, Office of Global Affairs) in support of the University's mission to establish, maintain, and grow research partnerships with funding agencies/organizations (public and private), and businesses/corporations within the state and around the nation and world.

Hiring Goals Analysis 2015

15. Approves proposals and accepts awards, and takes other actions as directed by the Associate Vice President for Research, Sponsored Program Services.
16. Performs other duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Bachelor's degree.
2. Seven to 10 (7 – 10) years of progressive experience, including management experience as a(n) Assistant, Associate or Director, in research administration, specifically in pre- and post-award sponsored programs administration.
3. Extensive experience in electronic research administration, financial management systems, and regulatory compliance, with successful experience participating in the implementation of an enterprise-wide software solution.
4. Advanced knowledge of higher education/research, federal, state and private industry management rules and regulations governing sponsored programs, including OMB Circulars A-21, A-133, and A-110 and the Cost Accounting Standards.
5. Proven record of progressive leadership and coaching of a professional staff.
6. Demonstrated ability to network and consensus-build with internal and external stakeholders, especially faculty.
7. Ability to work across units to develop policies and procedures and to solicit feedback for the improvement of operations.
8. Ability to research and assist with the resolution of highly complex issues with legal, fiscal and ethical/compliance implications.
9. Demonstrated ability to develop and prioritize unit long- and short-term plans, goals, and objectives, and independently implement and monitor them for achievement.
10. Strong ability to mentor and provide supervisory oversight and evaluation of staff at various levels.
11. Superior oral and written communication skills, with the ability to communicate effectively and serve as liaison between sponsors, all levels of University administration, and principal investigators.
12. Ability to implement/promote/expand a "customer service" orientation.

PREFERRED QUALIFICATIONS

1. Master's degree in business administration, public administration, or a related field.
2. Experience as a manager/leader of a research administration unit at a Tier 1 research university.
3. Ability to lead the implementation of the InfoEd Proposal Development Module.

The University of Connecticut offers competitive salaries and a comprehensive package of benefits. Screening of applicants will begin immediately.

Hiring Goals Analysis 2015

Recruitment contacts included CT Jobs.com; HuskyHire; Higher Ed Jobs; National Council of University Research Administrators Web; RESADM-L National Research Adm Listserv and the United States DOL Job Bank.

Short-term goals: 1 HM, 1 HF

16 total applicants: 3 WM, 8 WF, 1 BM, 1 BF, 2 UM, 1 UF.

9 unqualified applicants: 2 WM, 3 WF, 1 BM, 1 BF, 2 UM.

- 1 WM, 2 WF, 1 BM, 1 BF, and 2 UM lacked 7-10 years of progressive experience, including management experience as a(n) Assistant, Associate or Director, in research administration, specifically in pre- and post-award sponsored programs administration.
- 1 WM could not provide evidence of experience in electronic research administration, financial management systems, and regulatory compliance, with successful experience participating in the implementation of an enterprise-wide software solution.
- 1 WF submitted an incomplete application.

7 interviewed applicants: 1 WM, 5 WF, and 1 UF.

- 2 WF did not have the ability to research and assist with the resolution of highly complex issues with legal, fiscal and ethical/compliance implications.
- 1 WF could not supply evidence of extensive experience in electronic research administration, financial management systems, and regulatory compliance, with successful experience participating in the implementation of an enterprise-wide software solution.
- 1 WF, 1 UF did not display strong knowledge of higher education/research, federal, state and private industry management rules and regulations governing sponsored programs.

The 1 WM selected had greater experience in the area of post-award and financial services. He had strong knowledge of higher education/research, federal, state and private industry management rules and regulations governing sponsored programs from this previous position. He possessed excellent supervisory oversight and evaluation experience.

The 1 WF selected had outstanding experience for the position, with greater experience in the area of pre-award systems and support. She had a significant number of years' of experience in electronic research administration, financial management systems, and regulatory compliance. Additionally, she possessed excellent communication and interpersonal skills.

Remaining Titles

Short-term goals: 4 WF, 1 HM, 1 AF

Hiring Goals Analysis 2015

Search 2015001 Associate Dean of Students – Dean of Students

This appointment achieved a short-term hiring goal.

WF

Search 2014636 Exec VP for Admin & CFO – Exvp Admin & CFO

The Position

Reporting to the President, the Executive Vice President for Administration and Chief Financial Officer (EVPA/CFO) is the chief administrative and financial officer of the University. This individual is a member of the President's cabinet and the University Senate. This EVPA/CFO will be part of a vibrant university leadership team, selected for their action orientation and collaborative engagement approach.

The EVPA/CFO oversees Capital Projects & Contract Administration; Facilities Operations & Building Services; Finance & Budget (including Procurement Services, Accounting, Accounts Payable, Bursar, Financial Systems, Payroll, Treasury); Human Resources; Labor Relations; Logistics Administration; Public Safety; Planning, Architectural & Engineering Services; and Infrastructure Planning for the entire University. The goal of the Office of the EVPA/CFO is to create and maintain essential University services and a physical environment that robustly supports the academic and research missions of the University of Connecticut. This is accomplished through quality customer service, effective collaboration with faculty and staff, and strong stewardship of the University's financial, capital, and human resources.

Hiring Goals Analysis 2015

Specific Responsibilities

- He/she is responsible for overseeing long-range financial planning and management of the operating and capital budgets for all units of the University. Working closely with the President, Provost, and the other Vice Presidents, he/she oversees capital and operating budget development, monitoring, and reporting; coordinates operating and capital budgets in conformity with policies set forth by the Board of Trustees; develops financial policy and plans; serves as point of contact for external agencies and partners on financial matters; acts as the President's representative on financial matters to University units and constituencies; and generally promotes the financial health and stability of the University in support of its academic mission and plan.
- He/she is responsible for the formulation of strategy and policies to ensure effective administration, sound business practices, safety and regulatory compliance within these areas in conformity with policies established by the Board of Trustees. In collaboration with the Provost, he/she prepares strategic and tactical operations, plans, and initiatives for the non-academic functions of the university. He/she provides support to the President, the Provost, and the other Vice Presidents in development of operational strategy, planning, coordination, and analysis, including providing fiscal planning, coordination, and financial analysis.
- He/she is responsible for overseeing the functions and services needed to build and maintain a strong, healthy workforce, including human resources and labor relations.
- He/she ensures healthy labor-management relations and collaborates closely with union leaders. He/she supervises the negotiation of collective bargaining agreements with all staff of the University and coordinates the execution of the University's responsibilities under those contracts.
- He/she is responsible for the development, renovation, maintenance, and safekeeping of the physical assets of the University. He/she oversees, manages, and coordinates the University's responsibilities pertaining to planning, construction, renovation, operation, logistics, and security of the University's grounds, buildings, facilities, utilities, and infrastructure.
- He/she serves as the University's point of contact for external agencies and partners on business and operational matters; acts as the President's representative on business and operational matters to University units and constituencies; and generally promotes the operational excellence of the University. He/she interacts closely with the office of the Governor, state government offices and agencies, and the state legislature.

Hiring Goals Analysis 2015

- He/she interacts closely with the Board of Trustees, particularly its committees related to financial affairs and capital management, and attends all meetings of the Board of Trustees.
- He/she ensures the timely completion of combined University of Connecticut financial statements. He/she makes reports to the State Comptroller or to other State or Federal officials as may be required on the inventories, property, and financial operations of the University. He/she submits regular reports to the President and, through the President, to the Board of Trustees showing the financial condition of the University and all of its constituent parts and submit an annual statement showing the assets and liabilities of the various funds of the University.
- He/she oversees and monitors the execution of major financing agreements, and manages and coordinates the University's responsibilities pertaining to bond financing of capital projects. He/she directs the University's purchasing and contracting programs.
- He/she provides oversight for the CFO of the UConn Health Center (UCHC), including synchronizing the budgets and priorities of the UCHC with the University overall. He/she assures all capital budgets and construction projects at the UCHC are compliant with applicable laws, regulations, and requirements. He/she is the Executive Director of the Finance Corporation that supports contracting for clinical purchases.
- He/she ensures a robust public safety and emergency response capability for the University. He/she oversees the department of public safety, including police, fire, emergency medical services, emergency management, and building inspector functions. He/she serves on the Executive Policy Group that assures continuity of operations and makes strategic decisions during major storms and other emergencies.
- He/she serves ex-officio on the Board of Directors of the UConn Foundation, which solicits, receives, invests and administers gifts and financial resources from private sources for the benefit of all campuses and programs of the University of Connecticut.
- He/she administers such support units of the University as the President may designate.

Hiring Goals Analysis 2015

The Person

Qualifications & Experience

- A Master's degree in finance, management, or a related field from an accredited college or university is required.
- At least 15 years of experience in increasingly responsible positions within finance and administration is required. It is preferred that this experience is gained in a higher education, research institute, or academic medical setting. Experience at a major research university will be especially compelling.
- Demonstrated deep understanding of finance (including infrastructure finance, internal controls, cash management, and treasury services) and budgeting (capital and operational); overseeing construction, renovation, operation, logistics, and security of a physical plant; human resources, labor relations, and payroll; purchasing; business services; and financial processes is required.
- Demonstrated ability to oversee and lead an organization-wide, service-driven administrative and finance function that is proactive, progressive and collaboratively aligned with the many disparate organizational entities that compose a university is required. This includes the ability to integrate effective business models with institutional processes and challenges and clear competency in balancing competing considerations when mitigating financial and operational risks.
- Demonstrated ability to lead a senior team of managers and experts is required.
- Demonstrated success leading institutions strategically through both fiscal expansion and contraction is preferred.
- Demonstrated experience helping complex organizations develop and utilize measures of performance is required.
- Extensive experience with collective bargaining and experience in a complex unionized environment is strongly preferred.
- Demonstrated understanding of the finances of an Academic Medical Center and the health care, research, and academic divisions therein is preferred.
- Extensive and comprehensive knowledge of complex university policies and procedures, accounting and auditing principles and standards, and federal and state regulatory requirements is preferred.

Hiring Goals Analysis 2015

	<ul style="list-style-type: none">• Familiarity with public higher education administrative and finance requirements is preferred.• Familiarity with information technology applications and controls is preferred.
Substitutions Allowed	An equivalent combination of credentials and experience may also be considered.
Leadership & Behavioral Competencies	<p>Strategic Decision-Maker: Has a significant level of business acumen and judgment. Is able to make practical, realistic and data-driven decisions. Knows how to establish strategic administrative priorities and align the organization with them.</p> <p>Collaborative Leader: Able to work effectively with a range of constituencies both internal and external to an organization. Recognizes the role of the EVPA/CFO as supporting and enabling the success of the University's academic goals and its educational and research missions. Understands how to engage staff and hold them accountable for excellence.</p> <p>Skilled Communicator: Understands how to communicate effectively in a very large and diverse organization. Has exceptional oral and written communication skills, including expertise presenting and negotiating.</p> <p>Results Oriented: Understands and interprets complex problems and is able to find solutions and effectively implement them. Has a sophisticated understanding of how to employ metrics to inform decisions, improve business processes, and drive performance and quality.</p>
Personal Characteristics	<p>The successful candidate should possess the following personal characteristics:</p> <ul style="list-style-type: none">• The highest degree of personal and professional integrity.• A strong work ethic.• Excellent interpersonal skills.• A balance of self-confidence, diplomacy, wisdom, and charisma.

Recruiting activities were managed by the executive search firm of Heidrick and Struggles. Recruitment activities included various professional contacts in the field of college and university business administration.

Short-term goals: 4 WF, 1 HM, 1 AF

Hiring Goals Analysis 2015

64 candidates applied for the position: 24 WM, 6 WF, 2 BM, 2 BF, 22 UM, and 8 UF.

Unqualified applicants: 13 WM, 3 WF, 1 BM, 2 BF, 21 UM, and 8 UF.

- 3 WM, 1 WF, 1 BM, 4 UM and lacked at least 15 years of experience in increasingly responsible positions within finance and administration.
- 8 WM, 2 WF, 2 BF, 14 UM, and 5 UF lacked a demonstrated understanding of finance and budgeting overseeing construction, renovation, operation, logistics and security of a physical plant; human resources; labor relations; payroll; purchasing; business services; and financial processes.
- 2 WM, 3 UM, and 3 UF lacked demonstrated ability to oversee and lead an organization wide and service driven administration.

Qualified not interviewed applicants: 6 WM and 1 BM.

- 6 WM and 1 BM lacked the ability to establish strategic administrative priorities and align the organization with them; and the ability to work effectively with a range of constituencies both internal and external to an organization

Interviewed applicants: 5 WM, 3 WF, and 1 UM.

- 3 WF and 1 WM withdrew from consideration for the position.
- 3 WM and 1 UM had limited experience in a higher education environment and limited ability to work with a wide range of constituents both internal and external.

The 1 WM selected for the position demonstrated excellent financial and business knowledge and had experience working in an academic environment including an academic health center. Additionally, this candidate had excellent communication and interpersonal skills and was very experienced working with various diverse constituents and stakeholders.

Hiring Goals Analysis 2015

2015273 – Associate Director – Residential Life

Internal and External
Job Posting

Institutional Background

Founded in 1881, the University of Connecticut (UConn) is the state's flagship institution of higher learning. Since its inception as an agricultural school, the University has grown to include 14 schools and colleges at its main campus in Storrs, separate Schools of Law and Social Work in Hartford, 5 regional campuses throughout the state, and Schools of Medicine and Dentistry at the UConn Health Center in Farmington. UConn is a Land Grant, Sea Grant College and a Space Grant Consortium institution. The University spans 4,108 acres at its main campus and five regional campuses, and an additional 205 acres at the UConn Health Center in Farmington.

As the state's flagship institution of higher education, the University of Connecticut is governed by a board of trustees who are among the premier entrepreneurs, strategists, and educators in their respective fields. The president oversees a university system that includes ten schools and colleges at its Storrs campus, separate Schools of Law and Social Work in Hartford, and the Schools of Medicine and Dental Medicine at the UConn Health Center in Farmington. UConn is renewing, rebuilding, and enhancing its campuses through an unprecedented \$1.4 billion, 20-year state investment in the University's infrastructure.

Mission and Purposes of the University of Connecticut

—Adopted by the Board of Trustees on April 11, 2006 and amended on June 20, 2006

The University of Connecticut is dedicated to excellence demonstrated through national and international recognition. As Connecticut's public research university, through freedom of academic inquiry and expression, it creates and disseminates knowledge by means of scholarly and creative achievements, graduate and professional education, and outreach. Through its focus on teaching and learning, the University helps every student grow intellectually and become a contributing member of the state, national, and world communities. Through research, teaching, service, and outreach, it embraces diversity and cultivates leadership, integrity, and engaged citizenship in its students, faculty, staff, and alumni. As the state's flagship public university and as a land and sea grant institution, UConn promotes the health and well-being of Connecticut's citizens through enhancing the social, economic, cultural, and natural environments of the state and beyond.

Overview of the Division of Student Affairs—One Division. Multiple Services. Students First.

The Division of Student Affairs welcomed a new vice president, Michael Gilbert, in August 2013. Prior to joining UConn, Gilbert served as vice president for student life at the University of Delaware for six years (2007–2013).

As a new leader at UConn, Gilbert has spent his first year listening and learning in an effort to shape an understanding of the strengths of the Division and opportunities in which it can strive to excel going forward. With the impetus of NextGen CT, the Division is preparing for an expanded enrollment and growth of the on-campus residential population. At present, Gilbert is engaging the Division and key institutional partners in the development of a new strategic plan that is in line with institutional objectives and aspirations to advance UConn as a Top Ten Public University.

Organizational Structure

Hiring Goals Analysis 2015

The Division of Student Affairs includes the Center for Students with Disabilities, Community Standards, Counseling and Mental Health Services, Dining Services, Off-Campus Student Services, Office of Fraternity & Sorority Life, Dean of Students' Office, One Card Office, Residential Life, Student Affairs Information Technology, Student Activities, Student Health Services, Student Union, Wellness & Prevention Services, and the following cultural centers: African American Cultural Center, Asian American Cultural Center, Puerto Rican/Latin American Cultural Center, Rainbow Center, and the Women's Center.

The reporting structure of departments within the Division of Student Affairs is organized as follows:

Office of the Vice President for Student Affairs

Associate Vice President and Dean of Students

- Dean of Students Office
- Residential Life
- Community Standards
- Off-Campus Student Services
- Student Health Services/Counseling and Mental Health Services

Assistant Vice President/Director of Student Activities

- Programs Office
- Involvement & Leadership
- Business Services
- Community Outreach
- Fraternity & Sorority Life
- Cultural Centers
 - African American
 - Asian American
 - Puerto Rican/Latin American
 - Rainbow Center
 - Women's Center

Assistant Vice President for Student Affairs Administration

- Student Union
- Student Affairs Information Technology
- One Card Office
- Assessment & Strategic Planning
- Alumni Relations
- Budget and Human Resources

Assistant Vice President/Director of Center for Students with Disabilities

- Prevention Strategies & Initiatives

Dining Services

Mission

Hiring Goals Analysis 2015

- Provide administrative and operational oversight for the Residence Education unit, having a major role in key personnel decisions including responsibilities for staffing, hiring, firing, training, evaluation and promotion of staff. The Residence Education staff is comprised of comprised of 1-2 Associate Director(s), 5 Assistant Directors, an RA Program Specialist, 23 professional live in Hall Directors, 11 Graduate Assistants/Assistant Hall Directors, and approximately 290 Resident Assistants.
- Direct the student life program in the residence halls with overall supervisory responsibility for the quality of student life and student development experienced in the residence halls including; facilitating a successful and comprehensive first year student experience; initiating and supporting academic success and leadership programs; supporting Living Learning Communities, providing direction and advisement to the Residence Hall Association and NRHH (National Residence Hall Honorary), summer school housing program, roommate initiatives, health and safety programs and emergency response.

The mission of the Division of Student Affairs is to provide programs, services, and co-curricular experiences that enhance student success. The Division of Student Affairs efforts support the development of the whole person by fostering an awareness of lifelong learning and promoting the development of skills for effective citizenship in a diverse world. The Division promotes a vibrant intellectual climate that supports an active and inclusive community. Student Affairs strives to be reflective and intentional in an ever-changing environment.

The Department of Residential Life

The Department of Residential Life plays a vital role in the success of the University of Connecticut and its students by providing quality facilities, personnel, services, and programs that contribute to the mission of the University. Within the residential learning environment individuals are challenged and supported to develop into productive community members who are prepared to enrich society. Our comprehensive, student-centered, residential program houses over 12,700 students. Approximately 70% of the undergraduate student population resides in university-managed housing. We offer our students an array of housing facilities and options to enhance their learning experience, including a variety of learning communities.

Residential Life consists of two separate units—Housing Services and Residence Education—and works cooperatively with Residential Facilities Operations, which is housed within the centralized Facilities Department.

Summary of Associate Director of Residential Life Position:

The Associate Director for Residential Life is a management position that reports to the Executive Director of Residential Life and works with other Assistant/Associate Directors in Residential Life in the leadership, planning and management of all aspects of the department which has a capacity of approximately 12,500 students in 115 residence halls. The Associate Director provides leadership and direction for the Residence Education unit. As such, the Associate Director is responsible for developing programs and environments which contribute to the academic support and personal growth of students in the residence halls. Essential responsibilities include; staff development and supervision; coordinating programs and services; exercising a student centered philosophy; developing living learning collaborations with faculty and staff, managing the Residence Education budget; playing a leading role in the department's strategic planning efforts.

Characteristic Duties and Responsibilities

Hiring Goals Analysis 2015

- Collaborate with Housing Services staff on occupancy management issues, outreach activities, and the opening and closing of the residence halls.
- Collaborate with Facilities to evaluate services and facilities which directly affect the quality of the student life in the residence halls including study rooms, lounges, recreational facilities, hall services and programs and the development of others which enhance the residential experience and advance the residence hall program in support of the University's academic mission.
- Assume responsibility for the administration of the Community Standards processes the residence halls.
- Direct appropriate record keeping necessary for the residence hall program and directs the assessment and evaluation of all programs and necessary research.
- Provide leadership to Residence Education staff and facilitate communication between units within Residential Life to enhance the service provided to students living on campus.
- Provide day-to-day management of the Residence Education unit, the development of short-range and long-term goals, budget management, assessment and evaluation of unit performance measures.
- Evaluate, develop and implement a strategic plan for staffing within the unit to meet the needs of campus enlargement and future goals of the overall department. This includes benchmarking, assessment and both short and long range goal planning annually.
- Serves as a critical link and program liaison with other departments in Student Affairs as well as other University areas as appropriate while articulating the Residential Life mission. Key departments which Residential Life works closely with are: The Dean of Students' Office, Cultural Centers, Counseling and Mental Health Services, Student Health Services, Student Activities, Center for Students with Disabilities, Undergraduate Orientation, Parking Services, First Year Program and Learning Communities, and the Division of Public Safety.
- Serve and/or assume responsibility for University/department committees and task forces as appropriate.
- Prepare, submit and administer the entire Residence Education budget which is approximately 5.3M and primarily encompasses staff payroll, staff training and development, programming and academic support service initiatives. The Associate Director makes other fiscal recommendations with advancing priorities, which focus on enhancing experience and support relevant academic integration efforts.
- Evaluate, formulate and implement residence hall policies and procedures within University guidelines and assists with the establishment and implementation of departmental policies and procedures as necessary.
- Provide direct oversight for all crisis management and communicate with Student Affairs leadership regarding students of concern.
- Other duties as assigned by the Executive Director of Residential Life. This includes assuming authority of behalf of the department in the Executive Director's absence.

Minimum Qualifications

- Master's degree in Higher Education Administration or related discipline
- Minimum of six years of progressively complex experience as a full time professional residential life/housing administrator
- Extensive experience in the hiring, supervision, evaluation and training of professional and para-professional staff
- Working knowledge of student development theory, student learning outcomes as well as program development and its application to residential life programming
- Must have strong communication skills; interpersonal, presentations and report writing

Hiring Goals Analysis 2015

- Demonstrated experience dealing with crisis management
- Strong knowledge and experience in working with academic programs and living-learning communities
- Commitment to diversity and multiculturalism
- Understands the basic components of a budget and is able to effectively develop and implement.
- Occasional night and weekend work will be required including special staffing events, duty days, and emergency staffing

Preferred Qualifications

- Experience providing supervision for a unionized staff

To Apply: Qualified applicants must submit a cover letter, resume and contact information for three professional references via Husky Hire. Please identify in your cover letter Search #2015273 and ensure your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred qualifications you may also possess. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015273)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 15, 2015.

Recruiting activities included: Diverse, Inside Higher Ed, HERC, higheredjobs.com, ACPA, SJTI List Serve, NEACHUO, NASPA Region 1 FB Group

Short-term goals: 4 WF, 1 HM, 1 AF

60 total applicants: 18 WM, 15 WF, 8 BM, 5 BF, 3 HF, 2 AM, 3 AF, 5 UM, and 1 UF.

Unqualified applicants: 15 WM, 10 WF, 8 BM, 5 BF, 3 HF, 1 AM, 3 AF, 4 UM, and 1 UF.

- 6 WM, 3 WF, 4 BM, 3 BF, 1 AM, 3 AF, 2 UM did not have a Master's degree in Higher Education
- 3 WM, 2 WF, 1 BF, 1 HF, and 1 UF did not have a minimum of six years of progressively complex experience as a full-time professional residential life or housing administrator
- 1 BM, 1 HF, and 1 UM did not demonstrate experience in the hiring, supervision, evaluation and training of professional and para-professional staff
- 4 WM, 2 WF, 2 BM, 1 BF, 1 HF, and 1 UM did not demonstrate strong communication skills interpersonally as well as in presentations and report writing
- 1 WM and 1 WF did not demonstrate experience dealing with crisis management
- 1 WM and 1 BM did not demonstrate strong knowledge and experience in working with academic programs and living-learning communities
- 2 WF did not demonstrate commitment to diversity and multiculturalism

Qualified applicants: 1 WM and 2 WF

- 1 WM and 2 WF did not have experience providing supervision for a unionized staff

Hiring Goals Analysis 2015

Interviewed applicants: 2 WM, 3 WF, 1 UM, 1 AM

- 1 WM withdrew his candidacy prior to his interview
- 1 WF did not strongly demonstrate her experience in housing administration and communication skills in her interview
- 1 UM and 1 WF did not clearly answer the questions or explain their qualifications in the interview, and also demonstrated a lack of understanding as to the nature of the position
- 1 WM answered interview questions in the interview vaguely and lacked practical supervision experience relating to the position
- 1 WF was unable to effectively communicate how she would develop and lead the department

The 1 AM communicated very well during the interview, had extensive experience in working with living-learning communities, developing residential curriculum, and leadership of assessment projects. He was also nationally recognized for his presentations and involvement in professional organizations.

Hiring Goals Analysis 2015

EEO Category 2: Faculty

Professor

Short-term goals: 9 WF, 2 BM, 4 BF, 6 HM, 1 HF, 1 AF

Search 14163 – Professor

This appointment achieved a short-term hiring goal.

WF

2015103 – Professor – Nursing Instr & Res

This appointment achieved a short-term hiring goal.

WF

15126 – Professor – Mathematics

This appointment achieved a short-term hiring goal.

HM

Hiring Goals Analysis 2015

2014164 – Professor – Communications

The Department of Communication at the University of Connecticut invites applications for a full-time, 9 month, tenured or tenure-track professor, in the area of media effects, at the Assistant, Associate, or Full Professor level. The successful candidate will conduct socially meaningful empirical research, seek grant funding, teach both undergraduate and graduate courses, and perform professional service commensurate with rank.

The University is ranked among US News and World Report's top 20 public institutions. The Department of Communication is ranked Number 1 in New England, according to the National Research Council and ranks among the six most research-productive Communication Departments nationally. The program serves approximately 800 undergraduate majors, 10 M.A. and 35 Ph.D. students. There are 14 faculty members at the Storrs (main) Campus.

Facilities include laboratories equipped to study responses to media stimuli, effects of video games, interpersonal/relational interaction, online interactions and human computer interaction, virtual reality interventions, and some physiological responses and measures. Candidates have the opportunity to affiliate with the Digital Media Center and contribute to the growth and development of the new interdisciplinary major in Digital Media as well as the Center for Health Intervention and Prevention. This position will be at the Storrs campus, which is the main campus of the University of Connecticut, and is located in Connecticut between Boston and New York City.

Minimum Qualifications: Ph.D. in Communication or related field; evidence of research productivity; and university teaching experience. Candidates should have the ability to conduct empirical research in media effects and to obtain external grant funding to support research; as well as ability and experience performing professional service commensurate with rank. Candidates should have the ability to teach undergraduate and graduate classes on media effects, undergraduate and graduate classes on quantitative research methods, and the ability to teach persuasion, public relations and/or campaigns. Additionally, the successful candidate must be able to teach in at least one of the following areas: social media, video game design and effects, health, human-computer interaction, computer-mediated communication, organizational communication, network analysis, and media and social networks. Candidates should also have evidence of grant activity as well as administrative experience commensurate with rank. The ability to work in a collegial manner with a diverse faculty, staff, and student population is also a must.

Preferred Qualifications: It is preferred that candidates possess the ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience.

Please use Husky Hire and submit a cover letter, CV, copies of relevant publications, and evidence of teaching experience. Please submit three letters of reference to Cynthia.stewart@uconn.edu. The committee will begin reviewing applications on November 1, 2013. Direct inquiries to Kirstie Cope-Farrar (kirstie.farrar@uconn.edu).

This job posting is scheduled to be removed at 11:59 PM eastern on December 1, 2013.

Recruiting activities included: Faculty Website, HERC, Inside Higher Ed, and Diverse.

Short-term goals: 9 WF, 2 BM, 4 BF, 6 HM, 1 HF, 1 AF

66 total applicants: 16 WM, 21 WF, 1 BF, 1 HM, 12 AM, 13 AF, 1 UM, and 1 UF

Unqualified applicants: 12 WM, 19 WF, 1 BF, 1 HM, 12 AM, 13 AF, 1 UM, and 1 UF

Hiring Goals Analysis 2015

- 5 WM, 9 WF, 1 BF, 6 AM, 9 AF, and 1 UM did not have a PhD in communication or a related field.
- 2 WF and 1 AF did not demonstrate evidence of research productivity.
- 1 WM, 1 WF, 1 HM, 1 AM, and 1 UF did not demonstrate the ability to conduct empirical research in media effects.
- 1 WM did not demonstrate the ability to teach in one of the following subjects: social media, video game design and effects, health, human-computer interaction, computer-mediated communication, organizational communication, network analysis, or the study, design, and development of games, media, and social networks.
- 4 WM, 6 WF, 5 AM, and 3 AF did not have research that closely aligned with the department's needs
- 1 WM and 1 WF had not yet completed their dissertation and would not receive their PhD before the start of the position.

Interviewed applicants: 4 WM and 2 WF

- 1 WF withdrew her application.
- 3 WM did not have extensive administrative experience needed for the position.
- 1 WF had research and teaching interests that did not closely align with those desired for the position.

The 1 WM hired demonstrated extensive administrative experience. He had research complementary to that of other faculty in the department, and very good research productivity. Additionally, he had teaching experience and was able to teach several of the required subjects

Associate Professor

Short-term goals: 32 WF

2015183 – Associate Professor – Kinesiology

This appointment achieved a short-term hiring goal.

WF

Hiring Goals Analysis 2015

2014205 – Associate Professor – Computer Science and Engineering

The Computer Science and Engineering (CSE) Department at the University of Connecticut invites applications for a tenure-track faculty position at the assistant or associate professor level, with an expected start date of August 23, 2014. The research specialties of interest are:

1. Machine Learning,
2. Privacy, Cryptography or Computer Security, or
3. Techniques for the analysis of Big Data with applications in diverse areas including biomedical informatics.

The successful candidate will:

- Develop and sustain an internationally-recognized, externally-funded research program in one of these areas of interest;
- Teach undergraduate and graduate courses that meet the curricular needs of our CSE department;
- Advise and mentor undergraduate and graduate students;
- Provide service and leadership to all units of the University of Connecticut, to external academic and scientific communities, and to the general public.

Minimum Qualifications:

1. Completed all requirements for a Ph.D. in computing or a related discipline by the time of the appointment—equivalent foreign degrees are acceptable;
2. Research credentials in Computer Science, with a specialty in one of the topics prescribed above.

Preferred Qualifications:

1. A record of consistent, outstanding research contributions in one of the topics prescribed above;
2. Significant relevant teaching experience.

This is a 9-month, tenure-track position with an expected start date of August 23, 2014. The successful candidate's primary academic appointment will be at the Storrs campus with the option to work at UConn's regional campuses across the state. Salary and rank will be commensurate with qualifications.

About UConn's School of Engineering:

These are momentous times for UConn Engineering as we welcome unprecedented numbers of incoming, highly qualified students to our undergraduate programs; expand our collaborations with industry partners; nurture the entrepreneurial spirit of our students and faculty; and strategically grow our research expertise in core areas of enormous importance to the nation.

In response to transformative new partnerships with industry and a state-bonded \$1.8B investment in STEM infrastructure and education at UConn, the University expects to hire over 500 new faculty by 2023. The School of Engineering is accelerating its faculty hiring in strategic areas. For the 2013-14 academic year, UConn Engineering has hired 22 new tenure-track faculty members in Advanced Manufacturing & Materials, Genomics and Biomedical Engineering, and Human Sustainability & Physical and Cyber Infrastructure Resilience.

Key developments driving this growth also include the establishment in 2013 of a \$7.5M General Electric Partnership for Advanced Materials, \$4.5M Pratt & Whitney Additive Manufacturing Innovation Center, \$4.8M Fraunhofer Center for Energy Innovation, \$1M/year Center for Hardware Assurance & Security Engineering and an anticipated \$10M UTC Institute for Advanced Systems Engineering.

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following: your curriculum vitae, a detailed description of your research program and aspirations, a detailed description of your teaching experience, and teaching interests and philosophy. Additionally, please follow the instructions in Academic Jobs Online to direct four reference writers to submit letters of reference on your behalf. Review of applications will start immediately. Please reference search 2014205 in your application submission.

This job posting is scheduled to be removed at 11:59 PM eastern on February 13, 2014.

Hiring Goals Analysis 2015

Recruiting activities included: Faculty Website, Diverse, Inside Higher Ed, and HERC

Short-term goals: 32 WF

207 total applicants: 68 WM, 12 WF, 2 BM, 4 HM, 91 AM, 18 AF, 11 UM, and 1 UF

Unqualified applicants: 27 WM, 4 WF, 2 BM, 3 HM, 39 AM, 11 AF, 6 UM, and 1 UF

- 5 WM, 1 WF, 1 AM, 1 AF, and 1 UM had not completed all requirements for a PhD in computing or a related discipline at the time of appointment
- 22 WM, 3 WF, 2 BM, 38 AM, 10 AF, 3 HM, 5 UM, and 1 UF lacked research credentials in computing with a specialty in one of the topics specified in the job posting

Qualified applicants: 39 WM, 7 WF, 1 HM, 48 AM, 6 AF, and 5 UM

- 33 WM, 6 WF, 1 HM, 35 AM, 5 AF, and 4 UM lacked a record of consistent, outstanding research contributions in one of the topics specified in the job posting
- 6 WM, 1 WF, 13 AM, 1 AF, and 1 UM lacked significant relevant teaching experience

Interview applicants: 2 WM, 1 WF, 4 AM, and 1 AF

- 1 WM, 1 WF, 1 AM, and 1 AF withdrew their application
- 1 WM was not able to accept the position at the time it was offered pending other interviews
- 2 AM did not demonstrate excellent teaching skills and experience as needed for the position.

The 1 AM hired demonstrated outstanding research in a relevant field. He exhibited excellent written and oral communication skills, and had strong teaching experience in Big Data. . Additionally, he had excellent research credentials and strong grant activity.

AM

Assistant Professor

Short-term goals: 11 WM, 25 WF, 3 BM, 9 BF

Search 16007 – Assistant Professor – Communication

This appointment achieved a short-term hiring goal.

WM

Search 2014171 – Assistant Professor – Mathematics

This appointment achieved a short-term hiring goal.

Hiring Goals Analysis 2015

WM

Search 2014221 – Assistant Professor – Civil & Environ Eng

This appointment achieved a short-term hiring goal.

WM

Search 2015178 – Assistant Professor - Physics

This appointment achieved a short-term hiring goal.

WM

Search 2015233 – Assistant Professor – Accounting Dept

This appointment achieved a short-term hiring goal.

WM

Search 2015255 – Assistant Professor

This appointment achieved a short-term hiring goal.

WM

Search 15251 – Assistant Professor – Physiology & Neurobiology

This appointment achieved a short-term hiring goal.

WF

Search 2014166 – Assistant Professor – Finance Dept

This appointment achieved a short-term hiring goal.

WF

Search 2014472 – Assistant Professor – Sociology

This appointment achieved a short-term hiring goal.

WF

Search 2015046 – Assistant Professor – Chemistry

Hiring Goals Analysis 2015

This appointment achieved a short-term hiring goal.

WF

Search 2015065 – Assistant Professor – Social Work Dean Ofc

This appointment achieved a short-term hiring goal.

WF

Search 2015104 – Assistant Professor – Molecular & Cell Biology

This appointment achieved a short-term hiring goal.

WF

2015127 – Assistant Professor – Computer Science & Engr

This appointment achieved a short-term hiring goal.

WF

Search 2015167 – Assistant Professor - Kinesiology

This appointment achieved a short-term hiring goal.

WF

2015169 – Assistant Professor – Curriculum & Instr Dept

This appointment achieved a short-term hiring goal.

WF

Search 2015363 – Assistant Professor – Dramatic Arts

This appointment achieved a short-term hiring goal.

WF

Hiring Goals Analysis 2015

Search 15087 – Assistant Professor – Educational Leadership

Description:

The Department of Educational Leadership is seeking a full-time, tenure-track faculty member at the rank of Assistant or Associate Professor. The Department of Educational Leadership is home to the nationally recognized University of Connecticut Administrator Preparation Program, the Executive Leadership Program for superintendents, and the practitioner-based Ed.D. program. The Department also houses the UConn Center for Education Policy Analysis, which is supported by advanced doctoral students in the Learning, Leadership & Education Policy Ph.D. program. The Neag School of Education is the current host of *Educational Administration Quarterly*, a ranked journal sponsored by the University Council for Educational Administration.

Essential Duties and Responsibilities:

- Produce rigorous scholarship in educational leadership and/or policy;
- Apply understandings of issues of diversity, equity, and multiculturalism to preparing educational leaders and to scholarship;
- Pursue and secure external funding to advance the study of issues related to educational equity, educational leadership, and/or educational policy and practice;
- Teach courses in administrator preparation, Ed.D., and Ph.D. programs;
- Advise 6th year and doctoral students;
- Serve on university committees;
- Provide service to professional organizations.

Minimum Qualifications:

1. We seek scholars with an earned doctorate in educational leadership, education policy, or a related field by time of appointment.
2. Candidates must have demonstrated ability to develop strong professional relationships with K-12 educational administrators and faculty, and to interact effectively in culturally and ethnically diverse communities.
3. Candidates should have demonstrated success, or exhibit strong potential for success, in conducting high quality scholarship; collaborating with university faculty members on research projects; securing external funding; and delivering high quality instruction.
4. Evidence of potential to contribute to various service activities within the university and across the profession.

Preferred Qualifications:

1. A research focus on educational leadership and reform, particularly in the context of underserved and distressed communities;
2. Expansive knowledge of public educational systems and the contexts in which they operate;
3. A theoretically and empirically grounded understanding of the education of students of color and students living in poverty;
4. Successful experiences working as an educational leader or change agent in urban or under-resourced education settings;
5. a demonstrated commitment to educational equity and social justice with respect to teaching, service, and scholarship;
6. Expertise in the education of linguistically diverse students and emergent bilinguals.

The 1 HF identified for this position was a pre-eminent hire for the University. There was no applicant pool.

This candidate had recently spent time as a pre-doctoral fellow while completing her dissertation through the University of Illinois at Urbana-Champaign. This candidate had a well-developed research focus in the recruitment and retention of Latino students in STEM majors and was also well versed in quantitative methods. Additionally this candidate had made a name for herself nationally with research and collaborative publications in influential higher education journals.

Hiring Goals Analysis 2015

She recently presented at the American Society of Higher Education conference in Washington D.C., the top conference in the field. Also this candidate had completed research with El Instituto and had taken a significant amount of initiative to become involved with programs and students. This candidate also taught in the elite Higher Education and Student Affairs program. The hire of this candidate would fill a critical need in furthering the Higher Education and Student Affairs program and other associated mentoring activities. Additionally, this candidate's continued research is of strategic importance to the department and others on campus seeking to collaborate on these issues.

Hiring Goals Analysis 2015

2014227 – Assistant/Associate/Full Professor – Biomedical Engineering

Internal and External



Job Posting

The Biomedical Engineering (BME) Department at the University of Connecticut invites applications for multiple tenure-track faculty positions at the assistant /associate/full professor level, with an expected start date of August 23, 2014. The BME Department (<http://www.bme.uconn.edu/>) offers an ABET-accredited undergraduate major as well as doctoral programs in biomedical engineering. The research specialties of particular interest are:

- *Biomaterials* with emphasis on tissue engineering, biomimetic scaffold fabrication and novel biomaterial design, processing and fabrication for tissue regeneration.
- *Biomechanics* (experimental or computational methods) with clinical applications.
- *Neural engineering* with emphasis on brain machine interfaces, neural control systems, neural prosthetics applications, and neural imaging/sensor applications.
- *Biomedical imaging and devices* with emphasis on imaging hardware and system development for clinical applications such as cancer detection or heart disease detection and diagnosis.

The successful candidate will:

- Develop, sustain, and grow an externally funded research program of excellence in a field of Biomedical Engineering (BME).
- Teach undergraduate and graduate courses that meet the curricular needs of our BME department.
- Advise and mentor undergraduate and graduate students.
- Provide service and leadership to all units of the University of Connecticut, to external academic and scientific communities, and to the general public.

These are momentous times for UConn Engineering as we welcome unprecedented numbers of incoming, highly qualified students to our undergraduate programs; expand our collaborations with industry partners; nurture the entrepreneurial spirit of our students and faculty; and strategically grow our research expertise in core areas of enormous importance to the nation.

In response to transformative new partnerships with industry and a state-bonded \$1.8B investment in STEM infrastructure and education at UConn, the University expects to hire over 500 new faculty in all by 2023. The School of Engineering is accelerating its faculty hiring in strategic areas. For the 2013-14 academic year, UConn Engineering has hired 22 new tenure-track faculty members in Advanced Manufacturing & Materials, Genomics and Biomedical Engineering, and Human Sustainability & Physical and Cyber Infrastructure Resilience.

Key developments driving this growth also include the establishment in 2013 of a \$7.5M General Electric Partnership for Advanced Materials, \$4.5M Pratt & Whitney Additive Manufacturing Innovation Center, \$4.8M Fraunhofer Center for Energy Innovation, \$1M/year Center for Hardware Assurance & Security Engineering and an anticipated \$10M UTC Institute for Advanced Systems Engineering.

Hiring Goals Analysis 2015

Minimum Qualifications

1. Completion of all requirements for a Ph.D. in Biomedical Engineering or a closely related field by the time of the appointment. Equivalent foreign degrees are acceptable.
2. Research credentials in Biomedical Engineering.
3. A background that provides preparation for teaching excellence in undergraduate and graduate courses in BME.
4. Excellent oral and written communication skills.
5. Strong interpersonal skills.
6. Demonstrated success in original research, and publication of that work in archival journals.
7. Experience with oral presentations at national or international scientific meetings.
8. Senior candidates at full professor level should have established significant research programs with a track record of external funding as well as demonstration of a leadership role as the PI of large research grants.

Preferred Qualifications

1. Research credentials in Biomedical Engineering, with a specialty that is of interest to the BME department and that complements existing faculty expertise.
2. Experience as a post-doctoral or industry researcher in a research-competitive environment.
3. Exposure to developing research grant applications to federal funding agencies.
4. Interest in collaboration with industry.

These are 9-month tenure-track positions with an expected start date of August 23, 2014. The successful candidate's primary academic appointment will be at the Storrs campus with the possibility of work at UConn's regional campuses across the state. Salary and rank will be commensurate with qualifications.

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please upload a cover letter, your curriculum vitae, a three-to-five page research plan, and a two-to-three page teaching plan. Additionally, please follow the instructions in Academic Jobs Online to direct four reference writers to submit letters of reference on your behalf. **Please choose one area of specialization from Biomaterials, Biomechanics, Neural engineering, and Biomedical imaging and indicate it in your cover letter.** Any questions should be sent to: lisae@enqr.uconn.edu. Review of applications will start on immediately. Please reference the search number in your application submission.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, Academic Keys, the UConn BME Website; and the utilization of various professional and academic contacts throughout the Biomedical Engineering field.

Short-term goals: 11 WM, 25 WF, 3 BM, 9 BF

335 total applicants included: 111 WM, 23 WF, 4 BM, 5 HM, 3 HF, 157 AM, 21 AF, 10 UM, and 1 UF.

Unqualified applicants included: 85 WM, 17 WF, 3 BM, 2 HM, 2 HF, 127 AM, 18 AF, and 8 UM.

- 6 WM, 4 WF, 12 AM, and 3 AF lacked a Ph.D. in Biomedical Engineering (BME) or a closely related field by the time of the appointment.

Hiring Goals Analysis 2015

- 35 WM, 5 WF, 1 HM, 1 HF, 55 AM, 9 AF, and 1 UM lacked research credentials in Biomedical Engineering.
- 7 WM, 1 WF, 13 AM, 1 AF, and 3 UM lacked evidence of teaching excellence in undergraduate and graduate courses in BME.
- 4 WM, 1 WF, and 6 AM lacked excellent written communication skills as demonstrated by application materials.
- 23 WM, 4 WF, 3 BM, 1 HM, 1 HF, 27 AM, 3 AF, and 2 UM did not demonstrate success in original research, and publication of that work in archival journals.
- 2 WM and 2 AM lacked experience with oral presentations at national or international scientific meetings.
- 8 WM, 2 WF, 12 AM, 2 AF and 2 UM lacked established significant research programs with a track record of external funding as well as demonstration of a leadership role as the PI of large research grants.

Qualified applicants included: 18 WM, 3 WF, 2 HM, 16 AM, 2 AF, 1 UM, and 1 UF.

- 6 WM, 2 WF, 1 HM, 12 AM, and 1 UF lacked research credentials in Biomedical Engineering, with a specialty that is of interest to the BME department and that complements existing faculty expertise.
- 1 WM and 1 WF lacked experience as a post-doctoral or industry researcher in a research-competitive environment.
- 11 WM, 1 HM, 4 AM, 2 AF, and 1 UM lacked exposure to developing research grant applications to federal funding agencies.

Interviewed applicants included: 8 WM, 3 WF, 1 BM, 1 HM, 1 HF, 14 AM, 1 AF, and 1 UM.

- 1 WM, 1 BM, and 4 AM lacked strong communication skills based on answers to interview questions.
- 3 WM, 1 HF, 5 AM, and 1 UM had research and focus that was too narrow successfully collaborate with the department and receive grant funding.
- 2 WM, 2 WF, and 2 AM withdrew.
- 1 WM, 1 HM, 2 AM, and 1 AF lacked sufficient research in Biomedical engineering expected for the position.
- 1 WM and 1 WF were hired for two identical positions and is explained in the 2014 Affirmative Action Plan.

1 AM hired had outstanding research and was supported by a competitive K01 grant (over \$500k) from NIH. The candidate had already established himself as a strong independent researcher early in his career. He had strong communication skills and he was a good academic fit with the biomechanics track, in which he was able to teach both core undergraduate and specialized graduate courses.

Hiring Goals Analysis 2015

2015108 – Assistant Professor – Computer Science and Engr

The newly established UTC Institute for Advanced Systems Engineering in the School of Engineering at the University of Connecticut (UConn) solicits applications for a full-time tenure-track faculty position at the rank of Assistant, Associate or Full Professor in the Computer Science & Engineering Department to conduct research, education and outreach related to systems engineering. The successful candidate will:

- Develop, sustain, and grow a research program of excellence in system verification, validation, modeling and design methodologies, including Model Based Design and Platform-Based Design principles. The research program is based on a deep collaboration with the United Technologies Corporation (UTC) and the UTC Institute for Advanced Systems Engineering.
- Teach undergraduate and graduate courses that meet the curricular needs of the institute with particular emphasis on setting up a system design curriculum. Advise and mentor undergraduate and graduate students with particular emphasis on the area of system design.
- Provide service and leadership to all units of the University of Connecticut, to external academic and scientific communities, and to the general public.

About the University of Connecticut:

The University of Connecticut (UConn) is entering a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>) and the \$1B Bioscience Connecticut (<http://biosciencect.uhc.edu/>) investments and a bold new Academic Plan: Path to Excellence (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, UConn has hired more than 450 new faculty at all ranks during the past three years. We are pleased to continue these investments by inviting applications for faculty positions in the Department of Computer Science & Engineering at the rank of tenured/tenure-track appointments at the rank of Assistant, Associate or Full Professor.

The Department of Computer Science & Engineering has 23 faculty members, over 500 undergraduate and 130 graduate students, and actively engages in cutting edge computer science research.

The successful candidate will be expected to contribute to research & scholarship through extramural funding, high quality publications, impact as measured through citations, national recognition as through honorific awards. In the area of teaching, successful candidate will share a deep commitment to effective instruction at the undergraduate and graduate levels, development of innovative courses and mentoring of students in research, outreach and professional development. Successful candidates will also be expected to broaden participation among members of under-represented groups; demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience; integrate multicultural experiences into instructional methods and research tools; leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

About the UTC Institute for Advanced Systems Engineering:

There is a significant national need to expand capabilities in analytical systems engineering deemed pivotal to successful product development, namely a) requirements analysis, b) architecture selection, c) model-based development, and d) system design flows. In recognition of this need, UTC, in partnership with UConn, has established the Institute for Advanced Systems Engineering at UConn, which serves as a hub for applied and theoretical research, workforce development, and industrial outreach activities on analytical systems engineering of complex physical and software intensive systems. The Institute's goal is to become a premier academic resource for advanced research, development and technology transfer, teaching and workforce

Hiring Goals Analysis 2015

development in distributed, heterogeneous, adaptive and intelligent systems. The Institute seeks to advance the science base of systems including design, validation, verification, modeling and methodologies, and accelerate its technological translation into sustained industrial support and growth.

The Institute is established with significant investments from the United Technologies Corporation as well as the University of Connecticut. The resources available to the center include two endowed positions, four endowed graduate fellowships, five new faculty positions, and a current team of 20 outstanding faculty members with research interests in Systems Engineering across the School of Engineering. The strategy of the Institute is to establish the program in partnership with UTC in terms of research collaborations and reciprocal learning across UTC Business Units.

Minimum Qualifications

1. Completion of all requirements for a Ph.D. in Computer Engineering, Computer Science, Electrical Engineering or a related Information Technology discipline by the time of the appointment.
2. Research credentials in system verification, validation, modeling and/or design methodologies.
3. A proven ability to excel in teaching undergraduate and graduate courses in Computer Science & Engineering, including software and system design methodologies; demonstrated potential in establishing a successful research and scholarship, deep commitment to promoting diversity through their academic and research programs.
4. Excellent oral and written communication skills.
5. Strong interpersonal skills and a track record of collaborative research including other research Institutions and Industry.
6. Demonstrated success in original research, and publication of that work in archival journals. A track record of successful interaction with Industry is an additional asset.
7. Experience with oral presentations at national or international scientific meetings.
8. Senior candidates at full professor level should have established significant research programs with a track record of external funding as well as demonstration of a leadership role as the PI of large research grants and industrial collaboration.
9. Contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience.

Preferred Qualifications

1. Expertise in specialty that is of interest to the institute and that complements existing faculty expertise and an outstanding record of research and scholarship excellence.
2. Commitment to effective teaching, integrating technology into instruction, on-line instruction; and the ability to contribute through teaching and/or public engagement.
3. Commitment to the diversity and excellence of the learning experience.
4. Experience as a post-doctoral or industry researcher in a research-competitive environment.
5. Exposure to developing research grant applications to federal funding agencies.

This is a 9-month tenure-track position with an earliest expected start date of January 1, 2015. The successful candidate's primary academic appointment will be in the Computer Science & Engineering department at the Storrs campus with the possibility of work at UConn's regional campuses across the state. Salary and rank will be commensurate with qualifications.

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following: letter of application; CV/resume; 3 references; a statement of research and teaching statement (including teaching philosophy, teaching experience, commitment to effective learning, concepts for new course development, etc.); research and scholarship statement

Hiring Goals Analysis 2015

(innovative concepts that will form the basis of academic career, experience in proposal development, mentorship of graduate students, etc.); and a commitment to diversity statement (including broadening participation, integrating multicultural experiences in instruction and research and pedagogical techniques to meet the needs of diverse learning styles, etc.). Evaluation of applicants will begin immediately and continue until the position is filled. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

Recruiting activities included: the faculty website, HERC, Inside Higher Ed, and Diverse.

Short-term goals: 11 WM, 25 WF, 3 BM, 9 BF

70 total applicants: 24 WM, 6 WF, 2 BM, 1 BF, 2 HM, 28 AM, 3 AF, 3 UM, and 1 UF

Unqualified applicants: 16 WM, 4 WF, 2 BM, 1 BF, 2 HM, 23 AM, 2 AF, 3 UM, and 1 UF

- 16 WM, 4 WF, 2 BM, 1 BF, 1 HM, 23 AM, 2 AF, 3 UM, and 1 UF lacked research credentials in system verification, validation, modeling and or design methodologies
- 1 HM could not demonstrate success in original research and publication in archival journals

Qualified applicants: 2 WM, 1 WF, and 2 AM

- 1 AM had not had previous exposure to developing research grant applications to federal funding agencies
- 2 WM, 1 WF and 1 AM did not have research credentials in a specialty that is of interest to the institute and complementary to existing faculty expertise

Interviewed applicants: 6 WM, 1 WF, 3 AM, and 1 AF

- 2 AM and 1 AF had an area of expertise that did not complement the work of other faculty in the department
- 1 WM did not have relevant experience in modeling and other design methodologies
- 1 WM and 1 WF withdrew their applications
- 2 WM did not have publication records as strong as the position required
- 1 WM did not have a strong funding record
- 1 WM was unable to accept the position at the time it was being offered

The 1 AM hired had a strong record of funding and publication and relevant expertise that complemented other research in the department. He had a record of effective teaching and had taught online classes.

Hiring Goals Analysis 2015

2015166 – Assistant / Associate Professor of Finance – Finance Dept

The Finance Department in the School of Business at the University of Connecticut invites applications for two tenure-track positions at the rank of Assistant/Associate Professor for research, teaching, service and outreach.

The University of Connecticut (UConn) is entering a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>) and the \$1B Bioscience Connecticut (<http://biosciencect.uhc.edu/>) investments and a bold new Academic Plan: Path to Excellence (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, UConn has hired more than 450 new faculty members at all ranks during the past three years. We are pleased to continue these investments by inviting applications for faculty positions in the Department of Finance at the rank of Assistant or Associate Professor.

The successful candidate will be expected to contribute to research & scholarship through extramural funding (in disciplines where applicable), high quality publications, impact as measured through citations, performances & exhibits (in disciplines where applicable), national recognition as through honorific awards. In the area of teaching, successful candidate will share a deep commitment to effective instruction at the undergraduate and graduate levels, development of innovative courses and mentoring of students in research, outreach and professional development. Successful candidates will also be expected to broaden participation among members of under-represented groups; demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience; integrate multicultural experiences into instructional methods and research tools; leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

Minimum Qualifications: Earned Ph.D. in Finance or an equivalent terminal degree in a related field of study with specialization in the core areas of Finance (especially investment, financial risk management, derivatives, quantitative investment analysis, and international financial management); evidence of outstanding research supported by copies of published/working papers and manuscripts with potential for publication in leading academic journals in Finance; evidence of superior classroom performance at the undergraduate and graduate levels; effective communication skills; and a deep commitment to promoting diversity through their academic and research programs. Candidates expecting to finish their PhD by Fall 2015 are encouraged to apply and shall be considered at the rank of Instructor. Equivalent foreign degrees are acceptable.

Preferred Qualifications: Candidates with publications, or papers at advanced stages of review in leading academic journals in Finance and experience in teaching Finance courses with specialization in financial risk management, financial engineering, investment (especially fixed income), derivatives, quantitative investment analysis, and international financial management will be preferred.

These are full-time, 9-month, tenure track positions with an anticipated start date of August 23, 2015. The successful candidate's primary academic appointment will be at the Storrs campus with the possibility of assignment at any of UConn's regional campuses and candidates may teach in the Undergraduate, Master's and Ph.D. programs. Salary will be commensurate with qualifications and experience.

Hiring Goals Analysis 2015

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following: a cover letter; curriculum vitae; teaching statement (including teaching philosophy, teaching experience, commitment to effective learning, concepts for new course development, etc.); research and scholarship statement (innovative concepts that will form the basis of academic career, experience in proposal development, mentorship of graduate students, etc.); commitment to diversity statement (including broadening participation, integrating multicultural experiences in instruction and research and pedagogical techniques to meet the needs of diverse learning styles, etc.); sample journal articles or books. Additionally, please follow the instructions in Academic Jobs Online to direct five reference writers to submit letters of reference on your behalf. Evaluation of applicants will begin immediately and continue until the position is filled. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. For more information regarding the Department of Finance, please visit the department website at <http://finance.business.uconn.edu/>.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: Inside Higher Ed., Diverse, the Chronicle of Higher Education, ASSA, SSRN-FEN listserv and Academic Jobs.

Short-term goals: 11 WM, 25 WF, 3 BM, 9 BF

162 total applicants: 47 WM, 11 WF, 3 BM, 2 HM, 60 AM, 34 AF, and 5 UM

131 unqualified applicants: 40 WM, 10 WF, 2 BM, 2 HM, 47 AM, 26 AF, and 4 UM

- 40 WM, 10 WF, 2 BM, 2 HM, 47 AM, 26 AF, and 4 UM did not present evidence of outstanding research supported by copies of published or working papers and manuscripts with potential for publication in leading academic journals in finance.

31 interviewed: 7 WM, 1 WF, 1 BM, 13 AM, 8 AF, and 1 UM

- 4 WM, 1 WF, 11 AM, 6 AF, and 1 BM did not demonstrate effective communication and teaching skills.
- 1 WM and 1 AM withdrew their applications.
- 1 AF missed her first interview and was unable to schedule another.
- 2 WM and 1 UM did not have an outstanding history of publication in research journals as needed for the position.
- 1 AF was offered the position and rejected it.

The 1 AM selected demonstrated satisfactory communication skills, extensive teaching experience, and an excellent history of publication in premier journals of finance. He had experience teaching the finance courses needed and excellent teaching evaluations.

Hiring Goals Analysis 2015

2015279 – Assistant/Associate Professor or Full Professor - Mechanical Engineering

Internal and External



Job Posting

The University of Connecticut (UConn) is entering a transformational period of growth supported by the \$1.7B *Next Generation Connecticut* (<http://nextgenct.uconn.edu/>) and the \$1B *Bioscience Connecticut* (<http://biosciencect.uconn.edu/>) investments and a bold new *Academic Plan: Path to Excellence* (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, UConn has hired more than 450 new faculty at all ranks during the past three years. We are pleased to continue these investments by inviting applications for **two** faculty positions in the Department of Mechanical Engineering in the area of **advanced and digital manufacturing**, with a strong emphasis on scientific rigor. The two tenured/tenure-track positions will be at the level of:

- Full professor, with a possibility of an endowed position, and
- Assistant or Associate professor.

We seek outstanding candidates to introduce novel directions, concepts and paradigms in how we make things, and complement the department's existing strengths in design, manufacturing, mechanics and materials science. The successful candidate will develop an internationally recognized research program built on solid scientific foundations, and exploit the frontiers in advanced design and manufacturing. Some areas of interest include, but are not limited to additive manufacturing, autonomous manufacturing, design and manufacturing with composite and advanced materials, innovative process modeling and simulations, as well as computational design for manufacturing. Successful candidates will also be expected to broaden participation among members of under-represented groups; demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience; integrate multicultural experiences into instructional methods and research tools, etc.

The Mechanical Engineering Department at the University of Connecticut provides a vibrant, stimulating and supportive environment for exchanging ideas that advance and redefine the frontiers of knowledge. Our faculty have international stature in their fields recognized by prestigious awards, are engaged in ground breaking interdisciplinary research, and actively pursue a dynamic educational atmosphere for our students. Our department faculty are also engaged in research and development efforts under the UTC Pratt & Whitney Center of Excellence. The ME Department's yearly research expenditures range between 5 and 7 million dollars. The School of Engineering and the University of Connecticut continue a momentum of unprecedented growth as evidenced by significantly increased research expenditures, and a 20-year state-funded \$2.3B initiative to enhance the physical infrastructure as well as research and teaching activities. Key developments driving this growth also include the establishment in 2013 of a General Electric Partnership for Advanced Materials, Pratt & Whitney Additive Manufacturing Innovation Center, Fraunhofer Center for Energy Innovation and UTC Institute for Advanced Systems Engineering.

Minimum Qualifications: Earned Ph.D. in Mechanical Engineering or related field; a proven record of excellence in teaching; demonstrated potential in establishing a successful research and scholarship, deep commitment to promoting diversity through their academic and research programs. Research in the areas of additive manufacturing, autonomous manufacturing, design and manufacturing with composite and advanced materials, innovative process modeling and simulations, as well as computational design for manufacturing. Closely related fields may also be considered. Candidates with Master's degrees and commensurate experience may be considered at the rank of Instructor. Equivalent foreign degrees are acceptable.

Preferred Qualifications: Outstanding candidates for this position will have a strong background in fundamental science, and engineering; a track record of originality in research; marked and rigorous contributions to engineering manufacturing and design; and possess the ability to contribute through research, teaching and/or public engagement to the diversity and excellence of the learning experience.

Hiring Goals Analysis 2015

Applications can be submitted through the University of Connecticut Employment Opportunities website. Application packages should include a cover letter; curriculum vitae; teaching statement (including teaching philosophy, teaching experience, commitment to effective learning, concepts for new course development, etc.); research and scholarship statement (innovative concepts that will form the basis of academic career, experience in proposal development, mentorship of graduate students, etc.), as well as sample journal articles or books. Additionally names and contact information of five Professional references should be emailed to sd-search@enqr.uconn.edu. Please reference search #2015279 on your application materials. Evaluation of applications will begin immediately and continue until the positions are filled. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

For further information or questions, please send an email to sd-search@enqr.uconn.edu.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: Inside Higher Ed., Diverse, General University Website, General Diversity Website, HERC, The American Society of Mechanical Engineer (ASME) Jobs Board, ASME Department Heads list serve, Academic Keys website, University Department Website

Short-term goals: 11 WM, 25 WF, 3 BM, 9 BF

142 total applicants: 54 WM, 4 WF, 1 BM, 4 HM, 70 AM, 4 AF, 4 UM, 1 UF

Unqualified applicants: 38 WM, 3 WF, 1 BM, 2 HM, 42 AM, 1 AF, 3 UM, 1 UF

- 8 WM, 1 BM, 1 HM, 2 AM, 1 AF, and 1 UM did not demonstrate potential in establishing successful research and scholarship.
- 30 WM, 3 WF, 1 HM, 40 AM, 2 UM, and 1 UF did not conduct research in the areas of additive manufacturing, autonomous manufacturing, design and manufacturing with composite and advanced materials, innovative process modeling and simulations, as well as computational design for manufacturing.

Qualified applicants: 14 WM, 2 HM, 21 AM, 1 UM

- 7 WM, 2 HM, and 7 AM lacked a strong background in fundamental science and engineering.
- 7 WM, 14 AM, and 1 UM did not demonstrate marked and rigorous contributions to engineering manufacturing and design.

Interviewed applicants: 2 WM, 1 WF, 7 AM, 3 AF

- 1 AM withdrew his application from consideration.
- 2 WM, 3 AM, and 2 AF did not conduct research that was in line with the department initiatives.
- 1 WF and 1 AM lacked the teaching experience needed for the position

Hiring Goals Analysis 2015

- 1 AM was not able to articulate his research results during the interview.

The 1 AM selected demonstrated an excellent alignment of research area with department initiatives. His research area was highly productive and conducive to receiving funding. He had taught similar courses as those required and received excellent evaluations.

1 AF selected demonstrated an excellent alignment of research area with department initiatives and successful experience in research teaching and scholarship. Her research was innovative and had garnered solid funding. She had solid teaching experience.

Hiring Goals Analysis 2015

2015128 – Assistant Professor of Educational Psychology – Educational Psychology

The University of Connecticut (UConn) is entering a transformational period of growth supported by the \$1.7B *Next Generation Connecticut* (<http://nextgenct.uconn.edu/>) and the \$1B *Bioscience Connecticut* (<http://biosciencect.uconn.edu/>) investments, and a bold new *Academic Plan: Path to Excellence* (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, UConn has hired more than 450 new faculty at all ranks during the past three years. We are pleased to continue these investments by inviting applications for a tenure-track faculty position in the Measurement, Evaluation, and Assessment program of the Department of Educational Psychology in the Neag School of Education at the rank of Assistant or Associate Professor. Although we welcome applications from any area of measurement, assessment, or evaluation, we are especially interested in applicants with research interests in educational assessment.

The successful candidate will be expected to teach undergraduate and graduate level courses in assessment and graduate level courses in measurement, maintain an active research program related to measurement, evaluation, and assessment, and participate in service and outreach activities. Other teaching duties may include teaching graduate level introductory statistics and research design classes on an as needed basis. Additional expectations include advising graduate students, serving on masters and doctoral committees, collaborating on research activities within the department and the School of Education, and seeking external funding for research.

The successful candidate will be expected to broaden participation among members of under-represented groups; demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience; integrate multicultural experiences into instructional methods and research tools; and demonstrate leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

Minimum Qualifications:

- Ph.D. or equivalent doctoral degree by time of appointment in measurement, evaluation, assessment, educational statistics, or related field. Equivalent foreign degrees are acceptable.
- Demonstrated potential to establish a successful research program in educational measurement, assessment, or evaluation.
- A record of or demonstrated potential for high quality teaching and advising of students at the graduate level.
- Strong oral and written communication skills.

Preferred Qualifications:

- Record of research and scholarship excellence on issues related to educational assessment.
- Experience teaching undergraduate and/or graduate level educational assessment classes.
- Experience working with K-12 pre-service or in-service teachers.
- Research interests and expertise that complement those of the current faculty.
- Ability to collaborate with faculty in the MEA program as well as with faculty across the school of education.
- Ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience.

This is a full-time, 9-month, tenure track position with an anticipated start date of August 23, 2015. The successful candidate's primary academic appointment will be at the Storrs campus with the possibility of assignment at one of UConn's regional campuses. Rank and salary will be commensurate with qualifications and experience.

Hiring Goals Analysis 2015

To apply, select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following: a cover letter, curriculum vitae, teaching statement including teaching philosophy and commitment to effective learning; research and scholarship statement and commitment to diversity statement; and the names of three references who can be contacted for selected candidates. Evaluation of applicants will begin immediately and continue until the position is filled. To ensure full consideration, applications should be submitted by November 10, 2014. For more information regarding the Department of Educational Psychology, please visit the department website at <http://epsy.education.uconn.edu>. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015128)

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: Faculty website, HERC, Diverse, and Inside Higher Ed.

Short-term goals: 11 WM, 25 WF, 3 BM, 9 BF

44 total applicants: 14 WM, 7 WF, 1 BF, 1 HM, 2 HF, 7 AM, 11 AF and 1 UM

Unqualified applicants: 2 WM, 2 WF, 1 AM, and 3 AF

- 1 WM, 2 WF, and 3 AF did not have a PhD or equivalent doctoral degree in measurement, evaluation, assessment, educational statistics, or a related field by the time of the appointment
- 1 WM did not have strong experience, expertise, and research interests in the relevant fields
- 1 AM did not demonstrate strong written communication skills based on application materials

Qualified applicants: 10 WM, 5 WF, 1 BF, 1 HM, 2 HF, 5 AM, 7 AF, and 1 UM

- 9 WM, 3 WF, 5 AM, 6 AF, 1 HM, 2 HF, and 1 UM did not have a research agenda focusing on issues related to educational assessment
- 1 WM, 1 WF, 1 BF, and 1 AF did not have experience teaching undergraduate or graduate level educational assessment classes
- 1 WF did not have experience working with K-12 pre-service or in-service teachers

Interviewed applicants: 2 WM, 1 AM, and 1 AF

- 1 WM had expertise and research interest that did not complement other faculty in the department
- 1 AM did not demonstrate strong communication and teaching skills.
- 1 WM was offered the position but rejected it

Hiring Goals Analysis 2015

The 1 AF hired demonstrated research interests in educational assessment, a strong record of collaborative research, and experience in teaching assessment courses and working with K-12 teachers. Her research would allow for strong collaboration across the school. Additionally, she demonstrated excellent teaching skills.

2014245 – Assistant Professor of Plant Ecology – Ecology & Evol Biology

We seek an innovative researcher who addresses fundamental issues in plant ecology. He or she will be expected to: 1) supervise an independent research program that will attract extramural funding; 2) teach at the undergraduate and graduate levels, including ecology and a course in the applicant's specialty; 3) provide research training for graduate and undergraduate students; 4) offer professional service to the Department and University; and 5) perform public outreach.

This position builds on existing Departmental strengths in ecology, evolutionary biology, conservation biology, systematics, and organismal biology. More information about the Department of Ecology and Evolutionary Biology can be found at <http://www.eeb.uconn.edu/>.

Minimum Qualifications: The successful applicant will have completed requirements for a Ph.D. in Ecology and Evolutionary Biology or a related field, will have experience teaching undergraduate biology, and will have authored or coauthored a minimum of two publications in plant ecology.

Preferred Qualifications: The potential for high-impact research and excellence in undergraduate and graduate education, as indicated by: 1) graduate and postdoctoral experience; 2) research accomplishments addressing fundamental issues in plant ecology; 3) a strong record of extramural funding; 4) statement of teaching and research objectives; and, 5) professional references.

This is a 9-month, tenure-track Assistant Professor position to begin August 23rd, 2014.

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. In our efforts to broaden diversity further at the University of Connecticut, we will conduct a gender- and race-blind review of applications in the initial stages. To that end, we request that applicants submit materials in which the applicant's identity is indicated only by first and last initials, and all gender- and minority-specific identifiers have been redacted (see <http://www.eeb.uconn.edu/plantecologyposition>). Applicants should submit the following: one full curriculum vita, one redacted curriculum vita, a summary of research accomplishments and future research objectives, a description of teaching experience and philosophy, and arrange for three letters of recommendation that are gender- and race-neutral. Further guidance on application procedures and how to create a gender- and race-blind application is provided at <http://www.eeb.uconn.edu/plantecologyposition>. Closing date is December 20, 2013.

This job posting is scheduled to be removed at 11:59 PM eastern on December 20, 2013.

Recruiting activities included HERC, Diverse, Inside Higher Ed, and postings on the Faculty Website

Short-term goals: 11 WM, 25 WF, 3 BM, 9 BF

58 total applicants: 30 WM, 21 WF, 1 BM, 1 HM, 2 AM, 2 UM and 1 UF

9 unqualified applicants: 6 WM, 1 WF, 1 BM, and 1 UF

Hiring Goals Analysis 2015

- 6 WM, 1 WF, 1 BM and 1 UF had not completed requirements for a PhD in Ecology and Evolutionary Biology or a related field

44 qualified applicants: 22 WM, 18 WF, 1 HM, 1 AM, and 2 UM

- 1 WM lacked graduate and postdoctoral experience in a relevant field
- 5 WM, 1 AM, 8 WF and 1 UM lacked research accomplishments addressing fundamental issues in plant ecology
- 11 WM, 10 WF, 1 HM and 1 UM lacked a strong record of extramural funding
- 5 WM did not provide a clear statement of teaching and research objectives

5 Interviewed applicants: 2 WM, 2 WF, and 1 AM

- 1 WF lacked a compelling long-term vision of his research objectives
- 1 WM and 1 WF lacked clear prospects for contributing to the department's teaching and mentoring
- 1 WM did not demonstrate research or teaching expertise consistent with the department's needs or commitment to ecological research

The 1 AM hired demonstrated research in a global research program with field experiments and innovative statistical methods, a compelling long-term vision for research, expertise complementary to the department's faculty. Based on his previous experience, he had strong prospects for teaching and mentoring students through novel courses and approaches.

Remaining Titles

Short-term goals: 3 WM, 2 BM, 3 BF, 1 HF, 2 AM, 2 AF

1 WM's work schedule was changed from part-time to full-time.

This appointment achieved a short-term hiring goal.

WM

Hiring Goals Analysis 2015

2015295 – Instructor – Web Design and Development

The University of Connecticut (UConn) is entering a transformational period of growth supported by the \$1.7B *Next Generation Connecticut* (<http://nextgenct.uconn.edu/>) and the \$1B *Bioscience Connecticut* (<http://biosciencect.uchc.edu/>) investments and a bold new *Academic Plan: Path to Excellence* (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, UConn has hired more than 450 new faculty at all ranks during the past three years. We are pleased to continue these investments by inviting applications for faculty positions in the Department of Digital Media and Design. This position is a full-time, nine-month tenure-track faculty position at the level of Instructor/Assistant Professor in the area of Web Design and Development to start 8/22/2015. The successful candidate will teach undergraduate and graduate-level classes and will have a creative focus on SEO, Web Design and Development, Interaction Design, Mobile Application Development, and Scripting. In addition, s/he will support faculty and grant-based collaborations in interaction design and implementation through the Digital Media Center (<http://dmc.uconn.edu/>).

The successful candidate will have working knowledge of the underlying academic disciplines and professional practices involved in web and interactive media, interface and user experience design and development including graphic design and animation, human interface design, human-computer interaction, and mobile application development. Successful candidates will also be expected to broaden participation among members of under-represented groups; demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience and integrate multicultural experiences into instructional methods and research tools.

This candidate will develop and deliver core courses in Web Design and Development. These courses may include "Introduction to Web Design," "Advanced Web Design," and "Scripting for the Web," and "Interaction Design." The candidate will play a foundational role in building the Web Design and Development curriculum for the department and will participate in building cross-disciplinary collaborations among the business, art, design, education, science, engineering, humanities, and social sciences fields. S/he will serve as an advisor to students in the web design concentration. Excellent communication skills and a collaborative predisposition are essential.

The successful candidate will be expected to contribute to research and scholarship through extramural funding (in disciplines where applicable), high quality publications, impact as measured through citations, performances and exhibits (in disciplines where applicable), national recognition as through honorific awards. In the area of teaching, successful candidate will share a deep commitment to effective instruction at the undergraduate and graduate levels, development of innovative courses and mentoring of students in research, outreach and professional development.

Minimum Qualifications:

- MFA, MA or PhD in Art, Digital Media, Web Design & Development, Computer Science, or other appropriate fields. Equivalent foreign degrees are acceptable.
- Experience with Search Engine Optimization.
- Experience with web design/development technologies such as HTML 5.0, CSS 3.0, JavaScript, PHP, MySQL, jQuery, and other emerging standards.
- Experience with the effective integration of social media tools and techniques;
- Familiarity with supporting graphics, animation and programming applications;
- A strong digital portfolio demonstrating ideation, design, and final project implementation in the field of interactive design with significant professional web and interaction design experience.
- Demonstrated professional expertise developing dynamic and engaging screen-based experiences, mobile applications, web sites, web applications, and/or digital kiosks.

Preferred Qualifications:

- A record of distinguished teaching and mentoring at the undergraduate and/or graduate level.
- Fluency with one or more of the major mobile programming languages such as:
- C, C++, C#, Objective – C, and/or Java;
- Demonstrated and current expertise in: Dreamweaver, Photoshop, Illustrator, Adobe AfterEffects.

Hiring Goals Analysis 2015

- Fluency in one or more of the following: PHP, JavaScript, Perl, JRuby, Python, Etc.
- Successful development and publishing of mobile applications using the Android SDK, iOS SDK, or other competitive platform.
- Knowledge of the complete interactive design process including conceptualization, wireframes, flow charts, prototyping, user testing, analytics, and project management.
- Experience with Aesthetic Computing, Data Visualization, and Processing.
- Familiarity with ePublishing development.
- The ability to contribute to the diversity and excellence of the learning experience through innovative research, teaching, and public engagement.

At the instructor level, candidates must possess a Bachelor's degree and five years of professional experience in digital media or web design/development.

This is a full-time, nine (9)-month, tenure track appointment. Salary is competitive and based on qualifications and professional experience. The successful candidate's primary academic appointment will be at the UConn Storrs campus with the possibility of travel to Stamford on occasion.

At the University of Connecticut, our commitment to excellence is complemented by our commitment to building a culturally diverse community. We actively encourage women, people with disabilities, and members of minority groups to apply. The University of Connecticut is an Equal Employment Opportunity/Affirmative Action employer.

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following: cover letter, curriculum vitae, teaching statement (including teaching philosophy, teaching experience, commitment to effective learning, concepts for new course development, etc.); research and scholarship statement (innovative concepts that will form the basis of academic career, experience in proposal development, mentorship of graduate students, etc.); commitment to diversity statement (including broadening participation, integrating multicultural experiences in instruction and research and pedagogical techniques to meet the needs of diverse learning styles, etc.); sample digital portfolio/work, journal articles or books. Three letters of reference should be sent to: Faculty Search Committee, Search #2015295, 1 Bishop Circle, Storrs, CT 06269 or e-mailed to Stacy.webb@uconn.edu. Evaluation of applicants will begin immediately and continue until the position is filled. For more information regarding the Department of Digital Media and Design please visit the department website at dmd.uconn.edu

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015295)

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included postings in Diverse, HERC, Inside Higher Ed, and professional networking with contacts in the field.

Short-term goals: 11 WM, 25 WF, 3 BM, 9 BF

8 total applicant included: 4 WM, 2 WF, 1 HM, 1 AM

Unqualified applicants included: 1 WM, 1 WF, 1 AM

- 1 WM, 1 WF lacked experience with Search Engine Optimization.

Hiring Goals Analysis 2015

- 1 AM lacked experience with the effective integration of social media tools and technique and familiarity with supporting graphics, animation and programming applications

Qualified applicants included: 1 WM

- 1 WM lacked a record of distinguished teaching and mentoring at the undergraduate and/or graduate level, demonstrated and current expertise in: Dreamweaver, Photoshop, Illustrator, Adobe AfterEffects, fluency in one or more of the following: PHP, JavaScript, Perl, JRuby, Python, etc., successful development and publishing of mobile applications using the Android SDK, iOS SDK, or other competitive platform, knowledge of the complete interactive design process including conceptualization, wireframes, flow charts, prototyping, user testing, analytics, and project management, experience with Aesthetic Computing, Data Visualization, and Processing and familiarity with ePublishing development

Interviewed applicants included: 2 WM, 1 WF, 1 HM

- 1 WM, 1 WF and 1 HM did not have the technical skills in Dreamweaver, Photoshop, Illustrator, Adobe AfterEffects or fluency in one or more of the following: PHP, JavaScript, Perl, JRuby, Python needed for the position.

1 WM was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WM promoted demonstrated advanced skills in Dreamweaver, Photoshop, Illustrator, Adobe AfterEffects as well as PHP, JavaScript, Perl, JRuby, Python. He was able to provide detailed answers to technical interview questions about complete interactive design process and ePublishing development. He presented a very well developed portfolio of projects in interactive design.

Hiring Goals Analysis 2015

2014458 - Community Development Extension Educator (Assistant or Associate rank)

Visible: Internal and External

Description Type: Job Posting

Description ID:

Description:

The person in this position will develop, conduct and evaluate Community Development programs to provide education to predominantly urban communities, families, community leaders, business owners and grassroots organizations aimed at improving the well being of such target groups and enhancing business and economic opportunities. Design, deliver and teach culturally relevant community-based educational programs through a variety of methods. The focus will be to work collaboratively with communities to identify economic, social, environmental and political issues, build community capacity by providing leadership development, strategic planning, community decision support tools, network development, and community planning, and foster community development through Extension programming. The faculty member will be expected to be actively involved in grantsmanship, and to develop a diverse portfolio of educational materials for Extension clients and scholarly materials for professional peers.

Minimum Qualifications: An earned Master's degree in the field of community development, urban and community studies, community planning, public administration or related field. Candidates must have demonstrated experience working with urban audiences and diverse groups. Applicants must have significant and demonstrated related experience in the field of urban community development. Applicants must possess strong skills in leadership, written and verbal communication, interpersonal relations, and computer literacy with knowledge of Microsoft Office. Experience in grantsmanship required. Applicants must be self-starters and have the ability to work effectively with minimum supervision both independently and as a team member. Personal transportation is necessary. Familiarity with the Cooperative Extension System and the land-grant university system is essential.

Preferred Qualifications: Experience with creating synergy and partnerships in areas such as food systems, urban agriculture, family and youth development. Experience in enhancing diversity in educational program delivery and participation. English/Spanish bilingual capacity preferred.

This is a full-time 11-month per year non-tenure track faculty position located in Bethel CT. Starting salary and rank of this position will be commensurate with training and experience. Available personal transportation is required; mileage allowance is provided. Evening and weekend work is required on occasion. For information on benefits, go to: <http://www.hr.uconn.edu/benefits/index.html>.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, Faculty Website, Association of Public and Land Grant Universities website, USDA Nat. Inst. of Food and Agriculture. Listserv, African American Cultural Center, Asian American Cultural Center, Puerto Rican and Latin American Cultural Center, Women's Center, Rainbow Center, and the Journal of Extension.

Short-term goals: 3 WM, 2 BM, 3 BF, 1 HF, 2 AM, 2 AF

11 total applicants: 1 WF, 7 UM, and 3 UF.

Unqualified applicants included: 6 UM and 3 UF.

Hiring Goals Analysis 2015

- 2 UM and 1 UF did not earn a Master's degree in the field of community development, urban and community studies, community planning, public administration or related fields.
- 1 UF did not have experience working with urban audiences and diverse groups.
- 3 UM and 1 UF did not demonstrate related experience in the field of urban community development.
- 1 UM did not have experience in grantsmanship.

Qualified applicants included: 1 WF and 1 UM.

- 1 UM withdrew from consideration.

The 1 WF hired was well prepared, having researched the landscape of current economic development planning in CT through phone interviews and a scan of the State POCD, municipal POCDs, Councils of Government, Chambers of Commerce, and neighborhood revitalization plans. She explained her capability of working in the context of both urban and rural community economic development through examples of her work experience. Her resume, interview, and materials underscored her knowledge and experience developing programs pertaining to agriculture in a variety of contexts, including rural value-added enterprises (Inventors and Entrepreneurs Club), urban farming and youth leadership training (GROW Hartford), Community Supported Agriculture (MACSAC), as well as significant scholarship on regional food systems. In both her interview and presentation, she demonstrated her commitment to authentic community engagement, dialogue, network facilitation, and trust-building.

Hiring Goals Analysis 2015

Search 15174 – Extension Instructor – CCEI

AD UOPT

Interim Managing Director of the Connecticut Center for Entrepreneurship and Innovation Visiting Extension Instructor

The Connecticut Center for Entrepreneurship and Innovation (CCEI) in the School of Business at the University of Connecticut invites applications for a non-tenure track position at the rank of Visiting Extension Instructor to fulfill the role of Interim Managing Director of CCEI and for teaching, service, and outreach.

The purpose of the center is to “catalyze interdisciplinary understanding of successful entrepreneurship through education, practice, and resources.” Accordingly, the position will be responsible for working with the Center’s Academic Director to develop initiatives meeting this purpose. In addition, a primary role of the position is to also implement these initiatives. The Center’s initiatives are intended to develop entrepreneurial infrastructure to enrich potential for the establishment and success of new ventures, and will include interdisciplinary education for students, faculty, and alumni; providing entrepreneurs support for opportunity analysis and business planning; developing a mentor network; and providing seed grants and support for growth. The position will also work with the Academic Director to create relationships with other Schools within the University of Connecticut and establish partnerships with external organizations and individuals.

This position involves developing the overall strategy of the Center, developing and implementing strategic initiatives, and contributing in a meaningful way toward improving the university entrepreneurial ecosystem. The incumbent will be assigned a course load for academic year 2015-2016 which might include, but is not limited to, supervising and instructing student entrepreneurial consulting teams each semester, teaching a global entrepreneurship and social value course, and delivering Lean Launchpad courses - a new initiative for instruction of entrepreneurship at the University. The individual is also expected to perform service and outreach activities consistent with the mission of the Connecticut Center for Entrepreneurship and Innovation (CCEI), and the School of Business.

Minimum Qualifications

- MBA or Master’s degree in a related field.
- Evidence of successful teaching potential.
- Supervisory and administrative experience.
- Knowledge of audience and community to be served.
- The ability to take initiative, meet deadlines, and make sound judgments.
- Tact and excellent interpersonal/communications skills and techniques.
- The ability to work effectively with creative people; and the willingness to work flexible and irregular hours.
- Experience establishing meaningful performance goals, and setting up a system for measuring and evaluating the Center’s impact toward its objectives.
- Demonstrated ability to build and maintain effective partnerships.
- Ability to build and maintain meaningful relationships with internal and external stakeholders.
- Relevant entrepreneurial-related experience.

Preferred Qualifications

- Strong contacts in the business and academic communities.
- Demonstrated experience in academic administration.
- Entrepreneurial-related experience with start-ups and companies.
- Experience in teaching using the Lean Launchpad methodology.

Appointment Terms

This is a full-time, 11-month, non-tenure track position with an end date of August 22, 2015, subject to renewal for a one-year appointment during academic year 2015-2016.

Hiring Goals Analysis 2015

The Connecticut Center for Entrepreneurship and Innovation required an Extension Instructor to serve as Managing Director. The WF candidate identified for this position has been fulfilling the role on a temporary basis due to budgetary concerns, there was no applicant pool for the position. Filling this role allowed CCEI to more fully engage the many opportunities available to them and influence the potential for entrepreneurship on campus. This candidate possessed a relevant Master's degree as well as substantial supervisory and teaching experience. Additionally, the identified candidate had knowledge of the audience and community to be served. Finally, the identified candidate had strong and established contacts in the business and academic communities, and extensive entrepreneurial experience.

Hiring Goals Analysis 2015

EEO Category 3 – Non-Teaching Professional

University Staff Professional 3

Short-term goals: 1 BM, 1 HM, 1 HF

2015176 – University Staff Professional 3 – Inst Research & Effective

This appointment achieved a short-term hiring goal.

BM

2014703 – Associate Director – Landscape Services

The University of Connecticut Facilities Operations & Building Services is seeking applications for the position of Associate Director of Grounds Maintenance Services. Reporting to the Associate Vice President of Facilities Operations & Building Services, the Associate Director of Grounds Maintenance Services is responsible for the exterior appearance of the University's Storrs and Depot campuses and manages the day-to-day operations and staff. S/he is responsible for ensuring an aesthetic and physical condition that promotes an appropriate image, operating excellence, cleanliness and safety; advocates for high quality and standard of care while demonstrating strong team-building and an innate ability to assess needs/priorities. S/he will possess organizational and interpersonal skills to collaborate with a variety of constituents and effectively manage staff. The Associate Director is also responsible for developing and managing a safe and efficient snow and ice removal operation.

The University of Connecticut has over 12,000,000 square feet of buildings; 6,000 acres of land that is landscaped, farmed or open space; regional campuses; 5,000 employees and a student population of 30,000 when classes are in session. The Associate Director provides leadership in ensuring that the campus grounds are maintained and approached with a comprehensive and integrated methodology that utilizes information obtained from the daily operations and the overall needs of the University community.

The Associate Director directs the day to day operation of grounds services and snow operations for the Storrs Campus; Creates and implements operating plans to ensure that the landscape, which includes some buried utilities, softscape and hardscape features, is maintained in an efficient manner, is aesthetically pleasing, supports the UConn image, is sustainable, and remains in good physical condition. The Associate Director is responsible for staffing, hiring, evaluation and development of all staff within the group; Develops and manages the tree care, landscape maintenance, turf management, and fertilization programs; Promotes adherence to the design principles and standards of the University's Campus Landscape Master Plan; Develops and directs maintenance programs for paving, hydrants, storm drains, sidewalks, ponds, trees, floral beds and turf areas; Ensures the proper care and maintenance of the department's equipment portfolio; Supports and acts as liaison for University activities that utilize outdoor campus facilities and other major campus events with special landscaping and maintenance needs, projects and venue set-ups, breakdowns, etc.; Work on-site for occasional evening and weekend hours to support such activities and events; Plans, creates, and organizes long-range programs to ensure the proper delivery and blend of in-house and outsourced services to maintain the attractiveness, functionality and safety of the campus; Collaborates and provides support to the Associate Director of Landscape Architecture on campus planning and design issues and participates in conceptual project planning and other construction/renovation projects or initiatives; collaborates with others to develop, implement and annually modify a five-year improvement plan for the campus landscape;

Hiring Goals Analysis 2015

Ensures an efficient snow and ice removal program and supports the University during major weather-related events requiring an on-site presence; Communicates campus conditions to the Public Safety team to assist when decisions regarding delayed openings, early dismissals or class cancellations or university closures; and performs other duties and projects as required.

For more detailed information about this position and Facilities Operations & Building Services, please visit: <http://www.facilities.uconn.edu/>.

Minimum Qualifications:

1. Bachelor's degree in Landscape Architecture, Turf Management, Horticulture, Plant Science, Business Administration, Facilities Management, or related field.
2. Knowledge, skill, ability and experience with the development, supervision and management of a landscape services department. This includes hardscape, landscape, utility infrastructure and snow removal services.
3. Must have ten years of progressive responsibility managing landscape and site operations, experience managing crews in a 24/7 operation with an exhibited ability to plan and respond to emergencies. Experience working in a customer-oriented service business and the ability to work in a team environment. Experience managing contractors and the ability to develop and implement a quality assurance program to manage them.
4. Must have the ability to positively interact with a variety of individuals through direct and non-direct communications in order to build relationships with a broad spectrum of customers. Must be able to think and work independently, as well as be a team player, and have sound judgment to delegate effectively. Must be capable of working efficiently under critical deadlines while handling concurrent tasks in a busy environment.
5. Must have the ability to communicate effectively in both oral and written communication with a diverse audience (both internal and external to the University) including the ability to establish cooperative working relationships and maintain a collaborative and respectful work environment. Must be self-motivated, creative and flexible in thought and style and have a high tolerance for change, ambiguity and differences of opinion.
6. Demonstrated experience in budgeting cost analysis and scheduling.
7. Demonstrated integrity and the ability to act with consideration of personal gain and take prompt action in the case of unprofessional and unethical behavior.
8. Must have strong computer skills including MS Office (Word, Excel, Access, and Outlook) and experience with project control systems, tools or project management software.
9. Must have reliable transportation. Must be willing and able to be on-call to report to work during emergency closures, inclement weather, significant and/or planned events that affect campus operations and utilities.

Preferred Qualifications:

1. Advanced Degree in Landscape Architecture, Turf Management, Horticulture, Plant Science, Business Administration, Public Administration, Facilities Management, or related field.
2. Knowledge of LEED (Leadership in Energy and Environmental Design) credits, SITE guidelines, LID principles and sustainable construction technologies.
3. Experience managing a unionized workforce.
4. Knowledge of snow and ice removal methods and equipment.
5. Knowledge of utility infrastructures.
6. Familiarity with Facilities Asset Management System (FAMIS) or similar CMMS.
7. Training and experience in the development of Quality Assurance Programs.
8. Working knowledge of pesticides and other chemical applications.
9. Experience in selecting and monitoring Key Performance Indicators.
10. Work experience at a college or university.

Hiring Goals Analysis 2015

11. Working knowledge of AutoCAD and the capability to use for take-offs.
12. Familiarity and experience with GIS systems.
13. Demonstrated ability to achieve operating efficiencies.
14. Must have extensive knowledge of regulatory requirements to ensure compliance with all applicable federal, state and local laws and ordinances.
15. Capability in estimating operational and project costs for landscape development. Proven ability to develop scope for requests for proposals and quotations.
16. Must be a proven leader with exemplary management, team-building and business skills including team building ability in a complex environment.

This is a full-time position and includes a competitive salary, outstanding benefits including employee and dependent tuition reimbursement at UCONN, and a highly desirable work environment. Salary will be commensurate with education and experience.

For additional information regarding Benefits, please visit <http://www.hr.uconn.edu/docs/enrqde.pdf>. For additional information about the University, visit <http://www.uconn.edu/>. For detailed information about the position and Facilities Operations & Building Services Department, please visit <http://www.facilities.uconn.edu/>.

Interested applicants, please apply online using Husky Hire and upload a cover letter, resume and a list of three professional references. Please be sure to demonstrate through your application materials how you meet the stated minimum qualifications for the position and any preferred qualifications you may possess as outlined above. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. Screening of applications will begin immediately. (Search # 2014703)

This job posting is scheduled to be removed at 11:59 PM eastern on September 30, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: Black Perspectives, Hispanic Today, Veteran's Enterprise, Women's Business industry, APPA, Professional Grounds Management Society.

Short-term goals: 1 BM, 1 HM, 1 HF

51 total applicants: 37 WM, 6 WF, 1 BM, 2 HM, 2 AM, and 3 UM

41 unqualified applicants: 28 WM, 5 WF, 1 BM, 2 HM, 2 AM, and 3 UM

- 9 WM, 2 WF, 1 BM, and 2 UM did not have a Bachelor's or equivalent degree in landscape architecture, turf management, horticulture, plant science, business administration, facilities management, or a related field
- 19 WM, 3 WF, 2 HM, 2 AM, and 1 UM did not demonstrate knowledge, skill, ability, and experience with the development, supervision, and management of a landscape services department, including hardscape, landscape, utility infrastructure, and snow removal services.

10 interviewed applicants: 9 WM and 1 WF

- 2 WM withdrew their application

Hiring Goals Analysis 2015

- 5 WM and 1 WF did not demonstrate the management skills and experience necessary to manage in a unionized, complex work environment
- 1 WM did not demonstrate the technical skills of turf management and the ability to develop a strong landscape program

The 1 WM hired has completed a multitude of related projects. He had previously supervised in a unionized environment, and exhibited the collaborative and cooperative traits necessary for the position. He was knowledgeable of all the regulatory requirements to ensure compliance and knowledge of all methods, tools and processes required.

Hiring Goals Analysis 2015

Search 2015442 – Senior Advisor and Special Project Manager – Exvp Admin & CFO

Reporting to the Executive Vice President for Administration and Chief Financial Officer (EVPA & CFO), the Senior Advisor and Special Project Manager serves as an advisor and supports the leadership, management and administration of all aspects, components and responsibilities of the Office of the EVPA/CFO. This position leads administrative, operational and business affairs initiatives on behalf of the Office of the EVPA/CFO and participates in long-range Division planning.

Job Duties and Responsibilities

1. Provides staff support, analysis and advice to the EVPA & CFO on complex administrative and business matters related to operational services, projects and activities; makes recommendations to EVPA & CFO that may be used for decision-making by senior and executive management in the division and/or University.
2. Provides direction, leadership and project management on special projects and strategic initiatives to achieve efficiencies, maximize resources and improve the business and administrative systems of the division to optimize operational effectiveness.
3. Serves as liaison between departments within the division, University administration and academic departments. Is accountable for supporting services and operations related to the development and implementation of division-wide goals and objectives. Manages time and prioritizes activities by recognizing and effectively balancing the differing needs of directors and staff within the division.
4. Acts as a representative of the EVPA & CFO in carrying out activities at the University of Connecticut, including its Storrs and regional campuses, and Law School. Works in a close and positive partnership with all University offices including the UConn Health Center to address and resolve conflicts and challenges as necessary.
5. Produces communications materials for the Office of the EVPA & CFO; including talking points, background information, policies, statements, public testimony, letters and other communications for the EVPA & CFO.
6. Performs additional responsibilities as required.

Minimum Qualifications

1. Bachelor's Degree in Business Administration, Operations, Public Administration, Finance, Accounting or related discipline and minimum of five (5) years of broad experience working with the senior management of a large institution on complex organizational issues.
2. Excellent verbal and written and project management skills.
3. Ability to facilitate institutional and administrative processes, policies and communications.
4. Careful attention to detail and ability to identify and resolve potentially problematic communication, administrative and procedural issues.
5. Excellent interpersonal skills including the ability to establish cooperative, professional work relationships with all levels of University administrators, as well as external constituents, and maintain a collaborative and respectful work environment.
6. Proven ability to handle confidential and sensitive matters appropriately.
7. Ability to respond to calls from University administration on a 24/7 basis for emergencies or as needed.

Hiring Goals Analysis 2015

Preferred Qualifications

1. Advanced degree or additional five (5) years of experience working with executive level management in higher education, government, management consulting, or business.
2. In-depth knowledge of the University of Connecticut, its mission, operations, policies, personnel and systems.
3. Experience working within higher education.
4. Proven supervisory ability.

To Apply

This is a full-time position. Salary is commensurate with experience. Please use Husky Hire to submit letter of interest, resume, and contact information for three (3) professional references. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015442)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 18, 2015.

Recruitment activities included: Indeed, Connecticut Association of Diversity and Equity Professionals, Diverse and HERC.

Short-term goals: 1 BM, 1 HM, 1 HF

30 total applicants: 15 WM, 8 WF, 1 BM, 2 BF, 1 HF, 3 UM.

Unqualified applicants included: 7 WM, 4 WF, 1 BM, 2 BF, 1 HF, and 2 UM.

- 4 WM, 3 WF, 1 HF and 1 BF lacked bachelor degree in Business Administration, Operations, Public Administration, Finance or Accounting or related field.
- 1 BF and 1 UM lacked excellent written and project management skills.
- 1 UM lacked proven ability to handle confidential and sensitive matters appropriately.
- 2 WM and 1 WF did not have the ability to establish cooperative professional work relationships with all levels of university administrators.
- 1 WM and 1 BM lacked ability to facilitate institutional and administrative processes, policies and communications.

Qualified applicants included: 1 WM and 3 WF.

- 1 WM and 2 WF lacked experience in higher education and lacked supervisory experience.
- 1 WF withdrew from consideration.

Interviewed applicants: 7 WM, 1 WF, and 1 UM.

- 2 WM and 1 WF had less project management and supervisory/management experience than needed for the position.

Hiring Goals Analysis 2015

- 2 WM and 1 UM had less project management technical finance and senior management advising experience than needed for the position.
- 1 WM lacked the senior management/supervisory experience needed for the position
- 1 WM lacked project management experience involving financial analysis.

The 1 WM selected is unique among candidates for his advanced organizational skills and a strong, influential management history. He possessed extensive experience in a leadership role in State Government as well as substantial experience in both financial analysis and management. He had a strong background bringing various constituents together to achieve a common goal.

Hiring Goals Analysis 2015

2015320 – Associate Bursar – Bursars Office

The University of Connecticut, Office of the Bursar, is seeking qualified applicants to fill the position of Associate Bursar. Working under the direction of the Bursar, the Associate Bursar will assist in the planning, administration, and management of the operational activities of the Bursar's Office. This position is responsible for organizing and determining responses to student contacts, manages inquiries, and mediates all escalated complaints. This position oversees multiple units including cash operations, disbursements, client services, and technical project support. The Associate Bursar interacts with various populations both customers and constituencies. The goodwill of the University must be reflected to all who come in contact with the Associate Bursar, while utilizing appropriate measures to preserve the University's rights, resources, financial integrity and reputation in every instance. The Associate Bursar is routinely involved in highly sensitive matters; consistent application of sound judgment is essential to maintain the financial integrity and the reputation of the University. The Associate Bursar ensures fiscal constraints and compliance with federal and state regulations and applicable directives affecting student loan collections and litigation, and delinquent account collections working closely with collection agencies. The Associate Bursar is also responsible for disbursing scholarship and loan funds in accordance with University policies and federal regulations/requirements.

Minimum Qualifications: Bachelor's degree in accounting, finance or related business discipline. Five or more years' experience in finance, accounting, or auditing. Must have at least three years' experience supervising staff and business operations. Excellent customer service and strong verbal and written communication skills. Understanding of state statutes and regulations governing cash management, loans, and financial control of a University; Generally Accepted Accounting Principles (GAAP); and laws governing collection activities. Knowledge of billing, collection, cashing and accounting principles and methods for receivables and loans. Excellent project management, organizational and leadership skills and ability to serve as a change agent. Strong interpersonal skills and ability to give presentations in front of large and small groups. The ability to deal effectively with parents, students, the general public and other constituencies.

Preferred Qualifications: Master's degree in a relevant business discipline. Knowledge and proficiency using PeopleSoft Student Administration System specifically as it relates to the financial aid, student accounts receivable, and finance modules. Knowledge of the Quali Financial System. Three or more years' higher education experience. Experience and knowledge in Financial Aid, Disbursements, and student loans.

This is a full-time position. Salary will be commensurate with successful candidate's qualifications and experience.

Qualified applicants should send a letter of application, resume, and the names of three professional references, including contact information via Husky Hire. Please reference Search #2015320 when applying. Review of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM eastern on February 13, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruiting activities included: HERC, Diverse, and Inside Higher Ed

Short-term goals: 1 BM, 1 HM, 1 HF

35 total applicants: 10 WM, 12 WF, 1 BM, 7 BF, 1 HF, 1 AM, and 3 UM

Unqualified applicants: 8 WM, 8 WF, 1 BM, 7 BF, 1 HF, 1 AM, and 3 UM

- 5 WM, 7 WF, 7 BF, 1 HF, 1 AM, and 2 UM did not have a Bachelor's or equivalent degree in accounting, finance, or a related business discipline
- 2 WM, 1 WF, and 1 UM did not demonstrate excellent customer service and strong written communication skills
- 1 WM and 1 BM did not demonstrate an understanding of state statutes and regulations governing cash management, loans, and financial control of a university

Qualified applicants: 1 WM and 2 WF

- 1 WM and 2 WF did not have a Master's or equivalent degree in a relevant business discipline or knowledge and proficiency using PeopleSoft Student Administration System specifically as it relates to the financial aid.

Interviewed applicants: 1 WM and 2 WF

- 1 WM did not have the sufficient experience with Financial Aid, Disbursements and students loans as needed for the position.
- 1 WF did not have the higher education experience needed for the position.

The 1 WF selected demonstrated over eight years' experience in higher education as well as knowledge of financial aid, 1098-T, billing / collections, and disbursements. She demonstrated excellent communication skills. She was proficient with the financial modules of the PeopleSoft Student Admin System and had experience with systems similar to Quali.

Hiring Goals Analysis 2015

University Staff Professional 2

Short-term goals: NONE SET

2015406 Attorney or Senior Attorney

Internal and External



Job Posting

The University of Connecticut invites applications to serve in the Office of the General Counsel (OGC) in the position of Attorney or Senior Attorney. This is an opportunity to work in a dynamic and energetic office at an exciting time of growth and opportunity.

UConn is the state's flagship institution, and one of the top public research universities in the nation. Due to an unprecedented commitment from the state of Connecticut, UConn attracts internationally renowned faculty and has embarked on a number of dynamic initiatives, including Next Generation Connecticut (a \$1.7 billion investment in construction, infrastructure, faculty and students with an emphasis on STEM programs) and BioScience Connecticut (an \$864 million investment in genomics and personalized medicine). In 2014, UConn released a Master Plan that will shape the physical development of its main campus in Storrs over the next 20 years. These initiatives and others, in addition to UConn's accomplishments in the athletic arena, enhance the already energetic and stimulating environment of higher education.

Like the university itself, UConn's OGC is a dynamic environment. UConn's OGC was established in April 2012 with one lawyer. In just three years, the office has grown to include six attorneys and a number of paralegals and other support staff, supervision of lawyers in other University offices, collaboration with the Attorney General and administering the services of more than a score of outside law firms. It is an energetic and collaborative office that provides legal advice to the University's Board of Trustees, the President and a broad range of academic and administrative offices at UConn's main campus in Storrs, the Schools of Law and Social Work in Hartford, and five regional campuses throughout the state, and coordinates legal services with UConn Health.

OGC attorneys are valued members of the university. They are routinely consulted in connection with high stakes issues, have the opportunity to work with top administrators and are engaged to advise on decisions affecting the growth and future of the university. The successful candidate will have the opportunity to work with a high level of autonomy on a variety of important and diverse legal matters. Please visit <http://generalcounsel.uconn.edu/job-postings/> for more information and for application details.

The OGC currently is looking to fill a single position, but has an opening for either an Attorney or a Senior Attorney. The position filled will depend on the experience and qualifications of the successful candidate.

The OGC is looking for an attorney with experience in one or more of the following areas: (a) advising an institution of higher education, or the skills necessary to allow the candidate to successfully advise such an institution and quickly develop the necessary subject matter knowledge; (b) substantial experience working in or for Connecticut state agencies and/or legislative affairs; and/or (c) a wide range of subject matter experience that relates to the vast variety of issues confronting the University.

Candidates with experience in any of these areas will be considered.

The successful candidate will work with a variety of university administrators on issues related to higher education, including those which arise in a two billion dollar enterprise, such as commercial and financial matters, contracts, employment and compliance, and also those which arise specifically from being a public institution of higher education, including civil rights, Connecticut's Freedom of Information Act, the Family Educational Rights and Privacy Act (FERPA), Title IX, the Clery Act and much more.

This position does not involve trial work or other representation in court or at depositions because the Connecticut Office of the Attorney General (AGO) is responsible for all matters involving litigation to which the state, including UConn, is a party. However, prior litigation experience is considered very helpful as many of the skills developed in connection with that experience is valuable to the investigation, advice and decision-making required of attorneys in the OGC. In addition, the position may include litigation-related work, as well as collaboration with the AGO and/or outside counsel on matters in litigation or in other dispute resolution forums.

Hiring Goals Analysis 2015

Candidates should demonstrate superb judgment, excellent analytical, interpersonal, oral and written communication skills, and impeccable professional discretion.

Candidates should demonstrate the ability to solve problems by developing practical solutions that are based on a thorough understanding of legal considerations but which apply the legal analysis in the context of, and with sensitivity to, the programmatic and policy objectives of the University.

Candidates should have the ability to work with a broad array of interpersonal and communication styles, and to help drive multiple internal constituencies to a mutually acceptable resolution.

Minimum Qualifications:

1. J.D. from an accredited law school;
2. Member of the Connecticut Bar in good standing, or demonstrated ability to waive in promptly in accordance with Connecticut requirements;
3. At least five consecutive years of recent work experience as a practicing lawyer;
4. Experience in at least one of the following three areas:
 - A. Advising an institution of higher education OR demonstrated ability to successfully advise such an institution and quickly develop the necessary subject matter knowledge.
 - B. Considerable experience working with Connecticut state agencies and or the Connecticut legislature, including knowledge of the statutory requirements applicable to operations of Connecticut state agencies.
 - C. A wide range of subject matter experience that relates to the vast variety of issues confronting the University.
5. Strong work ethic and attention to detail;
6. Ability to work weekends and evenings (when necessary).

Preferred Qualifications:

1. Seven to ten or more consecutive years of recent legal experience;
2. Experience in litigation or other disputed matters, including taking and defending depositions and representation in court;
3. Experience in resolving disputes;
4. Demonstrated ability to independently manage a significant caseload of diverse matters;
5. Experience providing advice and legal counsel on complex issues across varied areas of law;
6. Experience drafting legal documents;
7. Experience with the statutory requirements applicable to the operations of Connecticut state agencies;
8. Superb written and oral communication skills, including strong public speaking and presentation skills;
9. Demonstrated ability to function well in both leadership and collaborative roles;
10. Ability to interact with colleagues and superiors in a positive and constructive manner even in the face of competing deadlines or significant workload;
11. Highly motivated, self-directed execution of routine and special projects.

Salary is competitive and will take into account the successful candidate's relevant qualifications, with a generous benefits package as a Connecticut State employee.

To Apply: To ensure full consideration, please submit electronically through Husky Hire: a resume, a cover letter, and the names and contact information for three professional references by May 8, 2015. The cover letter should specifically describe the reasons for your interest in the position and explain how your relevant work experience satisfies the minimum and, if applicable, preferred qualifications. If you are not admitted to the Connecticut Bar, you must provide information to demonstrate your ability to waive in promptly.

Finalists may be required to submit one example of a finished final work product (for example, a transaction document, brief, mediation statement) and another example of legal writing that demonstrate the applicant's knowledge and skill. Screening of applications will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015406)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 8, 2015.

Hiring Goals Analysis 2015

Recruitment activities included: Inside Higher Ed., Diverse, General Diversity Website, HERC, National Association of College and University Attorneys Career Center, CT Law Tribune - Lawjobs.com

Short-term goals: NONE SET

126 total applicants: 61 WM, 42 WF, 3 BM, 5 BF, 4 HF, 1 AM, 2 AF, 6 UM, 2 UF

Unqualified applicants: 37 WM, 24 WF, 2 BM, 5 BF, 3 HF, 1 AM, 2 AF, 5 UM, 1 UF

- 6 WM, 2 WF, 1 BM, 1 BF, and 1 UM did not have a J.D. from an accredited law school.
- 7 WM, 8 WF, 1 BF, 1 UM, and 1 UF lacked at least five consecutive years of recent work experience as a practicing lawyer.
- 13 WM, 9 WF, 2 HF, and 1 UM lacked experience advising an institution of higher education; working with Connecticut state agencies and or the Connecticut legislature, including knowledge of the statutory requirements applicable to operations of Connecticut state agencies; and working with a wide range of subject matter that relates to the vast variety of issues confronting the University.
- 11 WM, 5 WF, 1 BM, 3 BF, 1 AM, 2 AF, and 2 UM did not illustrate a strong attention to detail based on their application materials.

Qualified applicants: 16 WM, 11 WF, 1 BM, 1 HF, 1 UM, 1 UF

- 16 WM, 11 WF, 1 BM, 1 HF, 1 UM, 1 UF did not have seven to ten consecutive years of recent legal experience.

Interviewed applicants: 9 WM, 7 WF

- 2 WM withdrew their applications from consideration.
- 6 WM and 5 WF lacked experience representing institutions of higher education, and lacked meaningful experience in a number of areas directly relevant to the incumbent position.
- 1 WF lacked strong public speaking and presentation skills.

The 1 WF selected possessed a J.D and was a member of good standing in the Connecticut Bar. She was one of two candidates possessing relevant in-house experience in a university legal office setting, and was the only individual interviewed who was currently performing in that role. Additionally, she had previous experience with Connecticut state agencies and was knowledgeable of the statutory requirements of state agencies.

The 1 WM selected possessed a J.D and was a member of good standing in the Connecticut Bar. He was one of the two candidates possessing relevant in-house experience in a university legal office setting. He had experience with the Connecticut legislature and was familiar with statutory requirements applicant to the operation of state agencies.

Hiring Goals Analysis 2015

University Staff Professional – Other Titles

Short-term goals: 2 BM, 1 BF, 1 HM, 2 HF

2015430 – University Staff Professional 1 – Audit, Compl. & Ethics

This appointment achieved a short-term hiring goal.

HM

Hiring Goals Analysis 2015

2015218 – Assistant Dean – Law School Dean Office

Internal and External



Job Posting

The University of Connecticut seeks applications for the position of Assistant Dean for Finance and Administration/Chief Business Affairs Officer for the UConn School of Law. The University of Connecticut School of Law is one of the leading public law schools in the country. Its campus, listed on the National Register of Historic Sites, is probably the most beautiful of any law school in the United States.

Founded in 1921, the Law School is accredited by the [American Bar Association](#) and is a member of the [Association of American Law Schools](#). It offers a professional education of the highest quality that prepares its graduates for a lifetime of fulfilling service in any career they choose, including the bar, government, business, and education. The school's program emphasizes intellectual discipline and the development of the professional analytic skills required to respond effectively to the challenge of continuing change in the law and in the society it serves.

UConn Law's curriculum is rich in courses, but classes themselves are quite small. The school prepares its students to practice law in any jurisdiction, with no special emphasis on Connecticut law. The diverse backgrounds, specialties and intellectual approaches of the faculty assure a wide variety of teaching styles and formats, including clinical instruction, skills training, interdisciplinary work, and courses and workshops employing the problem method. The campus is a few minutes away from the State Capitol, courts and agencies, and the offices of Hartford's law firms and corporations. Students have ready access to all of these institutions for study, externships, clinical education and practice, and employment.

Reporting to the Dean of the Law School, the Assistant Dean for Finance and Administration, a management exempt position, is responsible for overseeing and coordinating all of the non-academic administrative and support functions of the Law School, including human resources, finance, space planning, and compliance with University policies. The Assistant Dean is responsible for creating and maintaining an administrative infrastructure that supports and facilitates the performance of the Law School's core missions of teaching, scholarship and service.

Responsibilities

- The Assistant Dean is responsible for instilling a culture of customer service and high performance among the staff of the Law School.
- The Assistant Dean unifies in one position the coordination of all support functions of the Law School assuring that the human resources, administrative systems, finances, and space planning of the Law School operate effectively and efficiently. The Assistant Dean supports the Dean in projecting and planning for the needs of the Law School in these areas.
- Under the general direction of the Dean, the Assistant Dean establishes and implements policies and procedures necessary for the efficient operation of the Law School. Both with staff who report through the Assistant Dean (Business Office, Faculty Support, Dean's office) and those who do not, the Assistant Dean monitors the functioning of all staff operations to assure efficient and effective operations. The Assistant Dean is responsible for improving the business and administrative systems at the Law School to optimize operational effectiveness.
- The Assistant Dean oversees all human resources functions at the Law School, including hiring, evaluations, and promotions of staff, and compliance with University policies regarding faculty hiring and promotion.
- The Assistant Dean is responsible for oversight of the Law School's Business Office, including direction of the Fiscal Manager in completion of duties including bursar function, grants and contracts, budget development and management, accounts receivable/payable, and audit response.
- The Assistant Dean is responsible for oversight of the Faculty Support Staff department, and directs the Faculty Support Staff Manager in the supervision of the department and provision of services to faculty.

Hiring Goals Analysis 2015

- The Assistant Dean is responsible for oversight of the Faculty Support Staff department, and directs the Faculty Support Staff Manager in the supervision of the department and provision of services to faculty.
- The Assistant Dean bears primary responsibility for compliance with University policies, including those related to human resources, procurement, and record-keeping. The Assistant Dean maintains a familiarity with those policies and maintains a working relationship with University offices and personnel responsible for compliance so as to assure efficient and effective compliance at the Law School.

Minimum Qualifications

Bachelor's degree including five (5) or more years of administrative experience and demonstrated responsibility for overseeing and improving business or administrative operations; five (5) or more years of experience managing employees, including responsibility for functional areas related to administrative and financial areas, across the range of supervisory responsibilities, including interviewing, hiring, supervision, and evaluation; demonstrated experience in financial management including: planning budgets to achieve strategic priorities, utilizing budgets as a management tool, and measuring performance through budget reports; experience in managing a diverse workforce, including both direct and indirect reports, as well as staff reporting through others; ability to establish and maintain positive working relationships with a diverse group of faculty, staff, and students in multiple settings; a collaborative work style, with an ability to motivate cooperation and teamwork across varied units; strong oral and written communication and interpersonal skills in multiple settings, including group settings, as well as presentational, facilitation, and leadership skills; and the ability to adapt language and style to a variety of audiences.

Additionally, candidates will preferably demonstrate one or more of the following qualifications:

- An advanced degree in Business, Administration, Higher Education or a related field (including a Juris Doctor).
- Higher education administrative experience.
- Experience in a public institution of higher education or a state university system.
- Experience managing employees in unionized setting.
- Experience with space planning.
- Experience collaborating with other units of the institution, or working with external entities.

This is a full-time, management-exempt position and has an anticipated start date of May 15, 2015. The University of Connecticut offers a comprehensive benefits package. Compensation will be commensurate with the candidate's qualifications and experience. Applications must include a cover letter, resume, and the contact information for three references. Application materials should be submitted through Husky Hire at http://www.jobs.uconn.edu/law_asst_dean.html. To view a full description of the position, please visit the UConn School of Law website at <http://www.law.uconn.edu/about/career-opportunities>. To ensure full consideration, inquiries and applications should be submitted before March 20, 2015. (Search #2015218)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 20, 2015.

For confidential inquiries or additional information, please contact: Lisa Darr Rodino, Interim Assistant Dean, School of Law, University of Connecticut, (Tel. 860-570-5086). Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruitment activities included: Inside Higher Ed., Diverse, General Diversity Website, HERC, and the Chronicle of Higher Education Electronic Listings

Short-term goals: 2 BM, 1 BF, 1 HM, 2 HF

87 total applicants: 34 WM, 34 WF, 4 BM, 2 BF, 3 HM, 1 HF, 2 AM, 1 AF, 3 UM, 3 UF

Unqualified applicants: 14 WM, 20 WF, 2 BM, 1 BF, 1 HM, 1 HF, 1 AM, 1 AF, 3 UM, 3 UF

- 3 WM, 1 WF, 2 UM, and 1 UF lacked a Bachelor's degree including five or more years of administrative experience and demonstrated responsibility for overseeing and improving business or administrative operations.
- 2 WM, 8 WF, 1 BM, 1 BF, 1 AM, 1 AF, and 1 UF lacked five or more years of experience managing employees, including having responsibility for functional areas related to administration and financial areas, interviewing, hiring, supervision, and evaluation.
- 4 WM, 4 WF, 1 BM, 1 HM, 1 HF, and 1 UF did not demonstrate experience in financial management including planning budgets to achieve strategic priorities, utilizing budgets as a management tool, and measuring performance through budget reports.
- 3 WM, 1 WF, and 1 UM lacked experience in managing a diverse workforce, including both direct and indirect reports, as well as staff reporting through others.
- 2 WM and 6 WF did not show an ability to establish and maintain positive working relationships with a diverse group of faculty, staff, and students in multiple settings.

Qualified applicants: 7 WM, 5 WF, 1 BM, 1 BF, 1 HM,

- 4 WF and 1 HM lacked an advanced degree in Business, Administration, Higher Education or a related field (including a Juris Doctor).
- 5 WM and 1 BF did not have higher education administrative experience.
- 2 WM, 1 WF, and 1 BM lacked experience in a public institution of higher education or a state university system.

Interviewed applicants: 13 WM, 9 WF, 1 BM, 1 HM, 1 AM

- 1 WM and 2 WF withdrew their applications from consideration.
- 4 WM and 4 WF did not demonstrate sufficient experience or skills for the HR, Finance and Strategic Planning needs of the position.
- 2 WM and 1 WF lacked strong oral and written communication and interpersonal skills during the interview.
- 3 WM, 1 WF, 1 BM, and 1 HM did not have sufficient higher education experience needed for the position.
- 1 WM and 1 WF did not demonstrate strong supervisory skills and HR abilities.
- 1 AM demonstrated little supervisory and union experience.

Hiring Goals Analysis 2015

- 1 WM did not demonstrate a collaborative work style, with an ability to motivate cooperation and teamwork across varied units.

The 1 WM selected demonstrated a strong ability to manage people and resources to meet strategic goals. Through his current work experience, he also highlighted his ability to work with diverse groups. He had previous experience with union environments and HR functions. Additionally, he exhibited excellence in communication and interpersonal skills.

Hiring Goals Analysis 2015

2015084 - Director of Design and STEM Projects – Plan, Arch, Eng Svcs

Internal and External



Job Posting

UCONN is seeking applications for the position of Director of Design and STEM (Science, Technology, Engineering and Math) Projects. The University of Connecticut is comprised of the main campus located in Storrs with regional campuses in West Hartford, Waterbury, Avery Point, Torrington and Stamford. The University spans 4,093 acres at its main campus and five regional campuses which includes 12 million square feet of facilities and approximately 600 structures.

Under the direction of the University Master Planner / Chief Architect, the Director of Design and STEM Projects is accountable for performing the managerial and supervisory duties related to a portion of the design and construction related projects, STEM and others projects, as assigned, at the Storrs campus undertaken by Planning, Architectural and Engineering Services (PAES) in support of the Next Generation CT Capital program. The primary focus of this position is to manage the design and construction, commissioning, and close out of University capital projects at the Storrs campus as assigned, and to give design input and lead design reviews for the entire capital program at Storrs and Regional campuses. The Director is responsible for all aspects of the assigned portfolio from the beginning of concept through construction and project close out, and, as a member of the PAES management team, is responsible for all aspects of staffing for the assigned portfolio including staff appointments, terminations, promotions, evaluations and training of direct reports. The successful candidate will also act on behalf of the University Master Planner / Chief Architect in his/her absence as directed.

Minimum Qualifications: The ideal candidate must have a Bachelor's degree in Architecture or other field with a Master's degree in Architecture and be a Licensed architect in the State of Connecticut or in another state with the ability to obtain licensure in Connecticut within 6 months from start of employment with a minimum of five (5) years experience in higher education or equivalent institutions and a minimum of ten (10) years' experience in the design and construction leadership and management of large building projects (single projects over \$50,000,000 or programs exceeding \$100,000,000). Considerable knowledge of the principles, practices and methods of building design and the design aspects of building modification and construction, building materials, architectural theory, history and practice, building and fire codes and code enforcement; knowledge of contractual documentation; considerable knowledge and the ability to read and interpret project design drawings in 2D and 3D, schedules, budgets/costs and construction drawings and specifications; experience in construction dispute resolution and resolution methodologies. Exceptional oral and written communication skills. Demonstrated ability to communicate effectively in a timely manner with senior management and staff; work collaboratively with key stakeholders; demonstrated supervisory experience and the ability to lead and manage staff; experience in organizing and coordinating work of others, setting priorities and assigning work; demonstrated ability to manage fiduciary responsibility for all facets of design,

Hiring Goals Analysis 2015

construction and budget management on large projects. Must have reliable transportation and must be willing and able to work occasional weekend and evening hours as needed.

Preferred Qualifications: Master's degree in Architecture or a related field if the holder of a Bachelor of Architecture degree; considerable experience with projects relating to STEM (Science Technology Engineering Math); experience working with local constituents (town government, residents, etc.); ability to translate long-term strategies into day-to-day operations, with demonstrated experience aligning resources with goals in an environment of competitive demands and resources. An equivalent combination of credentials and/or experience may also be considered.

This is a full-time position. The successful candidate will work at the University of Connecticut's main campus located in Storrs and regularly travel to regional campuses. Salary will be commensurate with background and experience. For additional information and detailed position information, please visit the PAES website: <http://paes.uconn.edu/EmploymentOps.html>

Qualified applicants should apply online at the University of Connecticut's Husky Hire System and upload a cover letter, resume, and names, addresses, telephone numbers and email addresses of three professional references willing to provide letters of recommendation. Screening of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015084)

This job posting is scheduled to be removed at 11:59 PM eastern on October 12, 2014.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, CT AIA, an unnamed newspaper, SCUP, Chronicle of Higher Education, and National Organization of Minority Architects.

Short-term goals: 2 BM, 1 BF, 1 HM, 2 HF

19 total applicants included: 14 WM, 1 WF, 1 BM, 1 HM, 1 HF, and 1 AF.

Unqualified applicants included: 5 WM, 1 WF, 1 HM, 1 HF, and 1 AF.

- 2 WM lacked Bachelor's degree in Architecture, or other field with a Master's degree in Architecture.
- 1 WM and 1 HF were not licensed architects in the State of Connecticut or in another state with the ability to obtain licensure in Connecticut within 6 months from start of employment.
- 2 WM, 1 WF, 1 HM, and 1 AF lacked minimum of 5 years' experience in higher education or equivalent institutions and a minimum of 10 years' experience in the design and construction leadership and management of large building projects.

Qualified applicants included: 6 WM and 1 BM.

- 5 WM lacked Master's degree in Architecture or a related field with a Bachelor of Architecture degree.
- 1 WM and 1 BM lacked experience with projects relating to STEM (Science Technology Engineering Math).

Hiring Goals Analysis 2015

Interviewed applicants included: 3 WM

- 1 WM withdrew from consideration.
- 1 WM did not have the STEM or higher education experience needed for the position.

The 1 WM hired has excellent experience in higher education and STEM projects. In previous positions, he had worked with both town and state governments and had significant experience with day to day operations of large high-profile projects. Additionally, he possesses a Master's degree and several planning and design certifications.

Hiring Goals Analysis 2015

2015282 – University Staff Professional 1 – Labor Relations

Internal and External



Job Posting

The University of Connecticut, Office of Faculty & Staff Labor Relations has an immediate opening for a Labor Relations Associate that will serve under the supervision and direction of the Director and Assistant Director of Labor Relations. The focus of this position will be to support the University's academic labor relations functions primarily those associated with the negotiation and administration of the University's graduate assistant and faculty collective bargaining agreements.

This position is responsible for providing advice and guidance to academic deans, directors, department chairs, administrators, and faculty regarding the interpretation and application of the various collective bargaining agreements and university policies that govern academic personnel including matters involving discipline and dismissal, promotion and reappointment, leave administration and others.

The position will support labor negotiations with various collective bargaining units with an emphasis on faculty and graduate assistant bargaining units. The position is also responsible for coordinating disciplinary hearings, grievance conferences and other proceedings between departmental administrators and union officials.

Minimum Qualifications: Bachelor's degree in human resources, labor relations, business or public administration or related field and at least three (3) years of experience in public sector personnel administration. An equivalent combination of credentials and experience may also be considered. Applicants must also have a general knowledge of collective bargaining, contract administration and interpretation, relevant State and Federal laws, regulations and guidelines; knowledge of personnel administration, affirmative action; outstanding organizational skills, excellent oral and written communications skills, as well as negotiating skills; ability to work as a team, share information and communicate openly, strong interpersonal skills and demonstrate a commitment to creative, innovative solutions.

Preferred Qualifications: A graduate degree in law, business or public administration; knowledge of statewide and University of Connecticut labor contracts, University and State insurance benefits, and related State personnel statutes, policies and procedures; labor relations or human resources experience in an institution of higher education or similar organization; experience developing and/or presenting workshops and related training sessions.

To apply please submit a cover letter, resume, and contact information for three work-related references. It is preferable that one reference be from the immediate supervisor. Please apply on-line using the University's Husky Hire applicant system. Please reference Search #2015282. Anticipated start date is early March 2015. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM eastern on January 16, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included postings in Diverse, HERC, Inside Higher Ed, the NACUA listserv, the AAPA listserv, the Human Resources Association of Central Connecticut and SHRM.

Short-term goals: 2 BM, 1 BF, 1 HM, 2 HF

28 total applicant included: 9 WM, 11 WF, 2 BM, 3 BF, 2 HM, 1 AF

Page **68** of **444**

Sec. 14 Goals Analysis – Hiring Goals Analysis

Hiring Goals Analysis 2015

Unqualified applicants included: 7 WM, 9 WF, 1 BM, 3 BF, 2 HM, 1 AF

- 3 WF, 1 HM lacked a Bachelor's degree in human resources, labor relations, business or public administration or a related field and at least 3 years of experience in public sector administration.
- 3 WM, 5 WF, 1 BM, 2 BF, 1 HM, 1 AF lacked a general knowledge of collective bargaining, contract administration and interpretation and relevant state and federal laws regulations and guidelines.
- 3 WM, 1 WF, 1 BF lacked knowledge of personnel administration and affirmative action.
- 1 WM submitted an incomplete application

Qualified applicants included: 1 WF, 1 BM

- 1 WF, 1 BM lacked knowledge of statewide and University of Connecticut labor contracts, University and state insurance benefits and related state personnel statutes, policies and procedures.

Interviewed applicants included: 2 WM, 1 WF

- 1 WM did not demonstrate sufficient negotiating skills needed for the position.
- 1 WM lacked experience in an institution of higher education and knowledge of statewide and University of Connecticut labor contracts and University and state insurance.

1 WF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WF promoted possessed a Master's degree in Public Administration. She had experience in human resources and labor relations in a higher education setting. She also had extensive knowledge of statewide and University of Connecticut labor contracts and University and state insurance.

Hiring Goals Analysis 2015

2015411 - UConn Health Information Officer – University Communications

Internal and External



Job Posting

The University of Connecticut seeks a skilled communicator to fill the critical role of Health Information Officer for UConn Health, which comprises the state's premier medical center, the schools of medicine and dental medicine, and the public health program. As part of University Communications, the Health Information Officer will be headquartered in Storrs, but work on location in Farmington and at UConn Health satellite offices several days per week. This individual will collaborate with the University Spokesperson, as well as UConn Health academic and administrative leadership, to respond to media queries about institutional initiatives, faculty expertise, academic programs, and crises. Proactively, the Health Information Officer would develop a media strategy to cultivate stories that elevate the prestige of UConn Health at the state, regional, and national levels.

For full position details, please go to <http://communications.uconn.edu/jobs/>

Minimum Qualifications: Bachelor's degree in journalism, communications, or a related field; at least five years on-the-job experience in communications, including evidence of masterful writing as demonstrated by writing samples and evidence of journalistic judgement as demonstrated by media placements; knowledge of and experience with news operations and the needs of reporters; knowledge of new media strategies for news and information dissemination; knowledge of the health care industry; knowledge of the audience; knowledge of crisis communication strategies and experience in responding to such situations; proven ability to work with highly confidential information; proven ability to manage many projects effectively and simultaneously.

Preferred Qualifications: Master's degree; job history indicating growth within the field and a trajectory of increasing responsibility.

Appointment Terms: This is a permanent, full-time position.

To Apply: Use Husky Hire to submit a cover letter, resume, writing samples, and three references. Preference will be given to resumes received by May 8, 2015. No phone calls, emails, or faxes, please. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015411)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 15, 2015.

Recruitment activities included: SHSMD Career Link, Hartford Courant, Career Builders, and American Association of Medical Colleges.

Short-term goals: 2 BM, 1 BF, 1 HM, 2 HF

27 Total applicants: 10 WM, 14 WF, 1 BM, 1 BF, 1 UM.

Unqualified applicants: 7 WM, 10 WF, 1 BM, 1 BF, and 1 UM.

- 3 WF lacked at least five years on the job experience in communications.
- 4 WF lacked knowledge of and experience with news operations.

Hiring Goals Analysis 2015

- 3 WM, 3 WF, 1 UM, 1 BM and 1 BF did not have knowledge of the health care industry.
- 4 WM lacked evidence of masterful writing as demonstrated by writing samples.

Interviewed applicants: 3 WM, 4 WF.

- 1 WF lacked knowledge of health care system needed for the position.
- 1 WM demonstrated a lack of interpersonal skills needed for the position
- 1 WM and 1 WF withdrew from consideration.
- 1 WM lacked experience with national media placements.
- 1 WF did not have the range of writing skills needed for the position.

The 1 WF hired demonstrated excellent balance of marketing and media relations experience. She had previous experience in the health care industry and national media placements. Her job history indicated growth within the field and a trajectory of increasing responsibility.

Hiring Goals Analysis 2015

2015201 - Benefits Associate (USP1) – Human Resources

Internal and External



Job Posting

The Department of Human Resources seeks a full-time experienced benefits professional. Under the general direction of the Manager of Employee Benefits, the Benefits Associate is responsible for providing information, advice and guidance to the University community on a broad range of complex professional and technical services related to employee benefits administration, retirement and leave programs. The incumbent in this position will administer the University's leave of absence programs and individual employee benefits and retirement options, as well as provide leadership in educational outreach.

The Benefits Associate should have extensive knowledge regarding Federal and State FMLA and state statutes and be able to advise University academic and professional administrators on the interpretation and application of collective bargaining provisions and University By-Laws ensuring compliance with state statutes, federal laws, regulations and University policy. The ideal candidate must be an independent performer; possess strong analytical and interpersonal skills; and be able to effectively work with all levels of the organization.

Minimum Qualifications: Bachelor's Degree and at least four years' professional human resources experience preferably administering FMLA or other leave programs. Demonstrated working knowledge of the State and Federal FMLA. Excellent interpersonal skills and the ability to represent the University in a professional manner. Ability to interpret personnel records and apply mathematical principles to calculate service time and FMLA eligibility. Ability to interpret and make evaluative judgments concerning state statutes, contracts, collective bargaining agreements and government regulations. Demonstrated analytical and problem solving skills and the ability to independently evaluate and research alternatives. Effective written and verbal communications with an emphasis on customer service and a demonstrated ability to work effectively with a wide range of constituents in a diverse community. Experience developing and presenting workshops and related training sessions. Demonstrated proficiency with Microsoft Office (Word, Excel, Power Point) and Outlook.

Proven ability to preserve highly confidential personnel and organizational information.

Preferred Qualifications: Master's degree in Human Resource Management, Business Administration or closely related field; Experience in an institution of higher education or in a State agency administering FMLA or other leave related programs. Knowledge of statewide and University of Connecticut labor contracts, University and State insurance benefits, retirement and pension plans and State personnel statutes, policies, and procedures. Experience using PeopleSoft systems such as CORE-CT and Familiarity with mainframe systems.

Appointment Terms: This is a full-time position. The University offers a competitive salary and outstanding benefits. For additional information regarding the Department of Human Resources, please visit: <http://www.hr.uconn.edu/>. To view a full description of the position, please visit the Human Resources Benefits website at: http://www.jobs.uconn.edu/hr_benefits_associate.html

Recruitment activities included: HERC, Diverse, Inside Higher Ed, Chronicle of Higher Education, Human Resources Association of Central Connecticut, a professional contact in the field, National Association of African Americans in Human Resources, HispanicOutlook.com, and CUPA-HR.

Hiring Goals Analysis 2015

Short-term goals: 2 BM, 1 BF, 1 HM, 2 HF

66 total applicants included: 5 WM, 33 WF, 4 BM, 15 BF, 2 HM, 4 HF, 1 AM, 1 UM, and 1 UF.

Unqualified applicants included: 5 WM, 26 WF, 3 BM, 12 BF, 1 HM, 3 HF, 1 AM, and 1 UM.

- 4 WM, 24 WF, 2 BM, 9 BF, 3 HF, 1 AM, and 1 UM lacked a Bachelor's Degree and at least four years' professional human resources experience preferably administering FMLA or other leave programs.
- 1 WM, 1 BM, 3 BF, and 1 HM did not demonstrate working knowledge of the State and Federal FMLA.
- 2 WF did not demonstrate ability to interpret personnel records and apply mathematical principles to calculate service time and FMLA eligibility.

Qualified applicants included: 3 WF, 1 BM, 1 BF, 1 HM, and 1 UF.

- 3 WF, 1 BM, 1 BF, 1 HM, and 1 UF did not send complete applications.

Interviewed applicants included: 4 WF, 2 BF, and 1 HF.

- 1 WF lacked excellent verbal communication skills.
- 1 BF presented conflicting information regarding her experience during the interview.
- 1 HF did not demonstrate strong leadership skills and ability to move a client through the process of FMLA quickly and effectively
- 1 WF withdrew from consideration.
- 1 WF lacked the necessary experience in FMLA.
- 1 BF did not have the detailed responses to interview questions that demonstrated her experience.

The 1 WF selected was well prepared for the interview, asked good questions and provided insightful responses. She possessed solid knowledge of state and federal FMLA. She demonstrated excellent interpersonal skills and spoke in detail about projects she initiated and written work she was responsible for creating.

Hiring Goals Analysis 2015

2015391 – Title IX Investigator (University Staff Professional 1) – Diversity and Equity

Internal and External



Job Posting

As part of UConn's ongoing commitment to create and maintain a campus environment free from all forms of discrimination and harassment, including all forms of sexual harassment and violence, the University is expanding its dedicated Title IX staff in the Office of Diversity and Equity (ODE) to include an additional Title IX Investigator. Reporting to the Lead Title IX Investigator/Deputy Title IX Coordinator, the Title IX Investigator will join ODE's dedicated Title IX investigative team responsible for the University's investigations of reported cases of sex discrimination, sexual assault, sexual harassment, stalking, and intimate partner violence involving undergraduate and graduate students. The Title IX Investigator will conduct prompt and thorough investigations, which includes: determining throughout the course of the investigation whether interim measures and/or interim actions are necessary to protect the parties in the institutional setting; identifying and interviewing witnesses; gathering and securing relevant documentation (which may include confidential information used in collective bargaining); determining responsibility; and recommending sanctions/response as appropriate. In addition, in close collaboration with a wide range of on- and off-campus colleagues, the Title IX Investigator will assist in carrying out the University's Title IX-based prevention, education, and awareness responsibilities which include, but are not limited to: progressive and effective awareness, prevention, and training programs for students and employees; educating students, faculty and staff, and the community about Title IX trends and issues; and data collection and assessment. Salary range is in the \$60,000s, commensurate with qualifications and experience. Excellent benefits package available. This position also will offer numerous opportunities for professional growth and development of professional skills through ongoing high-level training and participation in regional and national professional organizations and conferences.

Duties and Responsibilities:

- Perform Title IX investigations from inception to resolution, and draft memoranda of findings and recommendations.
- Working closely with ODE's student Title IX case investigators and Deputy Title IX Coordinators, review and synthesize information to determine whether the investigation supports finding that student conduct has violated the University's Student Code.
- Determine whether reported information requires interim actions and/or interim remedial measures; and if so, work closely with Deputy Title IX Coordinators and University colleagues to implement such actions and measures.
- Conduct interviews of parties; analyze witness statements; make credibility assessments; record findings of fact; and communicate with parties' and witness' advocates while protecting the independence, integrity, impartiality and confidentiality of the investigation.
- Draft and present a report of findings and relevant supporting documents related to the resolution of each investigation, including but not limited to party and witness statements, documents and other evidence collected.
- Where appropriate, make recommendations for sanctions in accordance with the Student Code and participate in the adjudication process administered by the Office of Community Standards.
- Where appropriate, make recommendations for final remedial measures that satisfy the University's Title IX obligation to eliminate a hostile environment, prevent its recurrence, and address its effects.
- Assist with the preparation and maintenance of statistical, demographic, and subject matter data related to Title IX complaints and trends.
- Assist in development and review of University-wide policies and procedures that further institutional civil rights.

Hiring Goals Analysis 2015

- Conduct climate checks for student groups, affinity programs, and academic departments as well as presenting awareness and prevention programs and leading trainings for the University community and off-campus partners.
- Participate in University-wide education, awareness and prevention programs and campaigns as assigned by the Title IX Coordinator and Deputy Title IX Coordinators.
- Perform other duties as assigned by the Title IX Coordinator and Deputy Title IX Coordinators.

Minimum Qualifications:

1. Master's Degree in a related field (e.g., student affairs, higher education administration, law, criminology, social work, psychology).
2. Two-to-five years' progressive experience working in higher education with at least two years investigating student behavior and allegations of misconduct.
3. Experience working one-on-one and in group settings with students in crisis situations.
4. Prior experience with successful, independent and efficient management of an active caseload.
5. Exemplary detail-oriented written communication skills; strong public speaking and presentation skills.
6. Strong work ethic: highly motivated, self-directed execution of routine tasks and special projects.
7. Excellent interpersonal skills: demonstrated ability to function well in both leader and teammate roles and to interact with colleagues and supervisors in a positive and constructive manner when faced with significant deadlines and workloads.
8. Experience working with members of a diverse community on sensitive issues.

Preferred Qualifications:

1. At least two years' student conduct and/or Title IX investigative experience including responsibility for investigating claims of sexual harassment, sexual violence, domestic violence and stalking in the higher education setting *strongly preferred*.
2. Demonstrated ability to write concise, comprehensive, detail-driven investigative reports, including excellent analytical writing skills.
3. Working knowledge of basic principles of Title IX and non-discrimination statutes and regulations.
4. Prior completion of sexual violence prevention and/or response training with a nationally-recognized organization.
5. Commitment to social justice and civil rights including a background working with diverse populations.

About UConn

Home to the UConn campus, the Storrs-Mansfield community is in the midst of an exciting, multi-year transformation, offering a lively downtown center that brings together University and local residents with premium amenities including diverse housing, shopping, and dining opportunities. Epitomizing the classic New England community, Storrs and its surrounding neighborhoods offer an enjoyable blend of cultural, educational and recreational opportunities while also providing easy access to major metropolitan areas New York, Boston and Providence.

To Apply: Applicants should include cover letter detailing experience and qualifications, resume, and list of three references and submit all to Husky Hire (jobs.uconn.edu). Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015391)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 18, 2015.

Hiring Goals Analysis 2015

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, and HERC

Short-term goals: 2 BM, 1 BF, 1 HM, 2 HF

40 total applicants: 11 WM, 18, WF, 1 BM, 6 BF, 1 HM, 1 HF, 1 AM, 1 UF

Unqualified applicants: 11 WM, 17 WF, 1 BM, 6 BF, 1 HM, 1 HF, 1 AM, 1 UF

- 2 WM, 4 WF, 1 BF, and 1 HF did not submit a completed application.
- 1 WM, 2 WF, and 1 AM lacked a Master's Degree in a related field (e.g., student affairs, higher education administration, law, criminology, social work, psychology).
- 7 WM, 11 WF, 1 BM, 5 BF, 1 HM, and 1 UF did not have two-to-five years' of progressive experience working in higher education with at least two years of investigating student behavior and allegations of misconduct.
- 1 WM did not demonstrate exemplary detail-oriented written communication skills, and strong public speaking and presentation skills.

Interviewed applicants: 1 WF

The 1 WF selected demonstrated expertise, experience with Title IX investigations, and strong communication and presentation skills. Her performance on the hypothetical questions illustrated her understanding of the position and its requirements, as well as the range of her prior experiences. She demonstrated excellent written communication skills and the ability to write concise and comprehensive investigative reports.

Hiring Goals Analysis 2015

2015397 – Labor Relations Associate – Labor Relations

The University of Connecticut, Office of Faculty & Staff Labor Relations has an immediate opening for a Labor Relations Associate that will serve under the supervision and direction of the Director and Assistant Director of Labor Relations. The focus of this position will be to support the University's labor relations functions, primarily those associated with the negotiation and administration of the University's collective bargaining agreements and related State and University policies and regulations.

This position is responsible for providing advice and guidance to academic deans, directors, department chairs, administrators, faculty and supervisors regarding the interpretation and application of the various collective bargaining agreements and university policies that govern personnel including matters involving discipline and dismissal, promotion and reappointment, leave administration and others.

The position will support labor negotiations with various collective bargaining units. The position is also responsible for coordinating disciplinary hearings, grievance conferences and other proceedings between departmental administrators and union officials.

Minimum Qualifications

Bachelor's degree in human resources, labor relations, business or public administration or related field and at least three (3) years of experience in public sector personnel administration. Applicants must also have a considerable knowledge of collective bargaining, contract administration and interpretation, relevant State and Federal laws, regulations and guidelines; knowledge of personnel administration, affirmative action; outstanding organizational skills, excellent oral and written communications skills, as well as negotiating experience; ability to work as a member of a team, share information and communicate openly, strong interpersonal skills and demonstrate a commitment to creative, innovative solutions. Working experience with Microsoft Office applications.

Preferred Qualifications

1. A juris doctorate degree from an accredited law school and admission or eligibility for admission to the Connecticut Bar is strongly preferred.
2. A graduate degree in business or public administration;
2. Knowledge of statewide and University of Connecticut labor contracts, University and State insurance benefits, and related State personnel statutes, policies and procedures;
3. Labor relations experience in a unionized institution of higher education, government agency or similar organization;
4. Experience developing and/or presenting workshops and related training sessions.

To Apply: Please submit a cover letter, resume, and contact information for three work-related references. It is preferable that one reference be from the immediate supervisor. Please apply on-line using the University's Husky Hire applicant system and reference Search #2015397. Anticipated start date is early June 2015. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 30, 2015.

Hiring Goals Analysis 2015

Recruitment Activities included: CT Law Tribune, NACUA, CT Hispanic Bar Associates, Hispanics in Higher Ed., Association of Black Women Attorney and Chronicle of Higher Ed.

Short-term goals: 2 BM, 1 BF, 1 HM, 2 HF

61 Total applicants: 23 WM, 13 WF, 5 BM, 7 BF, 1 HM, 2 AM, 1 AF, 7 UM and 2 UF.

Unqualified applicants included: 19 WM, 9 WF, 5 BM, 7 BF, 1 HM, 1 AM, 1 AF, 4 UM and 1 UF.

- 18 WM, 8 WF, 2 BM, 4 BF, 1 HM, 1 AF, 4 UM and 1 UF lacked a Bachelor's degree in a related field
- 1 WM, 1 WF, 3 BM, 3 BF, and 1 AM lacked considerable knowledge of collective bargaining, contract administration and interpretation, relevant state and federal laws and regulations.

Qualified applicants included: 1 WM, 2 WF, 1 AM, and 1 UM.

- 1 WM did not have a Juris Doctorate degree from an accredited law school and admission or eligibility for admission to the Connecticut Bar.
- 2 WF, 1 AM and 1 UM lacked a graduate degree in business or public administration from an accredited institution.

Interviewed applicants included: 3 WM, 2 WF, 2 UM and 1 UF.

- 1 WM and 1 UM lacked collective bargaining negotiating experience and lacked a Juris Doctorate degree.
- 1 WF had insufficient verbal communication skills needed for the position and lacked the needed collective bargaining experience.
- 1 UM did not have the public sector personnel administration experience needed for the position.
- 1 WM and 1 UF withdrew from consideration.
- 1 WM was not Connecticut attorney and not currently qualified to waive in.

The 1 WF selected was a Connecticut attorney who also had municipal experience. She had a Juris Doctorate degree and has experience in employment litigation. She had worked with collective bargaining and negotiations. Additionally, she had experience providing advice on labor and employment matters.

Hiring Goals Analysis 2015

2015074 – Associate Director of Procurement Services – Procurement Services

Reporting to the Director of Procurement Services, the Associate Director of Procurement Services directs and manages Purchasing operations and assigned staff, and participates in efforts leading to cost optimization, improved quality and enhanced innovation through the development of strategic sourcing initiatives, assurance of sourcing compliance, effective contract negotiation and staff development and training. The Associate Director will also work with the Director on advanced, complex, and /or strategic departmental or University assignments and initiatives.

Minimum Qualifications Required:

1. Bachelor's degree in related field or equivalent training and experience.
2. Four (4) years' experience in procurement management, sourcing administration and negotiation with at least three (3) years of experience at the level of supervisor.
3. Considerable knowledge of principles of procurement, compliance, procurement law, knowledge of State of Connecticut procurement statutes and other public procurement in a state or federal environment.
4. Knowledge and ability to apply management principles and techniques; strong bid development and negotiation skills; strong knowledge of procurement legal issues including applicable Federal and State, laws, statute and regulations. Ability to design, monitor and implement departmental and institutional policies and procedures. Understanding of significance and commitment to supplier diversity programs.
5. Strong leadership, organizational, project management and planning skills with the ability to meet deadlines and facilitate solutions in a fast-paced environment.
6. Strong interpersonal and persuasive skills with the ability to work effectively with all levels of employees and management.
7. Excellent written and verbal communication and presentation skills.
8. Considerable knowledge of academic institutional program needs including research and outreach programs and information technology needs.
9. Knowledge and familiarity of web ordering environments, contract management systems and principles, standardization programs, supply chain and materials management programs and distribution methods. Demonstrated familiarity with financial system concepts and actual utilization including sourcing activities.
10. Ability to analyze market trends and benchmarks for best practices and to develop specifications.
11. Excellent computer skills with strong technical skills to work with multiple database programs including Microsoft Access. Knowledge of automated procurement systems (e.g. SciQuest) and reporting tools (e.g. Web Focus).
12. Demonstrated leadership skills and a commitment to mentoring, coaching, and developing a team.
13. Experience making presentations that represent the department and University to external groups.
14. Must be able to travel frequently and have reliable transportation.

Hiring Goals Analysis 2015

Preferred Qualifications:

1. Advanced degree including Master's in Business or Public Administration or JD.
2. Certification by a recognized professional organization; including: Certified Purchasing Manager (CPM), Certified Associate in Contract Management (CACM), Certified Professional in Supply Management (CPSM), Certified Professional Contract Manager (CPCM), or Certified Purchasing Professional (CPP).
3. Demonstrated, professional procurement experience preferably in a higher education institution (public or private) or Fortune 1000 company.
4. Familiarity and working knowledge of SciQuest and Quali Financial Systems.
5. Strong understanding with demonstrated success in strategic procurement principles and approaches.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, and NAEB New England.

Short-term goals: 2 BM, 1 BF, 1 HM, 2 HF

26 total applicants included: 11 WM, 8 WF, 1 BM, 3 AM, 2 UM, and 1 UF.

Unqualified applicants included: 3 WM, 2 WF, 2 AM, and 2 UM.

- 2 WM, 2 WF, 2 AM, and 2 UM lacked four years' experience in procurement management, sourcing administration and negotiation with at least three years of experience at the level of supervisor.
- 1 WM lacked considerable knowledge of principles of procurement, compliance, procurement law, knowledge of State of Connecticut procurement statutes and other public procurement in a state or federal environment.

Qualified applicants included: 4 WM, 4 WF, 1 BM, and 1 UF.

- 3 WM, 2 WF, and 1 UF lacked advanced degree including Master's in Business or Public Administration or JD.
- 1 WM, 2 WF, and 1 BM lacked certification by recognized professional organization, eg: Certified Purchasing Manager (CPM), Certified Associate in Contract Management (CACM), Certified Professional in Supply Management (CPSM), Certified Prof Contract Manager (CPCM), or Certification Purchasing Proficiency (CPP).

Interviewed applicants included: 4 WM, 2 WF, and 1 AM.

- 1 WM withdrew from consideration.
- 3 WM and 1 WF lacked higher education procurement experience.
- 1 AM lacked the supervisory experience needed for the position.

The 1 WF hired had a strong higher education procurement background. At her current position, she handled PCard administration, strategic sourcing, and supervised a large group of employees. She had data management and experience in systems similar to those used in the department. She had a procurement certification from National Association of Educational Buyers for New

Hiring Goals Analysis 2015

England where she was a member of the board.

Hiring Goals Analysis 2015

2015185 – Director, Governmental Relations for Health Affairs – Governmental Relations

Internal and External



Job Posting

The University of Connecticut is seeking an experienced governmental relations professional to serve as the UConn Health Center's (UConn Health) liaison with federal and state governmental officials. Under the general direction of the Senior Director, Governmental Relations, incumbent is responsible for organizing and managing the processes necessary to achieve UConn Health's federal and state legislative goals and objectives. Additionally, the incumbent is authorized to commit and represent UConn Health during the course of public contact with members of the United States Congress, the Connecticut General Assembly, governmental executive branches and their staff.

Typical responsibilities include, but are not limited to:

1. Serves as UConn Health's liaison with federal and state government officials; monitors governmental issues of interest to UConn Health and keeps UConn Health's Leadership informed.
2. Coordinates the development for UConn Health's annual federal legislative agenda.
3. Coordinates and manages the process for achievement of UConn Health's legislative goals and objectives; assists in developing UConn Health's position on governmental issues.
4. Establishes long-term legislative goals and objectives for UConn Health to maximize governmental support and assistance.
5. Informs the UConn Health community of pertinent legislative activities; determines appropriate communication and timeliness of such communication.
6. Enhances the reputation of UConn Health among federal and state governmental officials.
7. Engages University and UConn Health personnel in the legislative process.
8. Represents the Senior Director and UConn Health's interests at hearings, committee meetings and other meetings, as delegated; coordinates and drafts UConn Health's testimony at legislative hearings.
9. Serves as UConn Health's liaison with the UConn Advocates.
10. Serves as the point of contact for, or responds to, questions or information requests from state and federal elected officials, and is responsible for timely responses; keeps Senior Director informed as necessary.
11. Prepares and coordinates policy studies, reports and analyses.
12. Assumes other related duties as assigned.

Minimum Qualifications:

1. Bachelor's degree, and previous experience in state government relations or a related field.
2. Exceptional writing, speaking and communication skills.
3. Familiarity with the mission, goals, strategic plan and organization of a public university and Health Center.
4. Demonstrated knowledge of state and federal government processes

Preferred Qualifications:

1. Advanced degree in public affairs or related field.
2. Knowledge of current Connecticut government, higher education and healthcare issues.

Hiring Goals Analysis 2015

This is full-time, twelve month, management/exempt position. The successful candidate's primary appointment will be at UConn Health in Farmington, CT with travel to other UConn campuses as well as the State Capitol and Legislative Office Building in Hartford as needed. Salary is commensurate with education and experience.

Interested applicants should upload a cover letter, resume, and three professional references with contact information using Husky Hire. Screening of candidates will begin immediately. During finalists' interviews, finalists may be required to develop a writing sample on site. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015185)

This job posting is scheduled to be removed at 11:59 PM eastern on November 3, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, Husky Hire, and AAMC.

Short-term goals: 2 BM, 1 BF, 1 HM, 2 HF

48 total applicants included: 18 WM, 20 WF, 4 BF, 3 HM, 1 HF, 1 AF, and 1 UM.

Unqualified applicants included: 7 WM, 9 WF, 4 BF, and 1 HM.

- 6 WM, 7 WF, and 3 BF lacked a Bachelor's degree, and previous experience in state government relations or a related field.
- 1 WM, 2 WF, 1 BF, and 1 HM lacked exceptional writing communication skills.

Qualified applicants included: 6 WM and 4 WF.

- 4 WM and 1 WF lacked an advanced degree in public affairs or related field.
- 2 WM and 3 WF lacked knowledge of current Connecticut government, higher education and healthcare issues.

Interviewed applicants included: 5 WM, 7 WF, 2 HM, 1 HF, 1 AF, and 1 UM.

- 3 WM, 1 WF, and 1 AF did not demonstrate exceptional writing or communication skills.
- 1 WM lacked exceptional communication skills.
- 1 WM did not effectively articulate familiarity with the mission and goals of a public university and health center.
- 2 WF withdrew their applications from consideration.
- 2 WF declined the proposed offer.
- 1 WF did not demonstrate exceptional writing skills and lacked in depth understanding of key applicable legislative committees.
- 1 HM did not demonstrate current knowledge of higher education or healthcare issues.
- 1 HM did not demonstrate thorough knowledge of state and governmental processes.

Hiring Goals Analysis 2015

- 1 HF did not effectively articulate familiarity with the mission and goals of a public university and health center.
- 1 UM lacked knowledge of health care issues.

1 WF hired had excellent writing and communication skills and an in depth knowledge of current Connecticut government, higher education and healthcare issues. Her experience and impressive education background made her the optimal candidate for the job position.

Hiring Goals Analysis 2015

2015393 Associate Director of Capital Projects and Contract Administration

Internal and External



Job Posting

Reporting to the Director of Procurement Services, Associate Director of Capital Projects and Contract Administration [CPCA] assists in managing the overall administration of Capital Projects and Contract Administration, provides technical and professional leadership and is responsible for the day-to-day oversight of the operations of the department. He/she manages, oversees and evaluates sourcing of goods and services for the University's capital construction program and facility maintenance needs. CPCA collaborates with internal customers and stakeholders to define the scope, business approach, and business terms for various procurement events; develops supporting procurement documents; manages the selection processes; collaborates with the Procurement Services Contracting Department to draft and negotiate contracts; works with project owners to administer resultant contracts; and works with project owners/sponsors and the Procurement Services Contracting Department to consider and implement corrective measures as required. The Associate Director participates in policy development and implementation and is responsible for hiring, evaluating, training, and the promotion of all direct reports within CPCA.

The successful candidate must be detail-oriented, self-motivated and a strategic thinker with a broad knowledge of general business practices, must be intimately familiar with various construction delivery methodologies and relevant technology needed to provide oversight of administrative, business, financial and personnel functions.

MINIMUM QUALIFICATIONS

1. A four (4) year degree from an accredited college or university and four (4) years' experience at a senior level in construction procurement and contract administration OR an advanced degree, preferably in business or public administration, architecture, engineering, law or accounting and two (2) years' senior level experience in construction procurement and contract administration.
2. Minimum of three (3) years of progressively responsible professional procurement experience at a senior level in the following: project management, professional services, general trades and/or construction services, including experience with facilities operational and building services' principals, procedures of maintenance, and procurement needs.
3. Demonstrated integrity and ability to act without consideration of personal gain and take prompt action in the case of unprofessional and unethical behavior. Strong understanding in public procurement and ethics requirements.
4. Demonstrated capabilities as a strategic thinker with a broad knowledge of general business practices and must be intimately familiar with various construction delivery methodologies. Experience must include experience in negotiation of construction and professional services contracts of large scale and value.
5. Demonstrated ability to lead with strong supervisory skills, provide technical and administrative support in executing effective management practices within an established budget and schedule, to train less experienced procurement / contract professionals and to coach, mentor and guide professional staff develop opportunities.
6. Ability to create, read, interpret and communicate technical concepts clearly verbally and in writing. Must be comfortable and effective in communicating with diverse audiences.
7. Strong background in construction contracting, estimating, construction scheduling, and construction methods. This includes demonstrated knowledge and technical ability to successfully negotiate complex and high value capital program procurements typically associated with Construction Manager-at-Risk and General Contractor construction delivery methods.
8. Demonstrated ability to effectively use standard and advanced business software, such as MS Word, Excel, Access, PowerPoint, MS Project and Outlook.

Hiring Goals Analysis 2015

9. Demonstrated experience working in a customer-oriented service environment and ability to develop and maintain constructive, professional relationships and build effective operational teams that emphasize partnership and collaboration with internal and external customers to achieve desired outcomes.
10. Ability to identify key issues in complex situations, evaluate options and initiate proactive and reactive strategies for effective resolution. Strong communication and customer service skills are required.
11. Must have reliable transportation and be able to travel as needed.

PREFERRED QUALIFICATIONS

1. Participation and membership within a professional development organization such as Institute for Supply Management, National Association of Educational Procurement, and other professional groups centered upon professional development within capital program professional and construction services procurement.
2. Ability to work with contractors, design professionals, engineers, consultants, and University departmental staff to meet requirements or expectations that may include but is not limited to, work quality, work quantity, timeliness, budgets, communication, knowledge, etc.
3. Ability to identify and remove barriers that are impeding performance that includes experience in assessing complex situations, investigating Connecticut General Statutes, University and Department Policies, Procedures, and processes that contribute to the current situation, discussing with others to develop options, staff training and/or implementation of a new process or procedure, evaluating results, and updating and revising policies, procedures and processes for continuous improvement.
4. Experience and demonstrated ability to continuously evaluate contractors, professional service providers, systems and employee performance to make decisions that determine priorities, improve behavior, resolve conflict, and drive results.
5. Ability to teach, explain, train, negotiate, correct, and convey information to internal and external sources to further University and departmental goals. Ability to effectively lead, communicate, manage, and work in a team environment. Excellent questioning and listening skills. Ability to manage within tight time constraints. Must possess leadership, problem solving, and conflict resolution skills.
6. Skill and experience in planning and project organization with the ability to think "holistically" and capable of projecting a vision of what is and what can be and how the procurement and contracting process can add value. Must be able to manage demands and expectations from within and outside the organization while responding to change with flexibility. Strong ability to participate in collaborative team working groups and committees supporting the capital program is essential.
7. Knowledge and proficiency in current purchasing and delivery methods, state statutes, strategies and trends in the local, regional and national construction industry. Knowledge of University's processes with ability to interact at a peer level with colleagues, contractors and senior administrative and academic staff. Strong analytical and problem solving skills to perform contractor and professional services proposal analysis, commodity forecasting, quality assessment, value analysis, root-cause analysis and other multi-step analysis. Ability to access and gain understandings of new commodity areas/industry analyses.

WORK ENVIRONMENT

- Performance of the position duties may occasionally require the ability to climb permanent and temporary stairs and ladders and negotiate construction work areas.
- At times, the employee may visit and work at a construction job site where the employee may be exposed to moving machines, outside weather conditions and noise.

APPOINTMENT TERMS: This is a full-time position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment. Salary will be commensurate with successful candidate's background and experience. For more detailed information about this job opening and the Office of Capital Projects & Contract Administration, please visit: <http://www.cpcu.uconn.edu/>.

Hiring Goals Analysis 2015

Recruitment activities included: Inside Higher Ed., Diverse, General Diversity Website, HERC, Career Builders, National Association of Women in Construction, Professional Diversity Network, American Society of Civil Engineers, Connecticut Colleges Purchasing Group, National Association of Educational Procurement, Greater New England Minority Supplier Development

Short-term goals: 2 BM, 1 BF, 1 HM, 2 HF

36 total applicants: 21 WM, 11 WF, 3 BF, and 1 HM.

Unqualified applicants: 16 WM, 10 WF, 3 BF

- 16 WM, 10 WF, and 3 BF lacked four years' experience at a senior level in construction procurement and contract administration or an advanced degree and two years of senior level experience.

Interviewed applicants: 5 WM, 1 WF, 1 HM

- 1 HM withdrew his application from consideration.
- 2 WM lacked managerial experience, including contract related material.
- 1 WM lacked relevant experience as work related to leasing and maintaining various properties rather than new construction.
- 1 WM did not have supervisory experience, which is a critical element of this position. Furthermore, his current experience did not align with the requirements of this position.
- 1 WM had limited project management experience in regard to supervising employees.

The 1 WF selected had a background in construction and in law. As an architect, she understood projects and requirements from the commencement of a project to the final contract. She also understood the timelines and roles of each party participating in a project. As an attorney, this candidate was familiar with negotiation and development of contracts, which will lend itself nicely to this position as she can offer a well-balanced perspective when it comes to the University's capital program.

UC Professional 11

Short-term goals: 1 BM, 1 HM

No Hiring Activity

UC Professional 10

Short-term goals: 1 BF, 1 HM, 1 AM

Hiring Goals Analysis 2015

2015466 SHS Psychologist (Multicultural Specialist UCP 10)

Internal and External



Job Posting

Job Summary

The University of Connecticut, Counseling and Mental Health Services, part of Student Health Services in the Division of Student Affairs, is looking for a full-time, 12-month Psychologist (UCP 10). Under the general direction of the Counseling and Mental Health Services Director, provides direct clinical services, including assessment and psychotherapy, emergency care and consulting services to the University community and provides leadership, coordination and supervision for Counseling and Mental Health Services' (CMHS) multicultural counseling initiatives.

Characteristic Duties and Responsibilities

1. Diagnoses, assesses and treats emotional and functional disorders through psychotherapy, counseling treatment is usually short-term and may be delivered to individuals, groups or couples.
2. Provides emergency on-call service and crisis intervention for students who have psychiatric emergencies, as assigned.
3. Meets regularly with professional colleagues in the student health services to assess, diagnose and plan treatment and disposition of cases.
4. Will participate in supervision and training of clinical trainees in the University of Connecticut and other graduate programs in counseling psychology.
5. May seek funding for and conduct studies and research on mental health issues; may publish or present findings in appropriate professional journals or forums.
6. Makes referrals to and consults with other mental health agencies offering specialized care beyond the scope of SHS Mental Health Services especially inpatient psychiatric facilities.
7. Participates in and/or conducts professional development presentations.
8. Prepares appropriate clinical records, case reports and necessary correspondence.
9. May design, implement and evaluate new treatment programs to meet student demand for services.
10. Conducts workshops and outreach services designed to provide mental health education to students.
11. Serves as a resource and consultant in applied psychology to the University community on matters relating to the well being of students including testing and evaluating students referred for specific learning disabilities, and other psychological disabilities.
12. Participates in various Student Health Services and University committees and advisory groups.
13. Performs related duties as required.
14. Consults with the Dean of Students or University CARE Team regarding students with mental health concerns or who may be engaging in high risk behavior; evaluates such students on referral and reports findings to Dean.
15. Coordinates multicultural programs, services and professional development for Counseling and Mental Health Services.

Minimum Qualifications

1. Doctorate in Counseling or Clinical Psychology from a regionally accredited institution of higher education
2. Experience providing psychological counseling to adolescents and young adults.
3. Licensed in the State of Connecticut as a Psychologist or eligible to apply for licensure within one year.

Hiring Goals Analysis 2015

4. Ability to supervise doctoral level graduate student in clinical training.
5. Must have experience with and commitment to diversity issues in the delivery and management of clinical services, and demonstrated competency and expertise in counseling and outreach with multicultural and international students.

Preferred Qualifications

1. Previous university or college counseling center experience.

Appointment Terms

This is a 12 month, full-time position. Salary will be commensurate with successful candidate's qualifications and experience.

To Apply

Qualified applicants should send a letter of application, resume, and the names of three professional references, including contact information via UConn Careers website. Review of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015466)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 8, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC, ACPA-American College Personnel Association, UniversityJobs.com, Chronicle of Higher Education, HigherEdJobs, PICC-Positions In Counseling Centers, Campus Cultural Centers.

Short-term goals: 1 BF, 1 HM, 1 AM

17 total applicants: 2 WM, 10 WF, 2 BF, 1 HM, 2 UF

Unqualified applicants: 2 WM, 5 WF, 1 BF

- 1 WM and 1 WF did not have Experience providing psychological counseling to adolescents and young adults.
- 1 WM, 1 WF, and 1 BF did not demonstrate an ability to supervise doctoral level graduate student in clinical training.
- 3 WF lacked experience with and a commitment to diversity issues in the delivery and management of clinical services, and demonstrated competency and expertise in counseling and outreach with multicultural and international students

Interviewed applicants: 5 WF, 1 BF, 1 HM, 2 UF

- 1 HM and 1 UF withdrew their applications from consideration.

Hiring Goals Analysis 2015

- 2 WF and 1 UF lacked relevant experience in mental health departments on the university level.
- 2 WF did not have experience with multiculturalism and diversity.
- 1 BF did not articulate about experience with multiculturalism and diversity when asked to elaborate.

The 1 WF selected demonstrated a commitment to diversity and had a strong understanding of current issues in student mental health. She completed research and clinical care in multicultural issues, and showed excellent interpersonal skills, which is required of this position.

Hiring Goals Analysis 2015

2014480 - Senior Developer - Computer Technical Support Consultant 4

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

The University of Connecticut is seeking a full-time individual to fill the position of Computer Technical Support Consultant 4 – Senior Extract Transformation and Load (ETL) Developer in the University Information Technology Services (UITS) division. This individual will provide advanced level technical assistance and administrative leadership in analyzing, designing and implementing data warehouse systems as well as supporting and enhancing the existing data marts.

The University of Connecticut has been named the top public university in New England for over a decade and is ranked among the top public universities in the nation. The University of Connecticut is also a Carnegie Foundation Research University, a prestigious honor shared by only the nation's top higher education institutions.

Characteristics Duties and Responsibilities:

- Develop DataStage, SQL and DecisionStream ETL scripts
- Lead and/or participate in all phases of the ETL development lifecycle and provide post deployment production support
- Document the ETL processes and standards in use
- Evaluate and design logical and physical databases; define logical views and physical data structures
- Enhance the existing data model(s) supported by UITS
- Mentor and collaborate with other ETL developers and data modelers
- Stay abreast of industry trends and technologies and recommend improvements in processes and tools
- Provide primary or backup product support for IBM DataStage and DecisionStream
- Implement best practice methodologies for identifying, gathering, and documenting processes, business needs, and requirements
- Ensure that database changes are managed according to best practices and comply with University Change Control procedures
- Follow all University data compliance and security policies
- Resolve complex software, hardware or networking problems. Initiate, complete and close problem referrals; work with clients to troubleshoot and resolve issues; track and update database with progress; and implement solutions
- Analyze programming and/or resource requirements for complex projects; devise project plans; monitor implementation schedules and resources assigned to projects; and report progress
- Exercise leadership in identifying and investigating potential problems and take action to ensure the most effective resolution for continuance of the projects/goals. Consult with network administrators, computer professionals and others in the University community regarding computing problems and solutions
- Maintain current and technical expertise through review of professional journals, the web, continuing education, attendance at conferences and seminars and other professional activities (i.e., Certifications)
- Compose and maintain programs related to production in a variety of languages (e.g., DataStage, DecisionStream, SQL) and multiple platforms (e.g., Mainframe CMS/MVS, UNIX, PC, Macintosh) to support the University's academic goals (e.g., Business Intelligence, Academic Data)

Hiring Goals Analysis 2015

PC, Macintosh) to support the University's academic goals (e.g., Business Intelligence, Academic Plan)

- Select products for review, research new products and product upgrades relevant to assigned projects, coordinate testing, recommend acquisitions and coordinate implementation
- May supervise assign and monitor work of full-time staff. Provide direction to team members according to department standards, procedures and goals
- Perform related duties as required

Minimum Qualifications:

1. Bachelor's degree in computer-related field or equivalent combination of education and experience and five to ten years of highly technical and progressively responsible experience
2. Two or more years of experience in data warehousing development and production support
3. Five years of professional programming experience, two or more in ETL applications
4. Two or more years working experience in SQL
5. Two or more years working experience with DataStage ETL tool or other comparable ETL tool
6. Two or more years working experience with Oracle databases and/or other database structures

Preferred Qualifications:

1. DBA experience in large scale DB2/zOS and/or Oracle/Unix environments
2. Experience with Data Modeling (understanding OLAP architecture, not necessarily expertise in modeling)
3. Demonstrated business requirements gathering experience
4. Demonstrated ability in analytical reasoning and logical problem solving
5. Excellent written and oral communication skills
6. Demonstrated ability to work well with people, to organize workloads, to handle difficult problems, to work well under stress and to develop complex plans and strategies
7. Demonstrated ability to work independently with minimal supervision as well as effectively as a team member
8. Experience developing PL/SQL for scripts, stored procedures, and triggers
9. Two years higher education experience

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment. Salary will be commensurate with successful candidates' background and experience.

Hiring Goals Analysis 2015

Recruitment activities included: HERC, Diverse, Inside Higher Ed, Indeed.com, Dice.com, Quali.org, Journal of Blacks in Higher Education, Women in Academia, and Simply Hired.

Short-term goals: 1 BF, 1 HM, 1 AM

41 total applicants included: 13 WM, 1 BM, 1 HM, 19 AM, and 7 AF.

Unqualified applicants included: 11 WM, 1 BM, 1 HM, 7 AM, and 3 AF.

- 3 WM, 1 HM, and 1 AF lack a Bachelor's degree in computer-related field or equivalent combination of education and experience and five to ten years of highly technical and progressively responsible experience.
- 5 WM, 1 BM, 5 AM, and 2 AF lack two or more years of experience in data warehousing development and production support.
- 1 WM and 1 AM lacked two or more years' working experience in SQL.
- 2 WM lacked two or more years' working experience with DataStage ETL tool or other comparable ETL tool.
- 1 AM withdrew from consideration.

Qualified applicants included: 1 WM, 1 AM, and 1 AF.

- 1 WM, 1 AM, and 1 AF lacked DBA experience in large scale DB2.

Interviewed applicants included: 1 WM, 11 AM, and 3 AF.

- 1 AM's late response regarding his references and the quality of the references demonstrated his lack of professional communication skills.
- 1 AM demonstrated a lack of communication skills and inability to answer interview questions.
- 1 AM was unable to answer interview questions confirming his minimum qualifications.
- 1 AM and 1 AF lacked hands-on experience in data warehousing and was not able to provide answers to all interview questions.
- 1 WM and 7 AM withdrew from consideration.
- 1 AF was offered an identical position and was explained in the 2014 Affirmative Action Plan for Employment due an earlier hire date.

1 AF hired had experience working in an IT department. She answered questions well in her interviews. She demonstrated ability in analytical reasoning and logical problem solving and excellent written and oral communication skills. She demonstrated the ability to work well with people, to organize workloads, to handle difficult problems, to work well under stress and to develop complex plans and strategies and the ability to work independently with minimal

Hiring Goals Analysis 2015

supervision as well as effectively as a team member.

UC Professional 9

Short-term goals: 6 WF, 2 BM, 1 BF, 1 AM

Search 2015478

This appointment achieved a short-term hiring goal.

WF

Search 2015366

This appointment achieved a short-term hiring goal.

WF

Hiring Goals Analysis 2015

2015009-Building Inspection and Compliance Official

Visible: Internal and External

Description Type: Job Posting

Description ID:

Description:

The University of Connecticut Division of Public Safety is seeking applications for Building Inspection and Compliance Official for the Fire Marshal and Building Inspector's Office. The successful candidate will monitor and inspect building construction projects with responsibility for ensuring that state building codes and fire safety standards are met. Additional duties include: reviewing construction documents for compliance with code; inspecting buildings during all phases of construction; evaluating site conditions and inspecting construction materials, methods, and quality of workmanship; inspecting new and existing buildings for compliance with applicable code requirements; investigating complaints of building code violations and other unsafe conditions; preparing various reports and correspondence; keeping informed of changes and updates to building codes, fire safety standards, and materials; and other related duties as required.

The successful candidate will be required to maintain State of Connecticut Licensure as a Building Official.

Minimum Qualifications Include: Bachelor's degree or equivalent combination of education and experience; five years experience in construction, construction design or construction supervision; Licensure by the State of Connecticut as a Building Official; considerable knowledge of methods, materials and equipment used in building design and construction; thorough knowledge of building codes, fire safety standards, and major trade areas relative to building construction and maintenance; ability to read and interpret building plans and specifications; and ability to communicate clearly both verbally and in writing. In state travel required. Valid driver's license required.

Preferred Qualifications Include: Current or past professional licensure in the construction disciplines; current or past licensure in the construction trades; documented experience in the construction and / or inspection of non 1 and 2 family dwellings. Consideration will also be given to experience in commercial/institutional settings as well as extent of the candidate's formal educational background.

All Minimum and any Preferred Qualifications must be held by the candidate **at the date of application**.

Recruitment activities included the HuskyHire website, the Hartford Courant, Career Builders, AIACT.org, New England Building Official Conference and the OEDM Listserve.

Short-term goals: 6 WF, 2 BM, 1 BF, 1 AM

21 total applicants: 19 WM and 2 WF.

8 unqualified applicants: 7 WM and 1 WF.

- 4 WM and 1 WF lacked licensure by the State of Connecticut as a Building Official
- 3 WM did not have a Bachelor's degree or equivalent combination of education and relevant experience

13 interviewed applicants: 12 WM and 1 WF.

Hiring Goals Analysis 2015

- 5 WM withdrew their applications from consideration.
- 1 WM was strong in electrical aspects of the job only.
- 2 WM did not have experience in non 1 or 2 family dwellings.
- 1 WM has experience with large projects focused mostly on residential and less on the type of projects in this position and did not have the communication skills necessary for this position.
- 1 WM was lacking large scale experience in areas closely related to the job position.
- 1 WF was experienced in design but had no building official experience which was necessary for the position.

1 WM had valuable inspection experience relevant to this position and expressed desire to be part of this team. This individual sought to be part of a team and to assure a safe campus environment for all. The candidate had a professional history of solid results and working well with others.

1 WM was hired for the position because he had specialized inspection experience that was desired by the department with extensive experiences that are relevant to the current needs of the university. This candidate articulated his desire to work in a team and to help keep campus safe and secure. This individual produced a work history that cited him as professional, courteous and working well with others.

Hiring Goals Analysis 2015

2014683 – PeopleSoft / Oracle Developer - Change Management and Security (Computer Programmer/Analyst 2)

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

The University of Connecticut is seeking an enthusiast individual to fill a full-time position as a PeopleSoft/Oracle Developer in the Information Technology Services division. The individual will provide support for the PeopleSoft HCM 9.1, CS 9.0 applications. You will be joining a team of experienced IT professionals managing multiple PeopleSoft/Oracle applications and providing technical services to the University community.

The successful candidate will provide analysis, design, development, and production services for the delivered PeopleSoft (PS) application as well as supporting PS bundles, PeopleTools upgrades, and PS security maintenance.

The University of Connecticut has been named the top public university in New England for over a decade and is ranked among the top public universities in the nation. The University of Connecticut is also a Carnegie Foundation Research University, a prestigious honor shared by only the nation's top higher education institutions.

Characteristic Duties and Responsibilities:

- Provide analysis, design, development, and production services for the delivered PeopleSoft application
- Install upgrades for PeopleSoft Bundles and PeopleTools
- Maintain security in the PeopleSoft applications
- Documentation and communications
- Work in conjunction with end users to gather business requirements
- Work flexible hours for production moves and occasional maintenance, 5:30 am – 7:30 am and weekends

Minimum Qualifications:

1. Bachelor's degree in Computer Science, Information Technologies or related field, or an equivalent combination of experience, education, and training
2. Two to ten years application programming and/or DBA experience
3. Excellent analytical reasoning and problem solving skills
4. Ability to organize and prioritize workloads
5. Excellent written skills

Hiring Goals Analysis 2015

Preferred Qualifications:

1. Experience SQR programming or similar programming language
2. Experience using the PeopleSoft Application Engine
3. Experience using the PeopleSoft Integration Broker Tools
4. Experience using PeopleSoft Change Assistant
5. Experience applying PeopleSoft Bundles/Fixes
6. Experience working with PeopleSoft Security
7. Experience in PeopleSoft or other ERP systems implementation
8. Experience using Web Services
9. Hands on experience in object oriented programming
10. Ability to work under pressure
11. Excellent oral communications skills
12. Ability to work well within a team
13. Experience working in Higher Education
14. Experience writing and executing SQL statements
15. Understanding of the software development lifecycle

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment. Rank and salary will be commensurate with successful candidates' background and experience. For additional information regarding benefits visit <http://www.hr.uconn.edu/docs/enrqde.pdf>. For additional information about the University, visit <http://www.uconn.edu/>. For detailed position information and the job description, visit <http://uitsjobs.uconn.edu/>.

Recruitment activities included: Dice.com, Higher Ed Jobs, Diversity, Journal of Blacks in Higher Ed, Women in Academia, University Jobs + Diversity, UITS Website, Veterans Enterprise, Indeed.com, Simply Hired, Career Builder, CT Jobs, and HERC.

Short-term goals: 6 WF, 2 BM, 1 BF, 1 AM

21 total applicants included: 5 WM, 2 WF, 1 BF, 1 HM, 7 AM, 4 AF, and 1 UM.

Unqualified applicants included: 1 WM, 1 BF, 1 HM, and 1 AM.

- 1 WM, 1 BF, and 1 HM lacked two to ten years' application programming and/or DBA experience.
- 1 AM lacked strong written communication skills.

Qualified applicants included: 1 WM, 1 AM, and 3 AF.

- 1 WM and 1 AF lacked experience using the PeopleSoft Application Engine.
- 1 AM and 1 AF lacked experience working in higher education.
- 1 AF did not demonstrate understanding of the software development lifecycle.

Interviewed applicants included: 3 WM, 2 WF, 5 AM, 1 AF, and 1 UM.

- 2 WF, 1 AM, and 1 UM declined the interview.
- 3 AM demonstrated poor communication and oral comprehension skills.

Hiring Goals Analysis 2015

- 1 AM did not demonstrate the necessary technical programming and DB2 experience.
- 1 WM and 1 AF lacked bundle implementation experience.
- 1 WM was offered the position, but rejected the offer.

The 1 WM selected was the only candidate that had bundle implementation experience. He had experience applying bundles/fixes and running all the associated processes. In his previous position, he was responsible for project moves and programming for the application.

Hiring Goals Analysis 2015

2015111 - Application Programmer - UITS

Internal and External



Job Posting

The University of Connecticut, University Information Technology Services (UITS) is seeking a highly technical and self-motivated application developer for the Enterprise Application Services unit. The successful candidate will be a proactive individual with strong technical and communication skills who will analyze, design, develop and maintain systems for the University.

The University of Connecticut has been named the top public university in New England for over a decade and is ranked among the top public universities in the nation. The University of Connecticut is also a Carnegie Foundation Research University, a prestigious honor shared by only the nation's top higher education institutions

Job Summary:

The successful candidate will be joining a team of experienced IT professionals managing multiple applications and providing technical services to the University community. Under the supervision of a designated team leader, this position applies a high degree of expertise and advanced knowledge of computer programming techniques to analyze, design, develop and maintain technical solutions for various academic applications which will include the Learning Management System (HuskyCT).

Minimum Acceptable Qualifications/Skills:

1. A solid IT background including a Bachelor's degree in Computer Science or related discipline and at least 2 years of programming experience or equivalent combination of training and experience.
2. Ability to independently analyze and translate functional specifications into programming solutions including detailed program documentation.
3. Experience with Oracle database concepts and SQL programming.
4. Knowledge of PHP and MYSQL.
5. Experience with XML and Web Services technologies.
6. Experience designing, implementing, and administering web applications.
7. Good written and verbal communication skills.
8. The ability to work independently and effectively in a team environment.
9. The ability to work with a diverse user community.

Preferred Qualifications/Skills:

1. Strong competencies in object-oriented development, data structures, algorithms, software design and architecture.
2. Experience with Java programming.
3. At least two years of programming experience in a large information systems environment.
4. Knowledge and experience with enterprise application administration.
5. Experience with technological tools to improve academic services.
6. Knowledge of WordPress web content management system.
7. Experience working in a UNIX/LINUX environment and with shell scripting.
8. Proficiency with HTML, CSS, and JavaScript.
9. Experience with performing major system upgrades.
10. Experience working in an academic institution.
11. Evidence of ability to provide leadership in programming activities.
12. Job history indicating growth and development in the field.
13. Graduate study in the computer field.

Hiring Goals Analysis 2015

Appointment Terms: This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment. Classification and salary will be commensurate with the successful candidate's background and experience. For additional information regarding benefits visit: <http://www.hr.uconn.edu/docs/enrqde.pdf>

For additional information about the University visit: <http://www.uconn.edu/> and for detailed position information and the job description visit: <http://uitsjobs.uconn.edu/>.

Application Process: Interested candidates should submit a letter of application and resume that demonstrate how you meet the minimum qualifications and any preferred qualifications you may have for this position, and a list of contact information, including phone numbers for three professional references. Please apply on-line using the University's Husky Hire applicant system. Please reference search #2015111. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015111)

This job posting is scheduled to be removed at 11:59 PM eastern on October 8, 2014.

Hiring Goals Analysis 2015

Recruitment contacts included Simply Hired; CT Jobs; Hispanic Outlook; Indeed; Journal of Blacks in Higher Education and Women in Academia.

Short-term goals: 6 WF, 2 BM, 1 BF, 1 AM

25 total applicants: 13 WM, 1 BM, 5 AM, 5 AF, 1 UM.

21 unqualified applicants: 11 WM, 1 BM, 5 AM, 4 AF.

- 7 WM, 1 BM, 4 AM, 3 AF did not have adequate experience with using PHP and MYSQL systems.
- 4 WM, 1 AM and 1 AF lacked experience with XML and Web Services technologies

4 interviewed applicants: 2 WM, 1 AF, 1 UM.

- 1 WM had no previous experience using Wordpress, Oracle or Linux/Unix
- 1 UM lacked the verbal communication skills needed for this position based on answers to interview questions.
- 1 AF was not able to answer interview questions regarding her experience.

1 WM was selected for this position based on his unique skillset and his advanced experience in technology. He possessed relevant previous experience and also illustrated excellent oral and written communication skills. He had strong experience in Oracle, Linux and experience in other relevant hardware and software.

Hiring Goals Analysis 2015

2014682 – Application Programmer - UITS

Description:

The University of Connecticut is seeking an enthusiastic individual to fill a full-time position as a PeopleSoft/Oracle Developer in the Information Technology Services division. The individual will provide support for the PeopleSoft HCM 9.1, CS 9.0 applications. You will be joining a team of experienced IT professionals managing multiple PeopleSoft/Oracle applications and providing technical services to the University community.

The successful candidate will provide analysis, design, development, and production services for the delivered PeopleSoft application as well as supporting customizations and extensions that have been applied to the PeopleSoft application.

The University of Connecticut has been named the top public university in New England for over a decade and is ranked among the top public universities in the nation. The University of Connecticut is also a Carnegie Foundation Research University, a prestigious honor shared by only the nation's top higher education institutions.

Characteristic Duties and Responsibilities:

- Provide analysis, design, development, and production services for the delivered PeopleSoft application
- Develop and support customization and extensions using PeopleSoft PeopleTools
- Documentation and communications
- Work in conjunction with end users to gather business requirements

Minimum Qualifications:

1. Bachelor's degree in Computer Science, Information Technologies or related field, or an equivalent combination of experience, education, and training
2. Two to Ten years application programming experience
3. Excellent troubleshooting and problem solving skills
4. Ability to organize and prioritize workloads
5. Excellent written skills

Preferred Qualifications:

1. Knowledgeable in the areas of Human Resources Payroll and/or Student Administration
2. Experience writing and executing SQL statements
3. Experience in PeopleSoft or other ERP systems implementation
4. Experience SQR programming or similar programming language
5. Experience using PeopleSoft Peoplecode
6. Experience using the PeopleSoft Application Engine
7. Experience using the PeopleSoft Application Packages
8. Experience using the PeopleSoft Integration Broker tools
9. Experience using the PeopleSoft Component Interface
10. Experience using Web Services
11. Understanding of the software development lifecycle
12. Hands on experience in object oriented programming
13. Ability to work under pressure
14. Excellent oral communications skills
15. Ability to work well within a team
16. Experience working in Higher Education

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment. Salary and position level will be commensurate with successful candidate's background and experience. For additional information regarding benefits visit: <http://www.hr.uconn.edu/docs/enrgde.pdf>. For additional information about the University, visit <http://www.uconn.edu/>. For detailed position information and the job description, visit <http://uitsjobs.uconn.edu/>.

Hiring Goals Analysis 2015

Recruitment activities included: Dice.com, HigherEd Jobs, Journal of Blacks in Higher Education, Women in Academia, Veterans Enterprise, Indeed and Simply Hired.

Short-term goals: 6 WF, 2 BM, 1 BF, 1 AM

22 Total applicants: 9 WM, 2 WF, 1 HM, 8 AM, 1 AF, and 1 UM.

Unqualified applicants included: 2 WM, 1 WF

- 2 WM lacked a bachelor's degree in Computer Science and Information Technologies or related field or an equivalent combination of experience, education and training.
- 1 WF lacked two to ten years application programming experience.

Qualified applicants included: 2 WM, 2 AM, and 1 AF.

- 2 WM, 2 AM, 1 AF, lacked knowledge in the areas of Human Resources Payroll and student administration.

Interviewed applicants included: 5 WM, 1 WF, 1 HM, 6 AM and 1 AF.

- 2 AM demonstrated poor oral communication skills and was weak in technical skills.
- 1 WM, 1 HM and 1 WF was missing PeopleSoft skills.
- 1 WM, and 2 AM withdrew from consideration.
- 1 WM and 1 AM lacked experience in technical work.
- 1 WM and 1 AM had poor oral communication skills.
- 1 WM lacked PeopleSoft skills, his experience were concentrated around hardware not software.

The 1 AF hired met all the preferred qualifications. She had excellent PeopleSoft technical skills, he answered all the technical questions with ease and added much more detail than ever expected from any of the other candidates. She also had very good communication skills.

Hiring Goals Analysis 2015

UC Professional 9 – OSD Consultant and Project Manager **Short-term Goals: NONE SET**

2015080 - Organizational and Skill Development – School of Social Work

JOB POSTING

Under the general direction of a School of Social Work administrator, and operating within the guidelines of the University's contract with the Department of Social Services, provides organizational development consulting and educational services (curriculum development and delivery) in the areas of Medicaid audits and fraud investigations, quality improvement initiatives, and program development. This position will be responsible for conducting training and presentations to multiple locations throughout the state to partner groups and DSS staff.

GUIDELINES FOR THE POSITION

Incumbents in this position are expected to be responsible for the day-to-day administration of the Connecticut Department of Social Services (DSS) comprehensive organizational development and training services. They are expected to act independently within the vision, mission, values and goals established by DSS, Federal and State legislation. They are expected to develop curricula and train in skills that support entering claims, the audit process, Medicaid compliance, state and federal regulations, audit protocols, and categories of service and associated audit protocols.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Serves as an advisor to DSS executives, managers, and providers regarding organizational development initiatives, quality and process improvement initiatives and program and service implementation in the areas of Medicaid audits and fraud investigations.
2. Works closely with Federal, State and community partners to align services within the area of Medicaid audits and audit protocols for specific providers and categories of service and fraud investigations.
3. Assesses educational need of target population and recommends courses of action to meet those needs.
4. Recommends course programs; monitors trainee progress and recommends to management performance and program improvement measures and interventions.
5. Plans, develops, organizes, delivers and manages training curricula for all levels of personnel based on effectiveness and appropriateness of content.
6. Participates in the management of a complex web based system for program registration, training records and materials, tracking and evaluation of training which supports the delivery of services; generates reports as needed.
7. Manages approved budget for program or sub-unit of major program; approves expenditures, within broad guidelines; may generate income, set fees and oversee billing and accounting procedures; prepares budget reports and projections.
8. Collects and analyzes DSS service data and participates in evaluating service effectiveness; designs and implements needs assessment and evaluation tools; identifies problems and makes changes, within prescribed guidelines, or recommends major changes.
9. Serves as a resource to staff and providers on matters relating to Medicaid audits and fraud investigations.
10. Researches, designs and provides innovative organizational and educational models to management that support agency staff and enhance service delivery; conducts review and assessment of results.

Hiring Goals Analysis 2015

11. Oversees administrative and support functions for large complex technology implementations including the management of DSS project teams and project members; provides coaching and other management interventions to insure that project team members meet project goals.
12. Trains and evaluates the effectiveness of DSS staff; determines the most productive distribution of work assignments to meet program goals; makes staffing recommendations.
13. May infuse training curricula with multicultural principles to enhance responsiveness to unique cultural challenges.
14. Represents DSS on committees; may present at national and/or local conferences.
15. Is responsible for School of Social Work special projects which may be on-going or short-term and which require planning, coordination and supervision.
16. Keeps abreast of latest hardware, software and technological advancements and their impact on OSD.
17. Performs other duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Bachelor's degree in a social, behavioral science or discipline appropriate to the program to be served and a minimum of four to five years of relevant experience; or a Master's degree and two to four years of relevant experience.
2. A background in organizational development, teaching and/or training.
3. Demonstrated knowledge of social welfare programs and services.
4. Excellent administrative and organizational skills, including ability to identify and resolve administrative problems.
5. Ability to develop, plan, organize and facilitate workshops. Experience presenting information to diverse groups in classrooms, presentations, forums and other venues.
6. Excellent written, verbal and interpersonal skills and ability to work effectively with staff and administrators as well as external agencies/groups and the public.
7. Ability to conduct assessments/research, analyze data, and apply data to individual, group, and/or organizational settings.
8. Experience managing and leading project teams.
9. High proficiency in MS Office Suite specifically in Word, PowerPoint and Access.

PREFERRED QUALIFICATIONS

1. Proven ability and experience in the area of Medicaid audits, audit protocols, and categories of service.
2. Experience in project management in the area of website design and development including but not limited to web design sense, systems analysis, and working collaboratively with website developers.
3. Demonstrated ability to design curriculum with application of adult learning principles, multicultural design and criterion referenced instruction.
4. Proven ability and experience in organizational development in large scale, complex organizations.
5. Proven ability to conduct large audience trainings and presentations.

Although located in Central Office this position will require travel to statewide locations. This position is a result of a partnership between The University of Connecticut School of Social Work and The Connecticut Department of Social Services. Position has an end date of June 2015. Salary: \$65,000. As a University of Connecticut employee there is a full benefit package and tuition waiver / reimbursement opportunities.

Hiring Goals Analysis 2015

Recruitment activities included: Diversity Network, Career Builders, CT Jobs.com and Monster.

Short-term Goals: NONE SET

29 Total applicants included: 6 WM, 11 WF, 2 BM, 3 BF, 1 HM, 1 HF, 2 AM, 1 AF and 2 UM.

Unqualified applicants included: 5 WM, 6 WF, 1 BM, 1 BF, 2 AM, 1 AF, and 1 UM.

- 4 WM, 4 WF, 1 BM, 2 AM, 1 AF, 1 UM did not demonstrate knowledge of social welfare programs and services.
- 1 BF and 1 WF lacked a background in organizational development, teaching, and training.
- 1 WM and 1 WF lacked ability to conduct assessments, research, analyze data, and apply data to individual, group, and organizational settings.

Interviewed applicants: 1 WM, 5 WF, 1 BM, 2 BF, 1 HM, 1 HF, and 1 UM.

- 1 WM and 2 WF withdrew from consideration.
- 1 WF, 1 BF and 1 HF had no training experience.
- 1 WF and 1 UM lacked experience in both training and investigating and auditing.
- 1 BF and 1 HM had limited training skills.
- 1 BM did not demonstrate sufficient training experience.

The 1 WF selected had demonstrated high level of experience and skills needed for this position. She demonstrated ability to design curriculum with application of adult learning principles, multicultural design and criterion references instruction.

Hiring Goals Analysis 2015

UC Professional 9 – U Librarian 3

Short-term goals: 1 BF, 1 HF

There was no hiring activity in this category.

UC Professional 8

Short-term goals: 2 WF, 2 BM, 1 BF, 2 HF, 1 AF

Search 2015051

This appointment achieved a short-term hiring goal.

WF

Search 2015304

This appointment achieved a short-term hiring goal.

WF

Hiring Goals Analysis 2015

2014509 - Software Applications Developer - Computer Programmer/Analyst II (UCP 8)

Visible: Internal and External

Description Type: Job Posting

Description ID:

Description:

Student Affairs Information Technology is seeking a Software Developer. This is an opportunity to build new software business products for UConn staff and students. You will work with a small, dedicated team of software developers to deliver quality code early and often. Agile methodologies are at the heart of what we do. Key skills you need: write code and automated tests in Python, CSS/HTML as front end, SQL as backend, and working in a Linux environment. If you're passionate about writing quality code, we want to talk to you!

Minimum Acceptable Qualifications:

- Bachelor's degree in computer-related field and two to three years of programming experience or equivalent combination of education and experience.
- Evidence of ability to independently analyze and translate assigned programs into operating programs and prepare detailed program documentation.
- Demonstrated ability in analytical reasoning and logical problem solving.
- Thorough knowledge of Python or other programming language/software.
- Proficiency in the use of shell/command line scripting.
- Basic knowledge of desktop applications, such as word processing and spreadsheets as well as web pages, Internet navigation, and HTML.
- Good written and oral communication skills.

Preferred Qualifications:

- Job history indicating growth and development in the field.
- Graduate study in the computer field.
- Foundation in objected-oriented design, model-view-controller framework, and template-based layouts.
- Experience with the design and implementation of automated tests for software.
- Knowledge of HTML, JavaScript, and Cascading Style Sheets.
- Knowledge of database design and SQL.
- Experience working in a Linux environment.
- Demonstrated ability to work in team environment.
- Good interpersonal skills.

What We Can Offer:

- Salary is commensurate with experience and qualifications, starting at \$56,000.
- Work/Life balance: <http://worklife.uconn.edu/>
- A comprehensive benefits package: <http://hr.uconn.edu/benefits/>
- Dependent child tuition waivers; employee tuition waivers/reimbursements: http://www.hr.uconn.edu/osd/tuition_benefits.html

Hiring Goals Analysis 2015

Recruitment activities included: HERC, Diverse, Inside Higher Ed, Division of Student Affairs website, HigherEd jobs, LinkedIn, Alumni Association, and CareerBuilder.

Short-term goals: 2 WF, 2 BM, 1 BF, 2 HF, 1 AF

38 total applicants: 14 WM, 2 WF, 1 BF, 3 HM, 12 AM, and 6 AF.

Unqualified applicants included: 8 WM, 2 WF, 1 BF, 3 HM, 9 AM, and 5 AF.

- 1 WM, 2 AM, and 2 AF lacked a Bachelor's degree in computer-related field and two to three years of programming experience or equivalent combination of education and experience.
- 1 AM lacked thorough knowledge of Python or other dynamic programming language/software package.
- 7 WM, 2 WF, 1 BF, 3 HM, 6 AM, and 3 AF lacked good written communication skills.

Qualified applicants included: 2 WM

- 2 WM did not have graduate study experience in the computer field.

Interviewed applicants included: 4 WM, 3 AM, and 1 AF.

- 2 WM and 1 AM withdrew from consideration.
- 1 AM and 1 WM lacked experience developing code in a team environment and using testing environments.
- 1 AM did not demonstrate analytical reasoning/problem solving without evidence of ability to independently analyze and translate assigned programs into operating programs and provide detailed documentation.
- 1 AF lacked the programming experience necessary for the position.

The 1 WM possessed the necessary amount of formal training as well as on-the-job experience in the technical field, especially computer programming. During the interviews, he demonstrated the ability to describe various aspects of the software development process from technical system specifications, software development practices to front-end user experience, indicating the depth of his knowledge as well as his ability to interact well with a range of people from end users to team members and supervisors. He described steady development as a professional over the years, growing in his knowledge and experience independently and as needed on the job. He was very articulate, knowledgeable and showed good communication skills as well as interpersonal skills

Hiring Goals Analysis 2015

2014669 - Public Safety Systems Support Coordinator (Computer Technical Support Consultant 3)

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut Public Safety Division, headquartered in Storrs, Connecticut is seeking an experienced individual to serve as the Public Safety Systems Support Coordinator (Computer Technical Support Consultant 3 - UCP 8). Working as part of the Division's support structure, the Coordinator will assist in coordinating, organizing, and supporting the information technology needs of the various systems in use at Public Safety for UCONN in Storrs, at its five regional campuses, and the Law School. The incumbent would be responsible for systems and converged technologies that support public safety and emergency management including cameras, security systems and alarms, mobile data terminals, desktop, laptop, and other mobile computer devices and peripherals, including specialized equipment such as thermal imagers, fingerprint stations, etc.

The Division of Public Safety is a multi-faceted organization, unique among higher education in that it houses full-time police and fire departments, fire marshals, building code officials, emergency management, 911 Public Safety Answering Point/dispatch and communications center, physical security, and locksmith services. This position would support all Division entities in achieving the mission of the Division and the University as a whole.

Minimum Qualifications:

1. Bachelor's degree in Computer Science or related field from an accredited institution and three to five years of highly technical and progressively responsible related experience, which includes installations, configurations, troubleshooting and repair of computers, peripheral hardware, operating systems and various software applications. (Equivalent training and related demonstrated experience may be substituted in lieu of the degree.)
2. Demonstrated comprehensive knowledge of one or more of the technologies used to support computing at the University or similar environment. Detailed understanding of the procedures and strategies used in one or more of the technology focus areas (e.g., desktop support, networking, research support and programming, training and development).
3. Programming experience and training in at least one (or more) platforms and languages.
4. Experience with computer hardware repair.
5. Excellent attention to detail and outstanding communication skills, both oral and written.
6. Works equally well as an individual contributor or team member.
7. Maintains a professional and positive attitude in a fast paced and occasionally high-pressure environment.
8. Must be able to work weekend and evening hours as needed.

Hiring Goals Analysis 2015

Preferred Qualifications:

The following preferred qualifications are not required to be considered for this position but are highly desirable should you possess any of the following listed below:

1. Experience with basic security/networking protocols (firewalls, IP addressing) and remediation of computer viruses, spyware, malware.
2. Experience with disaster recovery to include data back-ups, migration and recovery services.
3. Experience in software scripting technologies for workstation automation, setup, and maintenance.
4. Experience in configuration of workstation authentication and management systems.
5. Working knowledge of Macintosh OS and smart phones and mobile devices.
6. Experience writing technical specifications, documentation and/or project plans.
7. Demonstrated ability to gather business requirements.
8. Experience working in a Public Safety environment supporting mission critical public safety systems.

This is a full time, permanent position with competitive salary and benefits. For additional information regarding benefits visit: <http://www.hr.uconn.edu/docs/enrqde.pdf>

Recruitment activities included: HERC, Diverse, Inside Higher Ed, Hartford Courant, Diversity Working, Disaster Resilient University Network, International Association of Emergency Managers, and Indeed.com.

Short-term goals: 2 WF, 2 BM, 1 BF, 2 HF, 1 AF

25 total applicants: 14 WM, 5 WF, 1 HM, 1 HF, 1 AM, 2 AF and 1 UM.

Unqualified applicants included: 7 WM, 3 WF, 1 HM, 1 HF, 1 AM, 1 AF and 1 UM.

- 7 WM, 3 WF, 1 HM, 1 HF, 1 AM, 1 AF and 1 UM lacked a Bachelor's degrees in Computer Science or related field from an accredited institution and three to five years of highly technical and progressively responsible related experience, which includes installations, configurations, troubleshooting and repair of computers, peripheral hardware, operating systems and various software applications (Equivalent training and related demonstrated experience may be substituted in lieu of the degree).

Interviewed applicants included: 7 WM, 2 WF, and 1 AF.

- 4 WM and 1 WF did not possess security/networking protocols and remediation of computer viruses and spyware skills to match the needs of the position.
- 1 WM and 1 AF withdrew from consideration.
- 1 WM did not keep the scheduled interview.
- 1 WF was offered the position, but declined.

The 1 WM selected demonstrated advanced computer experience and superior knowledge of IT procedures. He also demonstrated broad knowledge base of IT-related issues, superior experience as a result of his 14 years in a IT department. Additionally, he demonstrated the ability to identify problems and present a solution in a timely fashion.

Hiring Goals Analysis 2015

Search 2015050-Director of the Career Planning Center

Internal and External



Job Posting

The University of Connecticut School of Law located in Hartford, CT invites applicants for an opening as Director of the Career Planning Center. The Director of the Career Planning Center plans, organizes, and administers a program of job placement and career counseling for law students and alumni/ae, under the general direction of the Assistant Dean of Students. Characteristic duties include: plans, implements, and evaluates recruiting strategies; designs, administers, and conducts placement technique workshops; works with student groups to identify specific needs of particular segments of student population; supervises department employees.

Minimum Qualifications: J.D. or Master's degree or in appropriate field; experience counseling and/or direct supervision of students or law associates in an educational or law practicing setting; knowledge of legal hiring community and job search skills; demonstrated supervisory and administrative capacity; excellent communication and interpersonal skills; willingness to work irregular and flexible hours.

Preferred Qualifications: Familiarity with the legal employment market of Connecticut and major legal employment centers; two to four years' experience in administration and counseling in an educational or other relevant setting; demonstrated ability to effectively engender trust and build positive relationships with students and employers; ability to project a favorable image of Law School programs and students.

This is a full-time, permanent position.

Recruitment contacts included HuskyHire and the Chronicle of Higher Education.

Short-term goals: 2 WF, 2 BM, 1 BF, 2 HF, 1 AF

36 total applicants: 10 WM, 15 WF, 1 BM, 5 BF, 1 HM, 1 HF, 1 AF, 1 UM, 1 UF.

23 unqualified applicants: 8 WM, 8 WF, 1 BM, 2 BF, 1 HM, 1 HF, 1 AF, 1 UM.

- 8 WM, 4 WF, 1 BM, 1 BF, 1 HM, 1 AF, 1 UM did not have adequate knowledge of legal hiring community and job search skills
- 3 WF, 1 HF, lacked experience counseling and/or direct supervision of students or law associates in an educational or law practicing setting
- 1 WF and 1 BF did not have excellent written communication skills

3 qualified applicants: 1 WF, 2 BF.

Hiring Goals Analysis 2015

- 1 WF and 1 BF did not have experience in administration and counseling in an educational or other relevant setting.
- 1 BF did not present with the ability to project a favorable image of Law School programs and students.

10 interviewed applicants: 2 WM, 6 WF, 1 BF, 1 UF.

- 1 WM declined the interview.
- 1 WF lacked administrative skills; had little knowledge about clerkships, corporate positions and public sector or public interest positions.
- 1 WF lacked the counseling skills and knowledge of law firms outside of Connecticut needed for the position.
- 2 WF had an approach to counseling students that was focused on law firm administration not career services as needed for the position.
- 1 WF and 1 BF withdrew.
- 1 WF and 1 UF did not have the administrative experience and counseling skills necessary for this position.

The 1 WM had several years' experience as an attorney, recruiter and mentor. From his work as an attorney, he was familiar with issues facing law schools, law firms and the legal market for students. He exhibited excellent interpersonal and communication skills. During his interview, he talked about collaboration and setting priorities and mission for optimal office success.

Hiring Goals Analysis 2015

2015025 –Technical Associate (UCP 8) - Traffic Signal Systems

Internal and External



Job Posting

Under the direction of the Program Director, provide traffic signal system-related information, training and direct technical assistance to Connecticut municipalities responsible for local traffic signals.

Duties and Responsibilities:

1. Assist Connecticut municipalities in the development of clear goals and objectives and a plan for management, operations and maintenance of their traffic signals.
2. Write and disseminate technical briefs on traffic signal related topics to local municipal agencies.
3. Work in the field to assist with traffic signal system retiming projects. This will include:
 - a. Traffic Data Collection and Analysis
 - b. Revision of Signal Timing Using PASSER 9
 - c. Revise Signal Timing Plans
 - d. Development of System Summary for future uses by municipality
4. Work with Connecticut regional planning agencies to promote opportunities for municipalities to consider federal-aid funding for traffic signal operations and to promote integration of traffic signal operations into metropolitan transportation plans and programs.
5. Coordinate and facilitate training on traffic signal systems topics.
6. Explore the feasibility of developing a Traffic Signal Operator Certificate program for municipal employees, as a part of the CT Technology Transfer Center program.
7. Develop timing plans for municipalities that have traffic control signals at intersections that work in isolation.
8. Supervise student employee who will support the Center's Traffic Signal Circuit Rider Program.
9. Design and maintain a record-keeping method to document results of the program.
10. Develop quarterly reports for submission to program director and funding sponsors.
11. As needed, conduct needs analysis surveys of Connecticut local municipalities on traffic signal related topics.
12. Complete special projects as required.
13. Perform related duties as required.

Minimum Qualifications:

1. Master's degree in engineering or related field and 2-4 years' experience with traffic signal systems OR Bachelor's degree and 5-7 years' experience.
2. Comprehensive knowledge of traffic signal systems and proven ability to apply wide range of concepts, techniques and practices to carry out program objectives.
3. Ability to work independently and manage their time effectively to meet program objectives.
4. Excellent interpersonal and organizational skills.
5. Excellent writing and communication skills.
6. Willingness and ability to travel extensively within the state to conduct technical assistance and training programs.
7. Ability to work extended hours, including possible evening meetings to support program goals.

Hiring Goals Analysis 2015

8. Demonstrated ability to work successfully in a team environment.

Preferred Qualifications:

1. Experience working with municipal governments.
2. Ability to travel out-of-state as needed for national and regional meetings.

This is a full time, temporary position subject to annual review.

For full consideration, upload a letter of application, a resume, and a list of three professional references via Husky Hire. Screening of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015025)

This job posting is scheduled to be removed at 11:59 PM eastern on October 2, 2014.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, CT Public Listserv, CT Chapter of ITE, New England Chapter of APWA, and American Society of Civil Engineers, UConn CEE Alumni Group, CT Chapter of American Council of Engineers, and Director's Group for CT Regional Planning Agencies.

Short-term goals: 2 WF, 2 BM, 1 BF, 2 HF, 1 AF

5 total applicants included: 3 WM, 1 BM, and 1 BF.

Unqualified applicants included: 2 WM and 1 BF.

- 2 WM and 1 BF lacked Bachelor's degree in engineering or related field and 4-6 years' experience with traffic signal systems.

Interviewed applicants included: 1 WM and 1 BM

- 1 BM withdrew from consideration.

The 1 WM hired had a significant amount of experience working on Traffic Signal Systems with municipalities through Connecticut. This experience aligned well with the work program tasks outlined in the grant.

Hiring Goals Analysis 2015

2015340 Web Application Developer (Computer Programmer Analyst 2)

The College of Liberal Arts & Sciences Dean's Office seeks applicants for a full-time position as a Web Application Developer (Computer Programmer Analyst 2) - (UCP 8) for the CLAS Business Services Center. Under the general supervision of the Finance Director within the College of Liberal Arts and Sciences (CLAS) Business Services Center (BSC), the incumbent will provide technical assistance in the development and use of Web Application systems used by BSC staff. The incumbent works independently, with minimal supervision, and at the same time may supervise activities of other team members. S/he will need to apply a high degree of expertise and knowledge of programming while also providing technical assistance as described.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Manages and takes ownership of projects including the need evaluation, planning, design, development, testing, and successful deployment. These projects will often consist of the creation or enhancement of Web Applications using IIS, ASP.NET, C#, PHP or other technologies as needed.
2. Maintains existing and finished applications.
3. Recommends new processes, administrative support products, financial and reporting systems that advance the capabilities and knowledge of the team. This recommendation will be supported by research, first hand evaluation and testing and provided in the form of written summaries and recommendations.
4. Provides and/or distributes formal and informal reports from University data to both internal and external requestors using tools that may include SQL, Transact-SQL, WebFOCUS, Excel, MS Access, and other business intelligence applications.
5. Provides system support and end-user training for reporting-related applications.
6. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in computer or business-related field and two to three years of programming experience or equivalent combination of education and experience.
2. Evidence of ability to independently manage software development teams and projects.
3. Strong experience with web technologies including HTML, CSS, JavaScript/jQuery, and AJAX.
4. Experience in the development deployment, configuration, and maintenance of data driven web-based applications along with the underlying databases.
5. Demonstrated ability to:
 - A. Diagnose, solve, and document problems.
 - B. Use data to create useful visualizations.
 - C. Understand and explain someone else's code.
6. Strong technical knowledge of office applications, such as word processing and spreadsheets.
7. Excellent interpersonal, written, and verbal communication skills with the ability to work effectively in a team environment.

PREFERRED QUALIFICATIONS

- Experience orchestrating the development of complex projects.
- Experience supervising technical staff including student workers and/or consultants.
- Experience with JavaScript frameworks such as Angular and Ember.
- Aptitude in building applications using C#, PHP, HTML, CSS, as well as JavaScript and/or jQuery in a Windows based environment (IIS & MS SQL Server) within frameworks such as ASP.NET, Laravel, and Angular.
- Knowledge and experience performing product ad-hoc testing and/or unit-testing.
- The ability to design, query, maintain, and tune the performance of integrated database solutions.

Hiring Goals Analysis 2015

To Apply: Interested applicants should submit their letter of application, current resume and contact information for three references electronically to Husky Hire. (Search #2015340) Address

correspondence to Kane Lynch. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. Screening will begin immediately and search will remain open until a suitable candidate is found.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 26, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: HERC, Diverse, and Inside Higher Ed

Short-term goals: 2 WF, 2 BM, 1 BF, 2 HF, 1 AF

28 total applicants: 18 WM, 1 WF, 1 BM, 6 AM, 2 AF

Unqualified applicants: 13 WM, 1 BM, 5 AM, and 2 AF

- 5 WM did not have a bachelor's degree in computer science or business-related field and two to three years' programming experience or an equivalent combination of education and experience
- 6 WM, 1 BM, 3 AM, and 2 AF did not demonstrate evidence of an ability to independently manage software development teams and projects
- 2 WM and 2 AM did not demonstrate strong experience with web technologies including HTML, CSS, JavaScript/jQuery, and AJAX

Interviewed applicants: 5 WM, 1 WF, 1 AM

- 1 WM withdrew his application
- 3 WM and 1 AM did effectively communicate the ability to mentor and supervise staff in a technical environment
- 1 WM demonstrated difficulty in reading and interpreting another programmer's code

The 1 WF hired demonstrated excellent written and oral communication skills, a vast array of knowledge in different technologies and coding, ability to read and interpret someone else's code, mentoring and supervising style and capabilities and problem-solving ability.

Hiring Goals Analysis 2015

Search 2015360 – Business Solutions Analyst – Finance Systems Office

Internal and External



Job Posting

Job Summary: The University of Connecticut (UConn) is proud to be a national "Top 20" public research institution. Our people are our most important asset in our continued pursuit of excellence in education, research, and community service. Our staff not only enjoys outstanding benefits and professional growth opportunities but also an enriching work environment.

The University of Connecticut Finance Systems Office is seeking applications for a Business Solutions Analyst who will provide leadership in the support of the various systems utilized by the Finance Systems Division.

The selected candidate will support the financial processing components of the Kuali Financial System (KFS) including General Ledger, Labor Ledger, Chart of Accounts, Procurement, Accounts Receivable, Accounts Payable, Capital Assets, and Budget. In addition, this position will act as the liaison to business owners and coordinate activities to further develop and improve KFS, its Financial Data Mart (KFDM), and other applications and business processes within the Finance Division. As part of the Finance Systems Team, the Business Solutions Analyst will work with various members of the University community including both operational and academic areas to understand and solve complex business problems. Working with Subject Matter Experts (SME's), the Business Solutions Analyst will perform application testing and propose solutions, changes, and enhancements to the functionality of the KFS, KFDM, and other enterprise applications which meet the requirements of the University, match industry best practices, and observe sound financial principles. The Business Solutions Analyst will be responsible for the development of documentation including Functional Specifications, Business Processes, Solution Analysis, etc. It is expected that this position will develop standard processes and templates to be used by all Finance Systems staff and will mentor and guide other staff members in development of strong financial system documentation.

The Business Solutions Analyst will work independently with minimal supervision while coordinating their activities with other team members. The Business Solutions Analyst will be expected to apply a high degree of expertise and advanced knowledge of financial system management and accounting principles to implement business process improvements, coordinate activities between various constituents including testing, and understand the requirements and needs of the University community. A wide degree of initiative and creativity is expected.

Hiring Goals Analysis 2015

Qualifications:

Minimum Qualifications: Bachelor's degree in computer or business related field or equivalent combination of training and experience. Experience participating in or leading business process improvement and reengineering initiatives. Evidence of significant business/functional experience participating in and contributing to large scale Information Technology projects, implementations, upgrades and improvements at a higher education institution or similarly sized organization. Experience researching/proposing new computer technologies, troubleshooting application issues and providing end-user support. Demonstrated experience working with diverse groups in a project team setting. Excellent verbal and written communication skills. Extremely high level of leadership, motivation, initiative, independence, and responsibility. Ability to work with minimal supervision and direction.

Preferred Qualifications: Advanced degree in Computer Science, Business or Management related field. 5 or more years of business analysis experience. Process improvement certification such as Six Sigma or equivalent. Experience with the Quali Financial System or equivalent financial ERP. Hands on application testing experience including positive, negative, end-to-end, regression, integration, and report testing.

Demonstrated experience conducting end user training. Leadership experience in the development, implementation, and administration of technical projects including but not limited to Financial and Payroll applications. Extensive knowledge in at least 2 of the following: Procurement, Accounts Payable, Accounts Receivable, Accounting, Capital Assets, Contracts and Grants, Travel and Entertainment, HR/Payroll.

Appointment Terms: This is a full-time, permanent position. Target salary is mid to upper 70s and will be commensurate with successful candidate's background and experience.

To Apply: Interested candidates please submit a letter of application, resume, and contact information for three professional references via Husky Hire. Please reference Search # 2015360. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM Eastern on March 10, 2015.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, Career Building, and the Willimantic Chronicle.

Short-term goals: 2 WF, 2 BM, 1 BF, 2 HF, 1 AF

16 total applicants included: 11 WM, 3 WF, 1 HF, and 1 AM.

Unqualified applicants included: 7 WM, 1 HF, and 1 AM.

- 1 HF lacked a Bachelor's degree in computer or business related field or equivalent combination of training and experience.
- 5 WM and 1 AM lacked experience participating in or leading business process improvement and reengineering initiatives.

Hiring Goals Analysis 2015

- 1 WM lacked evidence of business/functional experience participating in and contributing to large scale Information Technology projects, implementations, upgrades and improvements at a higher education institution or similarly sized organization.
- 1 WM lacked experience researching/proposing new computer technologies, troubleshooting application issues and providing end-user support.

Qualified applicants included: 2 WM.

- 1 WM lacked an advanced degree in Computer Science, Business or Management related field.
- 1 WM lacked 5 or more years of business analysis experience.

Interviewed applicants included: 2 WM and 3 WF.

- 2 WM and 1 WF did not demonstrate the financial ERP systems experience required for the position.
- 1 WF did not demonstrate the leadership experience and functional application alignment required.

The 1 WF hired demonstrated her experience as a Business Analyst developing large user-facing applications. She also possessed knowledge of developing testing processes and procedures and knew what should be tested in order to eliminate any unforeseen issues. In addition to her functional experience, she also had several years of experience coordinating large projects. She demonstrated excellent communication skills with the ability to communicate at different levels.

Hiring Goals Analysis 2015

2015500 - Computer Programmer/Analyst 2 - CSI

Under the direction of the CSI Technical Lead, the CSI Service Lead applies considerable expertise and knowledge of programming techniques to conduct security and vulnerability assessments and audits on hardware and software in embedded platform. This position also entails the coordination of administrative duties and events, specifically the CyberSEED and other related events. This position is intended to serve as back-up to the Technical Lead.

Duties and Responsibilities

1. Conduct security and vulnerability assessments and audits on hardware and software in embedded platform.
2. Develop and implement mitigation and countermeasure strategies.
3. Write reports for delivery to clients and funding agencies.
4. Plan and control the events hosted by center throughout the year, in particular, CyberSEED.
5. Coordination with subcontractors of center
6. Communicate with sponsor(s) on various research and service activities
7. In assigned area of responsibility, review operating procedures for efficiency and effectiveness; may participate in planning and decisions regarding new or changed procedures.
8. Closely collaborate with Faculty on initiatives related to the center including reporting mechanisms, implementation of new attacks, development of new solutions, etc.
9. Attend weekly meetings with research group, sponsors and agencies
10. Improve the operational systems and processes to support of center's mission specifically, support better management reporting, information flow and management, business process and planning.
11. Increase the effectiveness and efficiency of services, through improvements to each function as well as coordination and communication between university and other companies.
12. Help develop CSI budget
13. Regular meetings with director(s) for planning
14. Work with faculty closely on various initiatives related to the center including preparing proposals, new reporting mechanisms, implementation of new assessments, development of new solutions, etc.
15. Make presentations related to center activities (research, education, and services).
16. Perform system administration duties as required.
17. Perform related duties as required.
18. May require travel

Minimum Qualifications

1. Bachelor's degree in computer science or computer engineering.
2. At least two years of experience in IT, security, or software development.
3. Strong written and verbal skills.
4. Understanding of security principles, policies and best practices.
5. Experience with using, customizing and developing open source security tools.
6. Experience with UNIX operating systems and internals. Linux experience is ideal.

Preferred Qualifications

1. At least 2 years of experience in IT, security, software development, or hardware development.
2. Experience with software testing tools such as, for instance, Nexpose or Metasploit.

Hiring Goals Analysis 2015

Recruitment Activities included: Academic Keys, ECE Website, Recruitment of Graduate students and former colleagues.

Short-term goals: 2 WF, 2 BM, 1 BF, 2 HF, 1 AF

8 Total applicants included: 2 WM, 1 BF, 1 HM, 2 AM, 2 AF.

Unqualified applicants: 1 WM, 1 BF, 2 AM, 1 AF.

- 1 BF and 1 AF lacked a Bachelor's degree in computer science or computer engineering.
- 1 WM and 1 AM lacked experience with using, customizing and developing open source security tools.
- 1 AM lacked understanding of security principles, policies and best practices.

Interviewed applicants included: 1 WM, 1 HM, 1 AF.

- 1 AF had little programming experience; only pages of code in classwork and no relevant security experience and no awareness of security issues.
- 1 WM had no exposure to low level C and Linux programming and had no relevant security experience.

The 1 HM selected had good awareness of security issues and knows all the relevant security assessment tools. He has significant experience with Linux sysadmin as well as kernel level probing. He has done some medium sized programing projects in a variety of languages. He also has experience with hardware and has shown an ability to learn new skills.

Hiring Goals Analysis 2015

2015225 - Advanced Logistics and Contract Manager – Facilities Operations

Internal and External



Job Posting

Under the direction of the Director of Work Planning and Management, the Advanced Logistics and Contract Manager will be primarily responsible for Contracts, Materials and Supply Chain Management and will serve as a Facilities Operations and Business Services advocate. The successful candidate will collaborate with Procurement Services and the Central Warehouse to develop and implement procedures to purchase the highest quality goods and services at the lowest possible cost and to ensure deliveries are made to the proper locations in a timely manner while adhering to all University and State policies and statutes.

Facilities Operations and Building Services (FOBS) manages the custodial, building maintenance, landscaping and utility production and distribution for the main Storrs campus, six regional campuses and other Agriculture Extension locations throughout Connecticut and oversees budgets of over \$100M annually. In addition, FOBS will manage certain deferred maintenance capital projects as part of the Next Generation Connecticut program.

The successful candidate will develop and manage internal processes and procedures used to create agreements, requests for proposals, subcontracts, contracts, consulting agreements and vendor terms and conditions. The Manager will analyze and improve functions and business processes involving purchasing and inventory control, inventory statements and cost analysis. The Manager will act as a change agent and will develop and initiate long term process improvement strategies that ensure the efficient purchase, receipt, storage, kitting and dispatch of a wide range of parts, materials and equipment used in the maintenance, renovation and construction of campus facilities. The Manager ensures productivity targets and material specifications are met. The Manager is responsible for the entire procurement and supply chain service process and is expected to identify, document and provide plans of improvement as necessary.

Minimum Qualifications:

1. Bachelor's degree in Business Management, Contract Management, Procurement, Supply Chain, Logistics Management, or related field.
2. Three (3) years' experience in business and system process improvements in a customer-orientated service business in a large organization.
3. Considerable knowledge and familiarity of contract and procurement management systems and principals, compliance, standardization programs, inventory control, supply chain and materials management programs and distribution methods.
4. Knowledge of procurement statutes and regulations or other public procurement in a state or federal environment.
5. Familiarity with program management and development. Ability to act as a project manager and change agent to improve operational efficiency and effectiveness.
6. Proficient in the use of computers and have skills in Microsoft Office applications; strong technical skills to work with multiple database programs and/or enterprise applications.
7. Ability to create scope of work for Request for Proposals and document points of compliance with contracts. Ability to develop and administer schedules and performance requirements. Ability to analyze terms and conditions, procurement requirements and supplier capabilities.

Hiring Goals Analysis 2015

capabilities.

8. Strong leadership and organizational skills. Ability to work well independently and collaboratively in a team environment. Must be capable of working efficiently under critical deadlines and facilitate solutions while handling multiple tasks simultaneously in a busy environment.
9. Ability to communicate effectively in both oral and written communication with a diverse audience internal and external to the University.

Preferred Qualifications:

1. Master's degree in Business, Contract Management, Procurement, Supply Chain or Logistics Management or related field.
2. Experience in the use of enterprise maintenance/asset management systems (e.g. FAMIS), financial/procurement systems (e.g. Quali Financial System and SciQuest), Inventory control systems (e.g. eRPortal) and reporting tools (WebFocus).
3. Experience working in a complex environment such as a University, Municipality, Federal, Military, small city or similar environment.
4. Certification by a recognized professional organization, including the National Contract Management Association (NCMA), Institute for Supply Management (ISM) and/or Certified Purchasing Manager (CPM), Certified Associate in Contract Management (CACM), Certified Professional Contract Manager (CPCM) or Certified Purchasing Professional (CPP).
5. Experience working with State of Connecticut procurement statutes and regulations such as DAS contracts; prevailing and standard wage statutes.
6. Familiarity with maintenance management and professional services contracting principals.
7. Experience in contract management, materials management, materials purchasing and control, inventory control, supply chain management, logistics operations.

Appointment: This is a full-time permanent position. Salary will be commensurate with successful candidate's experience and training.

Application: To apply, please submit on-line a cover letter, resume and contact information for three (3) professional references via Husky Hire. Screening of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015225)

This job posting is scheduled to be removed at 11:59 PM eastern on December 15, 2014.

Recruitment activities included: Inside Higher Ed., Diverse, General University Website, General Diversity Website, HERC

Short-term goals: 2 WF, 2 BM, 1 BF, 2 HF, 1 AF

24 total applicants: 12 WM, 8 WF, 1 HM, 2 HF, and 1 UF

Unqualified applicants: 6 WM, 6 WF, 2 HF, 1 UF

- 1 WM and 1 WF lacked a Bachelor's degree in Business Management, Contract Management, Procurement, Supply Chain or Logistics Management or related field.

Hiring Goals Analysis 2015

- 2 WM and 2 WF did not have four years' experience in business and system process improvements in a customer-orientated service business in a large organization.
- 1 WM, 3 WF, and 1 UF did not demonstrate considerable knowledge and familiarity of contract and procurement management systems and principals, compliance, standardization programs, inventory control, supply chain and materials management programs, and distribution methods.
- 2 WM and 1 HF did not illustrate an ability to communicate effectively in both oral and written communication with a diverse audience internal and external to the University or all levels of employees and management.
- 1 HF lacked strong leadership and organizational skills, and the ability to work well independently and collaboratively in a team environment.

Interviewed applicants: 6 WM, 2 WF, 1 HM

- 1 WM withdrew his application from consideration.
- 1 WF lacked adequate communication skills required of this position.
- 2 WM and 1 WF did not have relevant experience in supply chain, logistic, and inventory control.
- 1 WM did not possess extensive procurement skills, supply chain management accomplishments, or inventory management experience.
- 1 WM's significant experience was solely in process improvement in smaller companies within the aerospace industry.
- 1 WM had less experience with contract management and purchasing procedures than required of the position.

The 1 HM selected was extremely knowledgeable about contract management and purchasing procedures. He had extensive experience with supply chain management, logistics and inventory control. He also had many years of experience working in a complex federal/military environment. Through this work, he demonstrated an ability to work with all levels of departmental and University management, purchasing professionals and trade staff.

UC Professional 8 – Program Director

Short-term goals: 1 BM, 1 BF

Hiring Goals Analysis 2015

2015468 SHS Program Director (UCP 8)

Internal and External



Job Posting

Position Summary

The School of Business is seeking a full time Managing Director (Program Director, UCP 8) for its Center for International Business Education and Research (CIBER). The incumbent will report to the Associate Dean of Academic and Research Support and will provide program management, outreach and administrative coordination of the international business programs in the School of Business, with primary responsibility for CIBER. The position will be primarily based in Storrs, but will require travel in-state, out-of-state and internationally in connection with program initiatives. Evening and weekend hours will also be required based on program needs.

Responsibilities include, but are not limited to: planning, implementing and supervising the delivery of program content and services in accordance with program goals and objectives; representing CIBER to outside constituents, including the Department of Education, business community and non-profit sectors; directing the program's day-to-day operations and overseeing program coordination and logistics; preparing reports; selecting, training, supervising and evaluating program staff; managing approved budget, preparing budget recommendations and reports, approving expenditures; planning and executing workshops, training programs, courses and program curricula; serving as a resource for program policies, procedures, etc. to students, staff and others; planning and implementing promotional and recruiting strategies and engaging in promotional and public relations activities for program; overseeing program website; collecting and providing evaluation of program data; planning, executing and evaluating program activities; working with faculty and Associate Dean to secure internal and external grant funding in support of program offerings and the School's mission; performing related duties as required.

Minimum Qualifications

- Bachelor's degree in related field and four to five years of relevant experience; or Master's degree in business or a related field and two to four years of relevant experience.
- Demonstrated experience establishing and maintaining collaborative and cooperative relationships with a wide variety of people.
- Demonstrated excellent administrative, organizational and supervisory skills, including experience identifying and resolving administrative and day-to-day problems, prioritizing, multitasking and time management.
- Demonstrated experience planning, supporting and evaluating training programs.
- Proven ability to work independently and exercise sound judgment when making decisions.
- Excellent oral and written communication skills.
- Excellent computer skills and ability to learn new software as needed.
- Willingness and ability to travel in-state, out-of-state and internationally as required.
- Willingness and ability to work evenings and weekends as required.

Preferred Qualifications

- Master's degree in business or related field.
- At least five years of professional experience related to project specialization, preferably in the international area.
- Demonstrated experience in grant writing and receiving grant funding.
- Demonstrated experience preparing and managing budgets.

Hiring Goals Analysis 2015

Appointment Terms

This is an end-date, annually renewable position.

To Apply

Please apply online using Husky Hire to submit a letter of application, resume, and the names and contact information of three professional references. For full consideration, please apply by June 19, 2015. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015468)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 31, 2015.

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC, www.higheredjobs.com, www.EOP.com

Short-term goals: 1 BM, 1 BF

30 total applicants: 8 WM, 12 WF, 1 BM, 2 BF, 2 HM, 1 HF, 1 AM, 2 AF, 1 UF

Unqualified applicants: 6 WM, 6 WF, 1 BM, 2 BF, 2 HM, 1 AM, 1 AF, 1 UF

- 1 WF submitted her application after the deadline.
- 6 WM, 5 WF, 1 BM, 1 BF, 2 HM, 1 AM, and 1 UF lacked a Bachelor's degree in a related field and four to five years of relevant experience; or a Master's degree in business or a related field and two to four years of relevant experience.
- 1 BF and 1 AF did not demonstrate excellent administrative, organizational and supervisory skills, including experience identifying and resolving administrative and day-to-day problems, prioritizing, multitasking and time management.

Qualified applicants: 1 WM, 1 WF, 1 AF

- 1 AF lacked a Master's degree in business or a related field.
- 1 WM and 1 WF did not have at least five years of professional experience related to project specialization, preferably in the international area.

Interviewed applicants: 1 WM, 5 WF, 1 HF

- 1 WM and 1 HF did not demonstrate excellent written and oral communication skills and did not answer the interview questions effectively.
- 2 WF lacked experience planning, supporting and evaluating training programs.
- 1 WF did not have five years of experience related to project specialization.
- 1 WF did not have the level of experience in planning, supporting and evaluating training programs as required for the position.

Hiring Goals Analysis 2015

The 1 WF selected had nine years of experience in the Center for International Business Education & Research and participated in the development of two successful CIBER grant proposals. She had a Master's degree in International Studies and demonstrated excellent and extensive communication and relationship building experience. She had experience preparing and managing budgets and was willing to travel in state, out-of-state, and internationally as required.

UC Professional 7

Short-term goals: 1 BF, 1 HM, 1 AM

2015375

This appointment achieved a short-term hiring goal.

HM

Hiring Goals Analysis 2015

2014497 – Housekeeping Development Manager

The Facilities Operations & Building Services, is seeking a highly motivated and detail-orientated individual to serve as Housekeeping Manager in the Department of Residential Services. Working under general direction, the incumbent in this position will coordinate and manage housekeeping services for a variety of facilities including residential, academic and administrative areas on the Storrs campus; assist in initiating, directing and coordinating work schedules for housekeeping operations; coordinate and conduct interviews for housekeeping staff, making hiring recommendations as appropriate. The Housekeeping Manager inspects and assesses facilities as required; assists in preparing service standards and operating plans; recommends staffing needs and equipment in conjunction with other manager; develops and implements training programs for housekeeping personnel and professional staff in the area of building services; and assists supervisor with long range planning.

Minimum Qualifications: Bachelor's degree, or equivalent combination of education and experience, with at least 6 years on-the-job experience in a supervisory or training capacity; thorough knowledge of housekeeping and building materials and methods and their use in building maintenance and operations; experience providing administrative and organizational support in a team environment; skill in the use of MS Office products including spreadsheets and word processing; excellent written and verbal communication skills and interpersonal skills; ability to conduct training programs, employment interviews and performance evaluations; and excellent attention to detail and experience developing process improvement plans.

Preferred Qualifications: Master's degree in a related field; supervisory or management experience in a large housekeeping program; experience assessing training needs and developing and managing training/developmental programs; bilingual in English and Spanish; and experience working in a unionized environment.

This is a full-time, permanent position.

To apply, please submit on-line a cover letter, resume and contact information for three (3) professional references via Husky Hire. Screening will begin immediately and preference will be given to applications received prior to March 31st. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM eastern on April 13, 2014.

Recruitment activities included postings in Diverse, HERC, Inside Higher Ed, CT Jobs.com, the Chronicle of Higher Education and e-mails networking calls to contacts in the field and other higher education institutions.

Short-term goals: 1 BF, 1 HM, 1 AM

24 total applicant included: 8 WM, 7 WF, 1 BM, 2 BF, 3 HM, 2 HF, 1 UF

Unqualified applicants included: 5 WM, 6 WF, 1 HF, 1 UF

Hiring Goals Analysis 2015

- 1 WF lacked thorough knowledge of housekeeping and building materials and methods and their use in building maintenance and operations and the ability to conduct training programs, employment interviews and performance evaluations.
- 3 WM, 5 WF, 1 HF, 1 UF lacked a Bachelor's degree, or equivalent combination of education and experience, with at least 6 years on-the-job experience in a supervisory or training capacity.
- 2 WM lacked experience providing administrative and organizational support in a team environment and skills in the use of MS Office products including spreadsheets and word processing.

Interviewed applicants included: 3 WM, 1 WF, 1 BM, 2 BF, 3 HM, 1 HF

- 1 HM did not keep his scheduled interview appointment
- 3 WM, 1 BM, 1 BF, 1 HM, 1 HF were not able to provide detailed answers interviewed questions about building maintenance and housekeeping
- 1 HM did not possess the supervisory experience needed for the position.
- 1 BF was offered and accepted the position. Her promotion is included in the 2014 Affirmative Action Plan for Employment.

1 WF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WF promoted had previous experience with housekeeping training. She had solid knowledge of group cleaning and training and working with staff needed support and retraining. She had previously developed process improvement plans and had a high attention to detail.

Hiring Goals Analysis 2015

2014681 - Assistant Director for Operations (Administrative Manager II - UCP 7

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The Office of Undergraduate Admissions invites applications for a full-time, permanent position of Administrative Manager II. Under the general direction of the Associate Director for Operations, this position provides operational leadership within admissions, as well as management of the data processing team; fulfills role as second in charge of Operations within Undergraduate Admissions and leads this unit in the Associate Directors absence; is accountable for the oversight of the execution of running of processes, management of data, processes and routines with the admissions systems, such as document imaging and the student information system; and holds accountability for the proper progression of applicants through the admissions process, as well as proper notification of admission status to applicants.

Responsibilities:

- Facilitates and manages the execution of proper receipt and loading of applications from third party vendors.
- Facilitates and manages the execution of proper receipt, loading, entry and completion of related application materials.
- Facilitates and manages the execution of proper routing of completed applications to application reviewers.
- Facilitates and manages the execution of generation of applicant transaction related communications (i.e. admission letters, denial letters, missing information communications).
- Manage and delegate daily projects and assignments associated with the admissions systems used to support the admissions and enrollment cycle, including management of entry and updating of student records (i.e. prospects, applicants, admits and deposited students) via data loads and manual entry.
- Coordinate regularly run and ad hoc quality assurance reports and ensuing data management to insure proper progression of applicant records.
- Manage routinely run data load processes and executes the management and entry of admissions decisions (either manually by data processing or via data load) based on strategic direction by the Director of Admissions and the VP for Enrollment Planning and Management.
- Provide management and leadership to the data processing unit, including the assignment of daily tasks in support of prospect and applicant progression.
- Provides written procedures, standards, and manuals for effective administration of assigned projects.
- Exercises leadership in identifying and investigating potential existing problems and takes action to ensure most effective problem resolution for continuance of prospect and applicant progression.
- Prepares regular applicant status report updates to include applications received, complete, and decisions rendered.

Hiring Goals Analysis 2015

Minimum Qualifications:

- Bachelor's degree in computer or business related field.
- Four years' experience in administration involving personnel or general business management OR Master's degree in computer or business related field and at least two years of administrative experience.
- Evidence of operations and systems management experience in a large data processing environment.
- Demonstrated experience working with diverse groups in a project team setting.
- Evidence of ability to provide leadership in operations management, development and administration.
- Excellent verbal and written communication skills.
- Extremely high level of leadership, motivation, initiative, independence and responsibility.
- Evidence of significant supervisory experience.

This is a full-time, permanent position. Salary is commensurate with qualifications and experience and includes a comprehensive benefits package.

To apply, please submit a cover letter, resume, and the names, addresses and telephone numbers of three professional references via the University of Connecticut's gateway to UConn Careers, Husky Hire. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2014681)

This job posting is scheduled to be removed at 11:59 PM eastern on October 31, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: AACRO, NEACRO, NEACAC, NYSACAC, HERC, and Diverse.

Short-term goals: 1 BF, 1 HM, 1 AM

79 total applicants included: 24 WM, 34 WF, 4 BM, 4 BF, 3 HM, 4 HF, 5 AM, and 1 UF.

Unqualified applicants included: 21 WM, 33 WF, 3 BM, 4 BF, 2 HM, 3 HF, 4 AM, and 1 UF.

- 3 WM, 7 WF, and 1 UF lacked a Bachelor's degree in a computer or business-related field.
- 2 WF, 1 HM, and 1 AM lacked four years' experience in administration involving personnel or general business management or a Master's degree in computer or business related field and at least two years of administrative experience.
- 3 WM, 6 WF, and 1 AM lacked operations and systems management experience in a large data processing environment.
- 2 WM, 2 WF, 1 BF, and 1 HF lacked significant supervisory experience.
- 1 WM, 1 WF, and 1 BF lacked the experience to provide leadership in operations management, development and administration.
- 1 HF lacked excellent written communication skills.
- 12 WM, 13 WF, 3 BM, 1 BF, 1 HM, 1 HF, and 1 AM submitted incomplete applications.

Hiring Goals Analysis 2015

- 2 WF, 1 BF, and 1 AM submitted duplicate applications.

Interviewed applicants included: 3 WM, 1 WF, 1 BM, 1 HM, 1 HF, and 1 AM.

- 1 AM lacked experience in handling data sets or managing operations in a large data processing environment.
- 1 BM was unable to provide evidence and examples in responses to interview questions.
- 1 WM withdrew from consideration.
- 1 WF lacked the communication skills necessary to interact with various groups
- 1 HM did not possess administrative skills and in the capacity required for the position.
- 1 HF did not demonstrate the operations and systems management experience necessary for the position.
- 1 WM rejected the offer of the position.

1 WM selected was able to provide specific examples of experience that were directly required for this position. He was able to clearly demonstrate how his experience with personnel management, project management, leveraging and using technology, analyzing data, and training staff were relevant to this position. The candidate possessed excellent management and leadership skills. He was able to demonstrate an aptitude for handling multiple projects and adapt to an ever-changing environment.

Hiring Goals Analysis 2015

2015270 - Life Safety Specialist - Fire Marshall and Building Inspector's Office

The University of Connecticut, Division of Public Safety is seeking applications for **Life Safety Systems Specialist** for the Fire Marshal and Building Inspector's Office. The successful candidate will consult with and monitor daily projects to set priorities for employees and vendors assigned to conduct repairs and maintenance on fire sprinkler systems, fixed extinguishing systems, fire alarm systems, fire extinguishers, and any other assigned life safety type systems. The primary responsibility is to undertake planning, design, analysis of complex University projects to assure that the programs for testing and maintaining life safety systems are maintaining code compliance and contractual compliance. Additionally, this position will ensure work is coordinated with interested parties including public safety officials, facilities staff, various contracted employees and occupants of work areas. Additional duties include: reviewing construction documents for compliance with certain university policies and fire department operating needs; inspecting maintenance, repair, and testing of systems for quality control; assisting the fire code officials and building code officials during all phases of construction; evaluating methods and quality of workmanship; investigating complaints of system impairments and service needs and other unsafe conditions; advising on and coordinating emergency repairs and system stabilizations; preparing various reports and correspondence; keeping informed of changes and updates to building codes, fire safety standards, and materials; ability to be called in to work on occasions of emergency or other public safety need. Other related duties as required.

Minimum Qualifications:

1. Bachelor's degree in fire science, fire protection engineering, fire protection, fire safety, public safety administration, plus five years' experience in fire systems maintenance, testing and repair or equivalent combination of education, experience, training, and certification/license.
2. Demonstrated ability or three years' experience supervising technical personnel.
3. Demonstrated ability to satisfactorily complete increasingly complex projects or assignments.
4. Demonstrated ability to conceptualize and resolve problems of a highly technical and administrative nature.
5. Knowledge of various computer applications.
6. Must maintain a valid driver's license

Preferred Qualifications:

1. NICET Certifications including but not limited to: Fire Alarm, Water based systems, Special Hazards Suppression
2. Verifiable Industry training by major manufacturers including but not limited to Simplex, Siemens, etc.
3. ESA/NTS fire alarm certification
4. AFSA or NFSA Sprinkler training

All Minimum and any Preferred Qualifications must be held by the candidate **at the date of application**.

Documentation Required to be Submitted with the Application:

- A copy of your driver's license
- Cover Letter and Resume
- The names of and contact information for three professional references

Documentation Required to be Submitted as Applicable to Support Claims of Preferred Qualifications:

Hiring Goals Analysis 2015

- Copies of any degrees or transcripts as applicable
- A narrative detailing how the applicant specifically meets the qualifications listed in the job posting

The position includes a competitive salary along with a comprehensive fringe benefits package including a tuition waiver program for the employee and dependent children for the University of Connecticut.

Qualified applicants should apply online via the University of Connecticut's Husky Hire System. For full consideration upload a formal cover letter, resume, required information listed above, and contact information for three professional references. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. For specific questions, contact Human Resources. **(Search #2015270)**

This job posting is scheduled to be removed at 11:59 PM eastern on January 30, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruiting activities included: HERC, Diverse, Inside Higher Ed

Short-term goals: 1 BF, 1 HM, 1 AM

12 total applicants: 9 WM, 2 WF, and 1 HM

Unqualified applicants: 5 WM, 1 WF, and 1 HM

- 2 WM and 1 HM did not have a Bachelor's degree in fire science, fire protection engineering, fire protection, fire safety and or public safety administration plus five years' experience in fire systems maintenance, testing, and repair.
- 2 WM and 1 WF did not demonstrate the ability or three years' experience supervising technical personnel.
- 1 WM did not demonstrate the ability to conceptualize and resolve problems of a highly technical and administrative nature.

Interviewed applicants: 4 WM and 1 WF

- 1 WM did not demonstrate experience coordinating teams of various fields across a large geographical area.
- 2 WM did not have strong backgrounds in this specific area of fire safety and could not provide in-depth answers during interviews.
- 1 WF did not demonstrate experience in fire alarms and lacked excellent communication and presentation skills.

The 1 WM selected had extensive technical experience including corporate training by the makers of the two brands of fire alarms covering 98% of relevant systems and previous experience in a job almost parallel to this position. He also possessed seven years of experience leading the vendor teams on a higher ed campus, supervisory and contract experience, and a desire to improve the program if hired.

Hiring Goals Analysis 2015

2015324 - Project Manager – Academic Renovations

Academic Renovations is seeking a Project Manager (Facilities Professional II) to manage and coordinate renovation projects in a fast-paced, dynamic renovation/construction environment and serve as a technical representative and resource to contractors and University departments. The successful candidate will be expected to manage all aspects of approved renovation projects at Storrs and the regional campuses from inception through completion for the Academic Renovations (AR) department.

This position is primarily responsible for ensuring projects are constructed on accordance with project design, schedule and budget. The Project Manager monitors and inspects projects performed on University property with responsibility to assure that contracted work is in compliance with contract terms and obligations while ensuring that contractors adhere to safety programs and standards. The Project Manager must be able and experienced at making quick, independent and informed decisions on a regular basis regarding contracted Task Labor Services needs including trades personnel, materials, budget, timelines and scheduling; and coordinate with the Task Labor Services General Contractor's on-site supervisor to make specific requests, i.e. trade personnel, work assignments, materials, etc. in order to effectively support multiple, on-going renovation projects and accommodate for unplanned and/or unexpected changes.

The Project Manager serves as the on-site liaison and continuously interacts during all phases of projects with internal customers including faculty, administrative staff, building services managers, Facilities Operations managers and trades personnel, and others as required. The incumbent in this position will be responsible for responding to inquiries, requests and complaints while keeping department management informed of issues as necessary; coordinate with University offices and departments as needed for assistance, input and compliance purposes such as Office of the Fire Marshal and Building Inspectors, Environmental Health & Safety (EH&S), Planning, Architectural & Engineering Services (PAES), Procurement Services and Central Stores; and perform related duties as required.

Minimum Qualifications:

- Bachelor's degree in Construction Management, Business or related field or equivalent combination of education and experience.
- Minimum of five years' experience in the commercial renovation/construction industry, with demonstrated commercial construction project management experience.
- Demonstrated knowledge of the principles, practices and methods of building design, building modifications and construction building materials.
- Ability to read and interpret project schedules, budgets and schematic drawings and specifications.
- Excellent verbal and written communication skills including the ability to work collaboratively with all level of staff including senior management and key stakeholders.
- Ability to supervise staff, organize and coordinate the work of others, and regularly set and manage time-sensitive priorities.
- Must be capable of working efficiently under critical deadlines while handling tasks simultaneously in a busy environment.
- Strong organizational and interpersonal skills.
- Demonstrated ability to work without supervision and independently resolve problems of a highly technical and administrative nature.
- Must be proficient in the use of computers and have skills in MS Office applications such as word processing, spreadsheets and databases.
- Must have reliable and available transportation.
- Must be willing and able to be on-call to report to work during emergency closures, inclement weather or for significant events that effect campus operations.

Hiring Goals Analysis 2015

Preferred Qualifications:

- Bachelor's degree in Construction Management, Business or related field.
- Experience in commercial project management in a higher education or similar institution environment.
- Demonstrated experience estimating resource hours, materials and sequencing for maintenance tasks.
- Demonstrated experience in procurement of commercial construction materials, materials management, materials purchasing, inventory control and working with supply vendors.
- Experience working with State of Connecticut procurement statutes and regulations or other public procurement environment, prevailing wage statutes and professional services contracts.
- Demonstrated knowledge of State of Connecticut building and fire codes, OSHA and Environmental Health & Safety (EH&S) regulations.
- Experience using Project Management software, AutoCad or Filemaker Pro and strong technical skills to work with database programs and/or enterprise applications.
- Connecticut Trade License or Project Management Certificate.

Physical Requirements: Incumbents must be able to lift or move up to 50 pounds, climb ladders, kneel, reach above the shoulder, stand and/or walk for long periods of time. May be required to wear personal protective equipment (PPE) when necessary.

This is a full-time, permanent position. Salary range will be commensurate with background and experience.

Qualified applicants please submit a cover letter, resume and contact information for three (3) professional references via Husky Hire. Please identify in your cover letter Search #2015324 and ensure your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred you may have. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM eastern on February 4, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruitment activities included: HERC, Diverse, and Inside Higher Ed

Short-term goals: 1 BF, 1 HM, 1 AM

44 total applicants: 30 WM, 4 WF, 3 BM, 1 BF, 1 HM, 2 AF, and 3 UM

Unqualified applicants: 20 WM, 2 WF, 1 BM, 1 BF, 1 HM, and 1 UM

- 8 WM, 1 WF, 1 BM, and 1 HM did not have a bachelor's degree in construction management, business, or a related field or equivalent combination of education and experience
- 12 WM, 1 WF, and 1 BF did not have a minimum of five years' experience in the commercial renovation or construction industry, with demonstrated commercial construction project management experience
- 1 UM did not demonstrate proficiency in the use of computers, particularly skills in Microsoft Office applications such as word processing, spreadsheets, and databases.

Qualified applicants: 3 WM, 1 WF, 2 BM, 1 AF, and 2 UM

- 1 BM did not demonstrate experience estimating resource hours, materials and sequencing for maintenance tasks
- 3 WM, 1 WF, 1 BM, 1 AF, and 2 UM did not have experience in commercial project management in a higher education or similar institutional environment

Interviewed applicants: 7 WM, 1 WF, 1 AF

- 3 WM, 1 WF, and 1 AF withdrew their applications
- 1 WM did not demonstrate significant experience working in oversight of general contractor personnel or in a hands-on environment related to construction
- 1 WM did not demonstrate extensive experience in overseeing all trades relevant to the positions' projects or extensive knowledge of construction and building codes
- 1 WM did not demonstrate excellent written and oral communication skills in the interview

The 1 WM hired demonstrated expertise in materials management tasks such as requesting price quotes, staging, ordering materials for the project, working within a budget, applying for permits, and reviewing contracts. He also had extensive experience working on university campuses and met all of the minimum and preferred qualifications.

Hiring Goals Analysis 2015

2015350 – Facilities Professional II – Dining Services

Internal and External



Job Posting

The Department of Dining Services at the University of Connecticut has an opening for a full time Project Manager. Under the direction of the Executive Director of Dining Services, the Project Manager will coordinate all Dining Services building projects, including renovation and new construction from the initiation stage through planning, design and construction with all appropriate University departments.

The essential duties and responsibilities of this position include: coordinates renovations between the Department of Dining Services and all appropriate University departments and outside groups as necessary; ensures all procedures and materials comply with predetermined specifications; observes work in progress to gauge timeliness, compliance with requirements and acceptable workmanship. Works with Executive Director and appropriate Assistant/Associate Director to collect information for designing a renovation plan, accounting for all required services and construction; provides cost estimates for manpower, materials and equipment for renovation designs. Attends construction meetings and reviews materials bids; reviews plans and specifications to comply with project requirements; obtains approvals and submits all paperwork to appropriate departments where required for renovation designs. Supervises facilities staff within Dining Services; provides direction, work assignments and completes annual evaluations. Coordinates maintenance and services issues within Dining Services as necessary; coordinates with groups and building committees to facilitate facility planning, budget and scheduling. Works with Executive Director or designee to plan documents for initiation of projects to gain approval at the University level. Prepares requests for proposal and conducts all necessary construction meetings; monitors and keeps Executive Director and appropriate Associate/Assistant Director up to date on all phases of planning and construction. Coordinates all parties involved in the planning, design and construction process; develops and maintains facility project budgets. Coordinates with Procurement and Support to develop recommendations for selection of professional services; conducts pre-construction meetings, provides input into award of contract. Prepares construction contracts and monitors their execution and distribution; prepares contract change orders and monitors their execution. Reviews contract plans and specifications for compliance with appropriate building codes and project requirements; monitors and facilitates resolution of construction contract disputes and claims. Monitors construction contract close-out and maintains documentation files; assists in development of new standards of practice for project management activities with the Department of Dining Services.

Minimum Qualifications: Bachelor's degree and five years experience in Construction Management; three years experience supervising technical personnel; demonstrated ability to satisfactorily complete increasingly complex projects; experience with current building codes and standards of practice; demonstrated ability to conceptualize and resolve problems of a highly technical and administrative nature; demonstrated knowledge of Microsoft Office Suite; excellent written and verbal communication skills.

Preferred Qualifications: 6 months experience working in a college environment.

The salary is commensurate with experience and qualifications. Beginning salary \$53,725 annually. Comprehensive benefit package which includes medical and dental insurance.

To Apply: Interested and qualified candidates meeting the expectations may respond by submitting a cover letter and resume with references to Husky Hire. References should include names, e-mail, addresses and phone number of three professional individuals associated with the candidate. **Submissions without this information will not be considered.** Review of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015350)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 3, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruitment activities included postings in Diverse, HERC, Inside Higher Ed, the Hartford Courant, NACUFS and LinkedIn

Short-term goals: 1 BF, 1 HM, 1 AM

18 total applicants included: 12 WM, 1 WF, 1 BM, 1 BF, 2 HM and 1 UM

Unqualified applicants included: 10 WM, 1 WF, 1 BM, 1 BF, 2 HM

- 6 WM, 1 BF, 2 HM submitted incomplete applications
- 3 WM lacked three years' experience supervising technical personnel
- 1 WM, 1 WF, 1 BM lacked a Bachelor's degree and five years' experience in Construction Management

Interviewed applicants included: 2 WM, 1 UM

- 1 WM and 1 UM withdrew

1 WM was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WM promoted had over ten years of experience in managing construction and projects. He also possessed in-depth knowledge of food service equipment repair and the experience of managing other His previous work history and experience demonstrated his organizational and supervisory skills. The candidate was experienced in construction, facilities planning, estimating, scheduling and budgeting. He demonstrated excellent computer and interpersonal skills. The candidate also demonstrated the ability to multi task, hold individuals accountable and deliver projects on time.

Hiring Goals Analysis 2015

Search 2015464 – Program Specialist II – Office of the Vice President for Research

The Office of the Vice President for Research at the University of Connecticut is seeking an energetic professional to provide coordination, management and training in the area of financial conflict of interest in research and related areas of research conduct.

Under the direction of the Assistant Vice President for Research Compliance, this position manages the Financial Conflict of Interest in Research program and provides administrative coordination and oversight for the Financial Conflict of Interest Committee on the Storrs/regional campuses, as well as manages the Responsible Conduct of Research program and Research Misconduct training at these sites.

Duties and Responsibilities: Development and implementation of policies, procedures and comprehensive training on institutional requirements regarding financial conflict of interest in research and responsible conduct in research regulations; provides authoritative guidance and serves as University liaison for matters related to financial conflict of interest in research, including resolution and development of management plans, formal reporting and response; stays abreast of federal, state and other regulations, guidelines and policies that impact higher education to ensure University compliance; coordinates with UConn Health's FCOI, research and regulatory offices; serves as staff and administratively supports the Financial Conflict of Interest in Research Committee; maintains institutional records and internal databases; prepares materials, reports and web content; performs other related duties as assigned.

Minimum Qualifications: Master's degree in appropriate discipline and 3-5 years of comprehensive administrative experience, including records/project management and scheduling; at least two years of experience coordinating and delivering research compliance training; demonstrated comprehensive knowledge of financial conflict of interest in federally-sponsored research; demonstrated ability to work independently and confidentially; excellent analytical skills and ability to interpret policies and procedures to solve and ensure follow-through on unusual and/or difficult problems; excellent planning, implementation, and organizational skills; excellent interpersonal, written and verbal communication skills; experience with outreach and communication efforts; working knowledge of Excel, spreadsheets and database experience.

Preferred Qualifications: Specialized background in legal, medical or engineering environment; experience developing and maintaining computerized databases and tracking systems; experience working in a higher education environment.

Appointment Terms: The University of Connecticut offers a comprehensive package of salary and benefits, commensurate with experience. For a full list of duties and responsibilities please refer to the position description located at www.research.uconn.edu.

To Apply: Please submit a letter of interest, resume and a list of at least three professional references via Husky Hire. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015464)

For confidential inquiries or additional information please contact: Laurie Pudlo, Administrative Manager, Office of the Vice President for Research, University of Connecticut, laurie.pudlo@uconn.edu, 860-486-4247.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 15, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruitment activities included postings in Diverse, HERC, Inside Higher Ed, CTjobs.com, HRI-net Research Administrators Listserv and the National Council of University Research Administrators website.

Short-term goals: 1 BF, 1 HM, 1 AM

11 total applicant included: 1 WM, 8 WF, 1 AM and 1 UM

Unqualified applicants included: 1 WM, 2 WF, 1 AM

- 1 WF lacked a Master's degree in an appropriate discipline and 3 to 5 years of comprehensive administrative experience, including records/project management and scheduling, at least two years of experience coordinating and delivering research compliance training, and demonstrated comprehensive knowledge of financial conflict of interest in federally-sponsored research.
- 1 WM, 1 WF, 1 AM lacked at least two years of experience coordinating and delivering research compliance training and demonstrated comprehensive knowledge of financial conflict of interest in federally-sponsored research.

Qualified applicants included: 1 WF

- 1 WF did not have higher education experience

Interviewed applicants included: 5 WF and 1 UM

- 2 WF and 1 UM withdrew
- 1 WF had experience in one only aspect of a health care environment
- 1 WF had less experience in providing and developing training than needed for the position.

1 WF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WF promoted possessed over nine years' experience in contract review and compliance and more than seventeen years of recent ongoing experience developing and providing training in both corporate and higher education settings. She was very knowledgeable of financial conflict of interest in federal research and issues of export control.

Hiring Goals Analysis 2015

2014638 - Information Systems Analyst II (UCP 7)

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Facilities Operations and Building Services at the University of Connecticut invites applications for an Information Systems Analyst II. This position will also support Planning, Architectural and Engineering Services (PAES). Working under the direction of a designated manager, the Information Systems Analyst II provides advanced level information systems analysis, report development and technical assistance in support of technology solutions and business operations for both Facilities Operations and Building Services (FOBS) and Planning, Architectural and Engineering Services. The successful candidate must have a high level of proficiency with identifying end user requirements, developing specifications, resolving complex system issues as well as a solid understanding of software application functionality and relational database concepts to develop, code and maintain reports in University's ERP systems.

Primary duties and responsibilities include but are not limited to: provide consulting services to end users and act as a technical resource for departmentally supported software; collaborate with the departmental staff to develop reports of various complexity and database sources; identify training needs and participate in the development of user manuals; develop curriculum and conduct workshops for proper utilization of administrative systems and departmentally supported software applications; document business process workflows to determine system requirements; participate in design, development, configuration, testing, debugging, deployment and documentation of new software and hardware or significant enhancements to existing software applications including application development and integration with mobile devices; perform analysis and coordinate activities in support of departmental projects in such areas as data administration, production support, data security and major administrative systems development; use uniform, reliable and proven techniques for capturing and articulating functional requirements that are the basis for design, development, testing and training for all technical implementations; implement technology solutions ensuring the associated design is compliant and aligns with business requirements, strategies and goals; and may act as team leader/project manager on various projects.

Minimum Qualifications:

1. Bachelor's degree in computer or business-related field, or equivalent combination of training and experience.
2. Demonstrated experience in user training and consulting with end-users for computing problem resolution.
3. Experience working with diverse groups in a project team setting and the ability to work independently.
4. Experience with information systems analysis and advanced report development.
5. Demonstrated abilities in analytical reasoning and logical problem solving skills.
6. Excellent written and verbal communication skills, interpersonal and customer service skills.
7. Solid understanding of relational database concepts and knowledge of ERP systems.
8. Programming experience in PL/SQL.

Hiring Goals Analysis 2015

Preferred Qualifications:

1. Bachelor's degree in computer or business-related field.
2. Minimum of five (5) years information systems analyses.
3. Experience in assessing user data processing system needs.
4. Experience in systems analysis, design and a solid understanding of development, quality assurance and integration methodologies.
5. Highly organized with ability to work on multiple concurrent projects.
6. Experience with EAM, CMMS, IWMS or ERP systems.

This is a full-time permanent position. Salary will be commensurate with successful candidate's experience and training.

To apply, please submit on-line a cover letter, resume and contact information for three (3) professional references via Husky Hire. To view a full description of this job opportunity, please visit <http://www.facilities.uconn.edu/>. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. Screening of applications will begin immediately. (Search # 2014638)

This job posting is scheduled to be removed at 11:59 PM eastern on November 9, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: HERC, Diverse, and Inside Higher Ed.

Short-term goals: 1 BF, 1 HM, 1 AM

20 total applicants included: 12 WM, 3 WF, 1 BM, 2 HM, and 2 AM.

Unqualified applicants included: 8 WM, 2 WF, 1 BM, and 2 HM.

- 5 WM, 1 WF, 1 BM, and 1 HM lacked a Bachelor's degree in computer or business-related field, or equivalent combination of training and experience.
- 1 WM did not have experience working with diverse groups in a project team setting and the demonstrated ability to work independently.
- 2 WM and 1 HM lacked experience with information systems analysis and advanced report development.
- 1 WF lacked programming experience in PL/SQL.

Qualified applicants included: 1 WF and 1 AM.

- 1 WF and 1 AM lacked 5 years information system analyses experience

Interviewed applicants included: 4 WM and 1 AM.

- 1 WM received negative feedback from references regarding work with end users.
- 1 AM did not have transferable experience with user base and obtaining functional requirements.
- 1 WM did not demonstrate the degree of technical expertise in information systems needed for the position.

Hiring Goals Analysis 2015

- 1 WM did not demonstrate excellent interpersonal skills and was challenged working with a diverse user base.

The 1 WM hired had very relevant experience with demonstrated achievement in system integration. He demonstrated a clear level of technical proficiency and accuracy. He was professional and exhibited excellent communication skills. The candidate demonstrated the ability to quickly address the variety of technical challenges faced in this position.

Hiring Goals Analysis 2015

2015260 – Information Systems Analyst II - UITS

Internal and External



Job Posting

The University of Connecticut Information Technology Services is seeking a proactive individual with strong organizational, communications and technical skills to provide information systems analysis, design and support for the Learning Management System at UConn (HuskyCT).

The successful candidate must have a very well rounded set of technical skills and experience which include application administration and new product/feature implementations. The candidate must work successfully with teammates and have the ability to work independently, as well, to advance initiatives forward.

The University of Connecticut has been named the top public university in New England for over a decade and is ranked among the top public universities in the nation. The University of Connecticut is also a Carnegie Foundation Research University, a prestigious honor shared by only the nation's top higher education institutions

Characteristic Duties and Responsibilities:

- Provide Application Administration for Learning Management System
- Work with areas within UITS as well as the academic side to assure application requirements are met
- Analyze and design solutions to meet the business requirements
- Author comprehensive testing plans for upgrades and customizations
- Produce detailed and accurate documentation related to assigned tasks
- Assist in all duties required for production maintenance and pre- and post- upgrade testing
- Perform various other duties, as required
- Be detail-oriented, self-motivated and problem-solver

Minimum Qualifications/Skills:

1. Bachelor's degree in Computer Science and/or related discipline or equivalent combination of training and experience
2. Experience with Oracle database concepts and SQL programming.
3. Experience with developing Shell scripts in Linux/Unix servers.
4. Experience with XML
5. Experience developing written documentation and operating instructions.
6. Excellent written and communication skills and interpersonal skills.
7. The ability to work independently with minimal supervision, as well as the ability to work effectively in a team environment.
8. The ability to work with a diverse user community.
9. Knowledge of Perl or Python or similar programming languages.

Hiring Goals Analysis 2015

Preferred Qualifications/Skills:

1. Experience with administration of an enterprise application system.
2. Demonstrated ability to manage large or complex projects to achieve timely, successful completion.
3. Experience with database data analytics via SQL tools
4. Experience with creating advanced reports

Appointment Terms:

This is a full-time, permanent position. The University offers a competitive salary of \$72,341 for a 35 hour work week, outstanding benefits including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment. For additional information regarding benefits visit: <http://www.hr.uconn.edu/benefits/nebe.html>

For additional information about the University visit: <http://www.uconn.edu/> and for detailed position information and the job description visit: <http://uitsjobs.uconn.edu/>

To Apply: Interested candidates should submit a letter of application and resume that demonstrate how you meet the minimum qualifications and any preferred qualifications you may have for this position, and a list of contact information, including phone numbers for three professional references. Please apply on-line using the University's Husky Hire applicant system. Please reference search 2015260. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015260)

This job posting is scheduled to be removed at 11:59 PM eastern on December 19, 2014.

Recruitment Activities included: HERC, Diverse, Inside Higher Ed, Indeed, University Jobs + Diversity, CT Jobs, Journal of Blacks in Higher Ed, Women in Academia, and Simply Hired.

Short-term goals: 1 BF, 1 HM, 1 AM

18 total applicants included: 6 WM, 4 WF, 1 BM, 2 HF, 2 AM, 2 AF, and 1 UM.

Unqualified applicants included: 3 WM, 4 WF, 1 BM, 2 HF, 1 AM, and 1 AF.

- 2 WF, 1 BM, and 1 HF lacked Bachelor's degree in Computer Science and/or related discipline or equivalent combination of training and experience.
- 3 WM, 2 WF, 1 AM, and 1 AF lacked experience with Oracle database concepts and SQL programming.
- 1 HF lacked experience with developing Shell scripts in Linux/Unix servers.

Qualified applicants included: 1 AF and 1 UM.

- 1 AF and 1 UM lacked experience with administration of an enterprise application system.

Interviewed applicants included: 3 WM and 1 AM.

- 1 WM withdrew himself from consideration.

Hiring Goals Analysis 2015

- 1 WM lacked experience in writing shell scripts.
- 1 AM lacked experience in an enterprise application.

The 1 WM hired has good experience in the skills needed for the position. He demonstrated good cooperative skills and was also familiar with learning management systems and student admin systems.

Hiring Goals Analysis 2015

2014486 -Instructional Developer 1 - CETL

Visible: Internal and External

Description Type: Job Posting

Description ID:

Description:

UConn eCampus at The Center for Excellence in Teaching and Learning is seeking qualified applicants to fill the position of Instructional Developer 1 (UCP 7)/Instructional Designer. The successful incumbent will work independently and with faculty and design teams to design and develop online and blended courses grounded in sound educational theory and best practices in instructional design. Incumbents in this position are expected to effectively integrate the best practices of instructional design and instructional technology through faculty development and the use of multimedia, software, programming, and state of the art technology. The successful candidate's primary role will be to work through the instructional design process with faculty members to design and develop fully online courses.

Minimum Qualifications: Master's degree in Instructional Design, Educational Technology, Education, or a closely related field; one to three years of experience in the area of instructional design or a related field; demonstrated ability in two or more of the following production areas: multimedia development, programming for web based environments, technology support and comprehensive instructional design for web based environments (such as active/student-centered learning, authentic assessment, and relevant use of technology). Incumbents must have knowledge of educational media technology and instructional design theory; experience and competence with media development tools and course management systems (e.g., Blackboard Learn); an ability to interact and effectively communicate, one-on-one, in a collaborative and collegial environment; strong presentation skills; and the ability to work in a team environment.

Preferred Qualifications: Experience using formative and summative evaluation methodologies; performing analysis of evaluation and assessment data; prior experience in higher education with a background in course design for varying modes of delivery such as face-to-face, blended and/or online; prior experience designing and delivering faculty development materials and workshops, and a strong work ethic.

This is a full-time position. Salary will be commensurate with background and experience and includes a full benefits package.

Interested applications should submit a cover letter, resume, and names and contact information for three professional references via Husky Hire. Applications received by April 25, 2014 will be given preference. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM eastern on April 30, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included HERC, Diverse, and Inside Higher Ed, Sloan-C, EDUCAUSE, Astd.org, and HigherEdJobs.com.

Short-term goals: 1 BF, 1 HM, 1 AM

33 total applicants: 17 WM, 6 WF, 1 BF, 1 HF, 2 AM, 4 AF, 1 UM, and 1 UF.

Unqualified applicants included: 10 WM, 1 WF, 1 BF, 1 AM, 3 AF, and 1 UF.

Hiring Goals Analysis 2015

- 7 WM, 1 WF, 2 AF, and 1 UF lacked Master's Degree in Educational Technology, Education or related field.
- 1 AM lacked one to three years of experience in the area of instructional design/technology or related field.
- 1 WM did not demonstrate knowledge of educational media technology and instructional design theory.
- 1 WM did not demonstrate experience and competence with media development tools and course management systems (e.g., Blackboard Learn).
- 1 WM, 1 BF, and 1 AF lacked presentation skills.

Qualified applicants included: 4 WM, 4 WF, 1 HF, and 1 AF.

- 1 WM and 3 WF lacked experience using formative and summative evaluation methodologies.
- 3 WM, 1 WF, 1 HF, and 1 AF lacked prior experience in higher education with a background in course design for varying modes of delivery such as face-to-face, blended and/or online.

Interviewed applicants included: 3 WM, 1 WF, 1 AM, and 1 UM.

- 1 WM did not demonstrate practical experience in the development of online courses.
- 1 WF lacked direct involvement with the design and development of fully online courses in her recent work experience.
- 1 AM and 1 UM withdrew from consideration.
- 1 WM did not have the practical experience in the instructional design process as required for the position.

The 1 WM hired displayed the knowledge, ability, and applied practice necessary to be able to immediately work with faculty to design and develop online courses. He had both the ability and practical experience to meet all the expectations of an Instructional Developer 1 and had demonstrated in his recent work settings the strong interpersonal skills and ability to interact and effectively communicate, one-on-one, in a collaborative and collegial environment with faculty and staff alike. The work examples he shared at the interview proved that he had mastery in instructional design theory, practice, and production.

Hiring Goals Analysis 2015

Search 2015045 - Systems Administrator - SAIT

Internal and External



Job Posting

The Department of Student Affairs Information Technology at the University of Connecticut is seeking a full-time Systems Administrator to provide technical expertise to the operation of the University's Division of Student Affairs, particularly Student Health Services' medical technology systems and subsystems. This is an outstanding opportunity to enhance technology services in a progressive and dynamic technology environment.

The University of Connecticut is the state's flagship institution of higher learning. Founded in 1881, the University spans 4,108 acres at its main campus and five regional campuses, and an additional 205 acres at the UConn Health Center in Farmington. The main campus, located in Storrs, Connecticut, enrolls over 17,000 undergraduate and approximately 6,000 graduate students. The University of Connecticut is a school of choice for academically talented students. U.S. News & World Report ranks UConn number 19 on this year's list of the nation's best public universities.

Student Affairs IT provides all IT services to the Division of Student Affairs in support of the Division's mission to provide programs, services, and co-curricular experiences that enhance student success. Student Affairs and its IT department will be critical component to the University's continued growth and development.

Minimum qualifications include:

- A Bachelor's degree in a computer-related field (five years of appropriate technical experience will substitute for the Bachelor's degree)
- At least two years of technical experience which demonstrates a good working knowledge and understanding of enterprise-wide hardware and software (this experience is in addition to the five years of appropriate technical experience which may substitute for a degree)
- Good interpersonal skills including the ability to work collaboratively in a team-oriented, fast-paced, information technology environment
- Willingness and ability to work a flexible schedule as required such as evenings and occasional weekends.

In addition to the minimum qualifications the preferred qualifications include:

- A Bachelor's degree in computer science or other area of study requiring advanced problem-solving skills
- Experience working with medical systems such as PyraMed, Clinlab, Xpacs, or QS/1
- Experience with HIPAA compliance
- Experience with desktop computer virtualization and/or terminal services
- Experience with Windows, Linux, and/or Oracle configuration and management.

Starting salary is commensurate with qualifications and experience. A comprehensive benefits package is included.

Recruitment contacts included CareerBuilder, HuskyHire, Higher Ed Jobs, LinkedIn, the University of Connecticut Alumni Association and the University of Connecticut Student Affairs Website.

Hiring Goals Analysis 2015

Short-term goals: 1 BF, 1 HM, 1 AM

31 total applicants: 20 WM, 3 WF, 2 BM, 2 HM, 2 HF, 1 AM, 1 AF.

15 unqualified applicants: 10 WM, 3 WF, 2 HF.

- 1 WM had not earned a degree in computer-related field or equivalent combination of five years training and experience.
- 9 WM, 3 WF, 2 HF lacked two to three years of highly technical and progressively responsible technical experience that demonstrates a good working knowledge and understanding of enterprise-wide hardware and software.

8 qualified but not interviewed applicants: 5 WM, 1 BM, 1 HM, 1 AM

- 1 WM lacked experience with Windows, Linux, and/or Oracle configuration and management.
- 1 WM lacked experience with medical systems such as PyraMed, Clinlab, XPacs, or QS/1.
- 3 WM, 1 BM, 1 HM, 1 AM did not have experience with desktop computer virtualization and/or terminal services.

8 interviewed applicants: 5 WM, 1 BM, 1 HM, 1 AF

- 1 AF did not have the Windows skills necessary for the position.
- 2 WM and 1 HM withdrew their application from consideration.
- 1 BM did not have enough Linux experience needed for the position.
- 1 WM did not display enough PyraMed and Clinlab knowledge necessary for this position.
- 1 WM did not demonstrate the interpersonal and communication skills needed to work collaboratively in a team environment.

The 1 WM hired demonstrated an in depth knowledge of the Windows world with excellent knowledge of Linux and Oracle. Based on extensive communication, the interview responses of the candidate indicated excellent communication skills and the ability to work well in team environment.

Hiring Goals Analysis 2015

2015264 Operating Systems Programmer / Analyst II

The Office of Institutional Research and Effectiveness, located on the Storrs campus, invites applications for an Operating Systems Programmer/Analyst II (UCP 7). Founded in 1881, the University of Connecticut serves as the flagship for public higher education and the primary doctoral degree granting public institution in the state and includes a main campus in Storrs, CT, five regional campuses throughout the State, a Law School, and Medical and Dental Schools at its Health Center. The University, a Land Grant and Sea Grant college and Space Grant consortium institution, is consistently ranked the number one public university in New England and among the top 20 public in the nation. The University has approximately 10,000 faculty and staff and 30,000 students, including more than 22,000 undergraduates and nearly 8,000 graduate/professional students. More information regarding the University of Connecticut and the Office of Institutional Research and Effectiveness (OIRE) can be found at: <http://www.oire.uconn.edu>.

Under general supervision of the Executive Director of Data Warehousing and Business Analytics and the Systems Administrator Manager at UITS, the Operating Systems Programmer/Analyst II (UNIX/Linux) will be in charge of maintaining a UNIX/Linux-based servers that supports an enterprise SAS Data Warehouse and Visual Analytics infrastructure, perform a variety of difficult assignments associated with managing, monitoring, and controlling UNIX/Linux based operating systems, and work closely with the SAS Data Warehouse administrators, UITS system administrators, developers and end users to provide comprehensive UNIX/Linux based SAS servers support. The individual sets up and manages the functionality and efficiency of one or more UNIX/Linux based server operating systems in coordination with UITS and directions from Senior System Administrators; initiates preventive maintenance on the UNIX/Linux operating systems and supporting hardware as well as systems/environment problems as pertains to SAS server infrastructure; analyzes system faults and troubleshoots and runs diagnostics tests on operating systems and hardware to detect and resolve problems relating to SAS servers; sets up administrator and service accounts, maintaining system documentation, tuning system performance, installing SAS Data Warehouse, Business Intelligence and Visual Analytics software systems; coordinates with SAS Data Warehouse Administrator, validating and implementing critical system patches, and allocating mass storage space; develops and implements an end user security model that works well with SAS ACTs and server requirements. Responsible for complete security infrastructure for the SAS Data Warehouse, Office Analytics and Visual Analytics products; makes recommendations to purchase hardware and software, coordinates Linux, SAS software installation and provides backup recovery; assists in strategy, design, implementation, and operational aspects of multiple UNIX/Linux based systems, operating environments, and related software, and schedules, plans and oversees system upgrades; develops functional requirements through daily interactions with end-users and coordinates with the development teams on systematic enhancements or changes, with a commitment to provide the best support possible to internal and external clients; and assists with supervising the technical work of lower level staff members, end user computer support and performs related duties as required.

Qualifications:

Minimum Qualifications: The ideal candidate must have a Bachelor's degree in Computer Science, or a related discipline, and a minimum of two years' experience of Linux (Red Hat) and UNIX (AIX) and operating systems administration support for Enterprise Data Warehouse and Analytics; capacity for independent and creative thinking and problem solving ability; excellent analytical and quantitative skills; excellent communication skills, both verbal and written; and ability to work effectively with staff and users at all levels, vendors, and other technical staff as a member of a team.

Preferred Qualifications: Experience in institutional research or higher education environment; Linux System Administration Certifications and Network certifications and knowledge of current UNIX and Linux system administrator concepts; knowledge of data warehousing, business intelligence and

Hiring Goals Analysis 2015

analytic; strong experience in configuring Apache and Tomcat web application infrastructure; strong experience working with UNIX scripting and Java components to automate various environments

maintenance tasks; experience working with SAS, Oracle integration, migration and upgrades as part of the environment; experience with Linux system builds including Linux Server 2003 / 2010 Enterprise, Standard and R2 (Prefer experience in SCCM 2012 and Linux 7); experience deploying SAS BI application servers, operating system patching, backups and trouble shooting; a solid understating of network concepts and technologies – DNS, Firewalls, DHCP is preferred; and experience with configuring and supporting terminal services on Linux servers, Linux installer and PowerShell.

Appointment Terms: This is a full-time position. Salary will be commensurate with background and experience and includes a full benefits package.

To Apply: Interested applications should upload a cover letter, resume, and names and contact information of three professional references via Husky Hire. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015264)

This job posting is scheduled to be removed at 11:59 PM eastern on January 4, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: HERC, Diverse, Inside Higher Ed and the utilization of various professional contacts in the field.

Short-term goals: 1 BF, 1 HM, 1 AM

7 total applicants: 3 WM, 1 BM, 2 AM, and 1 AF

Unqualified applicants: 2 WM, 2 AM, and 1 AF

- 1 WM did not have a Bachelor's degree in computer science or a related discipline.
- 1 WM, 2 AM, and 1 AF did not have a minimum of two years' experience in Linux (Red Hat) and UNIX (AIX) and operating systems administration support for Enterprise Data Warehouse and Analytics

Qualified applicant: 1 BM

- 1 BM did not demonstrate expertise in Linux System Administration

Interviewed applicant: 1 WM

The 1 WM hired exhibited the expertise necessary for a Linux System Administrator. He possessed experience in Linux (Red Hat) and UNIX (AIX) and operating systems administration support for Enterprise Data Warehouse and Analytics. His experience with DHCP was extensive. Additionally, he exhibited excellent communication skills.

Hiring Goals Analysis 2015

2015143-Publicity/Marketing Manager – Rudd Center

Internal and External



Job Posting

The Rudd Center is viewed as a leading research and public policy organization devoted to improving the world's diet, preventing obesity, and reducing weight stigma. The national profile of the Center depends on an experienced communications professional to disseminate the Center's work to key audiences including policy makers, mass media outlets, health professionals, educators, and the general public.

Under the direction of the Director of the Rudd Center (Dr. Marlene Schwartz), the Publicity/Marketing Manager will be responsible for all media, communications, and promotional outreach to disseminate the Rudd Center's mission and work to the broader public. The individual will develop and carry out a comprehensive communications strategy designed to promote the Rudd Center's work on local, state, and national levels.

The work location will be at the Rudd Center which will be relocated to Hartford, Connecticut in January 2015.

Required Duties/Responsibilities:

- Create and carry out a comprehensive, strategic communications plan to promote and disseminate Rudd Center research to existing and new target audiences.
- Manage all interactions on behalf of the Rudd Center with the national and international press including building and maintaining relationships, cultivating interest in Rudd Center activities, responding to media requests, and pitching to media outlets.
- Aggressively work to place appropriate content (e.g. op-eds, interviews, blogs, etc.) in national, regional and new media outlets.
- Prepare and write timely, interesting, sometimes complex, informational articles for distribution to targeted market and media outlets.
- Serve as the primary point of contact and liaison with other communications professionals within and outside the university.
- Remain updated on developments in the field of communications. Use this information to help the Rudd Center operate with initiative and innovation.
- Manage the Rudd Center's national reputation, branding, and key messaging.
- Supervise a small team of communications professionals and interns.
- Supervise and direct contracted vendors (e.g., web developers, graphic designers).
- Oversee, manage, monitor, and evaluate all aspects of the Rudd Center Web site content and functionality.
- Coordinate the creation and maintenance of additional websites and newsletters developed for the Rudd Center's research and policy initiatives.
- Manage and update social media tools, including Facebook and Twitter.
- Track and evaluate the Rudd Center's social media presence and investigate new platforms.
- Track, review, and analyze the Rudd Center's national and international media coverage.
- Respond to inquiries from collaborators, advocacy groups, and the public.
- Research, write, edit, and disseminate monthly newsletter, and other communication materials (e.g., brochures, internet articles).

Hiring Goals Analysis 2015

- Research, write, edit, and disseminate monthly newsletter, and other communication materials (e.g., brochures, internet articles).
- Create and distribute a weekly internal update for all Rudd staff on presentations and publications, media coverage, and relevant news stories.
- Work with Director and Deputy Director to oversee weekly staff meeting and ensure effective communication within the center.

Minimum Qualifications:

- Bachelor's degree in Journalism, Communications, marketing or a related field.
- At least 5 years relevant experience.
- Evidence of successful experience writing press releases, media advisories, and other relevant communications tools.
- Evidence of excellent interpersonal/communications skills.
- Evidence of excellent writing and editing skills.
- Evidence of comfort with social media and ability to learn to use new platforms.
- Able to use PC and Mac computer systems.
- Proficient in MS Word, Excel, PowerPoint.
- Familiar with various media software and able to quickly learn to use new software (e.g., Adobe Dream Weaver, Publisher).
- Understanding of the academic research and publication process.

Preferred Qualifications:

- Knowledge of the fields of obesity, food, public policy.
- Master's degree in communications, marketing, journalism or related field.

This is a full-time, renewable position based on available funding. This position carries full medical and retirement benefits. The position will begin January 2nd, 2015.

Interviews for the position will be conducted at the current Rudd Center location in New Haven, CT. The actual work location will be at the Rudd Center which will relocate to Hartford, CT in January 2015.

Please use Husky Hire to upload a cover letter, curriculum vita, 1-2 professional writing samples such as a press release, blog post or media advisory and the names and contact information for three professional references to **Search Number 2015143**. Review of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. Additional information about the Rudd Center can be found at <http://www.valeruddcenter.org/>.

This job posting is scheduled to be removed at 11:59 PM eastern on November 13, 2014.

Recruiting activities included: Prevention Institute Website, ProfKRG Website, Direct Outreach-Food Policy Media, Rudd Center Facebook, Twitter, Newsletter and Webs, and LinkedIn.

Short-term goals: 1 BF, 1 HM, 1 AM

68 total applicants included: 18 WM, 40 WF, 1 BM, 1 BF, 1 HM, 3 HF, 1 UM, and 3 UF.

Unqualified applicants included: 15 WM, 29 WF, 1 BM, 1 BF, 1 HM, 2 HF, 1 UM, and 3 UF.

Hiring Goals Analysis 2015

- 7 WM, 17 WF, 1 BM, 1 HF, and 1 UF lacked a Bachelor's degree in Journalism, Communications, marketing or a related field.
- 1 WM lacked at least 5 years of relevant experience.
- 7 WM, 12 WF, 1 BF, 1 HM, 1 HF, 1 UM, and 2 UF lacked an understanding of the academic research and publication process.

Qualified applicants included: 1 WM and 1 WF.

- 1 WM and 1 WF withdrew their applications from consideration.

Interviewed applicants included: 2 WM, 10 WF, and 1 HF.

- 1 WM and 1 WF withdrew their applications.
- 2 WF lacked excellent writing and communications skills.
- 1 WF lacked interpersonal skills and the ability to work effectively and amicably with co-workers and faculty.
- 3 WF lacked experience in academic/research setting.
- 1 WF had more experience in sales and brand PR than in a non-profit/academia setting.
- 2 WF and 1 HF lacked the social media knowledge and skills needed for the position

The 1 WM hired was an experienced communications professional. He had media contacts both in CT and nationally and targeted and impressive ideas for promoting the center's work, which he explained very well in his interviews. His communications experience was extensive. His references had very positive about his communications experience and abilities. He was very focused on his work, worked very well with others, and was reliable with deadlines.

Hiring Goals Analysis 2015

Search 2015356 - Assistant Director of Residence Education – Residential Life

Job Summary: The Assistant Director of Residence Education (UCP 7/Complex Coordinator) supervises a staff of 4-6 professional Residence Hall Directors (HDs) and is responsible for a residential area of approximately 3000 beds, 65 Resident Assistants (RAs), and several graduate student Assistant Residence Hall Directors. The Assistant Director of Residence Education reports to the Associate Director of Residence Education and is a critical leader in Residence Education. The Assistant Director of Residence Education is primarily responsible for staff supervision and professional development, as well as administrative and managerial duties. The Assistant Director of Residence Education assesses, plans for, contributes to, and oversees the implementation and enhancement of student learning outside of the classroom through a wide range of programmatic opportunities, including learning communities and academic initiatives. The Assistant Director of Residence Education also works closely with colleagues from the Operations and Housing Services units of the department in providing a comprehensive and outstanding on-campus experience for students.

The University of Connecticut has repeatedly been ranked the top public university in New England by U.S. News and World Report and is also ranked among the top public research institutions in the nation. Founded in 1881, the University of Connecticut has 10 Schools and Colleges at its main campus in Storrs. UConn is a Carnegie Foundation Research University-Extensive, Land Grant and Sea Grant College.

Residential Life plays a vital role in the success of the University of Connecticut and its students by providing quality facilities, personnel, services, and programs that contribute to the mission of the University. Our comprehensive, student-centered, residential program houses over 12,000 students. Over 70% of the undergraduate student population resides in university-managed housing. We offer our students an array of housing facilities and options to enhance their learning experience, including a variety of learning communities.

DUTIES AND RESPONSIBILITIES

Staff Supervision and Development

- Supervise, train, and evaluate full-time professional hall directors.
- Set performance goals with Hall Directors, including short- and long-term professional development plans.
- Provide on-going indirect supervision and mentoring of all levels of residence hall and clerical staff.
- Supervise staff programming and relationship development efforts in learning communities and special interests.
- Assist in the recruitment and hiring of professional staff positions.
- Collaborate in the development of the residence hall staff training program.

Hiring Goals Analysis 2015

Community and Student Development

- Assist in coordinating student leadership and training programs.
- Responsible for overseeing the quality of advisement of hall council government within one's area.
- Coordinate and supervise educational, cultural and social events and programs in the residential areas.
- Coordinate hall staff contributions and relationships regarding learning communities and special interest housing within one's area.
- Utilize the community standards process to educate students of their responsibilities as community members and supervise charges' administration of community standards.
- Evaluate trends and develop plans to respond to resident and community needs.
- Assist staff in dealing with student concerns and parent inquiries.
- Instruct EPSY 3235 (RA class).

Professional Development

- Direct charges' professional development.
- Develop and attend professional development opportunities.
- Participate in national and regional professional organizations and activities.
- Maintain a healthy professional reading regimen.
- Remain aware of current best practices and trends regarding college student housing.

Administrative

- Develop and implement area objectives to support unit and department goals, and assist in the development and formulation of department goals, policies, and procedures.
- Consistently and frequently tour areas of responsibility.
- Participate in the preparation and justification of financial plans, oversee area budgets and expenditures and promote fiscal integrity.
- Serve as a liaison with other university departments and constituents, including Dining Services, Health Services, Counseling and Mental Health, Community Standards, academic departments, and parents.
- Coordinate the implementation of Residential Life policies and procedures.
- Lead weekly staff meetings and other meetings as needed.
- Complete assigned administrative responsibilities, reports, and related tasks.
- Work closely with colleagues from Operations and Housing Services units in monitoring the residence hall physical facilities and coordinate seamless assignments processes.
- Assist in the coordination of unit-wide assignments, reports, and records.
- Chair and/or serve on unit, departmental, and university committees, as directed.
- Available to respond to campus emergencies.
- Other responsibilities as assigned.

Hiring Goals Analysis 2015

QUALIFICATIONS

Minimum Qualifications

- A Master's Degree in Student Affairs, Higher Education, or a related field.
- Three to five years' experience working in a residence hall program.
- Problem-solving and critical-thinking skills.
- Ability to analyze complex issues and effectively plan and organize work.
- Excellent oral and written communication skills.
- Experience in and awareness of the sensitivity required when interacting with, supervising, and addressing the needs of a diverse community.

Preferred Qualifications

- Experience supervising professional residence hall staff.
- Five to seven years' experience in higher education.
- Experience working in a large residence hall program.
- Current membership and/or active involvement in related professional organizations.

Salary is commensurate with experience and degree consistent with the current bargaining agreement salary schedule. The Residence Hall Complex Coordinator is a UCP 7 position. A tuition waiver is available for pre-approved coursework. The outstanding benefits package includes state healthcare.

To Apply: Applicants please apply online using Husky Hire to upload a resume, cover letter and list of three (3) references, including names, addresses and telephone numbers. At least one of those references must be an immediate supervisor. Please indicate the professional relationship of each reference to the candidate. An official transcript will be required if an invitation for an on-campus interview is extended. Review of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015356)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 9, 2015.

Recruitment activities included: NEACUHO, HigherEdJobs.com, ACUHO-I, Diverse Issues in Higher Education, Career Central-ACPA, and The Placement Exchange-NASPA.

Short-term goals: 1 BF, 1 HM, 1 AM

70 total applicants included: 26 WM, 20 WF, 4 BM, 7 BF, 3 HM, 1 HF, 3 AM, 1 AF, 3 UM and 2 UF.

Unqualified applicants included: 10 WM, 8 WF, 2 BM, 4 BF, 2 HM, 1 HF, 2 AM, 1 AF, 1 UM and 1 UF.

- 4 WM, 4 WF, 1 BM, 2 BF, 1 HM, 1 AM, 1 AF, 1 UM and 1 UF lacked three to five years' experience working in a residence hall program.
- 3 WM, 4 WF, 1 BM, 2 BF, 1 HM, 1 HF and 1 AM lacked a Master's degree in Student Affairs, Higher Education, or a related field.
- 3 WM lacked experience in and awareness of the sensitivity required when interacting with supervising, and addressing the needs of a diverse community.

Hiring Goals Analysis 2015

Qualified applicants included: 3 WM.

- 3 WM did not have experience supervising professional residence hall staff.

Interviewed applicants included: 13 WM, 12 WF, 2 BM, 3 BF, 1 HM, 1 AM, 2 UM and 1 UF.

- 3 WM and 4 WF were unable to articulate how their skills would translate into the AD role.
- 3 WM, 4 WF, 1 BM, 3 BF, 1 HM, 1 AM, 1 UM, 1 UF had not supervised professional staff members.
- 1 WM and 1 WF withdrew from search.
- 2 WM and 1 WF were unable to answer questions related to serving the needs of a diverse community in depth.
- 3 WM and 1 UM were unable to answer questions completely.
- 1 WF did not understand the responsibilities of the position based on responses to interview questions.

The 1 BM selected was promoted into the position. He had an understanding of the role and was able to articulate how his current experiences have prepared him for the complex coordinator position. He had four years of experience supervising professional staff in a Residential Life office and had exceptional supervision skills. He was intentional thoughtful in his answers and demonstrated the ability to think critically and be strategic.

The 1 WF selected was promoted into the position. She was able to articulate how her experiences have prepared her for the role. She was intentional and thoughtful in her answers and demonstrated the ability to think as a mid-level professional. She engaged with campus partners, hall staff and students very professionally and with eagerness to be on the team.

The 1 WM selected for the position was able to articulate great depth and experience in his answers to interview questions. He had experience with student development and supervision of professional staff. He had experience as an advocate and leader in issues related to multiculturalism.

Hiring Goals Analysis 2015

Search 2015353 - Systems Administrator 1 – Financial Aid

The Office of Student Financial Aid Services (OSFAS) invites applications for a full-time, twelve-month Systems Administrator. Working under the supervision of the Manager of Technical Projects, this individual works as part of the team responsible for maintaining the PeopleSoft(PS) Campus Solutions(CS) Financial Aid(FA) Module and the day-to-day technical operations within the OSFAS.

Duties and Responsibilities: ensuring the correct set-up of the FA module in context of regulatory compliance and customer service needs based on a thorough understanding of how Financial Aid business processes and configuration interact with the other CS modules; designing test scenarios for applicable bundles, patches, updates, and upgrades and performing testing efforts; working directly with users to evaluate business processes and create more efficient and/or effective processes; developing written requirements or specifications for these processes; analyzing user data requests in order to develop queries and create reports utilizing various reporting tools; creating training materials and procedure manuals; handling day-to-day problems related to the various FA business processes; and coordinating with University Information Technology Services on diagnosis of bugs, problems, errors, failures, and slow performance as needed.

In addition to providing support for the CS FA Module, the Systems Administrator also provides assistance in maintaining the ImageNow document imaging system; participates in various outreach activities such as semi-annual Open Houses; and performs other duties and/or completes special projects as assigned.

Minimum Qualifications

The ideal candidate must have a Bachelor's degree in a computer-related field or an equivalent combination of education and experience, AND two to three years' technical experience which demonstrates a comprehensive knowledge and understanding of systems design criteria as well as systems architecture; demonstrated skills in planning, leadership, communication and organization; ability to meet deadlines and work under pressure; ability to work effectively with vendors, staff and users at all levels; demonstrated understanding of relational database structure; demonstrated experience with the utilization of query tools to access data; willingness and capacity to investigate, analyze and interpret data or information for accuracy and completeness in order to make informed decisions; demonstrated proficiency in MS Office; demonstrated ability to think objectively and creatively, focusing not only on details, but accurately comprehending the larger issues and interrelationships; capacity to produce consistently accurate work; ability to set priorities so as to accomplish milestone goals in a timely manner; ability to work independently as well as show commitment to a team.

Preferred Qualifications

In-depth knowledge of the set-up, usage, debugging, modifying, operating, analyzing, methods, screens, and data structures of PeopleSoft (PS) Campus Solutions Financial Aid Module; Master's degree in Computer Science, Information Technologies or related field; proven SQL, PL/SQL knowledge and skills; basic understanding of HTML, XHTML, JavaScript, and CSS; experience with PeopleTools and other PS technologies; experience with administering ImageNow or other document imaging system; demonstrated project management experience; at least one year work experience in a student financial aid office; familiarity with business processes and procedures as they relate to Financial Aid and understanding of the dynamic nature of federal regulations.

Appointment Terms: Salary range is mid to high \$50s commensurate with qualifications and experience.

Hiring Goals Analysis 2015

Recruitment activities included: CAPFAA, MASFAA, RIASFAA, and Indeed.com.

Short-term goals: 1 BF, 1 HM, 1 AM

25 Total applicants included: 10 WM, 4 WF, 1 HF, 1 AF, 9 UM

Unqualified applicants included: 6 WM, 2 WF, 1 HF, 1 AF, and 5 UM.

- 2 WM, 2 WF, 1 HF, 3 UM, did not have Bachelor degree in computer related field or equivalent combination of education and experience.
- 3 WM did not demonstrate proficiency in MS Office.
- 1 WM, 1 AF and 2 UM lacked an ability to think objectively and creatively, focusing not only on details, but accurately comprehending the larger issues and interrelationships.

Qualified applicants included: 3 UM

- 3 UM lacked in-depth knowledge of the set-up, usage, and debugging, modifying, operating, analyzing, methods, screens, and data structures of PeopleSoft Campus solutions Financial Aid Module.

Interviewed Applicants Included: 4 WM, 2 WF, and 1 UM.

- 3 WM, 1 WF, withdrew from consideration.
- 1 WF lacked the SQL skills necessary for the position.
- 1 UM lacks sufficient skills with excel or JavaScript.

The 1 WM selected demonstrated outstanding skills in MS Excel, experience with SQL and an understanding of HTML, XHTML, JavaScript and CSS. He had previously worked in a position with the responsibility for the set-up, usage, and debugging, modifying, operating, analyzing, methods, screens, and data structures of PeopleSoft Campus solutions Financial Aid Module.

Hiring Goals Analysis 2015

2014628 - Transportation Planner – Logistics Administration

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The Transportation Planner supports the Director of Logistics Administration, Manager of Parking Services, and the University Planner with high-level planning support and works cooperatively with Planning and Engineering Services (PAES) colleagues to complete broad planning and management initiatives in order to meet the University's near and long range multimodal transportation and parking goals. Responsibilities include the assessment, design, implementation, and planning of transportation demand management initiatives, pedestrian and vehicle movement, the accommodation of construction, and the assessment and/or mitigation of environmental impacts related to projects initiated at the departmental, agency, and enterprise levels.

The Transportation Planner position requires the incumbent to possess a diverse skill set and extensive prior experience acquired at institutions of similar size and complexity. In a given day, the incumbent may act as an administrator, analyst, cartographer, designer, graphics specialist, planner or project manager. Along with the Director of Logistics Administration, the incumbent will be actively engaged in local municipal and state planning initiatives as they relate to University transportation planning efforts. The Transportation Planner has a dual reporting relationship reporting to the Director of Logistics Administration and a dotted line relationship to the Director of Planning.

Minimum Qualifications:

1. Bachelor's degree (or equivalent experience) in planning, architecture or related field.
2. At least five years of transportation and land use planning, physical planning, or relevant experience.
3. Experience dealing with municipal issues, preparing planning analyses & documents, and presentations.
4. Excellent graphic, organizational, writing and analytical skills are necessary, as well as the ability to create and make presentations to a wide variety of audiences and the public.
5. Ability to work well in a team environment is essential.
6. Flexibility and capability to adapt to changing priorities and schedules is also essential.
7. Requires high motivation and the ability to exhibit innovation, good judgment and reliability in the work place, as well as the ability to develop and maintain effective working relationships with colleagues and stakeholders.
8. Expertise with both analytical and graphic software is a must, as well as experience with GIS, database, graphic and desktop publishing and business software.
9. Demonstrated ability to supervise technical personnel.

Hiring Goals Analysis 2015

Preferred Qualifications:

1. Master's degree.
2. Transportation Planning experience in a University environment; experience with Transportation Demand Management (TDM) and Trip Reduction Strategies (TRS); urban and site design skills as they relate to transportation, access, circulation, and parking.

This is a permanent full-time position with a full benefit package.

Please apply online and attach a cover letter, resume, and a list of three references with contact information. Application deadline for this position is May 30, 2014. Screening of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM eastern on May 30, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, Hartford Courant, Diversity Central, IPI Website, NPA Website, NEPC Website, and CPark List Serv.

Short-term goals: 1 BF, 1 HM, 1 AM

28 total applicants included: 15 WM, 3 WF, 2 BM, 2 HM, 4 AM, 1 UM, and 1 UF.

Unqualified applicants included: 10 WM, 2 WF, 2 BM, 2 HM, 2 AM, and 1 UF.

- 2 WM lacked Bachelor's degree (or equivalent) in planning, architecture or related field.
- 6 WM, 2 WF, 2 BM, 1 HM, 2 AM, and 1 UF lacked at least five years of transportation and land use planning, physical planning, or relevant experience.
- 1 HM did not demonstrate flexibility and capability to adapt to changing priorities and schedules.
- 2 WM lacked expertise with both analytical and graphic software, as well as experience with GIS, database, graphic and desktop publishing and business software.

Qualified applicants included: 2 WM and 1 AM.

- 2 WM lacked transportation planning experience in a University environment.
- 1 AM had had an inconsistent work history and with long unexplained breaks in employment.

Interviewed applicants included: 3 WM, 1 WF, 1 AM, and 1 UM.

- 2 WM lacked sufficient practical experience with realizing/actualizing university plans.
- 1 WM and 1 UM lacked sufficient communication skills based on poor responses to interview questions.

Hiring Goals Analysis 2015

- 1 AM had experience that was not directly transferable to a public university environment.

The 1 WF hired was extraordinarily well-qualified in land use planning and physical planning. She possessed deep and broad experience with GIS and desktop publishing that was directly relevant to the job. Her communication skills were exemplary and her professional skills were clearly transferable.

Hiring Goals Analysis 2015

2015211-Assistant Manager – Sponsored Programs

Internal and External



Job Posting

The Office of the Vice President for Research, Sponsored Program Services at the University of Connecticut (UConn) is seeking an experienced, energetic financial services/accounts receivable Assistant Manager to join our Research Administration team.

Under the direction of the Manager, Financial Services and working closely with the post-award Financial Coordinator Team Lead, the Assistant Manager will be responsible for assisting with the oversight of financial services, as well as participating in and ensuring the timely and accurate coordination of billings, collections, letter of credit drawdowns, electronic transmittal of funding, and other receipt of monies related to sponsored research. This position will also coordinate other related post-award activities, with the goal of creating streamlined, efficient delivery of services.

Characteristic Duties and Responsibilities will include: Assisting with the implementation of computerized financial control and billing systems; establishing and updating policies and procedures; assisting with the supervision of financial services staff; coordinating with post-award services to clarify and streamline processes and implement operational efficiencies for cohesive delivery of services; assisting with the supervision the financial records and the control of budgets; participating in the maintenance and activity of monthly and other billing cycles, including preparation of invoices through a variety of invoicing systems, and following up on outstanding invoices as necessary; generating financial statements, schedules, invoices, aging, letter of credit, quarterly and other reports, and performing related analysis; receiving monies in the form of checks, drawdowns and a variety of other automated methods; prepares and enters journal vouchers to record billings and cash receipts; reconciles ledgers and other activity; serves as a resource and University liaison regarding fiscal matters and in the resolution of problems, may develop and deliver training for staff and University constituencies; performs special projects or assignments which require thorough understanding of fiscal procedures; other duties as assigned.

Minimum Qualifications: Bachelor's degree in accounting, business or a related field; one to three years of experience in a position with financial accountability and/or financial analysis responsibilities; progressively responsible experience in a supervisory capacity with oversight for the collection of revenue; knowledge of financial controls, regulations, policies and operations related to the billing, collection, recording and deposit of monies; experience with electronic/online financial processing; excellent accuracy and attention to detail; excellent interpersonal skills, with customer-service and team orientation; excellent project management, time management and organizational skills; excellent verbal and written communication skills; proficiency with Microsoft Office Suite, including Outlook, Word and Excel.

Hiring Goals Analysis 2015

Preferred Qualifications: Certified Public Accountant, or Master's degree in accounting or a related field with commensurate experience; familiarity with the financial management of sponsored projects, grants and contracts; familiarity with GASB/generally accepted accounting principles; experience working in a governmental agency or in an institution of higher education; knowledge of the Federal letter of credit system; experience developing and delivering training related to financial services.

The University of Connecticut offers a comprehensive package of salary and benefits. For a full list of duties and responsibilities please refer to the position description located at <http://research.uconn.edu/>.

Please submit a letter of interest, resume and a list of at least three professional references via Husky Hire. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

For confidential inquiries or additional information please contact:

Recruiting activities include: HERC, Diverse, Inside Higher Ed, CT Jobs.com, CT & US Department of Labor website, NCURA Website, RESADM-L Listserv, State of Connecticut DAS website, and OVPR website.

Short-term goals: 1 BF, 1 HM, 1 AM

33 total applicants included: 6 WM, 18 WF, 1 BM, 1 BF, 1 HF, 2 AM, 1 AF, 2 UM, and 1 UF.

Unqualified applicants included: 6 WM, 14 WF, 1 BM, 1 BF, 1 HF, 2 AM, 1 AF, 2 UM, and 1 UF.

- 2 WM, 5 WF, 1 BF, and 1 UF lacked a Bachelor's degree in accounting, business or related field.
- 1 WM, 1 WF, and 1 AF lacked one to three years of experience in a position with financial accountability and/or financial analysis responsibilities.
- 1 WM, 8 WF, 1 BM, 1 HF, 1 AM, and 2 UM did not have progressively responsible experience in a supervisory capacity with oversight for the collection of revenue.
- 2 WM and 1 AM lacked an attention to detail based on errors in their application materials.

Interviewed applicants included: 4 WF.

- 2 WF had less experience developing and delivering training related to financial services than needed for the position.
- 1 WF did demonstrate an understanding of position during the interview, and lacked Excel skills.

The 1 WF selected had strong accounting experience. This candidate's previous job experiences gave her excellent knowledge the federal letter of credit system and of GASB. She had CORECT exposure and was familiar with various payment agencies that are used to draw grant payments.

Hiring Goals Analysis 2015

2015251 Fiscal Manager for Connecticut Small Business Development Center (CT SBDC)

The School of Business is seeking a full time Fiscal Manager (UCP 7) to work in the Connecticut Small Business Development Center (CT SBDC). The incumbent will report to the State Director of the CT SBDC and will manage and supervise a wide range of business, accounting, budgeting, human resource and fiscal functions for the CT SBDC. The position will be based on the Storrs campus, but may require travel to the other SBDC offices or other locations across the state in support of SBDC needs. Weekend and evening may also be required on occasion.

Responsibilities include, but are not limited to: designing, implementing and monitoring accounting systems and procedures for all CT SBDC programs and costs centers and assuring adherence to sound accounting principles; supervising the maintenance of all financial records, budget control and internal record keeping; signing financial documents required for normal business activities as requested by the Executive Director; preparing reports as appropriate to meet State, Federal, University and departmental requirements to include requirements of funded awards and cooperative agreements; supervising the work of staff engaged in fiscal and accounting functions; monitoring approved budget and authorizing expenditures within grant and funding agency guidelines as well as within University guidelines where applicable; supervising filling of accounts receivable, which may include fees and other program income, to ensure collection of accounts and is responsible for the accurate accounting and deposit of monies, in accordance with University and State regulations; preparing timely budget projections and analysis, analyzing fiscal impact of various policy options and/or new programs; making recommendations for improved cost effectiveness and budget utilization; preparing and executing purchase and other agreements in accordance with University, State and Federal grant regulations and requirements; serving as resource regarding fiscal matters and in resolving fiscal problems; monitoring personnel actions and supervising preparation of necessary paperwork for appointments, leaves, termination and other personnel actions, assuring proper procedures are followed and information is accurate; managing special projects or assignments which require a thorough understanding of fiscal and departmental procedures; performing related duties as required.

Minimum Qualifications:

1. Bachelor's degree in business, accounting or related field.
2. One to three years of experience in a position with financial accountability and/or financial analysis responsibilities.
3. Sound knowledge of budget preparation and fiscal control methods.
4. Ability to work independently and exercise sound judgment.
5. Strong analytical skills and demonstrated accuracy in work.
6. Excellent Microsoft Office skills, especially Excel and Word.
7. Ability to fit into a team environment that includes members at various locations.
8. Strong interpersonal and oral and written communication skills.

Preferred Qualifications:

1. At least two years' experience working in a professional academic or business environment.
2. Prior experience working with federal grants and grants reporting systems.
3. Prior experience working within with the state's fiscal procedures.
4. Prior experience with systems analysis and data processing procedures.
5. Prior experience using the University's financial reporting system (Kuali) or another financial reporting system.
6. Proven ability in being resourceful in one's position.

Appointment Terms and Conditions: This is a full-time, 12 month, end-date position subject to annual renewal.

To Apply: Please apply online using Husky Hire to submit a letter of application, resume, and the names and contact information of three professional references. For full consideration, please apply by **December 16, 2014**. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015251)

Hiring Goals Analysis 2015

This job posting is scheduled to be removed at 11:59 PM eastern on January 23, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: HERC, Inside Higher Ed, and Diverse and various professional contacts in the field.

Short-term goals: 1 BF, 1 HM, 1 AM

20 total applicants: 6 WM, 9 WF, 2 BM, 1 BF, 1 AM, 1 UM

Unqualified applicants: 3 WM, 6 WF, 1 BM, 1 BF, 1 AM, and 1 UM

- 3 WM, 6 WF, 1 BM, 1 AM, and 1 UM did not demonstrate strong written communication skills as evidenced by application materials.
- 1 BF did not demonstrate sound knowledge of budget preparation and fiscal control methods.

Interviewed applicants: 3 WM, 3 WF, 1 BM

- 1 WM and 2 WF withdrew their applications.
- 2 WM did not demonstrate prior experience working with federal grants and grants-reporting systems.
- 1 BM did not demonstrate excellent communication skills based on poor responses to interview questions.

The 1 WF selected demonstrated excellent communication skills, as thorough knowledge of state and federal grants, Excel, the Quali Financial System, and managing grants and accounting procedures.

Hiring Goals Analysis 2015

2015310 Program Specialist - Educational Outreach (UCP 7)

Internal and External



Job Posting

Position Summary:

The Neag Center for Gifted Education and Talent Development at the Neag School of Education, University of Connecticut comprises many unique teaching, research, and service components. Historical leadership in advocating a broadened conception of giftedness, and a focus on the development of potentials in groups not ordinarily included in special programs for the gifted and talented are hallmarks of the Neag Center for Gifted Education and Talent Development.

Many of the components of the Neag Center are driven by The Schoolwide Enrichment Model (SEM) (Renzulli, 1977; Renzulli & Reis, 1985, 1997). The SEM is widely implemented as an enrichment program used with academically gifted and talented students and a magnet theme/enrichment approach for all schools interested in high-end learning and developing the strengths and talents of all students.

The Neag Center earned recognition for its summer professional learning experiences associated with Confratute (conference & institute). As of 2015, Confratute celebrates the 38th anniversary of this dynamic approach to high-end learning experiences for educators and parents. The learning experiences mirror the theoretical and practical approaches advocated for gifted and talented students.

As part of these initiatives, the Neag Center is hiring a Program Specialist-Educational Outreach (UCP 7) to serve as the Schoolwide Enrichment Model Outreach and Confratute Coordinator.

The Schoolwide Enrichment Model (SEM) Outreach Coordinator and Confratute Coordinator will work under the direction of the Director of the Neag Center for Gifted Education and Talent Development to provide educational information and professional development training on the SEM. This position requires an advanced understanding of the SEM and its practical applications.

1. Provide professional development outreach for the SEM to teachers, administrators, schools, and school districts. Outreach includes training, modeling, co-teaching, and coaching. Training may occur in small groups (e.g., 2-3) or large groups (e.g., 500) so flexibility is required. Coordinate all program activities including the creation and revision of SEM program materials.
2. Coordinate all aspects of Confratute by working directly with the Confratute co-directors. Duties include presenting, scheduling, creation of program materials, on-site coordination, promotion and advertising as well as teaching and advising of participants.
3. Assist with the logistical management of Confratute as it pertains to the SEM. Educate participating teachers and administrators on SEM best practices within classrooms, schools, and school districts.
4. Assist with the implementation of the Renzulli Academy replication originally funded by the Jack Kent Cooke Foundation. Responsible for providing training, modeling, and coaching to all teachers and administrators.
5. Negotiate with schools and school districts to collaborate with them on implementing aspects of the SEM in multiple K-12 schools. Responsible for coordination of all professional development materials, activities, and consultants.
6. Answer all requests for information from parents, teachers, and administrators regarding the SEM model and implementation of the model.
7. Create, maintain, and write posts for blog detailing SEM theories, work, and implementation. Promote the SEM outreach project using the blog. Review blog posts for acceptability and have the authority to reject any inappropriate comments.

Hiring Goals Analysis 2015

- have the authority to reject any inappropriate comments.
8. Author quarterly News and Views newsletter to disseminate updates on new initiatives, projects, and staff at the Neag Center for Gifted Education and Talent Development.
 9. Assist with the submission of all grant proposals to secure further funding for programs and activities associated with the Neag Center for Gifted Education and Talent Development.
 10. Promote the SEM and other Neag Center for Gifted Education and Talent Development initiatives at meetings, conference, and with other local and state agencies. Travel may be required.
 11. Independently plan conferences, meetings, and workshops. Coordinate all aspects of the events including arrangement of speakers and event logistics including scheduling and program materials.
 12. Performs all other duties as required.

Minimum Qualifications

- Master's degree in education.
- Minimum of three years of teaching experience at the elementary, middle school, and/or high school levels.
- Comprehensive knowledge of the Schoolwide Enrichment Model and proven ability to implement the model within a classroom setting (at least three years of personal implementation).
- Excellent written and oral communication skills

Preferred Qualifications

- Prior attendance at Confratute necessary to have sufficient background knowledge necessary to provide coordination services of all program logistics including suggestions for session content.
- Five to seven years of teaching experience at the elementary, middle school, and/or high school levels.
- Flexibility to train and present to small groups (e.g., 2-3) to large (e.g., 250-500) all within the same day.
- Ability to provide trainings, teacher and administrator coaching, and break down the concepts and techniques/practices of the SEM to educate others in the use of the model within individual and whole school settings nationally and internationally.
- Proven ability to produce reliable results, problem-solve, and trouble shoot problems.

Appointment Terms:

This is a full-time, end-date, 12-month position with an anticipated start date of July 1, 2015. The position may be renewed yearly based on funding. The successful candidate's appointment will be at the Storrs campus with the possibility of national and international travel. Salary will be commensurate with qualifications and experience.

To Apply:

To apply, upload a cover letter, resume, and three letters of reference. Applications are due by May 7, 2015. Evaluation of applicants will begin immediately following May 8, 2015. For more information regarding the Neag Center for Gifted Education and Talent Development, please visit the department website at www.gifted.uconn.edu. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015310)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 7, 2015.

Hiring Goals Analysis 2015

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC, Career Builders, Hispanic Outlook website, Husky Hire

Short-term goals: 1 BF, 1 HM, 1 AM

10 total applicants: 1 WM, 7 WF, 1 BF, and 1 UF

Unqualified applicants: 1 WM, 5 WF, 1 BF, 1 UF

- 1 WM and 2 WF did not have a Master's degree in education.
- 3 WF, 1 BF, and 1 UF lacked comprehensive knowledge of the School-wide Enrichment Model and the ability to implement it within a classroom setting.

Interviewed applicants: 2 WF

- 1 WF had less experience providing trainings, teacher and administrator coaching, and break down the concepts and techniques of the SEM to educate others in the use of the model within individual and whole school settings than needed for the position.

The 1 WF selected had an excellent understanding of the School-wide Enrichment Model, and extensive experience in conducting professional development workshops with large and small groups. Finally, the selected candidate had attendee and leadership experience with Confratute.

Hiring Goals Analysis 2015

2015091 Program Specialist II – Neag School of Education

Under the general supervision of the Associate Dean of Research in the Neag School of Education, the candidate identifies, collects, maintains, and analyses data from various sources as well as effectively communicates analysis for decision-making and planning, publication and compliance with government regulations. Incumbents in this position are expected to independently manage day-to-day administration of data and perform moderately complex analysis, forecasting, and reporting. The incumbent's analysis should regularly impact decisions in the Neag School of Education regarding academic planning, program review, graduate success, and resource allocation.

Characteristic Duties and Responsibilities

1. Identify and anticipate data and information reporting needs of the Neag School of Education.
2. Implement the Neag School of Education Assessment Plan, facilitating the revision process and updating on a routine schedule.
3. Provide moderately complex data analysis in support of academic planning, reporting and decision-making at program, department, and school-wide levels.
4. Complete data syntheses for external assessment reports (e.g., US News, ETS Praxis, Title II Report, IPEDS), and collaborate with appropriate personnel to ensure timely and complete submission.
5. Take a proactive role in design and maintenance of assessment systems required of accreditation agencies in education (e.g. NEASC, NCATE, CAPTE, CAATE, APA), including organizing new data and developing standardized practices for collecting, analyzing and interpreting data to ensure data accuracy and integrity in all reports.
6. Effectively communicate analysis through formal presentations, narratives, and written reports tailored to the target audience.
7. Oversee the development, implementation, and analysis of surveys required for program, department, and school-wide evaluation.
8. Serve as resource for education-related data and analytical support to various stakeholders, and maintains contact with University and external offices to obtain and ensure accuracy of information.
9. Supervise and train student assistants as needed to complete assigned projects.
10. Represent the Neag School of Education on various University and external committees as needed or required.
11. Other related duties as assigned by the Associate Dean or Dean.

Minimum Acceptable Qualifications/Skills

1. Master's degree in Educational Research, or a related quantitative discipline and three years of professional experience, of which at least one year must be in an education assessment related area OR a doctoral degree with degree preparation requiring a minimum of two years related work in education assessment related area.
2. Experience using statistical analysis programs for reporting and decision support, including some knowledge of programming.
3. Considerable knowledge of program evaluation and applied research design and analysis.
4. Evidence of independent and creative thinking and writing in solving issues in education assessment.
5. Ability to work with data from multiple electronic sources.
6. Excellent analytical and quantitative skills.
7. Excellent communication skills, both verbal and written.

Hiring Goals Analysis 2015

Other Desirable Qualifications/Skills

1. Working knowledge of ERP such as PeopleSoft, SAP, Banner.

To Apply: Candidates should submit letter of application, resume, and the names of three professional references via Husky Hire. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015091)

This job posting is scheduled to be removed at 11:59 PM eastern on September 25, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: HERC, Diverse, and Inside Higher Ed and the utilization of various professional contacts in the field.

Short-term goals: 1 BF, 1 HM, 1 AM

14 total applicants: 2 WM, 6 WF, 2 AM, 2 AF, and 2 UM

Unqualified applicants: 2 WM, 4 WF, 2 AM, 1 AF, and 2 UM

- 2 WM, 4 WF, 2 AM, 1 AF, and 2 UM did not have a Master's degree in Educational Research or a related quantitative discipline and at least three years of professional experience, or a doctoral degree with degree preparation requiring a minimum of two years' related work in an education assessment related area.

Interviewed applicants: 2 WF and 1 AF

- 1 WF withdrew her application.
- 1 AF did not demonstrate excellence in independent and creative thinking and writing in solving issues in educational assessment, and interpersonal communication skills.

The 1 WF selected demonstrated excellent communication skills, good references, the ability to creatively solve problems, a Master's degree, and comprehensive knowledge of the Neag School of Education's policies and objectives.

Hiring Goals Analysis 2015

2015257 - Research and Corporate Relations Liaison – Sponsored Programs

The Office of the Vice President for Research, Sponsored Program Services at the University of Connecticut (UConn) is seeking an energetic Research and Corporate Relations Liaison to join our Research Administration team.

Under the direction of the Assistant Vice President for Corporate and Business Relations and Counsel, Office of the General Counsel, this position will support the overall effort of the University and OVPR to increase industry support for faculty research. This includes the coordination of projects and activities related to corporate relations, contracting, research compliance, and general legal project support, requiring confidentiality, a significant level of judgment, discretion, problem-solving, project management, initiative and follow-through.

Characteristic Duties and Responsibilities will include: Interacting with business development executives and key institutional partners to build and maintain relationships in support of faculty opportunities for research; responding to inquiries from administrators, researchers and external/industry constituencies regarding contracting, compliance and corporate and industry relations; assisting with the development and delivery of training and marketing materials to facilitate successful internal and external partnerships; advising regarding corporate and industry-related policies, procedures and requirements; providing support for legal projects and for ongoing improvement of research compliance capabilities; working closely with the OVPR contracts team, and serving as a liaison between the Office of the Vice President for Research and Offices of the General Counsel; facilitating complex special projects or assignments; other duties as assigned.

Minimum qualifications include: Master's degree in business from an accredited institution; at least three years of experience working in industry; significant experience with project/portfolio management; excellent organizational, communication and interpersonal skills; excellent accuracy and attention to formatting and detail; ability to interpret policies and procedures; ability to independently resolve problems of unusual difficulty and to function effectively in ambiguous situations, requiring the exercise of significant judgment and discretion; proficiency with professional/business programs and tools used for communication and reporting.

Preferred qualifications include: Experience with brand management or marketing in a corporate environment; experience developing and delivering professional/development materials, presentations and training; experience working in higher education.

The University of Connecticut offers a comprehensive package of salary and benefits. For a full list of duties and responsibilities please refer to the position description located at <http://research.uconn.edu>.

Please submit a letter of interest, resume and a list of at least three professional references via Husky Hire (<http://jobs.uconn.edu>). Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

For confidential inquiries or additional information please contact:

Laurie Pudlo, Administrative Manager, Office of the Vice President for Research, University of Connecticut, laurie.pudlo@uconn.edu, 860-486-4247.

This job posting is scheduled to be removed at 11:59 PM eastern on December 16, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruiting activities included: HERC, Inside Higher Ed, and Diverse

Short-term goals: 1 BF, 1 HM, 1 AM

9 total applicants: 4 WM, 2 WF, 2 BF, and 1 UF

Unqualified applicants: 1 WM, 1 WF, 1 BF, and 1 UF

- 1 WF, 1 BF, and 1 UF did not have a Master's degree in business from an accredited institution.
- 1 WM did not demonstrate significant experience with project and portfolio management.

Interviewed applicants: 3 WM, 1 WF, and 1 BF

- 1 WM withdrew his application.
- 1 WM did not demonstrate a strong understanding of the position and its project management components.
- 1 BF did not demonstrate experience with brand management or marketing in a corporate environment.
- 1 WM did not demonstrate excellent written, oral, and interpersonal communication skills during the interview.

The 1 WF selected demonstrated strong and relevant industry experience, including managing a diverse portfolio of projects, using strong communication skills, and resolving difficult problems in a complicated organization; the candidate also demonstrated experience in both developing and interpreting policies.

Hiring Goals Analysis 2015

2015096-University Librarian – University Libraries

Internal and External



Job Posting

The University of Connecticut School of Law Library located in Hartford, seeks energetic, forward-thinking applicants for the position of Reference Librarian/University Librarian I or II. Reporting to the Head of Reference Services, the Reference Librarian provides reference services to the library's diverse patron group, including the public, the bench and the bar. The reference team's primary goal is to support the work of the students and faculty of the law school. Duties will include: providing reference and research assistance to library patrons; participating and presenting formal and informal research instruction in law school courses; supervising library research assistants; developing research materials in a variety of formats; creating content for web, social media and other publishing formats; performing complex research in support of law school faculty; actively participating in collection development; and other duties as assigned. Evening and weekend hours are required as part of the service desk rotation. The successful candidate represents the library on law school and university committees and may serve as an advisor to student organizations.

Minimum Qualifications: A graduate degree in Library and Information Science from an ALA accredited program, Bachelor's degree or a J.D. from an ABA accredited program; demonstrated analytical and problem-solving skills; demonstrated ability to explain and clarify information to supervisory and support staff possessing varying degrees of aptitude; demonstrated strong interpersonal, verbal and written communication skills; ability to make effective presentations to individuals or groups; ability to work collegially with diverse groups; ability to work regular evenings and/or weekend hours; evidence of participation in professional development.

Preferred Qualifications: A graduate degree in Library and Information Science from an ALA accredited program; a JD from an ABA accredited program; three (3) years or more of related experience; experience providing instruction in formal and informal settings; previous experience in a law library setting; reference desk experience in an academic library; experience using legal research platforms, such as Westlaw Lexis Nexis; demonstrated enthusiasm for and ability to facilitate change; demonstrated ability to work successfully in a team-based environment.

This is a full-time, permanent position. Position level and salary will commensurate with training and experience.

Please apply online using Husky Hire to submit cover letter, resume, and an annotated list of three references with contact information. Review of applications will begin immediately and continue until position is filled. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015096)

This job posting is scheduled to be removed at 11:59 PM eastern on October 8, 2014.

Hiring Goals Analysis 2015

Recruitment activities included: AALL Website, joblist.ala.org, CT libraries website, HERC, Inside Higher Ed, and Diverse.

Short-term goals: 1 BF, 1 HM, 1 AM

48 Total applicants included: 14 WM, 16 WF, 1 BM, 3 BF, 1 HF, 3 AM, 3 AF, 3 UM, and 4 UF.

Unqualified applicants included: 7 WM, 7 WF, 1 HF, 3 AM, 1 AF, 2 UM, and 1 UF.

- 1 WM, 1 AM, 1 AF, 1 UM, and 1 UF lacked demonstrated analytical and problem-solving skills.
- 1 AM and 1 UM lacked demonstrated ability to explain and clarify information to supervisory and support staff possessing varying degrees of aptitude.
- 2 WM and 4 WF lacked the ability to make effective presentations to individuals or groups.
- 4 WM, 3 WF, 1 HF, 1 AM lacked evidence of participation in professional development.

Qualified applicants included: 5 WM, 3 WF, 1 BM, 2 BF, 1 AF, 1 UM, and 1 UF.

- 3 WM, 1 WF, 1 BF, and 1 AF lacked a graduate degree in Library and Information Science from an ALA accredited program.
- 1 WM and 1 BF lacked a JD from an ABA accredited program.
- 1 WM and 1 UF lacked three (3) years or more of related experience.
- 2 WF and 1 UM lacked experience providing instruction in formal and informal settings.
- 1 BM lacked demonstrated ability to work successfully in a team-based environment.

Interviewed applicants included: 2 WM, 6 WF, 1 BF, 1 AF, and 2 UF.

- 1 WM and 3 WF withdrew their applications from consideration.
- 1 WM, 1 BF, and 1 AF did not demonstrate interpersonal communication skills or ability to perform basic legal reference duties.
- 1 WF did not demonstrate interpersonal skills or clear interest in working in an academic law library setting.
- 1 WF and 1 UF did not demonstrate interpersonal communication skills and ability to facilitate change.
- 1 UF did not demonstrate interpersonal skills or clear interest in working in an academic law library setting.

1 WF hired portrayed excellent interpersonal skills and legal reference experience. She had significant experience working in an academic law library setting. Additionally, she had notable expertise in Connecticut legal materials.

Hiring Goals Analysis 2015

2014613 - Assistant Dean of Students for Victim Support Services – Dean of Students

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Under the direction of the Dean of Students, the Assistant Dean of Students and the Assistant Dean of Students for Victim Support Services positions serves as an impartial facilitator in supporting, and in some cases resolving undergraduate student academic, personal welfare and financial matters. These concerns are often of a sensitive nature and may not have a formal avenue of redress through official University channels. Given the nature of this role, the Assistant Dean of Students interacts with various campus departments, community-based agencies, as well as with faculty, staff, and student guardian/family members. The Assistant Dean of Students for Victim Support Services serves as the lead staff member in the Dean of Students Office in supporting students who are victims of violence and other crimes.

The characteristic duties and responsibilities of both positions are:

- Assist students in reaching settlement of their informal requests or complaints through consultation, mediation and counseling; refer issues with a formal avenue of redress to appropriate University offices for resolution.
- Work with appropriate University officials to facilitate satisfactory solutions to issues and problems that fall within the responsibilities of the Dean of Students Office.
- Participate as a resource in the decisions and enforcement of academic probation/dismissal regulations as well as extension of academic deadlines on unfinished course work and the rescheduling of final exams.
- Interview and counsel students contemplating withdrawal or leave of absence from the University; when appropriate, grant leaves of absence or processes withdrawals and cancellations and recommends exceptions to the student refund schedule.
- Evaluate, and in collaboration with Deans of Schools/Colleges, makes decisions about student requests for readmission.
- Assist in the coordination of Student Affairs response to major crisis and other unusual events impacting students within the University community.
- Assist students in understanding their rights and responsibilities as community members and with the University conduct system.
- Research, evaluate, and recommend changes in rules, regulations, and policies as related to the student experience.
- Create and administer procedures designed to meet the emergency financial needs of undergraduates.
- Serve as a resource to the University community regarding status of students and make presentations to groups.
- Interpret State of Connecticut statutes on residency rules and authorizes residency changes for both graduate and undergraduate students.
- Supervise the work assignments and work schedules of administrative support staff to meet department needs; assists in hiring, training and evaluating administrative support staff.
- Perform related duties as required.

Hiring Goals Analysis 2015

Position Specific Responsibilities:

The Assistant Dean of Students will be responsible for partnering in the development and implementation of the New Student Convocation and Dean of Students' Office New Student Orientation programs.

The Assistant Dean of Students for Victim Support Services will be responsible for partnering in the development and implementation of the University's Bystander Intervention Program. She/he will participate in the delivery of this program during New Student Orientation and other occasions during the academic year.

Minimum Qualifications: Master's degree, preferably in College Student Affairs, Higher Education Administration or Guidance and Counseling; at least three years post-secondary experience in professional student affairs/student development work; excellent communication, interpersonal and counseling skills, including conflict resolution skills, and the ability to establish strong working relationships with faculty, staff and others; demonstrated ability to exercise independent, sound, analytical/diagnostic judgments; flexibility to manage complex roles, which require a broad base of knowledge.

Preferred Qualifications: Experience working with students who have experienced personal crisis and crime related trauma, including sexual assault, domestic and intimate partner violence; experience developing and presenting educational programming for students.

Salary will be commensurate with experience and degree in keeping with the current bargaining unit salary schedule.

Candidates should submit a cover letter indicating which position(s) they are applying for, resume, and the names of three professional references using Husky Hire. At least one of those references must be an immediate supervisor. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2014613)

This job posting is scheduled to be removed at 11:59 PM eastern on June 5, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruitment activities included: HERC, Inside Higher Ed, Diverse, NASPA, ACPA, and HigherEdJobs.com.

Short-term goals: 1 BF, 1 HM, 1 AM

141 total applicants: 30 WM, 55 WF, 9 BM, 18 BF, 3 HM, 7 HF, 2 AM, 8 AF, 6 UM, and 3 UF.

Unqualified applicants included: 9 WM, 14 WF, 3 BM, 5 BF, 3 HF, 3 AF, 3 UM, and 2 UF.

- 1 WF, 1 BM, 1 BF, and 1 HF did not have a Master's degree, preferably in College Student Affairs, Higher Education Administration or Guidance and Counseling.
- 9 WM, 11 WF, 1 BM, 4 BF, 2 HF, 3 AF, 3 UM, and 3 UF did not have at least three years' post-secondary experience in professional student affairs/student development work.
- 2 WF and 1 BM lacked excellent counseling skills, including conflict resolution skills, and the ability to establish strong working relationships with faculty, staff and others.

Qualified applicants included: 18 WM, 28 WF, 5 BM, 11 BF, 3 HM, 3 HF, 1 AM, 4 AF, and 3 UM.

- 18 WM, 27 WF, 5 BM, 10 BF, 3 HM, 3 HF, 1 AM, 4 AF and 3 UM lacked experience working with students who have experienced personal crisis and crime related trauma, including sexual assault, domestic and intimate partner violence.
- 1 WF and 1 BF withdrew from consideration.

Interviewed applicants included: 3 WM, 13 WF, 1 BM, 2 BF, 1 HF, 1 AM, 1 AF, and 1 UF.

- 2 WF, 1 BM, and 1 UF demonstrated less counseling experience than needed for the position and did not strongly articulate the ability to manage complex roles.
- 2 WF did not demonstrate a broad base of knowledge required to work with students who present a wide range of personal crisis and crime related trauma including sexual assault, domestic and intimate partner violence.
- 3 WF and 1 BF did not effectively articulate how they would manage complex roles requiring a broad base of knowledge or how they would build and maintain strong working relationships.
- 1 WM did not demonstrate the ability to establish strong working relationship with faculty, staff and others.
- 1 WM, 1 WF, 1 BF, and 1 AM did not demonstrate excellent communication or interpersonal skills.
- 1 WF did not demonstrate extensive prior experience or ability to exercise independent, analytical judgments.

Hiring Goals Analysis 2015

- 1 WM, 3 WF, and 1 AF withdrew from consideration.
- 1 WF was offered an identical position explained in the 2014 Affirmative Action Plan for Employment due to an earlier hire date.

The 1 HF hired demonstrated excellent communications, interpersonal and counseling skills and the ability to establish strong working relationships with faculty, staff, and others. She also demonstrated a strong, broad base of knowledge and the ability to manage complex roles. Her prior experiences in counseling students with personal crises and trauma and developing training programs on such topics was exceptional.

Hiring Goals Analysis 2015

2015375 – Business Consultant – Connecticut Small Business Development Center

Description ID:

Description:

The University of Connecticut School of Business is seeking a full time Business Advisor (Business Consultant, UCP 7) to work in the Connecticut Small Business Development Center. The incumbent will report to the Associate State Director and will provide management, financial and general counseling and training programs to owners of small businesses in the Stamford area with travel throughout the state as needed. This position will act as a consultant, advocate and liaison for all SBDC services and resources. The incumbent will be expected to cover such topics as: business analysis/business process improvement skills; veterans', women's, and minority business issues; international trade import/export; human resource management; operations; accounting/financial analysis; federal, state and local programs, laws and zoning codes; marketing with social media and basic licensing, certification, and legal issues for business applications. In-state travel will be required as needed.

Specifically this position:

- Provides technical and management assistance to the small business community through online referrals or via traditional on-site visits, mailings, phone or other market development methods.
- Provides in-depth counseling and recommends course of action to owners of small businesses or to those about to start a business, in key areas such as management techniques, presentation of financial material, evaluation of current financial condition, and marketing products/services.
- Enhances and delivers quality programs to the SBDC client base including planning, coordinating, and evaluating success of training programs designed to assist clients with problems or to inform clients about changes or current developments in regulations/laws or conditions that may affect their businesses.
- Conducts and/or supervises on-site administration of training programs, and makes all necessary arrangements for training programs including locating facilities, training materials or equipment, and follows up to assure stated schedules and commitments are met.
- Works toward the goal that each client request receives a response within 24 hours during the business week, and will meet with a client within two weeks of the client submitting initial application.
- In conjunction with the Associate State Director, sets goals and objectives for the sales and marketing of the program to maintain a self-supporting operating budget; assists with promotional activities such as advertising, brochures, and mailings designed to publicize programs/services.
- Assists in budget planning and forecasting for internal management
- Performs necessary administrative duties such as correspondence, progress and summary reports, and the collection of data as required and utilized by the funding agency.
- Participates in CBA e-Learning certificate program or similar as required and maintains all appropriate certifications.
- Maintains close contact with business community and governmental agencies/legislators to assess clients' needs and to keep informed of general business conditions and changes in regulations/laws affecting small business.
- Performs related duties as required.

Minimum Qualifications:

- Bachelor's degree in business or related field.
- At least five years of experience in entrepreneurial, financial, industrial or technical sales and management teaching experience.
- Ability to plan, conduct and market training programs.
- Demonstrated ability to write grants or secure funding.
- Ability to work flexible hours and travel.
- Demonstrated proficiency with mobile device technology including smartphones and tablets.

Preferred Qualifications:

- MBA
- Familiarity with web-based client tracking systems
- Fluent in Spanish

Appointment Terms: This is a 12-month, end-date, annually renewable position with excellent benefits.

Hiring Goals Analysis 2015

The Connecticut Small Business Development Center had recently been discontinued as a State of Connecticut entity and was relocated to the University of Connecticut School of Business. During the negotiations to move the center, the employees were placed on UConn special payroll pending the outcome of discussions between the State and University. The following individuals were hired from special payroll as regular payroll employees and thus completing the transition of the Center. Additionally, there was a stipulated agreement put in place with the University of Connecticut Professional Employees Association facilitating the regular payroll hire of these candidates. There were no other applicants for the position.

The 1 WM identified for the position had substantial experience in small business development and extensive grant writing experience. Additionally, this candidate had a demonstrated proficiency with mobile device technology.

The 1 WM identified for the position had extensive experience planning, conducting, and marketing training. Additionally, this candidate had small business owner experience.

The 1 WM identified for the position had extensive small business development experience and was familiar with web-based client tracking systems. Additionally, this candidate had consulting experience and the ability to conduct and market training.

The 1 WF identified for the position had experience in small business development as well as extensive training experience. Additionally, this candidate had a fluency in Spanish and familiarity with web-based client tracking systems.

The 1 WF identified for the position had several years of small business development experience and the ability to plan, conduct, and market training sessions. Additionally, this candidate had a substantial history of grant writing and proficiency with mobile device technology.

The 1 HF identified for the position had extensive experience in business as well as the ability to plan, conduct, and market training. Additionally, this candidate had extensive grant writing experience and a fluency in Spanish.

2 WF's work schedules were changed from part-time to - full-time.

UC Professional 7 – Computer Technician 2

Short-term goals: 2 WF, 1 BF

Hiring Goals Analysis 2015

2015346 Computer Technical Support Consultant 2 (UCP 7)

Logistics Administration seeks energetic and highly-qualified applicants for the position of Computer Technical Support Consultant 2 (UCP 7). The successful candidate will provide ERP application, desktop, and network support to the following departments within Logistics: Campus Sign Service, Central Stores, Document Production Center, Mail Services, Motor Pool, Parking Services, and Transportation Services. In addition to supporting Logistics, the successful candidate will work as part of a team that provides IT support to the other departments located in the Central Warehouse; Purchasing and Accounts Payable. The successful candidate will possess the abilities, technical skills and experience needed to: quantitatively assess the appropriateness and efficiencies of computer hardware, software, systems and technologies; provide, maintain, troubleshoot, support, and secure preexisting computer equipment and systems; and specifically propose the acquisition, adaptation, replacement or elimination of equipment, software, systems and/or technologies in order to improve productivity and service.

Job Duties and Responsibilities

- Analyzes and diagnoses computer software, hardware and communications network problems. Troubleshoots and recommends corrective solutions for a wide-range of computer applications, hardware, network, communications, technology and software programs.
- Provides expert advice regarding, hardware and software usage, modifications and acquisitions that are applicable/suitable for specific purposes. (Including desktop solutions, distributed servers and printers, site-licensed software, special-purpose peripherals and/or equipment, software and network solutions).
- Implements, evaluates and designs ERP systems and applications. Troubleshoots ERP-related issues and monitors ERP systems' security. Installs new releases, system upgrades and patches as required.
- Performs cost/benefit analysis and recommends, for purchase, commercially available software and hardware products.
- Designs, teaches, and/or assists with training sessions for end users for purposes of teaching the use and application of new and existing computer software and/or hardware.
- Installs, locates and corrects program errors, tests, tracks and monitors a wide range of commercially available software and hardware for server and desktop technology as required.
- Works with complex systems integration issues including activities associated with data warehouse, client/server and web enabled technologies.
- Prepares hard copy and on-line documentation to improve user knowledge and correct usage of computing and information technology computing facilities, applications and resources.
- Maintains routine security of computing hardware and software and cleanliness of computing hardware and facilities.
- Collaborates with other IT professionals located in the Central Warehouse to provide uninterrupted IT support to Logistics Administration, Purchasing and Account Payable.
- Records, tracks, troubleshoots, surveys and reports on various computer problems.
- Prepares and maintains logs, reports and statistical data.
- Initiates repairs of hardware, software, networks and/or other equipment and computing peripherals. Works with other areas as necessary to escalate and/or resolve problems and tracks to ensure solutions.
- Administers and maintains on-line mainframe/minicomputer/distributed computer systems for such applications as electronic mail, Virtual Classroom, UConn Web, FTP server, service requests and problem tracking. Implements, maintains and modifies controller, host, microcomputer and minicomputer based communications systems.

Hiring Goals Analysis 2015

- Assists with the development of plans and processes which ensure minimum risk to services or systems due to errors.
- Acts as liaison between users, computer operations and technical programming groups as required.
- Stays current with technology changes and integrates software and hardware into the university where applicable and when appropriate.

Minimum Qualifications

- Bachelor's degree in Computer Science or related field or equivalent combination of education and training and three years of related computer technical support experience.
- Demonstrated working knowledge of the many microcomputer/minicomputer/mainframe technologies used at the University, including word processing, spreadsheets and presentation software.
- Experience with administration of an ERP system.
- Demonstrated teaching, communicating and writing skills.
- Demonstrated ability to work well with people, to handle technical problems, to work well under stress and to develop complex plans and strategies.
- Ability to work well with minimal supervision.

Preferred Qualifications

- Experience with computer hardware repairs.
- Programming and training experience related to PC, server (Microsoft and/or Novell Certified) and enterprise systems.
- Web development skills.

This is a full-time position. Salary will be commensurate with successful candidate's qualifications and experience.

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC, Americassbdc.org, oep.com

Short-term goals: 2 WF, 1 BF

36 total applicants: 27 WM, 2 WF, 3 AM, 2 AF, 2 UM

Unqualified applicants: 16 WM, 1 WF, 2 AM, 1 AF, 2 UM

- 11 WM, 1 WF, 2 AM, and 1 UM did not have a Bachelor's degree in Computer Science or related field, or the equivalent combination of education and training and three years of related computer technical support experience.
- 1 WM and 1 UM did not demonstrate working knowledge of the many microcomputer/minicomputer/mainframe technologies used at the University, including word processing, spreadsheets and presentation software.
- 4 WM and 1 AF lacked adequate teaching, communicating, and writing skills.

Qualified applicants: 4 WM, 1 WF

Hiring Goals Analysis 2015

- 2 WM lacked experience with computer hardware repairs.
- 2 WM and 1 WF lacked programming and training experience related to PC, server (Microsoft and/or Novell), and enterprise systems.

Interviewed applicants: 7 WM, 1 AM, 1 AF

- 4 WM and 1 AM withdrew their applications from consideration.
- 1 AF did not have the necessary communication and interpersonal skills required of this position.
- 1 WM had experience that was outdated by more than five years.
- 1 WM declined the offer for the position.

The 1 WM selected presented a diversified information technology (IT) skill set, with a wide variety of IT proficiencies. In addition, this candidate had strong interpersonal and communication skills; at both the first and second interviews he showed the ability to converse well with both technical and non-technical audiences.

Hiring Goals Analysis 2015

UC Professional 7 – Program Manager

Short-term goals: 1 BM, 1 HM, 1 AF

2015112 – Program Manager – School of Business

Internal and External



Job Posting

The School of Business is seeking a full time Program Manager (UCP 7) to work in the Hartford Part-time MBA (PMBA) Program. The incumbent will report to the Director of the Hartford Executive MBA, Part-time MBA and Executive Education Programs and will provide full program management and administrative coordination for the Hartford Part-time MBA Program. The position will be based in Downtown Hartford, CT but will require occasional travel to Storrs and/or other campus locations in support of program activities and events. Weekend and evening hours will also be required.

Responsibilities include, but are not limited to: planning and implementing program services and activities in accordance with program goals and objectives, and supervising the day-to-day delivery of program content and services; generating prospective students by planning, overseeing, and attending information sessions; attending local and regional recruiting events and developing other methods to promote the program to prospective students and generate prospective students; overseeing the "prospective student pipeline" with online PMBA Hobson tool, which includes developing and maintaining electronic and hard copy student files, reviewing transcripts and screening applicants for admission to the Program; and providing admit/decline recommendations; supervising the PMBA administrative assistant as it relates to working with the Graduate School to streamline student admissions into the University; coordinating and monitoring the day-to-day administration of the program, which includes program coordination and logistics, recommending and co-developing policies and procedures, and monitoring compliance with existing policies and procedures; planning and assisting in the coordination and execution of orientation sessions, seminars, international trips and all other off-site program activities for students; maintaining a master calendar of Program activities; providing advice to students regarding academic issues and program policies and procedures; coordinating with department heads to make faculty course assignments and create semester schedule for courses and resolving scheduling conflicts; coordinating with facility manager and IT manager to assign course locations; organizing and coordinating other activities and resources for PMBA students, including managing Husky CT portal and career services offerings; proactively preparing written communications to current and prospective PMBA students, faculty, and alumni; coordinating with the Graduate School to ensure degree requirements and paperwork are complete; performing and overseeing office management duties for the program, including the processing of necessary paperwork and maintenance of administrative and student records; producing written reports including weekly pipeline reports, annual reports, and other required or requested financial and statistical reports; making budget recommendations, overseeing program revenues and expenditures; and participating in preparing budget reports and projections; providing faculty overload and special payroll information to the Hartford financial assistant according to current policy; providing third party information to the Hartford financial assistant according to current policy; coordinating with Hartford financial assistant for third party invoicing, Advanced Business Certificate grant advice processing (EMBA alums), and collecting and reconciling third party payments; working on printed and digital promotional material in conjunction with the director/assistant director and the School's communications staff; serving as a resource to potential and current students, faculty, staff and others on matters relating to program policies, procedures and activities; conducting competitive analysis, benchmarking best practices with other peer PMBA Programs/Schools and developing and conducting program assessments; participating in evaluating Program effectiveness; identifying areas for improvement and making /recommending changes to director or assistant director; collecting and analyzing

Hiring Goals Analysis 2015

student data, faculty and program evaluations, etc., to assess effectiveness of program content and procedures; overseeing administrative assistant as it relates to PMBA (student/faculty) incoming email and timely response to those emails; working in conjunction with the director and assistant director to develop new corporate-sponsored students by calling directly on businesses and representing the PMBA Program to university departments as well as external constituents at conferences, meetings, etc.; overseeing program administrative support (i.e undergraduate student support) in conjunction with other office programs; recommending student staffing needs and assisting in the selection of student staff, performing related duties as required.

Minimum Qualifications:

- Master's degree in discipline appropriate to the program to be served and at least 1 – 2 years relevant experience; or Bachelor's degree and at least 3 – 5 years relevant experience.
- Prior experience independently implementing educational program(s) and identifying and resolving day-to-day program problems.
- Demonstrated ability to plan and organize workshops/training courses/curricula and training materials appropriate to program to be served.
- Proven supervisory skills.
- Demonstrated proficiency with Microsoft Office Products, especially Excel and Word.
- Demonstrated excellent oral and written communication skills.
- Demonstrated excellent interpersonal skills and ability to work collaboratively and effectively with faculty, staff, students, administrators as well as external agencies/groups and the public.
- Demonstrated experience with budgeting, forecasting and monitoring spending within approved budgets.

Preferred Qualifications:

- Master of Business Administration
- Three to five years of experience working in a higher education environment in a University setting.
- Demonstrated experience coordinating, planning and executing events.
- Experience using Peoplesoft or another student administration system.
- Experience working with mature students, executives and other professionals.
- Proven ability to successfully recruit and counsel students.
- Demonstrated success in new business development.

To Apply: Please apply online using Husky Hire to submit a cover letter, resume, and the names and contact information of three professional references. Review of applications will begin immediately. To ensure full consideration, please submit material by October 1, 2014. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015112)

This job posting is scheduled to be removed at 11:59 PM eastern on October 15, 2014.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, and HigherEdJobs.com.

Short-term goals: 1 BM, 1 HM, 1 AF

60 total applicants included: 16 WM, 24 WF, 1 BM, 8 BF, 1 HF, 3 AM, 4 AF, and 3 UF.

Unqualified applicants included: 15 WM, 15 WF, 1 BM, 8 BF, 1 HF, 2 AM, 4 AF, and 2 UF.

Hiring Goals Analysis 2015

- 6 WM, 3 WF, 3 BF, 1 HF, 1 AM, and 1 AF lacked Master's degree in discipline appropriate to the program to be served and at least 1 - 2 years relevant experience; or Bachelor's degree and at least 3 - 5 years' relevant experience.
- 2 WF, 1 BF, and 1 UF lacked prior experience independently implementing educational program(s) and identifying and resolving day-to-day program problems.
- 1 WM lacked demonstrated ability to plan and organize workshops/training courses/curricula and training materials appropriate to program to be served.
- 1 AM lacked proven supervisory skills.
- 7 WM, 7 WF, 1 BM, 2 BF, 2 AF, and 1 UF did not demonstrate excellent written communication skills.
- 1 WF, 1 BF, and 1 AF lacked demonstrated experience with budgeting, forecasting and monitoring spending within approved budgets.
- 1 WM, 2 WF, and 1 BF submitted applications after the search committee already filled the position.

Interviewed applicants included: 1 WM, 9 WF, 1 AM, and 1 UF.

- 1 WM, 4 WF, and 1 AM did not demonstrate excellent oral communication skills as evidenced by answers to interview questions.
- 1 WF withdrew.
- 1 WF lacked the direct higher education experience needed for the position.
- 1 WF lacked experience in new business development.
- 1 WF and 1 UF did not demonstrate proven ability to recruit and counsel students.

The 1 WF selected had seven years of experience in higher education and currently uses a student administration system. Additionally, this candidate had the proven ability to recruit and counsel students and had experience in new business development.

UC Professional 6

Short-term goals: 1 WM, 1 BM, 1 HM, 2 AM, 1 AF

2015070

This appointment achieved a short-term hiring goal.

WM

2015431

This appointment achieved a short-term hiring goal.

BM

Hiring Goals Analysis 2015

2015204 – Admin Manager – Bursars Office

The Office of the Bursar is seeking applications for the position of the Assistant Billing Manager. Under the direction of the Manager of Financial Services, the Assistant Billing Manager will provide moderately complex administrative assistance and support of all student billing functions for the University. The support will consist of the development and maintenance of new billing structures to accommodate new programs, degrees, classes, and certificates offered.

Specific duties include, but not limited, assists in analyzing, coordinating and implementing new billing structures to accommodate new programs, degrees, classes and certificates; troubleshoots and assists with resolving billing problems, updating or making modifications; assists in research, review and thorough testing of potential new enhancements, techniques and billing methodologies and writes summaries and reports recommendations; assists with manual billing, making manual adjustments to accounts and maintaining accuracy; reports progress of projects to users, colleagues and management through formal written and informal verbal communication; provides leadership to Billing Assistants and student workers when necessary in the form of policy and procedure interpretation and making decisions regarding exceptions or unusual circumstances; maintains and enforces compliance with Board of Trustee approved tuition and fee schedules and reviews related Board of Trustee fee approval; assists in administrative planning and evaluation of policies, procedures and services; compiles and organizes all necessary information regarding newly approved fees for set up preparation; assists with preparing billing schedules, queries and reports; supervises the maintenance of administrative and financial records; serves as a resource to University community regarding information about billing, programs, degrees, classes, certificates, etc. and/or services, policies and procedures; may represent Manager or Department and collaborate with staff from various departments at Storrs and at regional campuses.

Minimum Qualifications: Bachelor's Degree in appropriate field; two (2) to five (5) years related experience; knowledge of computers and software; demonstrated leadership skills, motivation, initiative, independence and responsibility; excellent communications, interpersonal and organizational skills; and demonstrated analytical reasoning and problem-solving skills.

Preferred Qualifications: Previous experience in a university or college setting; strong computer skills including proficiency in Microsoft Office and PeopleSoft; ability to interpret policies and procedures; and experience dealing with customer clients and providing high quality customer service.

Appointment: This is a permanent full-time position. Salary will be commensurate with training and experience.

To Apply: Please submit a letter of application, resume and a list of names and contact information for three (3) professional references. Applications should be submitted electronically through Husky Hire. Screening of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2015204)

This job posting is scheduled to be removed at 11:59 PM eastern on December 3, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included postings in Diverse, HERC, Inside Higher Ed, CTjobs.com, Careerbuilder and the Hartford Courant.

Short-term goals: 1 WM, 1 BM, 1 HM, 2 AM, 1 AF

Hiring Goals Analysis 2015

48 total applicant included: 6 WM, 24 WF, 3 BM, 3 BF, 2 HM, 5 HF, 1 AM, 1 AF, 1 UM, 2 UF

Unqualified applicants included: 6 WM, 23 WF, 3 BM, 2 BF, 1 HM, 5 HF, 1 AF, 1 UM, 2 UF

- 1 WM, 10 WF, 1 BM, 1 HF, 1 AF lacked a Bachelor's degree in an appropriate field and two to five years of related experience
- 1 WF lacked a Bachelor's degree in an appropriate field and knowledge of computers and software
- 1 WF, 1 BM, 1 BF lacked a Bachelor's degree in an appropriate field
- 5 WM, 11 WF, 1 BM, 1 BF, 1 HM, 4 HF, 1 UM, 2 UF lacked two to five years of related experience.

Qualified applicants included: 1 AM

- 1 AM lacked previous experience in a university or college setting and strong computer skills including proficiency in Microsoft Office and PeopleSoft.

Interviewed applicants included: 1 WF, 1 BF, and 1 HM

- 1 WF did not have the level of PeopleSoft skills needed for the position.
- 1 BF did not have the customer service skills necessary for the position

1 HM was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 HM promoted possessed extensive experience with the e-Bill and Payment suite and PeopleSoft. He had great customer service experience and skills. He demonstrated excellent oral communication skills in his interview.

Hiring Goals Analysis 2015

2015272 - Web Applications Developer – University Communications

Internal and External



Job Posting

The University of Connecticut's Office of University Communications seeks a Web Applications Developer to work in a collaborative team environment applying expertise and knowledge of web development and management techniques to design, develop, analyze and maintain effective web-based applications.

For full position details please go to: <http://communications.uconn.edu/jobs/>

Minimum Acceptable Qualifications: Bachelor's degree in computer-related field and at least one year of programming experience OR equivalent combination of education and experience; strong demonstrated knowledge of HTML5, JavaScript and CSS; knowledge of PHP or other object-oriented web programming language used in web application development; demonstrated abilities in analytical reasoning and logical problem solving; basic knowledge of desktop applications such as word processor and spreadsheets; good written and oral communication skills

Preferred Qualifications: Job history indicating growth and development in the field; working knowledge of Structured Query Language (SQL); experience in managing web, file, and application server environments; experience in managing desktop computer environments; experience in Responsive Web Design (RWD) techniques; revision Control (Git, Subversion/SVN) experience; experience in developing for WordPress or Drupal CMS; experience in mobile application and web development; computer networking experience.

Appointment Terms: This is a full-time position.

To Apply: Please apply through Husky Hire and submit a cover letter, resume, and (3) references. Preference will be given to resumes received by 1/7/2015. No phone calls, e-mails, or faxes please. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015272)

This job posting is scheduled to be removed at 11:59 PM eastern on January 7, 2015.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, Case, HotList, IdealList.org, Indeed.com, ZipRecruiter.com, Authentic Jobs, WP Hired, Jobs.SmashingMagazine.com, and Monster.com (Boston area).

Short-term goals: 1 WM, 1 BM, 1 HM, 2 AM, 1 AF

25 total applicants included: 8 WM, 4 WF, 2 BM, 1 HM, 1 HF, 3 AM, 3 AF, 2 UM, and 1 UF.

Unqualified applicants included: 2 WM, 3 WF, 1 BM, 1 HF, 2 AM, 1 AF, and 2 UM.

- 2 WM, 1 WF, 1 BM, and 1 UM lacked a Bachelor's degree in a computer-related field and at least one year of programming experience or the equivalent combination of education and experience.

Hiring Goals Analysis 2015

- 2 WF, 1 HF, 2 AM, 1 AF, and 1 UM did not strongly demonstrate knowledge of HTML5, JavaScript and CSS.

Qualified applicants included: 2 WM, 1 WF, 1 BM, 1 AM, 1 AF and 1 UF.

- 2 WM, 1 WF, 1 BM, 1 AM, and 1 AF had weak demonstrated knowledge of HTML5, JavaScript and CSS.
- 1 UF lacked extensive knowledge of PHP or other object-oriented web programming language used in web application development.

Interviewed applicants included: 4 WM, 1 HM, and 1 AF.

- 3 WM withdrew himself from consideration.
- 1 HM and 1 AF demonstrated weak oral communication skills.

1 WM selected had extensive experience with HTML5, JavaScript and CSS. He was knowledgeable in SQL, RWD and Drupal CMS. He was a complete, full-stack developer with experience working on every system that was currently utilized by the department.

Hiring Goals Analysis 2015

2015514 - Laboratory Supervisor - Biology Central Services

Internal and External



Job Posting

Biology Central Services at the University of Connecticut seeks to hire a Laboratory Supervisor to provide technical assistance in planning, organizing and preparing laboratory exercises in support of undergraduate laboratory instruction.

DUTIES AND RESPONSIBILITIES

Technical

- Maintains, monitors, insures proper security of and performs minor repairs on scientific laboratory equipment and is responsible for the maintenance of this equipment.
- Determines equipment, supplies, and physical set-up of each experiment.
- Supervises and assists in clean-up and disassembly of laboratory equipment.
- Prepares lab solutions, reagents, and media and/or other laboratory apparatus, as needed to carry out laboratory exercise.
- May collect and maintain samples used for instructional purposes.

Administrative

- Purchases and orders all laboratory equipment and supplies, processing all necessary paperwork and maintaining appropriate records. Closely monitors all related purchasing and shipping problems.
- Prepares lab handouts and/or lab manuals, with responsibility for accuracy of information and clarity of theory and principles to be demonstrated in consultation with faculty and arranges for copies for student purchase.
- Prepares budget requests for supplies and equipment for selected undergraduate courses.
- Performs special projects as needed or assigned, such as special workshops, exhibits.
- Working with faculty and administrators, schedules rooms for lab sections
- Manages laboratory section enrollments

Supervisory

- Monitors teaching laboratories, in assigned area of responsibility, resolving problems as they arise and making changes as needed to achieve intended results.
- Assures laboratory safety and initiates corrective action when safety concerns are noted.
- Conducts meetings to introduce, demonstrate and explain experiments to lab instructors, and to resolve problems encountered in previous experiments.
- Trains and evaluates student workers and others who staff lab courses, in assigned area of responsibility.

With supervision of faculty member

- Assists in designing lab experiments; develops and pre-tests lab experiments and analyzes procedures for intended results.

Related duties as required

Hiring Goals Analysis 2015

MINIMUM QUALIFICATIONS

1. Bachelor's degree in in the Life Sciences
2. Prior experience in Life Sciences research and/or teaching laboratories, part of which was in a supervisory/managerial capacity
3. Ability to interact with faculty, teaching assistants and student lab assistants.
4. Excellent organizational skills
5. Excellent written and oral communications
6. Sound knowledge of a broad range of principles in the Life Sciences

PREFERRED QUALIFICATIONS

1. Master's degree in the Life Sciences
2. At least five years' experience in the delivery of teaching laboratories
3. Experience participating in the designing of class lab experiments
4. Availability for weekend and evening hours

APPOINTMENT TERMS

This is a full-time, twelve-month position. Competitive salary will be commensurate with education and experience.

TO APPLY

Qualified applicants should submit electronically via our UConn Careers website a letter of application outlining experience relative to each minimum and preferred qualification required for the position, a current resume, and contact information for three professional references. Review of applicant materials will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015514)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 12, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment Activities included: Boston University Career Services, Quinnipiac University Career Development, HERC, InsideHigherEd.com, and Diverse.

Short-term goals: 1 WM, 1 BM, 1 HM, 2 AM, 1 AF

28 total applicants: 8 WM, 12 WF, 2 BF, 1 AM, 5 AF

Unqualified applicants: 5 WM, 5 WF, 2 BF, and 2 AF

- 1 WM, 2 WF, 1 BF, and 2 AF lacked a Bachelor's degree in the Life Sciences
- 3 WM, 3 WF, and 1 BF lacked prior experience in Life Sciences research and or teaching laboratories in a supervisory or managerial capacity
- 1 WM did not demonstrate excellent written and oral communication skills

Qualified applicants: 1 WM, 4 WF, 1 AM, and 2 AF

Hiring Goals Analysis 2015

- 1 WM, 2 WF, and 1 AF lacked a Master's degree in the Life Sciences
- 1 WF and 1 AF lacked at least five years' experience in the delivery of teaching laboratories
- 1 WF and 1 AM lacked experience participating in the designing of class lab experiments

Interview applicants: 2 WM, 3 WF, and 1 AF

- 2 WF did not demonstrate that they could be a strong supervisor in a managerial capacity.
- 1 AF withdrew before interviews.
- 1 WM and 1 WF lacked recent lab experience.

The 1 WM selected demonstrated the best combination of knowledge, communication skills, supervisory capacity and understanding of the role of the position.

Hiring Goals Analysis 2015

Search 2015175 – Administrative Manager – Student Activities

Internal and External



Job Posting

The Department of Student Activities at the University of Connecticut announces the opening of a full-time Administrative Manager- Accounting and Business Operations (Administrative Manager 1-UCP 6) position with the Student Activities Business Office. This position will manage and supervise the Student Trustee Organizations at the Storrs and Regional Campuses.

Duties and responsibilities will include, but are not limited to: Assist in financial and administrative development and evaluation of policies, procedures and services to the Student Trustee organizations at the Storrs and/or Regional Campuses; supervise and provide direction to the Student Trustee Organizations at the Storrs and/or Regional Campuses; assist with implementing goals and establishing procedures for programs and services; evaluate quality of services and recommend improvements; develop and implement training for staff and students; supervise and train Student Trustee Organization staff and assist to determine staffing needs, schedules and assignments within established guidelines and interpret policies and procedures to assigned staff; provide business and accounting direction, guidance and support to the Student Trustee Organizations; ensure compliance with State and University policies, procedures and sound business practices and make recommendations for improvements; review contracts, purchase orders and vouchers and ensure appropriate supporting documentation; approve documents for payment; establish and maintain regular communication with students and staff; plan/coordinate /attend regular meetings with the officers of the Student Trustee Organizations; serve as liaison between the Student Trustee Organizations and the University's Office of Internal Audit, the Office of State Auditors, University departments, state and federal agencies and other internal or external groups; serve as liaison and consultant to the Student Fee Advisory Committee; assist the Student Trustee Organization Officers to comply with requests from the Student Fee Advisory Committee; assist organizations with budget development; maintain and monitor financial ledgers; prepare budget reports and forecasts and monitor revenues and expenditures; monitor Student Trustee accounts and student fee allocations; coordinate and facilitate Student Trustee Organization purchasing through University departments and systems; responsible for coordinating the Graduate Student Loan Fund; develop/implement/monitor Student Trustee Organizations student employment policies and procedures; assist in developing policies and procedures to comply with the State of Connecticut Accounting Procedures Manual- Activity and Welfare Funds, generally accepted accounting principles and local, state and federal requirements and regulations; may be assigned responsibilities for other department services or projects, which may be on-going or short-term, and which require planning/coordination/supervision; maintain close and cooperative relationship between students and staff in the department, Student Trustee Organizations, internal and external constituents; serve as a resource regarding information about programs and/or services, policies and procedures; maintain appropriate files and records; perform special projects and related duties as required.

Hiring Goals Analysis 2015

Minimum Qualifications: Bachelor's degree in accounting, business or related field; two years' experience in administration involving accounting, budgeting, purchasing, or general business management including supervisory experience, or Master's degree in business management and at least one year of administrative experience including supervisory experience; excellent communication, organizational and interpersonal skills; demonstrated knowledge of generally accepted accounting principles and practices; ability to interpret and apply policies and procedures; ability to analyze and evaluate financial methods and procedures; ability to audit financial records and make recommendations; ability to multitask; ability to resolve problems independently, efficiently and effectively and meet deadlines; demonstrated ability to work effectively with students; strong computer skills; experience with Microsoft WORD and EXCEL; ability to work with various computer software financial applications; willingness to work irregular and flexible hours; willingness and ability to travel to the Regional Campuses.

Preferred Qualifications: Master's degree in business, accounting or related field; experience with college student organizations; experience with college student leadership and development; experience working with QuickBooks; experience with PeopleSoft; experience with Quali Financial Systems.

This is a full-time, 12-month position. Anticipated salary is in the upper 40K with excellent benefits. Anticipated start date is December 1, 2014.

Interested candidates please submit a letter of application and resume that demonstrates how you meet the qualifications and requirements of this position, and contact information for three professional references using Husky Hire. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. Screening will begin immediately. (Search # 2015175)

This job posting is scheduled to be removed at 11:59 PM eastern on November 21, 2014.

Recruitment contacts included; Husky Hire, the Hartford Courant newspaper, Higher Ed Jobs website, Diversity Jobs website, Student Affairs website and the Employ Diversity website.

Short-term goals: 1 WM, 1 BM, 1 HM, 2 AM, 1 AF

25 total applicants: 5 WM, 14 WF, 3 BF, 1 AM, 1 UM, 1 UF.

21 unqualified applicants: 5 WM, 12 WF, 1 BF, 1 AM, 1 UM, 1 UF.

- 2 WM, 5 WF, 1 UM and 1 UF had not earned a Bachelor's degree in accounting, business or another closely related field.
- 2 WM, 5 WF and 1 BF, 1 AM, did not have two or more years of experience in administration of accounting, budgeting, purchasing, or general business management with supervisory experience, or the equivalent Master's degree in business management with one year of administrative experience with supervisory experience.
- 1 WM and 2 WF did not display excellent communication and organizational skills as evidenced by errors in application materials.

4 interviewed applicants: 2 WF and 2 BF.

Hiring Goals Analysis 2015

- 1 WF stated in the interview that she did not have supervisory experience.
- 1 BF withdrew her application from consideration.
- 1 BF did not demonstrate an understanding of generally accepted accounting principles and practices and less applicable computer experience than needed for the position.

1 WF selected for this position based on her solid combination of skills and relevant work experiences. She displayed evidence that she was excellent with accounting, budgeting and general business management skills and was well versed in all of the generally accepted accounting principles and practices. Additionally, this candidate demonstrated excellent communication skills as well as the ability to accurately interpret and apply policies and procedures. In the past, this candidate has also worked with a wide variety of accounting software applications including QuickBooks.

Hiring Goals Analysis 2015

2015477 Financial Aid Officer – Financial Aid

Internal and External



Job Posting

Job Summary: The Office of Student Financial Aid Services invites applications for a full-time, twelve-month Financial Aid Officer position within the Loan unit.

Duties and Responsibilities: Determine financial aid awards; counsel students and parents regarding application process, sources and availability of aid; research and recommend procedures and policies in various student loan programs; keep abreast of institutional, state and federal rules, regulations and guidelines governing the administration of Title IV federal funds including grants, work programs, and student loans; administer one or more specialized areas; perform special projects as needed or assigned; participate in office outreach activities.

Minimum Qualifications: The ideal candidate will have a Bachelor's degree in a related field or an equivalent combination of training and experience; three to five years' progressively responsible financial aid experience; demonstrated in-depth knowledge of financial aid regulations and related laws, especially related to student loans; excellent oral and written communication skills; excellent counseling and interpersonal skills; demonstrated ability to work effectively with students, the public, the university community and external constituencies; ability to work independently and under time constraints; demonstrated proficiency in MS Excel with the ability to learn other software programs.

Preferred Qualifications: Preference will be given to candidates with experience using an automated financial aid system (e.g. PeopleSoft, Banner, etc.) and candidates with a Master's degree.

Appointment Terms: This is a full-time, twelve-month position. Salary is commensurate with qualifications and experience.

To Apply: Interested applicants should submit their letter of application, current resume and contact information for three references electronically to the UConn Careers website. (Search #2015477) Review of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 24, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: Inside Higher Ed., Diverse, General University Website, General Diversity Website, HERC, LinkedIn, DiverseJobs

Short-term goals: 1 WM, 1 BM, 1 HM, 2 AM, 1 AF

26 total applicants: 2 WM, 14 WF, 2 BM, 3 BF, 1 HF, 1 AF, 2 UM, 1 UF

Unqualified applicants: 2 WM, 8 WF, 2 BM, 1 HF, 1 AF, 2 UM, 1 UF

Hiring Goals Analysis 2015

- 2 WF and 1 BM lacked a Bachelor's degree in a related field or an equivalent combination of training and experience.
- 2 WM, 6 WF, 1 BM, 1 HF, 1 AF, 2 UM, and 1 UF did not have three to five years of progressively responsible financial aid experience.

Qualified applicants: 3 WF, 1 BF

- 1 WF did not demonstrate in-depth knowledge of financial aid regulations and related laws, especially related to student loans.
- 2 WF and 1 BF did not have excellent written communication skills.

Interviewed applicants: 3 WF, 2 BF

- 1 WF withdrew her application from consideration.
- 1 BF did not demonstrate sufficient financial aid knowledge for this position.
- 1 BF did not demonstrate an ability to work independently.
- 1 WF did not have a Bachelor's degree and lacked relevant experience despite stating otherwise on application materials.

The 1 WF selected had a strong understanding of financial aid regulations and procedures. Her ability to solve problems proactively, organize information effectively, and communicate clearly which set her apart from other candidates.

Hiring Goals Analysis 2015

2015150 - Graphic Designer – University Communications

Internal and External



Job Posting

We are seeking a talented and collaborative Graphic Designer to join our UConn Communications team. From strategy to layout, you will interact with other designers and writers to help shape the UConn story. Under the direction of the Director of Strategic Marketing, the Graphic Designer will collaborate in the strategy, conception, and design of UConn Magazine and other high-profile institutional branded materials. The Graphic Designer will be a key member of a growing University Communications team and help lead creative direction. You should possess excellent visual design skills, experience designing for magazines or publications evidenced by a great portfolio, and an eagerness to grow in this role.

For full position details, please go to <http://communications.uconn.edu/jobs/>.

Minimum Qualifications: Bachelor's degree in graphic design or related field, or equivalent experience and training; at least five years on-the-job experience in graphic arts or related field; evidence of creative ability as demonstrated by portfolio; submission of a portfolio is required and limit samples to various marketing materials, magazine and publications, and advertisements . Please provide a link to your online portfolio; **must** have experience in magazine and/or publication design; ability to solve complex design problems; experience with image manipulation and optimization; advanced knowledge of Adobe programs such as InDesign, Photoshop, and Illustrator; strong organizational and interpersonal skills; ability to make decisions and coordinate the work of others in bringing projects to successful completion; ability to work on multiple projects at one time, consult with internal clients, and meet deadlines.

Preferred Qualifications: Job history indicating growth and development in the field; demonstrated success in understanding the importance of integrating print and online communications; working knowledge of HTML and CSS.

This is a permanent, full-time position.

Please apply through Husky Hire and submit a cover letter, resume, portfolio of your work, and three (3) references. No phone calls, faxes, or e-mails please. Preference will be given to resumes received by January 20, 2015. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015150)

This job posting is scheduled to be removed at 11:59 PM eastern on January 20, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruitment activities included: HERC, Diverse, Inside Higher Ed, CASE, Idealist.org, Indeed.com, ZipRecruiter, AuthenticJobs.com, WpHired, Jobs.SmashingMagazine.com, AIGA, CareerBuilder.com, Monster.com (Boston), UCDA, CADC, and Behance.

Short-term goals: 1 WM, 1 BM, 1 HM, 2 AM, 1 AF

225 total applicants included: 82 WM, 98 WF, 7 BM, 5 BF, 9 HM, 6 HF, 6 AM, 6 AF, 1 UM, and 5 UF.

Unqualified applicants included: 45 WM, 46 WF, 2 BM, 4 BF, 5 HM, 4 HF, 3 AM, 3 AF, and 2 UF.

- 1 AM and 1 UF lacked Bachelor's degree in graphic design or related field, or equivalent experience and training.
- 18 WM, 22 WF, 2 BM, 4 BF, 2 HM, 3 HF, 1 AM, and 2 AF lacked at least five years' on-the-job experience in graphic arts or related field.
- 4 WM, 4 WF, and 1 HF did not provide adequate evidence of creative ability as demonstrated by portfolio.
- 21 WM, 15 WF, 3 HM, 1 AM, 1 AF, and 1 UF lacked experience in magazine and/or publication design.
- 2 WM and 5 WF did not demonstrate ability to solve complex design problems.

Qualified applicants included: 35 WM, 44 WF, 5 BM, 1 BF, 2 HM, 2 HF, 2 AM, 3 AF, 1 UM, and 2 UF.

- 35 WM, 44 WF, 4 BM, 1 BF, 2 HM, 2 HF, 1 AM, 3 AF, 1 UM, and 2 UF did not demonstrate strong portfolio work.
- 1 BM and 1 AM lacked working knowledge of HTML and CSS.

Interviewed applicants included: 2 WM, 8 WF, 2 HM, 1 AM, and 1 UF.

- 2 WM and 2 WF demonstrated weak knowledge of HTML and CSS.
- 2 WF and 1 UF withdrew themselves from consideration.
- 1 WF and 1 HM did not demonstrate robustly creative work integrating print and online communications.
- 2 WF and 1 AM demonstrated weak interpersonal skills.

1 HM selected rejected the position. He demonstrated high creativity and excellent interpersonal skills and considerable magazine design experience.

The 1 WF selected demonstrated a strong skill set and creative experience. Additionally, this candidate exhibited excellent communication and interpersonal skills. Finally, the selected candidate had the ability to solve complex design problems.

Hiring Goals Analysis 2015

2014556 - Publicity / Marketing Administrator – Conn Education Network

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The Connecticut Education Network (CEN) as division of the University of Connecticut's University Information Technology Services, is seeking a proactive, organized individual with strong communication, marketing and social media skills.

Minimum Qualifications: Bachelor's degree in marketing, communications, or closely related field and at least two years of experience in marketing and publicity or related field OR an equivalent combination of experience and training; a demonstrated understanding of marketing and communication strategies; the ability to work with vendors and third party IT service providers; experience with marketing and CRM software packages; solid planning and analytical skills; and demonstrated experience with MS Office products (Word, Excel, Access, PowerPoint, and MS Project).

Preferred Qualifications: Experience with CVENT event management software; experience with email marketing software/tools such as Constant Contact; the ability to oversee and manage marketing budget; and the ability to be resourceful and work under pressure.

This position will offer the qualified individual considerable opportunity for responsibility and influence in a cutting edge, challenging, congenial and flexible environment.

This is an annually renewable, 12 month, full time position with an excellent benefits package. Duty station is 55 Farmington Avenue, Hartford, CT, 06105.

If you are interested in such a position, please submit a cover letter, resume and the names and phone numbers of three references via the Husky Hire system. Questions about the position may be directed to Melanie Raczkowski at Melanie.Raczkowski@UConn.edu. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM eastern on April 21, 2014.

Recruitment activities included: HERC, Inside Higher Ed, Diverse, the Hispanic Outlook, and the Journal of Blacks in Higher Education.

48 total applicants: 7 WM, 29 WF, 1 BM, 6 BF, 2 HF, 2 UF, and 1 AM.

Unqualified applicants included: 5 WM, 17 WF, 1 BM, 4 BF, 1 HF, and 1 AM

- 4 WM, 13 WF, 2 BF, 1 HF, and 1 AM lacked a Bachelor's degree in marketing, communications, graphic design or related field and two - five years' experience in marketing and publicity or related field or an equivalent combination of experience and training.
- 1 WM, 1 WF, and 2 BF did not demonstrate understanding of marketing and communication strategies.
- 3 WF and 1 BM lacked experience with marketing and CRM software packages.

Qualified applicants included: 1 WM, 4 WF, 1 BF, and 1 UF.

- 4 WF, 1 BF, and 1 UF lacked experience with CVENT event management software.

Hiring Goals Analysis 2015

- 1 WM did not demonstrate the ability to oversee and manage marketing budget and the ability to be resourceful and work under pressure.

Interviewed applicants included: 1 WM, 8 WF, 1 BF, 1 HF, and 1 UF.

- 1 WM did not demonstrate strong leadership skills necessary.
- 3 WF did not respond to request for interview.
- 1 WF withdrew herself from consideration.
- 1 WF, 1 BF, 1 HF, and 1 UF lacked experience with Cvent event management tool.
- 1 WF possessed all skills and experience with the exception of working in an educational environment.
- 1 WF had little marketing experience.

The 1 WF hired has a doctorate degree and possesses leadership qualities that no other candidate demonstrated, along with experience in education and strong skills in marketing and communications. Additionally, the candidate has experience with Business Development which would be highly desirable.

Hiring Goals Analysis 2015

2015337 - Financial Aid Officer – Financial Aid

The Director of Student Financial Aid Services is seeking an organized, detail-oriented and self-motivated Financial Aid Officer to perform a wide range of complex and confidential administrative functions. This is a permanent, full-time, 12-month position.

Job Summary: The Office of Student Financial Aid Services invites applications for a full-time, twelve-month Financial Aid Officer position. Duties: Provide exceptional client service to students/parents who contact provide email / phone / walk-in inquires within the departmental standards determine financial aid awards; counsel students and parents regarding application process, sources and availability of aid; researches and recommends procedures and policies in designated area of expertise; keeps abreast of institutional, state and federal rules, regulations and guidelines governing the administration of Title IV federal funds including grants, work programs, and student loans; administer one or more specialized areas; performs special projects, as needed or assigned.

Participates in outreach activities by providing general financial aid information and/or presentations at University open houses, new student orientation, first year experience classes, etc. Performs other duties as assigned by the Assistant Director, Client Services or any member of the management staff.

Minimum Qualifications: The ideal candidate will have a bachelor's degree in related field or equivalent combination of training and experience; three to five years progressively responsible financial aid experience; demonstrated in-depth knowledge of financial aid regulations and related laws; excellent oral and written communication skills; excellent counseling and interpersonal skills; and demonstrated ability to work effectively with students, the public, the university community and external constituencies; ability to work independently and under time constraints.

Preferred Qualifications: Client Service experience (in-person and phone). Excellent verbal and written communication skills; additionally be comfortable with presenting to large and small audiences; a working knowledge of Federal and State Financial Aid Programs; strong personal initiative. Preference given to candidates with experience using an automated financial aid system (e.g. PeopleSoft, Banner, etc.).

Appointment Terms: This is a full-time, 12-month position. Salary range is in the mid \$40,000s, commensurate with qualifications and experience.

To Apply: Interested applicants should submit their letter of application, current resume and contact information for three references electronically to Husky Hire. (Search #2015337) Review of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 2, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: HERC, Diverse, and Inside Higher Ed

Short-term goals: 1 WM, 1 BM, 1 HM, 2 AM, 1 AF

Hiring Goals Analysis 2015

28 total applicants: 8 WM, 11 WF, 3 BM, 1 BF, 1 HF, 1 AM, 2 AF, and 1 UF.

Unqualified applicants: 7 WM, 10 WF, 2 BM, 1 BF, 1 HF, 2 AF, and 1 UF

- 3 WM, 8 WF, 1 BM, 1 HF, 2 AF, and 1 UF did not have a bachelor's degree in a related field or an equivalent combination of education and experience
- 3 WM, 2 WF, 1 BM, and 1 BF did not have three to five years' financial aid experience with progressing responsibility
- 1 WM did not demonstrate excellent written communication skills based on errors in application materials.

Interviewed applicants: 1 WM, 1 WF, 1 BM and 1 AM.

- 1 WM, 1 WF, and 1 AM did not demonstrate working knowledge of state and federal financial aid programs.

The BM hired demonstrated the ability to counsel students and parents through phone, email, and in-person; an in-depth knowledge of the Federal Financial Aid process, excellent communication skills, presentation experience, the ability to work with students and the university community, and extreme familiarity with the Banner Financial Aid system.

Hiring Goals Analysis 2015

2015048-Junior Web Designer – University Communications

Internal and External



Job Posting

Are you a web designer whose work commands attention? Do you strive to create dynamic designs that employ ever-evolving industry best practices, and have the technical skills to execute your ideas? The Junior Web Designer will play a pivotal role in the strategy, conception, and design of key University websites. This person is a vital part of a comprehensive communications team, creating advanced designs for promotional, educational, and informational materials. The ideal candidate's portfolio demonstrates aptitude for designing across platforms, including for websites, web and mobile applications, email marketing campaigns, advertising campaigns, and strategic communications projects. The right candidate is the type of designer who likes to take initiative and thrives in a collaborative work environment.

For full position details please go to: <http://communications.uconn.edu/jobs/>.

Minimum Qualifications: Bachelor's degree in graphic design or related field, or equivalent experience and training; at least five years' experience in graphic arts or related field; evidence of creative ability as demonstrated by portfolio; knowledge of design and development of email marketing pieces, including testing to ensure deliverability; experience working with JavaScript and/or popular frameworks like jQuery; ability to solve complex technical or design problems; experience with image manipulation and optimization; advanced knowledge of development languages such as HTML5 and CSS, programs such as Photoshop, Fireworks, or other image editing software, user interface design, and web design/development languages and techniques; proficiency in the development of web sites using a Content Management System; strong organizational and interpersonal skills; ability to make decisions and coordinate team members' work to bring projects to successful completion; ability to balance multiple projects at one time, consult with internal clients, and meet deadlines.

Preferred Qualifications: Job history indicating growth and development in the field; familiarity with usability and user experience testing; experience with creating responsive web designs for mobile platforms; experience designing for WordPress; and success in designing for print publications and understanding the importance of integrating online communications.

This is a permanent, full-time position. Candidates selected for an interview may be asked to complete a one-hour electronic production assignment.

Recruitment contacts included HuskyHire, Case, Behance.net, Indeed.com, CT Art Directors, HigherEdJobs.com, Idealist.org, Ziprecruiter.com, Authenticjobs.com, Wphired.com, Jobs.smashingmagazine.com, AIGA, Monster.com, UCDA and Communications Arts.

Short-term goals: 1 WM, 1 BM, 1 HM, 2 AM, 1 AF

46 total applicants: 20 WM, 11 WF, 7 BM, 3 HM, 2 HF, 1 AM, 2 AF.

33 unqualified applicants: 15 WM, 9 WF, 3 BM, 2 HM, 1 HF, 1 AM, 2 AF.

Hiring Goals Analysis 2015

- 13 WM, 7 WF, 3 BM, 2 HM, 1 AM, 1 AF lacked the ability to make decisions and coordinate team members and work to bring projects to successful completion.
- 2 WM withdrew.
- 2 WF did not have strong creative abilities, as evidenced by their portfolios.
- 1 HF and 1 AF did not have experience working with JavaScript and/or popular frameworks like jQuery.

9 qualified applicants: 3 WM, 2 WF, 3 BM, 1 HM

- 3 WM, 2 WF and 2 BM did not display familiarity with usability and user experience testing.
- 1 BM had an overall weak portfolio that was not sufficient for the needs of the position.
- 1 HM could not provide past experience of success in designing for print publications and understanding the importance of integrating online communications.

4 interviewed applicants: 2 WM, 1 BM, 1 HF.

- 1 WM was technically skilled but lacked a job history demonstrating growth and development in the field.
- 1 WM and 1 BM withdrew their applications.

The 1 HF hired possessed relevant experiences in the field of graphic arts and design. This candidate was both technically and creatively talented, as evidenced by her strong portfolio. She also had the technical skills to work with popular frameworks such as JavaScript and jQuery and advanced knowledge of other applications such as Photoshop and Fireworks. Overall, this candidate is equipped with a creative spark and extensive knowledge.

Hiring Goals Analysis 2015

2015321 - MRI Technician – Liberal Arts and Sciences

The University of Connecticut College of Liberal Arts and Sciences invites applicants for a MRI Technician (Technical Assistant 3, UCP 6) position. This is a full-time staff position including benefits.

UConn will open a 3,200 square foot, research-dedicated MRI Center in early 2015, including a 3 Tesla scanner. The primary focus of the center will be cognitive neuroscience research using functional MRI. However, the scanner will also be used for structural MRI, diffusion tensor imaging, simultaneous EEG, and magnetic resonance spectroscopy (MRS). Although most scanning will involve neuroimaging, research will also include cardiovascular and musculoskeletal imaging. Participants will range in age from young children to elderly adults.

Under the direction of the Director of Operations, the MRI Technician will perform basic and complex MR imaging procedures, and interact with researchers, students, and participants of all ages.

Job Duties Include:

- Independently, properly screen all participants and visitors prior to admittance into the MRI room
- Maintain a high degree of accuracy in patient position and imaging acquisition/formation.
- Act as liaison between participants and scientists
- Perform some post-processing as needed by different research staff
- Demonstrate sensitivity to the physical and emotional needs of participants
- Maintain the lab and equipment and ensure everything is in proper working order; troubleshoots problems with equipment, obtaining repairs/maintenance as necessary
- Maintain Image Archival
- Demonstrate professional and ethical judgment
- Maintain a certification in First Aid and CPR
- Maintain knowledge about magnetic field safety
- Follow departmental and university policies and procedures

Minimum Qualifications

- Bachelor's degree related fields, including nursing and 3-5 years of experience OR equivalent combination of education and experience beyond 5 years OR Master's degree and 1-2 years' experience; experience should include at least 1 year working with MRI
- Demonstrate an understanding of human cross-sectional anatomy, physiology, pathology, pharmacology, and medical terminology.
- Ability to produce reliable results, problem-solve and troubleshoot difficult problems
- Ability to maintain and troubleshoot difficult problems with laboratory equipment.

Preferred Qualifications

- Completion of Certified Radiological Technician (CRT)
- Member American Registry of Radiological Technician (ARRT)
- Minimum 2 years Siemens experience preferred.

Appointment Terms

The anticipated start date is May 15, 2015, but is negotiable. This is a full-time, 12-month position with full benefits. Salary will be commensurate with qualifications and experience.

Hiring Goals Analysis 2015

To Apply

Interested applicants should send a cover letter describing qualifications, a resume, and any supporting materials to Husky Hire (www.jobs.uconn.edu). Names and contact information for three professional references should be included in the cover letter. Inquiries can be addressed to Jay

Rueckl, Chair of Search #2015321, Department of Psychology, U-1020, 406 Babbidge Road, University of Connecticut, Storrs, CT 06269-1020 (or emailed to MRIOPERATIONSSEARCH@UConn.edu). Screening of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015321)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 8, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruiting activities included: HERC, Diverse, and Insider Higher Ed.

Short-term goals: 1 WM, 1 BM, 1 HM, 2 AM, 1 AF

17 total applicants: 5 WM, 7 WF, 1 HM, 1 HF, 1 AM, 1 AF, and 1 UF

Unqualified applicants: 2 WM, 5 WF, 1 AF, and 1 UF

- 1 WM, 3 WF, and 1 UF did not have a bachelor's or equivalent degree, including nursing and three to five years' experience or an equivalent combination of education and experience beyond five years or a master's degree with one to two years of appropriate experience
- 1 WM, 2 WF, and 1 AF did not have at least one year's experience working with MRI

Qualified applicants: 2 WM

- 2 WM did not demonstrate completion of Certified Radiological Technician (CRT) application or membership with the American Registry of Radiological Technician (ARRT), and a minimum of two years' Siemens experience

Interviewed applicants: 1 WM, 2 WF, 1 HM, 1 HF, and 1 AM

- 1 WF withdrew prior to her interview
- 1 WM, 1 WF, 1 HM, and 1 AM, did not demonstrate sufficient experience in MRI, particularly direct Siemens MRI experience

The 1 HF selected demonstrated over thirty years' experience working in MRI, she had a keen interest and bachelor's degree in psychology, recent experience dealing one on one with participants, and a rich background in research.

UCP 6 – Administrative Services Assistant 4

Short-term goals: NONE SET

2015137 -Administrative Services Assistant 4 – Neag School of Education

Under the direction of the Dean and Executive Assistant this position assists in managing a number of high level administrative functions in the Dean's Office/Neag School of Education, with independent decision-making skills, able to exercise independent judgment and to be able to resolve administrative problems in the Dean's Office.

Characteristic Duties and Responsibilities:

Hiring Goals Analysis 2015

1. Performs office management duties; direct the workflow and supervise the processing of administrative and personnel paperwork; reviews paperwork for accuracy and adherence to the Neag School of Education/University of Connecticut policies and procedures.
2. Adjusts assignments to accommodate priority needs of the administration in the Neag School of Education.
3. Independently composes, prepares and/or edits standard correspondence/ reports containing information that requires thorough knowledge of policies, procedures and data sources. (ie: state travel, reimbursements, purchasing, and assist with the PTR and consulting process).
4. Devises, modifies and/or supervises the maintenance of complex filing and record keeping systems, which may be automated.
5. Transmits authoritative information and serves as a resource to administrators, students, staff and others regarding policies and procedures governing the Neag School of Education.
6. Within established practice, handle administrative matters for Dean/Associate Deans and Executive Assistant and has authority to sign specific correspondence, requisitions, vouchers and other standard forms and makes decisions in supervisor's absence.
7. May monitor some budgetary expenses.
8. Acts as point person of Gentry building regarding facilities and office space issues.
9. Collaborates with the university commencement committee and facilitate the Neag School of Education Commencement Committee. The incumbent will be the key point person for the coordination of the Neag undergraduate commencement ceremony in May.
10. May meet with Department of Human Resources representatives and individual Directors to discuss labor relations issues regarding employees in the Neag School of Education who have work related problems. Establishes plans with appropriate staff to try to eliminate some of these issues.
11. Approves support staff timecards in the TAS system.
12. Implements problem solving techniques to resolve personnel problems within the school.
13. May assist in the Dean's Office with the faculty Promotion, Tenure and Reappointment procedures within the Neag School of Education yearly.
14. Responsible for meetings, conferences and travel arrangements for the Dean's Office Administrative Team.
15. Maintains a strict calendar for specified administrators, screens incoming mail and telephone calls, and makes referrals as appropriate.
16. Represents supervisor to other University offices, public or outside organizations to gather or transmit information that affects the operations of the Dean's Office and School, including the Foundation/Development Office and Alumni Association.
17. Reviews administrative and internal operation procedures for efficiency and effectiveness and recommends improvements to the administrator where appropriate.
18. Responsible for special short term projects that require planning, coordination and supervision.
19. Facilitates and plans events as needed by administration.
20. May supervise student workers and their schedules.
21. Handles confidential records in a professional manner.
22. Performs related duties as required.

Hiring Goals Analysis 2015

Minimum Qualifications:

1. Bachelor's degree and 1-2 years' related experience OR equivalent combination of education and experience including 5-10 years' experience in a progressively responsible administrative support position.
2. Proven organizational ability.
3. Ability to resolve administrative problems efficiently, effectively and independently.
4. Excellent interpersonal skills with the ability to work effectively with the School's staff, the University community, and other agencies and groups.
5. Exceptional computer skills and ability to learn new software as required.

Preferred Qualifications:

1. Master's degree preferred.
2. Familiarity with University of Connecticut/State of Connecticut regulations, policies and procedures.

Candidates should submit letter of application, resume, and the names of three professional references via Husky Hire. Application deadline: October 31, 2014. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015137)

This job posting is scheduled to be removed at 11:59 PM eastern on October 31, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: HERC, Inside Higher Ed, and Diverse.

Short-term goals: NONE SET

80 total applicants: 8 WM, 53 WF, 1 BM, 3 BF, 1 HM, 2 HF, 2 AM, 4 AF, 2 UM, and 4 UF

Unqualified applicants: 5 WM, 43 WF, 1 BM, 2 BF, 1 HM, 1 HF, 2 AM, 4 AF, 2 UM, and 2 UF

- 5 WM, 43 WF, 1 BM, 2 BF, 1 HM, 1 HF, 2 AM, 4 AF, 2 UM, and 2 UF did not have a bachelor's degree and one to two years' related experience or an equivalent combination of education and experience including five to ten years' experience in a progressively responsible administrative supportive position.

Qualified applicants: 2 WM, 5 WF, 1 BF, and 2 UF

- 1 WM, 4 WF, and 1 UF did not have a master's degree in a relevant field.
- 1 WM, 1 WF, 1 BF, and 1 UF did not demonstrate familiarity with University of Connecticut and State of Connecticut regulations, policies, and procedures.

Interviewed applicants: 1 WM, 5 WF, and 1 HF

- 1 WM, 4 WF and 1 HF did not demonstrate excellent interpersonal skills with the ability to work effectively with the School's staff, the University community, and other agencies and groups. .

Hiring Goals Analysis 2015

The 1 WF selected demonstrated excellent oral and written communication skills, extensive familiarity with the state and university policies relevant to the position, and experience in supporting senior level administrators.

Hiring Goals Analysis 2015

UCP 6 – Program Administrator

Short-term goals: 2 WM, 1 BF,

2015271 Graduate Career Counselor – School of Business

The School of Business is seeking a full time Graduate Career Counselor (Program Administrator, UCP 6) to work in its Graduate Career Development Office (GCDO). The incumbent will report to the GCDO Functional Lead and will coordinate and manage the day-to-day administrative activities of the GCDO and assist in providing career development and placement services to graduate business students. The position will be based at the Graduate Business Learning Center in Downtown Hartford, but may require occasional travel to the Storrs campus and/or other campus locations in support of program needs. Weekend and evening hours as well as occasional in-state and out-of-state travel may also be required in support of program events.

Responsibilities include, but are not limited to: assisting in delivering career development programs and information in a classroom setting and on an individual basis to MS candidates from the Business Analytics and Project Management Program as well as Hartford Part-time MBA students; assisting in providing career counseling and insight regarding job search strategies, resume and cover letter development; conducting mock interviews/case interviews, discusses negotiation strategies, and equipping students with valuable networking strategies; researching the current job market and hiring trends, interpreting findings, and using this knowledge to offer insight and guidance to support students' career management goals and job searches; coordinating and managing external employer recruiting relationships using our targeted Marketing Plan approach; meeting with employers to understand employer hiring and recruitment efforts as well as understanding the job market and providing timely information on the market and its trends to students in an effort to support student job searches; assisting in placement activities and interacting with employers to generate job leads for students seeking internships or full-time employment; assisting in the development of job search strategies for several student population segments including international students; collecting and reporting internship and full-time placement data to internal and external audiences, including institutional research, accrediting agencies and media organizations; collaborating with the GCDO staff, the MS in Business Analytics and Project Management Program, and Hartford Part-time MBA Program in addition to School of Business and other University of Connecticut departments; assisting with the planning, development, and evaluation of GCDO programs, meetings, workshops, policies, and procedures, making all necessary arrangements, including travel and coordinates events and details; coordinating and managing administrative and fiscal responsibilities for GCDO; resolving day-to-day administrative problems; processing and maintaining necessary paperwork and records; performing related duties as required.

Minimum Qualifications:

1. Bachelor's degree in business, counseling or related field.
2. Four to five years related professional experience.
3. Demonstrated teamwork and ability work effectively with faculty, staff, students, administrators, and business leaders, external agencies/groups and the public.
4. Demonstrated excellent writing and editing skills.
5. Proven ability to work independently and use sound judgment when making decisions.
6. Experience in corporate recruitment, professional hiring and development, or career coaching in either a corporate environment or graduate level program with an emphasis on placement.
7. Person must have proven excellent interpersonal, oral and written communication skills and have demonstrated the ability to successfully present information to small and large groups.
8. Demonstrated experience with event or workshop planning.
9. Demonstrated proficiency with Microsoft Office products.
10. Willingness to work some irregular, flexible hours and travel in-state or out-of-state as necessary.

Hiring Goals Analysis 2015

Preferred Qualifications:

1. Specialized Master's degree or MBA.
2. Demonstrated experience working with diverse international populations.
3. Experience working with mature students, executives, or other professionals.
4. Prior experience in a business or academic setting.

To Apply: Please apply online using Husky Hire to submit a letter of application, resume, and the names and contact information of three professional references. For full consideration, please apply by December 19, 2014. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015271)

This job posting is scheduled to be removed at 11:59 PM eastern on January 2, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: HERC, Diverse, Inside Higher Ed.

Short-term goals: 2 WM, 1 BF,

77 total applicants: 17 WM, 31 WF, 2 BM, 12 BF, 3 HM, 3 HF, 4 AF, 3 UM, and 2 UF

Unqualified applicants: 15 WM, 28 WF, 2 BM, 11 BF, 3 HM, 3 HF, 4 AF, 2 UM, and 2 UF

- 3 WF and 1 BM did not have a bachelor's degree in business, counseling, or a related field
- 2 WM, 10 WF, 1 BM, 5 BF, 1 HF, and 4 AF did not have four to five years' related professional experience
- 5 WM and 2 WF did not have experience in corporate recruitment, professional hiring and development, or career coaching in either a corporate environment or graduate level program with an emphasis on placement
- 8 WM, 13 WF, 6 BF, 3 HM, 2 HF, 2 UM, and 2 UF did not demonstrate excellent written communication skills as well as the ability to successfully present information to small and large groups

Interviewed applicants: 2 WM, 3 WF, 1 BF, and 1 UM

- 1 WM did not have outstanding experience with workshop planning
- 1 WM and 2 WF did not demonstrate excellent interpersonal and communication skills during their interviews
- 1 BF had weak experience working in a corporate recruitment, professional hiring and development or career coaching environment that specifically put an emphasis on placement
- 1 UM did not demonstrate strong experience working in a business or academic setting

Hiring Goals Analysis 2015

The 1 WF hired demonstrated excellent communication and presentational skills as well as extensive experience working in a corporate recruiting environment, working with people of international and diverse backgrounds, working well as part of team, and presenting workshops to various audiences, as well as a willingness to work flexible hours and travel as needed.

UCP 6 – Program Specialist 1

Short-term goals: 3 WM, 1 BM, 1 BF, 1 HM

Search 2015269

This appointment achieved a short-term hiring goal.

WM

Search 2015357

This appointment achieved a short-term hiring goal.

WM

Hiring Goals Analysis 2015

2014631 - International Student Advisor – International Scholar Services

Visible: Internal and External □

Description Type: Job Posting

Description ID:

Description:

International Student & Scholar Services (ISSS) at the University of Connecticut seeks applicants for a full-time position as an International Advisor for Regional Campuses (Program Specialist I - UCP 6). This is an Intermediate-level advising position. Under the general supervision of designated supervisor, the Incumbent will provide Immigration advising, provides support services to International students and scholars, and participates in the University's globalization efforts.

Serving as a Designated School Official (DSO) and an Alternate Responsible Officer (ARO), the Incumbent will be primarily assigned to advise International students and scholars at UConn regional campuses on Immigration and academic, cultural and personal adjustments; be responsible for all routine SEVIS records maintenance, updates and reporting; review, assess advisees' Immigration paperwork and prepare visa documentation and other appropriate documents; serve as a resource to community members concerning International students' and scholars' needs and concerns; provide related support services, including cultural program development; write and/or edit informational and publicity materials; compile statistical reports and maintains appropriate files and records. Stationed at the Storrs main campus, the Incumbent will be required to travel to regional campuses regularly. May require occasional evening and weekend work hours.

Minimum Qualifications: Bachelor's degree in related field or equivalent combination of education and experience; at least two years of experience in advising international students on F and/or J Immigration regulations, SEVIS, and implementing programs to support international students and scholars; comprehensive knowledge of the needs of the international student population in a higher education setting; excellent interpersonal and communication skills; excellent writing and editing skills; excellent organizational and analytical skills with ability to exercise good judgment to deal with confidential data and sensitive situations; ability to work independently and regularly exercise good judgment regarding international student and/or scholar advising; good multi-tasking and organizational skills with attention to detail; excellent computer skills in basic MS and database applications. Must be a U.S. citizen or a permanent resident to meet the U.S. Departments of Homeland Security and State eligibility requirements for DSO and ARO.

Preferred Qualifications: Master's degree in related field; knowledge of one or more foreign languages; experience studying, working, or living in a foreign country; experience with a SEVIS batching system; knowledge of Oracle PeopleSoft system.

Salary range is upper forties with an excellent healthcare and retirement package.

Upload a cover letter (indicate the search #2014631), resume and contact information for three professional references via Husky Hire. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. Application reviews will start on 1/10/2015.

This job posting is scheduled to be removed at 11:59 PM eastern on January 10, 2015.

Recruiting activities included: NAFSA Region X & XI Listservs, NAFSA ISTA Listsev, NAFSA Yahoo, CT NAFSAN Listserv, NASFA National Listserv, HERC, Inside Higher Ed., and Diverse.

Hiring Goals Analysis 2015

Short-term goals: 3 WM, 1 BM, 1 BF, 1 HM

89 Total Applicants: 21 WM, 35 WF, 6 BM, 7 BF, 2 HM, 8 HM, 1 AM, 2 AF, 2 UM, 5 UF

Unqualified applicants: 21 WM, 29 WF, 6 BM, 6 BF, 1 HM, 7 HF, 1 AM, 5 AF, 5 UF

- 20 WM, 25 WF, 5 BM, 6 BF, 1 HM, 7 HF, 1 AM, 5 AF, 5 UF did not have at least two years of experience in advising international students on F and/or J immigration regulations, SEVIS, and implementing programs to support international students and scholars.
- 1 WM and 3 WF lacked bachelor's degree in a related field or equivalent combination of education and experience.
- 1 WF and 1 BM lacked excellent writing and editing skills.
- 1 WM withdrew his application from consideration.

Interviewed applicants: 1 WM, 6 WF, 1 BF, 1 UM, 1 UF

- 2 WF did not demonstrate sufficient depth of experience working with international student populations to meet the requirements of the position.
- 1 WM and 1 WF demonstrated no experience with F-1 advising and a university setting.
- 1 WF lacked responsibility for the advising of international students and international student case processing. She also had weaker communications skills needed to function in a professional environment. Her experience in this area did not show an understanding of the educational objectives of international student programming.
- 1 UF lacked knowledge in the area of immigration advising, and her advising population was not as similar to the population she would encounter in this position. Based on interview answers, her ability to take direction and defer to ISSS was questioned.
- 1 BF and 1 UM demonstrated a lack of knowledge of the position and sufficient knowledge of F-1 and J-1 advising.

The 1 WF selected for the position possessed the most experience in advising populations consistent with those she will work with in the position. Her immigration knowledge also surpassed other candidates, as she has experience handling nearly all of the case types she will encounter. Furthermore, her educational and foreign language background serves our office best considering her leadership stems from a wide range of programming that is most critical for this position.

Hiring Goals Analysis 2015

Search 15236 – Program Specialist 1 – International Studies Association

Job description

JOB SUMMARY

Under the direction of designated supervisor, provides program support, in field of specialization, requiring a moderately advanced understanding of the subject matter and its practical application. Incumbents in this position are expected to work with a fair amount of independence, but within the goals and objectives established by the supervisor.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Assists in the planning, development, design implementation and evaluation of activities to achieve program objectives.
2. Conducts studies, collects necessary data evaluates information and prepares analytical reports related to program specialty.
3. Serves as resource for staff and others regarding program information and techniques, requiring a moderately advanced knowledge in area of specialization.
4. Plans, develops and implements methods and techniques of informing/educating, in coordination with program staff; may develop topics, prepares information designed to communicate and interpret information to the public and others.
5. Is responsible for the successful completion of individual projects.
6. May conduct workshops and seminars to instruct, inform and/or train others in the area of specialization.
7. May be responsible for various administrative duties as assigned.
8. If applicable to the program, may assist in advising students regarding course selection and development of independent study projects.
9. May participate in the planning, development and implementation of grant proposals.
10. May represent the program or department to external groups.
11. Performs related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Bachelor's degree in academic discipline appropriate to the field of specialization or equivalent combination of education and experience.
2. Two to four years professional experience related to program specialization.
3. Comprehensive knowledge of the program specialty area appropriate to department to be served, and proven ability to apply a range of concepts, techniques and practices to carry out technical program objectives.
4. Proven ability to evaluate and produce reliable results, problem-solve and trouble shoot problems.
5. Excellent written and oral communication skills
6. Class 02 driving license if required by program being served.

Hiring Goals Analysis 2015

1 WF hired as the result of a Memorandum of Understanding with the International Studies Association. There was no applicant pool for the position. The acquisition of this Association was of particular strategic interest to the University, and served to heighten the Department of Political Science's profile as a premier department in the field.

The University recently acquired the International Studies Association from the University of Arizona. As a result of this move to the University, a memorandum of understanding was issued pertaining to the status of employees at the Association and their transferal to the University of Connecticut. These employees would be employed on end-date renewable appointments as part of the Association. The 1 WF identified for this position had a Master of Arts degree in International Relations as well as over two years of experience as the Organizational Systems Manager for the International Studies Association. This candidate had excellent skills in Microsoft Office and training in purchasing and accounts management. Finally, this candidate had comprehensive knowledge of the program specialty area appropriate to department to be served, and proven ability to apply a range of concepts, techniques and practices to carry out technical program objectives.

Hiring Goals Analysis 2015

Search 2015016 – Project Coordinator - CIRCA

Internal and External



Job Posting

The University of Connecticut (UConn) seeks applicants for the position of Project Coordinator for the Connecticut Institute for Resilience and Climate Adaptation (CIRCA). The CIRCA is a collaboration between the University of Connecticut and the Connecticut Department of Energy and Environmental Protection (DEEP) which will engage the world-class and multi-disciplinary research and outreach capabilities of UConn to address the needs of the State and its communities in identifying and adapting to the most serious impacts of climate change. The Institute will work directly with communities along Connecticut's coast and inland waterways to enhance the resilience of the natural and human environment. The Project Coordinator will work with a team of researchers and outreach and extension professionals from across the University and relevant state, local and regional organizations to execute projects and facilitate the dissemination of information developed by the CIRCA faculty and staff.

Duties and Responsibilities:

The Project Coordinator will support the coordination and execution of the research, project implementation and outreach activities of the Institute. This will include:

- Supporting research and outreach projects
- Tracking project progress
- Participating in the planning, development and implementation of grant proposals
- Facilitating communications between project personnel, Directors and CT DEEP staff
- Assisting with stakeholder outreach and communications
- Coordinating CIRCA meetings
- Other related duties

Minimum Qualifications:

1. A four year degree in an area related to the mission of CIRCA (climate science, natural and environmental sciences, engineering, natural resource management and policy, economics) OR equivalent combination of education and experience.
2. Two to four years of experience in an organization with multiple science/outreach projects.
3. Demonstrated experience with the quantitative analysis of data.
4. Excellent writing and verbal communication skills.
5. Experience in organizing meetings, making presentations and the development of reports.
6. Familiarity with software for business and communications (e.g. Word, PowerPoint, Excel).
7. Ability to travel to various work locations throughout the state and region.

Preferred Qualifications:

1. Familiarity with project management software and strategies.
2. Familiarity with web site development and maintenance.
3. Familiarity with GIS.
4. Familiarity with mapping technology.

Hiring Goals Analysis 2015

The office will be at the Avery Point campus of UConn in Groton. This is a full time, annually renewable position with an excellent benefits package.

Recruitment contacts included HuskyHire and the Connecticut Department of Labor website.

Short-term goals: 3 WM, 1 BM, 1 BF, 1 HM

46 total applicants: 14 WM, 27 WF, 1 BF, 2 UF.

26 unqualified applicants: 7 WM, 17 WF, 1 BF, 1 UF.

- 2 WM, 11 WF, 1 BF, 1 UF lacked two-four years of experience in an organization with multiple science/outreach projects.
- 3 WM, 2 WF had an incomplete application.
- 2 WM, 2 WF did not have excellent writing and verbal communication skills.
- 2 WF did not demonstrate experience with the quantitative analysis of data.

8 qualified applicants: 4 WM, 4 WF

- 2 WM, 4 WF was not familiar with GIS
- 2 WM was not familiar with project management software and strategies

12 interviewed applicants: 3 WM, 7 WF, 2 UF.

- 1 WM did not articulate experience in managing project teams, a necessity for this position.
- 2 WM, 6 WF did not display ample experience in dealing effectively with CIRCA issues.
- 1 UF did not articulate experience with writing and editing reports to funding agencies
- 1 UF was not as experienced with project management with university faculty as other candidates.

1 WF was chosen for this position because of the way that they articulated their experience with full range of CIRCA related issues. This candidate displayed evidence of strong writing ability through written reports and editing for funding agencies with university and government authors. Furthermore, this candidate had ample experience with project management with senior university faculty and state government, making them a great fit for this job position.

Hiring Goals Analysis 2015

2015106-Program Specialist I – Education Abroad

Internal and External



Job Posting

The University of Connecticut (UConn) Office of Education Abroad seeks a qualified candidate to organize and promote its programs with international partner institutions, and to advise inbound exchange students throughout the nomination and registration process. The Program Specialist will oversee incoming exchange students and processes by facilitating the relationship between UConn and its partner institutions. Act as a liaison with various academic and administrative offices at UConn, including the Registrar, International Student and Scholar Services, Housing and Residence Life, and academic advisors at UConn's various Schools and Colleges. Coordinate and manage arrival and orientation services for inbound exchange students. Organize extracurricular activities designed to welcome international students. Provide services to students for course registration, student involvement, and other issues. Track exchange balances. The Program Specialist will also advise some UConn students who seek to study abroad, whether through the exchanges or through UConn faculty-led or other programming. Further duties may be assigned as needed.

Minimum Qualifications:

1. Bachelor's degree in academic discipline appropriate to the field of specialization or equivalent combination of education and experience.
2. At least two years' of experience working with study abroad and/or international exchange students.
3. Demonstrated knowledge of the academic and administrative structures, policies and procedures of a higher education institution.
4. Knowledge of an education system outside of North America, e.g. Australia; European Union; China; Japan.
5. Proficiency in Microsoft Office, database management and study abroad software (StudioAbroad).
6. Excellent organizational, interpersonal and written skills with strong attention to detail.
7. The ability to multitask and learn new software systems, meet deadlines and work independently as well as part of a team.
8. Familiarity with meeting and communicating with people from a wide range of cultures and backgrounds.
9. Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative matters.

Preferred Qualifications

1. Master's degree in a relevant field.
2. At least three years' of experience advising, studying or working abroad.
3. Experience in a college registrar's office or a faculty registrar's office or admissions office.
4. Previous experience working with faculty regarding sensitive academic matters.
5. Experience working with Student Services software.
6. Fluency in a foreign language

This is a full-time, permanent position.

Hiring Goals Analysis 2015

Recruitment activities included: HERC, Diverse, Inside Higher Ed, NAFSA Association of International Educators SECUS, Forum on Education Abroad, and Husky Hire Website.

Short-term goals: 3 WM, 1 BM, 1 BF, 1 HM

Total applicants included: 11 WM, 36 WF, 1 BM, 3 BF, 2 HM, 4 HF, 1 AM, 8 AF, and 6 UF.

Unqualified applicants included: 10 WM, 29 WF, 1 BM, 2 BF, 1 HM, 2 HF, 6 AF, and 3 UF.

- 3 WF and 1 AF lacked a Bachelor's degree in academic discipline appropriate to the field of specialization or equivalent combination of education and experience.
- 10 WM, 22 WF, 2 BF, 1 HM, 2 HF, 5 AF, and 3 UF lacked at least two years' of experience working with study abroad and/or international exchange students.
- 4 WF and 1 BM lacked demonstrated knowledge of the academic and administrative structures, policies and procedures of a higher education institution.

Qualified applicants included: 2 WF, 1 BF, 1 HF, and 2 UF.

- 2 WF, 1 BF, 1 HF, and 2 UF lacked a Master's degree in a relevant field.

Interviewed applicants included: 1 WM, 5 WF, 1 HM, 1 HF, 1 AM, 2 AF, and 1 UF.

- 1 WM did not have the right attitude for working as part of a very close team in Education Abroad and with other administrators and faculty across campus.
- 1 WF, 1 HF, and 1 AM withdrew their applications from consideration.
- 1 WF had insufficient experience for the job position.
- 2 WF and 1 AF did not have enough experience and had never worked in a study abroad office.
- 1 HM and 1 UF lacked the necessary administration experience for this job.
- 1 AF did not possess enough skills and experience for this position.

1 WF hired is knowledgeable about the field of education abroad, has had the most experience advising students in education abroad, worked with faculty on program development, is detail oriented, and has a great personality for working with staff in our office, as well as different constituents on campus.

1 WF's work schedule was changed from part-time to full-time.

Hiring Goals Analysis 2015

UC Professional 5

Short-term goals: 7 WM, 2 HM, 4 AM

Search 2015226 – Residence Hall Director – Residential Life

Internal and External



Job Posting

Anticipated Openings: Residence Hall Director (UCP 5)

The University of Connecticut (UConn) is one of the nation's leading public research universities. Founded in 1881, UConn is the state's flagship institution of higher education and serves a total enrollment of approximately 30,000 students on the main campus in Storrs in addition to its Law School, Medical and Dental Schools, Health Center, and five regional campuses. The University of Connecticut is a Carnegie Foundation Research University-Extensive, Land Grant and Sea Grant College and a Space Grant Consortium institution.

Residential Life plays a vital role in the success of the University of Connecticut and its students by providing quality facilities, personnel, services, and programs that contribute to the mission of the University. Our comprehensive, student-centered, residential program houses over 12,000 students. Over 70% of the undergraduate student population resides in university-managed housing. We offer our students an array of housing facilities and options to enhance their learning experience, including a variety of learning communities.

The Residence Hall Director (HD) is responsible for the community and student development in the university's residence halls. The HD supervises Resident Assistants (and may also supervise a Graduate Hall Director) in areas of approximately 400-700 residents. The Hall Director is responsible for hiring, training, supervising, and developing staff. Other major areas of responsibility include: Community and student development, administrative and managerial responsibilities, upholding community standards, facilities management, and professional development. A critical aspect of the Hall Director's responsibilities is to oversee relationship development between students and staff. The Hall Director assesses, contributes to, and oversees the implementation and enhancement of student learning outside of the classroom through a wide range of programmatic opportunities. The Hall Director reports to an Assistant Director of Residence Education.

This position is a full-time, live-in, 12 month appointment, with a typical work day being 10:00am - 6:00pm.

Minimum Qualifications:

1. Master's degree and two years of residence hall experience or Bachelor's Degree and three or more years of professional residence hall experience.
2. Supervision of residence hall or other staff in college or university residence halls or student affairs settings.
3. Experience working with and addressing the needs of a diverse community varied in its ethnic composition, sexual orientation and abilities.
4. Demonstrated commitment to student development and educational programming; including, but not limited to: advising student groups, providing leadership training and on-going development.
5. Experience enhancing students' academic achievement through collaborative efforts, teaching classes or programmatic development.
6. Experience addressing individual student and community behavioral matters.
7. Ability to think critically and effectively plan and organize work.
8. Experience working as a part of a multi-faceted student-oriented team including liaison work with offices such as Dining Services, Facilities, Public Safety, and Student Health Services.
9. Willingness to work irregular and flexible hours.

Hiring Goals Analysis 2015

Preferred Qualifications:

1. Master's degree in college student personnel, higher education, counseling or at least five years of university residence hall supervisory experience.
2. Two years or more of post Master's residence hall work experience.
3. Current membership and/or active involvement in related professional organizations.

Salary is commensurate with experience and degree consistent with the current bargaining agreement salary schedule. The HD is an UCP 5 position. Hall Directors live in a department-provided, furnished apartment. A significant other, partner or spouse may reside with the Hall Director in accordance with state and university guidelines. A tuition waiver is available for pre-approved course work. The outstanding benefits package includes state health care.

To Apply: Apply online using Husky Hire to upload a resume, cover letter and list of three (3) references, including names, addresses and telephone numbers. At least one of those references must be an immediate supervisor. Please indicate the professional relationship of each reference to the candidate. An official transcript will be required if an invitation for an on-campus interview is extended. Applications will be accepted until the positions are filled and review of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015226)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 20, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included advertisements with Inside Higher Ed, the NEACUHO listserv; Higher Ed Jobs.com; the ACUHO-I listserv; and Diverse Issues in Higher Education.

Short-term goals: 7 WM, 2 HM, 4 AM

166 candidates applied for the position: 48 WM, 48 WF, 19 BM, 20 BF, 8 HM, 5 HF, 4 AM, 6 AF, 5 UM, and 3 UF.

Unqualified applicants: 28 WM, 29 WF, 12 BM, 14 BF, 7 HM, 4 HF, 2 AM, 3 AF, 4 UM, and 2 UF.

- 20 WM, 21 WF, 9 BM, 8 BF, 5 HM, 2 HF, 1 AM, 2 AF, 3 UM, and 1 UF lacked a Master's degree and two years of residence hall experience or a Bachelor's degree and three or more years of professional residence hall experience.
- 8 WM, 8 WF, 3 BM, 6BF, 2 HM, 2 HF, 1 AM, 1 AF, 1 UM, and 1 UF lacked supervision of residence hall or other staff in college or university residence halls or student affairs settings.

Qualified not interviewed applicants: 3 WM, 1 WF, 1 BM, 1 BF, 1 HM, 1 HF, and 1 AM.

Hiring Goals Analysis 2015

- 2 WM, 1 BM, 1 BF, 1 HF, and 1 AM did not have sufficient experience working with and addressing the needs of a diverse community varied in ethnic composition, sexual orientation and abilities.
- 1 WM, 1 WF, and 1 HM had limited experience advising student groups but not an overall commitment to student development and educational programming.

Interviewed applicants: 17WM, 18 WF, 6 BM, 5 BF, 3 AM, 3 AF, 1 UM, and 1 UF.

- 8 WM, 10 WF, 2 BM, 1 BF, 1 AM, 1 AF, and 1 UM declined the invitation to interview.
- 4 WM, 3 WF, 1 BM, 2 BF, 1 AM, and 2 AF did not demonstrate a sufficient understanding of serving the needs of a diverse community as evidenced by answers to interview questions.
- 2 WM, 2 WF, 1 BM, 1 BF, 1 AM, and 1 UF did not provide sufficient answers related to student development and educational programming.

The 1 WM identified for the position had substantial experience working in a residence education setting and had extensive experience working with a diverse community.

This appointment achieved a short-term hiring goal.

WM

The 1 WM selected for the position had extensive experience working in a residence education setting as well as experience advising student groups and developing education programming.

This appointment achieved a short-term hiring goal.

WM

The 1 WM selected for the position had substantial experience working in a residence hall setting. Additionally, this candidate had extensive experience working with diverse populations and developing student programming.

This appointment achieved a short-term hiring goal.

WM

The 1 WF selected for the position had experience enhancing students' academic development through collaborative efforts as well as extensive experience working with a diverse student population. Additionally, this candidate had experience addressing student behavioral matters.

The 1 WF selected for the position had extensive residence hall experience as well as experience working with a diverse student population. Additionally, this candidate had experience addressing student behavioral matters.

Hiring Goals Analysis 2015

The 1 WF selected for the position had a long history of professional residence hall experience as well as direct experience addressing student behavioral matters. Additionally, this candidate had experience serving diverse populations.

The 1 BM selected for the position had substantial residence hall experience and extensive experience enhancing the student educational experience through collaborative efforts. Additionally, this candidate has a Master's degree in Student Affairs.

The 1 BM selected for the position had several years of professional residence hall experience and specific experience working with academic and living needs of diverse students. Additionally, this candidate had experience addressing student behavioral matters.

The 1 BF selected for the position had extensive residence hall experience in addition to several years of experience designing student programming. Additionally, this candidate had a Master's degree in Student Affairs.

Search 2015083

This appointment achieved a short-term hiring goal.
WM

Search 2015311

This appointment achieved a short-term hiring goal.
WM

Search 2015216

This appointment achieved a short-term hiring goal.
WM

Hiring Goals Analysis 2015

2015148 - Assistant Orientation Coordinator – Orientation Services

The Office of Orientation Services at the University of Connecticut is seeking applicants for the position of Assistant Orientation Coordinator. The successful candidate will work under the general direction of the Director of Orientation Services. This position will assist in the development, implementation, coordination, and evaluation of orientation programs, and manage contact records, orientation reservations, and communications using a menu based database system known as VisualZen Orientation also known as VZOrientation. This position manages the VZOrientation system including setup of VZ Orientation for each orientation and orientation leader recruitment season, maintains contact records, manages orientation program reservations, and orientation leader group assignments, communications, reporting, user access, trains and supports orientation staff and student workers in the use of the VZ system, and assists with the supervision and oversight of the orientation office during the programs.

Minimum Qualifications: Bachelor's degree; 1-2 years' experience working in student Orientation or college Admissions; knowledge and experience working with an online database software application that is menu-driven; demonstrated ability to work effectively with faculty, staff, and incoming students and families; knowledge of planning and implementing orientation programs; demonstrated ability to work independently, meet tight deadlines, and handle large workloads; proven ability to communicate effectively and clearly, including excellent writing and editing (proofreading) skills and a keen attention to detail; proven ability to work effectively in a team setting.

Preferred Qualifications: Knowledge and experience working with the online database software application known as VZOrientation; demonstrated computer skills in Microsoft Office Suite (MS Word, Excel, PowerPoint, Access) Adobe Creative Suite (Dreamweaver, InDesign, Final Cut Pro, Photoshop); knowledge of HTML; 3 or more years of orientation experience in a university setting; strong organization and time management skills, in conjunction with the ability to work on/manage multiple tasks.

This is a full-time appointment which may require weekend or evening hours due to the nature of the orientation program. Salary is in the low \$40's and includes full benefits.

Please apply online using Husky Hire to submit a cover letter, resume, and the names and contact information for three professional references. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015148)

This job posting is scheduled to be removed at 11:59 PM eastern on November 25, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: HERC, Inside Higher Ed, HuskyHire, DiverseJobs.net, NODA.org (National Orientation Director's Association)

Short-term goals: 7 WM, 2 HM, 4 AM

50 total applicants: 8 WM, 31 WF, 6 BF, 1 AM, 1 AF, 3 UM

Unqualified applicants: 8 WM, 28 WF, 6 BF, 1 AM, 1 AF, 3 UM

- 3 WF and 1 BF did not have a Bachelor's degree.

Hiring Goals Analysis 2015

- 7 WM, 20 WF, 5 BF, 1 AM, and 3 UM lacked up to two years of experience working with student orientations or college admissions.
- 1 WM and 4 WF did not have knowledge and experience working with an online database software application that is menu driven.
- 1 WF and 1 AF did not demonstrate an ability to work effectively with faculty, staff, and incoming students and families.

Interviewed applicants: 3 WF

- 1 WF declined the Committee's offer twice to conduct a phone interview due to scheduling conflicts.
- 1 WF lacked experience in developing, testing, and managing an online menu driven database such as VZ Orientation Software.

The 1 WF selected had experience with SLATE, a similar online database system to VZ. At her previous job, the candidate personally developed the mechanics of this online system and collaborated with vendors, which is required of this position. Furthermore, she is familiar with HTML which is important in developing and editing websites that are tied into the VZ online database system. With these qualifications, the Committee is confident that she will successfully fulfill the position's requirements within the deadline.

Hiring Goals Analysis 2015

2016037 - Assistant Director of Video Services - Athletics

The University of Connecticut Division of Athletics is seeking applications and nominations for the position of Assistant Director of Video Services (UCP 5 – Educational Media Assistant). As this position will be responsible for, but not limited to, live-event production, post-production and creative services, the daily assignments, responsibilities and supervision will be provided by the Assistant Athletics Director for Video Services. Responsibilities include: produce and edit creative content for Huskies All-Access video player on UConnHuskies.com website; create highlight packages and commercials for varsity athletic teams; work closely with Communications staff to shoot and create video elements on all social media platforms; video and graphics content creation for video boards at home football, basketball and hockey games; ability to work all positions in a live sports broadcast for video board production; assisting in management and operation of video equipment and components for the Division of Athletics; and additional duties as may be assigned.

Minimum Qualifications: Graduation from recognized technical institute or educational institution with a two year degree in electronics, radio, television, or related field plus two to four years of experience in media production OR Bachelor's degree in media or related field OR equivalent combination of education and experience along with substantial evidence of ability to perform the required functions of the position; experience in the field of sports video production and live event production with technical ability to produce a variety of high quality video materials; demonstrated skill in operation and capability of video equipment and systems and ability to diagnose problems; demonstrated working knowledge of video equipment and related software and the ability to perform minor maintenance on equipment; appropriate knowledge of NCAA rules; ability to work evening and weekend hours as dictated by games, practices and other events; and ability to work and communicate effectively with colleagues.

Preferred Qualifications: Two years of demonstrated work experience (within the past three years) in sports video production within a Division I NCAA intercollegiate athletics program; demonstrated experience in the training, supervising and scheduling of student assistants or part/full-time staff; demonstrated familiarity with camera equipment (DSLR, professional lighting and audio equipment, etc.); demonstrated knowledge of computers (Mac/PC) and software programs (Adobe Creative Suite and Final Cut Pro); and demonstrated ability in the use of Daktronics Show Control, Broadcast Pix systems, and Click Effective systems.

Salary: Commensurate with experience.

To Apply: Candidates must submit letter of application, resume, and the names of three references. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016037)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 12, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruiting activities included: HERC, Inside Higher Ed, and Diverse

Short-term goals: 7 WM, 2 HM, 4 AM

59 total applicants: 43 WM, 5 WF, 2 BM, 1 BF, 3 HM, 4 UM, and 1 UF

Unqualified applicants included: 10 WM, 1 BM, and 1 UF

- 2 WM did not have a two-year degree in electronics, radio, TV, or a related field and two to four years of experience in media production, or a bachelor's degree in media or a related field, or an equivalent combination of education and experience with substantial evidence of ability to perform the required functions of the position.
- 8 WM, 1 BM, and 1 UF did not demonstrate experience in the field of sports video production and live event production with technical ability to produce a variety of high-quality video materials.

Qualified applicants included: 32 WM, 4 WF, 1 BM, 1 BF, 3 HM, and 3 UM

- 30 WM, 4 WF, 1 BF, 2 HM, and 3 UM did not demonstrate work experience (within the past three years) in sports video production within a Division I NCAA intercollegiate athletics program.
- 2 WM and 1 HM did not demonstrate experience in the training, supervising, and scheduling of student assistants of part/full-time staff.
- 1 BM did not demonstrate familiarity with camera equipment such as DSLR, professional lighting and audio equipment.

Interviewed applicants included: 1 WM, 1 WF, and 1 UM

- 1 WM and 1 UM did not demonstrate ability in the use of Daktronics Show Control, and Broadcast Pix systems.

The 1 WF selected demonstrated experience in sophisticated video equipment and building compelling highlight packages for a variety of applications, a thorough understanding of social media platforms, and has worked dynamically in all of the various positions involved in a game day video production.

Hiring Goals Analysis 2015

Search 15176 – Laboratory Technician 3 – Biology (Waterbury Campus)

Laboratory Technician III (OCF V) Waterbury Campus

Under the direction of the Waterbury campus Biology faculty, this position will provide advanced technical support for the instructional laboratory programs for the Biology Department at the Waterbury campus.

Job duties and responsibilities include, but are not limited to: preparation of solutions and culture media; set up and clean-up of labs; advanced running of laboratory experiments to ensure such experiments will demonstrate the intended scientific principle or procedure for which the experiment was designed; coordination of all labs to ensure that the target learning goals are met; modification and upgrade of difficult lab experiments to incorporate new technology; participation in meetings to plan and evaluate lab experiments; analyzing and streamlining procedures for intended results, recommending improvements, solving problems, and modifying experiments accordingly; assistance in editing and updating lab manuals; upgrading safety measures and documentation as indicated; maintenance of living specimens; sterile transfer of microbial cultures; autoclave sterilization of waste; up-keep and cleaning of current resources; supervision and training of student employees; assisting and instructing faculty to circumvent technical problems and upgrade specific skills for new technology; maintaining up-to-date inventory of supplies and equipment; updating of safety documentation such as autoclave runs and checks and testing of the safety equipment; determining cost and generating order requests; setting up, cleaning and maintaining the laboratory; assigning equipment, glassware and supplies; instructing others in proper and safe use of equipment; may be responsible for routine maintenance and minor repair of lab equipment and related apparatus to ensure proper working order; as well as performing other related duties as required.

Minimum Qualifications:

1. Bachelor's degree in related area and 3 or more years' experience.
2. Demonstrated knowledge of scientific principles and knowledge of concepts, practices and standard laboratory procedures, including safety procedures, in Biology and Microbiology.
3. Ability to explain laboratory procedures.
4. Skill with basic mechanical equipment, computers and computer programs.
5. Excellent organizational skills including initiative and attention to detail.
6. Strong interpersonal skills including ability to work in a team setting and maintain good working relationships with a variety of people including students, staff, and professors.

Preferred Qualifications:

1. At least five years' experience in a college or university teaching laboratory.
2. Ability to set up a standard curve to test pH concentration using a Spectrophotometer.
3. Ability to coordinate real-time graphing using a software based system such as Vernier®
4. Familiarity with gel electrophoresis and molecular techniques

This is a twelve month, end-date, one year appointment.

The 1 WF identified for this position was selected after a time-sensitive and critical business need was identified in the department. There was no applicant pool for the position. This position was an end-date position and time was critical in this limited period for our faculty to ensure this crucial support is up to speed and current on all aspects of the University of Connecticut's Biology lab requirements, set-up, protocols, and safety regulations. This candidate was very

Hiring Goals Analysis 2015

knowledgeable and experienced with regard to the campus's course offerings, the content, and the specific goals. This experienced, well-qualified candidate is essential to providing our faculty with the support they need. This candidate met and exceeded all required and preferred qualifications for this position. This candidate was a specialist at prepping the labs, trouble-shooting the equipment and experiments, training the personnel, managing the living specimens, and running a lab to code in terms of general safety as well as biohazards. This candidate had held this and similar positions in a college/university setting for more than seven years.

This candidate had knowledge of and experience with new technologies that the Biology faculty would like to support and put in place. To upgrade lab exercises and implement the teaching of skills related to new technologies, the Biology faculty used educational improvement money and in-house funds to purchase the necessary equipment for micromolecular work, real time graphing, instant statistical analysis, high speed electrophoretic separation, and, soon, DNA amplification and sequence analysis. The protocols, standardization methods, and preliminary testing are known to this candidate, so she can easily step in and trouble-shoot prior to a lab, instruct the Biology faculty on how to make the most of the purchases, and be on hand to step in when trouble arises. This candidate was able to train the Biology faculty so that they can better teach the students.

This candidate was current on protocol and safety updates. This knowledge and experience will save the campus a costly safety violation. This candidate brings a depth of experience both within a general college/university setting and specifically with the University of Connecticut's Department of Biology. This candidate is organized and detail oriented. She is experienced and skilled at maintaining all necessary records, such as maintenance records, waste logs, safety checks, chemical inventories, and training deadlines.

Hiring Goals Analysis 2015

2015441 Laboratory Technician - Chemical & Biomolecular Engineering

Internal and External



Job Posting

The Chemical & Biomolecular Engineering (CBE) Department at the University of Connecticut invites applications for a Laboratory Technician 2 or 3.

The successful candidate will ensure the department's educational laboratories are safe, maintained, stocked, and educationally appropriate. This opportunity requires hands-on aptitude for the maintenance and repair of lab equipment.

Laboratory experiments for student learning include explorations of fluid flow, heat and mass transfer, thermodynamics, reaction kinetics, separations, bioprocessing, and other chemical engineering concepts.

Duties and Responsibilities

The successful candidate will:

- Work with faculty to maintain experiments that are pedagogically appropriate.
- Modify existing experiments and install new experiments as needed.
- Assist in updating lab documentation and procedures.
- Help students and instructors with challenging technical problems related to laboratory procedures and equipment.
- Follow proper practices for preparing solutions and disposing of chemical waste.
- Ensure the departmental laboratory environment is safe, secure, and orderly.
- Maintain an appropriate inventory of supplies and consumables.
- Perform other related duties as required.

Minimum Qualifications

1. B.S. in chemical engineering or closely related field and one year of experience working in a chemical engineering or closely related laboratory environment either as part of a degree program or through outside employment; OR an Associate's degree in engineering science or technology and two years of experience supporting equipment typical of a chemical engineering instructional lab; OR four years of experience working as a laboratory technician supporting equipment typical of a chemical engineering instructional lab.
2. Demonstrated knowledge of concepts, safety practices, and standard laboratory procedures for chemical engineering concepts such as fluid flow, heat and mass transfer, thermodynamics, reaction kinetics, separations, or bioprocessing.
3. Good oral and written communication skills, and strong interpersonal skills
4. Aptitude for the hands-on maintenance and repair of lab equipment as shown through education, work, or other experience.

Preferred Qualifications

1. B.S. or M.S. in chemical engineering or closely related field.
2. Additional experience beyond the minimum working in a chemical engineering or closely related laboratory environment.
3. Experience working in an academic setting.

Hiring Goals Analysis 2015

Appointment Terms

This is a full-time, 12-month professional position with an expected start date of August 1, 2015. Salary and rank are commensurate with qualifications.

To Apply

Applications must be submitted using Husky Hire. Please upload your resume and the names and contact information of three references. Review of applications will begin immediately and will continue until the position is filled. Please reference search # 2015441 in your application submission. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: HuskyHire website, Academic Keys, Chemical Engineering Department listserv

Short-term goals: 7 WM, 2 HM, 4 AM

30 total applicants: 7 WM, 9 WF, 1 BM, 1 HF, 6 AM, 5 AF, 1 UF

Unqualified applicants: 3 WM, 6 WF, 1 HF, 3 AM, 3 AF

- 1 WM, 3 WF, 1 HF, and 2 AF lacked a Bachelor of Science degree in chemical engineering or a closely related field, and one year of experience working in a chemical engineering or closely related laboratory environment either as part of a degree program or through outside employment.
- 3 WF, 1 AM, 1 AF did not have four years of experience working as a laboratory technician supporting equipment typical of a chemical engineering instructional lab.
- 2 WM and 1 AM did not demonstrate knowledge of concepts, safety practices, and standard laboratory procedures for chemical engineering concepts such as fluid flow, heat and mass transfer, thermodynamics, reaction kinetics, separations, or bioprocessing.
- 1 AM did not demonstrate the aptitude for hands-on maintenance and repair of lab equipment as shown through education, work or other experience.

Qualified applicants: 3 WM, 2 WF, 3 AM, 2 AF, 1 UF

- 2 WF lacked additional experience beyond the minimum working in a chemical engineering or closely related laboratory environment.
- 3 WM, 3 AM, 2 AF, and 1 UF submitted their applications after the 6/4/15 decision.

Interviewed applicants: 1 WM, 1 WF, and 1 BM.

Hiring Goals Analysis 2015

- 1 WM and 1 BM withdrew their applications from consideration.

The 1 WF selected had strong communication skills and was knowledgeable of the position's requirements.

Hiring Goals Analysis 2015

2015113 – Office Manager – Student Health Services

Internal and External



Job Posting

The University of Connecticut Student Health Service is seeking applicants for the position of Clinical Services Office Manager. This is a 12-month position. Under the direction of the Medical and Nursing Directors, provides administrative support and coordination of departmental activities. Responsible for the activities of the Clinical Services Office that include administrative support for the directors and managing department scheduling and operations.

Responsibilities include: Provides administrative support to the Directors of Medical and Nursing. Handles administrative matters for the Directors, signs on behalf of Directors for correspondence, requisitions, vouchers, and other standard forms. May represent Directors or Department to other University offices. Performs office management duties related to personnel paperwork processing for professional and Special Payroll staff; participates in applicant interviews; determines work assignments and work schedules, adjusting assignments to accommodate priority needs of the department. Assembles annual budget documents for the Directors. Assists in the preparation of budget documents needed for meetings, workshops and conferences. Monitors and approves routine expenditures, as delegated, processes fiscal paperwork; advises supervisor of problems; independently manages specific budget item, such as Clinical Services Special Payroll accounts. Greets and assists visitors. Screens and triages telephone calls, correspondence, records and other documents for appropriate action and independently determines proper response or directly resolves problems; makes referrals as appropriate. Responds to requests for information and provides assistance in solving a variety of problems with varying degree of difficulty, based on knowledge of the procedures, practices and past experience. Coordinates all necessary arrangements for meetings, conferences, seminars, presentations and committee meetings.

Minimum Qualifications:

1. Bachelor's degree or equivalent training and experience.
2. At least five years of related experience.
3. Demonstrated ability to work independently and use sound professional judgment in a service-oriented environment.
4. Demonstrated supervisory and administrative experience.
5. Ability to work within tight deadlines and to work effectively with department staff, university community and other agencies and groups.

Preferred Qualifications:

1. Experience working in a large medical office.
2. Experience in staff scheduling in a 24/7 operation.
3. Demonstrated ability to interpret policies and procedures in a unionized environment.

This is a 12-month, permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition reimbursement at UCONN, and a highly desirable work environment. Salary and focus of position will be commensurate with successful candidate's background and experience. Employment will be contingent upon the successful completion of a pre-employment criminal background check.

Hiring Goals Analysis 2015

Please apply online using Husky Hire with compatible software as required. Upload a cover letter, resume, and the names and contact information of three professional references. Incomplete applications will not be considered. (Search # 2015113)

This job posting is scheduled to be removed at 11:59 PM eastern on October 2, 2014.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, UConn Cultural Centers (Listserv), and Diversity and Equity Listserv (ODE).

Short-term goals: 7 WM, 2 HM, 4 AM

55 total applicants included: 5 WM, 39 WF, 1 BF, 4 HF, 2 AF, 1 UM, and 3 UF.

Unqualified applicants included: 5 WM, 30 WF, 1 BF, 4 HF, 2 AF, and 1 UF.

- 2 WF, 1 HF, and 1 AF lacked Bachelor's degree or equivalent training and experience.
- 2 WM, 4 WF, 1 BF, 1 HF, and 1 AF lacked at least five years of related experience.
- 1 WF lacked ability to work independently and use sound professional judgment in a service-oriented environment.
- 6 WF and 1 HF lacked supervisory and administrative experience.
- 3 WM, 17 WF, 1 HF, and 1 UF sent incomplete applications.

Qualified applicants included: 4 WF and 1 UF.

- 4 WF and 1 UF lacked experience working in a large medical office.

Interviewed applicants included: 5 WF, 1 UM, and 1 UF.

- 1 UF lacked experience in staff scheduling a 24/7 operation.
- 2 WF withdrew themselves from consideration.
- 1 WF did not possess a skill set that was directed to the department's practice model for clinical services.
- 1 UM did not have the scheduling experience required of the position.
- 1 WF lacked experience in a large medical office.

The 1 WF hired demonstrated a thorough understanding of the department's practice model for clinical services including the day-to-day operations with multiple providers. She demonstrated depth of knowledge with examples that showed problem solving and customer service for internal and external customers. This candidate also provided a strong sense that experience meets the needs of this position.

Hiring Goals Analysis 2015

UC Professional 5 – Academic Advisor 1

Short-term goals: NONE SET

2015487 Academic Advisor I – Academic Services Center

The College of Liberal Arts and Sciences Academic Services Center seeks to hire an Academic Advisor 1, UCP 5, for the Fall 2015 semester. Under the supervision of the Director of Advising, the incumbent performs a variety of advising and administrative functions to assist in the operation of the CLAS Academic Services Center. The successful candidate will be expected to gain a thorough knowledge of CLAS rules and regulations pertaining to undergraduate programs so as to advise undergraduate students and assist faculty advisors with various matters delegated by the Dean and director.

For information regarding our services, please visit our website at <http://clasadvising.uconn.edu>. For information about the college, visit: <http://www.clas.uconn.edu/>

Duties and Responsibilities: Advise and counsel CLAS undergraduate majors on academic requirements, including auditing of degree progress. Develop programs to support academically "at-risk" students, including individual counseling, classes, workshops etc. Act as referral for students to other campus support services. Assist campus change and transfer students in transition to Storrs campus. Attend and/or conduct events/meetings on behalf of the Center or the Dean. Advise and train staff and faculty advisors on CLAS degree requirements and various University and CLAS undergraduate policies and procedures. Serve on various departmental, college and university committees as required. Prepare materials and publications for dissemination to students, administrators, faculty and parents/guardians. Process changes to student records via PeopleSoft, maintaining accurate student files, and initiating and processing paperwork. Make recommendations regarding student dismissals and readmission. Act as dean's designee on matters relating to degree requirements. Other duties as required.

Minimum Qualifications: Bachelor's degree in Liberal Arts and Sciences major or related field; One to two years of post-Bachelor's experience in counseling or advising undergraduate students in an academic setting; Knowledge of liberal arts and sciences academic programs; Excellent written and verbal communications skills and the ability to relate well to students, faculty and parents.

Preferred Qualifications: Master's degree or higher in Higher Education Administration, Counseling, Educational Psychology or Liberal Arts and Sciences; Two or more years of post-Bachelor's experience in counseling or advising undergraduate students in an academic setting; Experience developing programs, including individual counseling, classes, workshops, etc., for academically at-risk students; Ability to implement learning strategies for academically at-risk students; Experience working with administrators, faculty and parents/guardians in an advising setting; Knowledge of UConn's CLAS undergraduate programs and degree requirements.

To Apply: For full consideration of your application, upload a well-written cover letter, resume/CV, and the contact information for three references. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015487)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 26, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: Inside Higher Ed, Diverse, and HERC

Hiring Goals Analysis 2015

Short-term goals: NONE SET

111 total applicants: 26 WM, 44 WF, 4 BM, 14 BF, 2 HM, 4 HF, 2 AM, 7 AF, 2 UM, and 6 UF

Unqualified applicants included: 18 WM, 34 WF, 1 BM, 12 BF, 1 HM, 4 HF, 1 AM, 6 AF, 1 UM, and 5 UF

- 2 WF had sent in duplicate applications
- 3 WM, 2 WF, 1 BF, 1 AF, and 1 UF did not have a bachelor's degree in Liberal Arts and Sciences or a related field
- 14 WM, 25 WF, 1 BM, 10 BF, 1 HM, 4 HF, 5 AF, and 3 UF did not demonstrate one to two years' post-bachelor's experience in counseling or advising undergraduate students in an academic setting or an equivalent combination of education and experience
- 1 WM, 4 WF, 1 BF, 1 AM, 1 UM, and 1 UF did not demonstrate knowledge of liberal arts and sciences academic programs
- 1 WF did not demonstrate excellent written and verbal communication skills and the ability to relate well to students, faculty, and parents

Qualified applicants included: 4 WM, 4 WF, 1 BM, 1 BF, 1 AF, and 1 UF

- 2 WM, 2 WF, 1 BM, 1 AF, and 1 UF did not have a master's degree or higher in Higher Education Administration, Counseling, Educational Psychology or Liberal Arts and Sciences
- 1 WM, 2 WF, and 1 BF did not demonstrate experience developing programs, including individual counseling, classes, workshops, etc., for academically at-risk students
- 1 WM did not demonstrate ability to implement learning strategies for academically at-risk students

Interviewed applicants included: 4 WM, 6 WF, 2 BM, 1 BF, 1 HM, 1 AM, and 1 UM

- 1 WF did not have advising experience at a large university of similar size and complexity to UConn
- 1 UM withdrew his application
- 1 WM and 2 WF did not have two or more years' post-bachelor's experience advising or counseling students in an academic setting
- 2 WM, 1 WF, 1 BF, and 1 HM did not demonstrate experience working with at-risk students
- 1 WF rejected an identical offer.
- 1 WM and 1 BM did not have a master's degree
- 1 BM did not demonstrate experience working with administrators, faculty, and parents or guardians in an advising setting

Hiring Goals Analysis 2015

The 1 AM selected for the position had extensive experience in higher education and excellent interpersonal skills. Additionally, this candidate had experience working with administrator's faculty parents or guardians in an advising setting.

The 1 WF selected had solid experience in Higher Education, and particularly excellence in advising at-risk students, interpersonal skills, a great depth of knowledge regarding advising skills, and a the ability to quickly learn any other skills she might need for the position.

2015073 - Academic Advisor I – Neag School of Education

The Neag School of Education at the University of Connecticut seeks candidates for an Academic Advisor I (UCP 5) position for the Dean's Office at the UConn Storrs campus. Under the general direction of the Academic Advisory Center Director and the Executive Director of Teacher Education, this position is responsible for recruiting and advising pre-education students, especially racial/ethnic minority students. He/she will also counsel students to meet academic and career goals, teach an education and social change course, evaluate transcripts, coordinate and implement programs to promote retention, and coordinate and engage in outreach to UConn regional campuses, K-12 schools, and Connecticut community colleges. This position includes some evening and weekend activities and travel within the State of Connecticut.

Minimum Qualifications:

1. Bachelor's degree in education or related field;
2. At least one to three years experience advising or teaching college or high school students;
3. One to three years experience working directly with students from diverse ethnic and socioeconomic backgrounds;
4. Teaching experience;
5. Demonstrated strong oral and written communication and organizational skills, as well as demonstrated solid background in student development theory;
6. Demonstrates multicultural competencies and ability to relate well in working with students, parents, faculty and staff;
7. Demonstrated ability to make sound analytical judgment, take initiative and to work independently;
8. Demonstrated ability to develop, plan, and present programs and workshops;
9. Demonstrated skills in Microsoft Office (Excel, Word, and PowerPoint);
10. Demonstrated ability to compile statistical reports and maintain appropriate files, records and student database.

Preferred Qualifications:

1. Master's degree in counseling, education or related field;
2. At least three to five years experience advising or teaching college or high school students;
3. Knowledge of academic programs in education;
4. Knowledge of recruitment and retention best practices, especially related to racial/ethnic minority students and teaching.

This is a full time, permanent appointment. Salary is commensurate with experience and includes full benefits.

Hiring Goals Analysis 2015

Recruitment activities included: HERC, Diverse, Inside Higher Ed, Neag Alumni, CALAHE, Cultural Center Directors, National Association for Multicultural Education, Neag School Counseling Program, and the Neag Facebook page.

Short-term goals: NONE SET

82 total applicants included: 13 WM, 34 WF, 2 BM, 13 BF, 4 HM, 6 HF, 1 AM, 2 AF, 2 UM, and 5 UF.

Unqualified applicants included: 8 WM, 26 WF, 2 BM, 11 BF, 3 HM, 6 HF, 2 AF, 2 UM, and 4 UF.

- 5 WM, 14 WF, 2 BM, 6 BF, 1 HM, 3 HF, 1 AF, 1 UM, and 3 UF lacked demonstrated ability to compile statistical reports and maintain appropriate files, records and student database.
- 10 WF, 2 BF, 2 HM, 3 HF, 1 AF, 1 UM and 1 UF lacked at least one to three years' experience advising or teaching college or high school students.
- 1 WM, 1 WF, and 2 BF lacked one to three years' experience working directly with students from diverse ethnic and socioeconomic backgrounds.
- 2 WM, 1 WF, and 1 BF lacked written communication skills, as well as a demonstrated solid background in student development theory.

Qualified applicants included: 5 WM, 7 WF, and 1 AM.

- 1 WF lacked Master's degree in counseling, education or related field.
- 2 WM and 3 WF lacked at least three to five years' experience advising or teaching college or high school students.
- 3 WM, 3 WF, and 1 AM lacked knowledge of academic programs in education.

Interviewed applicants included: 1 WF, 2 BF, 1 HM, and 1 UF.

- 1 HM did not demonstrate communication skills during the interview.
- 1 UF withdrew from consideration.
- 1 WF possessed experience in education that was less focused on teaching and advising.

The 1 BF hired was a highly engaging presenter and used research-based strategies in her recommendations regarding student recruitment and retention. Her experience was focused on the retention and support of racial/ethnic minority students. The candidate had six successful years of teaching experience at the K-12 and college level. She has excellent knowledge of the IB/M program since she is a graduate of the program.

The 1 BF hired demonstrated a broad knowledge of effective strategies to advise and support students. She exhibited excellent communication skills and was an engaging presenter. She was committed to and capable of developing partnerships and support programs at the K-12 and college level to develop a pipeline of diverse students entering Neag teacher preparation

Hiring Goals Analysis 2015

programs.

UC Professional 5 – Administrative Coordinator

Short-term goals: 2 WM, 1 BM, 1 HM

Search 2015341

This appointment achieved a short-term hiring goal.

WM

Hiring Goals Analysis 2015

2015362 Administrative Coordinator – Financial Aid Services

Internal and External



Job Posting

Administrative Coordinator (UCP 5)

The Office of Student Financial Aid Services invites applications for a full-time, twelve-month Administrative Coordinator (UCP 5) to the Director of Student Financial Aid Services. Under the supervision of the Director, this individual will provide administrative support and coordination by managing the departmental operating budget, tracking/processing expenditures on designated accounts, scheduling meetings and calendar management, and crafting and sending communications.

Responsibilities include assisting with the overall administration of the office, serving as the department liaison for payroll and human resource matters, providing general department-wide support as needed, and completing other duties as assigned by the director.

Minimum Qualifications: The ideal candidate must have a Bachelor's degree or equivalent combination of business related training and experience; one to three years of progressively responsible administrative experience; exemplary time management skills; excellent attention to detail and significant ability to multitask; demonstrated administrative, organizational and supervisory ability; strong written and oral communication skills; proven ability to interact effectively with the public, the University community, and external constituencies; capacity to establish priorities and to plan and monitor own work plan; high degree of individual initiative and strategic approach to tasks; demonstrated ability to work independently and under time constraints; demonstrated ability to work with minimal supervision and resolve problems efficiently and effectively; a history of successfully working under pressure of time and urgent deadlines; demonstrated experience and aptitude with budgeting, forecasting, and financing reports; good computer skills, including working knowledge of Microsoft Office, database management, and an ability to learn new software as necessary.

Preferred Qualifications: Familiarity with a large-scale ERP administrative system such as Quali Financial Systems (KFS); flexibility to work beyond regular core business hours as needed.

Salary range is low to – mid \$50,000s commensurate with qualifications and experience.

To Apply: Interested applicants should submit their letter of application, current resume and contact information for three references electronically to Husky Hire. (Search #2015362) Review of applicants will begin immediately and will continue until a selection is made. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. Candidates selected for an interview may be asked to complete an on-site writing sample.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 27, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC, Professional Networking (local and regional meetings)

Short-term goals: 2 WM, 1 BM, 1 HM

77 total applicants: 11 WM, 46 WF, 1 BM, 2 BF, 2 HM, 5 HF, 1 AM, 5 AF, 1 UM, 3 UF

Unqualified applicants: 11 WM, 40 WF, 1 BM, 2 BF, 2 HM, 3 HF, 1 AM, 5 AF, 1 UM, 3 UF

- 11 WM, 36 WF, 1 BM, 2 BF, 1 HM, 3 HF, 1 AM, 4 AF, 1 UM, and 3 UF lacked a Bachelor's degree or equivalent combination of business related training and experience.
- 2 WF did not demonstrate strong written and oral communication skills.
- 1 WF, 1 HM, and 1 AF did not demonstrate an ability to work with minimal supervision and resolve problems efficiently and effectively.
- 1 WF did not demonstrate experience with budgeting, forecasting, and financing reports.

Interviewed applicants: 6 WF, 2 HF

- 1 WF withdrew her application from consideration.
- 1 WF did not have flexibility to work beyond regular core business hours as needed.
- 1 HF demonstrated clerical skills more than those required of an administrative manager.
- 1 WF did not exhibit a capacity to establish priorities and to plan and monitor her own work.
- 1 HF struggled to concisely answer questions throughout the interview.
- 2 WF lacked budget forecasting experience

The 1 WF selected had experience with budgetary monitoring and management, vast technology skills including financial computer programs, and demonstrated office administration ability as she is currently supporting two managers. This candidate is familiar with the concepts of state and federal compliance, and has a general knowledge of the financial industry, providing her with a conceptual framework and related skills. She was also succinct and positive in her oral and written communication skills, and drafted the best writing sample. In both interviews, this candidate demonstrated the capacity to work independently, prioritize and troubleshoot appropriately.

Hiring Goals Analysis 2015

UC Professional 5 – Administrative Services Specialist 3

Short-term goals: 1 HF

Search 2015322

This appointment achieved a short-term hiring goal.

HF

2015509 - Research Relations Coordinator – Vice President for Research

Internal and External



Job Posting

The Office of the Vice President for Research at the University of Connecticut is seeking a dynamic administrative professional with expertise in business and research development, technology commercialization, industry relations and higher education to coordinate and implement research communications, projects, initiatives and related activities.

Duties and Responsibilities: Coordinates and implements strategic research communications in a variety of formats; prepares news releases, reports and research materials to inform internal and external constituencies; develops standards for harmonization and dissemination of research information and brands, serving as a resource to staff and others; coordinates or conducts events, workshops, seminars and training inclusive of administrative tasks, such as workflow, processing, scheduling and logistics; may assist in the planning, development and implementation of grant proposals and internal programs of support for research; coordinates special projects or performs related duties as required.

Minimum Qualifications: Bachelor's degree or equivalent combination of education and experience, or Associate's degree and four to seven years of progressively responsible related experience; demonstrated knowledge of communications strategies related to business and research development, technology commercialization, industry relations and higher education; excellent organizational skills; excellent interpersonal, written and oral communication skills; excellent accuracy and attention to formatting and detail; ability to interpret policies and procedures; demonstrated initiative and ability to independently resolve problems of unusual difficulty and to function effectively in ambiguous situations, requiring the exercise of significant judgment and discretion; proficiency with professional/business programs and tools used for communication and reporting.

Preferred Qualifications: Master's degree; experience working in a higher education environment; experience managing projects or events.

Appointment Terms: The University of Connecticut offers a comprehensive package of salary and benefits. For a full list of duties and responsibilities please refer to the position description located at www.research.uconn.edu.

To Apply: Please submit a letter of interest, resume and a list of at least three professional references via our UConn Careers website. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015509)

For confidential inquiries or additional information please contact: Laurie Pudlo, Administrative Manager, Office of the Vice President for Research, University of Connecticut, laurie.pudlo@uconn.edu, 860-486-4247.

Hiring Goals Analysis 2015

Recruitment activities included: ctjobs.com and the utilization of various professional contacts in the field.

Short-term goals: 1 HF

22 total applicants: 6 WM, 13 WF, 1 BF, 1 HM, and 1 AF.

Unqualified applicants: 4 WM, 10 WF, 1 BF, 1 HM, 1 AF

- 1 WF did not have a Bachelor's degree or equivalent combination of education and experience.
- 4 WM, 9 WF, 1 BF, 1 HM and 1 AF did not demonstrate knowledge of communications strategies related to business and research development, technology commercialization, industry relations and higher education.

Interviewed applicants: 2 WM and 3 WF

- 1 WF lacked the required experience with communications strategies related to higher education.
- 1 WF had less experience with technology commercialization than the leading candidate.
- 1 WM did not have technology commercialization and industry relations experience. He also had less comprehensive communication experience than other candidates.
- 1 WM did not have the required experience with communications and branding.

The 1 WF selected demonstrated comprehensive experience and communications skillset, including experience in business and research development, technology commercialization, industry relations, and higher education.

UC Professional 5 – Dining Services Assistant Manager

Short-term goals: 2 BM, 1 BF, 2 HM, 1 HF, 1 AF

Search 16012 – Dairy Manufacturing Assistant Manager - Dairy Bar

Dairy Manufacturing Assistant Manager (UCP V) DAIRY MANUFACTURING [Creamery] ASST. MGR

JOB SUMMARY: Reporting to the Manager of the University's Dairy Manufacturing Unit [Creamery], assists the Creamery manager in managing and coordinating the Creamery's activities and operation and will oversee operations of the Creamery in Manager's absence, as directed. This position will be based at the Storrs Campus. Schedule to be determined based on production demands; may require irregular hours, may include some weekends. This position is designated as Emergency Support Service Personnel.

DUTIES & RESPONSIBILITIES:

Hiring Goals Analysis 2015

1. Supervise, train and determine work assignments for Dairy Manufacturing personnel and students either directly or through appropriate supervisor(s). Is responsible for time and attendance records, and other appropriate records in the absence of the manager.
2. Maintains Dairy Manufacturing service standards of efficiency and quality.
3. Maintains physical appearance and cleanliness standards of work areas.
4. Assist in operating and maintaining an effective dairy foods production and service system and ensuring safe and sanitary conditions, in accordance with appropriate standards, laws, policies and regulations.
 - 4a. Participates in planning and manufacturing of dairy products
 - 4b. Assembles equipment as required for the production of ice cream and other dairy products in accordance with appropriate standards, laws, policies and regulations
 - 4c. Operates all equipment necessary for the production of ice cream, and other dairy products, in accordance with appropriate standards, laws, policies and regulations
 - 4d. Sanitizes all equipment used in the production of ice cream and other dairy products in accordance with appropriate standards, laws, policies and regulations
5. Maintains sound customer relations. Investigates and resolves complaints and effects timely changes in absence of manager as directed.
6. Is responsible for the accurate collection, accounting for and handling of cash transactions.
7. Requisitions supplies and equipment to maintain stock levels. Is responsible for the safe and sanitary receiving of such supplies and ingredients
8. With guidance from Department Head, assumes responsibility of Creamery Manager in his/her absence.
9. In cooperation with Creamery Manager, identifies areas for improvement in services, cost control measures, physical facilities and other areas of operation and recommends changes.
10. In cooperation with Creamery Manager ensures quality of finished products.
11. Prepares and maintains all required records including: production records, inventory tracking, billing, employee timecards, employee safety training and other information. Prepares reports as needed.
12. Participates in evaluating training needs; may conduct training programs.
13. Obtains/maintains milk pasteurization license and any/all other required license(s).
14. In cooperation with Manager, plans and organizes special programs and projects as assigned.
15. Attends appropriate educational training necessary for continued professional development.
16. Performs related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS/SKILLS

1. Bachelor's degree or equivalent combination of education and experience. Six months to two years relevant experience.
2. Strong supervisory and personnel skills in a similar operation.
3. Knowledge of food ordering, storage, sanitation, inventory control.
4. Good customer relations skills and interpersonal skills.
5. Knowledge of food processing and service equipment operation and maintenance.
6. Ability to teach food processing, safety and sanitation principles and methods.
7. Willingness and ability to work irregular and flexible hours.
8. Ability to deal effectively with public, students, faculty, staff and external agencies.

Preferred Qualifications

1. Three or more years relevant experience.
2. State of Connecticut milk pasteurizer's license or ability to obtain within first year of appointment.

1 WM was hired from special payroll to fill a critical business need at the UConn Dairy Bar. There was no applicant pool for this position. In anticipation of drastically increased creamery

Hiring Goals Analysis 2015

production, and recently reduced staff, the Dairy Bar found it necessary to hire a special payroll employee to fulfill critical business functions. The unique skill set required for this position is not easily found in any applicant pool, as skills are honed through unique on-the-job training on equipment that does not exist at other, larger dairy creameries. Specifically, there are three main components to safely operating our equipment; assembly, operation, and maintenance; each requiring its own skillset. In a large scale operation there is no assembly, as everything is designed to stay assembled at all times. There is little operator interaction with automated equipment. Though there are maintenance requirements the skills are not transferable because the equipment is of an entirely different design. Safely operating production equipment requires an understanding of food industry good manufacturing practices, EH&S standards on industrial chemical and workplace safety; all that need to be learned through on-the job experience.

The 1 WM identified for this position had completed on-the-job apprenticeship training for the position. This candidate was well-versed in all aspects of creamery production, equipment, and maintenance. Additionally, this candidate had excellent communication and customer service skills, as well as knowledge of food ordering, storage, sanitation, inventory control.

Hiring Goals Analysis 2015

2014685—Dining Services Area Assistant Manager – Dining Services

Visible: Internal and External

Description Type: Job Posting

Description ID:

Description:

This position is a state, salaried, full-time position employed by the University of Connecticut's Department of Dining Services, Storrs campus. This position reports to the Area Manager or appropriate designee and assists in providing effective supervision and leadership in the Department of Dining Services. We are seeking a hands-on individual dedicated to enhancing our ongoing development as a first class college dining program focused on superior culinary experiences and excellent customer service. The successful candidate must be committed to delivering high quality services in an efficient manner while being sensitive to the service needs of the entire university. This position shall require irregular work hours and weekends.

Essential Duties and Responsibilities: A successful candidate will exhibit enthusiasm as a "floor manager" supervising both front and back of the house operations. A successful candidate will also be accessible to all employees, provide on-going training and will seek to encourage customer feedback through regular interaction. This position assists the manager in maintaining comprehensive cleanliness standards. Other duties and responsibilities include but are not limited to: ensure food is prepared as specified by menu and recipe while taking corrective actions as necessary, maintain high quality standards and assure fresh presentation of menu offerings, participate in menu planning, provide nutrition education for students, accurately order perishable/non-perishable items utilizing effective inventory control methods, maintain accurate and timely calculation and accountability for all cash transactions, supervise staff, participate in continuous progression of skills and expertise in the position, assist in on-site monitoring of renovation or remodeling projects.

Minimum Qualifications: Bachelor's degree in food services area OR equivalent combination of education and relevant experience. Six months to two years relevant experience demonstrating strong supervisory and personnel skills. Good interpersonal skills including the ability to interact effectively in a culturally and ethnically diverse community. Knowledge of food ordering, storage, sanitation and inventory control. Knowledge of menu planning, quantity food preparation, merchandising and customer service. Knowledge of food service equipment and maintenance. Serve Safe Certified or its equivalent.

Preferred Qualifications: Degree in Hospitality, Foods and Nutrition, Culinary or Institutional Management. Excellent culinary skills; knowledge and experience working with a computerized menu management system; diverse food service background with a proven record of upward mobility. Ability to work a flexible schedule; proven ability to work within a budget and to promote cost effectiveness; knowledge and experience working with various Microsoft applications including Word and Excel. Registration with American Dietetic Association.

The salary is commensurate with experience and qualifications. Target salary is \$44,622 annually. Comprehensive benefit package which includes medical and dental insurance.

Recruitment activities included: HERC, Inside Higher Ed, and Diverse.

Short-term goals: 2 BM, 1 BF, 2 HM, 1 HF, 1 AF

35 total applicants: 19 WM, 11 WF, 1 BM, 2 HM, 1 HF, and 1 UF.

Unqualified applicants: 16 WM, 9 WF, 1 BM, 2 HM, 1 HF and 1 UF.

Hiring Goals Analysis 2015

- 1 BM and 1 HF did not have a Bachelor's degree in food services area OR equivalent combination of education and relevant experience.
- 2 WM and 2 WF did not have six months to two years relevant experience demonstrating strong supervisory and personnel skills.
- 1 HM did not demonstrate knowledge of food ordering, storage, sanitation and inventory control.
- 3 WM did not demonstrate knowledge of menu planning, quantity food preparation, merchandising and customer service.
- 1 WF did not demonstrate knowledge of food service equipment and maintenance.
- 1 WM did not possess a ServeSafe or equivalent certification.
- 10 WM, 6 WF, 1 HM, and 1 UF submitted incomplete applications.

Qualified applicants: 1 WM and 2 WF.

- 1 WM did not have a degree in Hospitality, Foods and Nutrition, Culinary or Institutional Management.
- 2 WF withdrew their applications.

Interviewed applicants: 2 WM

- 1 WM did not have the supervisory experience required for the position.

The 1 WM hired had excellent experience in the food service industry. In his past experience in a health care facility he had demonstrated the experience and know-how of a residential operation. He articulated his knowledge in his interview. His previous experience with food service financials and sanitation was excellent.

Hiring Goals Analysis 2015

2015217 Dining Services Assistant Area Manager – Dining Services

Preferred Qualifications: Degree in Hospitality, Foods and Nutrition, Culinary or Institutional Management. Excellent culinary skills; knowledge and experience working with a computerized menu management system; diverse food service background with a proven record of upward mobility. Ability to work a flexible schedule; proven ability to work within a budget and to promote cost effectiveness; knowledge and experience working with various Microsoft applications including Word and Excel. Registration with American Dietetic Association; micros POS system knowledge or equivalent; TIPS Certification.

Salary: Beginning salary \$44,622 annually. Comprehensive benefit package which includes medical and dental insurance.

To Apply: Interested and qualified candidates meeting the expectations may respond by submitting a cover letter and resume with references to www.jobs.uconn.edu. References should include names, email, addresses and phone number of three professional individuals associated with the candidate. Submissions without this information will not be considered. Deadline: Review of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015217)

This job posting is scheduled to be removed at 11:59 PM eastern on November 26, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

This position is a state, salaried, full-time position employed by the University of Connecticut's Department of Dining Services, Storrs campus. This position reports to the Area Manager or appropriate designee and assists in providing effective supervision and leadership in the University Dining Services. We are seeking a hands-on individual dedicated to enhancing our ongoing development as a first class college dining program focused on superior culinary experiences and excellent customer service. The successful candidate must be committed to delivering high quality services in an efficient manner while being sensitive to the service needs of the entire university. This position shall require irregular work hours and weekends.

Essential Duties and Responsibilities: A successful candidate will exhibit enthusiasm as a "floor manager" supervising both front and back of the house operations. A successful candidate will also be accessible to all employees, provide on-going training and will seek to encourage customer feedback through regular interaction. This position assists the manager in maintaining comprehensive cleanliness standards. Other duties and responsibilities include but are not limited to: ensure food is prepared as specified by menu and recipe while taking corrective actions as necessary, maintain high quality standards and assure fresh presentation of menu offerings, participate in menu planning, provide nutrition education for students, accurately order perishable/non-perishable items utilizing effective inventory control methods, maintain accurate and timely calculation and accountability for all cash transactions, supervise staff, participate in continuous progression of skills and expertise in the position, assist in on-site monitoring of renovation or remodeling projects.

Minimum Requirements: Bachelor's degree in food services area OR equivalent combination of education and relevant experience. Six months to two years relevant experience demonstrating strong supervisory and personnel skills. Good interpersonal skills including the ability to interact effectively in a culturally and ethnically diverse community. Knowledge of food ordering, storage, sanitation and inventory control. Knowledge of menu planning, quantity food preparation, merchandising and customer service. Knowledge of food service equipment and maintenance. Serve Safe Certified or its equivalent.

Hiring Goals Analysis 2015

Recruiting activities included: HERC, Diverse, and Inside Higher Ed.

Short-term goals: 2 BM, 1 BF, 2 HM, 1 HF, 1 AF

25 total applicants: 11 WM, 7 WF, 1 BF, 3 HM, 1 HF, 1 AM, and 1 UF

Unqualified applicants: 7 WM, 5 WF, 1 BF, 3 HM, and 1 UF

- 3 WM, 2 WF, 1 BF, and 2 HM did not provide all required documentation.
- 1 WM and 1 WF did not have a bachelor's or equivalent degree in a food services area or an equivalent combination of education and relevant experience.
- 1 WF did not have six months to two years' relevant experience demonstrating strong supervisory and personnel skills.
- 1 WM, 1 WF, 1 HM, and 1 UF did not demonstrate knowledge of food ordering, storage, sanitation and inventory control.
- 1 WM was not Serve Safe Certified.
- 1 WM had previously applied for the position unsuccessfully and has not since increased in experience or qualification.

Interviewed applicants: 4 WM, 2 WF, 1 HF, and 1 AM

- 2 WM and 1 WF withdrew their applications.
- 2 WM, 1 HF, and 1 AM did not demonstrate extensive experience in bulk food service.


The 1 WF selected had a strong educational background in relevant business and culinary fields, and demonstrated a deliberate management style, strong leadership skills, a passion for food, and clear financial literacy.

Hiring Goals Analysis 2015

UC Professional 5 – Financial Assistant 2

Short-term goals: NONE SET

2015462 Financial Services Assistant – Sponsored Programs

Internal and External 

Job Posting

The Office of the Vice President for Research, Sponsored Program Services at the University of Connecticut is seeking an energetic Financial Services Assistant to join our Financial Services team.

Under the supervision of the Manager of Financial Services, the Financial Services team provides oversight to the fiscal management of sponsored research awards accepted by the University. The Financial Services Assistant will be responsible for assisting with the accounting and book-keeping functions related to the billings and collections of sponsored research accounts, including interim financial reporting, invoicing, drawdown of federal funds for letter of credit awards and cash application in a variety of forms.

Duties and Responsibilities: Maintenance of monthly billing cycle and preparation of accounts receivable invoices to sponsors of grants and awards through a variety of on-line invoicing systems; receipt of monies in a variety of forms, including wire transfers, state transfer invoices, and online drawdowns; preparation and accounting system entry of journal vouchers to record billings and cash receipts; preparation of quarterly and ad hoc financial reports; trouble-shooting and serving as a liaison to sponsors, researchers, and university staff regarding billing requests and inquiries; following up on outstanding invoices; other duties as required.

Minimum Qualifications: Five to ten years progressively responsible experience in financial record-keeping and reporting; sound knowledge of accounting practices and procedures; ability to work independently, efficiently and exercise sound judgment; demonstrated accuracy, skill, and efficiency in performing arithmetical computations and data entry; experience in analyzing financial transactions and reconciliation of accounts; excellent accuracy and attention to detail; excellent verbal and written communication skills; excellent interpersonal skills, with customer-service orientation; proficient user of Microsoft Office Suite, particularly Excel and Word; ability to multitask, prioritize and manage large workload in fast-paced environment under pressure of deadlines; excellent record-keeping and follow-up skills.

Preferred Qualifications: Bachelor's degree in accounting and two to four years related experience; customer service experience; experience with online, electronic financial processing.

Appointment Terms: The University of Connecticut offers a comprehensive package of salary and benefits. For a full list of duties and responsibilities please refer to the position description located at www.research.uconn.edu.

To Apply: Please submit a letter of interest, resume and a list of at least three professional references via Husky Hire. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015462)

Recruitment activities included: CTJobs.com and HuskyHire website

Short-term goals: NONE SET

Hiring Goals Analysis 2015

39 total applicants: 4 WM, 23 WF, 1 BM, 1 BF, 2 HF, 2 AM, 3AF, and 3 UM.

Unqualified applicants: 3 WM, 16 WF, 1 BM, 1 BF, 2 HF, 2 AM, 3 AF, 2 UM

- 10 WF, 1 HF, 2 AM, 2 AF and 2 UM lacked five to ten years of progressively responsible experience in financial record keeping and reporting.
- 2 WM, 2 WF, 1 HF, and 1 AF did not have experience in analyzing financial transactions and reconciliation of accounts.
- 1 WM, 4 WF, 1 BM, and 1 BF did not attach a cover letter, showing a lack of attention to detail.

Interviewed applicants: 1 WM, 7 WF, and 1 UM.

- 1 WF did not possess the computer skills and experience required of this position. The candidate's goals and expectations were not in line with the posted job description.
- 1 UM and 1 WF had difficulty understanding and responding to questions that were being asked. They also did not have the appropriate computer skills for this position.
- 1 WF had irrelevant experience for this position. The majority of her work was in customer service, while the position is in finances.
- 1 WM and 2 WF lacked extensive experience in financial departments. Their work related to customer service and administration.
- 1 WF did not articulate sufficient financial skills during the interview.

The 1 WF selected had the most experience working in a financial office of all the candidates. She had strong computer skills and also brought excellent recommendations from previous employers.

UC Professional 5 – Program Coordinator

Short-term goals: 3 WM, 1 BM, 1 BF

2015427

This appointment achieved a short-term hiring goal.

BF

Search 16009 – Program Coordinator – Global Affairs

1 WF was hired as a result of a Memorandum of Understanding and Stipulated Agreement between the State of Connecticut Office of Higher Education and the University of Connecticut. There was no applicant pool for the position. This candidate was moved to UConn from the Office of Higher Education after the Baden-Wurttemberg Germany Exchange Program was relocated to UConn. As part of that program relocation, one staff member was also transferred to UConn.

Hiring Goals Analysis 2015

2015177 - Student Union Event Planning Coordinator – Event Services

Under the direction of the Associate Director for Event Services, the Student Union Event Planning Coordinator will advise, coordinate and provide logistical assistance to customers regarding requests for services and facility use. This person processes and maintains necessary paperwork, records and files required to support events using Event Management System (EMS) and Meeting Matrix (diagram software). Coordinates and advises faculty, staff, students and outside organizations in planning, coordinating and managing all aspects of their on-campus events; will be the primary program coordinator for outdoor events. Assigns work to student staff, which includes event logistics and program detail data entry. Reviews work to verify accuracy. Serves as a resource to students, faculty, staff and others on policies, regulations and procedures relating to event planning; is responsible for thorough knowledge of applicable policies, regulations and laws, student organization requirements and facility resources and capabilities; makes referrals to supervisor or other managers as needed. Assists with the process of reviewing operating procedures for efficiency and effectiveness; recommends changes for improvement; participates in the planning and decision making process regarding new or changed procedures. Works with the Event Services team to write departmental goals and works in collaboration with colleagues to achieve them; produces reports on event related data. Assists and advises students, faculty, staff and others with budget planning for events which includes fee structure, invoicing process, and student organization fundraising policies and regulations. Assists Event Services Reservationist when reservation requests are beyond normal operating conditions. Performs other related duties as required.

Minimum Acceptable Qualifications: Bachelor's Degree in business, hospitality, recreation, education or related field. Three to four years of professional experience in event planning. Demonstrated planning and organizational skills. Demonstrated decision making skills in a complex organization. Willingness to work occasional irregular and flexible hours. Ability to work independently and take initiative in resolving problems. Demonstrated excellent oral and written communication skills. Excellent interpersonal skills as demonstrated by previous team work experience. The successful candidate will have an understanding of and commitment to diversity issues in the delivery of services.

Preferred Qualifications: Five years of professional experience in event planning. Two years of experience working in a college/university setting. Proficiency in event management software. Knowledge of Meeting Matrix or other meeting room diagram software. Current membership and/or active involvement in related professional organizations. Working knowledge of audiovisual equipment and set-up requirements. Demonstrated ability to effectively train staff in work-related topics i.e. customer service, communication, conflict management, etc.

This is a full time, permanent position with an annual salary in the mid-40's.

To Apply: Interested and qualified candidates meeting the expectations may respond by submitting a cover letter, resume, and references via Husky Hire. References should include the name, email address and phone number of three professional individuals associated with the candidate. Submissions without this information will not be considered. Employment of the successful candidate will be contingent upon the completion of a pre-employment background check. (Search # 2015177)

This job posting is scheduled to be removed at 11:59 PM eastern on November 26, 2014.

Recruitment activities included: Inside Higher Ed., Diverse, General University Website, General Diversity Website, HERC, Association for College Unions International (ACUI)

Short-term goals: 3 WM, 1 BM, 1 BF

Hiring Goals Analysis 2015

40 total applicants: 4 WM, 27 WF, 2 BM, 2 BF, 2 HF, 1 AM, 1 AF, 1 UM

Unqualified applicants: 4 WM, 19 WF, 2 BM, 2 BF, 1 HF, 1 AM, 1 AF, 1 UM

- 3 WF lacked a Bachelor's Degree in business, hospitality, recreation, education or related field.
- 3 WM, 7 WF, 2 BM, 2 BF, 1 HF, 1 AM, 1 AF, and 1 UM did not have three to four years of professional experience in event planning.
- 1 WF did not demonstrate excellent oral and written communication skills.
- 1 WM, 8 WF, and 1 BF did not submit a complete application packet per instructions and thus was disqualified.

Qualified applicants: 4 WF

- 3 WF lacked five years of professional experience in event planning.
- 1 WF was not proficient in event management software.

Interviewed applicants: 4 WF, 1 HF

- 1 HF did not have an understanding of this position's requirements. She provided incomplete and vague answers, pointing to her significant lack of experience in actual event planning. She also lacked the professional communication skills - both written and oral - that are necessary. From these points, she did not meet the minimum expectations of the position.
- 1 WF lacked sufficient experience working with a diverse population. She did not give specific examples regarding transferrable skills, which highlighted her lack of experience working with a student population.
- 1 WF did not have experience in a University environment or working with students as customers.
- 1 WF presented a limited understanding of working with students. During the interview, she mentioned that she had no experience working with diverse populations and/or coordinating events in a diverse setting. She also displayed poor verbal communication skills, avoiding eye contact with the Committee.

The 1 WF selected displayed the best balance of qualifications to be successful in this position. Her knowledge of the University's mission and goals was impressive and the Committee appreciated the fact that her values aligned directly with those of the University. She had a large range of experience, having produced large and small scale events in prior positions. The Committee was impressed by the broad spectrum of diverse events that she had planned/assisted in planning.

Hiring Goals Analysis 2015

Search 2015276 – Program Coordinator – Sprit, Pride, and Traditions

The University of Connecticut is announcing the opening of a full-time position as Head Coach and Program Coordinator for the University's Spirit, Pride, and Tradition Programs. This individual will provide advisement, support, training, and development to students and team coaches involved in the University's Spirit, Pride and Tradition programs, including, but not limited to the University Cheerleaders, Dance Team, and Mascot. Areas of responsibility will include student recruitment, selection, coach selection and supervision, advisement, alumni outreach, event planning, logistical coordination, and more. The individual selected for this position will coordinate and plan all aspects of the programs, will represent the programs, and will liaison with a variety of on- and off-campus entities.

Minimum Qualifications: Bachelor's degree in appropriate field and three to five years professional experience in a responsible position related to coaching/instructing cheerleading, dance team and/or spirit programs at the collegiate level, or similar work which demonstrates knowledge of coaching and program management for the assigned student group(s) OR equivalent combination of education and experience; excellent leadership, organizational, creative, and programming skills; excellent interpersonal, coaching, counseling and communication skills; willingness to work irregular and flexible hours; familiarity with planning and coordination of a cheer/dance program(s) at an institution of higher education with a Division-I athletic program; demonstrated knowledge of budgeting and fiscal management; and demonstrated ability to actively foster a campus climate that is welcoming and supportive of University of Connecticut's diverse student body and encourages communication with and among campus constituencies.

Preferred Qualifications: Master's degree in Student Personnel, Higher Education Administration or other related field; demonstrated responsible oversight of a comprehensive University cheer/dance program; demonstrated knowledge and experience in team recruitment, alumni relations, and program promotion strategies; demonstrated experience with risk management strategies; demonstrated effective planning, organization, budgeting, and administrative skills; knowledge and familiarity with the use of personal computers and basic software programs including Microsoft Word, Excel, and Outlook; willingness to work irregular and flexible hours; demonstrated experience with and ability to effectively manage multiple projects and programs.

Salary is mid 40's with excellent benefits. Additional information about the University's Spirit, Pride, and Tradition Programs and this position can be found at <http://www.spirit.uconn.edu/>.

Interested candidates please submit a) a letter of interest, b) a resume that demonstrates how you meet the qualifications and requirements of this position, and c) contact information for three professional references using the University's Husky Hire on-line applicant system. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. Screening will begin immediately. (Search # 2015276)

This job posting is scheduled to be removed at 11:59 PM eastern on January 22, 2015.

Recruitment activities included: Hartford Courant, Career Builders, National Cheerleading Association, Universal Cheerleading Association, National Dance Alliance, Universal Dance Association and Diversityjobs.com.

Short-term goals: 3 WM, 1 BM, 1 BF

33 total applicants included: 5 WM, 18 WF, 4 BM, 2 BF, 1 HM, and 3 HF.

Unqualified applicants: 2 WM, 13 WF, 2 BM, 1 BF, 1 HM, 3 HF

Page **265** of **444**

Sec. 14 Goals Analysis – Hiring Goals Analysis

Hiring Goals Analysis 2015

- 1 WM, 8 WF, 1 HM and 1 HF lacked excellent interpersonal, coaching, counseling, and communication skills.
- 1 WM, 1 BM, and 2 HF lacked a Bachelor's degree in appropriate field and three to five years professional experience in a responsible position related coaching, instructing cheerleading, dance team and or spirit programs at the collegiate level.
- 5 WF, 1 BM, and 1 BF lacked familiarity with planning and coordination of a cheer/dance programs at an institution of higher education with a Division 1 athletic programs.

Qualified applicants included: 3 WM and 3 WF.

- 2 WM and 3 WF did not have a Master's degree in Student Personnel, Higher Education Administration or other related field.
- 1 WM did not demonstrate responsible oversight of a comprehensive University cheer/dance program.

Interviewed applicants: 2 WF, 2 BM, and 1 BF

- 1 BM did not demonstrate ability to actively foster a climate that is a welcoming and encourages communication among campus constituencies.
- 1 BM selected turned down the offer.
- 1 BF did not demonstrate excellent leadership/supervision skills.
- 1 WF withdrew from consideration.

1 WF demonstrated excellent leadership organizational, creative and programming skills. Candidate demonstrated experience with Risk Management strategies and effective Budgeting and administrative skills. She has experience with team recruitment strategies. She had good interpersonal coaching and counseling skills.

Hiring Goals Analysis 2015

Search 2015213 Program Coordinator

The Center for Students with Disabilities welcomes applications for an experienced professional to coordinate and assist with the exam accommodations and notetaking assistance services for the Center. Under the general supervision of the Associate Director, the Accommodations Coordinator coordinates the day-to-day administrative activities related to the provision of specific academic accommodations for students with disabilities.

Characteristic Duties and Responsibilities Include:

Coordinates related functions for exam accommodations and notetaking assistance including: maintaining exam security; regular communication with faculty regarding exam administration and notetaking assistance; hiring, training and supervising qualified notetakers; maintaining electronic notetaking records in CSD database.

1. Coordinates related functions for exam accommodations and notetaking assistance including: Maintaining exam security; regular communication with faculty regarding exam administration and notetaking assistance; hiring, training and supervising qualified notetakers; maintaining electronic records in the CSD database.
2. Serves as a resource for students, faculty and staff regarding exam and notetaking accommodation policies and procedures.
3. Creates, updates and maintains procedural information regarding how to access accommodations; disseminates procedures to students, faculty and staff as requested.
4. Assists with evaluating and assessing the usage of exam and notetaking accommodations and makes recommendations for procedural modifications and improvements as indicated to assure quality assurance.
5. Initiates resolutions for routine issues associated with exam and notetaking accommodations.
6. Provides training and oversees work assignments for undergraduate and graduate student employees involved in the provision of exam and notetaking accommodations.
7. Compiles, prepares and generates accommodation statistics and reports for professional staff as needed.
8. Performs related duties as required.

Minimum Acceptable Qualifications/Skills:

1. Bachelor's degree.
2. One to three years program coordination experience.
3. Proficient verbal and written communication skills.
4. Strong interpersonal skills and ability to work effectively with faculty, staff and students in a team approach.
5. Excellent organizational skills and detail oriented.
6. Ability to work independently and prioritize competing responsibilities.
7. Computer literacy (Microsoft Office).

Preferred Qualifications:

1. Experience with coordinating testing center activities.
2. Experience in higher education.
3. Experience working with students with disabilities.
4. Experience working with undergraduate and graduate student staff.

Salary is commensurate with experience. This is a full time, 12 month position with an anticipated start date of January 5, 2015. This is an end-date position subject to renewal based upon funding.

This appointment may require weekend or evening hours due to the nature of the Center's work.

Hiring Goals Analysis 2015

Recruitment activities included: Disabled Student Services in Higher Education List, Connecticut Association for Higher Education, Center for Post-secondary Education and Disability, CTAHEAD, Diverse and HERC.

Short-term goals: 3 WM, 1 BM, 1 BF

31 Total applicants: 5 WM, 18 WF, 1 BF, 1 HM, 2 HF, 1 AM, 1 AF, and 2 UF.

Unqualified applicants: 3 WM, 16 WF, 1 BF, 1 HM, 1 HF, 1 AM, and 2 UF.

- 3 WM, 9 WF, 1 HM, 1 HF and 1 UF lacked one to three years of program coordination experience.
- 7 WF, 1 BF, 1 AM, and 1 UF had no cover letter or references.

Interview applicants: 2 WM, 2 WF, 1 HF, and 1 AF.

- 1 WM did not respond to interview offer.
- 1 WF worked a smaller population and would have difficulty transitioning to UConn.
- 1 WF and 1 HF did not have supervisory experience.
- 1 WM could not demonstrate how his skills would support the Accommodations Coordinator position.

The 1 AF selected had experience working directly with students, faculty and staff at other higher education institutions. She provided specific examples on how her skills and experience would translate. She had organization, communication and problem-solving skills. She also has experience working in the CSD department as a student employee.

Hiring Goals Analysis 2015

2015437 – Program Coordinator – Honors Program

Job Posting

The University of Connecticut Honors Program seeks a Program Coordinator (UCP 5) to provide support in the planning, development, and implementation of co-curricular programming, as well as advisement and support regarding leadership and involvement opportunities for students in the residential and academic communities of the Honors Program. For a full description of the position, including position duties, please visit the Honors Program Job Opportunities page at http://honors.uconn.edu/job_opportunities/.

Minimum Qualifications

1. Bachelor's degree in appropriate field.
2. Three years of experience in student affairs programming or related experience.
3. Demonstrated knowledge of undergraduate honors programs, student programming, and residential life issues.
4. Excellent oral and written communication and interpersonal skills.
5. Excellent organizational skills and the ability to manage multiple short- and long-term projects.
6. Proven ability to plan, coordinate, and implement programs, services, and administrative functions.
7. Ability to work independently and to solve problems and approach challenges in a flexible or creative way.

Preferred Qualifications

1. Master's degree.
2. Experience in an honors program or college as a student or staff member.
3. Experience working with residential life issues.
4. Work experience at a large university.
5. Experience mentoring undergraduate student leaders.
6. Experience working with high-achieving students.

Appointment Terms

This is a permanent, fulltime position.

To Apply

For full consideration, upload a letter of application, a resume, and a list of 3 professional references with full contact information via Husky Hire. Please note that references will not be contacted until later in the search process after discussion with applicants. Include search number on all correspondence. Screening of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015437)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 20, 2015.

Hiring Goals Analysis 2015

Recruitment activities included: Professional contacts, ASPA Job Board, NCHC Job Board, Inside Higher Ed. and Diverse.

Short-term goals: 3 WM, 1 BM, 1 BF

55 Total Applicants: 13 WM, 21 WF, 6 BF, 1 HM, 4 HF, 3 AM, 2 AF, 1 UM and 4 UF.

Unqualified applicants included: 11 WM, 16 WF, 6 BF, 3 HF, 2 AM, 1 AF, 1 UM and 3 UF.

- 8 WM, 8 WF, 2 BF, 3 HF, 1 AF and 1 UF lacked three years of experience in student affairs programming or related experience.
- 3 WM, 3 WF, 3 BF, 1 AM, 1 UM and 1 UF lacked excellent oral and written communications and interpersonal skills.
- 5 WF, 1 BF, 1 AM, and 1 UF lacked demonstrated knowledge of undergraduate honors programs, student programming and residential life issues.

Qualified applicants included: 1 WM, 2 WF, 1 HM, and 1 HF.

- 2 WF, 1 WM, and 1 HF lacked experience in an honors program or college as a student of staff member.
- 1 HM lacked experience working with residential life issues.

Interview applicants included: 1 WM, 3 WF, 1 AM, 1 AF and 1 UF.

- 1 AM withdrew from consideration.
- 1 WF had weak programming and interpersonal skills.
- 1 UF had no experience working with honors students or high-achieving student population.
- 1 WF did not articulate well previous co-curricular programming experience.
- 1 WF did not demonstrate skill relating to mentoring high achieving students.
- 1 WM had only little experience working with faculty.

1 AF hired had excellent and relevant programming experience and work mentoring student leaders and high achieving students. She had excellent communication skills.

Hiring Goals Analysis 2015

UC Professional 4

Short-term goals: 1 BM, 1 BF, 1 HF, 1 AM

2015308 – Athletic Equipment Trainer – Athletics Equipment Center

Internal and External

Job Posting

The University of Connecticut is seeking applications and nominations for the full time position of Athletics Equipment Manager with the Equipment Services area, specifically to serve as the Head Football Equipment Coordinator. This position will report to the Assistant Athletic Director for Equipment Services, and will be under the direct supervision of the Head Football Coach.

The applicants responsibilities specific to the equipment area within the Football program will include, but are not limited to: all ordering as it relates to apparel, equipment and accessories; work with main apparel equipment vendor on a daily basis to design, place orders, and check receipt of orders; track and balance all main apparel equipment vendor finances as it relates to Football; all necessary fitting and maintenance of protective equipment; oversee and manage all practice and game day operations as they relate to the equipment area; supervise a staff that includes an intern and 10-12 student managers; coordinate logistical needs for all team equipment with transportation company to ensure proper and safe delivery; keep and maintain inventory as it pertains to athletic equipment, apparel and supplies; work daily with the athletic business office to ensure that all procurement procedures are correctly followed; handle all shipping and receiving as it pertains to deliveries made to the Burton Family Football Complex; responsible for any locker room or designated setups as they pertain to Football recruiting; knowledge and compliance with the NCAA and Conference rules as it pertains to competition, recruiting, equipment, logos and trademarks.

Minimum Qualifications: Bachelor's degree in appropriate field OR equivalent combination of training and experience; AEMA (Athletic Equipment Manager's Association) certification or certification within one year from date of hire; knowledge of all types of athletic equipment and its proper use; knowledge of OSHA standards for blood-borne pathogens; supervisory ability and ability to keep detailed records; ability to handle basic computer applications; excellent interpersonal, organizational, teamwork and collaboration skills; and the ability to work flexible and irregular hours including weekends as needed along with travel.

Preferred Qualifications: Minimum of two years' experience overseeing the daily operations of a football equipment room (FCS, FBS, NFL).

Salary is commensurate with experience.

Candidates must submit letter of application, resume, and the names of three references via Husky Hire. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015308)

This job posting is scheduled to be removed at 11:59 PM eastern on February 5, 2015.

Recruitment contacts included Husky Hire, UConnHuskies.com, Equipmentmanagers.org, NCAA.org and Indeed.com.

Short-term goals: 1 BM, 1 BF, 1 HF, 1 AM

Hiring Goals Analysis 2015

70 total applicants: 50 WM, 1 WF, 7 BM, 1 BF, 3 HM, 2 AM, 6 UM.

54 unqualified applicants: 39 WM, 1 WF, 5 BM, 1 BF, 3 HM, 1 AM, 4 UM.

- 2 WM, 1 BM, 1 HM did not present with knowledge of all types of athletic equipment and its proper use.
- 5 WM, 2 BM, 1 UM did not have the ability to keep detailed records and supervise others.
- 32 WM, 1 WF, 2 BM, 1 BF, 2 HM, 1 AM, 3 UM had not earned their Athletic Equipment Managers Association (AEMA) certification or certification within one year from date of hire

9 qualified but not interviewed applicants: 6 WM, 1 BM, 1 AM, 1 UM.

- 1 WM met all of the necessary qualifications of this position but the applicant's continuous moving from school to school is a concern of the committee and a concern as to the applicant's ability to maintain a job which would therefore rank the applicant in the lower tier of qualified applicants. The search committee certainly understands the applicant's military service but not staying in any one place for an extended period of time raises concerns about his consistency in this position.
- 1 WM had some football background, however the applicant's more full time role was with Olympic Sports and not Football centered. Thus the applicant did not have an extensive enough background in football to be considered for this position.
- 2 WM and 1 BM were unable to provide satisfactory references.
- 2 WM and 1 UM met the qualifications but their experiences are at a lower level than the top tier of applicant's being considered for this position.
- 1 AM had Division I experience that is more Olympic sport centered and there is minimal sign of direct Football oversight or heavy involvement and the applicant must have a more extensive background in Football to be considered for this position.

7 interviewed applicants: 5 WM, 1 BM, 1 UM.

- 2 WM and 1 UM withdrew their applications from consideration.
- 1 WM met all the necessary qualifications, but while on campus, he did not connect with those he met and seemed to lack an interest for the position as compared to the enthusiasm of the top candidate.
- 1 WM did not present himself well during his phone interview as and he also lacked a connection with those who conducted the phone interview.
- 1 BM did not connect with those that conducted the phone interview and while he had good experience, he lacked the supervisory experience needed for the position.

Hiring Goals Analysis 2015

1 WM was selected for this position because he showed an excellent knowledge base as it pertains to football equipment and what is required to run a major FBS equipment room. This candidate met all the necessary qualifications, and has ample experience both at the FBS and FCS level which has served candidate well. The limited resources he had at his previous position and what he was able to accomplish with these resources was very impressive, which signifies that he will be able to work constructively with the resources given to him here at the university. This individual also brings a facilities and operations background which separates him from the other candidates. The committee believes he will be a positive representative for the area and do an excellent job servicing the student-athletes, coaches and staff at the University of Connecticut.

Hiring Goals Analysis 2015

2015093-Service Desk Administrator – School of Business

Internal and External



Job Posting

The School of Business is seeking a full time Service Desk Administrator (Computer Technical Support Consultant 1, UCP IV) to work in its Information Technology Services Department. The incumbent will report to the IT Service Delivery Manager and will provide technology support services, consultation and timely execution of job duties and tasks related to supporting the needs of academic programs and administrative needs within the School of Business. The position will be based on the Storrs campus, but will require occasional travel to the School's Downtown Hartford facility, the UConn Stamford campus and/or other campus locations in support of department needs. Weekend and evening hours may also be required on occasion.

Responsibilities include, but are not limited to: hiring, training, and managing student technical support for the classroom, staff, and faculty for the School of Business Storrs campus; managing ticket workflow and providing support for other departments using HelpSpot for their workflow; conducting Active Directory and Microsoft Exchange account management including creation, suspensions, and the assignments of permissions as part of Helpdesk requests; providing data analysis of trends in tickets and make recommendations based on reports; combining multiple sources of data to analyze other areas of concern; analyzing and diagnosing computer software, hardware and network communications problems for a variety of computer users; Troubleshooting and recommending corrective solutions to be applied to computer and network hardware or software and audio-visual equipment; ensuring high levels of service delivery support for all current and new initiatives, including creating service catalog entries and ensuring quality documentation and communications that allows support for technologies to be delivered by Service Desk; assisting with installing, debugging, testing, tracking, and monitoring a wide range of commercially available software and hardware as required for assignment; assisting with the development of plans and processes that ensure the minimum risk to services and systems; utilize and stay current with new and evolving technologies, in order to install, maintain and troubleshoot technologies adopted by the School of Business or the University, through training and self-guided learning; attending training to maintain a high level of technical competencies; researching technology, equipment and tools, making recommendations to Service Delivery Manager; undertaking special projects and perform related duties as required.

Minimum Qualifications:

- Bachelor's degree in computer science, communications, business or related field, or equivalent combination of training and relevant experience.
- One or more years of experience in computer technical support.
- Considerable knowledge of desktop applications including MS Office and Outlook.
- Demonstrated knowledge of computer equipment, networking and standard operating software.
- Demonstrated experience with video conferencing and distance education software such as MS Lync, Skype Pro, and Polycom Bridge hardware.
- Experience maintaining and repairing AV and/or instructional hardware and software.
- Excellent written and verbal communication skills including the ability to bridge the gap between technical and non-technical languages.
- Ability to work independently as well as in a team environment.

Hiring Goals Analysis 2015

- Ability to work independently as well as in a team environment.
- Demonstrated ability to prioritize, multi-task and meet tight timelines within a task-based and project management framework and team setting.
- Must be willing and able to work occasional evening and weekend hours as needed with own transportation for visitation to other School of Business locations.

Preferred Qualifications:

- Experience working in higher education or in an academically-focused technology environment.
- Knowledge of information technology management and issues in a university setting.
- Excellent interpersonal skills with demonstrated ability to establish and build cooperative working relationships with others.
- The ability to work calmly and effectively under pressure and tight timelines in a self-driven environment.
- Experience in providing training, presentations to various levels of technical abilities.
- Prior experience managing student workers in a technical environment.

To Apply: Please apply online using Husky Hire to submit a letter of application, resume, and the names and contact information of three professional references. For full consideration, please apply by October 1, 2014. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015093)

This job posting is scheduled to be removed at 11:59 PM eastern on October 15, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: Higheredjobs.com, womeninit.com, HERC, Diverse, and Inside Higher Ed.

Short-term goals: 1 BM, 1 BF, 1 HF, 1 AM

27 total applicants included: 16 WM, 2 WF, 1 BM, 1 BF, 1 HM, 2 HF, 1 AM, and 3 AF.

Unqualified applicants included: 13 WM, 2 WF, 1 BM, 1 BF, 1 HM, 2 HF, 1 AM, and 3 AF.

- 2 WM, 1 WF, 1 HF and 1 AM lacked considerable knowledge of desktop applications including MS Office and Outlook.
- 4 WM, 1 BM, and 1 AF lacked demonstrated experience with video conferencing and distance education software such as MS Lync, Skype Pro, and Polycom Bridge hardware.
- 1 WM lacked experience maintaining and repairing AV and/or instructional hardware and software.
- 6 WM, 1 WF, 1 BF, 1 HM, and 2 AF lacked excellent written and verbal communication skills including the ability to bridge the gap between technical and non-technical languages.
- 1 HF submitted her application after the deadline.

Interviewed applicants included: 3 WM

Hiring Goals Analysis 2015

- 1 WM lacked demonstrated experience with video conferencing and distance education software such as MS Lync, Skype Pro, and Polycom Bridge hardware.
- 1 WM did not have as much experience as the top candidate.

The 1 WM hired met or exceeded all of the minimum requirements as well as the preferred requirements. He demonstrated a comprehensive knowledge of the position duties including conferencing and distance learning hardware and software.

Hiring Goals Analysis 2015

2015206 - Laboratory Technician II – Biomedical Engineering

Internal and External



Job Posting

The University of Connecticut's Department of Biomedical Engineering (BME) is seeking applicants for the position of Laboratory Technician II. Under the supervision of the BME Department Head, the successful candidate will provide technical support for the instructional laboratory programs of the BME department.

Responsibilities include: Oversee Senior Design lab: Ensure supervision & safety of lab area. Coordinate usage with Senior Design faculty/clients (internal/external) as required; assist in identifying new industry clients; provide guidance for students as required in areas such as: Software/hardware design, use of test equipment and standard bench top equipment (DMM, Oscilloscope, Freq. Gen, Power Supplies) and provide training for using specialized equipment (high temp oven, materials testing devices). Maintain lab supplies. Undergraduate Labs: Ensure supervision & safety of lab area. Coordinate with course instructors as required (experiment development & equipment purchases). Faculty/Graduate Research Labs: Provide technical support for BME research faculty on lab setup / safety & equipment purchases. Departmental: Serve as BME representative on safety committees. Provides input for budgets (equipment repair / maintenance, laboratory consumables, and new equipment purchases). Maintain master equipment and lab supply inventory list for undergraduate labs. Repair / maintain undergraduate laboratory equipment. Provide support for departmental activities (ABET and outreach programs). Work with faculty to identify, evaluate and obtain new technology to ensure that undergraduate labs are equipped with current technology found in industry and that lab experiments are relevant not only to coursework but also provide tools that will translate into skills sought by employers. Develop / teach LabVIEW programming course. Develop / teach short courses / lectures as required.

Minimum Qualifications:

1. Minimum of B.S. in Engineering and 1-3 years' experience in commercial medical product development, or equivalent education and experience.
2. IT Skills: General IT skills for desktops, laptops and servers; basic setup of computers; software installation; troubleshooting to module level. For undergraduate classrooms, will be responsible for computer image building and deployment and the interfacing of hardware devices (National Instruments, Biopac etc.) to computers.
3. Laboratory skills: Familiar with safe laboratory practices (chemical and biological). Familiarity with repair, maintenance and operation of laboratory equipment: DMMs, oscilloscopes, functions generators, power supplies, high temperature furnaces, centrifuges, pH meters, microscopes, mechanical testing devices, and data acquisition systems. Familiarity with engineering software packages such as: LabVIEW, Circuit Design Suite, Matlab, and Solidworks.
4. Ability to explain laboratory procedures and edit laboratory manuals.

Hiring Goals Analysis 2015

Preferred Qualifications:

1. Additional graduate level course work
2. Experience with course development and instruction

This is a full time, 12 month position with an anticipated start date of January 5, 2015. This is an end-date position subject to renewal based upon funding. Salary is commensurate with experience.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, and the faculty website.

Short-term goals: 1 BM, 1 BF, 1 HF, 1 AM

3 total applicants included: 3 WM

Unqualified applicants included: 2 WM

- 2 WM lacked familiarity with safe laboratory practices, familiarity with repair, maintenance and operation of laboratory equipment (listed in ad copy), and familiarity with engineering software packages.

Interviewed applicants included: 1 WM

The 1 WM hired was familiar with our undergraduate curriculum as he has been an instructor and served as a TA for many BME courses during his tenure as a graduate student. Moreover, he is an expert on Labview software which is an integral part of BME senior design and he is the lead instructor for this course for the current and past years. He is also very personable and he has good rapport with our students, faculty and staff.

Hiring Goals Analysis 2015

2015429 OPER-SYS PROG/ANALY 1 – International Studies Association

Internal and External



Job Posting

The International Studies Association (ISA; www.isanet.org) is a non-profit professional association established in 1959 to serve the needs and enhance the work of scholars, students, practitioners and others in the field - without regard to race, creed, gender or nationality – who have a professional interest in expanding, disseminating and applying knowledge of international studies. ISA is educational and non-partisan and is governed by its Governing Council and its Executive Director, as outlined in the ISA Constitution. The Executive Office consists of an Executive Director and staff and is responsible for the day-to-day operations of the Association by providing support for the governing agencies of the Association.

Job Summary

This position is ideal for a candidate whose skills are varied. The job is challenging and offers an excellent opportunity to be exposed to a broad range of technologies. The successful candidate will assist with all aspects of the Association's technology needs and services as well as manage the Association's social media presence.

The basic responsibilities will entail assisting with the monitoring, maintaining and improving the ISANet association management system, which is based on the Dot Net Nuke platform (<http://www.dnnsoftware.com>). The individual must be able to understand a complex network environment and help develop solutions that fit into that environment. In addition, the candidate will be expected to have demonstrated current experience with a variety of web authoring tools and programming languages. This will include such tasks as authoring interactive webpages, managing blogs, journal updates, bulk emailing and more. This individual will collaborate and report to ISA's Director of Information of Technology and the Executive Director.

Minimum Qualifications

1. Bachelor's degree in computer related field OR equivalent combination of training and experience
2. At least one year of experience as an applications developer.
3. Evidence of good analytical reasoning and problem solving skills
4. Proficiency in at least one major programming language
5. Working knowledge of desktop applications such as Microsoft Office and Adobe products
6. Working knowledge of web pages, internet navigations and HTML
7. Working knowledge of social media
8. Good written and oral communications
9. Ability to work in a collaborative work environment and to be responsive to the technology needs of other ISA staff members and leadership
10. Ability to travel to domestic and international work locations several times per year.

Hiring Goals Analysis 2015

Preferred Qualifications

1. Degree in Computer Science or related field preferred.
2. Experience with Dot Net Nuke Administration / Development / Deployment;

Appointment Terms

This is a full time, end-date appointment. Evenings, weekend and travel are required. Salary is commensurate with experience and includes full benefits.

To Apply

Please upload a cover letter, resume, and the names and contact information for three professional references via Husky Hire. Please be sure your application materials demonstrate how you meet the qualifications for this position. Include the search number in all correspondence. Screening will begin immediately and continue until the position is filled. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015429)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 27, 2015.

Recruitment activities included: Indeed.com, CareerBuilder.com, ctjobs.com, simplyhired.com

Short-term goals: 1 BM, 1 BF, 1 HF, 1 AM

7 total applicants: 3 WM, 1 AM, 2 AF, and 1 UM

Unqualified applicants: 2 WM, 1 AM, 1 AF

- 2 WM, 1 AM, and 1 AF did not demonstrate strong written and oral communication skills.

Interviewed applicants: 1 WM, 1 AF, and 1 UM

- 1 UM did not respond to the interview request.
- 1 AF candidate's references were not as strong as those of the hired candidate.

The 1 WM selected had strong references from his current employer who would have permanently hired him if the budget allowed. His experience with programming and creating relevant procedures separated him from other candidates, as well as his ability to work in a team environment with strict deadlines.

Hiring Goals Analysis 2015

2015380 - Financial Aid Counselor - Financial Services

Internal and External

Job Posting

The Director of Student Financial Aid Services is seeking an organized, detail-oriented, and self-motivated **Financial Aid Counselor** to perform a wide range of complex and confidential administrative functions. This is a permanent, full-time, 12-month position.

Job Summary: The Office of Student Financial Aid Services invites applications for a full-time, twelve-month Financial Aid Counselor position. Duties: determine financial aid awards; counsel students and parents regarding application process, sources and availability of aid; keeps abreast of institutional, state and federal rules, regulations and guidelines governing the administration of Title IV federal funds including grants, work programs, and student loans; assists with the administration of one or more specialized areas; performs special projects as needed or assigned; participate in office outreach activities.

QUALIFICATIONS

Minimum Qualifications: The ideal candidate will have a Bachelor's degree in related field or equivalent combination of training and experience; one to two years financial aid experience; demonstrated knowledge of financial aid regulations and related laws; good counseling and communication skills; demonstrated ability to relate well with parents and students; ability to work independently and under time constraints.

Preferred Qualifications: Preference given to candidates with experience using an automated financial aid system (e.g. PeopleSoft, Banner, etc.).

Appointment Terms: This is a full-time, twelve-month position. Salary range is in the low \$40,000s, commensurate with qualifications and experience.

To Apply: Interested applicants should submit their letter of application, current resume and contact information for three references electronically to Husky Hire at www.jobs.uconn.edu. (Search #2015380) Review of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 1, 2015.

Recruitment activities included: CAPFAA List serv

Short-term goals: 1 BM, 1 BF, 1 HF, 1 AM

41 total applicants: 5 WM, 20 WF, 4 BM, 2 BF, 1 HM, 4 HF, 2 AM, 2 AF, 1 UM

Unqualified applicants: 5 WM, 15 WF, 4 BM, 2 BF, 4 HF, 1 AM, 1 AF

- 1 WF did not have a Bachelor's degree in related field or equivalent combination of training and experience.

Hiring Goals Analysis 2015

- 5 WM, 14 WF, 4 BM, 2 BF, 4 HF, and 1 AM lacked one to two years of financial aid experience.
- 1 AF failed to demonstrate knowledge of financial aid regulations and related laws.

Qualified applicants: 1 AF, 1 UM

- 1 AF and 1 UM did not have experience using an automated financial aid system such as PeopleSoft or Banner.

Interviewed applicants: 5 WF, 1 HM, 1 AM

- 1 HM did not demonstrate the knowledge and experience necessary to perform a processing role in the financial aid office.
- 1 WF and 1 AM did not show the ability to work independently and under time constraints. The applicant's limited experience in Financial Aid did not make him a good candidate for this position.
- 1 WF did not exhibit the level of knowledge needed to be a financial aid counselor.
- 1 WF was not able to demonstrate good counseling skills or the ability to relate well with student population. Applicant did not answer interview questions appropriately, often speaking of unrelated topics.
- 1 WF did not show the financial aid knowledge required for this position. The applicant lacked strong processing experience.

The 1 WF showed strong knowledge in financial aid, related well with advising population, and worked well independently. The candidate demonstrated the ability to handle all requirements of this position.

Hiring Goals Analysis 2015

2015275 Technical Assistant I – Pathobiology and Veterinary Science

Internal and External



Job Posting

The University of Connecticut, College of Agriculture, Health and Natural Resources, Department of Pathobiology and Veterinary Science is seeking applicants for the position of Technical Assistant I for the Connecticut Veterinary Medical Diagnostic Laboratory (CVMDL). Under the direction of the CVMDL Business Services Supervisor, the successful candidate will provide operational support for anatomic pathology services and related pathology activities for service, teaching and research.

The CVMDL serves Connecticut and the New England Region and is an American Association of Veterinary Laboratory Diagnosticians (AAVLD) accredited facility and a member of the USDA's National Animal Health Laboratory Network (NAHLN) and FDA's Veterinary Laboratory Resource Network (Vet-LIRN). The CVMDL conducts necropsy examinations, microbiological testing, parasitological testing, molecular diagnostic testing, serological testing, histopathology and virus isolation. For additional information visit us at <http://www.cvmdl.uconn.edu/>.

Job duties and responsibilities include, but are not limited to: assist Senior and Resident Pathologists with necropsies; assist with maintaining laboratory equipment, instruments according to guidelines; carry out procedures such as collection of tissues for necropsy, rabies, scrapie, and taking radiographs; review and initiate SOP's as needed; and respond to EH&S and internal audit findings and recommendations. The Technical Assistant I schedules and carries out courier pickups of animal carcasses; obtains and records case histories; maintains truck, related equipment and records; trains and supervises student employees; assists with scheduling and training of independent study students; schedules disposal of laboratories biological and chemical waste according to official guidelines; supervises tissue trim room scheduling, records, and disposal of biological and chemical wastes; maintains inventory of equipment and supplies; assists Senior and Resident Pathologists with tissue trimming as needed; and serves as backup for answering phone inquiries, financial duties and related activities when needed.

Minimum Qualifications:

1. Bachelor's degree in a related field or Associate's degree in Veterinary Technology with two (2) years of relevant experience.
2. Demonstrated experience working in a medical, biomedical or veterinary medical laboratory.
3. Demonstrated experience working with animals.
4. Demonstrated experience with MS Word, Excel and PowerPoint.
5. Excellent oral and written communication skills.
6. Demonstrated strong work ethic.
7. Must be able to lift at least 40 pounds without assistance.
8. Must have reliable transportation to meet requirements of position.

Preferred Qualifications:

1. Two or more years' experience working with farm, laboratory, zoo, aquatic or companion animal species.
2. Experience working in a postmortem necropsy facility.
3. Ability to supervise employees.

Hiring Goals Analysis 2015

4. Experience with records management, a quality control environment and office support activities.
5. Demonstrated ability to work within tight deadlines and to work effectively and cooperatively with fellow employees.

This is a full time position subject to renewal on an annual basis. The University offers a competitive salary, outstanding benefits including employee and dependent tuition reimbursement at UCONN, and a highly desirable work environment. Salary and focus of position will be commensurate with the successful candidate's background and experience.

Please apply online using Husky Hire, Search #2015275. Upload a cover letter describing your interests in the position, a current resume, and three letters of reference. Incomplete applications will not be considered.

To ensure full consideration, applications should be received no later than March 6, 2015. Screening of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM eastern on March 6, 2015.

Recruitment activities included: iHireVeterinary website, ziprecruiter, CVMA Career Center (Connecticut Veterinary Medical Association)

Short-term goals: 1 BM, 1 BF, 1 HF, 1 AM

32 total applicants: 7 WM, 21 WF, 1 BF, 2 HF, 1 AF

Unqualified applicants: 5 WM, 11 WF, 1 BF, 1 HF, 1 AF

- 4 WM and 3 WF did not demonstrate experience working with animals.
- 1 WM, 5 WF and 1 BF did not have a Bachelor's degree in a related field or Associate's degree in Veterinary Technology with two years of relevant experience.
- 3 WF, 1 HF, 1 AF did not have experience with MS Word, Excel, and PowerPoint.

Qualified applicants: 1 WM, 5 WF, 1 HF

- 1 WM and 2 WF lacked experience working in a postmortem necropsy facility.
- 3 WF and 1 HF did not have experience with records management and office support activities.

Interviewed applicants: 1 WM, 5 WF

- 1 WF withdrew her application from consideration.
- 1 WM lacked focus in the interview, mentioning that he preferred a different position at the University.
- 1 WF possessed limited necropsy experience and outdated veterinary technology skills.

Hiring Goals Analysis 2015

- 1 WF lacked experience in several of the preferred categories. She was also unclear about her career goals, indicating that she might prefer entering the teaching profession.
- 1 WF showed more interest in an open position at the University, than the position itself.

The 1 WF selected had an excellent skill-set that will immediately impact the efficiency of this position. She also had pro-active organizing skills that will strengthen our accreditation within the University.

Hiring Goals Analysis 2015

UC Professional 4 – Administrative Services Assistant 3

Short-term goals: 1 WM, 1 HF

2015053-Administrative Services Assistant III – Student Union

Under the direction of the Student Union Business Manager, the Information Center Manager is responsible for a wide range of administrative functions key to the success of the Student Union Department at the University of Connecticut. This position requires strong customer service skills, technology knowledge, record keeping and auditing abilities, along with the ability to act independently to follow up and or resolve service issues. This person directs the daily operations of the Information Center in the Student Union. Interacts, both orally and in written communication, with other University staff and external customers in a high volume operation. Hires, trains, reviews and evaluates the performance of approximately 25 student employees in the Information Center, Ticket Offices and Office Assistants. Develops strong, working relationships with many internal and external patrons of the Student Union and University of Connecticut. Oversees the student labor time and attendance, payroll management, and data entry of information for the approximately 100 student employees working in the Student Union. Ensures all payroll information is accurate, detailed, and is able to submit changes to ensure compliance with University policies and procedures. Supervises student staff engaged in record keeping, ticket sales, cash management, data entry, customer service or related activities. Develops procedures to ensure that petty cash, records, and sensitive information are accurate, secure and up-to-date. Oversees the secure operation of the Student Union safes. Acts as the Student Union point of contact working with other departments for all ticket sales occurring in Student Union. Directs the PCI Compliance and other trainings which are required for ticket sales. Troubleshoots technical issues, follows up on details and resolves associated problems as needed. Develops procedures for and coordinates the effective and efficient delivery of departmental services in the Information Center and student personnel management. Recommends changes and improvements that will benefit the Student Union and University of Connecticut. Coordinates the management of keys, access cards, and swipe devices issued to building tenants, staff and guests. This includes working with the Locksmith and Public Safety Departments. Screens correspondence, mail and other deliveries to the Student Union and ensures proper delivery to the many units within the Student Union. Compiles data and prepares statistical reports used to monitor or assess department activities, programs, services or to project future needs. Prepares sales deposits as appropriate to ensure University policies and standards are met. Possesses the ability to interact effectively in a culturally and ethnically diverse community. Performs related duties as required.

Minimum Qualifications: Bachelor's degree or equivalent combination of education and experience including 4-8 years of experience in a progressively responsible administrative support position. Demonstrated experience in supervision, training, and management of staff. Familiarity with regularly used computer hardware and software. Demonstrated excellent interpersonal skills and ability to work effectively with other individuals and organizations. Ability to resolve administrative problems efficiently, effectively, and independently.

Preferred Qualifications: Experience working with a diverse population on a college or university campus. Willingness to work irregular or flexible hours that may include nights and/or weekends as needed. Two years of experience in a customer service or public service environment. Experience with cash management in a similar setting. Ability to multi-task and set priorities in daily work. Demonstrated experience with payroll and time management.

This is a full time, permanent position with an annual salary in the low 40's.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, UConn Husky Hire, Higher Ed Jobs and ACUI.

Hiring Goals Analysis 2015

Short-term goals: 1 WM, 1 HF

84 total applicants included: 11 WM, 46 WF, 4 BM, 4 BF, 1 HM, 11 HF, 1 AM, 1 AF, 3 UM, and 2 UF.

Unqualified applicants included: 7 WM, 31 WF, 2 BM, 4 BF, 9 HF, 1 AM, 1 UM, and 2 UF.

- 3 WM, 2 WF, 1 HF, and 1 UF lacked a Bachelor's degree or equivalent combination of education and experience including 4-8 years of experience in a progressively responsible administrative support position.
- 2 WM, 15 WF, 1 BM, 1 BF, 1 HF, 1 AM, 1 UF, and 1 UM lacked demonstrated experience in supervision, training, and management of staff.
- 2 WF lacked familiarity with regularly used computer hardware and software.
- 2 WM, 12 WF, 1 BM, 3 BF, and 7 HF submitted incomplete applications.

Qualified applicants included: 4 WM, 11 WF, 1 HM, 2 HF, 1 AF, and 2 UM.

- 4 WF, 1 HM, 1 AF, and 1 UM lacked experience working with a diverse population on a college or university campus.
- 1 WM lacked two years of experience in a customer service or public service environment.
- 3 WM, 4 WF, 1 HF, and 1 UM lacked experience with cash management in a similar setting.
- 3 WF and 1 HF lacked demonstrated experience with payroll and time management.

Interviewed applicants included: 4 WF and 2 BM.

- 1 WF and 1 BM lacked the necessary supervisory experience needed to oversee a large number of employees.
- 1 WF and 1 BM demonstrated that she did not fully understand the position and lacked payroll experience.
- 1 WF lacked experience working with a diverse college or university population and was unable to demonstrate supervisory experience.

The 1 WF hired conveyed a good understanding and background about the position. She demonstrated good problem solving skills. Her previous work experience was in similar college settings and working with a diverse population on a college campus. She had the most years of supervisory experience which included hiring, training, and managing a student staff on a larger scale. Her experience with payroll and cash management was related to the needs of the position.

Hiring Goals Analysis 2015

2015140 Program Aide - Wellness and Prevention

Under the supervision of the Director of Wellness & Prevention Services (WPS) and the Health Education Coordinator, provides program support services to the Department of Wellness & Prevention Services. This role will serve students, staff or faculty in the offices of Alcohol & Other Drugs and Health Education, which are a part of WPS.

Characteristic Duties and Responsibilities:

1. Assists WPS staff in providing support to Wellness & Prevention program and initiatives.
2. Assists WPS staff in developing support service designed to enhance student learning and provide appropriate experiences to accomplish department goals.
3. Provides direct training and related support services on an ongoing basis and follows up to resolve problems in assigned area of responsibility.
4. Assists WPS staff in coordinating activities both within the office and on campus.
5. Maintains accurate records; may assemble data and prepare statistical and/or historical reports to supervisor.
6. Assists WPS staff with Wellness & Prevention Services departmental reports.
7. Performs office support functions.
8. Performs other related duties as required.

Minimum Qualifications:

1. Bachelor's degree or equivalent experience and training.
2. Sensitivity towards and experience with student to be served.
3. Demonstrated excellent communication and interpersonal skills.
4. Excellent writing skills.
5. Excellent computer skills including Microsoft Office programs.
6. Demonstrated customer service skills.
7. Willingness to work flexible and irregular hours.
8. Ability to take direction and work both as a team member or independently to meet departmental need.

Preferred Qualifications:

1. Experience using college health or counseling software (PyrMed).
2. Experience with Adobe Suite software.
3. Experience working in a higher education setting.

To apply, upload a cover letter, resume and contact information for three professional references via Husky Hire. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015140)

This job posting is scheduled to be removed at 11:59 PM eastern on November 3, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Short-term goals: 1 WM, 1 HF

30 total applicants: 3 WM, 19 WF, 3 BF, 2 HF, 1 AM, 1 AF, and 1 UF

18 unqualified applicants: 2 WM, 10 WF, 2 BF, 1 HF, 1 AM, 1 AF, and 1 UF

Hiring Goals Analysis 2015

- 1 HF did not have a bachelor's degree or equivalent experience and training.
- 1 WM, 6 WF, and 1 AM did not demonstrate sensitivity towards and experience with students to be served.
- 1 WF, 1 BF, and 1 AF did not demonstrate excellent communication and interpersonal skills.
- 1 WM and 1 BF did not demonstrate excellent writing skills.
- 2 WF and 1 UF did not demonstrate excellent computer skills including Microsoft Office programs.
- 1 WF did not demonstrate the ability to work both as a team member or independently to meet departmental needs.

3 qualified applicants: 3 WF

- 3 WF did not demonstrate experience using health or counseling software.

9 interviewed applicants: 1 WM, 6 WF, 1 BF, and 1 HF

- 2 WF did not demonstrate necessary interpersonal skills and sensitivity in their interview
- 2 WF, 1 BF, and 1 HF did not demonstrate excellent communication skills in their interview
- 1 WM and 1 WF did not demonstrate necessary skills and extensive experience during their interview.

The 1 WF hired demonstrated impressive knowledge of the position, sensitivity and experience with the student population to be served. She had positive references, very strong communication skills, and was the only candidate to demonstrate all of the minimum qualifications.

Hiring Goals Analysis 2015

2015196 – Administrative Services Assistant III – School of Business

Internal and External



Job Posting

The School of Business is seeking a full time Administrative Services Assistant III (UCP 4) to work for its Hartford Part-time MBA, Executive MBA and Executive Education Programs. The incumbent will report to The Part-time MBA, Executive MBA and Executive Education Functional Lead and will assist in managing a number of administrative functions for the Hartford Part-time MBA program as well as the Executive MBA program and Executive Education program as needed. The position will be based at the School's Graduate Business Learning Center in Downtown Hartford, but will require occasional travel to the Storrs and/or other campus locations in support of program needs. Weekend and evening hours will be required.

Responsibilities include, but are not limited to: serving as a resource to the MBA students, staff and others regarding policies and procedures of the office; devising, modifying and maintaining student records; independently composing, preparing and/or editing standard correspondence and reports containing information that requires thorough knowledge of policies, procedures and data sources; making necessary arrangements for meetings, conferences and travel; arranges for and implements, as directed, conferences, seminars, committee meetings, assisting as required; providing on-site support for the programs on weekends and evenings; scheduling appointments and meetings for the Program Manager; screening incoming mail and telephone calls, making referrals as appropriate; representing the Program Manager to other University offices, the public or outside organizations as necessary to gather or transmit information that affects the operations of the Part-time MBA Program office; reviewing administrative and internal operation procedures for efficiency and effectiveness and recommending improvements; establishing procedures to implement operational and/or fiscal policies; providing advice and guidance to potential applicants, newly admitted students and continuing students on course selection and sequence; providing guidance to continuing students to ensure progress in the program; assisting the Program Manager in resolving budget and other business problems related to the Part-time MBA Program; handling administrative matters for the Program Manager; providing student and program support when classes are in session or when there are events in the building; handling special short term or ongoing projects that require planning, coordination and supervision; assisting in the planning of program marketing activities including advertising, open houses, information sessions and other suitable recruiting events; assisting with the planning, scheduling and execution of alumni projects and events: newsletter, networking functions, special events, etc.; serving as a representative to potential applicants, current students and the general public regarding program policies, procedures, requirements and goals; responding to inquiries from potential students and directing inquiries to other programs as appropriate; supervising follow-up system for inquiries from prospective students; maintaining and updating program databases of prospective students, current students, program alumni, and program sponsoring companies; supervising student staff in maintenance of program databases: inquiries, alumni, current student, and company information; compiling student and program data and preparing reports as needed; monitoring the supplies inventory and ordering supplies as needed; providing support as needed to the Executive MBA and Executive Education Programs; serving as liaison with staff in Storrs and the regional campuses; performing related duties as required.

Hiring Goals Analysis 2015

Minimum Qualifications:

- Bachelor's degree in business or related field.
- Minimum of four to eight years of progressively responsible experience in an administrative support position.
- Excellent verbal and written communication skills including the ability to work effectively with University staff, faculty, students and external constituents.
- Demonstrated organizational skills and ability to resolve administrative problems efficiently, effectively and independently.
- Demonstrated ability to work well as part of a team.
- Demonstrated ability to exercise flexibility, initiative, good judgment and discretion.
- Demonstrated ability to work accurately and meet deadlines.
- Excellent knowledge of Microsoft Office products.

Preferred Qualifications:

- Demonstrated experience in a customer support role with skills related to quality control, problem solving, listening, phone, multi-tasking.
- Prior experience in a business setting or academic setting.

Please apply online using Husky Hire to submit a letter of application, resume, and the names and contact information of three professional references. For full consideration, please apply by **December 16, 2014**. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015196)

This job posting is scheduled to be removed at 11:59 PM eastern on January 13, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, and Higher Ed jobs.com.

Short-term goals: 1 WM, 1 HF

53 total applicants included: 4 WM, 36 WF, 1 BM, 6 BF, 3 HF, 2 UM, and 1 UF.

Unqualified applicants included: 4 WM, 25 WF, 1 BM, 3 BF, 3 HF, 2 UM, and 1UF.

- 5 WF lacked Bachelor's degree in business or related field.
- 1 WM, 8 WF, 1 BM, 1 BF, and 1 HF lacked a minimum of four to eight years of progressively responsible experience in an administrative support position.
- 3 WM, 10 WF, 2 BF, 1 HF, 2 UM, and 1 UF lacked excellent verbal and written communication skills including the ability to work effectively with University staff, faculty, students and external constituents.
- 2 WF and 1 HF did not submit their applications in time for the deadline.

Qualified applicants included: 8 WF and 2 BF

- 3 WF had limited responsible experience in an administrative support position.
- 5 WF and 2 BF lacked prior experience in a business or academic setting.

Hiring Goals Analysis 2015

Interviewed applicants included: 3 WF and 1 BF

- 1 WF did not have a progressively responsible role in her experience.
- 1 WF has less experience in a progressively responsible administrative role than the top candidate.
- 1 BF did not have the Microsoft Office knowledge of the top candidate.

The 1 WF hired meets all minimum and preferred qualifications. She has worked for 17 years in progressively responsible administrative roles. Her communication skills are excellent, she works very effectively with staff, faculty, students and outside constituents. In her current and previous roles, she has demonstrated that she works well as part of a team. She has current and prior experience in customer support roles and has quality control, problem solving, listening, phone and multitasking skills. She has excellent knowledge of Microsoft office products. She has also worked in both a business and an academic setting.

Hiring Goals Analysis 2015

2015197 – Administrative Services Assistant III - UITS

Internal and External



Job Posting

The University of Connecticut, University Information Technology Services (UITS), is seeking a highly motivated, experienced and energetic individual to fill the position of Administrative Services Assistant III. The selected candidate must be a self-starter with the ability to work independently, but also capable and willing to work effectively in a team environment.

The University of Connecticut has been named the top public university in New England for over a decade and is ranked among the top public universities in the nation. The University of Connecticut is also a Carnegie Foundation Research University, a prestigious honor shared by only the nation's top higher education institutions.

Under the general supervision of the Assistant to the VP/CIO, the incumbent will be responsible for acting as the primary point of contact for the UITS Directors. The incumbent manages external communications, writes or develops communication pieces, and within established practices, handles administrative matters.

Other position duties include, but are not limited to, performing routine administrative functions of the office such as coverage for the UITS Main Office front desk, coordinating work flow and processing paperwork, and providing project support. This position is also responsible for arranging meetings including invitations, logistics, equipment and venue preparation as well as recording meeting minutes. The incumbent will respond to requests for information and provide assistance in solving a wide variety of problems for UITS. The incumbent will track and validate software renewals and handle work orders and supply orders through the Business Office. Other responsibilities may include training, supervising and establishing work schedules of clerical or student staff and aiding in staff candidate search and project vendor/consultant onboarding.

Minimum qualifications include:

1. Bachelor's degree or equivalent combination of education and experience including at least four years of experience in a progressively responsible administrative support position
2. Demonstrated ability to write external communications or develop communication pieces
3. Demonstrated organizational and supervisory ability
4. Ability to interpret policies and procedures
5. Demonstrated ability to research and resolve complex administrative problems efficiently, effectively and independently
6. An understanding of premier customer service
7. Excellent written and oral communication skills
8. Ability to work independently as well as collaboratively
9. Proficient in MS Office Suite
10. Demonstrated professional presentation and demeanor
11. Excellent organizational and interpersonal skills

Hiring Goals Analysis 2015

Preferred qualifications include:

1. Bachelor's degree in a related field
2. Demonstrated ability to create presentations using PowerPoint or similar tools
3. Experience with reporting tools such as: Hyperion, PeopleSoft Query, WebFocus
4. Experience with managing budgets
5. Experience in a technical field
6. Experience working in an academic environment

Appointment Terms: This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment. Salary will be commensurate with the successful candidate's background and experience. For additional information regarding benefits visit: <http://www.hr.uconn.edu/benefits/nebe.html>

For additional information about the University visit: <http://www.uconn.edu/> and for detailed position information and the job description visit: <http://uitsjobs.uconn.edu/>.

Recruitment activities included: HERC, Inside Higher Ed, Diverse, University Jobs, US Jobs – Dept. of Labor, Indeed, UITS website, and IT employee newsletter.

Short-term goals: 1 WM, 1 HF

57 total applicants included: 10 WM, 34 WF, 2 BM, 2 BF, 1 HM, 5 HF, 1 AM, 1 AF, and 1 UF.

Unqualified applicants included: 6 WM, 12 WF, 2 BF, 1 HM, 1 AF, and 1 UF.

- 1 WF lacked a Bachelor's degree or equivalent combination of education and experience including at least four years of experience in a progressively responsible administrative support position.
- 6 WM, 11 WF, 2 BF, 1 HM, 1 AF, and 1 UF did not demonstrate ability to write external communications or develop communication pieces.

Qualified applicants included: 4 WM, 17 WF, 5 HF, and 1 AM.

- 6 WF and 3 HF lacked Bachelor's degree in a related field.
- 3 WM, 10 WF, 2 HF, and 1 AM did not demonstrate ability to create presentations using PowerPoint or similar tools.
- 1 WM and 1 WF lacked experience with reporting tools such as Hyperion, PeopleSoft Query, WebFocus.

Interviewed applicants included: 5 WF and 2 BM.

- 1 WF and 1 BM lacked an understanding of premier customer service.
- 2 WF had less experience with budgeting and reporting tools than needed for the position.
- 1 WF withdrew.

Hiring Goals Analysis 2015

- 1 BM did not convey a dedication to a high level of customer service during the interview.

The 1 WF selected was articulate, demonstrating a very professional presentation and demeanor. In the interview, when presented with a work scenario, she gave a superior response as to how to handle a difficult situation with the best outcome and she conveyed a solid grasp of the concept of premier customer service. She demonstrated excellent organizational and interpersonal skills in addition to experience with reporting tools and budgets.

Hiring Goals Analysis 2015

2015202 - Administrative Services Assistant III - CETL

Internal and External



Job Posting

UConn Center for Excellence in Teaching and Learning (CETL) is seeking qualified applicants to fill the position of Administrative Services Assistant III (UCP 4). CETL provides institution wide support in the areas of online education through eCampus, advancing education, teaching, and learning programs through the Institute for Teaching and Learning, and promoting University experiences for high school students through the Office of Early College Programs. This position provides administrative support to the CETL Assistant Vice Provost. The qualified candidate would be energetic and project a professional image.

Under the general direction of Assistant Vice Provost this position would manage a variety of administrative functions:

- Manage general day-to-day office duties including screening visitors/callers /communications, Manage Center for Excellence in Teaching and Learning operation including screening visitors/callers/communications, providing general assistance, maintaining files, travel logs, and department calendars.
- Maintains and monitors unit wide and inter-department operations for accuracy and adherence to procedures and policies; investigate, recommend, resolve as appropriate.
- Serves as lead administrative resource to facilitate Center for Excellence in Teaching and Learning resolutions.
- Participates in hiring, training, supervising, evaluating support staff and workflow.
- Independently assess communications and situations, investigate possible resolutions, and summarize with recommendations.
- Independently compose and prepare correspondence or reports as Assistant Vice Provost requests.
- Manage Assistant Vice Provost calendar, coordinate and schedule meetings; including meeting arrangements and logistics for group meetings as well as CETL events.
- Facilitate purchases and services for CETL administrative office
- Monitors and reviews Center for Excellence in Teaching and Learning administrative office budget.
- Manage travel for Assistant Vice Provost, necessary approvals, paperwork, and reimbursements.
- Maintains, monitors and tracks Center for Excellence in Teaching and Learning staff travel for compliance to department practices and University policy; investigate, recommend options, resolve as appropriate.
- Represent Center for Excellence in Teaching and Learning in meeting or institutional functions
- Perform related duties as required

Hiring Goals Analysis 2015

Minimum Qualifications

1. Bachelor's degree or equivalent combination of education and experience including 4-8 years' experience in progressively responsible administrative support position.
2. Experience with basic desktop applications (i.e. Word, Excel, PowerPoint, Outlook).
3. Demonstrated organizational ability.
4. Demonstrated strong written and verbal communication ability.
5. Demonstrated excellent interpersonal ability to work independently as well as in groups.
6. Demonstrated problem solving and reasonable judgment skills.

Preferred Qualifications

1. Demonstrated knowledge of higher education procedures and policies.
2. Skilled experience with WordPress, PeopleSoft, JIRA, Visio and on line financial system(s).

This is a full-time, permanent position. Hiring range in mid-40's and includes an excellent benefits package. Salary will be commensurate with background and experience.

To Apply: Interested applicants should submit a cover letter, resume, and name with contact information for three professional references online via Husky Hire. Applications received by November 28, 2014 will be given preference. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015202)

This job posting is scheduled to be removed at 11:59 PM eastern on November 28, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, Hartford Courant, and New England UCEA Conference.

Short-term goals: 1 WM, 1 HF

65 total applicants included: 11 WM, 41 WF, 4 BF, 5 HF, 1 AM, and 3 UF.

Unqualified applicants included: 11 WM, 35 WF, 4 BF, 5 HF, 1 AM, and 3 UF.

- 5 WM, 16 WF, 1 BF, 2 HF, 1 AM, and 3 UF lacked Bachelor's degree or equivalent combination of education and experience including 4-8 years' experience in progressively responsible administrative support position.
- 1 WM lacked experience with basic desktop applications (i.e. Word, Excel, PowerPoint, Outlook).
- 1 WF and 1 BF did not demonstrate organizational ability.
- 1 WF lacked strong written communication skills
- 5 WM, 17 WF, 1 BF, and 3 HF sent incomplete applications.
- 1 BF applied to the wrong position.

Interviewed applicants included: 6 WF

- 2 WF lacked excellent verbal and collaborative communication skills.

Hiring Goals Analysis 2015

- 2 WF withdrew themselves from consideration.
- 1 WF did not have experience in administrative support.

The 1 WF hired had experience in a responsible administrative support position. She had both the ability and the practical experience to work well in the administrative role as well as with other levels of University offices. She proved successful experience in handling multiple systems, flexibility in changing work stations, while maintaining consistent service and demonstrated strong evidence of strong interpersonal, organizational, and adaptability skills. She prepared a short presentation based on a given assignment and successfully demonstrated her ability to take limited instruction and follow through with research, a written document, and short verbal presentation. Her desktop applications skills were very good.

Hiring Goals Analysis 2015

2015215 Administrative Services Assistant III – Students with Disabilities

Internal and External



Job Posting

The Center for Students with Disabilities welcomes applications for an experienced administrative professional to assist and support the operations of the Center. Under the direction of the Director and Project Manager, the Administrative Services Assistant III assists in managing the business functions of the Center for Students with Disabilities. The focus of the position is administrative support, coordination of work flow, and overseeing the day-to-day operations of the Center's front office.

Characteristic duties and responsibilities include:

1. Performs office management duties; directs the workflow and supervises the processing of administrative, fiscal and personnel paperwork; reviews paperwork for accuracy and adherence to policies and procedures.
2. Supervises, trains, and evaluates performance of administrative support and reception staff, including student employees; determines work assignments and work schedules, adjusting clerical assignments to accommodate priority needs; resolves related problems as they arise.
3. Receives all initial student inquiries and disability documentation and catalogs preliminary information into CSD database. Assists CSD staff with the collection of student medical and other disability related records as needed.
4. Handles administrative matters for the Director, including correspondence, arrangements for meetings, conferences and travel; screens incoming mail and telephone calls.
5. Composes, prepares and/or edits standard correspondence and reports containing information that requires thorough knowledge of policies, procedures and data sources.
6. Monitors the Center's budget and appropriations; monitors and approves routine expenditures; notifies Director of problems; assembles and interprets data to generate budget reports.
7. Reviews administrative and internal operation procedures for efficiency and effectiveness and recommends improvements; collaborates with staff to establish procedures to implement operational and/or fiscal policies.
8. Monitors the maintenance of complex filing and record keeping systems, which may be automated.
9. Responds to requests for information and serves as a resource to students, staff, faculty, parents and others regarding policies and procedures governing the Center.
10. May assist in planning and carrying out related support activities for CSD staff, such as meetings, conferences, interviews; makes all necessary arrangements, including travel, and coordinates details.
11. May be responsible for special projects or operations which may be ongoing and which require planning, coordination and supervision, and which are necessary to the work of the unit.

Minimum Acceptable Qualifications/Skills:

1. Bachelor's degree in related field or equivalent combination of experience and education.
2. Four to eight years' experience in a progressively responsible administrative support position with budgetary responsibilities.
3. Demonstrated organizational and supervisory abilities.
4. Strong interpersonal skills and ability to work effectively with faculty, staff, students in a team atmosphere

Hiring Goals Analysis 2015

5. Ability to resolve administrative problems efficiently, effectively and independently.
6. Excellent verbal and written communication skills.
7. Demonstrated computer literacy (Microsoft Office Suite).

Preferred Qualifications:

1. Experience in higher education.
2. Demonstrated ability to work effectively with a diverse student population.
3. Experience working with undergraduate and graduate student staff.
4. Experience with current University systems (Kuali, Peoplesoft, Winja, etc.).
5. Knowledge of Foundation and grant funding administration.

Salary is commensurate with experience. This is a full time, 12-month position with an anticipated start date of June 1, 2015. This is an end-date position which is subject to renewal annually based upon funding.

This appointment may require weekend or evening hours due to the nature of the Center's work.

To Apply: Interested parties should apply on-line through Husky Hire. For consideration, please submit a cover letter, resume, and a list of three (3) professional references. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015215)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 8, 2015.

Recruitment activities included: Inside Higher Ed., Diverse, General University Website, General Diversity Website, HERC, Disabled Student Services in Higher Education listserv, Connecticut Association for Higher Education and Disability, Center for Post Secondary Education and Disability

Short-term goals: 1 WM, 1 HF

63 total applicants: 4 WM, 43 WF, 2 BM, 2 BF, 7 HF, 1 AM, 2 AF, 2 UM

Unqualified applicants: 3 WM, 33 WF, 1 BM, 2 BF, 5 HF, 1 AM, 2 AF, 1 UM

- 9 WF, 2 BF, 2 HF, 1 AM, 1 AF, and 1 UM submitted incomplete applications.
- 3 WF and 1 AF lacked a Bachelor's degree in a related field or equivalent combination of experience and education.
- 3 WM, 15 WF, 1 BM, 3 HF, and 1 AF did not have four to eight years of experience in a progressively responsible administrative support position with budgetary responsibilities.
- 4 WF did not demonstrate organizational and supervisory abilities.
- 1 WF lacked excellent written communication skills.
- 1 WF did not demonstrate computer literacy (Microsoft Office Suite).

Interviewed applicants: 1 WM, 10 WF, 1 BM, 2 HF, 1 UM

- 1 WM, 3 WF, 1 HF, and 1 UM withdrew their applications from consideration.
- 1 WF was offered the position but declined.
- 1 WF did not have the knowledge of higher education as needed for the position.

Hiring Goals Analysis 2015

- 1 WF did not provide detailed answers to questions or connect her previous experience to the questions asked.
- 1 HF had less experience working with diverse student population than necessary for the position.
- 1 BM was unable to clearly articulate how his experiences had prepared him to complete the duties of the Administrative Services Assistant and was not able to provide complete answers to interview questions.
- 1 WF did not have the direct administrative support experience or budgeting experience as needed for the position.
- 1 WF did not demonstrate an ability to resolve administrative problems independently.
- 1 WF did not have sufficient clerical, administrative, or budget experience as needed for the position.

The 1 WF selected had experience working with both graduate and undergraduate students in previous positions. She had eight years of general clerical and administrative experience creating agendas, taking meeting minutes, organizing staff members, following grant fund reports, coordinating travel and reimbursement. She also had a strong understanding of Microsoft suite, had managed chat rooms in internet broadcasts, Dropbox accounts, and Outlook calendar. Lastly, she thrived in a team environment, connecting with diverse groups of people and knowing the importance of highlighting peoples' strengths.

Hiring Goals Analysis 2015

2015232 Assistant to the Vice Provost – University Libraries

The UConn's Office of the Vice Provost for University Libraries seeks candidates for an Administrative Services Assistant III (UCP 4). The individual chosen for this position will have a strong commitment to customer service and the ability to organize and prioritize work, while performing multiple tasks successfully.

A complete job description with a full listing of duties and responsibilities and further information about the University of Connecticut Libraries can be found at <http://www.lib.uconn.edu/about/employment/professional.html>.

Minimum Qualifications:

1. Bachelor's degree or equivalent combination of education and experience including 4-8 years of experience in a progressively responsible administrative support position.
2. Demonstrated supervisory ability.
3. Strong demonstrated organizational, writing and time management skills.
4. Excellent interpersonal and communications skills.
5. Ability to effectively work with faculty, staff, students, and other members of a University community.
6. Strong demonstrated practice of and commitment to customer service.
7. Ability to resolve administrative problems efficiently, effectively and independently.

Preferred Qualifications:

1. Bachelor's degree.
2. Ability to prioritize work while independently performing multiple tasks successfully.
3. Previous administrative experience in an academic setting.
4. Previous experience supervising student or support staff in an academic setting.
5. Previous experience with donor information database systems.
6. Demonstrated proficiency in Microsoft Word, Excel and Outlook.

This is a full-time position, with an anticipated start date of January 9, 2015. The University offers a competitive salary, outstanding benefits including employee and dependent tuition waivers at UConn, and a highly desirable work environment.

To Apply: Applications should be submitted online using Husky Hire and include a cover letter, detailed resume, and contact information for three references. Nominations and confidential inquiries should be sent in confidence to khara.leon@lib.uconn.edu. To ensure full consideration, inquiries and applications should be submitted by December 19, 2014. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015232)

This job posting is scheduled to be removed at 11:59 PM eastern on December 19, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: HERC, Inside Higher Ed, and Diverse

Short-term goals: 1 WM, 1 HF

42 total applicant: 1 WM, 35 WF, 3 BF, 1 HM, and 2 UM

Unqualified applicants included: 1 WM, 25 WF, 1 BF, and 2 UM

Hiring Goals Analysis 2015

- 1 WF, did not have a bachelor's degree, equivalent degree, or equivalent combination of education and experience including four to eight years' experience in a progressively responsible administrative support position.
- 12 WF did not demonstrate supervisory ability.
- 10 WF, 1 WM, 2 UM and 1 BF lacked strong organizational, writing and time management skills.
- 2 WF lacked ability to resolve administrative problems efficiently, effectively, and independently.

Qualified applicants included: 5 WF, 2 BF, and 1 HM

- 1 BF did not demonstrate the ability to prioritize work while independently performing multiple tasks successfully.
- 4 WF, 1 BF, and 1 HM did not demonstrate previous administrative experience in an academic setting.
- 1 WF did not demonstrate previous experience supervising student or support staff in an academic setting.

Interviewed applicants included: 5 WF

- 1 WF did not respond to the search committee's multiple attempts to arrange a phone interview and was removed from consideration.
- 1 WF did not demonstrate excellent interpersonal, oral, and written communication skills based on answers to interview questions.
- 1 WF did not demonstrate previous experience in directly supervising students in an academic setting.
- 1 WF did not demonstrate the ability to self-direct in an administrative function.

The 1 WF selected demonstrated a good knowledge of customer service practices. She also demonstrated the ability to handle multiple priorities, had a good understanding of appropriate self-direction, and experience directly supervising student employees, organizing meetings and agendas. She also had administrative experience in higher education and with Microsoft Office.

Hiring Goals Analysis 2015

2015469 Administrative Services Assistant 3 – Undergraduate Advising

Internal and External



Job Posting

The School of Business is seeking a full time Administrative Services Assistant 3 (UCP 4) to work in its Office of Undergraduate Advising. The incumbent will report to the Academic Advisory Center Director and will assist in managing a number of administrative functions for the undergraduate business program that serves more than 2,000 students on four of UConn's campuses. The position will be primarily based in Storrs, but may require travel to other campuses. Evening and weekend hours will also be required in support of program events.

Responsibilities include, but are not limited to: performing office management duties; directing the workflow and supervising the processing of administrative and personnel paperwork which includes maintaining and monitoring the departmental budget, assisting with budget projections, processing travel authorizations and maintaining student records; hiring, supervising, evaluating and training student employees; responding to inquiries from and providing information to faculty, staff and students regarding the policies, procedures and requirements of the undergraduate business program and University; coordinating activities with the academic departmental staff that involve the student experience and creating a connection between the academic departments and the Office of Undergraduate Advising; developing, updating and maintaining data for office; preparing reports and queries relating to admissions, scholarships, scholastic standing, etc.; managing all transactions for the office using the Quali Financial System; coordinating the use of the Student Administrative System to update student records as per School policy; planning and coordinating outreach programs including Open House and Commencement Reception; communicating with other University offices to request or provide information; reviewing administrative and internal procedures for efficiency and effectiveness; performing short-term or ongoing projects as assigned; performing other related duties as required.

Minimum Qualifications

- Bachelor's degree or equivalent combination of education and experience including four to eight years of experience in a progressively responsible administrative support position.
- Demonstrated organizational and supervisory ability.
- Demonstrated excellent interpersonal skills and ability to work effectively with the department/University staff, students, parents, faculty and other individuals and groups.
- Demonstrated excellent oral and written communication skills.
- Proven ability to resolve administrative problems efficiently, effectively and independently.
- Experience using Excel or databases in the organization and management of a position.
- Excellent understanding of Microsoft Office.
- Experience working in a high traffic office.
- Willingness and ability to work occasional evening and weekend hours.
- Willingness and ability to travel to other campus locations as needed.

Preferred Qualifications

Hiring Goals Analysis 2015

Preferred Qualifications

- Demonstrated experience working with undergraduates in a higher education setting.
- Demonstrated experience working with PeopleSoft or another student administration system.
- Demonstrated experience supervising.
- Demonstrated experience running programs and processes.

To Apply

Please apply online using Husky Hire to submit a letter of application, resume, and the names and contact information of three professional references. For full consideration, please apply by June 19, 2015. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015469)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 17, 2015.

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC, www.higheredjobs.com, www.EOP.com

Short-term goals: 1 WM, 1 HF

75 total applicants: 5 WM, 50 WF, 3 BF, 2 HM, 5 HF, 3 AM, 5 AF, 1 UM, 1 UF

Unqualified applicants: 4 WM, 29 WF, 3 BF, 1 HM, 5 HF, 2 AM, 4 AF, 1 UM, 1 UF

- 2 WM, 8 WF, 1 HM, 2 HF, 1 AF, and 1 UF submitted incomplete applications
- 2 WM, 1 WF, 1 BF, 1 AM, and 1 AF lacked experience working in a high traffic office.
- 1 WF did not demonstrate the ability to work effectively with the University staff, students, parents, and faculty.
- 19 WF, 2 BF, 3 HF, 1 AM, 2 AF, and 1 UM did not demonstrate excellent written communication skills evidence by their application materials.

Qualified applicants: 15 WF, 1 HM, 1 AM, 1 AF

- 12 WF and 1 HM lacked experience working with undergraduates in a higher education setting.
- 3 WF, 1 AM, and 1 AF did not have supervisory experience.

Interviewed applicants: 1 WM and 6 WF

- 1 WF did not have the knowledge of Excel needed for the position and indicated she did not want to work in a high traffic office.
- 1 WM and 3 WF did not have administrative experience needed for the position.
- 1 WF did not have demonstrated excellent interpersonal skills, based on her answers to open-ended questions

The 1 WF selected had experience handling undergraduate student issues and concerns and demonstrated an understanding of their needs. Furthermore, she provided ideas for developing a

Hiring Goals Analysis 2015

better strategy for handling the School's international undergraduate students.

UC Professional 4 - Administrative Services Specialist 2

Short-term goals: 1 BM, 3 BF, 1 AF

2014651 - Administrative Services Specialist II – Procurement Services

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

The Procurement Services Department at the University of Connecticut is seeking applications for an Administrative Services Specialist II to provide assistance and support in carrying out specialized administrative services for the Purchasing Department. This position is responsible for coordinating various aspects of Procurement, including processing purchase requisitions and/or purchase orders; reviewing documents for accuracy, completeness and compliance with regulations, policies and procedures; and providing exemplary customer service to a varied audience, including departments, faculty, staff and vendors which will include resolving a variety of new, unusual or difficult problems requiring independent judgment and initiative. This position will also identify problems, systems errors and issues and independently follow-up as needed with the appropriate individual/office for resolution.

Other duties include reviewing financial transactions and making corrections, as needed, to ensure data integrity and accuracy of records; compiling information and preparing reports; organizing documents, forms and affidavits and providing assistance in preparing for audits; maintaining complex filing systems, records and administration of files and/or computerized data systems; maintaining and updating various Purchasing systems such as KFS, FRS and SciQuest; assisting with bid documents and request for proposals (RFP) packages; maintaining and updating the Purchasing website and other websites, as assigned, which includes bid posting clarifications, bid results, contract awards and departmental news or other pertinent information with responsibility to ensure information is consistent, complete, accurate and posted in a timely manner. This position will also train, supervise, and coordinate the work assignments and priorities of support staff and students; and perform related duties as required.

Minimum Qualifications: Associates degree or equivalent combination of education and experience; Two to three years related experience; Demonstrated knowledge of procurement and ability to independently resolve problems of ordinary difficulty; Good organizational and interpersonal skills; Good computer skills, familiarity with Microsoft products.

Preferred Qualifications: Experience with KFS or FRS or similar electronic financial records system; Strong accounting skills with experience monitoring and reconciling accounts; Experience using Excel; Experience performing purchasing and accounts payable functions; Experience with competitive bidding processes on RFPs; Experience obtaining quotes and vendor information; Experience with BRIO and/or data marts.

To view a complete Administrative Services Specialist II job description visit <http://www.purchasing.uconn.edu/>. Qualified applicants must submit a cover letter, resume and contact information for three professional references via the Husky Hire. Please identify in your cover letter Search #2014651, and ensure your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred you may have.

This is a full time, permanent position. Starting salary is in the low 40's.

Hiring Goals Analysis 2015

Recruitment activities included: HERC, Diverse, and Inside Higher Ed.

Short-term goals: 1 BM, 3 BF, 1 AF

107 total applicants included: 15 WM, 60 WF, 2 BM, 11 BF, 10 HF, 6 AF, 2 UM, and 1 UF.

Unqualified applicants included: 9 WM, 29 WF, 1 BM, 7 BF, 7 HF, 2 AF, and 2 UM.

- 2 HF and 1 BM lacked an Associate's degree or equivalent combination of education and experience.
- 9 WM, 29 WF, 7 BF, 5 HF, 2 AF, and 2 UM lacked knowledge of procurement.

Qualified applicants included: 1 WM, 11 WF, 1 BF, 1 HF, and 2 AF.

- 4 WF lacked experience with KFS or FRS or similar electronic financial records system.
- 3 WF lacked strong accounting skills with experience monitoring and reconciling accounts.
- 1 WF lacked experience performing purchasing and accounts payable functions.
- 1 WM, 3 WF, 1 BF, 1 HF, and 2 AF lacked experience with the competitive bidding processes on RFPs.

Interviewed applicants included: 5 WM, 20 WF, 1 BM, 3 BF, 2 HF, 2 AF, and 1 UF.

- 4 WF, 1 BF, and 1 UF withdrew from consideration.
- 7 WF and 2 HF lacked experience in competitive bidding, data mart and obtaining vendor quotes.
- 1 WF and 1 BF lacked procurement experience needed for the position.
- 1 WM and 1 WF demonstrated insufficient computer skills as required for the position.
- 2 WM and 1 AF lacked experience in Accounts Payable functions.
- 3 WF and 1 BM lacked data mart and electronic financial records system experience.
- 2 WM, 1 WF, and 1 AF demonstrated poor communication skills during the interview.

The 1 BF hired had experience with monitoring and reconciling accounts, Excel, competitive bidding, obtaining quotes, and working with vendors. Additionally, this candidate had experience with financial records systems and procurement.

This appointment achieved a short-term hiring goal.

1 WF hired had extensive experience working with contracts, Excel, obtaining quotas, reconciling and monitoring accounts, and Accounts Payable. She meets many of the preferred qualifications including excellent communication skills and working with vendors.

1 WF hired demonstrated experience in procurement and monitoring and reconciling accounts. She possessed electronic financial record keeping experience and experienter performing purchasing and accounts payable functions.

Hiring Goals Analysis 2015

The 1 WF selected for the position had excellent experience in electronic financial record keeping and experience monitoring and reconciling accounts. Additionally, this candidate demonstrated excellent communication and interpersonal skills during the interview.

Hiring Goals Analysis 2015

2015267 – Admin Services Specialist II – Facilities

The Facilities Operations and Building Services (FOBS) Department at the University of Connecticut is seeking applications for an Administrative Services Specialist II to provide assistance and support in carrying out specialized administrative services for the department. This position is responsible for coordinating various aspects of payroll, training and recruitment, and financial transactions that include purchasing and accounts payable for FOBS. This position includes responsibility for reviewing documents for accuracy, completeness and compliance with regulations, policies and procedures; verifying and entering information into electronic systems and having approval authority; providing exemplary customer service to a varied audience, including department staff, management and outside vendors and agencies; and resolving problems requiring independent judgment and initiative. This position will use a variety of electronic systems and databases and be expected to independently identify problems, systems errors and issues and have responsibility to follow-up as needed with the appropriate individual, office or outside vendor for resolution. The successful candidate will also be expected to continually suggest process improvements to achieve efficiency and increase customer service and participate in defining or refining standard operating procedures for division-wide administrative and business operations.

Minimum Qualifications: Associate's degree or equivalent combination of education and experience; three (3) or more years related experience; demonstrated knowledge of Payroll and/or Procurement methods; ability to independently resolve problems of various levels of difficulty; good organizational and interpersonal skills; good computer skills, including familiarity with Microsoft Office products; and must be willing and able to work occasional evening hours as well as regular work schedule hours during emergency closures/delayed openings due to inclement weather or for significant events that effect campus operations.

Preferred Qualifications: Bachelor's degree; experience with Quali Financial Systems; experience using Clastime, or other electronic time and attendance systems; experience using a computerized maintenance management system; strong financial skills with experience reconciling accounts and systems; experience maintaining a large departmental organizational chart using software such as Visio or OrgPlus; advanced Excel skills; experience working in a unionized environment; experience administering payrolls; familiarity with procurement regulations; and excellent communication skills with the ability to explain complex rules and regulations to various coworkers in a variety of positions.

This is a full-time permanent position. Position is categorized as Emergency Support Services/Essential Staff. Salary will be commensurate with successful candidate's experience and training.

Qualified applicants must submit a cover letter, resume and contact information for three professional references via Husky Hire. Please identify in your cover letter Search #2015267 and ensure your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred qualifications you may also possess. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015267)

This job posting is scheduled to be removed at 11:59 PM eastern on December 24, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruitment activities included postings in Diverse, HERC, Inside Higher Ed, CT Jobs.com, the Hartford Courant, Careerbuilder, Black Perspective, Veterans Enterprise, Women in Business & Industry and Hispanic Today.

Short-term goals: 1 BM, 3 BF, 1 AF

30 total applicants included: 5 WM, 19 WF, 3 HF, 3 AF

Unqualified applicants included: 3 WM, 11 WF, 2 HF, 2 AF

- 4 WF, 1 HF lacked an Associate's degree or the equivalent combination of education and experience.
- 3 WM, 7 WF, 1 HF, 2 AF lacked three or more years of related experience and demonstrated knowledge of Payroll and/or procurement methods.

Qualified applicants included: 1 WM, 3 WF

- 1 WM, 3 WF lacked a Bachelor's degree.

Interviewed applicants included: 1 WM, 5 WF, 1 HF, and 1 AF

- 1 WM did not have experience with Quali Financial systems or other electronic systems.
- 1 WF lacked sufficient familiarity with procurement systems regulations needed for the position.
- 1 WF lacked experience using Quali Financial systems and did not possess advanced Excel skills.
- 2 WF lacked advanced Excel skills and did not have the purchasing and payroll knowledge needed for the position.
- 1 HF did not possess advanced Excel skills and was not able to answer interview questions in detail.

1 AF selected for the position met a hiring goal.

1 WF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WF promoted possessed over seven years' experience processing a large payroll with multiple unions. She has experience using Quali Financial systems and various other payroll and time and attendance software. She demonstrated advanced Excel skills.

Hiring Goals Analysis 2015

2015252 Community Outreach Transportation Coordinator – Community Outreach

Internal and External



Job Posting

Under the general supervision of designated supervisor, coordinates and provides assistance in carrying out the transportation services for the Office of Community Outreach, Department of Student Activities. This includes transportation of students to and from service sites, supervising student staff, and completing related administrative tasks. This position will support compliance with the State and Universities policies for Community Outreach programs and Department of Student Activities programs and services.

Characteristic Duties and Responsibilities:

1. Is responsible for coordinating all aspects of the transportation services, including scheduling of vehicles and driver shifts, vehicle maintenance, and customer service; ensures compliance with University and State regulations of policies and procedures.
2. Compiles and maintains monthly reports and analyze the findings to assist reaching program objectives and ensure fiscal responsibility.
3. Trains, supervises and establishes work schedules of student staff and drivers.
4. Screens correspondence, records and other documents for appropriate action and works with administrators to determine proper response or to resolve problems; makes referrals as appropriate.
5. Responds to requests for information and provides assistance in matters relating to transportation services and on matters relating to administrative policies and procedures in this area.
6. Transmits authoritative information and serves as a resource regarding policies and procedures relating to the transportation services, with responsibility to interpret such policies and procedures.
7. Regularly communicates with other University offices and/or outside agencies to request or provide information or to clarify procedures.
8. In assigned area of responsibility, reviews operating procedures for efficiency and effectiveness; makes minor changes or recommends major changes or improvements; may participate in planning and decisions regarding new or changed procedures.
9. Devises, modifies and/or supervises the maintenance and coordination of complex filing systems, records and/or data systems.
10. Will assist in planning and carrying out related support activities, such as meetings, conferences, interviews; makes all necessary arrangements, including travel, and coordinates details.
11. Performs related duties as required.

Minimum Qualifications:

1. Associate's degree or equivalent combination of education and experience.
2. Three to five years' related experience in transportation services.
3. Demonstrated knowledge of transportation and ability to independently resolve problems of ordinary difficulty.
4. Good organizational and interpersonal skills.
5. Strong computer skills with demonstrated experience with Excel.
6. Demonstrated ability to actively foster a campus climate that is welcoming and supportive of University of Connecticut's diverse student body and encourages communication with and among campus constituencies.
7. Willingness to work irregular and flexible hours.

Hiring Goals Analysis 2015

Preferred Qualifications:

1. One or more years' experience supervising staff.
2. Demonstrated experience directly supervising and training college students.
3. Valid Connecticut Driver's license with current passenger endorsement (Type A).

Interested candidates please submit a letter of application and resume that demonstrates how you meet the qualifications and requirements of this position, and contact information for three professional references using Husky Hire. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015252)

This job posting is scheduled to be removed at 11:59 PM eastern on January 27, 2015.

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC, Hartford Courant, Willimantic Chronicle, Norwich Bulletin, Idealist, Manchester Journal Inquirer, CT Association of Non-Profits,

Short-term goals: 1 BM, 3 BF, 1 AF

35 total applicants: 14 WM, 15 WF, 2 BM, 1 BF, 1 HM, 1 HF, 1 AF

Unqualified applicants: 12 WM, 14 WF, 2 BM, 1 BF, 1 HM, 1 HF, 1 AF

- 3 WM and 4 WF did not have an Associate degree or equivalent combination of education and experience.
- 6 WM, 10 WF, 2 BM, 1 BF, 1 HM, 1 HF, and 1 AF lacked three to five years related experience in transportation services.
- 3 WM did not demonstrate strong computer skills with Excel.

Interviewed applicants: 2 WM, 1 WF

- 1 WM did not have significant full-time professional experience with transportation, and lacked the experience with Excel needed for the position.
- 1 WF was unable to clearly provide relevant examples showing her knowledge of Excel.

The 1 WM selected demonstrated a high level of knowledge and experience with transportation and supervising staff. He also articulated on his understanding of Excel by providing relevant examples of his experience and skills in creating reports and overseeing budgets.

Hiring Goals Analysis 2015

2015315 Administrative Services Specialist II – Academic Renovations

Internal and External



Job Posting

Academic Renovations is seeking an Administrative Services Specialist II to coordinate all aspects of data management related to inventory control and provide daily support of construction materials including inventory control, procurement, and supply chain management for all renovation jobs and approved projects.

The primary job duties and responsibilities of this position include providing administrative support to multiple project managers and staff in Academic Renovations; maintaining departmental files and inputting documents and information into a computerized filing and database system; initiating blanket order requests and preparing on-line purchase order requests; preparing reports; independently composing and/or editing routine correspondence for supervisor's review and/or signature; providing on-site materials and tools support including the delivery and moving of construction materials; serving as a resource regarding policies and procedures; responding to requests for information and providing assistance in solving a variety of problems based on knowledge of the procedures, practices, and past experience.

Minimum Qualifications: Associate's degree or equivalent combination of education and experience including a minimum of three years of experience in construction, facilities or a related field. Demonstrated knowledge of commercial construction materials and terminology. Demonstrated ability to handle multiple initiatives concurrently and independently resolve problems. Excellent organizational and interpersonal skills. Proficiency using computers specifically Excel and Word programs. Experience working in a collaborative manner with diverse constituents. Must have reliable and available transportation. Must be willing and able to be on-call to report to work during emergency closures, inclement weather or other significant events that affect campus operations.

Preferred Qualifications: Bachelor's degree in Business Management, Procurement, SupplyChain, Logistics Management or related field. Five or more years' experience in a construction or construction materials related field. Experience in supply chain management, inventory control and/or procurement of commercial construction materials. Strong computer skills and knowledge of project management software, File Maker Pro, database applications and/or Quali software programs. Knowledge of State of Connecticut or other state or federal procurement regulations and procedures. Experience in a multi-faceted department and fast-paced environment. Familiarity of University buildings and locations.

Physical Demands: Incumbents must be able to lift or move up to 50 pounds, climb ladders, kneel, reach above the shoulder, stand and/or walk for long periods of time. May be required to wear personal protective equipment (PPE) when necessary.

This is a full-time, permanent position. Salary range will be commensurate with background and experience.

Qualified applicants please submit a cover letter, resume and contact information for three (3) professional references via Husky Hire. Please identify in your cover letter Search #2015315 and ensure your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred you may have. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM eastern on January 28, 2015.

Hiring Goals Analysis 2015

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC, Equality Magazine - The Black Perspective, Equality Magazine - Hispanic Today, Equality Magazine - Veterans Enterprise, Equality Magazine - Women in Business & Industry

Short-term goals: 1 BM, 3 BF, 1 AF

21 total applicants: 9 WM, 10 WF, 1 BF, 1 UM

Unqualified applicants: 4 WM, 10 WF, 1 BF, 1 UM

- 2 WM, 1 WF, and 1 BF lacked an Associate degree or equivalent combination of education, and a minimum of three years of experience in a construction, facilities, or related field.
- 2 WM, 9 WF, and 1 UM did not demonstrate knowledge of commercial construction materials and terminology.

Qualified applicants: 1 WM

- 1 WM did not have a Bachelor's degree in Business Management, Procurement, Supply Chain, Logistics Management or a related field.

Interviewed applicants: 4 WM

- 1 WM did not have relevant inventory control database, and procurement experience.
- 2 WM did not have any procurement knowledge and did not provide detailed responses to the interview questions that were asked.

The 1 WM selected had extensive inventory control and inventory control data management experience. He was very knowledgeable of construction materials, and explained in detail how he would handle different tasks and conflicts in a fast paced work environment. Lastly, this candidate detailed responses to each interview question and demonstrated relevant construction experience.

Hiring Goals Analysis 2015

2014597 Administrative Services Specialist – Accounts Payable

The University of Connecticut Accounts Payable Department is currently seeking to fill a position as Administrative Services Specialist II. Under the general supervision of a designated Accounts Payable supervisor, this position coordinates and provides assistance in maintaining vendor profiles, verifying information for accuracy and compliance with state and federal regulations and procedures concerning tax withholdings and reporting requirements for U.S. citizens, non-residents, and foreign national students, staff, and visitors to the University; process specialized payments requiring a thorough level of review for compliance with federal, state, and university policy; review purchase order invoice data for accuracy, completeness, and compliance. The primary focus of the job is preparing and reconciling vendor accounts and validating related reports; assisting with tax withholding and reporting requirements for U.S. citizens and foreign nationals, but will include other administrative duties as required.

Minimum Qualifications: Associate's degree or equivalent combination of education and experience; three to five years of experience in accounts payable processing environment; demonstrated knowledge of tax withholdings and reporting requirements for U.S. citizens and foreign nationals; the ability to independently resolve problems of ordinary difficulty; good organizational and interpersonal skills; strong computer skills including MS office specifically Excel; and demonstrated ability to adapt to changes in accounts payable technology and systems.

Preferred Qualifications: Bachelor's degree in finance or accounting; five to eight years of experience in accounts payable processing; demonstrated experience with 1099MISC and 1042 reporting; familiarity with Windstar tax software, Quali Financial Systems and PeopleSoft; and Excel experience to include formulas and pivot tables.

Please visit Husky Hire to submit letter of interest, resume, and list of three (3) references. Applications received by May 14, 2014 will be given preference in the screening process. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. Search #2014597.

This job posting is scheduled to be removed at 11:59 PM eastern on May 30, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: HERC, Diverse, and Inside Higher Ed

Short-term goals: 1 BM, 3 BF, 1 AF

67 total applicants: 10 WM, 38 WF, 6 BF, 1 HM, 2 HF, 6 AF, 1 UM, and 3 UF

Unqualified applicants: 6 WM, 23 WF, 2 BF, 1 HM, 2 HF, 4 AF, and 3 UF

- 4 WM, 16 WF, 2 BF, 2 HF, 1 AF, and 2 UF did not have an Associate's degree or equivalent combination of education and experience in payable processing
- 2 WM, 7 WF, 1 HM, 3 AF, and 1 UF did not have three to five years' experience in volume processing.

Qualified applicants: 3 WM, 9 WF, and 2 BF

Hiring Goals Analysis 2015

- 1 WM, 9 WF, and 2 BF did not have a Bachelor's degree in finance or accounting
- 2 WM did not have five to eight years of experience in accounts payable


Interviewed applicants: 1 WM, 6 WF, 2 BF, 2 AF, and 1 UM

- 1 WM, 2 WF, 1 BF and 1 AF did not demonstrate excellent written and oral communication skills
- 1 WF and 1 UM withdrew their applications
- 1 WF 1 BF, and 1 AF did not have the extensive work experience in accounts payable needed for the position.
- 1 WF did not demonstrate a mastery of Microsoft products specifically Excel..

The 1 WF hired had an AS in accounting, BS in management, and an MBA. She demonstrated strong communication and interpersonal skills, excellent organizational abilities, and experience in claims processing similar to Accounts Payable as well as in state policies.

Hiring Goals Analysis 2015

2015195 - Pre-Award Assistant – Sponsored Programs

Internal and External 

Job Posting

The Office of the Vice President for Research, Sponsored Program Services at the University of Connecticut (UConn) is seeking an outstanding Administrative Services Specialist with experience working in a high-volume professional office to join our growing research enterprise.

Under the direction of the Pre-Award Team Leader, the Pre-Award Assistant will be responsible for the receipt, preliminary review and logging of sponsored research proposals, and for the time-sensitive processing of grant proposals to be submitted to sponsors. Representative duties will include ensuring and maintaining complete electronic and other proposal documentation, data entry and upload of budgets into the electronic research administration system, answering telephones and responding to emails and inquiries related to proposal processing; providing exceptional customer service to researchers, members of the University, and other or external constituencies.

Minimum Qualifications: Associate's degree or equivalent combination of education and experience; at least three years of experience providing customer service, processing, and administrative support in a high volume, deadline driven environment; demonstrated knowledge of data entry and recordkeeping utilizing complex databases or electronic recordkeeping systems; demonstrated ability to ensure accuracy and attention to detail with a high volume of files, product, or similar; ability to independently resolve new and unusual problems; excellent time management and organizational skills; excellent verbal and written communication skills; excellent interpersonal skills; proficiency with Microsoft Outlook, Word and Excel; and proficiency with standard office equipment, including copiers, scanners, facsimiles.

Preferred Qualifications: Bachelor's degree in related field and financial experience, or experience working with budgets.

The University of Connecticut offers a comprehensive package of salary and benefits. For a full list of duties and responsibilities please refer to the position description located at <http://www.research.uconn.edu/>.

Please submit a letter of interest, resume and a list of at least three professional references via Husky Hire. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

For confidential inquiries or additional information please contact:

Laurie Pudlo, Administrative Manager
Office of the Vice President for Research
University of Connecticut
laurie.pudlo@uconn.edu
860-486-4247

The University of Connecticut (UConn) is a Land Grant and Sea Grant college and member of the Space Grant Consortium, and is ranked among the top 19 public universities in the nation according to the *2014 U.S. News and World Report*. In support of an ambitious state investment in economic development, higher education, and research, the Office of the Vice President for Research seeks highly motivated, skilled, and engaged individuals to work within an increasingly diverse and complex research environment. <http://www.research.uconn.edu/>.

This job posting is scheduled to be removed at 11:59 PM eastern on November 14, 2014.

Hiring Goals Analysis 2015

Recruitment activities included: HERC, Diverse, Inside Higher Ed, CT & US Department of Labor Websites, Office of the Vice President for Research Website, and University of Connecticut Husky Hire.

Short-term goals: 1 BM, 3 BF, 1 AF

32 total applicants included: 4 WM, 22 WF, 1 BM, 1 HF, 1 AM, 2 AF, and 1 UF.

Unqualified applicants included: 4 WM, 13 WF, 1 BM, 1 HF, 1 AM, 2 AF, and 1 UF.

- 2 WM, 6 WF, 1 HF, 1 AF, and 1 UF lacked at least three years of experience providing customer service, processing, and administrative support in a high volume, deadline driven environment.
- 2 WM and 1 AF lacked an Associate's degree or the equivalent combination of education and experience.
- 4 WF, 1 BM, and 1 AM did not demonstrate knowledge of data entry and recordkeeping utilizing complex databases or electronic recordkeeping systems.
- 2 WF sent an incomplete application.
- 1 WF lacked excellent written communication skills as evidence by her application materials.

Interviewed applicants included: 9 WF

- 2 WF did not demonstrate understanding of the scope of the position and did not provide complete answers to interview questions.
- 2 WF withdrew.
- 1 WF lacked the proficiency Excel and Word needed for the position.
- 2 WF demonstrated poor verbal communication skills in her answers to interview questions.
- 1 WF did not communicate her relevant customer service experience in her responses to interview questions.

The 1 WF hired effectively demonstrated her knowledge during the interview and answered all questions thoroughly and succinctly. She has a more comprehensive background than the other candidates, including the receipt, preliminary review and logging of time-sensitive documents. She possessed budgetary experience and was proficient in Excel and Word.

Hiring Goals Analysis 2015

2015200 – Cash Operations Specialist – Bursar’s Office

Internal and External



Job Posting

The Office of the Bursar is seeking applications for the position of a Cash Operations Specialist. Reporting to the Cash Operations Supervisor, the Administrative Services Specialist II serves as a primary customer service associate in the Bursar’s Office and coordinates cash operations and compliance activities. Key areas of responsibilities include counseling students and parents on their fee bills and payment options, processing departmental receipts into the bank, creating and maintaining accurate records for state deposit receipts for the University and fiscal records for the Bursar’s Office, and handling all issues related to Core-CT including the review of receipts for compliance with general accounting procedures (GASB) and Connecticut General Statutes regarding the depositing of state receipts.

Specific duties include, but are not limited to: processing all departmental receipts into the bank and recording into the University and state accounting systems, ensuring accuracy, completeness and compliance with the University and state regulations which requires significant understanding of the flow of funds throughout the University and to the state; maintains fiscal records for the Bursar’s Office including posting of student payments, distribution of refund checks and day-end balancing of cash drawers; counsels students and parents on fee bills and payment options; assists in daily University bank account transfers and ACH payments, including initiating and releasing transactions within the banking system; responsible for handling all issues related to Core-CT including reviewing receipts for compliance with general accounting procedures (GASB) as well as Connecticut General Statutes regarding state receipts depositing; assists with training of student employees; responsible for working directly with the State Treasurer’s Office and the State Comptroller’s Office to resolve discrepancies or any other cash accounting related problems; reviews operating policies and procedures and provides recommendations for changes and/or improvements; assists in preparation of policies and procedures manuals for departmental use; participates in planning for new departmental policies and procedures based on changes in general accounting procedures, University-wide policies and procedures, and Connecticut General Statutes; and communicates independently with state agencies, University departments and external customers regarding cash management issues and problems in a high volume and fast paced operation.

Minimum Qualifications:

1. Bachelor’s degree or equivalent combination of education and experience.
2. Three to five years related experience.
3. Demonstrated knowledge of cash management function.
4. Ability to independently resolve problems of ordinary difficulty.
5. Superb interpersonal skills and organizational abilities.
6. Demonstrated ability in written and verbal communications.
7. Experience dealing with customer clients and providing high quality customer service.

Hiring Goals Analysis 2015

Preferred Qualifications:

1. Knowledge of relevant Connecticut General Statutes and cash procedures in a higher education environment.
2. Knowledge of Quali Financial System, PeopleSoft Student Admin, Core-CT, CashPro, ImageNow and Microsoft Office.
3. Knowledge of relevant GASB accounting procedures regarding depositing of state receipts.

Appointment Terms: This is a permanent full-time position. Salary will be commensurate with training and experience.

To Apply: Please submit a letter of application, resume and a list of names and contact information for three professional references. Applications should be submitted electronically through Husky Hire. Screening of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2015200)

This job posting is scheduled to be removed at 11:59 PM eastern on November 21, 2014.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, CT Jobs.com, Hartford Courant, and Career Builder.

Short-term goals: 1 BM, 3 BF, 1 AF

56 total applicants included: 3 WM, 35 WF, 2 BM, 5 BF, 2 HM, 4 HF, 2 AM, 1 AF, 1 UM, and 1 UF.

Unqualified applicants included: 3 WM, 32 WF, 2 BM, 4 BF, 2 HM, 2 HF, 2 AM, 1 UM, and 1 UF.

- 14 WF, 1 BM, 1 BF, 1 HM, and 1 HF lacked Bachelor's degree or equivalent combination of education and experience.
- 2 WM, 10 WF, 1 BM, 1 HM, 1 AM, 1 UM, and 1 UF lacked three to five years' related experience.
- 1 WM, 2 WF, 2 BF, and 1 AM did not demonstrate knowledge of cash management function, and ability to independently resolve problems of ordinary difficulty.
- 6 WF, 1 BF, and 1 HF lacked excellent written communication skills.

Interviewed applicants included: 3 WF, 1 BF, 2 HF, and 1 AF.

- 2 WF and 2 HF lacked the knowledge of GASB accounting procedures needed for the position.
- 1 BF withdrew herself from consideration.
- 1 AF did not provide complete answers to interview questions.

The 1 WF was knowledgeable about GASB accounting procedures and possessed over 5 years accounting and cash management experience. She also had excellent relevant experience with

Hiring Goals Analysis 2015

PeopleSoft, Quali, CashPro and Microsoft Office.

2015506 Administrative Services Specialist II – Registrar’s Office

The Office of the Registrar at the University of Connecticut is seeking applications for a full-time, permanent Administrative Services Specialist 2 (UCP 4) position, operating under the direction of the Assistant Registrar. This position is responsible for several high-level, detailed projects while simultaneously providing exemplary customer service in a high-traffic public area. It is essential that the selected incumbent have the ability to maintain a high degree of accuracy and efficiency while working in a fast-paced, dynamic environment.

Duties and Responsibilities

- Independently coordinate all duties associated with the incoming and outgoing Study Abroad populations including registration, grading, presentations and outreach.
- Work closely with staff from the Office of Global Affairs in addition to staff in the academic advising centers in order to support these student populations including serving on the Incoming Student Exchange Taskforce and other task forces and committees created in support of Study Abroad students.
- Independently coordinate and provide assistance in all aspects of National Student Clearinghouse and Degree Verifications, including resolving enrollment reporting errors, researching and confirming enrollment and degree information requests, and preparing preliminary audit responses.
- Coordinate all aspects of the creation and implementation of noncredit and non-degree programs including, but not limited to, coordinating program setup across functional areas, form creation, registration coordination, policy enforcement, and troubleshooting across functional areas.
- Work with students in person and via phone calls, and interact most frequently with staff across the various University of Connecticut schools and colleges.
- Respond to requests from faculty, administrators, students, parents and others regarding a variety of registration problems, which often require independent interpretation, judgment, initiative and the ability to analyze, troubleshoot and resolve data conflicts, typically only working with the Assistant Registrar to respond to unusual situations.
- Act as the main contact for the Registrar email account, which requires the ability to write clearly and effectively.
- Be required to present on a variety of topics including FERPA at Summer orientation, registration and academic requirements for First Year Experience courses, grading policies and procedures at University brown bag series, and other Registrar-related topics as requested by departments and regional campuses.
- Independently manage special projects, which may be short- or long-term, and which require technical understanding and a broad knowledge of Registrar functionality.
- Coordinate all aspects of these projects and associated relationships.
- Keep abreast of changes to University policies and procedures and FERPA guidelines in relation to functions of the Registrar’s Office.
- Perform selected duties of the Assistant Registrar in his/her absence including attending meetings and making presentations for freshman/transfer orientations.

Hiring Goals Analysis 2015

- Research microfiche and archived documents and other data sources at the request of external and internal entities; and coordinate the combination of microfiche and online records for returning students and alumni, including manual calculation of grade point averages, academic standings, and course credit totals with adherence to catalog and bylaw regulations both at time of attendance and current.
- Review current processes and procedures, implementing minor changes and recommending major changes.
- Teach or make presentations for a First Year Experience course.
- Assist with coordination of records retention initiatives adhering to state standards in coordination with the Office of Audit, Compliance, and Ethics and the University Archivist.
- Assist with the training and direction of student workers as needed.

Minimum Qualifications

- Associate's degree or equivalent combination of education and experience.
- Three to five years related experience.
- Excellent interpersonal skills.
- Demonstrated administrative, organizational, and problem-solving aptitude.
- Familiarity with computers as a user.
- Ability to pay attention to detail, work within deadlines and make decisions.

Preferred Qualifications

- Bachelor's degree.
- Previous higher education experience at a large university.
- PeopleSoft Experience as an administrative user.
- Familiarity with standard recordkeeping procedures and provisions of the Family Education Rights and Privacy Act.
- Demonstrated organizational, administrative, and interpersonal skills, including the ability to identify and resolve problems.
- Demonstrated experience in a high-volume customer service role.
- Ability to establish rapport with students and parents and to maintain effective working relationships with faculty and staff.

Appointment Terms

Salary is commensurate with experience and qualifications

To Apply

Please submit a letter of application, resume and a list of three names and contact information for professional references. Applications should be submitted electronically through our UConn Careers website. Screening of applications will begin immediately. Candidates that are interviewed may be asked to produce one or more writing samples during the on-campus interview process. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015506)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 26, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruiting activities included: HERC, Inside Higher, and Diverse

Short-term goals: 1 BM, 3 BF, 1 AF

84 total applicants: 10 WM, 53 WF, 2 BM, 5 BF, 1 HM, 5 HF, 2 AF, 3 UM, and 3 UF

Unqualified applicants: 10 WM, 33 WF, 2 BM, 4 BF, 1 HM, 3 HF, 2 AF, 2 UM, and 2 UF

- 1 WF did not have an Associate's or equivalent combination of education and experience.
- 5 WM, 15 WF, 2 BF, 1 AF, 1 HM, 1 HF, and 1 UF did not have three to five years' related experience.
- 1 WM and 2 WF did not demonstrate administrative, organizational, and problem-solving aptitude.
- 4 WM, 15 WF, 2 BM, 2 BF, 1 AF, 2 HF, 2 UM, and 1 UF did not demonstrate the ability to pay attention to detail, work within deadlines and make decisions.

Qualified applicants: 13 WF, 1 HF, 1 UM, and 1 UF

- 4 WF and 1 HF did not have a Bachelor's
- 1 WF and 1 UF did not demonstrate previous higher education experience at a large university.
- 6 WF and 1 UM, did not demonstrate experience in PeopleSoft as an administrative user.
- 1 WF did not demonstrate familiarity with standard recordkeeping procedures and Provisions of the Family Education Rights and Privacy Act.
- 1 WF did not demonstrate experience in a high-volume customer service role.

Interviewed applicants: 7 WF, 1 BF, and 1 HF.

- 1 WF withdrew her application.
- 1 WF did not demonstrate extensive knowledge of Registrar processes and standard recordkeeping procedures, including FERPA.
- 4 WF, 1 BF, and 1 HF did not demonstrate excellent organizational, administrative, interpersonal, problem-solving skills and higher education experience.

The 1 WF selected demonstrated the technical, organizational, administrative, problem-solving, and interpersonal skills necessary for the position, as well as extensive experience working at a registrar, with FERPA, in standard recordkeeping procedures, and PeopleSoft Student Administration System.

Hiring Goals Analysis 2015

2015515 - IACUC Coordinator – Vice President for Research

Internal and External



Job Posting

The Office of the Vice President for Research at the University of Connecticut is seeking an experienced and energetic administrative professional to provide committee support and coordination, to ensure that all animal care and use activities related to research and/or teaching conform to University and regulatory requirements and guidelines.

Duties and Responsibilities: Manages all administrative functions of the Institutional Animal Care and Use Committee (IACUC); provides administrative support to the IACUC Program Manager, Chair, and members of the IACUC; schedules and coordinates logistics for meetings, inspections and training; timely preparation and distribution of agendas, minutes, decisions and related materials; conducts intake review of protocol submissions and follows up to ensure completeness; serves as liaison and represents the IACUC in responding to inquiries and providing information, guidance, interpretation or clarification within scope of authority; manages and maintains official and electronic records and files; coordinates workflow and processes administrative paperwork; may perform other administrative functions and related duties as required.

Minimum Qualifications: Associate's degree or equivalent combination of education and experience; three to five years of related experience; demonstrated knowledge of organizational/institutional administrative support processes, including scheduling and logistics; sound judgment, discretion, and demonstrated ability to interpret policies and guidelines, and to independently resolve problems of ordinary difficulty; excellent proactivity, planning, follow-through and organizational skills; excellent verbal and written communication and interpersonal skills; excellent timeliness, accuracy and attention to detail; demonstrated proficiency taking and transcribing notes and minutes and/or formal proceedings; demonstrated experience developing and maintaining computerized databases and tracking systems; proficient to advanced computer skills.

Preferred Qualifications: Bachelor's degree; experience working in a higher education setting; experience in the area of animal care and use, institutional review, research administration, audit, or other area of research, compliance or oversight.

Appointment Terms: The University of Connecticut offers a comprehensive package of salary and benefits. For a full list of duties and responsibilities please refer to the position description located at www.research.uconn.edu.

To Apply: Please submit a letter of interest, resume and a list of at least three professional references online through our UConn Careers website. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015515)

For confidential inquiries or additional information please contact: Laurie Pudlo, Administrative Manager, Office of the Vice President for Research, University of Connecticut, laurie.pudlo@uconn.edu, 860-486-4247.

Hiring Goals Analysis 2015

Recruitment activities included: CTJobs.com, HERC, Inside higher Ed. And Diverse.

Short-term goals: 1 BM, 3 BF, 1 AF

23 Total applicants: 1 WM, 20 WF, 1 BF, and 1 HF.

Unqualified applicants: 1 WM, 12 WF, 1 BF, 1 HF.

- 1 WM, 8 WF, 1 BF, lacked three to five years of related experience.
- 1 HF lacked an Associate's degree or equivalent combination of education and experience.
- 2 WF lacked excellent timelines, accuracy and attention to detail.
- 1 WF did not demonstrate proficiency in taking and transcribing notes and minutes.
- 1 WF lacked proficiency in advanced computer skills.

Qualified applicants: 5 WF

- 5 WF lacked experience in the area of animal care.

Interview applicants: 3 WF.

- 1 WF revealed a lack of understanding/appreciation for the various administrative duties associated with the IACUC business process, such as taking minutes, scheduling, and database management duties.
- 1 WF had less experience with animal care and use or research compliance and oversight than needed for the position.

The 1 WF selected had a combination of animal care/regulatory experience and administrative experience, including processing, scheduling and recordkeeping in AAALAC accredited facilities regulated by the USDA and OLAW.

1 WF's work schedule was changed from part-time to full-time.

UC Professional 4 – Program Assistant 2

Short-term goals: 6 WM, 1 HF

2015254 – Program Assistant 2

This appointment achieved a short-term hiring goal.

WM

Hiring Goals Analysis 2015

Search 2015523 Donor Relations Specialist – Liberal Arts and Sciences

The Dean's Office in the UConn College of Liberal Arts and Sciences seeks a dynamic, versatile, and organized professional to join its College Advancement Team. Reporting to the CLAS Director of Communications, the Donor Relations Specialist is tasked with coordinating all College donor communications.

Duties and Responsibilities

- Creates and maintains strong relationships with College donors; serves as primary CLAS liaison for donors in stewardship phase
- Communicates on an annual and systematic basis with College donors, including weekly acknowledgment letter process
- Executes College events surrounding donor stewardship, including annual endowed lecture series, donor receptions, and investiture ceremonies
- Serves as primary staff liaison to and coordinator for the CLAS Dean's Advisory Board
- Serves as a resource to College departments about donor relations and stewardship activities; establishes and communicates best practices for donor relations and stewardship to College departments, faculty and staff
- Seeks and implements new processes and strategies to engage and cultivate College donors, including but not limited to donor recognition, stewardship and gift impact communications
- Identifies and procures promotional materials for various uses for the Advancement Team
- Supervises student workers when appropriate
- Other duties as required

Required Qualifications

- Bachelor's degree in a related field
- Three to five years' related experience.
- Excellent writing skills; demonstrated ability to communicate clearly, accurately and creatively in written communications with a diverse group of audiences
- Excellent interpersonal skills and ability to deliver exceptional customer service
- An understanding and appreciation of the value of a liberal arts and sciences education
- Ability to work independently and successfully manage multiple assignments simultaneously
- Excellent organizational skills and an ability to meet deadlines and pay attention to details and accuracy
- Proficiency with word processing and data management

Preferred Qualifications

- Related experience in communications, customer service, higher education, nonprofit, or related field
- Experience in customer service, higher education or nonprofit sectors
- Experience working with relationship management databases

Appointment Terms

This is a full-time, 12- month position with excellent benefits.

Hiring Goals Analysis 2015

Recruitment activities included: Career Services for Quinnipiac University, Southern Connecticut state university, Boston University, UConn Foundation, CASE, and Association Donor Relations Society.

Short-term goals: 6 WM, 1 HF

35 total applicants included: 5 WM, 27 WF, 2 BM and 1 UF.

Unqualified applicants included: 1 WM, 6 WF, 1 BM, and 1 UF.

- 6 WF and 1 UF were lacking three to five years' related experience.
- 1 WM and 1 BM lacked excellent writing skills and demonstrated ability to communicate clearly, accurately, and creatively in written communications with a diverse group of audiences based on application materials.

Qualified applicants included: 4 WM, 15 WF, and 1 BM.

- 2 WM, 10 WF, and 1 BM lacked related experience in communications, customer service, higher education, nonprofit, or related field.
- 4 WF lacked experience in customer service, higher education or nonprofit sectors.
- 2 WM and 1 WF lacked experience working with relationship management databases.

Interviewed applicants included: 6 WF

- 1 WF could not articulate clearly how she would go about building a donor relations strategy.
- 1 WF did not keep her interview appointment.
- 1 WF was articulate about big-picture ideas but less attention to detail on communication strategy needed for the position.
- 1 WF lacked skills in writing, communications and data analysis strategy.
- 1 WF did not communicate her ability to run a program independently.

The 1 WF hired communicated a level of autonomy, self-direction, donor relations knowledge, and experience that surpassed the needs of the position. She had worked directly in donor relations and development as a director of development in several organizations. She had an impeccable writing ability and was strategically oriented.

WF

UC Professional 3

Hiring Goals Analysis 2015

Short-term goals: 2 WF, 1 AF

2015473

This appointment met a short-term hiring goal.

WF

2015451

This appointment achieved a short-term hiring goal.

WF

Hiring Goals Analysis 2015

2015079 Audio Visual Technician - ITL

Under the general direction of designated supervisor or administrator, provides installation, technical support and instructive guidance for UConn's technology-based classrooms, distance learning (DL) classrooms, videoconferencing endpoints, campus events, and other facilities featuring both analog and digital audio video systems, projection systems, and computers.

Guidelines for Using this Position:

Incumbents in this position are expected to work independently as well as collaboratively with other members of the technology services staff to install, monitor, maintain, troubleshoot, repair and replace audiovisual and computer based equipment.

Characteristic Duties and Responsibilities:

1. Assists with ensuring the continuous, uninterrupted availability and functionality of the University's audiovisual (AV) systems and responds to emergency outages, upgrades and repair requests and/or off-peak implementations as required for maintaining optimum service levels with minimal interruptions and downtime to end users.
2. Provides routine maintenance and repair of analog and digital AV equipment in hi-tech and distance learning (DL) classrooms and facilities as required. Equipment may include audio microphones, equalizers, mixing boards, video monitors, digital signage, projectors and projection systems, recording equipment, and computer systems.
3. Participates, under supervision, in new hi-tech and DL Classroom installations, following wiring diagrams and blueprints; tests individual components and system integration.
4. Participates in setup, on-site management, and breakdown of AV and recording equipment in support of events such as university committee meetings, commencement ceremonies, concerts, building dedications, news conferences and other special events.
5. Monitors and supports operation of video conferencing systems and endpoints, integrating multiple distance learning classes, conference and meeting rooms via videoconferencing technology.
6. Maintains system documentation and drawings of audiovisual infrastructure, and prepares as-built documentation of implemented endpoints including associated voice, video and data network systems.
7. Performs comprehensive inventories of AV and associated equipment for the campus; maintains cost effective stock of spare parts; receives supplies and retains all associated records.
8. Maintains accurate logs and status of requests for service and incidents / troubles reported within the centralized ticketing system.
9. Stays current with new AV and network based technologies in order to install, maintain and troubleshoot new technologies adopted by the University.
10. Demonstrates to staff and faculty the proper use of existing and new AV technologies in classrooms, meeting rooms, conference rooms, and events.
11. May research technology and equipment, making recommendations to the IT Director / Manager and central AV group in Storrs.
12. Serves as a resource to staff and regularly communicates with staff, faculty, students, senior

Hiring Goals Analysis 2015

13. May record and perform light video editing for University departments and/or programs.
14. May train, supervise and establish work schedules of student staff.
15. Performs other duties as required.

Minimum Acceptable Qualifications:

1. Bachelor's degree in a related field, or equivalent combination of relevant certifications, training and experience.
2. One to two years' AV related experience which includes working directly with integrated AV, network, and computer systems.
3. Thorough understanding of computer hardware, peripherals, standard operating systems, and software.
4. Good interpersonal skills with demonstrated ability to work well with people.
5. Good verbal and written communication skills.
6. The ability to work independently as well as in a team environment.
7. Experience with office productivity and documentation software (MS Office suite, databases, spreadsheets and MS Visio) and CAD (Computer-Aided Design).
8. Demonstrated knowledge of circuitry, electricity, and electronics.
9. Working knowledge of Ethernet and IP Based networks.
10. Experience with the tools, equipment, cabling, environments, methods and procedures common to telecommunication and/or AV cabling and system installation and/or general construction.
11. Ability to read blueprints, network and AV diagrams, schemata and technical manuals.
12. Ability to differentiate colors accurately, climb ladders, and lift 30-50 pounds overhead.
13. The willingness and ability to work occasional weekends, early mornings, and evenings.

Preferred Skills/Qualifications:

1. Certification by International Communications Industries Association, Inc. (ICIA) or others relevant to this position.
2. Advanced computer hardware and/or software knowledge.
3. Intermediate level knowledge of Ethernet and IP networks and protocols.
4. Demonstrated knowledge and experience of programming, diagnosis and troubleshooting of AV control systems such as AMX, Crestron, and Extron.
5. Demonstrated familiarity with interactive smart board technologies by SMART Technologies and/or PolyVision,
6. Experience with enterprise digital signage systems and endpoints.
7. Live event AV support experience.
8. Some supervisory experience.

To Apply:

Candidates should submit letter of application, resume, and the names of three references via Husky Hire. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015079)

Recruitment contacts included HuskyHire, DICE, Indeed and Infocomm.org.

Short-term goals: 2 WF, 1 AF

43 total applicants: 32 WM, 1 WF, 7 BM, 1 HM, 1 AF, 1 UM.

36 unqualified applicants: 28 WM, 1 WF, 5 BM, 1 AF, 1 UM.

Hiring Goals Analysis 2015

- 12 WM, 3 BM, 1 AF, 1 UM did not present with the ability to read blueprints, network and AV diagrams, schemata and technical manuals.
- 8 WM and 2 BM did not have demonstrated knowledge of circuitry, electricity, and electronics.
- 2 WM did not display a thorough understanding of computer hardware, peripherals, standard operating systems, and software.
- 6 WM, 1 WF did not have strong working knowledge of Ethernet and IP Based networks.

2 qualified but not interviewed applicants: 2 WM.

- 2 WM had not earned their Certification by International Communications Industries Association, Inc. (ICIA) or others relevant to this position.

5 interviewed applicants: 2 WM, 2 BM, and 1 HM.

- 1 WM, 2 BM and 1 HM was unable to answer questions about technical aspects in detail.

The 1 WM hired answered all questions with sufficient detail and clarity. He demonstrated an understanding of the position, and answered all technical questions sufficiently. He was certified by the International Communications Industries Association, Inc. (ICIA). He had the most experience with Ethernet and IP network protocols and live event A/V support.

Hiring Goals Analysis 2015

2015524 Laboratory Technician 1 - Chemistry

Internal and External



Job Posting

Job Summary: The Department of Chemistry is seeking a Laboratory Technician 1 to assist in servicing chemistry courses on the Storrs campus. Duties include: prepare and test routine laboratory experiments; assist students and instructors; evaluate lab experiments and set up and maintain laboratories. Schedule may vary to provide coverage for late afternoon, evening and weekend laboratory courses.

Minimum Qualifications: Bachelor's degree in Chemistry or a related field and 0-1 year of experience or equivalent education and experience; familiarity with concepts, practices and standard laboratory procedures, including safety procedures in Chemistry; and ability to explain laboratory procedures.

Preferred Qualifications: Bachelor of Science degree in Chemistry; prior work experience in a laboratory setting; high degree of competence in writing and communicating laboratory procedures and results; good computer skills including proficiency in Microsoft Word and Microsoft Excel; excellent interpersonal and communication skills; and excellent attention to detail.

Appointment Terms: This is a full-time, 12 month position.

To Apply: For full consideration, submit cover letter, resume and names and contact information for three professional references. Screening of applications will begin immediately. Please include the search number 2015524 with all correspondences. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 31, 2015.

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC

Short-term goals: 2 WF, 1 AF

33 total applicants: 10 WM, 8 WF, 3 BF, 1 HM, 2 AM, 1 AF, 1 UM, 7 UF

Unqualified applicants: 6 WM, 5 WF, 2 BF, 1 HM, 1 AM, 1 AF

- 1 WM and 1 WF lacked a Bachelor's degree in chemistry or a related field and one year of experience or equivalent education and experience.
- 3 WM, 2 WF, 1 BF, 1 AM, and 1 AF did not demonstrate a familiarity with concepts, practices, and standard laboratory procedures including safety procedures in chemistry.
- 2 WM, 2 WF, 1 BF, and 1 HM lacked an ability to explain laboratory procedures.

Qualified applicants: 3 WM, 1 WF, 1 AM

- 3 WM, 1 WF, and 1 AM lacked excellent written communication skills.

Hiring Goals Analysis 2015

Interviewed applicants: 1 WM, 2 WF, 1 BF, 1 UM, 7 UF

- 1 WM and 1 BF withdrew their applications from consideration.
- 1 WF did not respond to the interview invitation.
- 1 UM and 3 UF practiced outdated laboratory procedures.
- 1 UF was not familiar with basic laboratory procedures.
- 1 UF did not articulate how her prior work related to this position.
- 1 UF demonstrated an inability to troubleshoot experiments.
- 1 UF displayed a lack of interpersonal and communication skills during the interview by not answering multiple questions.

The 1 WF selected had excellent technical skill and laboratory skills. She had teaching assistant experience and extensive hands on laboratory experience. Lastly, she was able to trouble shoot problems with laboratory equipment such as GCMS, and X-ray Diffraction, which are necessary skills for this position.

UC Professional 3 – Program Assistant 1

Short-term goals: 7 WM, 1 BM, 1 AM

Search 2015283 – Program Assistant 1

This appointment achieved a short-term hiring goal.
WM

Search 2015379 – Program Assistant 1

This appointment achieved a short-term hiring goal.
WM

Hiring Goals Analysis 2015

Search 2015011 – Program Assistant 1 – Liberal Arts and Sciences

Visible: Internal and External

Description Type: Job Posting

Description ID:

Description:

The Department of Communication in the College of Liberal Arts and Sciences seeks applicants for a full-time position as Program Assistant I (UCP 3). The incumbent will provide responsible administrative support and entry-level program support for the department. Duties will include assisting the supervisor in the coordination of program logistics; providing administrative support for faculty and program staff; and serving as a resource for students, staff, and faculty on administrative and fiscal procedures; maintaining proper paperwork, records, and files of fiscal and personnel actions; researching and assembling data for budget planning and monitoring; assisting with the graduate program admissions process; ensuring compliance with university and college policies and procedures; and performing other related duties as assigned.

Minimum Qualifications

- Bachelor's degree, or equivalent combination of education and experience
- One to three years of experience in a responsible administrative support position which demonstrates knowledge of administrative methods
- Evidence of good interpersonal skills
- Evidence of good organizational skills
- Evidence of good written communication skills
- Evidence of good oral communication skills
- Evidence of ability to work independently and regularly exercise judgment regarding administrative detail and procedures
- Ability to provide entry-level program support

Preferred Qualifications

- Excellent computer skills including experience with Microsoft Office applications
- Experience working in a higher education setting

This is a full-time, permanent position with a salary in the low forties and an excellent benefit package, including healthcare and retirement plan.

For full consideration, upload a cover letter, resume, and contact information for three professional references via Husky Hire. Address correspondence to Cynthia Stewart and include search number 2015011. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM eastern on August 6, 2014.

Recruitment contacts included the HuskyHire website, State Department of Administrative Services, the University of Connecticut Career center, Boston University Career Center, Southern Connecticut State University Career Center, Quinnipiac University Career Center and the Connecticut Community College Consortium Career centers.

Short-term goals: 7 WM, 1 BM, 1 AM

79 total applicants: 12 WM, 39 WF, 2 BM, 2 BF, 1 HM, 8 HF, 1 AM, 6 AF, 1 UM, 7 UF.

38 unqualified applicants: 9 WM, 14 WF, 1 BM, 1 BF, 1 HM, 3 HF, 1 AM, 3 AF, 1 UM, 4 UF.

Hiring Goals Analysis 2015

- 9 WM, 13 WF, 1 BM, 1 BF, 1 HM, 3 HF, 1 AM, 2 AF, 1 UM, 4 UF did not have one to three years of experience in a responsible administrative support position
- 1 WF and 1 AF did not have strong written communication skills, as illustrated in their cover letters containing errors.

32 qualified applicants: 20 WF, 1 BM, 1 BF, 4 HF, 3 AF, 3 UF.

- 19 WF, 1 BM, 4 HF, 3 AF, 2 UF lacked experience working in a higher education setting.
- 1 WF, 1 BF and 1 UF did not display proficiency in the Microsoft Office Suite.

9 interviewed applicants: 3 WM, 5 WF, and 1 HF.

- 1 WM could not answer questions about how his current experience prepared him for this and lacked technical skills in administration.
- 1 WM demonstrated inflexibility in his answers to questions in his interview and lacked the ability to work in a diverse environment.
- 1 WM did not display evidence of communication skills necessary, had trouble answering questions and lacked sufficient computer and technical skills necessary for the position.
- 1 WF lacked administrative problem solving ability.
- 1 WF lacked the computer skills and problem solving skills necessary for the position.
- 2 WF and 1 HF lacked the computer skills necessary for the position

The 1 WF hired had a degree in communications. She demonstrated excellent technical skills and an ability to dissect difficult academic issues. During her interview she spoke clearly about her past experiences and gave applicable example of effective problem solving in difficult situations. Additionally, this candidate was the only candidate interviewed who displayed capabilities in technical areas, problem solving, working with different types of people and understanding the specific needs of a communication department.

WF

Hiring Goals Analysis 2015

2015114 – Program Assistant I – Department of Animal Science

Internal and External



Job Posting

The Department of Animal Science (ANSC) at the University of Connecticut invites applications for a Program Assistant I (UCP 3) position. This position will report directly to the Administrative Coordinator and will provide support to the Department in fulfilling its mission of Teaching, Extension and Research in areas related to animal science, agriculture and food science. This is a full-time, permanent 12-month appointment with the hours of 9am to 5pm, M-F with an anticipated start date of November 14, 2014. The primary responsibilities will be in and around the Storrs main campus.

The individual will be joining a very active academic department and will be required to respond to multiple requests daily with expediency, efficiency, and accuracy. Under the general direction of the Administrative Coordinator in the Department of Animal Science the Program Assistant provides responsible administrative support as well as basic program support for programs in the Department of Animal Science.

Primary Duties and Responsibilities:

Academic Program Support: Assist with organizing and maintaining electronic academic databases and student and department records. Provide guidance to students regarding academic forms and department policies and procedures. Individual will also act as a resource to the public and assist with scheduling tours, family visits, organizing Open Houses, process scholarships, seek students for Animal Science Ambassador Program and assist with recruiting activities. Individual will handle confidential information.

Department Annual Events and Special Projects: Assist with the planning and execution of the many annual academic and outreach events of the Department. Some tasks include scheduling volunteers, preparing flyers, maintaining organized task lists and listservs, supervising student office workers, event preparation and attendance as needed that includes some night or weekend work as well as off campus errands.

Advertising, Marketing, and Social Media: Assist with the creation of three department newsletters per year, create and place promotional and advertisements online and in print ensuring compliance with University branding standard. Maintain the department's very active Facebook page, contribute and publish content to social media outlets. Responsibilities also include conducting internet searches and maintaining all department academic recruitment materials so they are up-to-date.

Technology and Data Management Support: Create, organize, and maintain numerous departmental electronic databases including an extensive digital photo library. Compose new content for Animal Science website independently or in collaboration with designated individual or subject matter experts and various internal units or organizations. Provide maintenance to both social media accounts and website.

Department Support to Faculty, Staff and Students: Provide support to faculty and staff including assistance with computer problems (software and hardware), general office equipment including the operation of projectors, printers, scanners, photocopiers etc. Greet visitors, receive packages, navigate the campus (motor vehicle and on foot) for general business purposes and provide customer service in the ANSC Main Office.

Hiring Goals Analysis 2015

Generate Reports: Print reports from Peoplesoft for various projects. Following department events and projects, assemble and compile data and enter into spreadsheets or Word documents to create reports; add to existing reports to track sales, donations; compose and edit reports chronicling department activities. Research and compile information for department annual reports, newsletter entries, various projects as needed.

Perform related duties as assigned.

Minimum Qualifications:

1. Bachelor's degree or equivalent combination of education and professional experience.
2. 1-3 years of experience in a responsible administrative support position, which demonstrates knowledge of administrative methods.
3. Ability to work independently and in a team setting while regularly exercising judgment regarding administrative detail and procedures.
4. Ability to provide entry-level program support.
5. Excellent interpersonal skills, with proven ability to establish good working relationship with coworkers and a variety of constituents, inside and outside the University.
6. Excellent organizational skills.
7. Good writing and grammatical skills, as demonstrated by writing samples.
8. Ability to efficiently handle multiple tasks at one time.
9. Clear, positive, and professional verbal and non-verbal communication skills.
10. Proficient in the Microsoft Office suite (Word, Excel, Outlook etc.).
11. Valid Connecticut Class 2 Motor Vehicle License.
12. Ability and willingness to work flexible work schedule as needed including occasional evening and weekend hours based on departmental needs.

Preferred Qualifications:

1. Bachelor's degree in animal science, communications or related field.
2. Experience in academic and outreach programs in a university or collegiate setting.
3. Demonstrated education or work experience in the animal sciences or related discipline(s), including use of animals in research, teaching or outreach, or for meat, milk or fiber.
4. Demonstrated ability to work effectively with communication technologies, including experience with social media platforms.
5. Experience working with people from diverse academic, socio-economic, and cultural backgrounds.
6. Ability to project a favorable image of Animal Science programs and students.
7. Familiarity with policies and procedures related to undergraduate education at the University of Connecticut.

Anticipated start date of November 14, 2014. Please submit a cover letter, resume, and names with titles of three references in one pdf document to Husky Hire. Please include Search # 2015114 on your application. Applicants invited for interviews will be required to provide at least two (2) letters of recommendation. For full consideration online applications should be received no later than October 22, 2014. Review of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM eastern on October 27, 2014.

Hiring Goals Analysis 2015

Recruitment activities included: HERC, Diverse, Inside Higher Ed, emails to ANSC alumni, ANSC website, ANSC Facebook, African American Commission, Asian Pacific American Affairs commission, Latino commission, email to CT Association of Diversity and Equity Professionals, and professional colleagues within the field.

Short-term goals: 7 WM, 1 BM, 1 AM

54 total applicants included: 5 WM, 40 WF, 1 BM, 1 BF, 2 HF, 1 AM, 2 AF, 1 UM, and 1 UF.

Unqualified applicants included: 5 WM, 32 WF, 1 BF, 2 HF, 1 AM, 2 AF, 1 UM, and 1 UF.

- 1 WM, 14 WF, 2 HF, 1 AF, and 1 UF lacked 1-3 years of experience in a responsible administrative support position, which demonstrates knowledge of administrative methods.
- 1 WM and 1 AM applied for the wrong job.
- 3 WM, 18 WF, 1 BF, 1 AF, and 1 UM did not follow application instructions and provide all requested application materials.

Interviewed applicants included: 8 WF and 1 BM

- 1 WF did not demonstrate good written communication skills based on a writing/editing exercise.
- 3 WF lacked office support experience needed for the position.
- 2 WF withdrew themselves from consideration.
- 1 WF articulated her experience differently in her Skype and in-person interviews.
- 1 BM was unable to communicate his abilities in an effective and accurate way in answers to interview questions.

The 1 WF selected performed the best of all candidates on the writing sample. She was familiar with academic outreach in a university setting and had excellent experience with Microsoft applications. Also, she had program support experience from her previous position.

Hiring Goals Analysis 2015

2015121 – Program Assistant 1 – Agriculture and Resource Economics

Internal and External



Job Posting

The Department of Agricultural and Resource Economics (DARE) and the Zwick Center for Food and Resource Policy seek to fill a full time one-year end-dated position subject to annual renewal depending upon available funding. The position is responsible for providing basic program support and some administrative support to the Department Head to promote undergraduate, graduate, and research and outreach programs.

Duties and Responsibilities:

- Assist supervisor in planning, developing and executing undergraduate recruitment, study abroad and club activities.
- Conduct academic program assessments, including developing surveys.
- Write and edit informational and promotional materials for use in outreach activities, requiring and understanding of the subject matter, including DARE and Zwick Center newsletters and reports.
- Act and represent the Department to other University offices, the public or outside agencies on a wide range of administrative matters.
- Website content development, updating, and maintenance of the Department and Zwick Center websites.
- Responsible for participating in special projects, outreach activities and other duties as assigned.

Minimum Qualifications:

- A Bachelor's degree in agricultural economics, economics or related area, or an equivalent combination of education and experience.
- One to three years' experience in a responsible administrative support position, which demonstrates knowledge of administrative methods and subject areas.
- Ability to work independently and regularly exercise judgment regarding administrative detail and procedures.
- Ability to provide entry-level program support.
- Good interpersonal and organizational skills.
- Good writing and communication skills.

Preferred Qualifications:

- Bachelor's degree.
- Proficiency in the use of Microsoft Office (Excel, Word, Access, Publisher) and website development.
- Knowledge of administrative policies and procedures relevant to a college or university setting.
- Work experience in agricultural economics, economics, marketing or related areas.

Hiring Goals Analysis 2015

Please apply online through Husky Hire, search # 2015121. Submission must include a letter of application, resume, and contact information for three professional references. For search related questions please e-mail AREsearch@uconn.edu, in the subject line mention search #2015121. To ensure full consideration, applications should be received no later than November 15, 2014. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 PM eastern on November 15, 2014.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, CT Community Colleges and Universities Listserv, CT libraries, Husky Hire, ARE Development Website, UConn Cultural Centers, Cultural Commissions, African-American Affairs Commission, and the CT Association of Diversity and Equity Professionals.

Short-term goals: 7 WM, 1 BM, 1 AM

25 total applicants included: 5 WM, 12 WF, 2 BM, 2 HF, 3 AF, and 1 UM.

Unqualified applicants included: 5 WM, 10 WF, 2 BM, 2 HF, 3 AF, and 1 UM.

- 4 WM, 6 WF, 1 HF, 2 AF, and 1 UM lacked Bachelor's degree in agricultural economics, economics or related area, or an equivalent combination of education and experience.
- 1 WM, 4 WF, 2 BM, 1 HF, and 1 AF lacked one to three years' experience in a responsible administrative support position, which demonstrates knowledge of administrative methods and subject areas.

Interviewed applicants included: 2 WF

- 1 WF did not demonstrate the ability to work independently based on her responses to questions.

The 1 WF hired demonstrated great strength in her writing and communication skills through her journalism education and a variety of internships with news outlets in Connecticut. She provided examples of the ability to take complex, detailed, and technical content and summarize for public consumption as well as editing others written content. She demonstrated a strong ability to work independently, prioritize needs, and meet deadlines.

Hiring Goals Analysis 2015

2015179 - Program Assistant I – Physics

Visible: Internal and External

Description Type: Job Posting

Description ID:

Description:

The Department of Physics, in the College of Liberal Arts and Sciences at the University of Connecticut, seeks qualified applicants for the position of Program Assistant I (UCP 3) to provide financial and administrative support to the department. Under the supervision of the Administrative Manager, the successful candidate will serve as a resource to students, faculty, and staff on financial matters, particularly in regard to payroll procedures and requirements. They will also serve as a liaison to department donors, the University of Connecticut Foundation, and other administrative offices in the College and University. Responsibilities include coordinating all aspects of regular and special payroll, gratis and joint appointments, and student labor; as well as facilitating the hiring of international employees by preparing all applicable materials and documentation for immigration and international visa processing. Additional responsibilities include maintaining fiscal records for the department including payroll records and foundation account disbursements; verifying and entering details of transactions such as corrections, transfers, and budget adjustments; preparing narrative and informational reports; building relationships with alumni and other donors through the development and maintenance of the department's social media presence; coordinating department events; assisting in office support functions; and performing other duties as required.

Minimum Qualifications: Bachelor's degree in accounting, finance, business, or a related field, or equivalent combination of education and professional experience; one to three years of experience in a responsible administrative support position; ability to analyze information and to prepare detailed and summary reports; demonstrated experience with Microsoft Excel and Word; demonstrated ability to work both independently and collaboratively; demonstrated ability to deal effectively with individuals from diverse backgrounds such as the public, students, faculty staff and external agencies; proven organizational skills and ability to meet deadlines; evidence of excellent writing and communication skills.

Preferred Qualifications: Experience working administratively in an academic department (some student work may be considered); working knowledge of software packages for higher education; working knowledge of social media networking websites.

This is a full time, 12 month position with excellent benefits and the opportunity to work in higher education at the nation's 19th rated public university by *U.S. News & World Report*.

For full consideration please upload a letter of application, resume, and contact information for three professional references using Husky Hire. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015179)

This job posting is scheduled to be removed at 11:59 PM eastern on November 17, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment contacts included the Husky Hire, Connecticut Community College Consortium; Southern Connecticut State University Career Services; Boston University Career Services and Quinnipiac University Career Services.

Short-term goals: 7 WM, 1 BM, 1 AM

25 total applicants: 4 WM, 16 WF, 1 BM, 1 BF, 1 HF, 2 AF.

Hiring Goals Analysis 2015

16 unqualified applicants: 4 WM, 9 WF, 1 BM, 1 BF, 1 HF.

- 1 WM, 5 WF, 1 BM submitted incomplete applications.
- 1 WM, 1 HF lacked one to three years of experience in a responsible administrative support position.
- 2 WM, 4 WF and 1 BF did not have bachelor's degree in accounting, finance, business, or a related field, or equivalent combination of education and professional experience.

5 qualified but not interviewed applicants: 4 WF, 1 AF.

- 2 WF withdrew.
- 2 WF and 1 AF did not have experience working administratively in an academic department.

4 interviewed applicants: 3 WF, 1 AF.

- 1 WF had less administrative experience than required for the position.
- 1 WF was unable to provide solid examples of her social media networking background during the interview and lacked experience in working with the software packages for higher education.
- 1 AF withdrew their application from consideration.

1 WF was selected possessed understanding and familiarity with several financial procedures, including payroll experience and software packages. She demonstrated good organizational and multi-taking skills highlighted by past work experiences. She presented strong technical and communication skills. She had experience in social media and networking. Her professional references confirmed her work ethic and organizational skills, her performance in self-directed individual projects and as a member of a collaborative team, and her high degree of professionalism.

Hiring Goals Analysis 2015

2015182-Program Assistant I – Student Activities

Internal and External



Job Posting

The Department of Student Activities at the University of Connecticut announces the opening of two full-time Program Assistant I positions, one in the Office of Involvement and Leadership and one in the Programs Office.

Both the Office of Involvement and Leadership and the Programs Office are units offering a diverse portfolio of educational, social, and recreational programs for the entire campus.

Comprised of four distinct units (Leadership Programs, Student Organization Support and Involvement, Club Sports, and Spirit~Pride~Tradition programs), the Office of Involvement and Leadership provides programs and services that reach from the classroom to the sidelines and engage students with dozens of educational programs and initiatives.

The Program Office hosts the University's largest events including major concerts, speakers, Homecoming, Family Weekend, Late Night, Winter Weekend and more. The Programs Office also advises and works closely with the student programming board in their efforts to enhance the educational, social, and cultural environment at the University.

The Department of Student Activities is a progressive team of individuals, dedicated to the profession, prouder of our University, and committed to excellence.

The positions will provide administrative and program support to a broad base of involvement and leadership programs. The positions will coordinate various program logistics in support of major events and activities - including but not limited to room reservations, catering details, and travel arrangements - maintain schedules and calendars, assist in purchasing, payroll, and budgeting functions, oversee student receptionists, prepare correspondence, assist with data management functions, serve as the office's initial point of contact for programmatic inquiries, and participate in department activities, committees, and special events.

Minimum Qualifications: Bachelor's degree, or equivalent combination of education and experience; one to three years' experience in a responsible administrative support position, which demonstrates knowledge of administrative methods; ability to work independently and regularly exercise judgment regarding administrative detail and procedures; ability to provide entry-level program support; strong interpersonal and organizational skills; good writing and communications skills; and a demonstrated ability to actively foster a campus climate that is welcoming and supportive of University of Connecticut's diverse student body and encourages communication with and among campus constituencies.

Preferred Qualifications: Demonstrated knowledge and experience in working in and supporting student development/leadership training programs in a college environment; and strong knowledge and familiarity with the use of personal computers and basic software programs including Microsoft Word, Excel, Access and Outlook.

Anticipated salary is low 40's with excellent benefits.

For additional information about the University or Student Activities, visit our website <http://www.studentactivities.uconn.edu/>

Hiring Goals Analysis 2015

Recruiting activities included: HERC, Diverse, Inside Higher Ed, Hartford Courant, New London Day, Willimantic Chronicle, Career Builders, Monster, Journal Inquirer - Manchester/Vernon, diversityjobs.com, employdiversity.com, The Republican Newspaper (Springfield), and The Providence Journal Newspaper.

Short-term goals: 7 WM, 1 BM, 1 AM

199 Total applicants included: 45 WM, 110 WF, 4 BM, 15 BF, 1 HM, 8 HF, 2 AM, 7 AF, 3 UM, and 4 UF.

Unqualified applicants included: 44 WM, 92 WF, 4 BM, 13 BF, 1 HM, 6 HF, 2 AM, 6 AF, 3 UM, and 4 UF.

- 4 WM, 13 WF, 3 HF, and 1 UF lacked a Bachelor's degree or equivalent combination of education and experience.
- 35 WM, 48 WF, 3 BM, 6 BF, 1 HM, 2 HF, 2 AM, 4 AF, 2 UM and 1 UF lacked one to three years of experience in a responsible administrative support position, which demonstrates knowledge of administrative methods.
- 1 WF lacked the ability to provide entry-level program support.
- 5 WM, 30 WF, 1 BM, 7 BF, 1 HF, 2 AF, 1 UM, and 2 UF lacked good writing skills as evidence by application materials

Qualified applicants included: 1 WM, 13 WF, 1 BF, 1 HF, and 1 AF.

- 1 WM, 11 WF, 1 BF and 1 AF lacked demonstrated knowledge and experience in working in and supporting student development/leadership training programs in a college environment.
- 2 WF and 1 HF lacked strong knowledge and familiarity with the use of personal computers and basic software programs including Microsoft Word, Excel, Access and Outlook.

Interviewed applicants included: 5 WF, 1 BF, and 1 HF.

- 1 WF possessed less ability to work independently than needed for the position and displayed communication skills in her answers to interview questions.
- 1 WF rejected the job offer.
- 1 WF lacked the administrative support experience necessary for the job position.
- 1 BF withdrew.
- 1 HF lacked the ability to work independently based on answers to interview questions and did not have experience working in student development programs as needed for the position.

Hiring Goals Analysis 2015

The 1 WF selected demonstrated the ability to work independently, had experience in a college environment, and had extensive experience with applicable software. She also had experience effectively implementing student leadership (supervision) programs.

The 1 WF selected had a Bachelor's degree and exhibited a depth of knowledge and skills working in the capacity of administrative support in her responses to interview questions. The candidate portrayed the ability to effectively work independently and provide excellent entry-level program support. She displayed good communication and interpersonal skills and exhibited an extensive knowledge of applicable computer software. The candidate had established work experiences in multiple college environments supporting a wide range of diverse students.

Hiring Goals Analysis 2015

2015262 - Program Assistant I – Center for Health, Intervention, and Prevention

Internal and External

Job Posting

The Center for Health, Intervention, and Prevention (CHIP) seeks a full-time Program Assistant I. Under the direction of the Director, the Program Assistant I provides responsible and necessary administrative and programmatic support to CHIP and the Director.

Duties and Responsibilities: Directly oversees and manages all aspects of the CHIP Lecture Series; plans and manages outreach programs, conference planning, and special events; manages the creation and distribution of the CHIP Weekly Digest and coordinates the new CHIP affiliate application process as well as manages the CHIP listservs; manages and contributes to the annual report process; provides administrative support to the Director; maintains Director's calendar and itinerary, and coordinates meetings; serves as a resource for various procedures and assists the Director and faculty as needed with compliance issues and consulting procedures; assists with the maintenance of the CHIP website to ensure current and accurate information; prepares critical and sometimes complex IRB documentation; compiles manuscripts and various grant applications and is uses EndNote or a similar software tool to help complete them; performs other duties as required.

Minimum Qualifications:

1. Bachelor's degree in related specialty or an equivalent combination of education and experience.
2. One to three years' experience in a responsible administrative or research-related support position.
3. Demonstrated ability to work independently and regularly exercise sound judgment regarding a wide variety of administrative matters.
4. Demonstrated ability to provide entry level program support in a fast-paced, multi-tasking environment.
5. Excellent organizational, interpersonal, and communication skills including demonstrated ability to work collaboratively as a team member.
6. Excellent writing, editing, and proofreading skills with very good attention to detail.
7. Proficient in Microsoft Office applications: Word, PowerPoint, and Outlook.

Preferred Qualifications:

1. Proficient in Microsoft Office Excel application.
2. Knowledge and recent experience in a similar university research setting.
3. Ability to apply APA and/or AMA publication styles.
4. Knowledge of and experience with EndNote or similar reference management software.

This is a full-time (35 hrs/week) position working 9am – 5pm that has excellent medical and retirement benefits.

Hiring Goals Analysis 2015

This is a full-time (35 hrs/week) position working 9am – 5pm that has excellent medical and retirement benefits.

Please use Husky Hire to upload a cover letter, curriculum vita, and the names and contact information for three professional references that include direct supervisors from previous positions held. Review of applications will begin immediately. Additional information about CHIP can be found at <http://www.chip.uconn.edu/>. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015262)

This job posting is scheduled to be removed at 11:59 PM eastern on January 5, 2015.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, CHIP Website, and CHIP Research News (Weekly Newsletter; multiple listservs):

Short-term goals: 7 WM, 1 BM, 1 AM

46 total applicants included: 4 WM, 32 WF, 1 BM, 1 HM, 1 HF, 3 AF, 2 UM, and 2 UF.

Unqualified applicants included: 4 WM, 22 WF, 1 BM, 1 HM, 1 HF, 3 AF, 2 UM, and 2 UF.

- 2 WM, 4 WF, and 1 HF lacked Bachelor's degree in related specialty or an equivalent combination of education and experience.
- 1 WM, 14 WF, 1 BM, 1 HM, 2 AF, 2 UM, and 1 UF lacked one to three years' experience in a responsible administrative or research-related support position.
- 3 WF did not demonstrate ability to work independently and regularly exercise sound judgment regarding a wide variety of administrative matters.
- 1 WM, 1 WF, and 1 AF did not demonstrate the ability to provide entry level program support in a fast-paced, multi-tasking environment.
- 1 UF did not demonstrate excellent writing, editing, and proofreading skills with very good attention to detail based on application materials.

Qualified applicants included: 5 WF

- 1 WF lacked proficiency in Microsoft Office Excel application.
- 3 WF lacked knowledge and recent experience in a similar university research setting.
- 1 WF lacked the ability to apply APA and/or AMA publication styles.

Interviewed applicants included: 5 WF.

- 2 WF withdrew
- 1 WF did not possess the skills or level of experience as the selected candidate.
- 1 WF did not possess the administrative related experience necessary for the position.

The 1 WF selected had worked in a research support administrative position in a university setting for several years. She had experience in Microsoft Office applications and several

Hiring Goals Analysis 2015

reference management software programs. Her responses to interview questions indicated an ability to multitask and work collaboratively.

2015412 Program Assistant – School of Fine Arts

The School of Fine Arts at the University of Connecticut is seeking applications for a full-time experienced administrative professional to perform the duties of a full-time Program Assistant 1 (UCP 3) position within the Office of the Dean. Under the direction of the Administrative Services Assistant, the Program Assistant 1 (UCP 3) position will provide administrative and programmatic support to a broad base of undergraduate, graduate and operational functions of the School. This position will provide support to the Academic Programmatic Functions as well as support to the Operational Programmatic Functions.

The Academic Programmatic support functions will include, but are not limited to: provide support to the Associate Dean of Graduate Studies, Research & Creative Practices, Associate Dean of Undergraduate Studies and the Assistant Dean & Director of Advising with the coordination of various program logistics in support of major activities and events related to recruitment, retention and enrollment management projects. Provide administrative support for curriculum and courses, catalog minor and assists with student orientation and registration processes. Assists in outreach programming and conference planning, makes arrangements as necessary.

The Operational Programmatic support functions will include, but are not limited to: provide the Assistant Dean and Chief Operations Officer (COO) administrative and program assistance to assure that the human resource, technology systems, finances and facilities operations of the School operate effectively and efficiently; maintains schedules and calendars; assists in purchasing, prepares correspondence, assists with data management functions, serves as the office's initial point of contact for programmatic inquiries, and participates in department activities, committees and special events; coordinates various program logistics in support of major events and activities; prepares detailed briefing materials for the Assistant Dean and COO prior to meetings; take minutes at meetings, transcription and track of assignments made to other for actions to be taken on the Assistant Dean and COO's behalf, ensuring that deadlines for responses are met; oversees and maintains filing system, screens telephone calls and visitors, covers reception area, supervises student support staff and manages other related administrative duties as required.

Minimum Qualifications

- Bachelor's degree or equivalent combination of education and experience including 1-3 years' experience in a progressively responsible administrative support position;
- Demonstrated programmatic and administrative experience with abilities to set priorities, organize and coordinate an office operation, anticipate needs, work under the pressure of deadlines and exercise good judgment, particularly with sensitive or confidential matters;
- Excellent interpersonal skills and ability to work effectively with University staff, faculty and students other individuals and groups.
- Ability to work independently and regularly exercise judgment regarding administrative detail and procedures
- Excellent written communication skills for preparing correspondence, documents and reports, utilizing correct spelling, grammar, and punctuation;
- Extensive, related analytical and administrative experience in an executive-level office. Experience scheduling appointments and coordinating calendars;
- Experience in working with standard word processing, spreadsheet, calendar and email programs; familiarity with database programs.

Hiring Goals Analysis 2015

Preferred Qualifications

- Bachelor's degree;
- Previous higher education experience at a large University;
- Experience in working with Kuali Financial Systems and Peoplesoft.

Appointment Terms

This is a full-time, 12-month appointment. The University of Connecticut offers competitive compensation and a superior array of benefits.

To Apply

Interested candidates, please submit a letter of application and resume that demonstrate how you meet the qualifications and requirements of this position, and contact information for three professional references using the University's *Husky Hire* on-line applicant system. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015412)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 30, 2015.

Recruitment activities included: Asian Pacific American Affairs Association, African American Affairs Commission, LPRAC, and CAPEP Members.

Short-term goals: 7 WM, 1 BM, 1 AM

46 Total applicants: 6 WM, 32 WF, 1 BF, 1 HF, 1 AM, 3 AF, 1 UM and 1 UF.

Unqualified applicants: 6 WM, 26 WF, 1 BF, 1 HF, 1 AM, 3 AF, 1 UM and 1 UF.

- 3 WM, 16 WF, 1 BF, 1 AM, 3 AF, and 1 UM did not demonstrate programmatic and administrative experience with abilities to set priorities, organize, and coordinate an office operation and anticipate needs.
- 2 WM 8 WF, 1 HF, and 1 UF lacked extensive related analytical and administrative experience in an executive-level office.
- 1 WM and 2 WF lacked a Bachelor's degree or equivalent combination of education and experience.

Interviewed applicants included: 6 WF.

- 1 WF withdrew from consideration.
- 3 WF does not demonstrate extensive analytic and administrative experience in an executive level office.
- 1 WF had insufficient experience in an executive level office as needed for the position.

The 1 WF selected had extensive related analytic and administrative experience in an executive level office. She had knowledge of KFS, PeopleSoft, and other University systems.

Hiring Goals Analysis 2015

She had worked at a large university in her previous position and her response to interview questions indicated excellent communication skills.

Hiring Goals Analysis 2015

2015423 Program Assistant – International Studies Association

The International Studies Association (ISA; isanet.org) is a non-profit professional association established in 1959 to serve the needs and enhance the work of scholars, students and practitioners and others in the field - without regard to race, creed, gender or nationality – who have a professional interest in expanding, disseminating and applying knowledge of international relations among peoples, states and the global system. ISA is educational and non-partisan and is governed by its Governing Council and its Executive Director, as outlined in the ISA Constitution. The Executive Office consists of an Executive Director and staff and is responsible for the day-to-day operations of the Association by providing support for the governing agencies of the Association. ISA is moving its headquarters to the University of Connecticut and is seeking candidates for a Program Assistant 1 (UCP 3) position.

Duties and Responsibilities

- Under the general direction of the Operations Manager, assists in the performance of program activities, coordinates program logistics and provides administrative support for program staff, making adjustments to accommodate priority needs.
- Assists in coordinating Association Research Workshops and conference planning and makes arrangements, as necessary.
- Coordinates, trains and supervises Registration Desk workers at Annual Convention
- Monitors expenses for all registration activities.
- Writes and/or edits and disseminates informational and promotional materials to support ISA activities.
- Works with Association staff to track Section/Regional Leadership and maintains resource materials for Governing Council.
- Serves as a resource to members, staff and others on matters relating to administrative procedures and on some matters relating to Association policy and procedures.
- May perform office support functions.
- Performs related duties as required.

Minimum Qualifications

- Bachelor's degree or equivalent combination of education and experience
- At least one year of experience in a responsible administrative support position.
- Ability to work independently and regularly exercise judgment regarding administrative detail and procedures.
- Ability to provide entry-level program support.
- Good interpersonal and organizational skills.
- Good writing and communications skills.
- Ability to travel to domestic and/or international work locations several times per year.

Preferred Qualifications

- Proficiency in Microsoft Office.

Appointment Terms

This is a full time, annually renewable appointment. Evenings, weekend and travel are required. Salary is commensurate with experience and includes full benefits.

Hiring Goals Analysis 2015

Recruitment activities included: CADEP, ECSU HR, MCC HR, SCSU HR, WCSU HR, and QVCC HR Departments.

Short-term goals: 7 WM, 1 BM, 1 AM

60 Total Applicants included: 6 WM, 34 WF, 1 BM, 4 BF, 4 HF, 3 AM, 3 AF, 2 UM and 3 UF.

Unqualified applicants: 4 WM, 17 WF, 1 BM, 2 BF, 1 HF, 2 AM, 3 AF, 2 UM and 2 UF.

- 4 WM , 17 WF, 1 BM, 2 BF, 1 HF, 2 AM, 3 AF, 2 UF and 2 UM did not have at least one year of experience in a responsible administrative support position.

Interview applicants: 2 WM, 17 WF, 2 BF, 3 HF, 1 AM and 1 UF.

- 2 WF had experience as receptionists only and did not demonstrate ability to exercise judgement regarding admin detail and procedures.
- 1 WM, 7 WF, 1 HF and 1 AM did not have enough experience in a responsible administrative support position needed for the position.
- 1 UF had more social media skills than required administrative experience.
- 2 WF could not be reached for interview.
- 1 HF was only looking for short term employment.
- 1 WF's administrative experience was limited to a retail environment.
- 3 WF, 2 BF and 1 HF did not demonstrate good communications skills based on their responses to interview questions.
- 1 WM experience was narrowly focused on technology/software system support.

The 1 WF selected had a strong ability to work independently and regularly exercise judgement regarding admin detail and procedures. She had experience working in non-profit environment. She had excellent interpersonal and communication skills, and experience running off-site conference registration desk.

The 1 WF selected for the position had excellent communication skills and experience working in a non-profit environment. Additionally, this candidate had excellent conference experience and interpersonal skills.

Hiring Goals Analysis 2015

2015510 Program Assistant I – Educational Outreach

Internal and External



Job Posting

Under the direction of the Program Manager of Educational Outreach, this position will provide administrative and program related support to the Connecticut Transportation Institute.

Duties and Responsibilities

1. Develop and disseminate promotional flyers for Technology Transfer Center (T2 Center) trainings
2. Develop quarterly newsletters and other outreach communications for the T2 Center and the Connecticut Transportation Safety Research Center (CTSRC)
3. Coordinate logistics for T2 Center Trainings, including instructor confirmations
4. Travel to onsite training locations as needed to provide staff support at T2 trainings
5. Develop informational videos for the T2 Center and CTSRC
6. Assist Program Manager by coordinating work of student employees
7. Establish and maintain a social media profile for the T2 Center and CTSRC
8. Complete special projects as required
9. Related duties as required

Minimum Qualifications

1. Bachelor's degree in a related subject area or equivalent combination of education and experience
2. One to three years' experience in a responsible administrative support position, which demonstrates knowledge of administrative methods
3. Ability to work independently and regularly exercise judgment regarding administrative detail and procedures
4. Experience developing communication materials and electronic newsletters
5. Excellent computer skills, including experience with Microsoft Access, Excel, and Publisher
6. Excellent interpersonal and organizational skills, including ability to multitask and high attention to detail
7. Good writing and communication skills including grammatical accuracy
8. Ability to travel within the state to support training programs
9. Ability to work extended hours, including early mornings, to support program events
10. Demonstrated ability to work successfully in a team environment

Preferred Qualifications

1. Experience working with municipal governments
2. Ability to travel out of state for up to a week to support Center on regional and national initiatives

Appointment Terms

This is an end-date position subject to annual renewal.

To Apply

For full consideration, upload a letter of application, a resume and a list of three professional references via our UConn Careers website. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015510)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 30, 2015.

Hiring Goals Analysis 2015

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC, Technology Transfer Center Facebook page, CT Transportation Safety Research Center Facebook, Technology Transfer Center Listserv, Connecticut Training & Development Network (NTDN) Membership Listing

Short-term goals: 7 WM, 1 BM, 1 AM

20 total applicants: 4 WM, 10 WF, 1 BM, 1 BF, 2 AM, 1 AF, 1 UF

Unqualified applicants: 3 WM, 5 WF, 1 BF, 2 AM, 1 AF

- 1 WF, 1 BF, and 1 AF lacked a Bachelor's degree in a related subject area or equivalent combination of education and experience.
- 3 WM, 2 WF, and 2 AM lacked one to three years' experience in a responsible administrative support position.
- 2 WF lacked experience developing communication materials and electronic newsletters.

Interviewed applicants: 1 WM, 5 WF, 1 BM, 1 UF

- 1 WF withdrew
- 1 WF did not have recent communication experience and was not familiar with the software systems used at the center.
- 1 WF did not have the media skills required of this position.
- 1 BM and 1 UF did not have experience coordinating training and events.
- 1 WF did not have relevant experience for the position, either in the area of training coordination or the development of communication materials to support the work of the center.
- 1 WM lacked direct administrative experience needed for the position.

The 1 WF selected had a wide range of experience in administration support. She demonstrated a strong ability to generate communication materials and was familiar with multiple software systems. She also had experience in coordination events and training from her previous role.

Hiring Goals Analysis 2015

2015152 Program Assistant I - CETL

UConn Office of Early College Programs at the Center for Excellence in Teaching and Learning is seeking qualified applicants to fill the position of Program Assistant I (UCP 3). The successful incumbent will specialize in supporting activities required by National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation standards to document and improve course comparability of UConn courses offered in the high schools with the same UConn courses taught on campus. In addition, the successful candidate will foster and help develop the collegial relationship between secondary and postsecondary faculty that is key to successful concurrent enrollment. It requires the ability to regularly exercise independent judgment within known practice and to resolve problems of administrative detail and procedures; in addition it requires the ability to provide entry-level program support.

Minimum Qualifications:

1. Bachelor's degree in an academic discipline which required quantitative and qualitative methods, (e.g., psychology, political science) or equivalent combination of education and experience.
2. At least one year of experience providing administrative or program support for an educational program.
3. Strong interpersonal skills.
4. Good written and oral communication skills.
5. Comfortable with database management skills (using basic formulas in Excel and familiarity with techniques of maintaining accurate and sensitive data).

Preferred Qualifications:

1. Bachelor's degree in an academic discipline which required quantitative and qualitative methods, (e.g., psychology, political science).
2. Familiarity with Blackboard or similar online learning management system.
3. Familiarity with PeopleSoft.
4. Highly developed interpersonal skills including ability to work cooperatively and effectively in a team environment.
5. Experience working in higher education environment.
6. Experience using advanced functions in Excel.
7. Able to adapt existing Access queries.
8. Making professional PowerPoint presentations.

This is a full-time, permanent position. This position is entry level with salary in the low forties and includes an excellent benefits package.

Interested applicants should submit a cover letter, resume, and name with contact information for three professional references online via Husky Hire. Applications received by October 24, 2014 will be given preference. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015152)

This job posting is scheduled to be removed at 11:59 PM eastern on October 24, 2014.

Recruitment activities included: Inside Higher Ed., Diverse, General University Website, HERC, Hartford Courant, and National Alliance of Concurrent Enrollment Partner

Short-term goals: 7 WM, 1 BM, 1 AM

Hiring Goals Analysis 2015

63 total applicants: 11 WM, 31 WF, 2 BM, 3 BF, 1 HM, 4 HF, 5 AF, 3 UM, 3 UF

Unqualified applicants: 10 WM, 27 WF, 2 BM, 2 BF, 1 HM, 2 HF, 2 AF, 2 UM, 2 UF

- 3 WM, 3 WF, and 1 UF submitted incomplete applications.
- 2 WM, 1 WF, 1 HF, and 1 AF lacked a Bachelor's degree in an academic discipline, which required quantitative and qualitative methods, (e.g., psychology, political science) or equivalent combination of education and experience.
- 5 WM, 21 WF, 2 BM, 2 BF, 1 HM, 1 HF, 1 AF, 2 UM, 1 UF did not have at least one year of experience providing administrative or program support for an educational program.
- 1 WF did not demonstrate good written communication skills based on application materials.
- 1 WF did not have database management skills (using basic formulas in Excel and familiarity with techniques of maintaining accurate and sensitive data).

Qualified applicants: 2 WF, 1 BF, 1 AF, 1 UM, 1 UF

- 1 WF, 1 BF, 1 AF, 1 UM, and 1 UF lacked familiarity with Blackboard or similar online learning management system.
- 1 WF lacked familiarity with PeopleSoft.

Interviewed applicants: 1 WM, 2 WF, 2 HF, 2 AF

- 1 WF withdrew.
- 1 HF did not have the experience in the areas of document collection and database management needed for this position.
- 2 AF did not have experience working in higher education needed for this position.
- 1 WM did not have the experience providing program support for an education program as indicated on his application.
- 1 WF lacked the PowerPoint and presentation skills needed for the position.

The 1 HF selected was very knowledgeable about the program and had experience in her previous position of supporting an educational program. She had both the ability and practical experience to work well with faculty as well as the high school instructors and other administrators. She had the experience of working with large data, collecting documents from hundreds of sources, and keeping them organized for others to use. In her interview she also shared interesting ideas about how the program may develop its student interactions, an example that illustrates her rich understanding of higher education.

2 WF's work schedules were changed from part-time to full-time

Hiring Goals Analysis 2015

UC Professional 1

Short-term goals: 3 WF, 1 AF

2015135

This appointment achieved a short-term hiring goal.

WF

2015180

These appointments achieved short-term hiring goals.

WF AF WF

Search 2015520 – Financial Assistant – Accounts Payable

Description:

The Department of Accounts Payable is seeking applications for full-time Financial Assistant 1 (UCP 1). Under the general supervision of designated supervisor, the Financial Assistant I coordinates and provides assistance in processing financial transactions as well as assist with special projects.

Duties and Responsibilities: Verify and enter details of transactions such as invoices, requisitions and other disbursements; compile monthly reports to show statistics pertinent to the operation of department; provide assistance in maintaining vendor profiles; process paperwork for department financial transactions; maintain fiscal records in compliance with University record retention requirements, which includes computerized records and systems; reconcile and compile data for Procard purchases; independently prepare correspondence related to department financial matters and follow-up to resolve issues; assist departments with questions, making referrals as appropriate; verify funding, accounts, coding, adjustments and other data and information, and maintain accurate and up-to-date spreadsheets; calculate and provide expense summaries; assist with special projects as assigned; perform other related duties as required.

Minimum Qualifications: Associate's degree in accounting, finance, business or related field; experience in accounting, finance, business or related area; demonstrated customer service skills; ability to work independently and exercise good judgment; good interpersonal skills, with ability to work effectively with students, departments, and University staff; and good computer skills.

Preferred Qualifications: Bachelor's degree in accounting, finance, business or related field; excellent interpersonal and communication skills; working knowledge of office operations and University procedures; familiarity with Quali Financial Systems; strong computer skills including MS Office, specifically in Excel and other Microsoft applications.

Appointment Terms: This is a full-time, permanent position. This position is entry level with salary in the high thirties and includes an excellent benefits package.

Recruitment contacts included advertisements with local newspapers; local job bank websites; and various other internet sources.

Short-term goals: 3 WF, 1 AF

65 candidates applied for the position: 13 WM, 30 WF, 3 BM, 4 BF, 1 HM, 2 HF, 6 AM, 2 AF, 1 UM, and 3 UF.

Unqualified applicants: 3 WM, 14 WF, 1 BM, 3 AM, 2 UF

Hiring Goals Analysis 2015

- 2 WM, 9 WF, 1 BM, 1 AM, and 1 UF lacked an Associate's degree in accounting, finance, business, or a related field.
- 1 WM, 5 WF, 2 AM, and 1 UF lacked experience in accounting, finance, business, or a related area.

Qualified not interviewed applicants: 7 WM, 15 WF, 2 BM, 4 BF, 1 HM, 2 HF, 2 AM and 1 UF.

- 7 WM, 15 WF, 2 BM, 4 BF, 1 HM, 2 HF, 2 AM, and 1 UF lacked working knowledge of office operations and University procedures.

Interviewed applicants: 3 WM, 1 WF, 1 AM, 2 AF, and 1 UM.

- 1 WM declined the invitation to interview.
- 1 WM, 1 AM, 1 AF and 1 UM lacked good interpersonal skills with the ability to work with students, departments and University staff.
- 1 WF and 1 AF lacked strong computer skills specifically with Microsoft Excel.

The 1 WM selected for the position demonstrated a substantial understanding of office operations and University procedures. Additionally, this candidate demonstrated excellent interpersonal skills and developed knowledge of computer programs including Microsoft Applications.

Hiring Goals Analysis 2015

2015306 Program Aide - Football

Internal and External



Job Posting

The University of Connecticut is accepting applications and nominations for the full-time position of Program Aide - Football. Responsibilities include: assisting the Director of Football Operations in a variety of daily administrative and operational duties including coordinating all team travel arrangements; coordination of clinics and other events; performing various daily practice tasks; home game logistics preparation and execution; acting as liaison to various constituencies; and other program duties as assigned by the Head Football Coach.

Minimum Qualifications: Bachelor's degree OR equivalent experience and training; sensitivity towards and experience with clientele to be served; willingness to work flexible and irregular hours, including weekends; some travel may be required; knowledge of the correct application of NCAA regulations; strong commitment to the academic goals of the University; proficient in Microsoft suite programs; and excellent organizational, communication and public relations skills.

Preferred Qualifications: Business or sports management Bachelor's degree; experience in management, organization or participation in collegiate athletics; basic knowledge of Photoshop or other graphic design programs.

Salary is commensurate with experience.

Candidates should submit letter of application, resume, and the names of three references via Husky Hire. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015306)

This job posting is scheduled to be removed at 11:59 PM eastern on February 5, 2015.

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC, UConnHuskies.com, Indeed.com

Short-term goals: 3 WF, 1 AF

220 total applicants: 142 WM, 20 WF, 25 BM, 7 BF, 7 HM, 2 HF, 4 AM, 2 AF, 8 UM, 3 UF

Unqualified applicants: 96 WM, 19 WF, 18 BM, 4 BF, 5 HM, 2 HF, 2 AM, 2 AF, 4 UM, 3 UF

- 8 WM, 1 WF, 2 BM, and 1 HF lacked a Bachelor's degree or equivalent experience and training.
- 74 WM, 18 WF, 12 BM, 3 BF, 5 HM, 1 HF, 1 AM, 2 AF, 3 UM, and 3 UF did not have knowledge of the correct application of NCAA regulations.
- 3 WM and 1 BM did not demonstrate a strong commitment to the academic goals of the University.

Hiring Goals Analysis 2015

- 11 WM, 4 BM, 1 BF, 1 AM, and 1 UM lacked excellent organizational, communication, and public relations skills.

Qualified applicants: 25 WM, 1 WF, 3 BM, 3 BF, 2 HM, 2 AM, 2 UM

- 15 WM, 1 WF, 2 BM, 3 BF, 1 HM, 2 AM, and 1 UM did not have a Bachelor's degree in Business or Sports Management.
- 2 WM 1 BM, and 1 HM lacked experience in management, organization, or participation in collegiate athletics.
- 8 WM and 1 UM did not have basic knowledge of Photoshop or other graphic design programs.

Interviewed applicants: 21 WM, 4 BM, and 2 UM

- 8 WM, 2 BM, and 1 UM withdrew.
- 1 WM did not articulate his answers to questions in the interview. .
- 5 WM did not demonstrate appropriate oral communicative skills based on responses to interview questions.
- 1 WM was not able to discuss skills listed on his resume during the interview.
- 1 UM did not demonstrate a commitment to the development of the football program or its student athletes based on his responses to interview questions.
- 1 WM was not willing to work a flexible schedule.
- 4 WM and 2 BM did not have the knowledge of NCAA rules and regulations needed for the position.

The 1 WM selected had extensive experience in both collegiate football operations and personnel. In all phases of the interview process, the candidate demonstrated a significant understanding of the correct application of NCAA regulations, and a strong commitment to the academic goals of the University. This candidate had knowledge of and prior experience with the administration of collegiate team travel, recruiting, and daily functions of a Division I football program. He also possessed excellent organizational, communication, and public relations skills.

Hiring Goals Analysis 2015

2014687 Program Assistant I - Mathematics

The Mathematics Department seeks a full-time Program Assistant I (UCP 3) to serve under the general direction of the Associate Department Head for the Undergraduate Program. The successful candidate will provide administrative support as well as program support for the Department of Mathematics and the mathematics undergraduate programs.

Responsibilities include: Coordinating and assisting in the running of the departmental undergraduate program; maintaining a database and files of current, past and prospective undergraduate students majoring or minoring in the Mathematics Department; assist in the processing of plans of study for majors and minors in the department of mathematics; prepare summary reports for the Department Head and Associate Head for the Undergraduate Program; assist with undergraduate enrollment management and our online waiting list; assist in coordinating and running events such as the departmental participation in UConn's Open House, the annual Awards Day Ceremony, colloquia, department meetings, major fairs, graduation reception, and others as required; coordinating communication between the Department and the Office of the Registrar, the Office of Admissions, the CLAS Academic Services Center, the Office of Student Services and Advocacy and other UConn offices in academic matters regarding undergraduate students and departmental needs; assuming joint responsibility in overseeing and directing student labor/work study employees and the associated authorizations and payroll records paperwork; serving as a resource of information for students, faculty & staff; assisting with the preparation and maintenance of class schedules, providing supplemental services to the Department's main office such as work orders, photocopying, scholarships, honorarium and visitor compensation and expense disbursements, exam scheduling, ordering office supplies and placing the textbook order for the co-op book store as well as obtaining desk copies for instructors; processing faculty travel and reimbursements, and other cooperative duties as needed.

Minimum Qualifications: Bachelor's degree in Liberal Arts or in a subject area related to program specialty, or equivalent combination of education and experience; one to three years experience in a responsible administrative support position, which demonstrates knowledge of administrative methods and common office tools and office computer programs such as the Microsoft Office products; ability to work independently and regularly exercise judgment regarding program support procedures and records; ability to provide entry-level program support; good interpersonal and organizational skills; and good writing and communications skills.

Preferred Qualifications: Experience with, or the ability to learn and work with, additional technology involving PC and MAC platforms; website interface with some HTML experience/training; database management; Quali Financial Systems; PeopleSoft; and 1-2 years' experience working in post-secondary educational setting.

This is a full-time, 12-month position with excellent benefits. Salary is commensurate with experience. This is a great opportunity for someone who likes to work with undergraduate college students.

For full consideration, upload a letter of application, a resume and a list of three professional references via Husky Hire. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. The University of Connecticut is an EEO/AA employer. (Search # 2014687)

This job posting is scheduled to be removed at 11:59 PM eastern on August 21, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruiting activities included: HERC, Diverse, and Inside Higher Ed.

Short-term goals: 3 WF, 1 AF

40 total applicants: 9 WM, 21 WF, 1 BM, 2 BF, 1 HM, 1 HF, 1 AM, 2 AF, and 2 UF

32 unqualified applicants: 8 WM, 15 WF, 1 BM, 2 BF, 1 HM, 1 HF, 1 AM, 2 AF, and 1 UF

- 1 WM, 1 WF, 1 HF, and 1 UF did not have a bachelor's or equivalent degree in liberal arts or a subject area related to the program specialty; or an equivalent combination of experience and education.
- 7 WM, 14 WF, 1 BM, 2 BF, 1 HM, 1 AM, and 2 AF did not have one to three years of experience in a responsible administrative support position which demonstrates knowledge of administrative methods and common office tools and computer programs such as the Microsoft office products.

8 interviewed applicants: 1 WM, 6 WF, and 1 UF

- 3 WF and 1 UF did not demonstrate experience in website development and management, or recent experience in undergraduate student support.
- 1 WM did not have experience with the Quali Financial Systems or program support in fields outside of information technologies.
- 1 WF did not have experience with database management.
- 1 WF did not have experience with PeopleSoft or diverse student programming outside of financial matters.

The 1 WF hired demonstrated solid experience providing entry level program support and strong interpersonal and organizational skills. She had an aptitude with both PC and Mac technology, high trainability in other computer programs, previous experience as executive assistant to a vice president of student affairs, and expertise with a wide range of student services and program support skills.

Hiring Goals Analysis 2015

2015076 - Financial Assistant I – Neag School of Education

The Neag School of Education at the University of Connecticut seeks candidates for a Financial Assistant I (UCP 1) position for the Dean's Office at the UConn Storrs campus. Under the general direction of the Finance Director this position is responsible for processing financial and administrative transactions and keeps complete set of records of financial transactions for a department. Additional duties include: analyzing and verifying details of transactions such as invoices, requisitions and other disbursements in conjunction with university and college policies and procedures; providing statistical information on various expenditures and compiling regular reports utilizing electronic spreadsheets and databases; providing data for budget preparation and monitoring expenditures for compliance with approved budget limits and staffing; and performing related duties as required:

Minimum Qualifications:

1. Associates degree in accounting or bookkeeping and two-year's experience in accounting or bookkeeping.

Preferred Qualifications:

1. Bachelor's degree in accounting, finance, business or related field;
2. Experience working in a higher education setting;
3. Excellent communication and interpersonal skills;
4. Demonstrated customer service skills and excellent computer skills including experience with Microsoft programs.

This is a full time, permanent appointment. Salary is commensurate with experience and includes full benefits.

To Apply: Please upload a cover letter, resume, and the names and contact information for three professional references via Husky Hire. Please be sure your application materials demonstrate how you meet the qualifications for this position. Include the search number in all correspondence. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015076)

This job posting is scheduled to be removed at 11:59 PM eastern on October 9, 2014.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, and various colleagues within the field.

Short-term goals: 3 WF, 1 AF

67 total applicants included: 11 WM, 32 WF, 1 BM, 3 HF, 4 AM, 10 AF, 4 UM, and 2 UF.

Unqualified applicants included: 8 WM, 18 WF, 1 BM, 2 HF, 3 AM, 2 AF, and 2 UM.

- 8 WM, 18 WF, 1 BM, 2 HF, 3 AM, 2 AF, and 2 UM lacked an Associate's degree in accounting or bookkeeping and two years' experience in accounting or bookkeeping.

Qualified applicants included: 2 WM, 11 WF, 1 HF, 7 AF, 1 UM, and 1 UF.

Hiring Goals Analysis 2015

- 5 WF, 2 AF, and 1 UF lacked a Bachelor's degree in accounting, finance, business or related field.
- 2 WM, 6 WF, 1 HF, 4 AF, and 1 UM lacked experience working in a higher education setting.
- 1 AF lacked excellent written communication skills based on application materials.

Interviewed applicants included: 1 WM, 3 WF, 1 AM, 1 AF, 1 UM, and 1 UF.

- 1 WF lacked the accounting or bookkeeping knowledge necessary for the position.
- 1 WF, 1 AF, and 1 UF withdrew from consideration.
- 1 WM, 1 AM and 1 UM have the higher education experience needed for the position.

The 1 WF hired had a solid financial background and extensive experience directly related to this position at another university. In her current position she was involved in many aspects of fiscal work that mirrored the responsibilities of this position. In particular, she had direct experience in post award grant support which will be a part of her duties. In addition, she demonstrated outstanding communication and customer service skills.

Hiring Goals Analysis 2015

2015407 Financial Assistant 1 – College of Liberal Arts and Sciences

Job Summary

Under the direction of the Grants and Contracts Manager within the College of Liberal Arts and Sciences, keeps complete set of records of financial transactions for various units, along with providing faculty support in all aspects of grant administration.

Characteristic Duties and Responsibilities

1. Analyze and verify details of transactions on grant and contract accounts such as invoices, requisitions and other disbursements in conjunction with university and college policies and procedures.
2. Provide statistical information on various expenditures and compiles regular reports pertinent to the operation of each faculty member utilizing electronic spreadsheets and databases.
3. Provide data for proposal development, prepares budget/budget justifications, completes standard forms and monitors expenditures for compliance with approved budget limits and applicable policies.
4. Monitor, track, interpret and maintain all fiscal records for multiple accounts for faculty including payroll records, purchasing, travel, and other disbursements to ensure compliance within federal, state and university policies.
5. Resolve outstanding issues on grant and contract accounts including follow up on problems to assure timely and accurate completion of work.
6. Independently prepare correspondence related to pre- and post-award issues.
7. Serve as main liaison between UConn units, faculty, and external sponsors.
8. Review post-award effort reports and managed effort certification process for assigned departments.
9. Maintain files and grant management database.
10. Perform related duties as required.

Minimum Qualifications

1. Associate's degree in accounting or bookkeeping.
2. Two years' experience in accounting or bookkeeping.

Preferred Qualifications

1. Bachelor's degree in accounting, finance, business or related field.
2. Experience working in a higher education setting.
3. Excellent communication and interpersonal skills.
4. Demonstrated customer service skills.
5. Excellent computer skills including experience with Microsoft programs.

To Apply

Interested applicants should submit their letter of application, current resume and contact information for three references electronically to Husky Hire. (Search #2015407) Address correspondence to Allison Goldsnider. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. Screening will begin immediately and search will remain open until a suitable candidate is found.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 26, 2015.

Hiring Goals Analysis 2015

Recruitment activities included: Careerbuilder.com, Monster.com, and Eastern Connecticut State University.

Short-term goals: 3 WF, 1 AF

62 Total applicants: 16 WM, 31 WF, 2 BM, 1 BF, 1 HM, 2 HF, 1 AM, 3 AF, and 5 UF.

Unqualified applicants: 4 WM, 12 WF, 1 BM, 1 HF, 2 AF and 3 UF.

- 7 WF, 1 AF and 2 UF lacked an Associate's degree in accounting or bookkeeping.
- 1 WF did not have two years' experience in accounting or bookkeeping.
- 4 WM, 4 WF, 1 BM, 1 HF, 1 AF, and 1 UF withdrew.

Qualified applicants included: 7 WM, 12 WF, 1 BF, 1 HM, 1 HF, 1 AM, 1 AF, and 1 UF.

- 7 WM, 10 WF, 1 BF, 1 HM, 1 AM, 1 UF lacked experience working in a higher education setting.
- 2 WF, 1 HF, and 1 AF lacked a Bachelor's degree in accounting, finance, business or a related field.


Interviewed applicants included: 5 WM, 7 WF, 1 BM, and 1 UF.

- 1 WM, 1 WF, 1 BM, and 1 UF did not respond to calls to schedule an interview.
- 2 WM and 1 WF lacked customer service experience in a detailed oriented environment.
- 1 WF lacked focus and ability to function in a detailed oriented environment.
- 1 WM lacked ability to multitask in a fast paced high volume environment.
- 2 WF were not able to answer questions asked during interview.
- 1 WM lacked customer service and communication skills based on responses to interview questions.
- 1 WF withdrew.

The 1 WF selected possessed an ability to multitask in a fast paced and customer service driven academic environment. She was able to demonstrate creative thinking skills and clear communication skills needed of this position.

Hiring Goals Analysis 2015

2015180 Financial Assistant I – Accounts Payable

Internal and External 

Job Posting

The Department of Accounts Payable is seeking applications for full-time Financial Assistant I (UCP 1). Under the general supervision of designated supervisor, the Financial Assistant I coordinates and provides assistance in processing financial transactions as well as assist with special projects.

Responsibilities include: Verify and enter details of transactions such as invoices, requisitions and other disbursements; compile monthly reports to show statistics pertinent to the operation of department; provide assistance in maintaining vendor profiles; process paperwork for department financial transactions; maintain fiscal records in compliance with University record retention requirements, which includes computerized records and systems; reconcile and compile data for Procard purchases; independently prepare correspondence related to department financial matters and follow-up to resolve issues; assist departments with questions, making referrals as appropriate; verify funding, accounts, coding, adjustments and other data and information, and maintain accurate and up-to-date spreadsheets; calculate and provide expense summaries; assist with special projects as assigned; perform other related duties as required.

Minimum Qualifications: Associate's degree in accounting, finance, business or related field; experience in accounting, finance, business or related area; demonstrated customer service skills; ability to work independently and exercise good judgment; good interpersonal skills, with ability to work effectively with students, departments, and University staff, and good computer skills.

Preferred Qualifications: Bachelor's degree in accounting, finance, business or related field; excellent interpersonal and communication skills; working knowledge of office operations and University procedures; familiarity with Quali Financial Systems; strong computer skills including MS Office, specifically in Excel and other Microsoft applications.

This is a full-time, permanent position. This position is entry level with salary in the high thirties and includes an excellent benefits package.

Apply using Husky Hire and upload a cover letter, resume, and list of three professional references with contact information to job opening # 2015180. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. Review of applications will begin immediately. Successful applicants will be contacted to schedule an interview. (Search # 2015180)

This job posting is scheduled to be removed at 11:59 PM eastern on January 12, 2015.

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC, Hartford Courant, Willimantic Chronicle, Career Builders

Short-term goals: 3 WF, 1 AF

134 total applicants: 28 WM, 66 WF, 4 BM, 7 BF, 2 HM, 5 HF, 8 AM, 7 AF, 1 UM, and 6 UF

Hiring Goals Analysis 2015

Unqualified applicants: 15 WM, 40 WF, 1 BM, 1 BF, 1 HM, 2 HF, 1 AM, 3 AF, 1 UM, 2 UF

- 3 WM, 30 WF, 1 BF, 2 HF, 1 AM, 2 AF, and 2 UF lacked an Associate's degree in accounting, finance, business or a related field.
- 11 WM, 9 WF, 1 BM, 1 HM, 1 AF, and 1 UM did not have experience in accounting, finance, business or related area.
- 1 WM did not possess customer service skills or experience.
- 1 WF did not show an ability to work independently based on previous work experience.

Qualified applicants: 8 WM, 13 WF, 1 BM, 4 BF, 1 HM, 1 HF, 3 AM, 1 UF

- 3 WF and 2 BF did not have a Bachelor's degree in accounting, finance, business or a related field.
- 3 WM, 1 WF, 1HM, 1 HF, 3 AM, and 1 UF did not illustrate excellent written communication skills.
- 5 WM, 9 WF, 1 BM, and 2 BF did not have a working knowledge of office operations and University procedures.

Interviewed applicants: 5 WM, 13 WF, 2 BM, 2 BF, 2 HF, 4 AM, 4 AF, 3 UF

- 1 BF and 2 AF withdrew their applications from consideration.
- 1 WM and 1 HF did not respond to the invitation for an interview.
- 4 WM, 9 WF, 1 HF, 2 AM, and 2 UF did not have experience working with the Quali Financial System.
- 1 WF and 1 AF did not hold a specific BA degree in an accounting, finance or business related field.
- 2 WF, 2 BM, 1 AF, and 1 UF did not demonstrate excellent interpersonal skills based on responses to interview questions.
- 1 WF and 1 AM did not have any higher education experience.
- 1 BF was offered the position and rejected it.

The 1 AM selected had excellent customer service skills and experience in leading special projects. He had KFS experience and strong computer skills in Microsoft Office, particularly Excel.

Hiring Goals Analysis 2015

2015119 – Financial Assistant I - Psychology

Description:

The Department of Psychology at the University of Connecticut seeks qualified applicants for the position of Financial Assistant I (UCP I). Under the direction of the Executive Assistant, the Financial Assistant I will support the financial needs of the faculty, researchers, graduate and undergraduate students within the department.

Duties and Responsibilities: Processes fiscal transactions including student payroll records, purchasing, travel and other disbursements; maintains fiscal records in compliance with University record retention requirements; procures supplies and processes payments for participant incentives, and other related services; resolves problems related to travel arrangement and reimbursements; initiates and reconciles Procard purchases; prepares correspondence related to department financial matters; verifies and maintains spreadsheets, processes invoices, requisitions and other disbursements; monitors and tracks expenditures for appropriateness and compliance within budgetary limits; provides expense summaries; assists grant managers with cost transfer preparation and resolving account discrepancies; processes payroll authorizations; advises on issues related to student employment; maintains office supply inventory; receives and distributes deliveries; manages departmental photocopy/scanning center, room reservations, departmental equipment loan processing; provides other related duties as requested.

Minimum Qualifications:

1. Associate's degree in accounting or related field
2. Two years experience in accounting or related area

Preferred Qualifications:

1. Bachelor's degree in accounting, finance, business or related field
2. Experience working in a higher education setting
3. Demonstrated customer service skills
4. Excellent computer skills including proficiency in use of Microsoft Office Products

This is a full time, permanent appointment. Salary is commensurate with experience and includes full benefits.

To apply for this position, upload a cover letter, resume, and a list of three professional references via Husky Hire. In your application materials describe how your knowledge, skills, and abilities qualify you for this position. Include the search number in all correspondence. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2015119)

This job posting is scheduled to be removed at 11:59 PM eastern on October 13, 2014.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, African American and Asian American and Puerto Rican/Latin American Cultural Centers, Boston University Career Services, Eastern Connecticut State University Career Services, and UConn Business School Career Services.

Short-term goals: 3 WF, 1 AF

46 total applicants included: 8 WM, 22 WF, 1 BM, 5 HF, 2 AM, and 8 AF.

Unqualified applicants included: 3 WM, 7 WF, 3 HF, 1 AM, and 1 AF.

- 1 WM, 7 WF, 2 HF, and 1 AM lacked Associate's degree in accounting or related field.

Hiring Goals Analysis 2015

- 2 WM, 1 HF, and 1 AF lacked two years' experience in accounting or related area.

Qualified applicants included: 4 WM, 11 WF, 1 BM, 2 HF, 1 AM, and 6 AF.

- 3 WF and 1 HF Bachelor's degree in accounting, finance, business or related area.
- 4 WM, 8 WF, 1 BM, 1 HF, 1 AM, and 6 AF lacked experience working in a higher education setting.

Interviewed applicants included: 1 WM, 4 WF, and 1 AF.

- 1 WM and 3 WF did not have as strong financial processing experience as the top candidate.
- 1 WF withdrew herself from consideration.

The 1 AF hired demonstrated excellent financial processing knowledge in a Higher Education setting. This candidate also has direct first-hand experience processing financial transactions in Quali, the financial system currently used at the University. Her financial services work experience earned as a student employee demonstrates she quickly rose to a lead position amongst her peers, where she supervised and trained six student workers in bookkeeping, data entry, and electronic filing. Although her experience prior to February was as a student, she had responsibilities more like a regular employee than the typical student.

Academic Assistant

Short-term goals: 5 WF, 1 BM, 2 BF, 1 HF, 1 AF

Search 2014591 – Academic Assistant

This appointment achieved a short-term hiring goal.
WF

Search 2015006 – Academic Assistant

This appointment achieved a short-term hiring goal.
WF

Search 2015312 – Academic Assistant

This appointment achieved a short-term hiring goal.
HF

Hiring Goals Analysis 2015

2015149 Academic Assistant – Fluorescence and Confocal Microscopist

The University of Connecticut seeks a Facility Scientist who will provide support for four confocal microscopes and other related instruments that are housed in the Electron Microscope Facility and in the Vivarium and research labs in the adjacent Pharmacy/Biology Building. The instruments include a Leica TCS SP8 confocal microscope, a Leica TCS SP2 confocal microscope, a Zeiss LSM510 multiphoton microscope, a Zeiss AxioScope with Apotome, and a Zeiss PALM laser capture microdissection system. The successful candidate will maintain the operation of the microscope systems, train and assist users in image acquisition and post-acquisition analyses using a variety of methods and software programs. He/she will manage user scheduling and billing and coordinate repair and maintenance services. He/she will hold an annual training for users and will be involved in teaching a module in graduate / advanced undergraduate course on fluorescence microscopy in molecular neuroanatomy and physiology or a related topic. He/she is expected to keep current on new techniques in fluorescence/confocal microscopy and post-acquisition image analysis, communicate with the users to assess the needs for and implement upgrades, and coordinate with the PIs to seek funding opportunities for additional imaging capabilities as needed. The Facility Scientist will coordinate with the existing Flow Cytometry and Confocal Microscopy Facility to provide comprehensive support for the fluorescence and confocal imaging needs of the research community at Storrs.

Minimum Qualifications: Ph.D. in cell biology, neurobiology, physiology, or a related area; and research experience using fluorescence and confocal microscopy.

Preferred Qualifications: Excellent verbal and written communication skills; and excellent interpersonal skills to work with faculty and trainees in diverse disciplines.

The appointment will be as an Academic Assistant III and is a non-tenure track annual 11-month appointment. It will be a joint appointment between the Department of Physiology and Neurobiology (<http://www.pnb.uconn.edu/>) and The Biotechnology Bioservices Center (<http://www.biotech.uconn.edu/>). Salary will be commensurate with qualifications. After an initial year, candidates with a strong publication record may be considered for an Assistant Research Professor position in the Department of Physiology and Neurobiology. This would provide opportunities for collaborative research activities supported by external grant funding.

Screening of candidates will begin immediately. Interested applicants must apply electronically using Husky Hire submitting a cover letter, curriculum vitae, and three letters from professional references. For questions regarding this position, prospective applicants should email akiko.nishiyama@uconn.edu, University of Connecticut, Department of Physiology and Neurobiology, Unit 3156, 75 N. Eagleville Road, Storrs, CT 06269-3149. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015149)

This job posting is scheduled to be removed at 11:59 PM eastern on December 8, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: HERC, Inside Higher Ed, and Diverse.

Short-term goals: 5 WF, 1 BM, 2 BF, 1 HF, 1 AF

21 total applicants: 6 WM, 3 WF, 1 HF, 10 AM, and 1 AF

Unqualified applicants: 2 WM, 1 WF, 1 HF, 5 AM, and 1 AF

Hiring Goals Analysis 2015

- 1 WF, 4 AM, and 1 AF did not have a Ph.D. in cell biology, neurobiology, physiology, or a related area
- 2 WM, 1 HF, and 1 AM did not have experience using fluorescence and confocal microscopy

Qualified applicants: 2 WM, 2 WF, and 3 AM

- 2 WM, 2 WF, and 3 AM lacked excellent written communication skills based on application materials.

Interviewed applicants: 2 WM and 2 AM

- 1 AM had a PhD in an unrelated field
- 1 WM and 1 AM did not have relevant research training in projects at the PhD level and above requiring the use of confocal microscopy

The 1 WM selected had outstanding research experience using confocal microscopy, numerous significant publications in high profile journals, a solid understanding of microscopy and research, exceptional experience in cutting-edge technology, and outstanding communication and interpersonal skills.

Hiring Goals Analysis 2015

2015124 Academic Assistant – Rudd Center

Under the direction of Dr. Jennifer Harris, PhD, at the Rudd Center for Food Policy & Obesity, the full-time statistician will provide data integration and analysis support for researchers at the center in various food marketing and food policy projects. The person hired will establish databases created from multiple sources, verify data quality, recommend appropriate statistical and analytical methods, evaluate/analyze data and present results. In addition, this individual will advise and consult with Rudd Center researchers on database design and statistical analysis for other research studies centered on food policy, nutrition and obesity.

Research studies will utilize a wide variety of data sources, including advertising industry exposure data, large public health data sets and survey and experimental data collected through Rudd-Center initiated studies.

Duties and Responsibilities:

1. Manage large datasets from multiple sources for food marketing projects. Move and merge data files from different platforms, clean data and perform data quality control; establish appropriate database formats.
2. Organize and create documents related to food marketing databases: organize and keep track of the status of datasets and communicate with data sources about data accuracy and data dictionary; clearly label variables and define variables through detailed description in the database.
3. Work with Rudd Center food marketing researchers to identify testable hypotheses, develop methods to obtain data and devise suitable statistical analysis plans.
4. Carry out statistical analyses using SPSS, SAS, Stata or similar statistical programs and summarize and present findings to investigators.
5. Consult with other research personnel to develop appropriate database formats and statistical analyses for Rudd Center economic, community and obesity stigma research initiatives.
6. Contribute information and assist in preparing presentations and writing reports for scientific journals and other publications.
7. Ensure data security and compliance with data use agreements by becoming knowledgeable about, and strictly adhering to, the policies and procedures set forth by contractors in their data use agreements.

Minimum Qualifications:

1. Master's degree in Biostatistics, Statistics or relevant field and one to two years of research experience.
2. Knowledge of research design and data coordination and collection methods and principles.
3. Strong knowledge of SAS or STATA (or similar statistical program).
4. Excellent knowledge of correlational, experimental and longitudinal statistical methods, procedures and testing.
5. Ability to consolidate data from multiple sources and develop and manage large databases.
6. Strong analytical and organizational skills; attention to detail.
7. Flexibility and ability to work independently and in a team environment.
8. Effective oral and written communications skills.

Preferred Qualifications:

1. Experience in HLM and SEM.

This is a full-time, renewable position based on available funding. This position carries full medical and retirement benefits. The position will begin January 2nd, 2015.

Hiring Goals Analysis 2015

This is a full-time, renewable position based on available funding. This position carries full medical and retirement benefits. The position will begin January 2nd, 2015.

Interviews for the position will be conducted at the current Rudd Center location in New Haven, CT. The actual work location will be at the Rudd Center which will relocate to Hartford, CT in January 2015.

Please visit Husky Hire at to upload a cover letter, curriculum vita, and the names and contact information for three professional references. Review of applications will begin immediately. Additional information about the Rudd Center can be found at <http://www.valeruddcenter.org/>. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015124)

This job posting is scheduled to be removed at 11:59 PM eastern on November 2, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: Inside Higher Ed, HERC, and Diverse.

Short-term goals: 5 WF, 1 BM, 2 BF, 1 HF, 1 AF

28 total applicants: 3 WM, 3 WF, 1 BM, 1 HM, 11 AM, 8 AF, and 1 UM

Unqualified applicants: 2 WM, 2 WF, 1 BM, 1 HM, 4 AM, and 4 AF

- 1 WM, 1 HM, 3 AM, and 1 AF lacked a Master's degree in Biostatistics, statistics or a related field and one to two years of research experience
- 1 WM, 2 WF, 1 BM, 1 AM and 1 AF did not demonstrate knowledge of research design and data coordination and collection methods and principles
- 2 AF did not demonstrate excellent knowledge of correlational, experimental and longitudinal statistical methods, procedures and testing

Interviewed applicants: 1 WM, 1 WF, 7 AM, 4 AF, and 1 UM

- 1 AM and 2 AF withdrew.
- 1 WM, 2 AM, 2 AF, and 1 UM lacked sufficient communication skills needed for the position.
- 1 AM lacked experience in hierarchical linear modeling (HLM) and search engine marketing (SEM)
- 1 AM was only interested in a short, temporary position.
- 1 WF wanted to work in a supervisory role and at a much higher level position than the offered position.
- 1 AM lacked the experience in research needed for the position.

Hiring Goals Analysis 2015

The 1 AM hired demonstrated excellent oral communication skills as well as extensive experience and interest in particularly relevant food marketing research. He had experience in HLM and SEM and correlated statistical methods.

Hiring Goals Analysis 2015

2015392 – Academic Assistant 3 – Office of Institutional Research

The Office of Institutional Research and Effectiveness, located on the Storrs campus, invites applications for an Academic Assistant 3 (Assessment). Founded in 1881, the University of Connecticut serves as the flagship for public higher education and the primary doctoral degree granting public institution in the state and includes a main campus in Storrs, CT, five regional campuses throughout the State, a Law School, and Medical and Dental Schools at its Health Center. The University, a Land Grant and Sea Grant college and Space Grant consortium institution, is consistently ranked the number one public university in New England and among the top 20 publics in the nation. The University has approximately 10,000 faculty and staff and 30,000 students, including more than 22,000 undergraduates and nearly 8,000 graduate/professional students. More information regarding the University of Connecticut and the Office of Institutional Research and Effectiveness (OIRE) can be found at: <http://www.oire.uconn.edu>.

Job Summary: Under general supervision of the Assistant Vice Provost for Institutional Research and Effectiveness, the Academic Assistant 3 (Assessment) will proactively identify and develop research studies geared towards assessment of general education, student learning outcomes, teaching effectiveness, and major fields and work with faculty and staff to coordinate the activities of student evaluation of teaching. The individual will assist in designing and implementing an assessment process for student learning outcomes for general education, degree programs and curricula, including mapping program learning outcomes to the curriculum and courses; provide for the assessment education of faculty and staff by creating and teaching workshops and maintaining a library of assessment methodology, ideas, and materials; monitor program review plans for various programs to assess student learning outcomes; identify assessment strategies and instruments as appropriate to comply with state and federal laws, serving as a clearinghouse for program review reports; guide university efforts to satisfy the requirements of the New England Association of Schools and Colleges, Voluntary System of Accountability, and P20 (Longitudinal Data Sharing); identify or develop survey instruments including observation protocols, focus group questionnaires, rubrics, selection of research design and the preparation of research or analytical reports, leading the online student evaluation of teaching process; assist with developing, maintaining, and improving the OIRE assessment web site; stay at the forefront of emerging issues in higher education assessment and research by actively representing the University at conferences or meetings which may require overnight stays; serve on various university committees as needed or required; and other related duties as assigned.

Minimum Qualifications: The ideal candidate must have a Doctoral degree in a quantitative discipline such as Educational Research, Measurement or Administration, Public Policy or a related discipline; one year of full time experience in institutional research or assessment related area; experience in using SPSS or SAS statistical analysis programs for decision support; knowledge of data analysis and research design methodologies; capacity for independent and creative thinking and writing on research and statistical problems; ability to work with data from multiple sources; excellent analytical and quantitative skills; and excellent communication skills, both verbal and written.

Preferred Qualifications: Knowledge of programming in SQL or SAS; knowledge of business intelligence and reporting tools such as Tableau, SAS BI, or OBIEE; working knowledge of ERP such as PeopleSoft, SAP or Banner; and experience leading instructional activities.

Appointment Terms: This is a full-time position. Salary will be commensurate with background and experience and includes a full benefits package.

To Apply: Interested applications should upload a cover letter, resume, and names and contact information of three professional references to Husky Hire at www.jobs.uconn.edu. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015392)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 27, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruitment activities included postings in Diverse, HERC, Inside Higher Ed, the Chronicle of Higher ED and AIR Online.

Short-term goals: 5 WF, 1 BM, 2 BF, 1 HF, 1 AF

17 total applicant included: 7 WM, 5 WF, 2 AM, 2 AF, 1 UF

Unqualified applicants included: 6 WM, 5 WF, 2 AM, 1 AF, 1 UF

- 2 WM, 1 WF lacked a Doctoral degree in a quantitative discipline such as Educational Research, Measurement or Administration, Public Policy or a related discipline, one year of full time experience in institutional research or assessment related area, experience in using SPSS or SAS statistical analysis programs for decision support and knowledge of data analysis and research design methodologies.
- 1 WM, 3 WF, 1 AM, 1 UF lacked a Doctoral degree in a quantitative discipline such as Educational Research, Measurement or Administration, Public Policy or a related discipline and one year of full time experience in institutional research or assessment related area.
- 2 WM lacked a Doctoral degree in a quantitative discipline such as Educational Research, Measurement or Administration, Public Policy or a related discipline and experience in using SPSS or SAS statistical analysis programs for decision support.
- 1 AF lacked a Doctoral degree in a quantitative discipline such as Educational Research, Measurement or Administration, Public Policy or a related discipline
- 1 WM, 1 AM lacked , one year of full time experience in institutional research or assessment related area
- 1 WF lacked experience in using SPSS or SAS statistical analysis programs for decision support.

Qualified applicants included: 1 WM

- 1 WM lacked knowledge of business intelligence and reporting tools such as Tableau, SAS BI, or OBIEE and working knowledge of ERP such as PeopleSoft, SAP or Banner.

Interviewed applicants included: 1 AF

1 AF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 AF promoted was the only candidate with the background in SAS, Business Intelligence, PeopleSoft, as applicable in Institutional Research & Assessment areas focusing on student learning outcomes. She possessed several years' experience in institutional research. She also had doctoral degree.

1 WM's work schedule was changed from part-time to full-time.

Hiring Goals Analysis 2015

Specialist 1A

Short-term goals: 4 WM, 2 BM, 1 BF

Search 2015327 – Specialist IA - Athletics

This appointment achieved a short-term hiring goal.

WM

Search 2015516 – Specialist IA – Athletics

This appointment achieved a short-term hiring goal.

WM

Search 2016001 – Specialist IA - Athletics

This appointment achieved a short-term hiring goal.

WM

Search 2016055 – Specialist IA - Athletics

This appointment achieved a short-term hiring goal.

WM

Hiring Goals Analysis 2015

2015390-Assistant Volleyball Coach

Internal and External



Job Posting

Assistant Women's Volleyball Coach (Specialist 1A)

The University of Connecticut is accepting applications and nominations for a full-time position of Assistant Women's Volleyball Coach. Responsibilities include: assisting the Head Women's Volleyball Coach in planning and organizing all phases of a Division I women's volleyball program including coordinating recruitment and evaluation of prospective student-athletes; development of the student-athlete; game preparation/video analysis; marketing and community involvement; and other administrative duties as assigned by the Head Women's Volleyball Coach.

Minimum Qualifications: Bachelor's degree; minimum of three years of Division I collegiate coaching experience within the last five years including demonstrated experience in training setters and the recruiting process of qualified student-athletes; demonstrated working knowledge of the correct application of NCAA regulations; knowledge of and prior experience with administration of collegiate team travel; strong commitment to the academic goals of the University; and excellent organizational, communication and public relations skills.

Preferred Qualifications: Experience in video analysis; experience in preparation of scouting reports; and prior experience of community outreach and/or involvement with University activities.

Salary is commensurate with experience.

To Apply: Candidates must submit letter of application, resume, and the names of three references to Husky Hire <http://www.jobs.uconn.edu>. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015390)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 25, 2015.

Recruitment activities included: HERC, Diverse, Inside Higher Ed, and UConnHuskies.com.

Short-term goals: 4 WM, 2 BM, 1 BF

15 total applicants included: 4 WM, 7 WF, 2 BF, 1 HM, and 1 AM.

Unqualified applicants included: 1 WM, 4 WF, 1 BF, and 1 HM.

- 1 WM, 4 WF, 1 BF, and 1 HM lacked three years of Division I collegiate coaching experience within the last five years including demonstrated experience in training setters and the recruiting process of qualified student-athletes.

Qualified applicants included: 1 WM and 1 WF.

- 1 WM did not demonstrate the recruiting experience necessary for this position.
- 1 WF withdrew.

Hiring Goals Analysis 2015

Interviewed applicants included: 2 WM, 2 WF, 1 BF, and 1 AM.

- 1 WM does not have as much experience in the coordinating of recruitment of qualified student-athletes on a national level as needed for the position.
- 1 WM did not have experience in the recruiting process of qualified student-athletes in this region of the country.
- 1 WF withdrew her application from consideration.
- 1 WF withdrew.
- 1 BF had less experience in coaching volleyball than needed for the position.

The 1 AM selected had excellent prior experience in collegiate coaching and in the coordinating of recruitment of qualified student-athletes. He also demonstrated significant understanding and working knowledge of assisting in the planning and organizing all phases of a Division I women's volleyball program. He had working knowledge of the correct application of NCAA regulations and a strong commitment to the academic goals of the University. This candidate presented with experience in the preparation of scouting reports and game preparation/video analysis and had knowledge of and prior experience with administration of collegiate team travel, as well as excellent organizational, communication, and public relations skills. This candidate has prior experience of community outreach and/or involvement with collegiate activities.

Hiring Goals Analysis 2015

2015448 Assistant Women's Track and Field Coach

The University of Connecticut is accepting applications for a full time position of Assistant Women's Track and Field Coach. This individual will be primarily responsible for working with student-athletes in the throwing events, and will manage many of the operational functions for the team. In addition to coaching the throwers, the successful candidate will work with the coaching staff to develop a strategic recruiting plan in all event areas, assist in preparing daily practice schedules, coordinate team travel, and collaborate on the preparation and management of the budget, as well as other duties as assigned by the Head Women's Track Coach.

Minimum Qualifications: Bachelor's degree; 4 years of track and field coaching and/or participation (within the past eight years) in the throws discipline at an NCAA Division I Institution; demonstrated ability to work with and develop student-athletes; prior experience performing administrative duties in an intercollegiate athletics setting; experience dealing with the correct application of NCAA regulations; strong commitment to the academic goals of the University; and excellent organizational, communication and public relations skills.

Preferred Qualifications: Coaching and/or participation experience in the throws discipline at NCAA Championship competition and/or other similar nationally or internationally recognized events; minimum 1-2 years of experience dealing with intercollegiate athletics administrative functions, such as budget management, team travel, student-services/financial aid, etc.

Salary is commensurate with experience.

To Apply

Candidates must submit letter of application, resume, and the names of three references using Husky Hire. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015448)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 2, 2015

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: HERC, Diverse, and Inside Higher Ed.

Short-term goals: 4 WM, 2 BM, 1 BF

71 total applicants: 31 WM, 7 WF, 14 BM, 10 BF, 5 HM, 1 AM, 2 AF, and 1 UM.

Unqualified applicants: 29 WM, 6 WF, 14 BM, 5 BF, 4 HM, 1 AM, 1 AF, and 1 UM

- 18 WM, 6 WF, 10 BM, 3 BF, 2 HM, and 1 UM did not have 4 years (within the last 8 years) of track and field coaching and/or participation in the throws discipline at an NCAA Division 1 Institution
- 2 WM and 1 AF did not demonstrate ability to work with and develop student-athletes
- 4 WM, 2 BM, 1 HM, and 1 AM did not have prior experience performing administrative duties in an intercollegiate athletics setting

Hiring Goals Analysis 2015

- 2 WM and 1 HM did not have experience dealing with the correct application of NCAA regulations
- 3 WM, 2 BM, and 2 BF did not demonstrate excellent written communication skills based on application materials.

Qualified applicants: 2 WM, 1 WF, 1 BF, and 1 HM

- 1 BF withdrew
- 1 WM, 1 WF, and 1 HM did not have coaching and or participation experience in throws discipline at NCAA Championship competition and or similar nationally or internationally recognized events
- 1 WM did not a minimum of 1 - 2 years' experience dealing with intercollegiate athletics administrative functions, such as budget management, team travel, student-services, and financial aid

Interview applicants: 4 BF and 1 AF

- 1 BF did not demonstrate outstanding communication skills based on responses to interview questions.
- 2 BF was not able to demonstrate a strong history of developing student-athletes.
- 1 BF did not demonstrate outstanding experience in fulltime coaching needed for the position.

The 1 AF hired demonstrated an excellent depth of coaching and administrative experiences, outstanding accomplishments participating in the throws discipline as an 11-time All American in college and 3-time Olympian, seven years of outstanding coaching experience, excellent communication skills, and administrative experience in areas of budgeting, travel, NCAA compliance, fundraising, and outreach.

Specialist 2A

Short-term goals: 1 WF, 1 BF, 1 HM, 1 AM

There was no hiring activity in this category.

Specialist 3A – 4A

Short-term goals: 2 BM, 1 BF, 1 AM

There was no hiring activity in this category.

Hiring Goals Analysis 2015

Remaining Titles

Short-term goals: 15 WM, 1 BM, 1 BF, 1 AM

Search 2015037 –

This appointment achieved a short-term hiring goal.
WM

Search 2015184

This appointment achieved a short-term hiring goal.
WM

Search 2015361

This appointment achieved a short-term hiring goal.
BM

Hiring Goals Analysis 2015

2015422 Assistant to the Chief of Police – Public Safety

Job Posting

The University of Connecticut Public Safety Division, located in Storrs, Connecticut, is seeking an experienced individual to serve as the Assistant to the Chief. Under the general direction of the Director of Public Safety/Chief of Police, the Assistant to the Chief will be a highly visible and confidential position within the Division of Public Safety. The Assistant to the Chief will independently perform a full range of confidential and administrative support services, requiring a strong understanding of an organization's operations. The position will require efficient coordination of specialized administrative functions requiring independent judgment within a fast paced, essential service environment. An advanced level of office management accountability, problem-solving, collaborative ability and attention to detail within a diverse department are required.

Duties and Responsibilities

1. Provide advanced administrative support to the Director of Public Safety/Chief of Police. Coordinate appointment scheduling, make arrangements for meetings, conferences, and travel and handle daily correspondence as assigned.
2. Perform office management duties under established policies and procedures; complete necessary complex paperwork and assist in the preparation, development and monitoring of various office procedures and reports.
3. Provide office support including answering phones and making referrals as appropriate, draft routine and complex correspondence, taking meeting minutes, greeting and directing visitors in a timely and courteous fashion as appropriate.
4. Serve as the first point of contact for visitors and guests and receive them in a friendly, collegial and orderly manner, as well as providing general information regarding departmental policies and procedures.
5. Troubleshoots for the Director of Public Safety/Chief of Police by managing and triaging telephone or personal complaints, including but not limited to, receiving, recording, referring, and ensuring timely responses to complaints.
6. Maintain electronic and paper filing systems, including archiving pertinent documentation and files.
7. Track and prepare correspondence to assure expeditious response; meticulously edit and type documents with a required understanding and evaluation of the data sources.
8. Maintain the conference room schedule and ensure the timely ordering of required supplies and refreshments for meetings and reception area. Ability to set-up equipment for presentations to include conference calling set-up for ease of operation.
9. Compile information from a variety of sources, including confidential information used in collective bargaining, and prepare narrative and/or complex statistical reports in graph or chart format and manage multi-faceted databases.
10. Monitor and screen documentation and recommends appropriate action.
11. Serve as liaison and resource person to University Deans, Directors, Department heads and other constituents regarding routine information and policies and procedures.
12. Participate in cooperative efforts to provide administrative support to internal administrators as needed.
13. Maintain calm presence to defuse tense situations and effectively collaborate with Division members to facilitate a team approach when required.

Hiring Goals Analysis 2015

Minimum Qualifications

1. Bachelor's degree in communications, English, or related field.
2. Proficiency with Microsoft Office Suite specifically Word, Excel and Outlook.
3. Proven ability in administrative management in a fast-paced environment.
4. Demonstrated ability to resolve administrative issues.
5. Proven ability to effectively work with a wide variety of diverse individuals including faculty, staff, students and University administrators.
6. Exceptional and demonstrated organizational skills and ability to resolve routine issues professionally, efficiently, independently and confidentially.
7. Excellent verbal and written communication skills.
8. Ability to take direction from internal administrators and collaborate with an executive team.
9. Ability to manage sensitive personnel issues as they arise.
10. Exceptional attention to detail.
11. Ability to manage multiple calendars.
12. Write and review meeting minutes.

Preferred Qualifications

1. Ability to multi-task, prioritize and delegate issues and exhibit flexibility upon fast-paced changing assignments.
2. Ability to be flexible to perform other duties as assigned

Appointment Terms

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition reimbursement at UConn. Salary will be commensurate with successful candidate's background and experience. For additional information regarding benefits visit: <http://www.hr.uconn.edu/docs/enrqde.pdf>

To Apply

Interested applicants please submit a cover letter with a resume that outlines your minimum qualifications to Husky Hire. Also, provide contact information for three professional references. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015422)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 12, 2015.

Recruitment activities included: Hartford Courant, Diversity Working Group, Indeed.com, careerbuilder.com.

Short-term goals: 15 WM, 1 BM, 1 BF, 1 AM

46 Total applicants: 4 WM, 38 WF, 1 BM, 1 HM, 2 HF.

Unqualified applicants included: 4 WM, 24 WF, 1 BM, 1 HM, and 2 HF.

- 20 WF and 2 HF lacked a bachelor's degree in Communications, English or related field.
- 3 WF and 1 HM did not have the ability to manage sensitive personnel issues as they arise.
- 3 WM and 1 WF lacked the ability to manage multiple calendars or write and review meeting minutes.

Hiring Goals Analysis 2015

- 1 WM and 1 BM lacked exceptional attention to detail as evidence by their application materials.

Interviewed applicants included: 14 WF.

- 5 WF withdrew from consideration.
- 4 WF had less experience in an administrative management position than needed for the position.
- 4 WF was not articulate in her answers to interview questions.

The 1 WF selected demonstrated proven experience in administrative management in a fast-paced environment. She had excellent verbal and written communication skills, with ability to work with a wide variety of diverse individuals including faculty, staff, students and the university organization.

Hiring Goals Analysis 2015

Search 15137 – University Educational Assistant 3 – Human Resources

Human Resources Assistant (UEA 3) Advertising & Special Payroll Coordinator

Job Duties and Responsibilities

1. Responsible for coordinating all aspects of the Special Payroll Authorization Request application (SPAR), including processing paperwork and/or records; reviews for accuracy, completeness and compliance with collective bargaining agreements, regulations, policies and procedures; identifies and follows up to resolve routine problems, referring new, unusual or difficult problems to Human Resources Associates or Manager of Employment Services.
2. Provides oversight on Special Payroll authorization use, titles, and reasonableness of compensation amounts and serves as a resource regarding the Special Payroll policies and procedures.
3. Reviews special payroll business processes for accuracy and conformity with University rules and regulations.
4. Reviews special payroll processes and procedures for efficiency and effectiveness, recommends change; participates in discussions regarding new or changed procedures.
5. Assists HR Management with collecting and analyzing data utilized in collective bargaining.
6. Works closely with Employment Services Help Desk Analyst to develop system for tracking and reporting as well as recommending and implementing system enhancements.
7. Assists campus community with using the SPAR application; responds to questions regarding the system and logs issues as required.
8. Responsible for coordinating all aspects of advertising, including assisting hiring departments on advertising costs and strategies; processing paid advertising request; serving as a liaison with contracted advertising agency and publications; and maintaining and updating internal advertising procedures.
9. Keeps abreast of changes to regulations, policies and best practices.
10. Provides assistance with other employment functions and special projects as needed
11. Other related duties as required.

Minimum Qualifications:

1. Bachelor's degree and one to two years of experience working in human resources. A combination of education and experience may be considered.
2. Organizational skills including the ability to prioritize, plan, and work within deadlines
3. Demonstrated commitment to providing excellent customer service
4. Exceptional accuracy, with attention to quality and detail
5. Demonstrated proficiency with Microsoft Office Suite products including Word, Excel, Outlook and Access

Preferred Qualifications

1. Experience in a higher education environment
2. PeopleSoft experience
3. Knowledge of statewide and University of Connecticut labor contracts and University policies and procedures

Hiring Goals Analysis 2015

The University of Connecticut Department Of Human Resources had a critical need to fill this position after the unexpected resignation of a staff member. This position manages Special Payroll and advertising, two high-volume and critical department activities. The candidate identified for this position had recently been hired on special payroll to provide assistance in these areas. She was offered this position on a temporary basis to satisfy the critical business needs in special payroll and advertising, while the department identified a long-term plan for the position in the larger organization. There was no applicant pool for the position.

This WF candidate was chosen to work in Employment Services to assist with SPAR and Advertising due to her previous skills and experience as well as the interpersonal skills she demonstrated during her interview. This candidate's prior experience in a high volume processing role in higher education made her the most qualified to handle the high volume with both SPAR and Advertising. Specifically, in her role as a Secretary 1 at Western Connecticut State University this candidate was responsible for areas of student registration that are not only high volume but also require confidentiality and the ability to interpret and apply policies and procedures, two very important components to the role in Human Resources.

Hiring Goals Analysis 2015

2015316 University Educational Assistant III – Office of Diversity and Equity

Internal and External



Job Posting

As part of UConn's ongoing commitment to create and maintain a campus environment free from all forms of discrimination and harassment, including all forms of sexual harassment and violence, the University is expanding its dedicated Title IX staff in the Office of Diversity and Equity (ODE) to include a Title IX Support Specialist. Reporting to the Deputy Title IX Coordinator with a dotted line to the Executive Assistant to the Associate Vice President/Title IX Coordinator, the Title IX Support Specialist will support ODE's dedicated Title IX investigative team responsible for the University's investigations of reported cases of sex discrimination, sexual assault, sexual harassment, stalking, and intimate partner violence involving undergraduate and graduate students. The Title IX Support Specialist will perform a wide range of administrative and business management functions primarily related to supporting the Title IX investigation and preventative programming workload. In addition, the Title IX Support Specialist will provide assistance in collecting information regarding Title IX trends and issues; and data collection and assessment. Finally, where possible, the Title IX Support Specialist also will be called upon to provide day-to-day administrative and financial assistance for all areas of focus within ODE, including but not limited to Title IX investigations.

Duties and Responsibilities:

- Perform day-to-day office support functions which include but are not limited to: answering ODE main line, answering security intercom, greeting visitors, maintaining equipment sign-out and parking validation log.
- Assist with discreetly and sensitively scheduling meetings with students for Title IX Investigators.
- Assist with the preparation of Title IX case materials which include but are not limited to: creating interview summaries, redacting information, and organizing case information into evidentiary appendices. Also assist with the preparation of materials for student conduct hearings.
- Occasionally assist investigators by participating in student and employee interviews as a witness and meeting with students signing investigation statements.
- Assist with ongoing maintenance to UConn's sexual violence, relationship violence and stalking resource website, <http://www.sexualviolence.uconn.edu/>.
- Work closely with the Title IX Coordinator and Deputy Title IX Coordinators, assist with the preparation and maintenance of statistical, demographic, and subject matter data related to Title IX complaints and trends, including preparing such figures and data for widespread publication and distribution.
- Assist ODE staff in ensuring and tracking student and employee attendance in various education, awareness, and prevention programs and campaigns as assigned by the Title IX Coordinator and Deputy Title IX Coordinators.
- Assist with researching and administration of Title IX prevention programming, including assisting with the creation, assembly and distribution of educational materials to the University community.
- Serve as a resource to all ODE staff on matters related to the administration of the Title IX program.
- Support as assigned for non-Title IX-related ODE matters, including submission of the University's Affirmative Action Plan, employment discrimination investigations, and administration of state-mandated diversity and sexual harassment trainings.
- Occasional support for ODE budget and ODE website, <http://www.ode.uconn.edu/>.
- Other related duties as assigned.

Hiring Goals Analysis 2015

Minimum Qualifications:

- A Bachelor's degree and three years' experience in a progressively responsible programming and/or administrative support position (equivalent combination of education and experience will be considered).
- Proficiency with office administration and coordination of general office business functions, including demonstrated strong skills in Microsoft Word, Excel, and Power Point.
- Strong interpersonal skills: Demonstrated ability to function well in both leader and teammate roles and interact with colleagues and superiors in a positive and constructive manner when faced with significant deadlines or workloads and challenging subject matter.
- Demonstrated ability to work independently and regularly exercise excellent judgment regarding interpersonal interactions, administrative detail, and confidential procedures.
- Excellent writing and communications skills.
- Strong work ethic and attention to detail: Highly motivated, self-directed execution of routine and special projects.
- Experience in and awareness of the sensitivity required when interacting with and addressing the needs of a diverse community on sensitive topics.

Preferred Qualifications:

- Two years' experience working with victims of gender-based discrimination, harassment, or violence.
- Demonstrated ability to interact effectively with individuals who have been negatively impacted or harmed by the behavior of others and/or individuals who have experienced trauma.
- Experience in managing website content.
- Experience in working with organizational budgets.
- Experience in assisting with the creation of annual published reports, including compilation of large amounts of data and creation of executive summaries.
- Working knowledge of basic principles of Title IX in the education setting, including experience working on issues of sexual misconduct with a college-age population and/or in a higher education setting.
- Prior completion of sexual violence prevention and/or response training.
- Experience working in an administrative support position at an institution of higher education.

Salary range is in the high \$40,000's - low \$50,000s, commensurate with qualifications and experience. Excellent benefits package available. This position also will offer numerous opportunities for professional growth and development of professional skills through ongoing training.

Applicants should apply through Husky Hire and include a cover letter detailing experience and qualifications, resume, and list of three references. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015316)

This job posting is scheduled to be removed at 11:59 PM eastern on February 8, 2015.

Recruitment activities included: Inside Higher Ed., Diverse, Internet, Intranet, General University Website, General Diversity Website, HERC, Sexual Assault Crisis Center of Eastern CT, Inc., ConnSacs, Connecticut Coalition Against Domestic Violence

Short-term goals: 15 WM, 1 BM, 1 BF, 1 AM

Hiring Goals Analysis 2015

80 total applicants: 8 WM, 50 WF, 4 BM, 5 BF, 5 HF, 5 AF, 3 UF

Unqualified applicants: 4 WM, 39 WF, 3 BM, 3 BF, 4 HF, 4 AF, 2 UF

- 3 WM, 19 WF, 1 BF, 3 HF, 3 AF, and 1 UF lacked a Bachelor's degree and at least three years' experience in a progressively responsible programming and/or administrative support position.
- 1 WF and 1 HF did not demonstrate proficiency with office administration and coordination of general office business functions, including demonstrated strong skills in Microsoft Word, Excel, and Power Point.
- 1 WM, 14 WF, 2 BM, 2 BF, and 1 AF did not demonstrate an ability to work independently and regularly exercise excellent judgment regarding interpersonal interactions, administrative detail, and confidential procedures.
- 5 WF, 1 BM, and 1 UF lacked excellent writing and communications skills.

Qualified applicants: 2 WM, 8 WF, 1 BM, 1 BF, 1 HF, 1 AF

- 2 WM, 8 WF, 1 BM, 1 BF, 1 HF, and 1 AF lacked at least two years' experience working with victims of gender-based discrimination, harassment, or violence.

Interviewed applicants: 2 WM, 3 WF, 1 BF, 1 UF

- 1 WF and 1 UF withdrew their applications from consideration.
- 1 BF lacked experience working directly with individuals who have experienced trauma.
- 1 WM demonstrated a lack of attention to detail and poor presentation skills during the in-person interview.
- 1 WM lacked the in-depth Title IX knowledge and experience needed for the position.
- 1 WF demonstrated poor communication and presentation skills during in-person interview.

The 1 WF selected had experience with administrative tasks, Title IX, and working directly with students who have experienced trauma. She demonstrated strong communication and presentation skills, and had strong references.

Hiring Goals Analysis 2015

2015488 Office Coordinator – Provost’s Office

Internal and External



Job Posting

Position Summary

The Office of the Provost is seeking a motivated, engaging, and enthusiastic individual to ensure a stable, welcoming, and efficient operation of the main administration building’s first-floor office and reception area. The Office Coordinator reports to the Vice Provost for Academic Operations and independently performs a wide range of confidential activities, requiring a general understanding of operations of the Office of the Provost and the University.

The Office Coordinator functions as the first point of contact for the University’s administration building which encompasses the offices of the President, the Provost and Executive Vice President for Academic Affairs, the Executive Vice President for Administration/Chief Financial Officer and the Office of Governmental Relations. The Office Coordinator greets visitors warmly, ensures that they are comfortable, and directs them appropriately. In addition, the Office Coordinator answers incoming telephone calls and routes appropriately. The Office Coordinator is expected to maintain positive public relations and serves as a resource to the University community, which requires discretion, sound judgment, and acumen.

Responsibilities

- Serves as receptionist to the administration building by greeting guests and visitors appropriately and providing direction to the appropriate individuals or offices or other units on campus.
- Answers telephones and refers appropriately.
- Handles incoming and outgoing mail for administrators and staff in the Office of the Provost.
- Serves as a resource on general information, unit policies, procedures and general inquiries.
- Monitors and orders office and kitchen supplies and ensures a tidy reception and office area.
- Manages and schedules the Office of the Provost’s conference room and State vehicle.
- Assists with routine scheduling, managing equipment, ordering and retrieving meals, and assembling materials as requested.
- Triage and responds to general Office of the Provost emails.
- Produces and disseminates routine communications such as memos, notices, emails, and letters, reflecting excellent judgment, accuracy and in advance of deadlines.
- Assists in gathering confidential and factual information that pertains to collective bargaining activity and/or negotiations.
- Disseminates tickets for Athletic and Jorgensen events.
- Assists in the maintenance of the Office’s filing system (paper and electronic).
- Assists with the general daily functioning of the Office.
- Assumes additional duties and responsibilities as required and assigned.

Minimum Qualifications

- Associate’s Degree or equivalent combination of experience and training.
- Strong oral and written communication and interpersonal skills.
- Competence with Microsoft Office Suite, including Outlook, Word, PowerPoint and Excel.
- Ability to skillfully multi-task while remaining calm.
- Excellent organizational and problem-solving skills and attention to detail.
- Proven ability to interact with people and be socially skilled in handling a wide variety of individuals, situations, and requests.
- Proven ability to work independently and manage duties and solve conflicts with minimal supervision.

Hiring Goals Analysis 2015

Preferred Qualifications

- Bachelor's Degree.
- Demonstrated professional work experience in a higher education setting.
- Ability to manage website content.
- Three years of experience as a receptionist or office coordinator with experience in answering phones, routing calls appropriately, and familiarity in greeting and responding to the public in an engaging demeanor.
- Experience coordinating events such as receptions, luncheons, or seminars.
- Knowledge of the University's organizational structure, and UConn policies and procedures.

Appointment Terms

This is a full-time, 12-month position, requiring the successful candidate to work 40 hours per week. Target salary is in the mid-\$40s and is commensurate with education and experience.

To Apply

Interested applicants should apply via Husky Hire and must submit the following: 1) a cover letter which expands on interest in this position and how past experience relates to this role; 2) a current resume; and 3) three work-related references with contact information to the Husky Hire website. Screening will begin immediately. For full consideration, please apply by June 26, 2015.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015488)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 26, 2015.

Recruitment activities included: Inside Higher Ed., Diverse, General Diversity Website, HERC, nine personal contacts.

Short-term goals: 15 WM, 1 BM, 1 BF, 1 AM

106 total applicants: 6 WM, 71 WF, 2 BM, 5 BF, 1 HM, 11 HF, 3 AM, 1 AF, 3 UM, 3 UF

Unqualified applicants: 5 WM, 41 WF, 2 BM, 4 BF, 9 HF, 3 AM, 1 AF, 1 UM

- 1 WF and 1 HF lacked an Associate's Degree or equivalent combination of experience and training.
- 2 WM, 37 WF, 2 BM, 4 BF, 6 HF, 2 AM, 1 AF, and 1 UM did not demonstrate strong written communication skills based on application materials.
- 3 WM, 3 WF, 2 HF and 1 AM lacked competence with Microsoft Office Suite including Outlook, Word, PowerPoint and Excel.

Qualified applicants: 1 WM, 17 WF, 1 HM, 1 HF, 2 UM, 1 UF

- 5 WF did not have a Bachelor's Degree.
- 1 WM, 9 WF, 1 HM, and 1 UM did not demonstrate professional work experience in a higher education setting.

Hiring Goals Analysis 2015

- 3 WF, 1 HF, 1 UM and 1 UF lacked three years of experience as a receptionist or office coordinator with experience in answering phones, routing calls appropriately, and familiarity in greeting and responding to the public.

Interviewed applicants: 13 WF, 1 BF, 1 HF, 2 UF

- 2 WF withdrew.
- 3 WF lacked the office experience needed for this position.
- 1 WF was unable to articulate answers to interview questions about work experiences.
- 1 HF was unwilling to converse with University guests, which is a main responsibility of this position.
- 1 WF and 1 UF lacked familiarity with Microsoft Office Suite.
- 1 WF stated that she would not be able to work independently and would require a great deal of training and day-to-day supervision.
- 1 WF and 1BF lacked direct experience in greeting visitors, managing a front office, managing office supplies inventory.
- 1 UF expressed interest in working independently rather than in a team setting.
- 3 WF lacked the interpersonal and communications skills required for front office communications with faculty, deans and other visitors to the offices of the Provost and President.

The 1 WF selected answered all questions thoroughly and displayed professional communication skills. She had experience working with the public including in an atmosphere where she may encounter visitors who are call or come into the office with a problem. Furthermore, she had multiple years of experience working in an institution of higher education with exposure to students, parents, student prospects, and university administration.

Hiring Goals Analysis 2015

2015268 Director of Sports Medicine – Student Health Services

The University of Connecticut, Storrs Campus, is seeking applicants for a Director of Sports Medicine and Head Team Physician to manage the overall sports medicine program for the Department of Athletics, including (a) injury prevention as well as (b) the evaluation, management, treatment, and rehabilitation of injuries sustained by, and other conditions affecting, the student-athletes, and (c) the development and implementation of educational programs for student-athletes. The Director will participate actively as faculty in UConn Sports Medicine fellowship programs and participate in resident and medical student teaching. The position may allocate as much as 20-40% time to clinical and/or educational & research work with the Departments of Orthopaedics and/or Family Medicine at the University of Connecticut School of Medicine in Farmington, CT. Director will also participate in trainees' pursuit of research and scholarly activities pertaining to Sports Medicine. This position reports to the Director of Student Health Services while receiving administrative direction and working collaboratively with the Senior Associate Director of the Division of Athletics.

Responsibilities include: Implement and manage a medical program to meet the needs of intercollegiate athletes at the University of Connecticut; develops and implements sports medicine programs for the Department of Athletics including injury prevention, injury evaluation, injury management, injury treatment and rehabilitation, etc. as well as the development and implementation of educational programs for student-athletes. Participates actively in the UConn Sports Medicine fellowship programs through clinical education, didactic instruction and other educational activities for fellows. Collaborates with other Sports Medicine faculty and participates in resident and medical student education through curricular rotations and didactic instruction. Leads, participates in, and/or supervises student pursuits of research and scholarly activities pertaining to Sports Medicine. Responsible for providing medical oversight of the sports medicine primary care team physicians, athletic trainers, and other allied health professionals. Conducts comprehensive health assessments of patients to diagnose and treat acute and/or chronic medical and psychiatric disorders in a fashion consistent with state regulations and board certification. Organizes a daily clinic for the intercollegiate student-athletes. Responsible for individualized evaluation and assessment of clinical signs and symptoms, utilization of critical thinking in the establishment of medical/psychiatric diagnosis for actual/potential health problems, and active management of health guidelines. Develops and implements standing orders to be utilized by athletic trainers in the care of intercollegiate student-athletes. Collaborates with the Head Athletic Trainer in the implementation and maintenance of Emergency Action Plans for every participation venue utilized by the University's Athletics Programs. Maintains active communication and interaction with Emergency Services Personnel. Leads clinical quality improvement initiatives pertaining to sports medicine and the care of student-athletes; establishes and implements standard guidelines used in clinical practice. Participates in the evaluation of the quality of care through a peer review process as part of the Quality Assurance Program. Provides oversight and approval of outside consultants in conjunction with the sports medicine advisory committee. Presents clinically relevant in-service trainings and coordinates interdisciplinary care discussions; actively participates in working groups, teams, and committees to enhance the University's sports medicine program and care provided to student-athletes. Participates in the development and implementation of policies pertaining to the sports medicine program and student-athletes such as Division of Athletics Drug Testing Policy. Maintains accurate, legible, and confidential medical records. Documents medical evaluations, diagnoses, procedures, treatments, outcomes, education, referrals, and consultations consistent with AAHC (Accreditation and Association for Ambulatory Health Care) standards. Orders and interprets laboratory and diagnostic studies for evaluation, clinical decision making and continued care of patients. Prescribes, dispenses and/or administers appropriate medication, corrective measures and medical therapeutics. Educates and instructs patients on preventative care, medical and psychiatric issues, and the use of prescribed medical treatments and/or prescription medications including schedule II through V controlled substances. Initiates emergency treatment of acute medical and psychiatric problems consistent with state regulation and board certification. Facilitates and coordinates transitional or specialized care for patients who require services beyond

Hiring Goals Analysis 2015

the scope of Student Health Services. Provides screening and brief intervention to address health risks such as high risk alcohol use, sexual activity, tobacco use, violence and safety, and mental health concerns. Possesses admitting privileges to the SHS Infirmary and is responsible for supervising patient care from admission through discharge. Must acquire and maintain active medical staff privileges at John Dempsey Hospital. Performs related duties as required through mutual agreement with the Director of Student Health Services including availability for primary care responsibilities at the Health Services during times of exceptional need. Keeps abreast of, and ensures compliance with NCAA regulations.

Minimum Qualifications:

1. Current state physician licensure as an M.D. or D.O. and eligibility for licensure in the State of Connecticut (the successful candidate must have or obtain Connecticut licensure and meet all credentialing requirements prior to beginning the position).
2. Current Federal Drug Enforcement Agency (DEA) certificate and Connecticut Controlled Substance Registration certificate number for prescribing controlled substances.
3. Current cardiopulmonary resuscitation and automated external defibrillator (CPR/AED) certification prior to starting position.
4. Minimum two years of experience as a team physician with NCAA athletes.
5. Demonstrated excellent written and verbal communication and human relations skills.
6. Possession of a Certificate of Added Qualification in the field of Sports Medicine.

Preferred Qualifications:

1. Board Certification in Family Medicine or Internal Medicine.
2. Experience in Division I Athletics Program.
3. Experience in teaching at graduate medical education level.

Continuing Requirements:

1. Must meet Connecticut Department of Public Health CME requirements for licensure.
2. Continued employment is contingent on the maintenance of Connecticut medical licensure, Federal DEA number, Connecticut Controlled Substance Registration Certificate and Student Health Services and John Dempsey Hospital medical credentialing.

Appointment Terms: This is a 12-month permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition reimbursement at UCONN, and a highly desirable work environment. Salary and focus of position will be commensurate with successful candidate's background and experience. Employment will be contingent upon the successful completion of a pre-employment criminal background check.

To Apply: Please apply online using Husky Hire with compatible software as required. Upload a cover letter, resume and the names and contact information of three professional references. (Search # 2015268).

This job posting is scheduled to be removed at 11:59 PM eastern on January 18, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruiting activities included: HERC, Diverse, Inside Higher Ed

Short-term goals: 15 WM, 1 BM, 1 BF, 1 AM

Hiring Goals Analysis 2015

11 total applicants: 6 WM, 2 WF, 1 HM, and 2 AM.

Unqualified applicants: 1 WM and 1 HM

- 1 WM did not have the minimum two years of experience as a team physician with NCAA athletes.
- 1 HM did not demonstrate excellent written and verbal communication and human relations skills.

Qualified applicants: 1 WM and 1 AM

- 1 AM did not have experience in a Division I Athletics Program
- 1 WM did not have experience teaching at a graduate medical education level.

Interviewed applicants: 4 WM, 2 WF, and 1 AM.

- 1 WM declined to interview.
- 1 WF did not demonstrate outstanding written and oral communication skills
- 1 WM did not have broad experience in athletic programming, medicine, and administration.
- 1 WM did not demonstrate the required leadership and communication skills.
- 1 WM and 1 AM did not demonstrate current, extensive knowledge about the mental health issues facing today's college student athletes.

The 1 WF hired demonstrated extensive experience with elite student athletes in working with professional hockey, comprehensive understanding of the UConn athletic vision as a UConn fellow, clear leadership and communication skills, knowledge and sensitivity regarding mental health issues in student athletes, and a willingness to share services with Athletics, Family Medicine, and UConn Health Orthopedics.

Hiring Goals Analysis 2015

Classified Hiring Activity

Storrs Campus

Category 7 – Protective Services

Short-term goals: 2 BM, 1 BF, 2 HM, 1 AM

Search 2015265 – Protective Services Trainee (Police) – Public Safety

Visible: Internal and External

Description Type: Job Posting

Description ID:

Description:

The University of Connecticut Police Department, an internationally accredited agency through CALEA, is inviting applicants with a valid Connecticut Police Chiefs Association (CPCA) exam score to apply for Police Officer vacancies currently available at our Storrs Campus. Applicants must be willing to work in a fast paced, diverse community. UConn Police Officers provide a wide range of police services along with investigation of criminal incidents, preparation of arrest and search warrant affidavits, enforcement of motor vehicle and criminal laws, and management of public demonstrations and large gatherings. The UConn Police Department is a fully functional police agency with the same statutory authority as any municipal police department in the State of Connecticut. The department is responsible for, and its primary mission is, the protection of lives and property at the University of Connecticut and all adjacent areas within the jurisdiction of the UConn Police Department. This includes the main campus in Storrs and the regional campuses located statewide. Officers may patrol in cruisers, motorcycles, or bicycles. UConn Police Officers work a challenging schedule that includes major University events, NCAA athletics events, dignitary visits and other complex assignments.

These are full time, permanent positions with rotating shifts. The University of Connecticut offers a comprehensive benefits package that includes hazardous duty retirement and full medical and dental benefits.

Please click Apply Now to be redirected to www.PoliceApp.com.

Minimum Qualifications

In order to be considered for employment as a police officer with the UConn Police Department, applicants must:

- Current valid CPCA exam score.
- Have no Class A or Class B misdemeanor convictions or any act of perjury or false statement
- Have no felony convictions
- Excellent written communication
- Excellent interpersonal communications
- Experience in and awareness of the sensitivity required when interacting with and addressing the needs of a diverse community.
- Available to work at the Storrs Campus.

Preferred Qualifications

- A degree in any field of study
- Volunteer work in the community
- United States Military Service

Employment of the successful candidate will be contingent upon successfully completing Polygraph, Psychological, Background and Pre-Employment physical. (Search # 2015265)

This job posting is scheduled to be removed at 11:59 PM eastern on December 31, 2014.

Hiring Goals Analysis 2015

Recruitment activities included advertisements with the Connecticut Police Academy, PoliceApp.com, and various law enforcement career fairs throughout the state.

Short-term goals: 2 BM, 1 BF, 2 HM, 1 AM

256 candidates applied for the position: 161 WM, 32 WF, 5 BM, 3 BF, 24 HM, 6 HF, 9 AM, 1 AF, 14 UM and 1 UF.

Qualified not interviewed applicants: 76 WM, 16 WF, 14 HM, 3 HF, 4 AM, 1 AF, and 8 UM.

- 68 WM, 10 WF, 9 HM, 2 HF, 4 AM, and 5 UM lacked a current valid CPCA exam score.
- 8 WM, 6 WF, 5 HM, 1 HF, 1 AF, and 3 UM did not demonstrate excellent written communication skills based on submitted application materials.

Interviewed applicants: 85 WM, 16 WF, 5 BM, 1 BF, 10 HM, 3 HF, 5 AM, 6 UM, and 1 UF.

- 25 WM, 7 WF, 1 BM, 1 BF, 1 HM, 1 HF, 2 AM, and 1 UM declined the invitation to interview.
- 52 WM, 3 WF, 3 BM, 9 HM, 2 HF, 3 AM, 4 UM, and 1 UF did not provide adequate answers to situational police response questions, indicating a lack of understanding of police process and procedures.
- 4 WM, 4 WF, and 1 UM did not pass criminal background checks.

The 1 BM selected for the position met a short-term hiring goal.

BM

The 1 WM selected for the position had an excellent understanding of police work and had extensive experience in and awareness of the sensitivity required when interacting with and addressing the needs of a diverse community. Additionally, this candidate had excellent interpersonal skills.

The 1 WM selected for the position had a very good understanding of police work and responsibilities and had excellent communication and interpersonal skills. Additionally, this candidate had volunteer experience in the community.

The 1 WM selected for the position possessed a valid CPCA exam score and had excellent communication and interpersonal skills. Additionally, this candidate had experience in and awareness of the sensitivity required when interacting with and addressing the needs of a diverse community.

The 1 WM selected for the position had extensive police experience and possessed excellent interpersonal and communication skills. Additionally, this candidate had volunteer experience in

Hiring Goals Analysis 2015

the community and possessed a CPCA exam score.

The 1 WF selected for the position had prior police officer experience and awareness of the sensitivity required when interacting with and addressing the needs of a diverse community. Additionally, this candidate had excellent communication and interpersonal skills.

The 1 WF selected for the position had excellent prior experience as a police officer and understanding of police work. Additionally, this candidate possessed a CPCA exam score and had excellent communication and interpersonal skills.

Hiring Goals Analysis 2015

Search 2015026 – Building and Grounds Patrol Officer – Police Services

Description:

The Division of Public Safety, Police Department at the Storrs Campus of the University of Connecticut is seeking applicants for two Building and Grounds Patrol Officers/(UConn Dispatcher).

This is a fast paced public safety emergency services dispatch center position that requires heavy computer use and the ability to multi-task. The incumbents in these positions will be required to work varying hours, including evening and night shifts, weekends & holidays. These are full-time, permanent positions with a minimum annual salary of \$39,054.

These positions will be appointed at the entry level of Building & Grounds Patrol Officer with promotional opportunity available. The selected candidates will be expected to successfully complete the training and experience required to qualify for the target level of Building and Grounds Patrol Officer - UConn Dispatcher.

Duties Include: Perform police and fire dispatch duties at a fast-paced 911 PSAP; public safety answering point, for the University of Connecticut at Storrs. Applicants should have the ability to prioritize emergency situations; provide information to visitors; and heavy public contact should be expected.

Minimum Qualifications: Good interpersonal skills; basic oral and written communication skills; ability to think and act quickly in an emergency with judgment and discretion.

Preferred Qualifications: Excellent interpersonal and communication skills including the ability to listen and communicate calmly, effectively and courteously in emergency and non-emergency situations; ability to speak proper English and enunciate clearly; ability to determine priorities among multiple issues; excellent computer skills; knowledge of terminology, coding, symbols and standard abbreviations used in radio communication; knowledge of and ability to interpret and apply state and federal laws, statutes, regulations and procedural guidelines relating to emergency services; and ability to analyze problems and take appropriate actions.

To qualify for the target level of Building and Grounds Patrol Officer – UCONN Dispatcher, chosen candidates will be required to obtain and retain Telecommunicator certification from DSET (Division of Statewide Emergency Telecommunication), certification in National Crime Information Center (NCIC) and Connecticut Online Law Enforcement Communications Teleprocessing (COLLECT) systems as well as Emergency Medical Dispatch (EMD).

Application Instructions: Interested applicants, please submit a cover letter and resume that demonstrate how you meet the stated minimum qualifications and any preferred qualifications via Husky Hire. Also, provide contact information for three professional references. Please ensure you include all requested application materials. Incomplete applications will not be considered. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. **Application deadline is Friday, August 15, 2014.** (Serach # 2015026)

This job posting is scheduled to be removed at 11:59 PM eastern on August 15, 2014.

Recruitment activities included advertisements in Diverse and the UConn HuskyHire website.

Short-term goals: 2 BM, 1 BF, 2 HM, 1 AM

48 candidates applied for the position. 15 WM, 15 WF, 4 BM, 2 BF, 7 HM, 2 HF, and 3 UM.

Unqualified applicants: 8 WM, 10 WF, 3 BM, 2 BF, 2 HM, 1 HF, and 1 UM.

Hiring Goals Analysis 2015

- 2 WM, 3 WF, 1 BM, 1 BF, and 1 HF lacked written communication skills as determined by errors on submitted application materials.
- 6 WM, 7 WF, 2 BM, 1 BF, 2 HM, and 1 UM lacked ability to think and act quickly in an emergency with judgment and discretion based on a lack of previous work experience demonstrating these skills.

Interview applicants: 7 WM, 5 WF, 1 BM, 5 HM, 1 HF, and 2 UM.

- 2 WF and 3 HM withdrew from consideration for the position.
- 2 WM and 2 HM did not pass the required criminal background check.
- 5 WM, 2 WF, 1 BM, and 2 UM lacked interpersonal and communication skills including the ability to listen and communicate calmly, effectively, and courteously in emergency and non-emergency situations.

The 1 WF selected for the position demonstrated excellent communication and interpersonal skills including the ability to communicate calmly, effectively, and courteously in emergency and non-emergency situations. Additionally, this candidate had the ability to analyze problems and take appropriate steps.

The 1 HF selected for the position demonstrated excellent communication and interpersonal skills. Additionally, this candidate had the ability to analyze problems and take appropriate steps. Finally, the selected candidate had the ability to interpret and apply state and federal laws and regulations.

Hiring Goals Analysis 2015

2015066 - Building and Grounds Patrol Officer – Transportation

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

The University of Connecticut, Parking Enforcement Unit of the Logistics Administration Department, is currently seeking applicants to fill a full-time, permanent Buildings and Grounds Patrol Officer position to provide basic security services designed to insure the control and safety of clients, students, employees and the visiting public. The B & G Patrol Officers will work under the supervision of the Parking Manager.

Duties include but are not limited to:

- Enforce regulations relating to parking and traffic control at UConn
- Issue tickets for violations
- Direct traffic on state property
- Collect fees from vendors and prepare receipts; perform record keeping functions
- Give information and assistance to visitors
- Guard entrances and exits to prevent trespass, vandalism, theft and other violations
- Perform routine vehicle and foot patrol duty and monitor security and alarm systems to detect theft and other criminal acts
- Provide security escorts
- May assist in fire prevention and firefighting activities such as evacuations during fire drills
- Perform other duties as assigned.

Minimum Qualifications: Good interpersonal skills; good oral and written communication skills; ability to think and act quickly in emergency situations exercising judgment and discretion; any experience and training which would provide the skills and abilities to perform the duties listed above; must possess a current valid Motor Vehicle Operator's license. Applicants must have general good health, be free of disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance, and visual and auditory acuity to perform the duties of the class. Incumbents in this position must also be willing and able to occasionally work morning shifts (8:00 am - 5:00 pm) and weekend hours.

Preferred Qualifications: Knowledge and ability to operate electronic devices and computer software programs pertaining to the Parking Enforcement Unit.

This is a full-time, permanent position with the hours of Monday through Friday, 1:00 pm – 10:00 pm. Shift schedule may be subject to change during academic breaks including winter and summer intersessions.

Recruitment activities included advertisements with the UConn Police Department and UConn Libraries.

Short-term goals: 2 BM, 1 BF, 2 HM, 1 AM

40 candidates applied for the position: 25 WM, 4 WF, 1 BM, 6 HM, 1 HF, and 3 UM.

Unqualified applicants: 19 WM, 2 WF, 6 HM, 1 HF, and 2 UM.

- 15 WM, 2 WF, 3 HM, and 1 UM lacked any experience and training that would provide the skills and abilities to perform the listed duties.
- 4 WM, 3 HM, 1 HF, and 1 UM lacked good written communication skills as evidenced by application materials.

Hiring Goals Analysis 2015

Qualified not interviewed applicants: 4 WM and 1 UM.

- 4 WM and 1 UM lacked knowledge and ability to operate electronic devices and computer software programs pertaining to the parking enforcement unit.

Interviewed applicants: 2 WM, 2 WF, and 1 BM.

- 1 WF declined the invitation to interview.
- 1 WM and 1 BM did not demonstrate good oral communication skills as evidenced by answers to interview questions.
- 1 WF lacked knowledge of electronic devices and computer software programs pertaining to the parking enforcement unit.

The 1 WM selected for the position had excellent experience and training relevant to the job duties. Additionally this applicant had knowledge of electronic devices and computer software and excellent interpersonal and communication skills.

Hiring Goals Analysis 2015

2015440 - Firefighter – Fire Department

Description:

Job Posting Title: Firefighter

The University of Connecticut Fire Department, Storrs Campus, is seeking candidates for the position of Firefighter. Under the general supervision of a Fire Lieutenant or other officer at a higher rank, Firefighters are accountable for providing firefighting, fire prevention, hazardous materials response, technical rescue and emergency medical services.

Examples of Duties: firefighting, technical rescue, fire prevention, emergency medical services, hazardous materials emergency response, equipment maintenance and communications. Receives on-the-job training in firefighting and rescue procedures, drives apparatus to the emergency scene in the event of an alarm, evaluates nature and severity of fire or incident and selects the appropriate tools and techniques. Conducts routine inspection tours of facilities to check and/or maintain fire alarm systems, hydrants, smoke and heat detectors, fire extinguishers, sprinkler and foam systems. Reports any dangerous or inadequate conditions. Delivers fire prevention and fire extinguisher training to non-Fire Department personnel. Provides emergency medical services to evaluate medical conditions of patients and provide pre-hospital treatment and/or critical intervention for injuries and transport patients to hospital if necessary. Performs daily maintenance and inspections of personal equipment to ensure readiness for emergency situations, operational checks of apparatus and pumps, and ensures ambulance and emergency rescue vehicles are stocked with necessary equipment and medical supplies. Perform other related duties as required.

Minimum Qualifications

MQ1. Must currently possess Firefighter II certification pursuant to NFPA 1001 granted by the State of Connecticut or other institution accredited by National Board of Fire Service Professional Qualifications (ProBoard) or the International Fire Services Accreditation Congress (IFSAC)

MQ2: Must currently possess and retain a valid Motor Vehicle Operator's license with a Class Q endorsement, or other comparable endorsement or license classification, such as a Commercial Driver's license or military equivalent, which allows the applicant to operate fire apparatus.

MQ3: Must currently possess and retain Hazardous Materials Operational Level certification pursuant to NFPA 472 granted by the State of Connecticut or other institution accredited by the ProBoard or IFSAC.

MQ4: Must currently possess and retain certification as an Emergency Medical Technician - Basic granted by the State of CT or the National Registry of Emergency Medical Technicians (NREMT)

Preferred Qualifications

Hiring Goals Analysis 2015

(NREMT)

Preferred Qualifications

PQ1: Successful completion of the CT Fire Academy Recruit Firefighter Training Program or other comparable/equivalent recruit firefighter training program which meets or exceeds the requirements of NFPA 1001.

PQ2: Having successfully completed the Candidate Physical Agility Test (CPAT) within 1 year prior to the date of application

PQ3: Successful completion of a college degree program

PQ4: Currently possesses Hazardous Materials Technician Level certification pursuant to NFPA 472.

PQ5: Currently possesses Hazardous Materials Technician Level certification pursuant to OSHA 1910.120.

PQ6: Currently possesses Pump Operator certification pursuant to NFPA 1002 and issued by the State of Connecticut or other institution accredited by the ProBoard or the IFSAC

PQ7: Currently possesses Aerial Operator certification pursuant to NFPA 1002 and issued by the State of Connecticut or other institution accredited by the ProBoard or the IFSAC

PQ8: Currently possesses and retains licensure as an Emergency Medical Technician - Paramedic issued by the State of CT or the NREMT.

PQ9: Currently matriculated or enrolled in a paramedic program

PQ10: Current or honorably discharged member of a United States military service.

PQ11: Successful completion of vocational school or trade school where the degree, diploma or certificate was in a physical trade such as plumbing, electrical, mechanical, HVAC, carpentry or other trade where the applicant demonstrated a physical aptitude that would complement the physical duties of a firefighter

PQ12: Has experience working in the Fire Service

PQ13: Has experience working in Emergency Medical Services

Appointment Terms

Recruitment activities included advertisements with various Fire departments and associations in the State of Connecticut, as well as the utilization of professional contacts and colleagues in the field.

Short-term goals: 2 BM, 1 BF, 2 HM, 1 AM

64 candidates applied for the position: 50 WM, 4 WF, 6 HM, and 4 UM.

Unqualified applicants: 15 WM, 2 HM, and 1 UM.

- 15 WM, 2 HM, and 1 UM were not currently in possession of a Firefighter II certification.

Qualified not interviewed applicants: 20 WM, 1 HM, and 1 UM.

Hiring Goals Analysis 2015

- 7 WM and 1 HM lacked successful completion of the CT Fire Academy Recruit Firefighter Training Program or other comparable recruit firefighter training program which meets or exceeds the requirements of the NFPA 1001.
- 5 WM and 1 UM lacked a Hazardous Materials Technician Level certification pursuant to NFPA 472.
- 8 WM lacked a Pump Operator certification pursuant to NFPA 1002 and issued by the State of Connecticut or other institution accredits by the ProBoard or the IFSAC.

Interviewed applicants: 15 WM, 4 WF, 3 HM, and 2 UM.

- 8 WM, 2 WF, and 1 HM were not current or honorably discharged members of the United States military service.
- 3 WM, 1 WF, 1 HM, and 2 UM were not currently enrolled in a paramedic program.
- 3 WM, 1 WF, and 1 HM lacked successful completion of a college degree program.

The 1 WM selected for the position had certification as a Firefighter II. Additionally, this candidate had successfully completed the CT Fire Academy Recruit Firefighter Training Program. Finally, the selected candidate had experience as a Paramedic and had successfully completed a college degree program.

Hiring Goals Analysis 2015

Category 7 – Protective Services Police Officer

Short-term goals: 25 BF, 24 HM, 1 HF

Search 2015307 – Police Officer – Police Department

Description:

The University of Connecticut Police Department, an internationally accredited agency through CALEA, is inviting applicants with a valid P.O.S.T. Certification to apply for Police Officer vacancies currently available at our Storrs Campus. Applicants must be willing to work in a fast paced, diverse community. UConn Police Officers provide a wide range of police services along with investigation of criminal incidents, preparation of arrest and search warrant affidavits, enforcement of motor vehicle and criminal laws, and management of public demonstrations and large gatherings. Officers may patrol in cruisers, motorcycles, or bicycles. UConn Police Officers work a challenging schedule that includes major University events, NCAA athletics events, dignitary visits and other complex assignments.

Minimum Qualifications

In order to be considered for employment as a police officer with the UConn Police Department, applicants must:

1. Currently be a Certified Police Officer in the State of Connecticut through the Police Officers Standards and Training Council.
2. Possess excellent written communication skills.
3. Possess excellent interpersonal communication skills.
4. Be available to work at the Storrs Campus.

Preferred Qualifications

1. A degree in any field of study from an accredited college/university.
2. Volunteer work in the community.
3. United States Military Service.

For more information on state class specification (job description), minimum qualifications and pay plans, go to: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6945>

Applicants must be a certified Police Officer in the State of Connecticut through the Police Officers Standards and Training Council.

These are full time, permanent positions with rotating shifts. The University of Connecticut offers a comprehensive benefits package that includes hazardous duty retirement and full medical and dental benefits.

For qualified applicants please select "Apply Now" to be redirected to www.PoliceApp.com. To be eligible you must provide a resume and a cover letter that includes why you want to become a Police Officer at the University of Connecticut; your expectations of the job and what skillsets you can bring to the Police Department. Also, please provide three professional references including contact phone numbers and/or e-mail addresses.

Refer to: www.PoliceApp.com for more information. Application deadline is February 13, 2015.

This job posting is scheduled to be removed at 11:59 PM eastern on February 13, 2015.

Recruitment activities included advertisements with the University of Connecticut HuskyHire website; the Police Officer Standards and Training Council; PoliceApp.com; the Hartford Courant; careerbuilder.com; and various career fairs throughout the state.

Hiring Goals Analysis 2015

Short-term goals: 25 BF, 24 HM, 1 HF

10 candidates applied for the position: 6 WM, 1 AF, and 3 UM.

Unqualified applicants: 1 WM and 1 UM.

- 1 WM and 1 UM were not currently a Certified Police Officer in the State of Connecticut through the Police Officers Standards and Training Council.

Interviewed applicants: 5 WM, 1 AF, and 2 UM.

- 2 WM and 2 UM withdrew from consideration for the position.
- 1 WM exhibited very poor responses to situational police questions.
- 1 WM had slightly less well developed interpersonal communication skills than required for the position.

The 1 WM selected for the position exhibited excellent communication and interpersonal skills. Additionally, this candidate had volunteer work in the community and extensive understanding of police procedures.

The 1 AF selected for the position was currently a Certified Police Officer in the State of Connecticut. Additionally, this candidate had excellent interpersonal and communication skills. Finally, the selected candidate had volunteer experience in the community.

Hiring Goals Analysis 2015

GENERAL NOTES FOR SECRETARIAL/CLERICAL TITLES:

Recruiting defined by Article 24 of the NP-3 (Administrative Clerical) collective bargaining agreement, requires that position openings and promotional opportunities be posted at the facility where the vacancy exists and posting and distribution of notices of vacancies in other locations is encouraged. In addition to gleaning applicants from the certified examination lists when required, advertisements are placed in various sources, such as newspapers, websites, and bulletins.

For the following titles, Examination Certification Lists promulgated on a statewide basis and the data from these lists are included where they are applicable in our data sections.

Category 4: Secretarial/Clerical – Administrative Assistant

Short Term Goals: 1 WM, 1 BF

There was no hiring activity in this category.

Category 4: Secretarial/Clerical – Secretary 2

Short Term Goals: 1 BF

There was no hiring activity in this category.

Category 4: Secretarial/Clerical – Secretary 1

Short Term Goals: 1 HF

Hiring Goals Analysis 2015

Search 2015299 – Secretary 1 – Residential Life

Description:

Residential Life plays a vital role in the success of the University of Connecticut and its students by providing quality facilities, personnel, services, and programs that contribute to the mission of the University. Our comprehensive, student-centered, residential program houses over 12,000 students. Over 70% of the undergraduate student population resides in university-managed housing. We offer our students an array of housing facilities and options to enhance their learning experience, including a variety of learning communities.

Position Responsibilities: The Secretary 1/Secretary 2 position independently performs a full range of secretarial support functions for the full-time professionals in the department. The Secretary 1/Secretary 2 serves a critical communication role during business hours and connects students, faculty, parents and other university stake holders with the appropriate resources and university services.

Example of Duties: This position will greet and direct visitors, answers and screens incoming calls and redirect appropriately; provides verbal and/or written information and assistance to staff and the public regarding Residential Life policies and procedures; coordinates with others both within and outside of the organization on a variety of non-routine matters. Also, arranges and coordinates meetings (including space and equipment) and researches, assembles and coordinates meeting materials if necessary; may take minutes of meetings and/or type them from a rough draft; maintains supervisor's schedules and arranges travel plans as needed. Assists in making purchases and payments (within prescribed limits of authority); may assist with managing the office budget (e.g. compiles figures, reviews reports, verifies expense items); may reconcile payment transactions and purchases made with university ProCards; maintains inventory and orders office supplies and equipment as needed; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time, phone and attendance records; designs and initiates new forms and procedures to facilitate workflow. Composes, formats and types a full range of correspondence, such as letters, emails, reports, memos, course materials, manuals, drafts, etc. from rough draft, for own and possible supervisor's signature. Proofreads for content and edits using knowledge of grammar, punctuation and spelling. Designs, organizes and maintains files (including confidential files); updates and reviews reference materials and manuals. Position will be responsible for supervising, training and addressing disciplinary issues with student staff. Performs related duties as required or assigned.

Eligibility Requirements: This is a promotional opportunity at the Secretary 1 level. Applicants must have an active Secretary 1 or Secretary 2 exam score promulgated by the Department of Administrative Services. State employees who have previously attained permanent status as a Secretary 1 or Secretary 2 or are currently working as a Secretary 1 or Secretary 2 may apply as a transfer.

Minimum Qualifications: The ideal candidate should have considerable experience working in an office environment with a strong knowledge of office systems and procedures as well as demonstrated experience with business communication using proper grammar, punctuation and spelling. Also, must have excellent interpersonal, oral and written communication skills; ability to multi-task and schedule and prioritize office workflow; operate office equipment including personal computers and other office equipment such as faxes, copiers and printers; strong skill set using Microsoft Office Suite including Word, Excel, Access and Outlook. Applicants should have a proven ability to communicate effectively with a variety of individuals representing diverse cultures and backgrounds; ability to schedule appointments, meetings and travel for staff; effectively handle phone calls requiring knowledge of and sensitivity to the unit's functions; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor). Also, a comprehension of and experience with business math; some supervisory experience.

Preferred Qualifications: Experience working as a part of a multi-faceted student-oriented team in an education environment.

This is a permanent, full-time position, Monday through Friday with work hours of 8:00am to 5:00pm. Applicants must possess an active Secretary 1 or Secretary 2 exam score or currently be a Secretary 1 or Secretary 2 or have held previous status as a Secretary 1 or Secretary 2. Minimum hourly salary for Secretary 1 is \$19.85. Minimum hourly salary for Secretary 2 is \$21.73.

Interested applicants that are qualified should submit a cover letter, current resume and contact information for three (3) references including names, addresses and telephone numbers to **Husky Hire**. **To meet the criteria for this position, applicants with a Secretary 1 or Secretary 2 exam score MUST upload a copy of the DAS letter validating their exam score.** Applicants not submitting all the requested documentation will not be considered further for employment. Application deadline is Friday, March 13, 2015. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

Hiring Goals Analysis 2015

Recruitment activities included advertisements with the Higher Education Recruitment Consortium and a canvas of the Department of Administrative Services examination list for a Secretary 1/2.

Short Term Goals: 1 HF

50 applicants applied for the position: 2 WM, 33 WF, 2 BF, 2 HM, 4 HF, and 7 UF.

Unqualified applicants: 2 WM, 25 WF, 2 BF, 2 HM, 3 HF, and 3 UF.

- 1 WM, 16 WF, 1 BF, 1 HM, 2 HF, and 1 UF lacked an active Secretary 1 or Secretary 2 exam or have held previous status as a Secretary 1 or Secretary 2.
- 1 WM, 5 WF, 1 BF, and 1 UF lacked the ability to multi-task and schedule and prioritize office workflow based on stated past and current job responsibilities.
- 4 WF, 1 HM, 1 HF, and 1 UF lacked some supervisory experience.

Qualified not interviewed applicants: 4 WF.

- 4 WF lacked experience working as part of a multi-faceted student-oriented team in an education environment.

Interviewed applicants: 4 WF, 1 HF, and 4 UF.

- 1 HF and 1 UF withdrew from consideration for the position.
- 2 WF and 2 UF had less experience working on a student-oriented team than needed for the position.
- 1 UF lacked the communication skills needed for the position as evidenced by responses to interview questions.
- 1 WF's references were not able to verify her experience and skills.
- 1 WF was offered the position and declined.

The 1 WF selected had extensive office management experience and was familiar with various office systems. Additionally, the selected candidate possessed excellent communication and interpersonal skills. Finally, this candidate had some supervisory and education environment experience.

Category 4: Secretarial/Clerical – Office Assistant

Short Term Goals: 5 WM, 1 BM, 1 HM

2 WF's work schedules were changed from part-time to full-time.

Category 4: Secretarial/Clerical – Clerk Typist (4)

Short Term Goals: 1 WM, 1 BF, 1 HF, 1 AF

There was no hiring activity in this category.

Hiring Goals Analysis 2015

Category 4: Secretarial/Clerical – Remaining Titles

Short Term Goals: 1 BF, 1 AF

There was no hiring activity in this category.

GENERAL NOTES FOR MAINTENANCE AND SERVICE UNIT

After State Re-employment lists are cleared of any mandatory refill candidates, non-competitive positions are usually first posted internally, as per Article 14 (Vacancies) of the Maintenance & Service Unit Contract (NP-2). If no NP-2 UConn employees are qualified and interested, the openings are then offered to external candidates. Announcements to outsiders include posting on HuskyHire, on the Human Resources web site, and commercial newspapers (e.g., the *Willimantic Chronicle*, *Norwich Bulletin*, *Manchester Journal Inquirer*, *Waterbury Republican*, and/or the *Hartford Courant*).

Whenever possible, job fairs or open houses are also used to recruit individuals for maintenance, food service, and skilled trades (QCW) workers. Human Resources' recruiters also work with local community agencies and organizations to conduct outreach activities.

Because the Department of Facilities Management is the only unit that includes the various specialized trade shops (such as Electrical, Masonry, Carpentry etc.), maintainers who are hired at the Skilled Maintainer level for the shops tend to be trained or have experience in the preferred trade sought. For other University units, such as the Student Union and Residential Life, these same Skilled Maintainers tend to be highly skilled generalists with knowledge and experience in one or more of the trades.

Hiring Goals Analysis 2015

Category 5: Technical Paraprofessional – All Titles

Short Term Goals: 1 BM, 1 BF, 1 HF, 1 AF

Search 2015043 – Animal Care Technician – Office of Animal Research Services

This HF appointment achieved a short-term hiring goal.

Search 2015214 – Animal Care Technician – Animal Research Services

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

Animal Care Services (ACS) has an opening for a durational, full-time Animal Care Technician. Responsibilities include: handling, feeding and watering animals; clean and sanitize cages, animal rooms and related environment, identify animal by sex, species or strain; perform routine observations as required; collect animal data for reports and required records; participate in the University's occupational health and safety program and training program; maintains per diem records and perform related duties as required. Incumbent in this class may be required to lift moderate to heavy weights; may be exposed to communicable diseases, hazardous materials and risk of injury from animals.

Minimum Qualifications: The successful candidate must be certified by the American Association of Laboratory Animal Science at the level of Assistant Laboratory Technician or have graduated from high school and have two years' experience with the care of laboratory animals. Must have experience and knowledge of animal care requirements and regulations including animal facilities and husbandry regulations and basic animal disease problems and prevention techniques; have manual dexterity, physical strength and ability sufficient for handling animals, feeds, supplies and equipment (50 pounds). Also, good interpersonal, oral and written skills and ability to follow oral and written instructions. A valid driver's license and an annual flu shot vaccination are required.

This is a full-time (37.5 hrs/wk), durational position with a work schedule of Tuesday through Saturday or Sunday through Thursday, 8:00am to 4:00pm, including holidays. This position is considered "Emergency Support." This position has an end date of 6/11/2015. Minimum hourly rate is \$19.23 and includes a full benefits package. Selection for employment is contingent upon satisfactory completion of a background check and pre-employment physical.

All qualified applicants should apply online through Husky Hire fully detailing your qualifications for the position and including the names and contact information for three work related references. Applicants will be evaluated based on the information provided on their application or attached resume. Please ensure that all relevant experience and qualifications for the position are clearly stated. **Application deadline is Tuesday, December 2, 2014.** Once the position has closed, there will not be an opportunity to submit additional information. (Search # 2015214)

This job posting is scheduled to be removed at 11:59 PM eastern on December 2, 2014.

Hiring Goals Analysis 2015

Recruitment activities included advertisements in the Willimantic Chronicle and professional contacts in the field.

Short Term Goals: 1 BM, 1 BF, 1 HF, 1 AF

9 candidates applied for the position: 3 WM, 5 WF, and 1 BF.

Unqualified applicants: 3 WM, 5 WF, and 1 BF.

- 2 WM, 5 WF, and 1 BF lacked certification by the American Association of Laboratory Animal Science at the level of Assistant Laboratory Technician or have graduated from high school and lacked two years' experience with the care of laboratory animals.

1 WM interviewed and selected for the position. This candidate had 15 years of animal care experience including animal observations, husbandry, room sanitation, animal handling, and restraint. Additionally, this candidate exhibited very good interpersonal, oral, and written skills.

Hiring Goals Analysis 2015

Search 2015398 – Animal Care Technician – Animal Care Services

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

Job Summary: Animal Care Services (ACS) has an opening for a durational, full-time Animal Care Technician. Responsibilities include: feed and water animals; clean and sanitize cages, animal rooms and related environment, identify animals by sex, species or strain; perform routine observations as required; collect animal data for reports and required records; participate in the University's occupational health and safety program and training program; maintain per diem records and perform related duties as required. Incumbent in this class may be required to lift moderate to heavy weights; may be exposed to communicable diseases, hazardous materials and risk of injury from animals.

Minimum Qualifications: The successful candidate must be certified by the American Association of Laboratory Animal Science at the level of Assistant Laboratory Technician or have graduated from high school and have two years' experience with the care of laboratory animals. Must have experience and knowledge of animal care requirements and regulations including animal facilities and husbandry regulations and basic animal disease problems and prevention techniques; have manual dexterity, physical strength and ability sufficient for handling animals, feeds, supplies and equipment (50 pounds). Also, good interpersonal, oral and written skills and ability to follow oral and written instructions. Must possess a valid driver's license for use of a State-owned vehicle. An annual flu shot vaccination is required.

Appointment Terms: This is a full-time (37.5 hrs/wk) durational position with a work schedule of Tuesday - Saturday or Sunday - Thursday, 8:00 a.m. to 4:00 p.m., including holidays. This position is considered "Emergency Support". This position has an end date of 11/12/2015. Minimum hourly rate is \$19.81 and includes a full benefits package. Selection for employment is contingent upon the successful completion of a background check and pre-employment physical. (Search # 2015398)

To Apply: All qualified applicants should apply online through Husky Hire fully detailing your qualifications for the position and including the names and contact information for three work related references. Applicants will be evaluated based on the information provided on their application or attached resume. Please ensure that all relevant experience and qualifications for the position are clearly stated. Once the position has closed, there will not be an opportunity to submit additional information.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 27, 2015.

Recruitment activities for the position included an advertisement with ctjobs.com

Short Term Goals: 1 BM, 1 BF, 1 HF, 1 AF

5 candidates applied for the position: 2 WM, 2 WF, and 1 BF.

Unqualified applicants: 1 WM and 1 BF.

- 1 WM and 1 BF lacked certification by the American Association of Laboratory Animal Science at the level of Assistant Laboratory Technician and did not have two years' experience with the care of laboratory animals.

Interviewed applicants: 1 WM and 2 WF.

Hiring Goals Analysis 2015

- 1 WM had not recently worked in the laboratory field and his knowledge of policies and procedures was out of date.
- 1 WF did not exhibit good interpersonal skills as evidenced by responses to interview questions.

The 1 WF selected for the position exhibited excellent communication and interpersonal skills and extensive experience with the care of laboratory animals. Additionally, this candidate was certified by the American Association of Laboratory Animal Science at the level of Assistant Laboratory Technician. Finally, the selected candidate submitted excellent references.

Hiring Goals Analysis 2015

Category 6: Qualified Craft Worker – All Titles

2014594 - Qualified Craft Worker – Electrical

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The Facilities Operations and Building Services Department is seeking a Qualified Craft Worker-Electrical to perform highly skilled journeyman level tasks in accordance with national and local codes, and standard trade practices. Examples of duties include the layout and installation of electrical conduit for power and lighting; repair to electrical motors, controllers, switchboard panels, light power circuits, ventilating fans, interior communications systems, and electrical generators; installation of open and concealed wiring and lighting fixtures; maintenance and repair to unit heaters, fans, building maintenance machines and equipment, diesel electric generators, fire alarm systems, etc.; repair of relay switches; bending pipe, performing necessary safety testing of electric equipment and keeping required records; may assist in high voltage work.

Minimum Qualifications: Four (4) years of experience in the electrical field is required. Applicants must have considerable knowledge of and ability to apply standard tools, materials, methods and practices of the electrical trade in addition to knowing national and local codes as they pertain to the position; must have the ability to read and interpret mechanical blueprints for building and utility systems. Good interpersonal, oral and written communication skills are required as well as the ability to prepare estimates, keep shop records, and utilize computer software. Applicant must be willing to respond to emergencies on overtime (nights, weekends or holidays). Applicant must possess a current motor vehicle operator license, and a Connecticut E-2 license. Extensive knowledge and experience in the electrical field is preferred.

This is a permanent, full-time (37.5 hrs./wk.) position, Monday through Friday, with hours of 7:00am to 3:00pm. Minimum hourly salary is \$24.24 and comes with a full benefits package including medical and dental. Selection for employment is contingent upon satisfactory completion of a pre-employment physical and background check.

NP-2 employees will be given preference in the hiring process and should submit an internal application.

External qualified applicants should apply online through Husky Hire fully detailing their qualifications for the position and including the names and contact information of three work related references. Applicants will be evaluated based on the information provided on their application or attached resume. Please ensure that all relevant experience and qualifications for the position are clearly stated. Application deadline is Monday, July 21, 2014. Once the position has closed, there will not be an opportunity to submit additional information.

This job posting is scheduled to be removed at 11:59 PM eastern on July 21, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: CTJobs.com, Career Builder, Hartford Courant, Manchester Journal Inquirer, and various professional contacts in the field.

Short Term Goals: 2 WF, 3 BM, 1 HF, 1 AM

60 total applicants: 51 WM, 3 BM, 5 HM, and 1 UM.

Hiring Goals Analysis 2015

Unqualified applicants included: 46 WM, 1 BM, 5 HM, and 1 UM.

- 20 WM, 1 BM, 4 HM, and 1 UM lacked considerable knowledge of and ability to apply standard tools, materials, methods and practices of the electrical trade.
- 5 WM lacked good written communication skills based on application materials.
- 7 WM did not demonstrate the ability to prepare estimates and keep shop records.
- 1 WM and 1 HM did not demonstrate the ability to utilize computer software.
- 6 WM lacked knowledge of national and local codes pertaining to the position.
- 7 WM lacked extensive knowledge and experience in the electrical field.

Interviewed applicants included: 5 WM and 2 BM.

- 2 BM lacked hands-on experience and knowledge of the electrical trade and had difficulty answering interview questions about basic electrical functions.
- 1 WM did not have interpersonal and communication skills as strong as necessary for the position.
- 1 WM had less knowledge about electrical codes than needed for the position.
- 2 WM withdrew from consideration.
-

The 1 WM selected was very knowledgeable and experienced in the electrical trade. His responses to the interview questions were detailed and accurate. His responses also indicated that he was very skilled in the trade and a highly motivated individual. He demonstrated excellent communication skills and strong interpersonal skills throughout the interview.

Hiring Goals Analysis 2015

Search 2015158 – Qualified Craft Worker (MECH) – Logistics Administration

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut Motor Pool Department is seeking applicants for a QCW Auto Mechanic to perform highly skilled tasks in automotive, truck, and equipment repair for diesel and gas powered vehicles. These positions entail heavy lifting, wrecker operation, and working during emergencies.

Job Duties: Diagnose failure in all types of automotive and heavy mobile equipment. Service, dismantle, overhaul and reassemble front ends, engines, standard and automatic transmissions, rear ends, hydraulic systems, automotive electrical systems, suspensions, air and hydraulic brake systems, and exhaust systems. Construct and repair parts as needed; weld or braze parts by oxyacetylene torch or electric welding. May operate brake lathes, wheel balances, tire changers, engine analyzers, and other testing equipment as needed to diagnose automotive electronic components. Perform normal maintenance service including tune-ups, belt replacements, tire changing, cooling system repairs, and other vehicle repairs.

Minimum Qualifications: Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the particular trade; interpersonal skills; oral and written communication skills; basic computer skills; and the ability to prepare estimates and keep shop records. Four years of experience in the automotive and mechanical trades; two years must have been performing skilled trade functions in the automotive and mechanical trades. CDL license with air brake endorsement and certification to work on air brakes is required.

This is a permanent, full-time position with a schedule of Monday through Friday, 7:00am to 3:30pm. This position offers full benefits. Selection for employment is contingent upon satisfactory completion of a background check and pre-employment physical.

Please apply online using Husky Hire to submit an online application. Application deadline is Monday, October 27, 2014. Current UConn NP-2 applicants should apply through the internal posting process, and will be given preference in the screening process. (Search # 2015158)

This job posting is scheduled to be removed at 11:59 PM eastern on October 27, 2014.

Recruitment activities included advertisements with the Hartford Courant and Willimantic Chronicle.

Short Term Goals: 2 WF, 3 BM, 1 HF, 1 AM

26 candidates applied for the position: 21 WM, 2 HM, 1 AF, and 2 UM.

Unqualified applicants: 18 WM and 2 HM.

- 12 WM and 1 HM lacked a CDL license with air endorsement and certification to work on air brakes.
- 3 WM and 1 HM lacked four years' experience in the automotive and mechanical trades of which two years must have been performing skilled trade functions in the automotive and mechanical trades.

Hiring Goals Analysis 2015

- 3 WM lacked considerable knowledge of and ability to apply standard tools, materials, methods, and practices in the particular trade.

Interviewed applicants: 3 WM, 1 AF, and 2 UM.

- 1 WM and 1 UM had less experience in automotive and equipment repair than needed for the position.
- 1 WM, 1 AF, and 1 UM did not exhibit interpersonal skills and had weak oral communication skills as evidenced by responses to interview questions.

The 1 WM selected for the position had extensive experience with automotive and mechanical trades. Additionally, this candidate had excellent interpersonal skills and oral and written communication skills. Finally, this candidate had a CDL license with air endorsement and certification to work on air brakes.

Hiring Goals Analysis 2015

2015171 – Qualified Craft Worker HVAC – Facilities

Description Type: Job Posting

Description ID:

Description:

The Facilities Operations & Building Services Department is seeking a QCW HVACR to perform highly skilled journeyman level tasks in accordance with standard trade practices on heating, ventilating, air conditioning and refrigeration systems. The QCW HVACR may work at any of the campuses and must have considerable knowledge of electrical and pneumatic controls. Work involves installation, preventive maintenance and repair of hot air, hot water, and steam heating systems, gas and oil fired burners, supply and exhaust fan systems, laboratory hoods, pneumatic controls, air conditioning, refrigeration equipment and air compressors. Must maintain and repair all related equipment such as pumps, fans, cooling towers, fuel oil tanks, and fume hoods in accordance with standard trade practices in order to provide a safe working environment for building occupants. Job involves heavy lifting and working in dusty environments with severe variations in space temperature.

Minimum Qualifications: Four (4) years of experience in the HVACR trade with two (2) of the years performing skilled trade functions in the HVACR trade. Must have considerable knowledge of and ability to apply standard tools, materials, methods and practices of the HVACR trade; as well as the ability to read and interpret mechanical blueprints for building and utility systems; and sufficient strength and stamina to perform the duties of the trade effectively is required. Applicants must be willing to respond to emergencies on overtime (nights, weekends or holidays); have good interpersonal, oral and written communication skills; and basic computer skills. Requires occasional use of respirator and periodic examination thereafter. Applicants must possess a current motor vehicle operator license and hold a "universal" certificate for refrigerant transition and recovery. A Connecticut S-2 or D-2 license and extensive knowledge and experience in the air conditioning and refrigeration field is required.

This is a permanent, third shift, full-time (37.5 hrs./wk.) position with a work schedule of Tuesday - Saturday, 4:00 a.m. to 12:00 p.m. Minimum hourly salary is \$24.97 and includes a full benefits package. This position may be eligible for shift and weekend differential pay. Selection for employment is contingent upon satisfactory completion of a pre-employment physical and criminal background check.

NP-2 employees will be given preference in the hiring process and should submit an internal application.

External qualified applicants should apply online through Husky Hire fully detailing your qualifications for the position, including the names and contact information for three work related references. Applicants will be evaluated based on the information provided on their application or attached resume. Please ensure that all relevant experience and qualifications for the position are clearly stated. Application deadline is Monday, November 10, 2014. Once the position has closed, there will not be an opportunity to submit additional information. (Search # 2015171)

This job posting is scheduled to be removed at 11:59 PM eastern on November 10, 2014.

Recruitment activities included advertisements with careerbuilder.com; ctjobs.com; the Hartford Courant; the Willimantic Chronicle; the Manchester Journal Inquirer; F.W. Webb; and the Granite Group.

Short Term Goals: 2 WF, 3 BM, 1 HF, 1 AM

6 candidates applied for the position: 5 WM and 1 UM.

Unqualified applicants: 1 UM

- 1 UM lacked four years of experience in the HVACR trade.

Interviewed applicants: 5 WM

Hiring Goals Analysis 2015

- 2 WM lacked the ability to read and interpret mechanical blueprints for building and utility systems.
- 2 WM had weak interpersonal and communication skills as evidenced by poor answers to interview questions.

The 1 WM selected for the position had extensive HVAC experience in addition to the ability to read and interpret mechanical blueprints. This candidate also had the ability to work with the standard tools and methods of the trade. Finally, this candidate had excellent communication and interpersonal skills.

Search 2015172 and 2015173 – Qualified Craft Worker HVAC - Facilities

Description:

The Facilities Operations & Building Services Department is seeking two 2nd Shift QCW HVACR workers to perform highly skilled journeyman level tasks in accordance with standard trade practices on heating, ventilating, air conditioning and refrigeration systems. The QCW HVACR may work at any of the campuses and must have considerable knowledge of electrical and pneumatic controls. Work involves installation, preventive maintenance and repair of hot air, hot water, and steam heating systems, gas and oil fired burners, supply and exhaust fan systems, laboratory hoods, pneumatic controls, air conditioning, refrigeration equipment and air compressors. Must maintain and repair all related equipment such as pumps, fans, cooling towers, fuel oil tanks, and fume hoods in accordance with standard trade practices in order to provide a safe working environment for building occupants. Job involves heavy lifting and working in dusty environments with severe variations in space temperature.

Minimum Qualifications: Four (4) years of experience in the HVACR trade with two (2) of the years performing skilled trade functions in the HVACR trade. Must have considerable knowledge of and ability to apply standard tools, materials, methods and practices of the HVACR trade; as well as the ability to read and interpret mechanical blueprints for building and utility systems; and sufficient strength and stamina to perform the duties of the trade effectively is required. Applicants must be willing to respond to emergencies on overtime (nights, weekends or holidays); have good interpersonal, oral and written communication skills; and basic computer skills. Requires occasional use of respirator and periodic examination thereafter. Applicants must possess a current motor vehicle operator license and hold a "universal" certificate for refrigerant transition and recovery. A Connecticut S-2 or D-2 license and extensive knowledge and experience in the air conditioning and refrigeration field are required.

These are permanent, second shift, full-time (37.5 hrs./wk.) positions with a work schedule of Tuesday - Saturday, 3:00 p.m. to 11:00 p.m., or Sunday - Thursday, 3:00 p.m. to 11:00 p.m. Minimum hourly salary is \$24.97 and includes a full benefits package. This position may be eligible for shift and weekend differential pay. Selection for employment is contingent upon satisfactory completion of a pre-employment physical and criminal background check.

NP-2 employees will be given preference in the hiring process and should submit an internal application.

External qualified applicants should apply online through Husky Hire fully detailing your qualifications for the position, including the names and contact information for three work related references. Applicants will be evaluated based on the information provided on their application or attached resume. Please ensure that all relevant experience and qualifications for the position are clearly stated. Application deadline is Monday, November 10, 2014. Once the position has closed, there will not be an opportunity to submit additional information. (Search # 2015172)

This job posting is scheduled to be removed at 11:59 PM eastern on November 10, 2014.

Hiring Goals Analysis 2015

Recruitment activities included advertisements with careerbuilder.com; the Hartford Courant; the Manchester Journal Inquirer; ctjobs.com; the Willimantic Chronicle; F.W. Webb; and the Granite Group.

Short Term Goals: 2 WF, 3 BM, 1 HF, 1 AM

10 candidates applied for the position: 8 WM, 1 HM and 1 UM.

Unqualified applicants: 1 WM and 1 UM.

- 1 WM and 1 UM lacked four years of experience in the HVACR trade and lacked two years performing skilled trade functions in the HVACR trade area.

Interview applicants 7 WM and 1 HM.

- 3 WM lacked considerable knowledge of and ability to apply standard tools, materials, methods and practice of HVACR trade.
- 1 WM had a very inconsistent work history and had been terminated from a previous position.
- 1 WM exhibited poor communication and interpersonal skills based on unprofessional responses to interview questions.

The 1 WM selected for the position had extensive experience working refrigeration, steam and HVACR systems and was very knowledgeable of HVACR equipment and terminology. Additionally, this candidate had excellent interpersonal and communication skills.

The 1 WM selected for the position had substantial experience working in refrigeration, steam and HVACR systems. Additionally, the candidate had basic computer skills and excellent interpersonal skills. Finally, the selected candidate had a certificate for refrigerant transition and recovery.

The 1 HM selected for the position had extensive experience with HVACR systems. Additionally, this candidate had excellent interpersonal and communication skills. Finally, the selected candidate had work experience with refrigerant transition and recovery. Unfortunately he declined.

Hiring Goals Analysis 2015

Search 2015208 – Qualified Craft Worker (ELEC) - Facilities

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

The Facilities Operations and Building Services Department is seeking a 2nd Shift, Qualified Craft Worker-Electrical to perform highly skilled journeyman level tasks in accordance with national and local codes, and standard trade practices. Examples of duties include the layout and installation of electrical conduit for power and lighting; repair to electrical motors, controllers, switchboard panels, light power circuits, ventilating fans, interior communications systems, and electrical generators; installation of open and concealed wiring and lighting fixtures; maintenance and repair to unit heaters, fans, building maintenance machines and equipment, diesel electric generators, fire alarm systems, etc.; repair of relay switches; bending pipe, performing necessary safety testing of electric equipment and keeping required records; may assist in high voltage work.

Minimum Qualifications: Four (4) years of experience in the electrical field is required. Applicants must have considerable knowledge of and ability to apply standard tools, materials, methods and practices of the electrical trade in addition to knowing national and local codes as they pertain to the position; must have the ability to read and interpret mechanical blueprints for building and utility systems. Good interpersonal, oral and written communication skills are required as well as the ability to prepare estimates, keep shop records, and utilize computer software. Applicant must be willing to respond to emergencies on overtime (nights, weekends or holidays). Applicant must possess a current motor vehicle operator license, and a Connecticut E-2 license. Extensive knowledge and experience in the electrical field is preferred.

This is a 2nd shift, permanent, full-time (37.5 hrs./wk.) position, Tuesday through Saturday, with hours of 3:00 p.m. to 11:00 p.m. Minimum hourly salary is \$24.97 and comes with a full benefits package including medical and dental. Selection for employment is contingent upon satisfactory completion of a pre-employment physical and background check.

External qualified applicants should apply online through Husky Hire fully detailing their qualifications for the position and including the names and contact information of three work related references. Applicants will be evaluated based on the information provided on their application or attached resume. Please ensure that all relevant experience and qualifications for the position are clearly stated. **Application deadline is December 8, 2014.** Once the position has closed, there will not be an opportunity to submit additional information.

This job posting is scheduled to be removed at 11:59 PM eastern on December 8, 2014.

Recruitment activities included advertisements with the Willimantic Chronicle, the New London Day, ctjobs.com; careerbuilder.com; the Manchester Journal Inquirer; and the Norwich Bulletin.

Short Term Goals: 2 WF, 3 BM, 1 HF, 1 AM

34 candidates applied for the position: 27 WM, 2 WF, 4 HM, and 1 UM.

Unqualified applicants: 20 WM, 1 WF, 3 HM, and 1 UM.

- 14 WM, 1 WF, and 1 HM lacked considerable knowledge of and the ability to apply standard tools, materials, methods, and practices of the electrical trade.
- 6 WM, 2 HM, and 1 UM lacked knowledge of national, state, and local codes pertaining to the position.

Hiring Goals Analysis 2015

Interviewed applicants: 7 WM, 1 WF, and 1 HM.

- 3 WM declined the invitation to interview.
- 2 WM, 1 WF, and 1 HM exhibited poor interpersonal and oral communication skills as evidenced by responses to interview questions.

The 1 WM selected for the position possessed considerable knowledge of, and the ability to apply the standard tools, materials, methods, and practices of the electrical trade. Additionally, this candidate had computer skills and extensive experience in the electrical trade area. Finally, this candidate had excellent communication skills. Unfortunately he declined.

The 1 WM selected for the position had extensive experience in the electrical trade area and the ability to read and interpret mechanical blueprints. Additionally, this candidate had excellent interpersonal and communication skills.

Hiring Goals Analysis 2015

Search 2015395 – Qualified Craft Worker Locksmith – Facilities

Description:

The University of Connecticut, Facilities Operations & Building Services Department, Locksmith Services, is seeking applicants for a Qualified Craft Worker Locksmith position. The chosen candidate will work under the general direction of the Locksmith Supervisor or other employee of higher grade.

Duties include: Responding to emergency and routine situations for re-keying; troubleshooting and repairing electronic, electromechanical, and a wide variety of mechanical locking devices; originating master key systems by hand or with a computer program; maintaining and expanding factory master key systems; originating and maintaining computerized databases for keying systems using MS Excel or similar systems; pinning and re-keying of conventional and interchangeable core cylinders, and a variety of other locksmith related duties as required.

Minimum Qualifications: Four (4) years' experience in the locksmith trade, two (2) of which must be performing the skilled locksmith trade functions such as re-keying cylinders; working with a variety of products from lock manufacturers, cutting keys by code; duplicating keys, originating and maintaining master key systems for a variety of end users. Graduation from a vocational or technical school with a diploma designating the completion of the subject requirements in the locksmith trade area may be substituted for two (2) years of general experience.

Candidate must have good interpersonal skills as well as good oral and written communication skills. Must have and maintain a valid Driver's License. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. A pre-employment physical examination is required, and a background check will be conducted.

Must be willing and able to work during emergency closures/delayed openings due to inclement weather or for significant events that effect campus operations.

Preferred Qualifications: Four (4) years' experience in the installation, troubleshooting and repair of low voltage access control system hardware both hardwired and stand alone is preferred. Knowledge of design requirements for the Top Master Key, Sequence of Progression, incorporation of the system requirements, future expansion, SKD's and Selective Master Keys is preferred. The ability to successfully maintain existing master key systems and design computerized master key systems is desirable. A willingness to respond and perform emergency Locksmith related duties 24/7 is desirable. Knowledge of computer based programs such as MS Excel and MS Office. Knowledge and experience in gaining access by defeating a variety of mechanical locksets.

Appointment Terms: This is a permanent, full-time, 2nd Shift position with a work schedule of Tuesday through Saturday, 3:00 p.m. to 11:00 p.m. The hourly salary is \$24.97 and includes a full benefit package. This position is eligible for shift and weekend differential pay,

Recruitment activities included advertisements with the ctjobs.com; careerbuilder.com; the Hartford Courant; the Manchester Journal Inquirer; and Allegion.

Short Term Goals: 2 WF, 3 BM, 1 HF, 1 AM

5 candidates applied for the position: 3 WM and 2 UM.

Unqualified applicants: 1 WM and 1 UM

- 1 WM and 1 UM lacked four years' experience in the locksmith trade.

Interviewed applicants 2 WM and 1 UM

Hiring Goals Analysis 2015

- 1 WM lacked four years' experience in the installation, troubleshooting, and repair of low voltage access control system hardware.
- 1 UM lacked knowledge of design requirements for the Top Master Key and incorporation of the system requirements.

The 1 WM selected for the position had extensive locksmith experience and experience in the installation, troubleshooting, and repair of low voltage access control system hardware. Additionally, this candidate exhibited excellent communication and interpersonal skills.

Hiring Goals Analysis 2015

Category 7: Maintenance/Service – General Trade Worker

Short Term Goals: 1 HM

Search 2015241 – General Trades Worker – Student Union

Description:

The Student Union has an opening for a full-time, durational General Trades Worker. Under the direction of the Building Superintendent and/or Building Services Manager the General Trades Worker performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc.; makes estimates of time, personnel, and material required on assigned tasks; keeps necessary records; in smaller trade areas, may be the sole worker running a skilled trade area; performs duties related to the trade or trade areas as required; at State owned airports may be required to stand by for and respond to fire and/or crash emergency situations; may operate and maintain heavy earth moving equipment; may lead skilled maintainers, lead custodians, custodians, student staff, and other lower level employees as assigned; performs related duties as required.

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

Preferred Qualifications: Experience working in an educational setting is desirable. Demonstrated experience interacting in a positive manner with customers and responding quickly to customer's needs is preferred.

General Experience: Four (4) years of experience in one or more trade areas.

Special Experience: Two (2) years of the general experience must have been performing skilled trade functions in one or more trade areas.

Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the general experience.

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.

This is a durational, full-time position, Sunday – Thursday, 12:00pm - 8:00pm. Minimum hourly salary is \$21.67 and includes a full benefits package. Selection for employment is contingent upon satisfactory completion of a pre-employment physical and background check.

Interested and qualified candidates meeting the qualifications may respond by submitting an application/resume, cover letter, and three work related references via Husky Hire. **Submissions without this information will not be considered.** Application deadline is Tuesday, December 9, 2014. (Search # 2015241)

Recruitment activities included advertisements with the UConn Jobs website; and the utilization of various professional contacts in the local construction and building trades community.

Short Term Goals: 1 HM

17 candidates applied for the position: 14 WM and 3 HM

Unqualified applicants: 9 WM and 3 HM

Hiring Goals Analysis 2015

- 4 WM and 2 HM lacked considerable knowledge of and ability to apply the standard tools, materials, methods, and practices of a variety of trade areas.
- 5 WM and 1 HM lacked the ability to prepare estimates and keep shop records, and lacked some ability to utilize computer software.

Interviewed applicants: 5 WM

- 2 WM declined the invitation to interview.
- 1 WM did not demonstrate the experience to interact in a positive manner with customers
- 1 WM lacked experience working in an educational setting.

The 1 WM selected for the position demonstrated experience working in an educational setting and experience performing skilled trade functions in multiple trade areas. Additionally, this candidate demonstrated excellent communication and interpersonal skills.

Hiring Goals Analysis 2015

Search 2015461 – General Trades Worker – Building Services

Description:

General Trades Worker

Facilities Operations & Building Services

The Facilities Operations & Building Services Department has an opening for a permanent, full-time General Trades Worker (GTW) position. Working under the supervision of a Maintenance Supervisor, the successful candidate will be accountable for performing highly skilled trades and duties in various trade areas.

Examples of Duties:

Performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc; makes estimates of time, personnel, and material required on assigned tasks; keeps necessary records; performs duties related to the trade or trade areas as required; performs related duties as required.

MINIMUM QUALIFICATIONS:

Four (4) years of experience in one or more trade areas. (Graduation from a vocational or tech school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two years of the General Experience.

Two (2) years of the General Experience must have been performing skilled trade functions in one or more trade areas.

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

Incumbents must have adequate strength, stamina, physical agility, visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties.

PREFERRED QUALIFICATIONS:

Experience working in a higher education setting is desirable. Demonstrated experience interacting in a positive manner with customers and responding quickly to their needs is preferred.

This is a permanent, full-time position, Monday – Friday, with the hours of 7:30am to 3:30pm. Minimum hourly salary is \$21.67 and includes a full benefits package. **This position is categorized as Emergency Support Services/Essential Staff.** Must be willing and able to work during emergency closures/delayed openings due to inclement weather or for significant events that effect campus operations.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment and criminal background check.

To Apply:

Qualified applicants should apply online through Husky Hire fully demonstrating how you meet the stated minimum qualifications and any of the preferred you may have. Also, please provide contact information for three (3) professional references. Submissions without the required information will not be considered further in the application process.

Application deadline is Tuesday, May 26, 2015. (Search #2015461)

Current NP-2 applicants will be given preference in the screening process.

This job posting is scheduled to be removed at 11:59 PM eastern on May 26, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Hiring Goals Analysis 2015

Recruitment contacts included postings on UConn Jobs, and the utilization of professional contacts in the local construction and building trades community.

Short Term Goals: 1 HM

11 candidates applied for the position: 10 WM and 1 WF.

Unqualified applicants: 6 WM

- 6 WM lacked considerable knowledge of and ability to utilize the standard tools, materials, methods and practices to a variety of trade areas.

Qualified not interviewed applicants: 3 WM

- 3 WM lacked experience in a higher education setting.

Interviewed applicants: 1 WM and 1 WF

- 1 WM was not the most senior applicant pursuant to NP-2 collective bargaining guidelines.

The 1 WF selected for the position was the most senior applicant pursuant to collective bargaining guidelines. This applicant had experience in a higher education setting and extensive experience using the standard tools, materials, methods, and practices in a variety of trade areas.

Hiring Goals Analysis 2015

NOTES for CUSTODIAN and MAINTAINER titles

The notes that follow refer to rules in effect prior to the SEBAC agreement and the statewide layoffs.

Contractual provisions related to the filling of vacancies in the Maintenance/Service job titles (NP-2 contract) favor insiders with transfer rights, with status in the next lower rank, or with seniority in the system. In fact, *even for the Maintainer or Custodian level*, an internal posting must be done prior to opening the position to individuals outside the bargaining unit.

If no NP-2 UConn employees are qualified and interested, the openings are then offered to external candidates. Announcements to outsiders include posting on HuskyHire, on the Human Resources web site, and commercial newspapers (e.g., the *Willimantic Chronicle*, *Norwich Bulletin*, *Manchester Journal Inquirer*, *Waterbury Republican*, and/or the *Hartford Courant*).

Category 7: Maintenance/Service – Custodian(9)

Short Term Goals: 22 WM, 7 BM, 5 BF, 3 AM

This appointment achieved a short-term hiring goal.

WM

This appointment achieved a short-term hiring goal.

WM

This appointment achieved a short-term hiring goal.

WM

This appointment achieved a short-term hiring goal.

WM

This appointment achieved a short-term hiring goal.

BF

Hiring Goals Analysis 2015

Search 2015038 – Custodian - Facilities

Description:

The Department of Facilities Operations & Building Services has multiple, full-time, permanent custodian positions working **third shift** on the Storrs Campus.

Duties Include:

- Removing trash
- Dusting rooms, furniture, ledges, sills and radiator covers
- Vacuuming and sweeping floors, mopping, waxing and buffing when necessary
- Spot cleaning windows, walls, base molding and furniture
- Emptying and cleaning ashtrays and urns
- Cleaning bathrooms, scrubbing showers, toilets, sinks, urinals and all chrome
- Washing furniture, stripping and refinishing doors
- Wash inside of windows, sweep and mop entrances, shake out mats and shovel snow
- Clean kitchens, wash sinks, counters and appliances
- Other duties as required

Minimum Qualifications:

- Applicants must have experience performing a full range of basic tasks in the cleaning and maintenance of buildings
- Experience operating, caring for and performing minor maintenance on tools and equipment used on the job
- Able to follow oral and written instructions
- Good interpersonal skills
- Some ability in simple record keeping is also required
- Any experience and training which would provide the knowledge, skills and abilities listed above.

This is a permanent, full-time position, Sunday – Thursday, 11:00 PM - 7:00 AM. Minimum hourly salary is \$15.56 plus weekend and shift differential pay and comes with a full benefits package. Selection for employment is contingent upon satisfactory completion of a pre-employment physical and background check. NP-2 employees will be given preference in the hiring process and should submit an internal application.

Apply online through Husky Hire fully detailing your qualifications for the position. Please ensure that your application materials include all the requested information. Incomplete applications will not be considered. Application deadline is Monday, August 18, 2014. (Search # 2015038)

This job posting is scheduled to be removed at 11:59 PM eastern on August 18, 2014.

Recruitment activities included advertisements with Willimantic CT Works and a posting in the Human Resources building.

Short Term Goals: 22 WM, 7 BM, 5 BF, 3 AM

118 candidates applied for the position: 24 WM, 13 WF, 6 BM, 2 BF, 52 HM, 19 HF, 1 AM, and 1 UM.

Unqualified applicants: 18 WM, 7 WF, 2 BM, 1 BF, 27 HM, 5 HF, 1 AM, and 1 UM.

- 14 WM, 5 WF, 1 BM, 1 BF, 20 HM, 3 HF, 1 AM, and 1 UM lacked experience performing a full range of basic tasks in the cleaning and maintenance of buildings.
- 4 WM, 2 WF, 1 BM, 7 HM, and 2 HF lacked the ability to operate, care for, and perform minor maintenance on tools and equipment used on the job.

Hiring Goals Analysis 2015

Interviewed applicants: 6 WM, 6 WF, 4 BM, 1 BF, 25 HM, and 14 HF.

- 4 WM, 5 WF, 3 BM, 1 BF, 16 HM, and 11 HF lacked the ability to follow oral and written instructions.
- 2 WM, 1 WF, 1 BM, 5 HM, and 3 HF had limited experience operating, caring for, and performing minor maintenance on tools and equipment used on the job.

The 1 HM selected for the position had excellent experience performing a full range of basic tasks in the cleaning and maintenance of buildings and had the ability to follow oral and written instructions.

The 1 HM selected for the position had substantial experience performing a full range of tasks related to the cleaning and maintenance of buildings, and had the ability to operate, care for, and perform minor maintenance on tools and equipment used on the job.

The 1 HM selected for the position had experience performing a full range of tasks related to the cleaning and maintenance of buildings, and had a good ability to follow oral and written instructions as well as operate and care for equipment used on the job.

The 1 HM selected for the position had excellent experience performing a full range of tasks related to the cleaning and maintenance of buildings, and had experience performing minor maintenance on tools and equipment used on the job.

Hiring Goals Analysis 2015

Search 2015041 – Custodian - Facilities

Description:

The Department of Facilities Operations & Building Services has full-time, permanent weekend custodian positions working on the Storrs Campus.

Duties Include:

- Removing trash
- Dusting rooms, furniture, ledges, sills and radiator covers
- Vacuuming and sweeping floors, mopping, waxing and buffing when necessary
- Spot cleaning windows, walls, base molding and furniture
- Emptying and cleaning ashtrays and urns
- Cleaning bathrooms, scrubbing showers, toilets, sinks, urinals and all chrome
- Cleaning student rooms, disinfecting mattresses, washing furniture, stripping and refinishing doors
- Wash inside of windows, sweep and mop entrances, shake out mats and shovel snow
- Clean kitchens, wash sinks, counters and appliances
- Other duties as required

Minimum Qualifications:

- Applicants must have experience performing a full range of basic tasks in the cleaning and maintenance of buildings
- Experience operating, caring for and performing minor maintenance on tools and equipment used on the job
- Able to follow oral and written instructions
- Good interpersonal skills
- Some ability in simple record keeping is also required
- Any experience and training which would provide the knowledge, skills and abilities listed above

These are permanent, full-time positions, Wednesday-Sunday or Saturday-Wednesday, 7:30 AM - 3:30 PM. Minimum hourly salary is \$15.56 plus weekend and shift differential pay and comes with a full benefits package. Selection for employment is contingent upon satisfactory completion of a pre-employment physical and background check. NP-2 employees will be given preference in the hiring process and should submit an internal application.

Apply online through Husky Hire fully detailing your qualifications for the position. Please ensure that your application materials include all the requested information. Incomplete applications will not be considered. Application deadline is Monday, August 18, 2014. (Search # 2015041)

This job posting is scheduled to be removed at 11:59 PM eastern on August 18, 2014.

Recruitment activities included advertisements with CTWorks in Willimantic, and postings in the Human Resources building.

Short Term Goals: 22 WM, 7 BM, 5 BF, 3 AM

130 candidates applied for the position: 30 WM, 20 WF, 5 BM, 2 BF, 46 HM, 25 HF, and 2 AM.

Unqualified applicants: 26 WM, 16 WF, 4 BM, 27 HM, 14 HF, and 1 AM.

- 24 WM, 14 WF, 4 BM, 25 HM, 12 HF, and 1 AM lacked experience performing a full range of basic tasks in the cleaning and maintenance of buildings.

Hiring Goals Analysis 2015

- 2 WM, 2 WF, 2 HM, and 2 HF lacked the ability to operate, care for, and perform minor maintenance on tools and equipment used on the job.

Interviewed applicants: 4 WM, 4 WF, 1 BM, 2 BF, 19 HM, 11 HF, and 1 AM.

- 2 WM, 3 WF, 2 BF, 16 HM, 10 HF, and 1 AM lacked the ability to follow oral and written instructions and had minimal experience performing minor maintenance on tools.
- 1 WM, 1 BM, and 1 HM withdrew from consideration for the position.

The 1 WM selected for the position demonstrated outstanding experience performing a full range of basic tasks in the cleaning and maintenance of buildings and exhibited excellent interpersonal skills. Finally, this candidate had the ability to keep simple records.

This hire met a short-term hiring goal

The 1 WF selected for the position demonstrated excellent experience performing a wide range of basic tasks in the cleaning and maintenance of buildings. Additionally, this candidate had the ability to operate, care for, and perform minor maintenance on tools and equipment used on the job.

The 1 HM selected for the position demonstrated excellent experience performing a full range of basic tasks in the cleaning and maintenance of buildings. Additionally, this candidate exhibited very good interpersonal skills with the ability to follow oral and written instructions.

The 1 HM selected for the position had extensive experience performing a full range of basic tasks in the cleaning and maintenance of buildings. Additionally, this candidate and ability in simple record keeping, and the ability to perform minor maintenance on tools.

The 1 HF selected for the position had experience performing a full range of basic tasks in the cleaning and maintenance of buildings. Additionally, this candidate had experience maintaining tools and equipment. Finally, the selected candidate demonstrated excellent interpersonal skills.

Hiring Goals Analysis 2015

Search 2015388 – Custodian – Building Services

Description:

The Department of Facilities Operations & Building Services, located on the Storrs Campus, has immediate openings for temporary, Custodian positions working eight (8) weeks (May 15th through July 9th, 2015) with the possibility of an additional four (4) months of employment (August 21st through December 10th, 2015). Various work days and hours are available.

Duties Include:

- removing trash
- dusting rooms, furniture, ledges, sills and radiator covers
- vacuuming and sweeping floors, mopping, waxing and buffing when necessary
- spot cleaning windows, walls, base molding and furniture
- emptying and cleaning ashtrays and urns
- cleaning bathrooms, scrubbing showers, toilets, sinks, urinals and all chrome
- cleaning student rooms, disinfecting mattresses, washing furniture, stripping and refinishing doors.
- wash inside of windows, sweep and mop entrances, shake out mats and shovel snow
- clean kitchens, wash sinks, counters and appliances
- other duties as required

Minimum Qualifications:

- Applicants must have experience performing a full range of basic tasks in the cleaning and maintenance of buildings
- Experience operating, caring for and performing minor maintenance on tools and equipment used on the job
- Able to follow oral and written instructions
- Good interpersonal skills
- Some ability in simple record keeping is also required
- Any experience and training which would provide the knowledge, skills and abilities listed above

Appointment Terms:

- 37 1/2 hours per week, temporary positions
- Weekday and Weekend Shifts available
- First and second shifts offered
- \$15.56 per hour. Some shifts may include weekend and shift differential pay.

Apply online through Husky Hire fully detailing your qualifications for the position. Please ensure that your application materials include all the requested information. Incomplete applications will not be considered.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment and criminal background check. Application deadline is Monday, April 20, 2015.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 20, 2015.

Recruitment activities included advertisements in the Willimantic Chronicle.

Short Term Goals: 22 WM, 7 BM, 5 BF, 3 AM

64 candidates applied for the position: 21 WM, 6 WF, 7 BM, 2 BF, 14 HM, 10 HF, 3 AM, 1 AF, and 1 UM.

Unqualified applicants: 17 WM, 5 WF, 5 BM, 2 BF, 7 HM, 5 HF, 1 AM, 1 AF, and 1 UM.

Hiring Goals Analysis 2015

- 17 WM, 5 WF, 5 BM, 2 BF, 7 HM, 5 HF, 1 AM, 1 AF, and 1 UM lacked experience performing a full range of basic tasks in the cleaning and maintenance of buildings.

Interviewed applicants: 4 WM, 1 WF, 2 BM, 7 HM, 5 HF, and 1 AM.

- 2 WM, 1 WF, 2 BM, and 1 HM were offered other identical positions in the department which they declined.
- 2 WM and 2 HM declined the invitation to interview.
- 3 HM, 1 HF, and 1 AM did not demonstrate the ability to follow oral and written instructions.

The 1 WF selected for the position demonstrated experience performing a full range of basic tasks in the cleaning and maintenance of buildings and had an excellent ability to follow oral and written instructions. Additionally, this candidate exhibited good interpersonal skills. Unfortunately she declined.

The 1 HM selected for the position had experience performing a full range of basic tasks in the cleaning and maintenance of buildings and had experience performing minor maintenance on tools and equipment used on the job.

The 1 HF selected for the position had extensive experience performing a full range of basic tasks in the cleaning and maintenance of buildings and had ability in simple recordkeeping.

The 1 HF selected for the position had experience performing a full range of basic tasks in the cleaning and maintenance of buildings, and exhibited excellent communication and interpersonal skills. Additionally, this candidate had experience performing minor maintenance.

The 1 HF selected for the position had substantial experience performing a full range of basic tasks in the cleaning and maintenance of buildings. Additionally, this candidate had excellent interpersonal skills. Unfortunately she declined.

The 1 HF selected for the position had extensive experience performing a full range of basic tasks in the cleaning and maintenance of buildings. Additionally, this candidate had experience performing minor maintenance on tools and equipment used on the job. Unfortunately she declined.

Hiring Goals Analysis 2015

Category 7: Maintenance/Service – Remaining Titles (8)

Short Term Goals: 7 BM, 4 BF, 5 HM, 10 HF, 1 AM

This appointment achieved a short-term hiring goal.

AM

2015123 - Agricultural Worker Trainee – Plant Science and Landscape Architecture

Internal and External



Job Posting

The University of Connecticut, Department of Plant Science and Landscape Architecture is seeking applications for an Agricultural Worker Trainee position. Responsibilities include: loading and unloading trucks; stocking supply areas; operating trucks and/or vans to move stock items and supplies; potting/repotting; watering; fertilizing; fumigating; trimming and cutting plants and flowers; shoveling dirt and snow; hosing down equipment; mowing; clipping; and general landscape work; planting; picking and cultivating plots by hand. Also, will be responsible for keeping records and preparing reports and may make minor repairs on buildings. Performs related duties as required. Training will be provided in the more skilled operations and maintenance in greenhouse operation.

Minimum Qualifications: The successful candidate should possess some knowledge of methods used in the culture and propagation of crops, produce, plants, and flowers; as well as some interpersonal, oral and written communication skills; must have the ability to learn to operate related agricultural and farm equipment and machines; ability to follow oral and written instructions; and to keep simple records and make reports. Employee must have adequate physical strength, stamina, physical agility and visual and auditory acuity to be able to perform agricultural duties. The possession of a valid driver's license is required.

This is a durational, full-time position with a work schedule of Monday through Friday, 8:00am to 4:00pm. May be required to work Saturdays and Sundays and some travel within the State is also required. The hourly rate of pay is \$15.51 and includes a full benefits package. Selection for employment is contingent upon satisfactory completion of a pre-employment physical and criminal background check.

Qualified applicants should apply online using Husky Hire by submitting a cover letter of intent describing your qualifications, resume, and the names and contact information for three professional references. Application deadline is Monday, November 10, 2014. Once the position has closed, there will not be an opportunity to submit additional information. (Search # 2015123)

This job posting is scheduled to be removed at 11:59 PM eastern on November 10, 2014.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included: HR Website, UConn Opportunities Bulletin, and UConn Listserv.

Short Term Goals: 7 BM, 4 BF, 5 HM, 10 HF, 1 AM

Hiring Goals Analysis 2015

26 total applicants included: 14 WM, 10 WF, and 2 HM.

Unqualified applicants included: 12 WM, 9 WF, and 2 HM.

- 5 WM and 3 WF did not possess a valid driver's license.
- 7 WM, 5 WF, and 1 HM lacked experience working with plant care.
- 1 WF and 1 HM did not submit adequate information regarding her qualifications.

Interviewed applicants included: 2 WM and 1 WF.

- 1 WM and 1 WF have limited greenhouse experience.

The 1 WM meets all the minimum qualifications and already holds the CT pesticide operator's license that he is required to obtain in his first six months of employment. He also has the most plant production-related education, as well as the most greenhouse experience.

Search 2015329 – Wastewater Treatment Plant Tech – Infrastructure Services

Description:

The University of Connecticut is seeking a Wastewater Treatment Plant Technician to perform highly skilled wastewater analyses at a Grade 3 or higher Wastewater Treatment Plant.

Job duties consist of work performed in the laboratory, in addition to operations and maintenance of a variety of wastewater treatment facility equipment that controls the biological and mechanical treatment of wastewater. Responsibilities include collecting samples and performing microbiological, chemical, and physical analysis of wastewater and biosolids in accordance with the facility's National Pollution Discharge Elimination System permit requirements.

Minimum Qualifications: Knowledge of procedures, techniques and terminology used in laboratory analyses of wastewater; knowledge of chemicals and equipment used in a wastewater treatment plant laboratory; ability to perform required chemical tests; good oral and written communication skills; mathematical skills; ability to keep accurate records of test results; some supervisory ability; knowledge of and ability to utilize Supervisory Control and Data Acquisition (SCADA) System.

The Wastewater Treatment Plant Technician must have a State of Connecticut Class 2 Wastewater Treatment Facility Operator license. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

Applicants must have three years' experience in the operation and maintenance of a Grade 2 or higher mechanical biological Wastewater Treatment Plant. One year must have included performing chemical and biochemical analyses of wastewater.

This is a full-time, permanent position with a schedule of Sunday through Thursday, 7:00 a.m. - 3:00 p.m. (A three to six month training period will be required and will be discussed during the interview process). Minimum hourly salary is \$24.97 and offers a full benefit package including medical and dental insurance.

To be considered for this position, candidates must apply online using Husky Hire and attach a resume, and include the names and contact information of three work-related references. All relevant experience and qualifications for the position should be clearly stated. **Application deadline is April 30, 2015.** Selection for employment is contingent upon satisfactory completion of a background check and pre-employment physical. NP-2 employees will be given preference in the hiring process and should submit an internal application. (Search # 2015329)

This job posting is scheduled to be removed at 11:59 PM eastern on April 30, 2015.

Hiring Goals Analysis 2015

Recruitment activities included advertisements with the Hartford Courant; ctjobs.com; careerbuilder.com; the Manchester Journal Inquirer; the Connecticut Wastewater Abatement Association; and the New England Water Environment Association.

Short Term Goals: 7 BM, 4 BF, 5 HM, 10 HF, 1 AM

22 candidates applied for the position: 12 WM, 7 WF, 1 HM, 1 UM and 1 UF.

Unqualified applicants: 9 WM, 5 WF, 1 HM, and 1 UF.

- 9 WM, 5 WF, 1 HM, and 1 UF lacked a State of Connecticut Class 2 Wastewater Treatment Facility Operator license.

Interviewed applicants: 3 WM, 2 WF, and 1 UM.

- 1 WM and 2 WF withdrew from consideration for the position.
- 1 UM had insufficient knowledge of techniques and terminology used in the laboratory analysis of wastewater and exhibited weak communication skills as evidenced by responses to interview questions.

The 1 WM selected for the position was very knowledgeable of procedures, techniques, and terminology used in the laboratory analyses of wastewater and had the ability to perform the required chemical tests. Additionally, this candidate exhibited excellent communication skills and very good mathematical skills.

The 1 WM selected for the position had extensive knowledge of chemicals and equipment used in a wastewater treatment plant laboratory and had the ability to keep accurate records of test results. Additionally, this candidate had experience in the operation and maintenance of a mechanical biological Wastewater Treatment Plant.

Hiring Goals Analysis 2015

Hartford Campus

Category 4: Secretarial/Clerical – All Titles

Short Term Goals: 2 WM, 2 WF, 1 BM, 1 HM

Category 6: Qualified Craft Worker – All Titles

Short Term Goals: 1 WM

Category 7: Maintenance/Service – All Titles

Short Term Goals: 1 WF, 1 BM, 1 HM

Avery Point Campus

Category 4: Secretarial/Clerical – All Titles

Short Term Goals: 1 WM, 1 BF

Category 5: Technical/Paraprofessional – All Titles

Short Term Goals: 1 WF

Category 6: Qualified Craft Worker – All Titles

Short Term Goals: 1 WM

Category 7: Maintenance/Service – Remaining Titles

Short Term Goals: 1 WF, 1 BM, 1 HM

Stamford Campus

Category 4: Secretarial/Clerical – All Titles

Short Term Goals: 1 WM, 3 WF, 1 AF

Category 7: Maintenance/Service – Remaining Titles

Short Term Goals: 1 WF, 1 HM, 1 HF

Torrington Campus

Category 4: Secretarial/Clerical – All Titles

Short Term Goals: NONE SET

Category 7: Maintenance/Service – All Titles

Short Term Goals: 1 WF

Waterbury Campus

Category 4: Secretarial/Clerical – All Titles

Short Term Goals: 1 WM, 2 WF

Category 5: Technical Paraprofessional – All Titles

Short Term Goals: 1 WM, 2 WF

Hiring Goals Analysis 2015

Category 6: Qualified Craft Worker – All Titles

Short Term Goals: NONE SET

Category 7: Maintenance/Service – Remaining Titles

Short Term Goals: 1 WF, 1 HM

Promotional Goals Analysis 2015

Category 1: Executive/Managerial - University Director

Promotional goals: 1 AM

Promotions into Category:

U Staff Prof 3 to U Director - 1 WF, 1 BF

The candidates' promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher level position, and were promoted.

U Staff Prof 4 to U Director - 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 1: Executive/Managerial - Remaining Titles

Promotional goals: 3 WF

Promotions into Category:

Professor to Dean – 1 WF

This appointment achieved a promotional goal.

Associate Professor to Dean – 1 WF

This appointment achieved a promotional goal.

Specialist 4A to Department Head Stud Affairs – 1 WF

This appointment achieved a promotional goal.

FACULTY

Category 2: Professor - All Titles

Promotional goals: 21 WF, 2 BM, 1 BF, 3 HM, 1 HF, 2 AF

Promotions into Category:

Associate Professor to Professor – 6 WF

These appointments achieved promotional goals.

Associate Professor to Professor – 1 BM

This appointment achieved a promotional goal.

Associate Professor to Professor – 11 WM, 1 AM

11 WM and 1 AM filed applications for promotion from Associate to Full Professor. All candidates listed above were considered and promoted under the University's Promotion, Tenure, and Reappointment Process (PTR). No candidates were rejected.

Category 2: Associate Professor - All Titles

Promotional goals: 19 WF, 1 HF

Promotions into Category:

Assistant Professor to Associate Professor – 9 WF

These appointments achieved promotional goals.

Assistant Professor to Associate Professor – 1 HF

This appointment achieved a promotional goal.

Assistant Professor to Associate Professor – 3 WM, 2 AM

4 WM and 1 AM filed applications for promotion from Assistant to Associate Professor. All candidates listed above were considered and promoted under the University's Promotion, Tenure, and Reappointment Process (PTR). No candidates were rejected.

Category 2: Assistant Professor - All Titles

Promotional goals: None Set

Promotions into Category:

Instructor to Assistant Professor – 1 AF

This candidate completed all requirements, was awarded a Doctor of Philosophy degree and this eligible for the Assistant Professor title. This candidate's original appointment stipulated the requirements for the promotion. Assistant Professor positions are typically posted stating candidates will be hired in the Instructor title until the award of a doctorate degree.

Category 2: Faculty Remaining Titles

Promotional goals: None Set

Comp Tech Sup Cons 2 (UCP 7) to Instructor – 1 WM

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015295.

Promotions Within Category:

Asst Coop Ext Educ to Assoc Coop Ext Educ – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Assoc Coop Ext in Res to Assoc Ext Professor – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Asst Ext Educ to Assoc Ext Educ – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Assoc Extension Ed to Extension Educator – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Extension Educator to Sr Extension Educ – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Sp Internal Lect 1 to Sp Internal Lect 2 – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

PROFESSIONAL NON-FACULTY

Category 3: Non Teaching Professionals – University Staff Professional III

Promotional goals: 1 HF, 1 AF

Promotions into Category:

U Staff Professional 2 to U Staff Professional 3 – 1 AF

This appointment achieved a promotional goal.

U Staff Professional 1 to U Staff Professional 3 – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Registrar-Law (UCP 8) to U Staff Professional 3 – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

EH&S Manager (UCP 10) to U Staff Professional 3 – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

U Staff Professional 2 to U Staff Professional 3 – 2 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals – University Staff Professional II

Promotional goals: None set (New category)

Promotions into Category:

Admin Manager 2 (UCP 7) to U Staff Professional 2 – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

U Staff Professional 1 to U Staff Professional 2 - 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Program Spec 1 (UCP 6) to U Staff Professional 2 – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Assoc Dir-Alumni Rel (UCP 7) to U Staff Professional 2 – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals – University Staff Professional – Remaining Titles

Promotional goals: 1 WM, 1 BF, 1 AF

Promotions into Category:

U Staff Professional 3 to U Staff Professional 4 - 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

U Educational Assistant 2 to U Staff Professional 1 – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

U Educational Assistant 3 to U Staff Professional 1 – 1 WF

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015282.

U Educational Assistant 3 to U Staff Professional 1 – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals - UC Professional 11

Promotional goals: 1 BF

Promotions into Category:

Computer Tech Supp Cons 4 (UCP 10) to Computer Manager (UCP 11) – 1 HM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals - UC Professional 10

Promotional goals: 3 WF, 1 BF, 1 AM

Promotions into Category:

Budget Analyst 3 (UCP 9) to Assoc Dir-Budget (UCP 10) – 1 WF

This appointment achieved a promotional goal.

Computer Tech Sup Cons 3 (UCP 8) to Comp Tech Sup Cons 4 (UCP 10) – 1 WF

This appointment achieved a promotional goal.

Sr Comp Prog/Anal (UCP 9) to Asst Comp Manager (UCP 10) – 1 WF

This appointment achieved a promotional goal.

Budget Analyst 3 (UCP 9) to Assoc Dir-Budget (UCP 10) – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Power Plant Supv (RC) to Facilities Prof 4 (UCP 10) – 1 WM

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015447.

Comp Prog/Anal (UCP 8) to Asst Comp Manager (UCP 10) – 1 AF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals - UC Professional 9

Promotional goals: 10 WF, 1 AM

Promotions into Category:

Asst Finance Dir 1 (UCP 8) to Asst Finance Dir 2 (UCP 9) – 1 WF

This appointment achieved a promotional goal.

Fiscal Manager (UCP 7) to Asst Finance Dir 2 (UCP 9) – 1 WF

This appointment achieved a promotional goal.

Admin Serv Spec 3 (UCP 5) to Asst Dir-DRL Assign (UCP 9) – 1 WF

This appointment achieved a promotional goal.

Admin Manager (UCP 7) to Asst Dir-DRL Assign (UCP 9) – 1 WF

This appointment achieved a promotional goal.

Res Hall Cplex Coord (UCP 7) to Exec Program Dir (UCP 9) – 1 WF

This appointment achieved a promotional goal.

Oper Sys Prog/Anal 2 (UCP 7) to Oper Sys Prog Anal 3 (UCP 9) – 1 AM

This appointment achieved a promotional goal.

Program Director (UCP 8) to Exec Program Dir (UCP 9) – 2 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Comp Prog/Anal 2 (UCP 8) to Sr Comp Prog/Anal (UCP 9) – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

U Accountant 2 (UCP 7) to U Accountant 3 (UCP 9) – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Facilities Prof 2 (UCP 7) to Facilities Prof 3 (UCP 9) – 1 WM

INTERNAL POSTING

OPEN TO UNIVERSITY OF CONNECTICUT EMPLOYEES ONLY

Facilities Operations & Building Services is seeking applications for an Energy Engineer. The Energy Engineer reports to the Utilities System Manager and will be responsible for being the University of Connecticut supply and demand side energy expert by analyzing current energy production and usage, developing the energy supply plan, and ensuring a complete understanding of onsite generation, vendor utility supply, and customer usage profiles. The Energy Engineer will be responsible for improving plant control, energy supply and distribution, the tracking and billing of energy production and distribution, conservation of energy and water, and management of energy attributes and sustainability programs. Incumbent will also perform engineering analysis, design, plan, review and inspection for small to medium projects and/or designated segments of larger complex projects in a specific engineering discipline for an assigned functional area. Job requires application of professional engineering concepts, principles, practices and methods sufficient to perform a broad range of engineering activities in a variety of work environments.

DUTIES AND RESPONSIBILITIES

1. Design Technical Requirements:

- a. Assesses project needs, oversees or conducts engineering design and plant or system performance review, reviews engineering documents, and provides guidance to management on project requirements
- b. Identifies the problem or opportunity through the collection and analysis of data
- c. Applies problem solving approaches, such as brainstorming, fishbone diagramming, and engineering theory to electric system projects
- d. Determines the specifications for the solution and develops conceptual design for new facilities, collaborates with others to reach consensus, and issues engineering documents to initiate design and construction
- e. Reviews, evaluates and implements new technologies that support best practices in areas that include, but are not limited to work management, outage restoration, and the planning and scheduling of work.
- f. Uses logical thought processes to analyze information and draw conclusions
- g. Identifies inconsistent or missing information
- h. Critically reviews, analyzes, synthesizes, compares and interprets information
- i. Tests possible hypotheses to ensure the problem is correctly diagnosed and the best solution is found
- j. Reads and interprets Process and Instrumentation Drawings
- k. Prepares, reads and interprets blue prints and one line diagrams
- l. Performs and evaluates engineering studies, calculations, analysis, estimates, etc. by using drafting instruments, engineering and mathematical references and tables, charts, computer equipment, accepted documentation processes.
- m. Interprets and condenses field notes to prepare and/or oversee the preparation of plans, maps and drawings
- n. Maintains accurate filing and records system for projects from initiation to project close out
- o. Operates various computer aided engineering design, analysis programs and tools
- p. Maintains and applies compliance with regulatory and industry standards and requirements requiring up-to-date knowledge.

2. Project Planning Requirements

- a. Determines project requirements, estimates resources, and conducts economic analyses to determine optimum effective project plan
- b. Prioritizes tasks and creates milestones while anticipating project constraints; creates alternative plans as necessary
- c. Monitors project status against the plan and reports on the results
- d. Provides input for requests for proposal (RFP's) and assists in the evaluation of responses
- e. Provides input into the preparation of contracts and participates in the negotiation of revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- f. Performs contract administration and construction inspections for minor projects
- g. Prepares and submits budget estimates and progress and cost tracking reports.
- h. Acts independently on technical matters in the assigned field of expertise and recommends approval of professional services, materials and construction procurement contracts

procurement contracts

- i. Ensures correct material is available and expedited for the construction of the project
- j. Conducts repair versus replace analysis on equipment
- k. Conducts lease versus buy analysis for project equipment
- l. Conducts labor and utilities consumption analyses to determine run/don't run decision making

3. Construction Requirements

- a. Interprets and explains plans and contract terms to administrative staff, workers, and clients
- b. Takes actions to deal with the results of delays, bad weather, or emergencies at construction site
- c. Inspects and reviews projects to monitor compliance with building and safety codes, and other regulations.
- d. Studies job specifications to determine appropriate construction methods
- e. Selects, contracts and oversees workers who complete specific pieces of the project
- f. Ensures all appropriate permitting is obtained

4. System Operation, Maintenance and Repair Requirements

- a. Designs tests for and assists in the investigation of control scheme problems
- b. Develops and implements manual and automated test plans for equipment
- c. Develops operating information which serves as a knowledge base for responding to various contingency conditions on the power delivery systems
- d. Conducts engineering analysis and develops recommendations to maintain and improve plant and system efficiency, reliability, safety, environmental compliance and cost performance.
- e. Implements programs to maintain facility assets in the most efficient and effective manner in order to meet or exceed asset life expectancy.
- f. Performs engineering studies and Root Cause Analysis to predict plant/system equipment performance.
- g. Identifies defects and failure modes, assesses current operating practices, determines cost benefit analysis on equipment deficiencies and then develops modifications to current configuration that will improve overall performance.
- h. Develops integrated performance system for effective monitoring and optimization of units and systems.
- i. Recommends equipment, new concepts and techniques to improve performance, simplify construction, reduce costs, correct design or material flaws, or comply with changes in codes or regulations.
- j. Understands the requirements of other disciplines, electrical engineering, mechanical engineering, civil engineering
- k. Acts as the external plant advisor by ensuring that Facility Operations and Work Order Control is aware of the operational capabilities and restrictions on energy production of the plants or vendor supply when issues arise.
- l. Advises the building automation group of the best usage schedules based on the supply/demand economics.

5. Other Job Duties

- a. Responsibility for compiling, maintaining, and filing DOE/EIA energy reports, invoices, LEED reports, EnergyStar and APPA Benchmarking, and other documents required and provide regular reports as to the overall effectiveness of energy and water production and usage.
- b. Responsibility for the metering systems tracking production and consumption
- c. Understands and applies the information technology required for distributed control, communications and automation components of Smart Grid
- d. Integrates new technologies with legacy technologies without compromising safety or reliability
- e. Understands legislative and regulatory functions and their impact on the design and construction of new plant or rebuild of existing plant
- f. Collaborates in the development of industry standards such as NERC reliability, compliance development strategies, etc.
- g. Applies a basic understanding of finance and engineering economics
- h. Effectively communicates with corporate managers, end customers and engineers from other departments
- i. Understands the basics of systems engineering, IT fundamentals, communications systems basics to help bridge the gaps across disciplines to avoid engineering

MINIMUM QUALIFICATIONS

- Bachelor's degree in mechanical engineering, engineering technology, business or related field with emphasis on power plant operations or equivalent training and significant plant and building operations experience utilizing automated management systems controls.
- Eight years of experience in plant operations or maintenance as well as plant system design, or closely related field.
- Must be able to apply professional engineering concepts, principles, practices and methods to perform a broad range of engineering activities
- Considerable knowledge of the methods, materials and equipment used in the maintenance, operation and repair of power plants and all utilities services and equipment;
- Knowledge of materials and methods of plant building construction;
- Knowledge of preventive maintenance techniques;
- Considerable knowledge of relevant State and federal laws, statutes and regulations;
- Knowledge of and ability to apply engineering principles and techniques;
- Considerable interpersonal skills: considerable oral and written communication skills;
- Ability to read and interpret blueprints and specifications;
- Ability to plan, supervise and inspect building repair and maintenance work;
- Knowledge of tri-generation plant operations and protocols at a large state university or equivalent scale commercial industrial campus.
- Strong data management and spreadsheet abilities, data historian experience, and organizational skills.
- Must have reliable transportation. Must be willing and able to report to work during emergency closures, inclement weather or for significant events that effect campus utilities and operations.

PREFERRED QUALIFICATIONS

- Experience with invoice auditing and tracking for all Utility bills for the main campuses, regional campuses, and other auxiliary bills of a large university
- Experience providing utility distribution engineering support for conditional maintenance needs
- Experience providing capacity analysis and planning, and Utilities Master planning. This includes such systems as steam, condensate, chill water, sewage, wastewater, reclaim water, electrical, and potable water as well as others.
- Experience managing and minimizing generation/consumption imbalance and ensuring the plants are operated in a manner consistent with vendor supply agreements, interconnection agreements, and interconnection operating guidelines.
- Demonstrated ability to develop policies and systems for buying energy and conduct contract negotiations, review and negotiate energy purchase agreements and make recommendations regarding energy fuel selection.
- Demonstrated ability to develop and implement training options and/or improvement plans to ensure the best operation of the plant and buildings.
- Demonstrated experience in compiling utility budgets and energy conservation measure cost estimates based upon needs.
- Familiarity with equipment suppliers in order to help facilitate the conducting of the bidding process for equipment upgrades and retrofits.
- Proven ability to initiate and develop the necessary professional skills appropriate to job assignments. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all staff.

PHYSICAL REQUIREMENTS

Must be able to inspect and review facilities issues near live electrical equipment, rotating machinery and other mechanical systems. Use of personal protective equipment is required when/where necessary.

APPOINTMENT TERMS

This is a full-time, permanent position. Salary range will be commensurate with background and experience. This position is categorized as Emergency Support Services/Essential Staff. Must be willing and able to work during emergency closures/delayed openings due to inclement weather or for significant events that effect campus operations.

TO APPLY

Qualified applicants please submit a cover letter, resume, and contact information for three (3) professional references via Husky Hire at www.jobs.uconn.edu. Please identify in your cover letter Search #2015433 and ensure that your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred you may have. Screening will begin immediately.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 22, 2015.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Recruitment activities included postings on the UConn careers website.

1 total applicant included: 1 WM

Interviewed applicants included: 1 WM

The 1 WM selected demonstrated excellent knowledge of the University goals and master planning. He had over 25 years in power plant operations and possessed excellent knowledge in LEED requirements, Building envelope and OEP compliance. He also obtained Certified Energy manager certification.

Program Spec 2 (UCP 7) to Exec Program Director (UCP 9) – 1 AF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Promotions Within Category:

U Accountant 2 (UCP 9) to Asst Finance Dir 2 (UCP 9) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Bldg Renov Proj Dir (UCP 9) to Facilities Prof 3 (UCP 9) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals - UC Professional 9 – OSD Consl & Proj Mgr

Promotional goals: None Set (new category)

Promotions into Category:

No promotional activity in this category.

Category 3: Non Teaching Professionals - UC Professional 9 – U Librarian 3

Promotional goals: 2 WM, 1 BF, 1 AM

Promotions into Category:

No promotional activity in this category.

Category 3: Non Teaching Professionals - UC Professional 8

Promotional goals: 12 WF, 3 BF, 2 HF

Promotions into Category:

Fiscal Manager (UCP 7) to Fiscal Manager (UCP 8) – 1 WF

This appointment achieved a promotional goal.

Comp Tech Sup Cons 2 (UCP 7) to Comp Tech Sup Cons 3 (UCP 8) – 1 WF

This appointment achieved a promotional goal.

Business Manager 2 (UCP 7) to Executive Asst 1 (UCP 8) – 1 WF

This appointment achieved a promotional goal.

Admin Coordinator (UCP 5) to Purchasing Agent 2 (UCP 8) – 1 WF

This appointment achieved a promotional goal.

Res Hall Cplex Coord (UCP 7) to Executive Asst 1 (UCP 8) – 1 HF

This appointment achieved a promotional goal.

Admin Serv Spec 3 (UCP 5) to Assistant Registrar (UCP 8) – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Comp Tech Sup Cons 2 (UCP 7) to Comp Tech Sup Cons 3 (UCP 8) – 1 WM, 1 HM

The candidates' promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Comp Tech Sup Cons 2 (UCP 7) to Comp Prog/Anal 2 (UCP 8) – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Purchasing Agent 1 (UCP 5) to Purchasing Agent 2 (UCP 8) – 2 WM

The candidates' promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher level position, and were promoted.

Promotions Within Category:

Comp Prog/Anal 2 (UCP 7) to Info Sys Analyst 3 (UCP 8) – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals – UC Professional 8 - Program Director

Promotional goals: 2 WF, 1 BF, 1 AM, 1 AF

Promotions into Category:

Program Manager (UCP 7) to Program Director (UCP 8) – 1 WF

This appointment achieved a promotional goal.

SHS Health Educator (UCP 7) to Program Director (UCP 8) – 1 WF

This appointment achieved a promotional goal.

Program Manager (UCP 7) to Program Director (UCP 8) – 1 WM, 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Internat'l Advisor (UCP 7) to Program Director (UCP 8) – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals - UC Professional 7

Promotional goals: 2 HF, 1 AM

Promotions into Category:

U Library Asst 2 (UCP 5) to Fiscal Manager (UCP 7) – 1 HF

This appointment achieved a promotional goal.

Academic Advisor 1 (UCP 5) to Acad Counselor/Coor (UCP 7) – 1 HF

This appointment achieved a promotional goal.

Gen Trade Worker to Facilities Prof 2 (UCP 7) – 1 WM

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015350.

Network Technician 1 (UCP 3) to Network Technician 2 (UCP 7) – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Grants/Contr Spec 1 (UCP 6) to Grants Contr Spec 2 (UCP 7) – 1 WM, 2 WF

The candidates' promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher level position, and were promoted.

Program Admins (UCP 6) to Prog Mgr-Ed Outreach (UCP 7) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Publicity/Mktg Admin (UCP 6) to Publicity/Mktg Mgr (UCP 7) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Business Manager 1 (UCP 6) to Supply Manager (UCP 7) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Admissions Officer (UCP 5) to Sr Admissions Off (UCP 7) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Grants/Contr Spec 1 (UCP 6) to Program Spec 2 (UCP 7) – 1 WF

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015464.

Supvr Custodian to Hskpng Develop Mgr (UVP 7) – 1 WF

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2014494.

Res Hall Director (UCP 5) to Res Hall Cplex Coord (UCP 7) – 1 WF, 1 BM

Narrative for these promotions is reported in the Hiring Goals Analysis under Search #2015356.

Promotions Within Category:

Campus Registrar (UCP 7) to Program Spec 2 (UCP 7) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals – UC Professional 7 – Computer Tech 2

Promotional goals: 3 WF, 1 HF

Promotions into Category:

Comp Tech Sup Cons 1 (UCP 4) to Comp Tech Sup Cons 2 (UCP 7) – 1 AM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals – UC Professional 7 – Program Manager

Promotional goals: 1 WM, 1 HF

Promotions into Category:

Program Spec I (UCP 6) to Program Manager (UCP 7) – 1 HF

This appointment achieved a promotional goal.

Program Admin (UCP 6) to Program Manager (UCP 7) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Grants Dev Officer (UCP 6) to Program Manager (UCP 7) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

SA Program Coordinator II (UCP 5) to Program Manager (UCP 7) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals - UC Professional 6

Promotional goals: 3 WM, 2 BF, 1 AF

Promotions into Category:

Academic Advisor I (UCP 5) to Academic Advisor II (UCP 6) – 1 BF

This appointment achieved a promotional goal.

Admin Serv Spec II (UCP 4) to BLDG Serv MGR (UCP 6) – 1 WM

This appointment achieved a promotional goal.

Graphic Des/ILL I (UCP 03) to Graphic Des/ILL III (UCP 6) – 1 WM

This appointment achieved a promotional goal.

Academic Advisor I (UCP 5) to Academic Advisor II (UCP 6) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Program Coord (UCP 5) to Academic Advisor II (UCP 6) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Admin Serv Spec II (UCP 4) to Admin Manager I (UCP 6) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Fin Aid Counselor (UCP 4) to Admin Manager I (UCP 6) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Admin Serv Spec III (UCP 5) to Admin Manager I (UCP 06) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Admin Serv Asst III (UCP 4) to Business Manager I (UCP 6) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Admin Serv Spec II (UCP 4) to Business Manager I (UCP 06) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Admin Serv Asst III (UCP 4) to Admin Manager I (UCP 6) – 1 HM

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015204

Category 3: Non Teaching Professionals - UC Professional 6 – Admin Serv Asst 4

Promotional goals: None set (new category)

Promotions into Category:

Financial Asst II (UCP 5) to Admin Serv Asst IV (UCP 6) – 1 HF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Program Asst II (UCP 4) to Admin Serv Asst IV (UCP 6) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Admin Serv Asst III (UCP 4) to Admin Serv Asst IV (UCP 6) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals - UC Professional 6 – Program Admin

Promotional goals: 1 WM, 1 BF

Admin Serv Spec II (UCP 4) to Program Admin I (UCP 6) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals - UC Professional 6 – Program Spec 1

Promotional goals: 2 WM

Promotions into Category:

Admin Serv Spec II (UCP 4) to Program Spec I (UCP 6) – 1 WM

This appointment achieved a promotional goal.

Admin Serv Spec III (UCP 5) to Program Spec I (UCP 6) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Admin Serv Spec II (UCP 04) to Program Spec I (UCP 6) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals - UC Professional 5

Promotional goals: 4 WM, 1 HM

Promotions into Category:

Agricultural WRKR 2 to Assignments Coord (UCP 5) – 1 WM

This appointment achieved a promotional goal

SA Program Coord I (UCP 4) to SA Prog Coord II (UCP 5) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Lab Technician I (UCP 3) to Lab Technician III (UCP 5) – 1 BM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Promotions Within Category:

Res Hall Director (UCP 5) to Assignment Coord (UCP 5) – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals – UC Professional 5 – Academic Advisor 1

Promotional goals: None set (new category)

No promotional activity in this category.

Category 3: Non Teaching Professionals – UC Professional 5 – Admin Coordinator

Promotional goals: 2 WM, 1 BF, 1 HF

Promotions into Category:

Admin Serv Asst III (UCP 4) to Admin Coordinator (UCP 5) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Admin Serv Spec II (UCP 4) to Admin Coordinator (UCP 5) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals – UC Professional 5 – Admin Serv Sp 3

Promotional goals: 1 WM, 1 BF

Promotions into Category:

Dng Serv Ar Ast Mgr (UCP 5) to Admin Serv Spec III (UCP 5) – 1 WM

This appointment achieved a promotional goal.

Admin Serv Spec II (UCP 4) to Admin Serv Spec III (UCP 5) – 2 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Program Assistant I (UCP 3) to Admin Serv Spec III (UCP 5) – 1 HM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals – UC Professional 5 – Dining Services Asst Mgr

Promotional goals: NONE SET

Promotions into Category:

No promotional activity in this category.

Category 3: Non Teaching Professionals – UC Professional 5 – Financial Asst II

Promotional goals: None set (new category)

Promotions into Category:

Tech Records Coord (UCP 3) to Financial Asst II (UCP 05) – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Admin Serv Spec II (UCP 4) to Financial Asst II (UCP 5) – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Financial Asst I (UCP 1) to Financial Asst II (UCP 5) – 3 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Admin Serv Spec II (UCP 4) to Financial Asst II (UCP 5) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Program Assistant II (UCP 4) to Financial Asst II (UCP 5) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals – UC Professional 5 – Program Coordinator

Promotional goals: 1 BF, 1 HF

Promotions into Category:

Program Assistant II (UCP 4) to Program Coord (UCP 5) – 3 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Program Assistant I (UCP 3) to Program Coord (UCP 5) – 3 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals - UC Professional 4

Promotional goals: 1 HF

Promotions into Category:

No promotional activity in this category.

Category 3: Non Teaching Professionals – UC Professional 4 – Admin Asst 3

Promotional goals: 1 WF

Promotions into Category:

No promotional activity in this category.

Category 3: Non Teaching Professionals – UC Professional 4 – Admin Serv Sp 2

Promotional goals: 3 BF

Promotions into Category:

Office Assistant to Admin Serv Spec II (UCP 4) – 1 WF

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015267

Category 3: Non Teaching Professionals – UC Professional 4 – Program Assistant 2

Promotional goals: 1 WM, 1 BM

Promotions into Category:

Prog Assistant I (UCP 3) to Prog Assistant II (UCP 4) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals - UC Professional 3

Promotional goals: 1 WF

Promotions into Category:

Financial Asst I (UCP 1) to Tech Records Coord (UCP 3) – 1 WF

This appointment achieved a promotional goal.

Financial Asst I (UCP 1) to Tech Records Coord (UCP 3) – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals – UC Professional 3 – Program Assistant 1

Promotional goals: 1 WM, 2 BF, 2 HF

Promotions into Category:

Financial Asst I (UCP 1) to Prog Asst I (UCP 3) – 1 HF

This appointment achieved a promotional goal.

Prog Asst Ed Outreach (UCP 2) to Prog Asst I (UCP 3) – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals - UC Professional 1

Promotional goals: None Set

Promotions into Category:

No promotional activity in this category.

Category 3 – Non Teaching Professionals – Academic Assistants

Promotional goals: None Set

Promotions into Category:

Inst Research Analyst (UCP 7) to Acad Assistant III – 1 AF

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015392

Promotions Within Category:

Academic Assistant III to Academic Assistant IV – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Academic Assistant II to Academic Assistant III – 1 AM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals – Specialist 1A

Program goals: None Set

Program Aide (UCP 1) to Specialist 1A – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 3: Non Teaching Professionals – Remaining Titles

Promotional goals: NONE SET

Promotions into Category:

No promotional activity in this category.

Promotions within Category:

Extension Educator to SR Extension Educator – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Associate Extension Educator to Extension Educator –1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

U Ed Assistant 2 to U Ed Assistant I – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

U Ed Assistant 3 to U Ed Assistant 2 – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

U Ed Assistant 3 to U Ed Assistant 2 – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

CLASSIFIED POSITIONS

Storrs Campus

Category 7: Protective Services – Remaining Titles

Promotional goals: 1 WF, 1 BM

Promotions into Category:

Police Officer to Police Sergeant-UC – 1 BM

This appointment achieved a promotional goal.

Police Officer to Police Sergeant-UC - 4 WM

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015369

Police Officer to Police Lieutenant – 1 WM

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015373

Police Officer to Detective – UC – 2 WM

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015489

Promotions within Category:

Detective to Police Sergeant – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Police Mast Sergeant to Police Lieutenant – UC - 2 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 7: Protective Services – Police Officer

Promotional goals: 1 HM

Promotions into Category:

No promotional activity in this category.

Category 4: Secretarial/Clerical – Administrative Assistant

Promotional goals: 1 WM

No promotional activity in this category.

Category 4: Secretarial/Clerical – Secretary 2

Promotional goals: 1 AF

Promotions into Category:

Secretary 1 to Secretary 2 – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 4: Secretarial/Clerical – Secretary 1

Promotional goals: 1 WM, 2 BF

Promotions into Category:

Office Assistant to Secretary 1 – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 4: Secretarial/Clerical – Office Assistant

Promotional goals: 1 WM

Promotions into Category:

No promotional activity in this category

Category 4: Secretarial/Clerical – Clerk Typist

Promotional goals: NONE SET

Promotions into Category:

No promotional activity in this category

Category 4: Secretarial/Clerical – Remaining Titles

Promotional goals: NONE SET

Promotions into Category:

No promotional activity in this category

Category 5: Technical /Paraprofessional – All Titles

Promotional goals: NONE SET

Promotions into Category:

No promotional activity in this category

Category 6: Qualified Craft Worker – All Titles

Promotional goals: 1 WF, 1 BM, 1 HM

Promotions into Category:

Skilled Maintaner to Master Gardner – 1 WF

This appointment achieved a promotional goal.

Power Distribut Elec to Qual Cr Wkr Elec – 1 AM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 7: Maintenance /Service – General Trades Worker

Promotional goals: 1 HM

Promotions into category:

Skilled Maintainer to Gen Trade WKR – 1 WM, 2 WF

The candidates' promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher level position, and were promoted.

Category 7: Maintenance /Service – Lead Custodian

Promotional goals: 1 WM, 4 HM, 1 HF

Promotions into Category:

Custodian to Lead Custodian – 1 WM

This appointment achieved a promotional goal.

Custodian to Lead Custodian – 1 HM

This appointment achieved a promotional goal.

Custodian to Lead Custodian – 1 HM

This appointment achieved a promotional goal.

Custodian to Lead Custodian – 1 WF

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015245

Maintainer to Lead Custodian – 1 AF

Narrative for this promotion is reported in the Hiring Goals Analysis under Search #2015247

Category 7: Maintenance /Service – Remaining Titles

Promotional goals: 1 BM, 1 BF, 8 HM, 2 HF

Promotions into Category:

QUAL CR WKR PLUM to MTCE SPV 2 PLUM – 1 HM

This appointment achieved a promotional goal.

QUAL CR WKR PLUM to MTCE SPV 1 PLUM – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Lead Custodian to SUPVR CUSTODIAN – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Promotions Within Category:

Power Distribution Elec to MTCE SPV 1 ELEC – 1 WM, 1 BM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Maintaner to Storekeeper – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Skilled Maintainer to BLDG SUPR 1 – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Agricultural Wrkr 1 to Agricultural Wrkr 2 – 1 WM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Storekeeper to Material Stor Spec – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Skilled Maintainer to Landscape Tech – 1 HM

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Hartford Campus

Category 4: Secretarial/Clerical – All Titles

Promotional goals: NONE SET

Promotions within Category:

Secretary 1 to Secretary 2 – 1 WF

The candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. This employee was performing duties at the higher level, met all job requirements of the higher level position, and was promoted.

Category 7: Maintenance /Service – General Trades Worker

Promotional goals: NONE SET

Promotions within Category:

No promotional activity in this category

Avery Point Campus

Category 7: Maintenance /Service – Remaining Titles

Promotional goals: NONE SET

Promotions within Category:

No promotional activity in this category

Stamford Campus

Category 4: Secretarial/Clerical – All Titles

Promotional goals: NONE SET

Promotions within Category:

No promotional activity in this category

Torrington Campus

Category 4: Secretarial/Clerical – All Titles

Promotional goals: NONE SET

Promotions Within Category:

No promotional activity in this category

Category 7: Maintenance /Service – All Titles

Promotional goals: NONE SET

Promotions within Category:

No promotional activity in this category

Program Goals Analysis

(Section 46a-68-90)

January 2016

Goal #1

The Office of Diversity and Equity (ODE) will collaborate with the Department of Human Resources (DHR) and the Assistant Vice Provost for Diversity and Academic Affairs to enhance the search orientation trainings offered to search committees, chair and administrators. These monthly workshops, facilitated by ODE, focus on affirmative action and equal employment, strategic recruiting, and the search process including applicant evaluation, interviewing, and applicant selection. To provide a more comprehensive training, the DHR will design and present a module focused on the development of job descriptions, qualifications and the hiring process including background checks and offer letters. The module developed and presented by the Assistant Vice Provost for Diversity will focus on inherent bias and offer best practices and resources for eliminating bias in the search process. This new combined workshop will provide search committees, chairs and administrators with comprehensive training relative to the search process.

This program goal is established to address adverse impact found in Test 1, 2, 3, 4, 5.

**Responsible Units: Office of Diversity & Equity
Department of Human Resources, and
Office of the Vice Provost for Diversity
Target Date: September 30, 2015**

Goal Met

The Office of Diversity and Equity in partnership with the Assistant Vice Provost for Diversity and Academic Affairs and the Department of Human Resources launched an enhanced and expanded search orientation training during the Fall semester of 2014. The new training included modules designed and presented by all three collaborators based on their respective areas of expertise. The module developed by ODE focuses on the role of affirmative action and equal employment, strategic recruitment of underrepresented applicants, applicant evaluation, and effective interviewing and applicant selection. DHR's module focuses on job description development and requirements, classification and qualifications, the background check process and offer letters. The third module, created and presented by the Associate Vice Provost for Diversity and Academic Affairs explores inherent bias in the recruitment, evaluation and hire of applicants, and offers best practices for overcoming bias in the search process. This monthly training provides search chairs, committees and administrators a complete understanding of the search process and offers best practices to ensure equitable and unbiased searches.

Goal #2

The Office of Diversity and Equity (ODE) and the Department of Human Resources (DHR) will design a new webpage for all applicants applying for open positions. All applicants will be directed to a page providing the University's affirmative action/equal employment policies and programs, reasonable accommodation policies and procedures,

and federal and state regulations. The University's commitment to fostering a nondiscriminatory and inclusive workplace environment will be communicated to applicants. Additionally, applicants will find links to ODE's website and other valuable resources.

This program goal is established to address adverse impact found in Test 1, 2, 3, 4, 5.

**Responsible Units: Office of Diversity & Equity and
Department of Human Resources
Target Date: September 30, 2015**

Goal Met

The new [applicant webpage \(http://hr.uconn.edu/jobs/\)](http://hr.uconn.edu/jobs/), designed in collaboration with ODE and DHR, offers all applicants the opportunity to realize the University's commitment to diversity and acknowledgment as an AA/EEO employer. Additionally, the website provides the relevant nondiscrimination policies, information regarding the accommodations process, and veteran recruitment. Applicants are provided with resources and contact information for ODE and the Office of Veteran Affairs and Military Programs.

Goal #3

The Office of Diversity and Equity (ODE) in collaboration with the Assistant Vice Provost for Diversity will develop a checklist to guide search committees in developing recruitment strategies. This recruitment checklist will provide an outline of categories of recruitment sources expected to be used in the course of a search. Search committees will be required to enumerate the efforts made for each recruitment category prior to approval to continue the search. The checklist will include sources such as professional contacts, professional associations and sources targeting underrepresented populations.

This program goal is established to address adverse impact found in Test 1, 2, 3, 4, 5.

**Responsible Units: Office of Diversity & Equity and
Assistant Vice Provost for Diversity
Target Date: September 30, 2015**

Goal Met

The Office of Diversity and Equity designed a checklist to assist search committees in developing recruitment strategies to target underrepresented groups. The checklist provides categories of recruitment sources search committees must utilize in each search. The completed checklist enumerating the recruitment efforts is submitted with the request for interview approval. The checklist includes sources such as professional contacts, professional associations and resources targeting underrepresented populations.

Goal #4

The Office of the Provost will require job postings for faculty positions to include specific language related to the University's commitment to diversity. Additionally, all faculty candidates will be required to include a statement regarding their commitment to

diversity in their applications. These requirements will assist in communicating the University's commitment to prioritizing diversity in the recruitment process. This program goal is established to address adverse impact found in Test 1, 2, and 3.

Responsible Units: Assistant Vice Provost for Diversity
Target Date: September 30, 2015

Goal Met

On September 26, 2014 the Office of the Provost issued new requirements for faculty job postings. The new language includes an expectation for new hires to "broaden participation among members of under-represented groups; demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience; integrate multicultural experience into instructional methods and research tools etc." Additionally, job postings include a requirement for applicants to submit a commitment to diversity statement as part of their application materials.

Goal #5

The Office of Diversity & Equity (ODE) in partnership with the Department of Human Resources (DHR) will increase efforts to recruit individuals with disabilities and veterans. Developing recruiting relationships with local veteran organizations and state military units will provide opportunities to recruit veterans for available positions. ODE and DHR also will explore networking with agencies and organizations serving individuals with disabilities to apprise them of the employment opportunities and inclusive work environment at the University. These newly cultivated recruiting sources will encourage veterans and individuals with disabilities to apply to open positions.

This program goal is established to address adverse impact found in Test 1, 2, and 3

Responsible Units: Department of Human Resources and
Office of Diversity and Equity
Target Date: September 30, 2015

Goal Met

In this Plan year, ODE focused on researching and cultivating sources to increase the recruitment of individuals with disabilities and veterans. ODE and DHR participated in several meetings the representatives from the Connecticut National Guard in an effort to develop a relationship and facilitate the recruitment of veterans for open positions. The meetings resulted in several mini job fairs and recruitment visits for veterans in an effort to develop a pipeline of applicants. In an effort to recruit veterans in the national labor market, ODE and DHR developed a relationship with RecruitMilitary to begin posting and distributing job posting through their network. To increase local recruitment of individual with disabilities, ODE worked with contacts at Connect-Ability, a part of the CT Department of Rehabilitation Services. For recruitment on a national level, ODE and DHR looked to AbilityJobs for distribution of job postings.