

## **GOALS ANALYSIS**

(Section 46a-68-90)

January 2017

This section of the 2015 *Plan* was found to be in compliance.

In the evaluation, Dr. Valerie Kennedy noted that current hires or promotions must be discussed in relation to goals set in the previous Plan. Hires or promotions in newly created categories must be discussed based on the goals in the previous categories from which these new categories were removed. In the 2016 Plan, no new categories were created.

Dr. Kennedy also noted that the applicant pools for searches were not included when a goal candidate was selected as required by the revised regulations. The 2016 Plan includes applicant pools for all searches regardless of the hire of a goal or non-goal applicant. The total applicant pool, the qualified applicant pool and the interview pools with a race/sex breakdown are included for all searches resulting in a promotion or hire.

### **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.

### **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 applicant pools are listed and 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 2016

## Category 1 – Executive Managerial

### University Director

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

#### **2016478 - University Director - Avery Point – 1 AF**

The University of Connecticut seeks applications for the position of Director of the Avery Point Campus. This historic waterfront campus hosts important undergraduate, professional, and graduate programs and is home to the Department of Marine Sciences. At UConn Avery Point, students may initiate study in nearly all of the 100+ undergraduate academic majors available at the University, and can easily transition to Storrs or other campuses to complete their degree after completing a specified initial segment of their chosen major successfully at Avery Point. The campus also offers complete four-year undergraduate degrees in English, General Studies, Maritime Studies, and Marine Sciences. At the graduate level, the campus offers an M.S. and Ph.D. in Oceanography, a Master of Engineering, the Certificate Entry into Nursing, and the Teacher Certification Program for College Graduates.

#### **Position Summary**

Reporting to the Provost, the Director of the Avery Point Campus ensures the effective and efficient management of the campus, including overseeing day-to-day operations, administration, facilities, and resources, with the aim of fostering a community and learning environment appropriate for a leading research university. The Director's primary mission is to assure the success of undergraduate education at the campus, including recruiting, retaining, and supporting students. In accordance with the Provost's priorities and guidance, the Campus Director also collaborates with academic deans and departments in determining the focus, development, staffing, and execution of academic priorities and programs at the campus. In addition, the Campus Director develops relationships with key community partners and stakeholders that advance and sustain mutual interests.

#### **Duties and Responsibilities**

1. In partnership with department heads, deans, and senior university administrators, assure the campus environment appropriately enables and supports academic goals, objectives, and programs.
2. Develop creative and effective strategies to recruit and retain undergraduate students, build strong undergraduate programs.
3. Assure the success of robust student services that support and enable undergraduate students to succeed at UConn.
4. Partner with faculty, staff and students to maintain a climate of civility and collegiality through effective communication and a strong commitment to enhancing the quality and diversity of the campus population.
5. Collaborate with the Vice President for Enrollment Management to recruit and retain high-caliber students. Develop and nurture relationships with K-12 schools, community colleges, and other educational institutions to recruit these quality students to UConn and increase enrollment of qualified students at the Avery Point Campus.
6. Collaborate with the Department of Public Safety, Facilities Operations and Building Services, University Information Technology Services, and Planning, Architectural, and Engineering Services to assure a safe, secure, productive working environment for the conduct of research and instructional activities.

## Hiring Goals Analysis 2016

7. Collaborate with Avery Point faculty, Academic Department Heads, and Deans to identify instructional needs and provide input in recruiting, hiring, and managing faculty.
8. Prepare and manage the Campus's annual operating budget. Prioritize the allocation of resources to support the university's academic mission and plan.
9. In support of university and campus priorities, develop capital improvement proposals. Assess the need for and make recommendations about equipment acquisitions and facilities renovations and upgrades.
10. Provide leadership, direction, and oversight to campus employees, including hiring, evaluation, discipline, training, and promotion of all direct reports. Represent the campus in labor-related procedures.
11. In support of University goals and priorities, promote UConn Avery Point through communications and public relations efforts critical to the success of the campus, including building relationships and partnerships with alumni, civic, youth, historical, maritime, museum, arts, and other groups and organizations.
12. Assure the campus offers a positive learning environment and students receive appropriate support services. Coordinate closely with university offices to enhance access to course offerings through on-line education, assure programs available to meet the needs of various student groups, and assure the campus operates in accordance with University-wide policies and practices regarding student conduct, disability services, counseling and mental health services, behavioral threat assessment, and other important student affairs functions.
13. Perform other duties as required.

### **Minimum Qualifications**

A Master's degree with at least five years of senior administrative experience. Additional qualifications include demonstrated knowledge of core management functions, including clear experience with human resources management, and budgeting and financial management; excellent interpersonal skills with the ability to develop, engage, and/or maintain constructive and professional relationships with students, faculty, staff, alumni, campus supporters, and residents of area communities, and other individuals and organizations; experience building effective collaborative teams as well as delegating responsibility and exercising appropriate oversight; a demonstrated commitment to enhance the quality and diversity of the campus population; a demonstrated commitment to and understanding of undergraduate education; a demonstrated ability to think strategically and develop strategic plans; a demonstrated ability to analyze, understand, and interpret complex situations and problems, evaluate options, devise and propose solutions that align resources with goals, implement plans, and measure outcomes; the demonstrated ability to communicate effectively in a diverse organization; excellent written and oral communication skills; a clear appreciation of the research mission of a leading public research university; and a strong work ethic and the highest degree of personal and professional integrity.

### **Preferred Qualifications**

Preference will be given to those with a doctoral or terminal degree and experience as an academic leader in higher education.

### **Appointment Terms**

This is a full-time 12-month position. Salary is commensurate with experience.

Recruiting activities included: NACADA, National Association of Branch Campus Administration, American Sociological Association, Council of Colleges of Arts and Sciences Association, Sociologists for Women in Society, Association of Black Sociologists, Ability Jobs Online and Academic Diversity Search.com



## Hiring Goals Analysis 2016

### **Goal Applicants: HM, HF**

56 total Applicants: 31 WM, 9 WF, 4 BM, 2 BF, 4 HM, 1 HF, 3 AM, 1 AF and 1 UM.

Unqualified Applicants: 28 WM, 8 WF, 3 BM, 2 BF, 3 HM, 1 HF, 3 AM and 1 UM

- 2 WM did not have at least five years of senior administrative experience
- 26 WM, 8 WF, 3 BM, 2 BF, 3 HM, 3 AM, 1 UM lacked a clear appreciation of the research mission of a leading public research university
- 1 HF did not demonstrate the ability to communicate effectively in a diverse organization.

Interviewed Applicants: 3 WM, 1 WF, 1 BM, 1 HM, and 1 AF

- 1 WF did not engage in ideas around data-informed decision making and new technology.
- 1 WM was unclear of the role of the position and his response to questions did not offer specific details.
- 1 WM did not exhibit knowledge regarding student recruitment and retention as well as the importance of using data informed decision making and how technology is changing Higher Education.
- 1 BM was not clear in his responses to questions and did not answer the questions asked.
- 1 HM did not have sufficient experience in senior administration and he lacked budgetary experience.
- 1 WM was not prepared in regards to the mission of the regional campus. He did not have sufficient knowledge of the relationship between the main and the regional campus.

The 1 AF selected was well prepared. She has a long history of working in higher education, which would allow her to draw on prior experiences dealing with the regional campus. She is very student focused and knowledgeable about the working partnerships between faculty and staff. She has extensive experience in higher education and the administration of student services

## Hiring Goals Analysis 2016

### **2016465 – University Director – Athletics Administration – 1 WM**

#### **Duties and Responsibilities**

- Develops a premier organization that executes the business of Division I athletics while also being a committed partner with the academic community.
- Develops a clear vision and strategic plan that will ensure the Department of Athletics has a competitive advantage in fundraising, facilities development, and the recruitment, retention and promotion of student-athletes and athletic personnel.
- Develops and executes a capital construction program.
- Formulates plans, policies and procedures that assure compliance with University policy, and provides direction in such matters as risk and financial management. Ensures compliance with all federal, NCAA, American Athletic Conference, and University regulations.
- Provides leadership that adheres to the highest standards of integrity and ethics in all athletic, academic and business matters.
- Sets conditions and promote an environment that fosters each student athlete's health and welfare, academic and athletic achievement, and overall growth and development.
- Provides fiscally responsible oversight for the preparation and management of the annual budget, including financial planning related to departmental programs, marketing, promotion and management of major events.
- Maintains, and manages with the assistance of the Deputy and Senior Associate Athletic Directors, a staff of head coaches and trainers that are nationally recognized for their coaching/training records and their contributions to both their profession and to the academic well-being of student athletes.
- Responsible for developing, maintaining and implementing a plan for achieving diversity objectives within the Department of Athletics. Provides leadership and role modeling for sustaining a culture of professionalism and respect at all levels.
- Cultivates endowment/donor relationships in order to establish sustainable excellence reflective of the culture that is uniquely the University of Connecticut.
- Works with the NCAA, American Athletic Conference and broadcast and television networks to ensure that the University of Connecticut receives maximum revenues and exposure from radio and television.

*Perform other duties as assigned by the University President.*

## Hiring Goals Analysis 2016

### **Qualification/Experience:**

- Master's degree or the equivalent level of education and experience is preferred.
- At least 10 years of progressive and highly relevant athletic administrative experience or demonstrated experience managing a complex organization.
- Demonstrated success in formulating and/or executing a strategic plan, supervising senior-level executives/staff, developing and monitoring a comprehensive budgeting process, and overseeing an annual fundraising effort and long-term capital campaign.
- Strategic vision and an ability to mobilize support behind institutional goals.
- Strong communication skills and an ability to work effectively with multiple constituent groups.
- Demonstrated commitment to diversity and a track record of working effectively with diverse groups required.
- Unwavering commitment to ethics and student-athlete academic success.
- Excellent written, interpersonal and oral communication skills.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, National Collegiate Athletic Association, National Association of Collegiate Women Athletics Administrator, and Parker Executive Search Committee made 60 contacts in professional athletics administration.

### **Goal Applicants: HM, HF**

34 Total Applicants: 25 WM, 2 WF, 5 BM, 2 AM

Unqualified Applicants: 20 WM, 1 WF, 3 BM, 2 AM

- 8 WM, 2 BM and 2 AM lacked Division 1 experience.
- 12 WM, 1 WF and 1 BM did not have prior experience in athletic administration.

Interviewed Applicants: 5 WM, 1 WF, 2 BM

- 3 WM and 2 BM lacked experience working at a university of similar size and scope.
- 1 WM and 1 WF had extensive experience in sales and marketing, but not comprehensive budgeting processes.

The 1 WM hired for this position had an in-depth understanding of all dimensions of the position, and had extensive experience in all aspects of running a high-profile athletics program. He demonstrated ability and experience in business operations and external relations, as well as hiring coaches and interacting with students. He had a comprehensive understanding of how athletics impact the University community.

## Hiring Goals Analysis 2016

### **2016382 – University Director – Student Health Services – 1 WF**

#### **Primary Responsibilities**

- Lead, provide vision and direction for, and oversee a multidisciplinary team of physicians (including psychiatrists), nurse practitioners, registered nurses, psychologists, counselors, clinical social workers, health educators, support staff and administrative personnel to ensure the delivery of high quality primary care, mental health and counseling, health promotion, and educational outreach services to UConn students.
- Supervise and manage direct reports, including, but not limited to, the Medical Director; Director, Counseling and Mental Health Services; and Director, Prevention Strategies.
- Manage an operating budget of approximately \$15 million per year and a staff of nearly 110 FTE.
- Organize and lead strategic planning efforts for SHS, including ongoing strategic assessment, gap analysis, and benchmarking to support implementation of SHS priorities and ensure alignment with Student Affairs' strategic plan.
- Organize and lead Student Affairs' planning for the new student health facility, integrating medical, counseling and mental health services, and health education services at UConn, Storrs.
- Direct SHS administrative operations, and establish, review, and update policies and procedures to support staff and student needs.
- Ensure continuous quality improvement in all SHS programs and services, including active peer review and maintenance of accreditation of all eligible SHS functions.
- Oversee professional development activities for Student Health Services' staff.
- Ensure compliance with University policy, state and federal laws.
- Lead or support, as designated, negotiations for the University-sponsored health insurance plan and oversee management of the plan.
- Lead campus emergency preparedness and response, including management of and effective communication about public health issues.
- Develop and maintain intentional collaborative relationships to promote teamwork and advance the priorities of the Division and University.
- Serve as a core member of the Student Affairs Leadership Team; provide counsel on matters related to the health of students and the campus community to the Senior Leadership.
- Establish and maintain appropriate liaisons with other University departments, federal, state, and community health agencies, and other health related resources.
- Serve on departmental, divisional, university, state and/or national committees as required and assigned.
- Develop and maintain strategic alignment with UConn Health to maximize organizational efficiencies.

#### **Required Credentials**

- Candidates are required to have at least one of the following four credentials: (1) a master's degree in one of the health-related management fields, including Business Administration, Health Administration, Public Health, or a related discipline; (2) an M.D./D.O. degree from an accredited and approved medical school, with a current unrestricted license to practice medicine and surgery in Connecticut, or eligibility for such license; (3) Ph.D. or Psy.D. in a clinical psychology, with current unrestricted license as psychologist in Connecticut, or eligibility for such license; (4) M.S.N., Ph.D., or D.N.P. with certification in advanced practice nursing, with current unrestricted license to practice as a

## Hiring Goals Analysis 2016

unrestricted license to practice medicine and surgery in Connecticut, or eligibility for such license; (3) Ph.D. or Psy.D. in a clinical psychology, with current unrestricted license as psychologist in Connecticut, or eligibility for such license; (4) M.S.N., Ph.D., or D.N.P. with certification in advanced practice nursing, with current unrestricted license to practice as a nurse in Connecticut, or eligibility for such license.

- Candidates must have at least seven years of supervisory and management experience in health care services and administration, including the design, development, and direction of health-related programs and services and responsibility for quality of medical practice and outreach, fiscal management, budget development, and contractor/vendor relationships.
- Knowledge of local and national issues, trends, and best practice standards in primary health care, college health, health insurance, and managed care, as well as of national certification and accreditation requirements.
- Proven record of success and commitment to working with issues related to diversity, equity and inclusion.
- Strong leadership, interpersonal, communications and critical thinking skills are essential.
- Demonstrated ability to develop and implement strategic objectives, motivate and develop medical and administrative staff, effectively manage resources, and cultivate strong collaborative relationships with multiple constituent groups.

### **Preferred Requirements**

- The University prefers that candidates have knowledge of and direct experience in college health or in a closely related area of health care practice and administration. Candidates with community or public health training, experience in clinical preventive services, and a strong background in quality management will receive particular attention.
- Qualified candidates should have a demonstrated commitment to outstanding healthcare in higher education and have a significant and visible record of being an innovative healthcare leader. Equally significant qualifications include an ability to work well with a globally diverse student body.

Recruitment activities included advertisements with the American College Health Association, healthmanagementcareers.org; Asians in Higher Education; the Chronicle of Higher Education; Diverse Issues in Higher Education; careerbuilder.com; higheredjobs.com; the Hispanic Outlook; the Journal of Blacks in Higher Education; the National Association of Community Health Centers; the New England Journal of Medicine; the New York Times; the Placement Exchange; and Women in Higher Education. Additionally, multiple recruitment contacts were made throughout the field of health care management by recruiting firm Keeling and Associates.

### **Goal Applicants: HM, HF**

24 total applicants: 6 WM, 7 WF, 2 BF, 8 UM, and 1 UF.

Unqualified applicants: 4 WM, 2 WF, 1 BF, 6 UM, and 1 UF

- 3 WM, 1 WF, 1 BF, 4 UM, and 1 UF lacked a Master's degree in in of the health related management fields including Business Administration, Health Administration, Public Health or a related discipline.
- 1 WM, 1 WF, and 2 UM lacked at least seven years of supervisory and management experience in health care services and administration.

Qualified: 2 WM, 2 WF, and 1 UM.

## Hiring Goals Analysis 2016

- 2 WM, 2 WF, and 1 UM had minimal knowledge of and direct experience in college health or in a closely related area of health care practice and administration.

Interviewed applicants: 3 WF, 1 BF, and 1 UM

- 1 WF and 1 UM did not demonstrate strong leadership, communication, interpersonal, and critical thinking skills as evidenced by answers to interview questions and proposals for the development of student health services.
- 1 WF and 1 BF lacked demonstrated ability to develop and implement strategic objectives, motivate and develop medical and administrative staff, effectively manage resources, and cultivate strong collaborative relationships with multiple constituent groups.

The 1 WF selected for the position clearly articulated her skillset and how prior experiences would contribute to this role. Additionally, this candidate had extensive leadership experience in health care administration and higher education. Additionally, this candidate provided several examples of how she would provide leadership and innovations for the future of Student Health Services.

## Hiring Goals Analysis 2016

### **2016108 – University Director – Stamford Campus – 1 AM**

The University of Connecticut seeks applications for the position of Director of the Stamford Campus, located in downtown Stamford. The Stamford campus' location in lower Fairfield County provides access to internships, field placements and jobs with Fortune 500 companies, investment and banking institutions, non-profit organizations and civic, education and community agencies.

At UConn Stamford, students may initiate study in nearly all the 100+ undergraduate academic majors available at the University, and easily transition to Storrs or other campuses to complete their degree after completing a specified initial segment of their chosen major successfully at Stamford.

The campus also offers complete four-year undergraduate degrees across a number of majors including: Business Administration, Business Data Analytics, Digital Media and Design, Economics, English, Financial Management, Human Development and Family Studies, History, Political Science, and Psychology. At the graduate level, the campus offers the Master of Business Administration (MBA), and the Master of Science in Financial Risk Management (MSFRM) degrees.

**Position Summary:** Reporting to the Provost, the Director of the Stamford Campus ensures the effective and efficient management of the campus, including overseeing day-to-day operations, administration, facilities, and resources, with the aim of fostering a community and learning environment appropriate for a leading research university. In accordance with the Provost's priorities and guidance, the Campus Director also collaborates with academic deans and departments in determining the focus, development, staffing, and execution of academic priorities and programs at the campus. In addition, the Campus Director develops relationships with key community partners and stakeholders that advance and sustain mutual interests.

#### **Duties and Responsibilities**

1. In partnership with department heads, deans, and senior university administrators, assure the campus environment appropriately enables and supports academic goals, objectives, and programs.
2. Partner with faculty, staff and students to maintain a climate of civility and collegiality through effective communication and a strong commitment to enhancing the quality and diversity of the campus population.
3. Collaborate with the Vice President for Enrollment Management to recruit and retain high-caliber students. Develop and nurture relationships with K-12 schools, community colleges, and other educational institutions to recruit these quality students to UConn and increase enrollment of qualified students at the Stamford Campus.
4. Collaborate with the Department of Public Safety, Facilities Operations and Building Services, University Information Technology Services, and Planning, Architectural, and Engineering Services to assure a safe, secure, productive working environment for the conduct of research and instructional activities.
5. Collaborate with Stamford faculty, Academic Department Heads, and Deans to identify instructional needs and provide input in recruiting, hiring, and managing faculty.
6. Prepare and manage the Campus' annual operating budget. Prioritize the allocation of resources to support the university's academic mission and plan.
7. In support of university and campus priorities, develop capital improvement proposals. Assess the need for and make recommendations about equipment acquisitions and facilities renovations and upgrades.
8. Provide leadership, direction, and oversight to campus employees, including hiring, evaluation, discipline, training, and promotion of all direct reports. Represent the campus in labor-related procedures.
9. In support of University goals and priorities, promote UConn Stamford through communications and public relations efforts critical to the success of the campus, including building relationships and partnerships with alumni, civic, youth, historical, financial services industry, arts, and other groups and organizations.
10. Engage with local, state and federal leaders and with the local civic community.



## Hiring Goals Analysis 2016

11. Assure the campus offers a positive learning environment and students receive appropriate support services. Coordinate closely with university offices to enhance access to course offerings through on-line education, assure programs are available to meet the needs of various student groups, and assure the campus operates in accordance with University-wide policies and practices regarding student conduct, disability services, counseling and mental health services, behavioral threat assessment, and other important student affairs functions.
12. Perform other duties as required.

**Minimum Qualifications:** A Master's or other graduate degree with at least five years of senior administrative experience. Additional qualifications include demonstrated knowledge of core management functions, including clear experience with human resources management, and budgeting and financial management; excellent interpersonal skills with the ability to develop, engage, and/or maintain constructive and professional relationships with students, faculty, staff, alumni, campus supporters, and residents of area communities, and other individuals and organizations; experience building effective collaborative teams as well as delegating responsibility and exercising appropriate oversight; a demonstrated commitment to enhance the quality and diversity of the campus population; a demonstrated ability to think strategically and develop strategic plans; a demonstrated ability to analyze, understand, and interpret complex situations and problems, evaluate options, devise and propose solutions that align resources with goals, implement plans, and measure outcomes; the demonstrated ability to communicate effectively in a diverse organization; excellent written and oral communication skills; a clear appreciation of the research mission of a leading public research university; and a strong work ethic and the highest degree of personal and professional integrity.

**Preferred Qualifications:** Doctoral degree; experience as an academic leader in higher education, and/or leadership experience at a public institution; experience pertinent to the unique programs and setting of the Stamford campus.

**Appointment Terms:** This is a full-time 12-month position. Salary is commensurate with experience. Screening of applications will begin immediately.

Recruitment activities included HERC, Inside Higher Ed., Diverse, the *Chronicle of Higher Education*, the Association to Advance Collegiate Schools of Business International, the Connecticut Media Group, the *New York Times*, and the Business Minority Serving Institutions distribution listserv.

### **Goal Applicants: HM, HF**

57 total applicants: 27 WM, 8 WF, 7 BM, 2 BF, 2 HM, 5 AM, 3 AF, 1 UM and 2 UF

Unqualified applicants: 20 WM, 6 WF, 5 BM, 1 BF, 2 HM, 4 AM, 3 AF, 1 UM, and 2 UF.

- 1 AF withdrew their application from consideration.
- 1 WM did not possess a Master's degree, or other graduate degree, with at least five years of senior administrative experience.
- 5 WM, 2 WF, 1 BM, 2 HM, 2 AM, and 1 UM failed to demonstrate a commitment to enhance the quality and diversity of the campus population.
- 1 AF, and 1 UF did not possess a demonstrated ability develop strategic plans.
- 1 WM, and 1 WF lacked a demonstrated ability to analyze, understand, and interpret complex situations and problems, evaluate options, devise and propose solutions that align with goals, implement plans, and measure outcomes.



## Hiring Goals Analysis 2016

- 1 WM did not demonstrate the ability to communicate effectively in a diverse organization.
- 8 WM, 2 WF, 4 BM, 1 AM and 1 AF failed to demonstrate excellent written communication skills as evidenced by application materials.
- 4 WM, 1 WF, 1 BF, 1 AM, and 1 UF did not possess experience building effective collaborate teams, as well as delegating responsibility and exercising appropriate oversight.

Qualified applicants: 3 WM, 1 WF, and 1 BM.

- 1 WM did not possess a Doctoral degree.
- 1 WM and 1 BM lacked experience as an academic leader in higher education and/or leadership experience at a public institution.
- 1 WM and 1 WF lacked experience pertinent to the unique programs and setting of the Stamford campus.

Interviewed applicants: 4 WM, 1 WF, 1 BM, 1 BF, and 1 AM.

- 1 WM withdrew their application from consideration.
- 1 WM lacked a clear appreciation of the research mission of a leading public research university based on answers to interview questions.
- 1 BM, and 1 BF was unable to demonstrate strong experience with academic leadership in a higher education setting.
- 1 WM failed to demonstrate the ability to analyze, understand, and interpret complex situations and problems, evaluate options, devise and propose solutions that align with goals, implement plans, and measure outcomes.
- 1 WF lacked the knowledge of core management functions.
- 1 WM did not demonstrate a commitment to enhance the quality and diversity of the campus population.

The 1 AM selected demonstrated a knowledge of core management functions as well as the ability to analyze, understand, and interpret complex situations and problems, evaluate options, devise and propose solutions that align resources with goals, implement plans, and measure outcomes. He displayed a strong work ethic, a clear appreciation of the research mission of a leading public research university, and demonstrated a commitment to enhance the quality and diversity of the Stamford Campus. The candidate demonstrated excellent interpersonal skills with the ability to develop, engage, and/or maintain constructive and professional relationships with students, faculty, staff, alumni, campus supporters, and residents of area communities.

## Hiring Goals Analysis 2016

### **Remaining Titles**

**Short-term goals: 4 WF, 1 BF, 1 HF, 1 AF**

**2016142 – Dean – School of Education – 1 BF**

41 Total Applicants: 14 WM, 7 WF, 1 BF, 1 HF, 2 AM, 1 AF, 10 UM and 5 UF

Unqualified applicants: 4 WM, 1 WF, 1 HF, 1 AF, 8 UM, and 1 UF

Qualified applicants: 6 WM, 4 WF, 2 AM, 2 UM and 4 UF

Interviewed applicants: 4 WM, 2 WF and 1 BF

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016103 – Executive Director – University Communications – 1 WM**

UConn Health is seeking a senior marketing and communications professional to serve as its executive director and chief communications officer (ED/CCO). UConn Health is the academic medical center for the University of Connecticut and is located in suburban Farmington. The ED/CCO is a senior executive and member of the leadership team for the two professional schools in Medicine and Dental Medicine, a tertiary care hospital, a faculty clinical practice with 500 physicians, and satellite outpatient facilities throughout the state. The ED/CCO will guide the system's market positioning in delivery of clinical care, assist in building its academic and research reputation and in aligning the culture around excellence, service, growth and profitability.

The ED/CCO will report in a matrix to the University's Vice President for Communications and Executive Vice President for Health Affairs. This arrangement will allow the ED/CCO to draw upon the vast pool of communications professionals serving both the University and UConn Health.

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

#### **Minimum Qualifications**

- Bachelor's degree
- Training or expertise in current healthcare and management strategies, marketing, market research, marketing communications, journalism and/or public relations
- 10 years of progressive experience in healthcare strategy, planning marketing or communications with a track record of success
- 10 years' experience in staff development, management, directing and team building for a staff of 10 or more professionals
- 3 years as a member of the senior leadership team and recognized for collegiality, problem-solving and professionalism
- 10 years of experience in budgeting for and managing an operating unit.

#### **Preferred Qualifications**

- Master's degree or advanced professional certification or achievement preferred.
- Job history indicating growth within the field and a trajectory of increasing responsibility.

#### **Appointment Terms**

This is a permanent, full-time position.

#### **To Apply**

Please submit a cover letter, resume, writing samples, and three references. Preference will be given to resumes received by September 29, 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 # 2016103)

Recruitment activities included: HERC, Inside Higher Ed., Diverse, American Association of Medical Colleges, American College of Health Care Executives, CareerBuilder.com, Chronicle of Higher Ed., Hartford Courant, Indeed.com, LinkedIn, National Healthcare Career Network, Society for Healthcare Strategy and Market Development Career Link, and professional contacts.

#### **Goal Applicants: WF, BF, HF, AF**

43 total applicants: 24 WM, 12 WF, 2 BM, 1 BF, 1 HM and 3 UM.

Unqualified applicants: 13 WM, 7 WF, 2 BM, 1 BF, 1 HM, and 2 UM.

## Hiring Goals Analysis 2016

- 5 WM, 3 WF, 2 BM, 1 BF, 1 HM, and 2 UM did not possess 10 years of progressive experience in healthcare strategy planning marketing, or communications with a track record of success.
- 7 WM, and 4 WF lacked the training or expertise in current healthcare and management strategies, marketing, market research, marketing communications, journalism and/or public relations.
- 1 WM did not possess 10 years' experience in staff development, management, directing and team building for a staff of 10 or more professionals.

Qualified applicants: 6 WM, 3 WF, and 1 UM.

- 6 WM, 3 WF, and 1 UM did not possess a job history indicating growth within the field and a trajectory of increasing responsibility.

Interviewed applicants: 5 WM, and 2 WF

- 1 WM withdrew their application from consideration.
- 1 WM possessed branding experience in communications/marketing which was not closely aligned with business strategy/development.
- 1 WM, and 1 WF did not demonstrate strong interpersonal skills.
- 1 WF did not demonstrate knowledge of the work required for the scope of duties to be covered by this position.
- 1 WM lacked experience in crisis communications, government relations, and media relations.

The 1 WM selected possessed over 20 years' extensive experience in healthcare business strategy as it relates to communications and marketing in a competitive health care environment. He demonstrated solid understanding of brand, crisis communications, aligning strategy and marketing plans, as well as leadership of staff and working with senior leadership teams.

## Hiring Goals Analysis 2016

### **2016230 - Associate Vice President - Diversity and Inclusion – 1 BF**

#### **The Search**

The University of Connecticut invites nominations and applications for the new position of Associate Vice President for Diversity (CDO). The University is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. UConn actively encourages qualified candidates to apply who demonstrate a commitment to increasing diversity among faculty, staff and students as well as a commitment to maintaining an inclusive work environment.

#### **About the University**

The University of Connecticut is one of the nation's top 20 public universities. Founded in 1881, UConn is a Carnegie Foundation Research University-Extensive institution, a Land Grant and Sea Grant college, and member of the Space Grant Consortium. It is the state's flagship institution of higher education 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 has approximately 10,000 faculty and staff and 31,000 students, including almost 23,000 undergraduates and over 8,000 graduate/professional students. With unprecedented investment of \$3.6B through Next Generation CT and Bioscience Connecticut, UConn is poised to make a significant impact in breakthrough research, innovative teaching and engaged outreach.

#### **Responsibilities**

The Associate Vice President for Diversity (CDO) reports to the President and serves as an integrating partner with campus leaders, faculty, staff, students, various university committees, and external constituencies. The most critical responsibility of the CDO is to proactively and collaboratively develop and implement plans, programs, and activities that educate and motivate members of the University community to embrace diversity and inclusion as core values to be collectively practiced in the University. The CDO serves as the university's executive level strategist responsible for guiding efforts and creating substantive programs to define, assess and promote diversity and inclusion, educational and employment opportunity, and cultural proficiency. The CDO develops innovative programs and directs and coordinates existing activities to recruit and retain faculty, students and staff from diverse ethnic, cultural and socio-economic backgrounds. The CDO serves as the leader of the University's Diversity Council and oversees efforts to review and assess the impact and effectiveness of a wide range of diversity and inclusion programs and activities relating to faculty, staff and students. The CDO develops, in conjunction with senior academic and administrative leaders, programs to maximize institutional strengths and respond to identified needs in order to maintain an intentional and sustained focus on achieving inclusive excellence. The CDO works strategically with appropriate University units responsible for promoting and implementing equity and diversity programs in support of a working and learning environment free of discrimination, harassment and retaliation and for conducting investigations related to discrimination, harassment and retaliation, including the principles and compliance requirements of Title IX.

## Hiring Goals Analysis 2016

### **Qualifications**

A Master's degree from an accredited institution; doctorate preferred. A minimum of five years (seven years preferred) of experience leading efforts in the area of diversity/inclusion with evidence of increasing responsibility. A successful record of leading and/or facilitating the completion of diversity and inclusion initiatives, preferably in a higher education setting. Demonstration of in-depth, contemporary knowledge on issues of: access, inclusion, diversity, equity, and multiculturalism in a large complex organizational setting. Ability to demonstrate a track record of successfully working collaboratively in a team environment with senior leaders of the organization. Demonstrated ability to work effectively in a shared governance environment. Demonstrated record of collecting and using data to assess the effectiveness of initiatives and to achieve measurable results. Effective conflict resolution skills and the ability to find mutually acceptable solutions to difficult problems. Able to build consensus, find support and reconcile competing interests. Strong communication skills (verbal and written). Must have active listening skills along with sophisticated relational ability to connect with others across intersectional differences. Successful record of being able to: influence, build community, and develop effective programs related to diversity and inclusion. Demonstrated experience in identifying and implementing diversity, inclusion and intercultural competency educational, awareness and high impact programs.

### **Appointment Terms**

Salary is commensurate with knowledge, skills, and experience. The University offers excellent fringe benefits.

### **How To Apply**

Candidates must submit applications via the "Apply Now" button above, a cover letter which specifically describes their work record in successfully leading and/or facilitating the completion of diversity and inclusion initiatives, preferably in a higher education setting, and current resume or curriculum vitae including the names of three professional references. Review of applications begins November, 2015, and continues until the position is filled. Questions regarding the position can be directed to Assistant Vice Provost Dana Wilder at [Dana.Wilder@uconn.edu](mailto:Dana.Wilder@uconn.edu). Please include the title Chief Diversity Officer in the subject line.

Recruiting activities included: UConn careers website, Inside Higher Ed, Diverse and 27 personal contacts selected from the diversity field.

### **Goal Applicants: WF, BF, HF, AF**

44 Total Applicants: 3 WM, 2 WF, 12 BM, 14 BF, 1 HM, 4 HF, 3 AM, 4 AF and 1 UM

Unqualified applicants: 3 WM, 2 WF, 9 BM, 9 BF, 4 HF, 2 AM, and 3 AF, 1 UM

- 1 BM, 2 BF, 1 HF, and 1 AF lacked strong written communication skills as evidenced by application materials.
- 3 WM, 1 WF, 6 BM, 5 BF, 1 HF, 1 AM, and 1 AF did have a successful record of being able to influence, build, community and, and develop effective programs related to diversity and inclusion.
- 2 BM, 1 BF, 1 UM and 2 HF did not demonstrate a record of collecting and using data to assess the effectiveness initiatives and to achieve measurable results.

## Hiring Goals Analysis 2016

- 1 WF, 1 AM, and 1 AF did not demonstrate a track record of successfully working collaboratively in a team environment with senior leaders of the organization.

Qualified Applicants: 1 BM and 3 BF.

- 1 BF did not have a successful record of leading and or facilitating the completion of diversity and inclusion initiatives in a higher education setting.
- 1 BF lacked demonstrated experience in identifying and implementing diversity, inclusion, and inter-cultural competency educational awareness and high impact programs.
- 1 BF lacked attention to detail errors in application materials.
- 1 BM did not have a successful record of leading and or facilitating the completion of diversity and inclusion initiatives in a higher education setting

Interviewed Applicants: 2 BM, 3 BF, 1 HM, 1 AM, 1 AF.

- 1 BF did not respond to interview questions were vague and not specific. During student interactions, candidate did not demonstrate the ability to engage well with students. The candidate's interview responses and presentation indicated her inability to transfer her experience in a smaller institution to the significantly larger UConn environment.
- 1 BF lacked depth in her responses, no evidence of clear leadership, and no application of her research to practical strategies for the position.
- 1 HM lacked breadth and depth of understanding diversity and inclusion initiatives.
- 1 AM was more focused on compliance and Title IX policies rather than diversity and equity programming.
- 1 BM did not demonstrate the ability to engage and relate to students. His responses and presentation focused primarily on race issues and did not provide programming plans and ideas which indicated an inability to transfer his experience in a smaller institution to the significantly larger and complex UConn environment.
- 1 AF did not have experience and focus in leadership and administration.
- 1 BM lacked focus in addressing various issues around diversity. He did not have a cohesive plan or solution to issues on diversity and inclusion.

The 1 BF selected expressed effective leadership skills that are essential for this position. She demonstrated how she would build community, bring solutions, and relate to students, staff, and faculty. Her experiences are parallel to the complexity of our large organization at UConn which makes her the ideal choice for this position.

## Hiring Goals Analysis 2016

### EEO Category 2: Faculty

#### Professor

**Short-term goals: 11 WF, 4 BM, 9 HM, 3 HF, 4 AM, 7 AF**

#### **2016113 – Professor - English – 1 WF**

28 Total Applicants: 8 WM, 11WF, 2 BF, 1 HF, 1 AM, 1 UM, 4 UF

Unqualified applicants: 2 WM, 3 WF, 1 BF, 1 HF, 2 UF

Qualified applicants: 4 WM, 6 WF, 1 AM, 1 UM, 1 UF

Interviewed applicants: 2 WM, 2 WF, 1 BF, 1 UF

***This hire achieved a hiring goal.***

#### **2016105 - Professor - Human Dev/Fam Studies - 1 WF**

9 Total Applicants: 3 WM, 5 WF, 1 HM

Unqualified applicants: 3 WM, 4 WF, 1 HM

Interviewed applicants: 1 WF

***This hire achieved a hiring goal.***

#### **2016106 – Professor – Economics – 1 AM**

13 Total Applicants: 7 WM, 1 WF, 5 AM

Unqualified applicants: 4 WM, 2 AM

Qualified applicants: 2 WM, 1 WF, 1 AM

Interviewed applicants: 1 WM, 2 AM

***This hire achieved a hiring goal.***

#### **2016107- Professor – Mathematics – 1 AM**

30 Total Applicants: 16 WM, 3 WF, 8 AM, 3 UM

Unqualified applicants: 9 WM, 2 WF, 4 AM, 2 UM

Qualified applicants: 3 WM, 1 AM



## Hiring Goals Analysis 2016

Interviewed applicants: 2 WM, 1 AM

***This hire achieved a hiring goal.***

### **2015521 - Professor-History – 1 AF**

48 Total Applicants: 30 WM, 10 WF, 1 BM, 1 AF, 6 UM

Unqualified applicants: 21 WM, 4 WF, 1 BM, 3 UM

Qualified applicants: 7 WM, 5 WF, 3 UM

Interviewed applicants: 2 WM, 1 WF, 1 AF

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016070 – Professor – Mathematics – 1 WM, 1 AF**

The Department of Mathematics at the University of Connecticut, Storrs invites applications for multiple full-time, 9-month tenure-track faculty position at the rank of Assistant, Associate, or Full Professor in Mathematics beginning in Fall 2016. We are seeking exceptionally well-qualified individuals with research interests in all areas of Mathematics compatible with those in the department. The successful candidate will be expected to teach mathematics courses at all levels and to have a vigorous externally funded research program. *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.*

UConn has grown rapidly in the past decade to become one of the nation's Top 20 public universities, with an ambitious goal, at this transformational time in its history, to aspire to join the ranks of the greatest universities in the world. As one of the University's emphasized STEM programs, supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>) investment, the math department enjoys an active and dynamic academic environment. The department currently has 35 research faculty members with diverse research interests (including financial mathematics and actuarial science, algebra and number theory, analysis, applied math, geometry and topology, mathematical logic, math education, numerical analysis, partial differential equations, and probability) and a strong record of external funding. Faculty members in the department participate in a range of interdisciplinary projects with Physics, Philosophy, the Life Sciences, and Statistics, and with the Neag School of Education. The department will move into a new building in Fall 2016.

**Minimum Qualifications:** A Ph.D. or an equivalent foreign degree in mathematics or a closely related area by August 22, 2016, demonstrated evidence of excellent teaching and outstanding research.

**Preferred Qualifications:** An outstanding research program in an area that complements the research activity in the department. A record of attracting external funding and a commitment to effective teaching at the undergraduate and graduate levels.

**Appointment Terms:** Evaluation of applications will begin on November 20, 2015 and will continue until the position is filled. Rank and salary will be commensurate with qualifications and experience.

**To Apply:** Submit 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, including at least four letters of reference, one of which addresses the applicant's teaching. Questions or requests for further information should be sent to the Hiring Committee at [mathhiring@uconn.edu](mailto:mathhiring@uconn.edu).

Recruitment activities included HERC, Inside Higher Ed., and Diverse.

### **Goal Applicants: WF, BM, HM, HF, AM, AF**

521 total applicants: 243 WM, 53 WF, 10 BM, 20 HM, 2 HF, 137 AM, 28 AF and 28 UM.

Unqualified applicants included: 94 WM, 21 WF, 5 BM, 7 HM, 63 AM, 13 AF and 12 UM.

- 36 WM, 3 WF, 2 BM, 3 HM, 27 AM, 2 AF and 5 UM failed to demonstrate evidence of excellent teaching.
- 58 WM, 18 WF, 3 BM, 4 HM, 36 AM, 11 AF and 7 UM lacked demonstrated evidence of outstanding research.

## Hiring Goals Analysis 2016

Qualified applicants: 141 WM, 28 WF, 5 BM, 12 HM, 2 HF, 72 AM, 14 AF and 16 UM.

- 134 WM, 25 WF, 5 BM, 10 HM, 2 HF, 68 AM, 12 AF, 15 UM did not possess an outstanding research program that complements the research activity in the department.
- 6 WM, 2 WF, 2 HM, 4 AM, and 2 AF lacked a record of attracting external funding.
- 1 WM, 1 WF, and 1 UM failed to demonstrate a commitment to effective teaching at the undergraduate and graduate levels.

Interviewed applicants: 8 WM, 4 WF, 1 HM, 2 AM, and 1 AF.

- 2 WM, 3 WF, 2 AM withdrew their application from consideration.
- 3 WM and 1 HM proposed an area of research which does not compliment well with the current faculty of the department
- 1 WM hire date is outside of the *Plan* year. This hire will be explained in the 2017 AA *Plan*.
- 1 WF was hired as an Assistant Professor and is explained in that section of this *Plan*.
- 1 WM was offered and declined.

The 1 WM selected is considered to be one of the leaders of their field. They are an outstanding researcher. The candidate possessed a National Science Foundation Grant. They also hold the position of editor for several major journals.

The 1 AF selected demonstrated a commitment to effective teaching at the undergraduate and graduate levels. The candidate possessed a record of attracting external funding. They had an outstanding research program that complements well with current research activity in the department, and an extensive publication record.

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### Associate Professor

**Short-term goals: 32 WF, 11 BF**

**170708 - Associate Professor – INCHIP – 2 WF**

2 Total Applicants: 2 WF

Interviewed applicants: 2 WF

*These hires achieved hiring goals.*

**2015525 – Associate Professor – Psychology – 1 BF**

47 Total Applicants: 9 WM, 19 WF, 1 BM, 4 BF, 3 HM, 3 HF, 3 AF, 4 UM, 1 UF

Unqualified applicants: 9 WM, 15 WF, 3 BF, 2 HM, 3 HF, 1 AF, 3 UM, 1 UF

Qualified applicants: 3 WF, 1 HM, 2 AF

Interviewed applicants: 1 WF, 1 BM, 1 BF, 1 UM

*This hire achieved a hiring goal.*

## Hiring Goals Analysis 2016

### **2015449 – Associate Professor – Medication Management and Safety – 1 WM**

The University of Connecticut School of Pharmacy invites qualified candidates to apply for a full-time (11-month appointment) tenure track position as Associate/Full Professor within the Department of Pharmacy Practice.

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](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 this faculty position in the Department of Pharmacy Practice.

The School of Pharmacy is comprised of the Departments of Pharmacy Practice and Pharmaceutical Sciences. The Department of Pharmacy Practice's 25 faculty members are involved in the instruction of the school's approximately 200 undergraduate and 200 professional students, and actively engage in two areas of outcomes research (Comparative Effectiveness and Medication Management and Safety). We rate within the top 10 Pharmacy Practice Departments nationally in publications and citations per faculty member, and have a number of faculty assessing the impact of pharmacist's care on clinical outcomes and health service research (including a Pinnacle Award project) and advocating for expanding scope of practice through leadership on the state and national level.

**Faculty Role and Responsibilities:** The successful candidate will be responsible for optimizing and leading a major health services research initiative called PRISM (<http://pharmacy.uconn.edu/research/centers-collaboratives/prism/>). This will involve coalescing a group of talented faculty around common research themes and expanding an existing community pharmacy practice network. The network can be leveraged for investigating the impact of new pharmacy practice models on medication management and safety and health outcomes, and as a teaching and service modality.

The successful candidate will be expected to contribute to research & scholarship through extramural funding, high quality publications, impact as measured through citations, and national recognition as through honorific awards. Scholarship activities (~60% of time) will be focused on evaluating the impact of pharmacists as patient care providers and community care team members.

The faculty member will teach at the School of Pharmacy and precept students on Advanced Pharmacy Practice Experiences as well as lead a major health services initiative (approximately ~40% of time). In the area of teaching, the successful candidate will share a deep commitment to effective instruction at the undergraduate and professional level, 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.

## Hiring Goals Analysis 2016

### **Minimum Qualifications:**

- The successful candidate must possess a PharmD, PhD, or MD degree and have completed post-doctoral training in a health services research area with previous teaching experience.
- The candidate's scholarly portfolio (publications, presentations, contracts, grants) demonstrates success in developing a multi-person research group conducting health services research.
- The candidate will possess excellent written/verbal/interpersonal skills, and an ability to lead a multifunctional research team in a collegial fashion.

**Preferred Qualifications:** Experience working specifically with a pharmacy network and researching the impact of the pharmacist as a patient care provider or community care extender.

**Appointment Terms:** This is a full-time (11-month appointment) tenure track position as Associate/Full Professor within the Department of Pharmacy Practice. The successful candidate's primary academic appointment will be at the University of Connecticut main campus in Storrs, CT. Salary and rank will be commensurate with qualifications and experience.

**To Apply:** Please submit 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 post-graduate residents, fellows, and/or 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.); and a sample of journal articles or books to <http://jobs.uconn.edu>. Five letters of reference should be sent to: Search Committee, Medication Management Search #2015449, UConn School of Pharmacy, 69 N. Eagleville Rd, Unit 3092, Storrs, CT 06269-3092, or e-mailed to [medmanagementsearch@uconn.edu](mailto:medmanagementsearch@uconn.edu).

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, School of Pharmacy website, AACP annual meeting, Academy Health, ACCP, SoP Facebook page, SoP LinkedIn page, and numerous professional contacts were utilized.

### **Goal Applicants: WF, BF**

2 total applicants: 1 WM and 1 WF

Interviewed applicants: 1 WM and 1 WF

- 1 WF withdrew from consideration.

The 1 WM selected for the position met all minimum and preferred qualifications. In addition, this candidate possessed the ability to conduct research in the area of community care and mental health. He had a variety of prestigious federal funders and able to design new research techniques and lead a multifunctional research team in a collegial fashion.

## Hiring Goals Analysis 2016

### **16291 - Associate Professor - Educational Psychology – 1 WM**

1 Total Applicants: 1 WM

Interviewed applicants: 1 WM

1 WM hired has a notable portfolio as an investigator and principal investigator on several grants through National Institutes of Health (NIH) and National Science Foundation (NSF) spanning a variety of topics relevant to the Neag School of Education's Strategic Areas of Focus which are Educator Quality and Effectiveness, Equity and Social Justice, STEM Education and Creativity and Innovation. In addition, his research interests surrounding new developments and application in research methodology will further enhance our program and aid in providing opportunities for future development.

## Hiring Goals Analysis 2016

### **16304 – Associate Professor – Educational Leadership – 1 WM**

applications to relevant federal, state, and local grant opportunities; authorship/co-authorship of peer-reviewed manuscripts, books, and book chapters in respected publications or outlets; and presentations at national and international conferences) relevant to leadership in multicultural education and culturally responsive curriculum development.

Service Responsibilities: The candidate will be expected to be actively involved in translating his/her scholarship to communities in Connecticut, in particular urban schools. Membership on editorial boards of journals focusing on social justice and equity in education is also critical. The candidate will also be engaged in department, school, and university committees and initiatives directly related to student, teacher, and faculty recruitment, preparation/mentoring, and retention.

#### Minimum qualifications:

Doctoral degree in Education.

Earned tenured at time of appointment.

Evidence of effectiveness in undergraduate and graduate level teaching.

Demonstrated experience supporting and mentoring students.

Established research agenda with demonstrated positive trajectory for future.

Potential for grant productivity.

Membership on well-respected and equity-focused journal editorial boards.

Strong verbal communication and interpersonal skills to work and interact effectively, collaboratively, and cooperatively within a diverse community of students, faculty, staff, and external stakeholders.

Demonstrated commitment to expanding access and opportunity for students, teachers, and faculty.

#### Preferred qualifications:

National reputation in multicultural education scholarship.

Demonstrated experience supporting and mentoring colleagues.

1 Total Applicants: 1 WM



## Hiring Goals Analysis 2016

Interviewed applicants: 1 WM

1 WM selected is an accomplished scholar focused on experiences of Latinos in education. In particular, he engages youth in participatory action research facilitating their role in their own education. Currently he has 21 peer-reviewed articles and book chapters published. He has also authored 2 books, and has another with Harvard Press in negotiation. He also serves as the editor of a peer-reviewed journal, *Equity & Excellence in Education*. His scholarship and active engagement in the field has led to the high respect that his peers hold for him, evidenced by the awards he has won throughout his career. He is talented, well-connected to the state's Latino/a population, the UConn Latino/a community, and given that Latinos account for only 6% of recipients of a PhD, he fills a need for UConn and the field of higher education. He will be a strong advisor of graduate students, and he has the skills and interest in serving as a mentor to junior faculty from underrepresented populations in higher education.

## Hiring Goals Analysis 2016

### **16134 - Associate Professor – Sociology – 1 AM**

1 Total Applicants: 1 AM

Interviewed applicants: 1 AM

1 AM hired is a prolific scholar whose scholarship is respected by the stars in the field. The department consulted nationally to identify who were the most prominent scholars in the field at the Associate Professor level, this candidate's name emerged as the star based on his prolific publications and award winning research. His article "Discursive Colorlines at Work" was awarded Society for the Study of Social Problem's Race and Ethnic minority section best paper award; and Southwestern Sociological Association's Distinguished Paper Award (2014); it was also finalist for American Sociological Association's (ASA) Oliver Cox Cromwell award. It is rare for scholars to win awards from three different professional organizations. The department also received endorsements of his work from the top scholars in the field who are located at top ranked universities such as Duke University, University of California, Santa Barbara, Northwestern and Yale University. Several of them have won top awards from the Sociology discipline. Additionally, this candidate is one of the founding editors of American Sociological Association's (ASA) first journal on racial and ethnic minorities. The ASA is extremely proud and credits him for this major area of theory and research, which fills an important space in the scholarly journals published in the United States.

## Hiring Goals Analysis 2016

### Assistant Professor

**Short-term goals: 9 WM, 21 WF, 3 BM, 10 BF**

#### **2016199 - Assistant Professor - Human Dev/Fam Studies – 1 WM, 1 WF**

157 Total Applicants: 26 WM, 62 WF, 8 BF, 2 HM, 8 HF, 9 AM, 27 AF, 6 UM, 9 UF

Unqualified applicants: 8 WM, 16 WF, 5 BF, 1 HM, 4 HF, 6 AM, 11 AF, 4 UM, 3 UF

Qualified applicants: 15 WM, 38 WF, 3 BF, 1 HM, 3 HF, 3 AM, 16 AF, 2 UM, 6 UF

Interviewed applicants: 3 WM, 8 WF, 1 HF

*These hires achieved hiring goals.*

#### **2015318 - Assistant Professor - Natural Resources and Env – 1 WM**

37 Total Applicants: 11 WM, 8 WF, 1 BF, 2 HM, 9 AM, 3 AF, 3 UM

Unqualified applicants: 5 WM, 2 WF, 2 HM, 9 AM, 1 AF, 3 UM

Qualified applicants: 3 WM, 6 WF, 1 BF, 2 AF

Interviewed applicants: 3 WM

*This hire achieved a hiring goal.*

#### **2016350 - Assistant Professor - Chemical and Biomolecular – 1 WM**

61 Total Applicants: 24 WM, 2 WF, 1 BM, 1 HM, 23 AM, 3 AF, 4 UM, 3 UF

Unqualified applicants: 22 WM, 2 WF, 1 BM, 1 HM, 15 AM, 3 AF, 2 UM, 3 UF

Qualified applicants: 2 UM

Interviewed applicants: 2 WM, 8 AM

*This hire achieved a hiring goal.*

#### **2016094 - Assistant Professor – Physics – 1 WM, 2 WF**

133 Total Applicants: 62 WM, 22 WF, 2 BM, 7 HM, 23 AM, 5 AF, 9 UM, 3 UF

Unqualified applicants: 14 WM, 2 WF, 2 BM, 1 HM, 15 AM, 3 AF, 6 UM

Qualified applicants: 42 WM, 15 WF, 6 HM, 8 AM, 1 AF, 3 UM, 1 UF

Interviewed applicants: 6 WM, 5 WF, 1 AF, 2 UF

## Hiring Goals Analysis 2016

*These hires achieved hiring goals.*

### **2015165 - Assistant Professor-Kinesiology – 1 WM**

20 Total Applicants: 8 WM, 4 WF, 1 HF, 2 AM, 2 AF, 1 UM, 2 UF

Unqualified applicants: 1 WM, 1 WF, 1 HF

Qualified applicants: 6 WM, 1 AM

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

*This hire achieved a hiring goal.*

### **2016073 – Assistant Professor – Agriculture and Resource Economics – 1 WM**

86 Total Applicants: 21 WM, 13 WF, 5 BM, 20 HM, 1 HF, 13 AM, 10 AF, 3 UM

Unqualified applicants: 2 WF, 2 BM, 1 AM

Qualified applicants: 18 WM, 11 WF, 3 BM, 20 HM, 12 AM, 9 AF, 3 UM

Interviewed applicants: 1 WM, 2 WF, 1 HF, 1 AF

*This hire achieved a hiring goal.*

### **2016016 – Assistant Professor – Accounting – 1 WM, 1 WF**

114 Total Applicants: 29 WM, 16 WF, 4 BM, 1 BF, 32 AM, 26 AF, 5 UM, 1 UF

Unqualified applicants: 12 WM, 5 WF, 3 BM, 21 AM, 11 AF, 5 UM, 1 UF

Qualified applicants: 9 WM, 8 WF, 1 BM, 1 BF, 10 AM, 11 AF

Interviewed applicants: 8 WM, 3 WF, 1 AM, 4 AF

*These hires achieved hiring goals*

### **2016219 - Assistant Professor - Computer Science and Engr. – 1 WM**

199 Total Applicants: 57 WM, 5 WF, 1 BM, 1 BF, 3 HM, 2 HF, 91 AM, 19 AF, 17 UM and 3 UF

Unqualified applicants: 32 WM, 2 WF, 57 AM, 13 AF, 13 UM

Qualified applicants: 12 WM, 2 WF, 1 BM, 1 BF, 1 HM, 1 HF, 17 AM, 4 AF, 2 UM, 3 UF

Interviewed applicants: 13 WM, 1 WF, 2 HM, 1 HF, 17 AM, 2 AF, 2 UM

## Hiring Goals Analysis 2016

*This hire achieved a hiring goal.*

### **16209 - Assistant Professor - Curriculum & Instruction – 1 WM**

1 Total Applicants: 1 WM

Interviewed applicants: 1 WM

*This hire achieved a hiring goal.*

### **2016250 - Assistant Professor - Digital Media – 1 WF**

14 Total Applicants: 7 WM, 4 WF, 1 HM, 1 AM, 1 UM

Unqualified applicants: 3 WM, 1 WF

Qualified applicants: 3 WM, 1 WF, 1 HM

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

*This hire achieved a hiring goal.*

### **2016256 - Assistant Professor - Digital Media – 1 WF**

8 Total Applicants: 2 WM, 5 WF, 1 UM

Unqualified applicants: 2 WM, 3 WF, 1 UM

Interviewed applicants: 2 WF

*This hire achieved a hiring goal.*

### **Search 2016070 – Assistant Professor – Mathematics – 1 WF**

522 total applicants: 243 WM, 53 WF, 10 BM, 20 HM, 2 HF, 138 AM, 28 AF and 28 UM.

Unqualified applicants: 94 WM, 21 WF, 5 BM, 7 HM, 63 AM, 13 AF and 12 UM.

Qualified applicants: 141 WM, 28 WF, 5 BM, 12 HM, 2 HF, 72 AM, 14 AF and 16 UM.

Interviewed applicants: 8 WM, 4 WF, 1 HM, 3 AM, and 1 AF.

*This hire achieved a hiring goal.*

### **2016091 - Assistant Professor-Ecology and Evol. Biology – 1 WF**

1 Total Applicants: 1 WF

## Hiring Goals Analysis 2016

Interviewed applicants: 1 WF

*This hire achieved a hiring goal.*

### **2016178 - Assistant Professor – History – 1 WF**

327 Total Applicants: 148 WM, 92 WF, 6 BM, 9 BF, 11 HM, 4 HF, 5 AM, 5 AF, 34 UM, 13 UF

Unqualified applicants: 77 WM, 40 WF, 5 BM, 4 BF, 5 HM, 3 HF, 1 AM, 15 UM, 5 UF

Qualified applicants: 68 WM, 47 WF, 5 BF, 6 HM, 1 HF, 2 AM, 3 AF, 15 UM, 8 UF

Interviewed applicants: 3 WM, 5 WF, 1 BM, 2 AM, 2 AF, 4 UM

*This hire achieved a hiring goal.*

### **2016099 – Assistant Professor – Sociology – 1 WF**

173 Total Applicants: 68 WM, 48 WF, 1 BM, 5 BF, 3 HM, 7 HF, 8 AM, 5 AF, 11 UM, 17 UF

Unqualified applicants: 20 WM, 19 WF, 1 BM, 4 BF, 1 HM, 3 HF, 3 AM, 1 AF, 3 UM, 9 UF

Qualified applicants: 42 WM, 28 WF, 1 BF, 2 HM, 4 HF, 3 AM, 4 AF, 7 UM, 7 UF

Interviewed applicants: 6 WM, 1 WF, 2 AM, 1 UM, 1 UF

*This hire achieved a hiring goal.*

### **16277- Assistant Professor - Speech, Lang, & Hearing – 1 WF**

1 Total Applicants: 1 WF

Interviewed applicants: 1 WF

*This hire achieved a hiring goal.*

### **16258 - Assistant Professor - Human Dev/Fam Studies – 1 WF**

1 Total Applicants: 1 WF

Interviewed applicants: 1 WF

*This hire achieved a hiring goal.*

### **2015104 - Assistant Professor – Molecular and Cell Biology – 1 WF**

53 Total Applicants: 14 WM, 13 WF, 4 HM, 2 HF, 12 AM, 6 AF, 2 UM

## Hiring Goals Analysis 2016

Qualified applicants: 12 WM, 7 WF, 4 HM, 2 HF, 11 AM, 5 AF, 2 UM

Interviewed applicants: 2 WM, 6 WF, 1 AM, 1 AF

*This hire achieved a hiring goal.*

### **16106 - Assistant Professor - Integrative Geoscience – 1 WF**

1 Total Applicants: 1 WF

Interviewed applicants: 1 WF

*This hire achieved a hiring goal.*

### **16006 - Assistant Professor - Natural Resource & Env – 1 WF**

1 Total Applicants: 1 WF

Interviewed applicants: 1 WF

*This hire achieved a hiring goal.*

### **16248 - Assistant Professor - Digital Media – 1 WF**

1 Total Applicants: 1 WF

Interviewed applicants: 1 WF

*This hire achieved a hiring goal.*

## Hiring Goals Analysis 2016

### **2016044 – Assistant Professor – Chemistry – 1 WF, 2 AM**

The Chemistry Department at the University of Connecticut (UConn) seeks applications for tenure-track positions. 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](http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1)). All areas of Chemistry will be considered, with preference given to candidates whose research contributes to the above initiatives and complements that of current faculty.

The successful candidate will be expected to develop a nationally and internationally competitive research program as demonstrated by extramural funding and high impact publications. In the area of teaching, successful candidates will share a deep commitment to effective instruction at the undergraduate and graduate levels, develop innovative courses, designed to meet the needs of diverse learning styles and intellectual interests, and mentor students in research, outreach and professional development. Successful candidates will also be expected to broaden participation among members of under-represented groups.

**Minimum Qualifications:** A Ph.D. in Chemistry or a closely related field in hand by the time the appointment begins; outstanding record of research accomplishments in Chemistry or a related field; and strong oral and written communication skills. Equivalent foreign degrees are acceptable.

**Preferred Qualifications:** Postdoctoral experience; commitment to effective teaching, integrating technology into instruction, on-line instruction; and the ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience

**Appointment Terms:** These are full-time, 9-month, tenure-track positions with an anticipated start date of August 2016. Rank and salary will be commensurate with qualifications and experience.

**To Apply:** Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following: cover letter (that addresses synergies between candidate/department/university—2 page limit), curriculum vitae, description of research plans (6 page limit); and a brief statement of teaching philosophy (this should include broadening participation, integrating multicultural experiences, pedagogical techniques to meet the needs of diverse learning styles, etc.—1-2 pages). Additionally, please follow the instructions on Academic Jobs Online to direct reference writers to submit letters of reference on your behalf.

Recruitment solutions included HERC, Inside Higher Ed., Diverse, [chemistryjobs.acs.org](http://chemistryjobs.acs.org), Chronicle of Higher Education, *Chemistry and Engineering News*, [blog.chembark.com](http://blog.chembark.com), [chemistry.uconn.edu](http://chemistry.uconn.edu), and various professional contacts were utilized.

### **Goal Applicants: WM, WF, BM, BF**

379 total applicants: 144 WM, 35 WF, 10 BM, 3 BF, 9 HM, 3 HF, 139 AM, 22 AF, 13 UM, and 1 UF.

Unqualified applicants: 78 WM, 24 WF, 6 BM, 2 BF, 5 HM, 2 HF, 75 AM, 11 AF, 6 UM, and 1 UF.

- 34 WM, 9 WF, 2 BM, 1 HM, 31 AM, 1 AF, 3 UM failed to submit a complete application.
- 1 WF, and 3 AM lacked a Ph.D. or the equivalent in chemistry, or a closely related field, in hand by the beginning of the appointment.
- 38 WM, 12 WF, 4 BM, 2 BF, 4 HM, 2 HF, 29 AM, 7 AF, 3 UM, and 1 UF lacked an outstanding record of research accomplishments in Chemistry or a related field.
- 6 WM, 2 WF, 12 AM, and 3 AF failed to demonstrate strong oral and written communication skills.



## Hiring Goals Analysis 2016

Qualified applicants: 57 WM, 8 WF, 5 BM, 1 BF, 2 HM, 1 HF, 54 AM, 9 AF, 6 UM.

- 2 WM, and 3 AM lacked postdoctoral experience.
- 1 WM, and 1 AM failed to demonstrate a commitment to effective teaching, integrating technology into instruction, and online instruction.
- 4 WM, 1 HM, 2 AM, and 2 AF did not possess an outstanding record of research or research mentoring for a senior candidate.
- 3 WM, 2 BM, 4 AM, and 1 AF proposed an area of research that significantly overlaps with their prior postdoctoral research area.
- 14 WM, 14 AM, 1 AF, 1 BM, and 1 UM proposed an area of research that has a significant overlap with a current researcher in the department, or an area which currently has many researchers in the department.
- 33 WM, 8 WF, 2 BM, 1 BF, 1 HM, 1 HF, 30 AM, 5 AF, 5 UM proposed an area of research which is significantly outside of the current research areas in the department.

Interviewed applicants: 7 WM, 4 WF, 2 HM, 10 AM, 2 AF, and 1 UM.

- 1 WM, 2 WF, 1 HM, and 2 AF withdrew their application from consideration.
- 1 UM did not possess an adequate current and projected funding level.
- 4 WM, and 2 AM proposed an area of research which does not compliment well with the current faculty of the department.
- 1 WM, and 2 AM lacked the necessary verbal communication skills.
- 2 AM failed to demonstrate his ability to focus the effort of graduate students on producing publishable data within a reasonable amount of time.
- 1 WM, 1 WF, 1 HM, and 2 AM possessed an underdeveloped research proposal.

The 1 AM selected possessed a solid background in organic chemistry. They proposed innovative research which greatly compliments the current faculty in the department and has the possibility of new collaborations. The candidate also demonstrated the ability to develop a highly visible, extramurally funded, research program both as a sole principal investigator and in collaboration with others. They had a presentation style ideally suited to both undergraduate, and graduate, education and possessed ideas for enhancing teaching.

## Hiring Goals Analysis 2016

The 1 AM selected demonstrated excellent communication skills. They possessed a solid background in physical chemistry and spectroscopy. The candidate also proposed well-developed, original research proposals that compliments well with the current faculty in the department. They have a large likelihood of attracting extramural funds.

The 1 WF selected possessed a solid background in physical chemistry and materials characterization. They demonstrated excellent communication skills and held a thorough discussion of their research proposals. The candidate proposed very promising research that compliments well with the current faculty of the department. The candidate has a large likelihood of attracting extramural funds.

***This WF hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016185 – Assistant Professor – School of Social Work – 2 WF, 1 HF**

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](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 faculty position in the School of Social Work at the rank of Assistant Professor.

The University of Connecticut School of Social Work is a national leader in graduate social work education with a tradition of educating and serving diverse populations. Ranked 37th among schools of social work nationally, nearly one-third of our 400 students and 30 faculty members belong to underrepresented groups in higher education. The School's research doctorate is the only public social work Ph.D. program in the region. Areas of distinction in teaching, scholarship and community engagement include mental health, trauma and violence prevention and reduction; international social work and human rights; social and health disparities; diversity and cultural competence; and policy analysis, advocacy, and community organizing. Interdisciplinary collaborations are maintained with units across the university and we have an extensive collaboration network with public and private human service agencies. Located on the University's Greater Hartford campus, we are excitedly preparing for a move to our new campus in downtown Hartford that will create new opportunities for urban-focused collaborations.

#### **Job Summary**

The successful candidate will collaborate in multi-disciplinary initiatives within the University that further the School of Social Work's areas of distinction. The candidate will acquire external funding to support an active research and publication agenda, including support and mentorship of doctoral students; teach in the MSW and Ph.D. programs exhibiting a deep commitment to effective instruction at the undergraduate and graduate levels and development of innovative courses; advise MSW students and mentor students in research, outreach, and professional development; serve on doctoral student committees and participate in university, School of Social Work, and community level service. Successful candidates will also be expected to broaden participation among members of underrepresented 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 leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

## Hiring Goals Analysis 2016

### **Minimum Qualifications**

- Either the Master's or doctoral degree must be in social work.
- Applicants must show evidence of strong research skills, an active research agenda, a record of publication, and the potential to obtain federal, state and/or private grants and contracts.
- Demonstrated potential for/evidence of excellence in teaching.
- A commitment to the School of Social Work's mission of advancing knowledge and community engagement to achieve human rights and social justice.

### **Preferred Qualifications**

- Demonstrated expertise in areas that intersect with violence prevention and reduction, including trauma, mental health, health and/or child welfare particularly as related to those populations who experience social and economic injustices.
- Professional experience related to one of these identified areas of interest.
- Experience in or commitment to working on multidisciplinary or inter-professional research initiatives.
- Commitment to and/or experience in promoting and fostering a learning environment supportive of individuals from diverse backgrounds.
- Ability to translate research from social work and related fields into teaching.

### **Appointment Terms**

This is a 9-month, tenure-track position with an expected start date of August 23, 2016. Initial salary is commensurate with qualifications and experience.

### **To Apply**

Interested applicants should upload:

- An updated CV;
- A letter of application that provides a clear statement of research interests and goals, and that describes teaching interests and approach to teaching;
- A statement that describes previous and/or potential contributions to promoting diversity through research, teaching, and/or service;
- Representative samples of publications or scholarly writing;
- Names and contact information of three references.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, Diversity Central CWSE Minority Fellowship Program, CSWE Commission on Human Rights, CSWE Commission on Global Social Work ed, CSWE Commission for Diversity & Social & Economic, CSWE Council on Role and State of Women in SW Ed., Editorial Board, National Hispanic Science Network listserv, Facebook page for UConn SW alumni, New York University, University of Houston, University of Kansas, Fordham University, University of Georgia, Columbia University, University of Chicago, University of Denver, University of Texas, and University of Louisville.

## Hiring Goals Analysis 2016

### **Goal Applicants: WM, WF, BM, BF**

40 total applicants: 5 WM, 10 WF, 1 BF, 1 HM, 3 HF, 2 AM, 14 AF, 4 UF

Unqualified applicants: 2 WF, 1 HF, and 1 AF.

- 1 WF, 1 HF, and 1 AF did not show evidence of strong research skills, an active research agenda, a record of publication, and the potential to obtain federal, state and private grants and contracts.
- 1 WF lacked either a Masters' or doctoral degree in social work.

Qualified applicants: 3 WM, 3 WF, 1 BF, 1 HM, 2 AM, 11 AF, 3 UF

- 1 WM and 1 UF did not have professional experience related to one of the areas of interest identified.
- 2 WM, 3 WF, 1 BF, 1 HM, 2 AM, 11 AF, 2 UF failed to demonstrate expertise in areas that intersect with violence prevention and reduction, including trauma, mental health, and health or child welfare.

Interviewed applicants: 2 WM, 5 WF, 2 HF, 2 AF, and 1 UF.

- 1 AF withdrew from consideration.
- 1 WF possessed extensive teaching experience but did not have a consistent focus on violence prevention and reduction in her research.
- 1 AF had strengths in qualitative research, but her research focused on refugee women's experiences and did not have a strong link to violence prevention and reduction.
- 1 WF had a strong record of publication and teaching experience, but her research area did not align as closely as that of other candidates.
- 1 HF possessed considerable experience in qualitative research, however, she did not have as much teaching experience as the candidate selected.
- 1 WF did not have enough experience using quantitative methods.
- 1 WM lacked relevant research experience related to violence prevention and reduction and its intersection with child welfare.
- 1 WM had a research focus on male youth incarceration in the context of child welfare, which was not a good fit for the search criteria.
- 1 UF lacked the same depth of research experience as other candidates and her research focused on cancer rather than violence prevention.

The 1 WF selected for the position demonstrated strong research potential through prior research, publications, and dissertation work. This candidate had the ability to teach in relevant areas of the master's curriculum and her expertise in quantitative methods with a focus on incarcerated women and their experiences of trauma fit well with the university's current program.

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

The 1 WF selected possessed research that addressed the intersection of child maltreatment and violence prevention and reduction, including the development of a conceptual framework to measure a child's well-being. The candidate's research contributes to several of the School of Social Work's areas of excellence, including violence prevention and reduction, and trauma-informed care. They also demonstrated the ability to contribute to critical teaching areas, such as child well fare, program evaluation, and research.

***This hire achieved a hiring goal.***

The 1 HF selected had strong experience in qualitative research with marginalized populations and had received external funding in support of her doctoral studies. Her research focused on violence prevention and intervention through the lens of intimate partner abuse experienced by undocumented migrant women which fit into the critical teaching areas of the program.

## Hiring Goals Analysis 2016

### **2016159 - Assistant Professor – History – 1 BM**

62 Total Applicants: 18 WM, 8 WF, 11 BM, 10 BF, 3 HM, 5 HF, 1 AM, 4 UM, 2 UF

Unqualified applicants: 9 WM, 5 WF, 5 BM, 3 BF, 3 HM, 3 HF, 1 AM,

Qualified applicants: 5 WM, 2 WF, 5 BM, 4 BF, 2 HF, 2 UM, 2 UF

Interviewed applicants: 4 WM, 1 WF, 1 BM, 3 BF, 2 UM

***This hire achieved a hiring goal.***

### **2016147 – Assistant Professor – Philosophy and the Asian American Studies Institute – 1 BM**

39 Total Applicants: 14 WM, 5 WF, 2 BM, 1 HF, 9 AM, 6 AF, 2 UM

Unqualified applicants: 11 WM, 3 WF, 1 BM, 6 AM, 6 AF, 1 UM

Qualified applicants: 3 WM, 2 WF, 1 HF, 3 AM, 1 UM

Interviewed applicants: 1 BM

***This hire achieved a hiring goal.***

### **2016263 - Assistant Professor - Biomedical Engineering – 1 BF**

111 Total Applicants: 28 WM, 7 WF, 1 BF, 1 HM, 1 HF, 55 AM, 8 AF, 10 UM

Unqualified applicants: 21 WM, 3 WF, 1 HM, 1 HF, 40 AM, 6 AF, 8 UM

Qualified applicants: 4 WM, 3 WF, 10 AM, 1 AF, 2 UM

Interviewed applicants: 3 WM, 1 WF, 1 BF, 5 AM, 1 AF

***This hire achieved a hiring goal.***

### **16147 - Assistant Professor - Communications – 1 BF**

1 Total Applicants: 1 BF

Interviewed applicants: 1 BF

***This hire achieved a hiring goal.***



## Hiring Goals Analysis 2016

### **2015490 – Assistant Professor – School of Engineering – 1 WM**

The Center for Hardware Assurance, Security and Engineering (CHASE) in the School of Engineering at the University of Connecticut invites applications for a full-time tenure-track faculty position at the rank of Assistant or Associate Professor to conduct research, education and outreach in the area of **secure systems testing and characterization**, with a strong emphasis on non-destructive testing and analysis, physical inspection, characterization, and imaging for security applications. The position may be appointed as a non-tenure-track Assistant or Associate Research Professor depending upon qualifications of the successful candidate. The position will have an appointment in one of the seven academic departments in the School of Engineering.

We seek outstanding candidates to introduce novel directions, concepts and paradigms in how we approach systems level testing and security from electronics to cyber physical systems. The successful candidate will develop an internationally recognized research program built on solid scientific foundations, and exploit the frontiers in advanced imaging and characterization. Some areas of interest include, but are not limited to, X-ray, optical, terahertz imaging, image processing, machine learning, counterfeit detection and prevention, and security assessment. In addition, the candidate will be expected to manage and direct the CHASE central laboratory services and provide interaction with industry partners through the UConn Technology Park. The successful candidate for a tenure-track position will be expected to develop and teach undergraduate and graduate courses in the area of non-destructive testing as it relates to secure systems; provide service and leadership to all units of the University of Connecticut, to external academic and scientific communities, and to the general public; 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.

#### **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.uconn.edu/>) investments and a bold new Academic Plan: Path to Excellence ([http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized\\_1](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.

#### **About the School of Engineering and the Center for Hardware Assurance, Security and Engineering (CHASE)**

The School of Engineering at the University of Connecticut continues a momentum of unprecedented growth. Key developments driving this growth include the establishment of the General Electric Partnership for Advanced Materials, the Pratt & Whitney Additive Manufacturing Innovation Center, the Fraunhofer Center for Energy Innovation and the UTC Institute for Advanced Systems Engineering.



## Hiring Goals Analysis 2016

The Center for Hardware Assurance, Security and Engineering (CHASE) is a leading research center at the University of Connecticut dedicated to research, outreach, and teaching in all aspects of systems security from software to electronics to physical systems such as transportation networks and power grid. CHASE comprises faculty from the departments of Electrical and Computer Engineering and Computer Science and Engineering as well as affiliates from the Departments of Mechanical Engineering, Civil Engineering, and Operations and Information Management. The School of Engineering provides a vibrant, stimulating and supportive environment for exchanging ideas that advance 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. CHASE's yearly research expenditures exceed \$1M dollars.

Recruiting activities included: The UConn Careers website, Inside Higher Ed., HERC, Diverse, Academic Keys, Chronicle of Higher Ed, and the ECE website.

### **Goal Applicants: WM, WF, BM, BF**

8 total applicants: 3 WM, 4 AM and 1 UM.

Unqualified applicants: 2 WM, 3 AM, and 1 UM.

- 1 WM and 1 AM had not completed all requirements for a Ph.D. in Mechanical Engineering, Materials Science Engineering, Electrical Engineering, Computer Engineering, or a closely related by the time of appointment.
- 1 WM, 2 AM, and 1 UM did not possess research credentials in imaging, physical inspection, or systems security.

Interviewed applicants included: 1 WM and 1 AM.

- 1 AM did not have sufficient background knowledge and experience in the area of counterfeit detection and analysis.

The 1 WM selected for the position was self-motivated. This candidate was able to teach biomedical engineering courses including medical imaging and numerical analysis courses. Finally, this candidate had strong recommendations from previous employers and professionals.

## Hiring Goals Analysis 2016

### **2016115 – Assistant Professor – Comparative Politics, Regional Campuses – 1 WM**

The Department of Political Science at University of Connecticut is seeking to hire a tenure-track Assistant Professor in the area of Comparative Politics, beginning in the Fall of 2016. The successful candidate will provide undergraduate teaching and service at the University's Stamford campus, but will occasionally have the opportunity to teach a graduate seminar and contribute to the research opportunities at the University's main campus in Storrs. The UConn Stamford campus is located 40 miles from New York City. Reappointment and tenure will be determined by the Department of Political Science at Storrs, with input from the Stamford campus.

The University 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](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 this faculty position in the Department of Political Science.

The Department of Political Science has 37 faculty members, over 500 undergraduate students and 60 graduate students, and actively engages in research in American Politics, Comparative Politics, International Relations, Political Theory, and Public Law. Our faculty have enjoyed recognition for their scholarship both nationally and internationally. The department has traditionally featured an active Colloquia series that highlights scholars from UConn and other universities, as well as opportunities for collaboration with the Human Rights Institute, Africana Studies Institute, Asian and Asian American Studies Institute, Women's, Gender, and Sexuality Studies Program, El Instituto, and many others. For more information about the Department, please visit [www.polisci.uconn.edu](http://www.polisci.uconn.edu).

The successful candidate will be expected to contribute to research and scholarship through extramural funding, high quality publications, and generate impact as measured through citations, performances & exhibits, as well as aspire to gain national recognition as through honorific awards. In the area of teaching, the 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, and outreach and professional development. Newly hired faculty 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.

The search is open to applicants with any regional or cross-national research focus.

## Hiring Goals Analysis 2016

**Minimum Qualifications:** a Ph.D. in Political Science or related field completed by August 2016; evidence or promise of a strong research/publication record; the ability to teach courses in political science at both the graduate and undergraduate levels; and a primary focus on comparative politics.

Candidates from a wide range of methodological approaches will be considered, but all candidates must demonstrate strong promise in their research program. Equivalent foreign degrees are acceptable.

**Appointment Terms:** This is a full-time, 9-month, tenure-track position with an anticipated start date of August 23, 2016. The successful candidate's primary academic appointment will be at the Stamford campus with the possibility of assignment at UConn's main campus. Review of applications will begin on October 15 and will continue until the position is filled. Salary is competitive based on experience and qualifications.

Recruitment activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, AcademicJobsOnline.org, American Political Science, Association eJobs, International Studies, Association job board, Chronicle of Higher Education, and Humanities and Social Sciences.

### **Goal Applicants: WM, WF, BM, BF**

216 total applicants: 61 WM, 60 WF, 5 BM, 2 BF, 14 HM, 8 HF, 23 AM, 22 AF, 15 UM, 6 UF

Unqualified applicants: 10 WM, 14 WF, 2 BM, 2 BF, 4 HM, 2 HF, 1 AM, 4 AF, 3 UM, 2 UF.

- 2 WF, 1 BM, 1 BF, 1 HM, 1 AM, 2 AF, and 1 UM did not have provide evidence or promise of a strong research or publication record.
- 1 WF and 1 AF were unable to teach courses in political science at both the graduate and undergraduate levels.
- 10 WM, 11 WF, 1 BM, 1 BF, 3 HM, 2 HF, 1 AF, 2 UM, 2 UF did not have a primary focus on comparative politics.

Qualified applicants: 47 WM, 43 WF, 3 BM, 9 HM, 6 HF, 21 AM, 17 AF, 12 UM, 4 UF.

- 6 WM, 4 WF, 1 AM, 2 AF did not have comparative politics research backgrounds as diverse as necessary for the position.
- 36 WM, 27 WF, 1 BM, 4 HM, 3 HF, 16 AM, 10 AF, 8 UM, 3 UF did not have research backgrounds as prominent as desired.
- 4 WM, 5 WF, 1 BM, 1 AM, and 2 UM had a research record with a primary focus other than comparative politics
- 1 WM, 7 WF, 1 BM, 5 HM, 3 HF, 3 AM, 5 AF, 2 UM, and 1 UF did not have as strong a research publication history as desired for the position.

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

- 3 WF withdrew from consideration.
- 1 HM had an impressive research agenda and publication record, and there were concerns about his ability to teach undergraduate courses.

## Hiring Goals Analysis 2016

- 1 AF was unable to expand on her research and teaching interests when asked during the interview.
- 1 WM and 1 AM did not have a teaching agenda that would fit well at the Stamford campus.
- 1 WM did not have as developed a research agenda, despite his extensive teaching experience.
- 1 WM was more interested and committed to teaching at the graduate level.

The 1 WM selected had a publication history in top comparative politics journals and covered a research area of need, Africa. He had an extensive research field and experience teaching both graduate and undergrad students.

## Hiring Goals Analysis 2016

### **Search 2016155 – Assistant Professor – Ecology and Evolutionary Biology – 1 HM**

#### **Job Summary**

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](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 Department of Ecology and Evolutionary Biology at the rank of Assistant Professor.

The Department of Ecology and Evolutionary Biology at the University of Connecticut seeks a researcher who uses innovative approaches to address fundamental evolutionary or ecological questions using arthropods as a study system. We especially encourage applications from individuals working in one or more of the following areas: population and evolutionary genomics, species interactions, functional and behavioral biology, population biology, biodiversity, paleobiology, diversification, and adaptation.

This position builds on Departmental strengths in organismal biology, ecology, evolution, systematics, and conservation biology. The Department offers a highly collaborative environment at a top public research university that is committed to fostering a diverse, inclusive academic community. More information about the Department can be found at <http://www.eeb.uconn.edu>.

The successful candidate will be expected to supervise an independent research program that will attract extramural funding; teach at the undergraduate and graduate levels; provide research training for graduate and undergraduate students; and offer professional service to the Department and University. The successful candidate will share a commitment to effective instruction at the undergraduate and graduate levels, development of innovative courses, and mentoring of students in research, outreach and professional development. The successful candidate will also be expected to broaden participation among members of under-represented groups; engage diverse groups and draw upon their experiences through research, teaching, and/or public engagement; and exhibit skill in using pedagogical techniques designed to meet the needs of individuals with diverse backgrounds, learning styles and intellectual interests.

**Minimum Qualifications:** The successful candidate will have a minimum of two first-authored publications related to arthropod evolution/ecology and have earned a Ph.D. in Ecology and Evolutionary Biology, Entomology, or a related field by time of appointment. Equivalent foreign degrees are acceptable.

**Preferred Qualifications:** Potential to establish a nationally recognized research program using arthropods to answer fundamental ecological or evolutionary questions; research program that complements and expands the Department's strengths; evidence of or potential for excellence in teaching and mentoring; commitment to fostering and supporting diversity in the Department and University; broad training in arthropod biology; relevant postdoctoral experience.

**Appointment Terms:** This is a full-time, 9-month, tenure-track Assistant Professor position with an anticipated start date of August 23rd, 2016.

Recruitment activities included HERC, Inside Higher Ed., and Diverse.

#### **Goal Applicants: WM, WF, BM, BF**

131 total applicants: 57 WM, 33 WF, 1 BM, 4 BF, 8 HM, 5 HF, 9 AM, 6 AF, 6 UM and 2 UF.

Unqualified applicants: 3 WM, 3 WF, 1 BF, 1 HM, 1 AM, and 1 UF.

- 1 WM, 2 WF, 1 BF, and 1 UF lacked two first-authored publications related to arthropod evolution/ecology.
- 1 HM did not possess a Ph.D., or an equivalent foreign degree, in Ecology and Evolutionary Biology, Entomology, or a related field by the time of the appointment.

## Hiring Goals Analysis 2016

- 2 WM, 1 WF, and 1 AM submitted an incomplete application.

Qualified applicants: 53 WM, 29 WF, 1 BM, 2 BF, 6 HM, 5 HF, 8 AM, 5 AF, 6 UM and 1 UF

- 41 WM, 21 WF, 1 BM, 2 BF, 6 HM, 5 HF, 6 AM, 3 AF, 6 UM and 1 UF lacked the potential to establish a nationally recognized research program using arthropods to answer fundamental ecological or evolutionary questions.
- 11 WM, 6 WF, 2 AM and 1 AF did not possess a research program that complements and expands upon the department's strengths.
- 1 WM, and 2 WF lacked a commitment to fostering and supporting diversity in the department and the University.
- 1 AF lacked a broad training in arthropod biology.

Interviewed applicants: 1 WM, 1 WF, 1 BF, 1 HM, and 1 AF.

- 1 BF withdrew their application from consideration.
- 1 AF failed to demonstrate their potential for excellence as a teacher.
- 1 WM possessed a research program that lacked the advancement necessary to immediately address fundamental questions in ecology or evolution.
- 1 WF lacked the capacity to build a nationally recognized research program using arthropods to address fundamental questions in ecology or evolution.

The 1 HM selected demonstrated their commitment to diversity through the mentoring of undergraduates from underrepresented groups in a Research Experience for Undergraduate program, operated by the Organization for Tropical Studies. The candidate expressed interest in continued participation in this program. He also possessed a novel research program addressing fundamental questions at the interface of ecology and evolution with a beetle-plant system to study responses to climate change. The candidate would add to departmental strengths of global change biology, and entomology, and increase its depth due to their focus on the tropics.



## Hiring Goals Analysis 2016

### **Search 2016114 – Assistant Professor – Political Science – 1 HM**

The Department of Political Science at the University of Connecticut is seeking to hire a tenure-track assistant professor in the area of international relations, with a research and teaching focus in global political economy. We are especially interested in candidates working in one or more of the following areas: global financial institutions and regimes; development; regionalism; poverty and inequality; and/or labor migration.

The University 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](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 this faculty position in the Department of Political Science.

The Department of Political Science has 37 faculty members, over 500 undergraduate students and 80 graduate students, and actively engages in research in American Politics, Comparative Politics, International Relations, Political Theory, and Public Law. Our faculty have enjoyed recognition for their scholarship both nationally and internationally. The department has traditionally featured an active Colloquia series that highlights scholars from UConn and other universities, as well as opportunities for collaboration with the Human Rights Institute, Africana Studies Institute, Asian and Asian American Studies Institute, Women's, Gender, and Sexuality Studies Program, El Instituto, and many others. For more information about the Department, please visit [www.polisci.uconn.edu](http://www.polisci.uconn.edu).

The successful candidate will be expected to contribute to research and scholarship through extramural funding, high quality publications, and generate impact as measured through citations, performances & exhibits, as well as aspire to gain national recognition as through honorific awards. In the area of teaching, the 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, and outreach and professional development. Newly hired faculty 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.

**Minimum Qualifications:** a Ph.D. in Political Science or related field completed by August 2016; evidence or promise of a strong research/publication record; and the ability to teach courses in political science at both the graduate and undergraduate levels. Candidates from a wide range of methodological and conceptual perspectives will be considered for the position, but all must demonstrate strong promise in their research program. Equivalent foreign degrees are acceptable.

**Appointment Terms:** This is a full-time, 9-month, tenure-track position with an anticipated start date of August 23, 2016. 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. Review of applications will begin on October 15, 2015, and will continue until the position is filled. Salary is competitive based on experience and qualifications.

Recruitment activities included HERC, Inside Higher Ed., Diverse,

#### **Goal Applicants: WM, WF, BM, BF**

131 total applicants: 47 WM, 25 WF, 4 BM, 3 BF, 7 HM, 4 HF, 18 AM, 15 AF, 6 UM and 2 UF.

Unqualified applicants: 36 WM, 18 WF, 3 BM, 3 BF, 5 HM, 4 HF, 12 AM, 12 AF, 3 UM and 2 UF.

- 2 WM, 1 WF and 1 AF lacked a Ph.D. in Political Science, or a related field, completed by August 2016.

## Hiring Goals Analysis 2016

- 34 WM, 17 WF, 3 BM, 3 BF, 5 HM, 4 HF, 12 AM, 11 AF, 3 UM and 2 UF failed to provide evidence or promise of a strong research/publication record.

Qualified applicants: 9 WM, 7 WF, 1 BM, 1 HM, 5 AM, 3 AF, and 3 UM

- 5 WM, 3 WF, 1 BM, 1 HM, 2 AM, and 1 AF had a research focus of Clear Comparative instead of International Relations
- 1 WM, 1 WF, 1 AM, 1 AF and 2 UM possessed a research focus that was not Political Economy.
- 3 WM, 3 WF, 2 AM, 1 AF and 1 UM lacked the necessary research strength.

Interviewed applicants: 2 WM, 1 HM and 1 AM.

- 1 WM withdrew their application from consideration.
- 1 WM's research interest was not relevant to the position.

The 1 AM selected declined the position.

The 1 HM selected demonstrated superior verbal and written communication skills. He possessed the capability to be efficient in both the classroom and service work. The candidate selected had a compelling record of scholarly achievement through their approach to international political economy and are a highly productive scholar. He had published two authored books, multiple journal articles, and several co-edited volumes while simultaneously forging a significant reputation in the field of international historical sociology.



## Hiring Goals Analysis 2016

### **16208 - Assistant Professor – Economics – 1 HF**

1 Total Applicants: 1 HF

Interviewed applicants: 1 HF

The 1 HF hired will contribute to the mission of the Department of Economics and the University in a wide variety of important ways. Her research focus is in the areas of development economics and health. Her presence will complement our recent joint development hires with the Human Rights Institute and El Instituto, and will allow the department to offer a graduate field in international development. Offering this field will contribute to key aspects of the University's and the College's strategic plans. She will also be an affiliated faculty with El Instituto, and her research interests in both Latin American and among Latino immigrants complement their focus very nicely. Further, her interest in field studies of behavioral health issues related to soda consumption and obesity is directly relevant to two important areas of research at InCHIP, which are field studies of behavioral health interventions in developing economies and their recent emphasis on obesity research. Finally, her research on obesity focuses primarily on dietary and nutrition decisions, and so her research agenda may complement research activities at the Rudd Center.

## Hiring Goals Analysis 2016

### **Search 2016229 – Assistant Professor – Department of Operations and Information Management – 2 AM, 1 AF**

#### **Description:**

The Department of Operations and Information Management at the University of Connecticut School of Business invites applications for two tenure-track faculty positions focused on business analytics, information and computer security, and/or technical IS areas at the rank of Assistant or Associate Professor to begin in Fall 2016.

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](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 Operations and Information Management.

The Department of Operations and Information Management, one of five departments in the School of Business, offers undergraduate majors in Management Information Systems (MIS), in Management and Engineering for Manufacturing (MEM), and in Business and Data Analytics (BDA). The Department also offers the highly ranked MS in Business Analytics and Project Management, is active in delivering the School of Business' EMBA and MBA programs (full and part-time), and has a strong Ph.D. program.

The successful candidate will be expected to contribute to research and scholarship through high quality journals in business analytics, information and computer security and/or information systems. In addition to research, individuals will be expected to teach appropriate courses at the undergraduate, masters and/or Ph.D. levels and participate in outreach and service activities. 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; contribute to the development of pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

#### **Minimum Qualifications**

- Earned Ph.D. in MIS or related field. Candidates expecting to finish their Ph.D. by Fall 2016 are encouraged to apply and may be considered at the rank of Instructor with appointment to the rank of Assistant Professor the following academic year. Equivalent foreign degrees are acceptable.
- Applicants should demonstrate a potential to establish a successful research and scholarship record. Candidates are invited to submit supporting evidence such as published work or work in progress.
- Show promise of excellence in teaching supported by evidence of superior classroom performance at the undergraduate and graduate levels.
- A deep commitment to promoting diversity through their academic and research programs.
- Excellent interpersonal skills.

#### **Preferred Qualifications**

- Candidates with publications, acceptances or papers at advanced state of review in leading academic journals in business analytics, information and computer security and/or information systems.

#### **Appointment Terms**

These are full-time, 9-month, tenure-track positions with an anticipated start date of August 23, 2016. The successful candidate's primary academic appointment will be at the Storrs campus with the possibility of assignment at other UConn regional campuses or in on-line instruction. Salary and position rank will be commensurate with qualifications and experience.

## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Informs Career Center, IS World, AIS Career Placement Services, Chronicle of Higher Education, Statistic Jobs, and Computer Science Website.

### **Goal Applicants: WM, WF, BM, BF**

135 Total Applicants: 31 WM, 6 WF, 1 BF, 1 HM, 1 HF, 63 AM, 24 AF, 7 UM, 1 UF.

Unqualified Applicants: 29 WM, 4 WF, 1 HM, 1 HF, 43 AM, 19 AF, 7 UM, 2 UF.

- 17 WM, 3 WF, 1HM, 1HF, 27 AM, 13 AF, and 7 UM, 2 UF did not demonstrate a potential to establish a successful research and scholarship record based on submitted supporting evidence, such as published work or work in progress.
- 9 WM, 8 AM, 1 AF, and 2 UM failed to show promise of excellence in teaching supported by evidence of superior classroom performance at the undergraduate and graduate levels.
- 3 WM, 4 AM, and 4 AF, did not demonstrate a deep commitment to promoting diversity through their academic and research programs.
- 1 WF, 4 AM, 1 AF lacked publications, acceptances or papers at advanced state of review in leading academic journals in business analytics, information and computer security and/or information systems.

Qualified Applicants: 12 AM, 3 AF

- 12 AM and 3 AF did not have publications, acceptances or papers at advanced states of review in leading academic journals in fields complementary and/or relevant for this position.

Interviewed Applicants: 2 WM, 2 WF, 1 BF, 8 AM, 2 AF

- 1 AM withdrew his application.
- 1 WM, 5 AM, and 1 AF did not have research complementary to the initiatives of the department.
- 1 WM, 2 WF, and 1 BF had research and/or teaching startup requirements that the University could not meet.

The 1 AM hired had publications, acceptances and papers at advanced state of review in leading academic journals in business analytics, information and computer security and/or information systems. He also had innovative research that was complementary to the initiatives to the department. Additionally, he demonstrated a commitment to diversity that was in line with the goals of the department.

The 1 AM hired had both academic and professional experience that showed a high potential of establishing successful and original research and teaching at the University. His innovative research focuses were also closely aligned with the goals of the department. Additionally, he shared a commitment to promoting diversity through their research and teaching.

## Hiring Goals Analysis 2016

The 1 AF hired had an area of specialization that strongly aligned with other research in the department. She had significant independent teaching experience. Her papers under review and other publications were significant for this point in her academic career. She was committed to promoting diversity goals in both research and teaching.

## Hiring Goals Analysis 2016

### **Search 2016193 – Assistant Professor – Geography & Women’s, Gender and Sexuality Studies – 1 AM**

#### **Description:**

**Position Summary:** 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](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 Geography* and the *Women’s, Gender, and Sexuality Studies Program* at the rank of tenure-track assistant professor as a joint appointment to begin August 2016.

UConn Geography ([geography.uconn.edu](http://geography.uconn.edu)) has 18 faculty, five of whom have joint appointments with other units, and is poised to expand further as the university consolidates its position as the best public university in New England and one of the top 20 public universities nationwide. With traditional strengths in economic and urban geography, location theory, and GIScience, the department is developing in new directions in human geography, environmental-society interactions, and the environmental sciences. Women’s, Gender, and Sexuality Studies (<http://wgss.uconn.edu/>) has 13 faculty, all but three of whom hold joint appointments. The program has four primary strengths: art, culture, and history; health, science, and technology; sexualities; and transnational feminism and globalization.

The successful candidate will have a strong record of research productivity, external funding, effective teaching, and professional service. The successful candidate will be expected to contribute to research & scholarship through extramural funding, high quality publications, impact as measured through citations, and 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. We are particularly interested in individuals whose work will capitalize on one or more of the strengths of the Geography or WGSS programs as well as build linkages between these programs and other departments and programs at UConn. The successful candidate will teach two courses per semester, pursue rigorous research programs, and contribute to both graduate and undergraduate teaching.

**Minimum Qualifications:** Ph.D. in Geography; Women’s, Gender, and Sexuality Studies; or other related discipline by August 23, 2016. Equivalent foreign degrees are acceptable. Scholarly focus should be on the spatiality of gender and/or sexuality with a strong foundation in feminist and/or queer studies. We invite applications across the full range of feminist research on issues of space, place, and environment and are open to specializations in a variety of subfields that will complement or strengthen our programs. Examples of areas of scholarly specialization include, but are not limited to: gender and sexuality in health and medical geography; sustainability, climate change, and human-environment interactions; comparative studies at the regional, national, international, or transnational levels; intersections of race, gender, and sexuality; and diaspora, refugee and enclave communities.

**Preferred Qualifications:** Teaching experience in women’s, gender, and sexuality studies and feminist geography.

**Appointment Terms:** This is a full-time, 9-month, tenure-track position with an anticipated start date of August 23, 2016. 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. Salary is competitive and will be commensurate with background, qualifications, and experience.

## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, AcademicJobsOnline.org, Association of American Geographers Perspective, Association of American Geographers Perspective Sexuality and Space Specialty Group, Association of American Geographers Perspective Chairs List, Feminist Geography Listserv, and Association of American Geographers Newsletter.

### **Goal Applicants: WM, WF, BM, BF**

59 Total Applicants: 10 WM, 35 WF, 3 BF, 1 HF, 2 AM, 6 AF and 2 UF

17 Unqualified Applicants: 3 WM, 7 WF, 1 BF, 1 AM and 5 AF

- 2 WM, 3 WF, 1 BF, 1 AM and 2 AF did not have a Ph.D. in Geography, Women's, Gender, and Sexuality Studies or other related by discipline by August 23, 2016.
- 1 WM, 4 WF, and 3 AF lacked a scholarly focus on the spatiality of gender and/or sexuality with a strong foundation in feminist and/or queer studies.

30 Qualified Applicants: 6 WM, 19 WF, 1 BF, 1 HF, 1 AF and 2 UF

- 6 WM, 19 WF, 1 BF, 1 HF, 1 AF, 2 UF did not have teaching experience in Women's, Gender, and Sexuality Studies and feminist geography.

12 Interviewed Applicants: 1 WM, 9 WF, 1 BF, and 1 AM

- 1 WF withdrew her application.
- 1 WM, 8 WF and 1 BF did not have research interests that clearly aligned with the initiatives of the departments.

The 1 AM hired had research, training, and interests that complimented the initiatives of the Women's, Gender and Sexuality and Geography departments. He also provided evidence of many published works related to feminist geography. Additionally, due to his extensive research and teaching experience, he would also be able to teach core courses in both departments.

## Hiring Goals Analysis 2016

### **Search 2016102 – Assistant Professor – Economics – 2 AM**

#### **Description:**

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](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 Economics at the rank of Assistant Professor in either Econometrics or Macroeconomics.

UConn is ranked among the top 20 U.S. public universities. The Economics Department consists of 25 tenured and tenure-track faculty with impressive records of scholarship and publications in top disciplinary journals. A recent citation-based ranking of economics departments ranks UConn among the top 50 programs in the United States.

The successful candidate will be expected to develop a nationally and internationally competitive research program through scholarly presentations, publications and potentially extramural funding. In the area of teaching, successful candidates will share a deep commitment to effective instruction at the undergraduate and graduate levels, be innovative in meeting the needs of diverse learning styles and intellectual interests, mentor 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:** Candidates for this position must have completed all requirements for a Ph.D. in Economics or related field by August 2016 (equivalent foreign degrees are acceptable); have demonstrated excellence in scholarly research; and have the ability to teach rigorous Ph.D. level courses in either Econometrics or Macroeconomics.

**Preferred Qualifications:** Preferred qualifications for this position include complementarities with current faculty strengths, opportunities for research collaboration, teaching experience, and the ability to contribute through research, teaching experience, and/or public engagement to the diversity and excellence of the learning experience.

**Appointment Terms:** This is a full-time, 9-month, tenure track position with an anticipated start date of August 23, 2016. Salary will be commensurate with qualifications and experience.

**To Apply:** Please submit the following application requirements in a single attachment to <https://www.aeaweb.org/joe/cand.php> to complete your application:

#### **Application Requirements**

- Cover letter
- Curriculum vitae
- Three recommendation letters
- Job market paper
- Dissertation abstract for ABD's
- A statement of teaching philosophy (this should include how the candidate will broaden diversity of participation and integrate multicultural experiences in instruction, research, and pedagogical techniques to meet the needs of a diverse learning community).

In order to assure full consideration, applications must be received by December 1, 2015, and the candidate must be available for interviews at the ASSA meetings in San Francisco. New applications will be accepted and screening will continue until the position is filled. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background screening. (Search # 2016102)



## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, and Diverse.

### **Goal Applicants: WM, WF, BM, BF**

300 Total Applicants: 50 WM, 13 WF, 6 BM, 4 HM, 1 HF, 55 AM, 29 AF, 34 UM, 108 UF,

Unqualified Applicants: 14 WM, 4 WF, 1 BM, 1 HF, 10 AM, 7 AF, 12 UM, 37 UF.

- 14 WM, 4 WF, 1 BM, 1 HF, 10 AM, 7 AF, 12 UM, and 37 UF did not have a Ph.D. in Economics or another related field.

Qualified Applicants: 32 WM, 9 WF, 5 BM, 3 HM, 30 AM, 19 AF, 35 UM, 54 UF.

- 32 WM, 9 WF, 5 BM, 3 HM, 30 AM, 19 AF, 9 UM, 54 UF lacked strong research interests.

Interviewed Applicants: 4 WM, 1 HM, 15 AM, 3 AF, 13 UM, 17 UF.

- 1 WM, 4 AM and withdrew their applications.
- 3 WM, 1 HM, 9 AM, 3 AF, 13 UM and 17 UF did not have research that was complementary to the department's initiatives.

1 AM hired demonstrated excellence in scholarly research that was complementary to the department's initiatives. Additionally, his educational and professional background in economics and macroeconomics equipped him to teach high level courses in the field. Further, he demonstrated a leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

1 AM hired had research and teaching interests that closely aligned with the departments' goals. This candidate demonstrated the potential to develop a successful and competitive research program at the University. Additionally, he shared a deep commitment to using pedagogical techniques that promote diversity in the learning styles and intellectual interests of students.



## Hiring Goals Analysis 2016

### **2016190 - Assistant Professor –Finance – 2 AM, 1 AF**

#### **Description:**

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 or Associate Professor to begin in Fall 2016.

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](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.

#### **Assistant/Associate Professor in Finance**

The successful candidate will be expected to contribute to research & scholarship through high quality journals in financial economics, participate in prominent national and international academic conferences, and help guide research efforts in their areas of expertise. In addition to research, individuals will be expected to teach appropriate courses at the undergraduate, masters, and/or Ph.D. levels, and participate in outreach and service activities. Successful candidates 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; contribute to the development of pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

#### **Minimum Qualifications**

- Earned Ph.D. in Finance or 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). Candidates expecting to finish their Ph.D. by Fall 2016 are encouraged to apply and may be considered at the rank of Instructor with appointment to the rank of Assistant Professor the following academic year, upon completion of their Ph.D. Equivalent foreign degrees are acceptable.
- Applicants should demonstrate a potential to establish a successful research and scholarship record supported by copies of published/working papers and manuscripts with potential for publication in leading academic journals in Finance.
- Show promise of excellence in teaching supported by evidence of superior classroom performance at the undergraduate and graduate levels.
- Effective communication skills.
- A deep commitment to promoting diversity through their academic and research programs.
- Applicants at higher ranks should possess an excellent record of research, teaching performance, and involvement in undergraduate, graduate, and doctoral education, commensurate with the rank they are seeking.

## Hiring Goals Analysis 2016

### **Preferred Qualifications**

- Candidates with publications, acceptances or papers at advanced stages of review in leading academic journals in Finance.
- 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.
- Applicants at higher ranks should have a record of contribution through research, teaching, and/or public engagement to the diversity and excellence of the learning experience and evidence of service to the university, the field, or the profession through leadership in professional organizations, editorial activities, and successful involvement in undergraduate and/or graduate curriculum development.

### **Appointment Terms**

These are full-time, 9-month, tenure track positions with an anticipated start date of August 23, 2016. The successful candidate's primary academic appointment will be at the Storrs campus with the possibility of assignment at other UConn regional campuses and candidates may teach in the undergraduate, masters and Ph.D. Programs. Salary will be commensurate with qualifications and experience.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, AcademicJobsOnline.org, FMA.org, Chronicles of Higher education, SSRN.com afajof.org.

### **Goal Applicants: WM, WF, BM, BF**

135 Total Applicants: 42 WM, 14 WF, 2 BM, 6 HM, 59 AM, 7 AF, 4 UM, 1 UF

Unqualified Applicants: 35 WM, 12 WF, 1 BM, 4 HM, 41 AM, 3 UM

- 35 WM, 12 WF, 1 BM, 4 HM, 41 AM and 3 UM did not demonstrate a potential to establish a successful research and scholarship record supported by copies of published/working papers and manuscripts with potential for publication in leading academic journals in Finance.

Qualified Applicants: 2 WM, 1 WF, 1 HM, 7 AM, 1 AF

- 2 WM, 1 WF, 1 HM, 7 AM and 1 AF did not have publications, acceptances or papers at advanced stages of review in leading academic journals in finance.

Interviewed Applicants: 5 WM, 1 WF, 1 BM, 1 HM, 11 AM, 6 AF, 1 UM and 1 UF

- 2 WM, 1 AM and 1 AF withdrew their applications.
- 1 BM and 1 AM indicated that an acceptance decision would not be made in a timely manner that is conducive to the needs of the department.
- 2 AM and 1 UM lacked strong communication skills.
- 3 WM, 1 WF, 1 HM, 5 AM, 4 AF and 1 UF did not have research that closely aligned with the initiatives of the department.

## Hiring Goals Analysis 2016

1 AM hired for this position demonstrated a potential to establish a successful research and scholarship record supported by copies of published/working papers and manuscripts with potential for publication in leading academic journals in Finance. He also had experience in teaching Finance courses. This candidate also demonstrated effective communication skills and a deep commitment to promoting diversity through his academic and research programs.

1 AM hired for this position demonstrated a potential to establish a successful research and scholarship record supported by copies of published/working papers and manuscripts with potential for publication in leading academic journals in Finance. He showed promise of excellence in teaching supported by evidence of superior classroom performance at the undergraduate and graduate levels. This candidate also demonstrated effective communication skills and a deep commitment to promoting diversity through his academic and research programs.

1 AF hired for this position demonstrated a potential to establish a successful research and scholarship record supported by copies of published/working papers and manuscripts with potential for publication in leading academic journals in Finance. She showed promise of excellence in teaching supported by evidence of superior classroom performance at the undergraduate and graduate levels. This candidate also demonstrated effective communication skills and a deep commitment to promoting diversity through their academic and research programs.

## Hiring Goals Analysis 2016

### **15213 - Assistant Professor - Human Rights Institute – 1 AM**

1 Total Applicants: 1 AM

Interviewed applicants: 1 AM

1 AM selected was an outstanding candidate in the areas of social studies education, human rights, and social justice. He had a substantive record of scholarship focusing on cultural studies, historical perspectives of civil rights, and national and international human rights and law. His research and background in human rights enriched the Institutes' work in revising the IB/M program. He had an established record of excellence in teaching with the Institute of Human Rights, and he had developed an impressive set of courses in areas related to human rights at all levels, both graduate and undergraduate. His excellence in scholarship, teaching and service, coupled with his commitment to teacher education, confirmed his preparedness for this position.

## Hiring Goals Analysis 2016

### **2016350 - Assistant Professor - Electrical and Computer Engineering – 1 AM**

The United Technologies Corporation Institute for Advanced Systems Engineering (IASE) 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 one of the Mechanical Engineering, Chemical Engineering, Electrical and Computer Engineering, or Computer Science & Engineering Departments to conduct research, education and outreach related to systems engineering. The successful candidate will:

- Develop, sustain, and grow a research program of excellence in robust system design, uncertainty quantification and management, physics-based modeling and model validation, multivariable optimization and control, and design methodologies including Model-Based Design and Platform-Based Design principles. The research program is based on a deep collaboration between industry and the UTC Institute for Advanced Systems Engineering.
- Teach undergraduate and graduate courses that meet the curricular needs of IASE with particular emphasis on setting up a system design curriculum. Advise and mentor undergraduate and graduate students with particular emphasis in the area of robust design of cyber-physical systems.
- 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](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 UTC-IASE at the rank of tenured/tenure-track appointments at the rank of Assistant, Associate or Full Professor.

The successful candidate will be expected to contribute to research and 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

## Hiring Goals Analysis 2016

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, UConn, in partnership with UTC, has established the Institute for Advanced Systems Engineering, 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 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 more than 20 outstanding faculty members with research interests in Systems Engineering across the School of Engineering.

### **Minimum Qualifications**

1. Completion of all requirements for a Ph.D. in Mechanical Engineering, Chemical Engineering, Electrical Engineering, Computer Engineering, Computer Science or related discipline by the time of the appointment.
2. Research credentials in robust system design, uncertainty quantification and management, physics-based modeling and model validation, multivariable optimization and control, and model-based design and platform-based Design principles.
3. A proven ability to excel in teaching undergraduate and graduate courses in 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.

## Hiring Goals Analysis 2016

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 IASE 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.

### **Appointment Terms**

This is a 9-month tenure-track position with an earliest expected start date of August 23, 2016. The successful candidate's primary academic appointment will be in the one of the Engineering departments 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.

Recruitment activities included: Academickeys.com, American Institute of Chemical Engineers, Institute of Electrical and Electronics Engineers, American Society of Mechanical Engineers.

### **Goal Applicants: WM, WF, BM, BF**

61 total number of applicants: 24 WM, 2 WF, 1 BM, 1 HM, 23 AM, 3 AF, 7 UM

Unqualified applicants: 22 WM, 2 WF, 1 BM, 1 HM, 15 AM, 3 AF, 5 UM

- 22 WM, 2 WF, 1 BM, 1 HM, 15 AM, 3 AF, 5 UM did not complete all requirement for a PH.D in Mechanical Engineering, Chemical Engineering, Electrical Engineering, Computer Engineering, Computer Science or related discipline by the time of appointment.

Qualified: 1 UM

- 1 UM lacked experience with oral presentations at national or international scientific meetings.

Interviewed applicants: 2 WM, 8 AM, 1 UM

- 1 AM: Candidate's research applications were not focused and not well-aligned with those of the UTC-IASE as well as the CBE department.
- 2 AM withdrew from job consideration.

## Hiring Goals Analysis 2016

- 1 WM, 1 AM provided an incomplete application.
- 1 WM, 2 AM scheduled for another interview which had not been completed prior to writing of this AA plan.
- 1 AM illustrated a very poor fundamental background during his presentations.
- 1 UM did not possess excellent communication skills.

The 1 AM selected provided an excellent presentation which was very relevant to the topics of interest to the UTC-IASE. Research applications were very modern, fundable, and could serve as a great potential in helping with the curriculum of the UTC-IASE as well as the ME, and ECE departments. Candidate had an excellent communication skills and demonstrated an easy personality with the potential to collaborate. Candidate's research and teaching potential was admired by all.



## Hiring Goals Analysis 2016

### **2016480 – Assistant Professor – School of Nursing – 1 AF**

The University of Connecticut School of Nursing is seeking applications to fill one (1) full-time, 9-month, tenure-track Assistant/Associate Professor position. Candidates with expertise in Adult Health and Health Disparities research are especially encouraged to apply. The faculty member will be responsible for teaching at the undergraduate and graduate level; engaging in scholarly activities; and participating in professional service activities.

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](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 faculty position in the School of Nursing at the rank of Assistant/Associate Professor.

UConn's School of Nursing is among the top Nursing Schools nationwide. It has 46 faculty members, 611 undergraduate and 216 graduate students, and actively engages in research in pain management, correctional health, high risk infancy and gerontology.

The successful candidate will be expected to contribute to research/scholarship through extramural funding, high quality publications, and impact as measured through citations, honorific awards and national recognition. In the area of teaching, the 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. The successful candidate 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; provide leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

**Minimum Qualifications:** Earned doctorate in nursing or a related field. Demonstrated ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience. Record of scholarly productivity. Eligibility for licensure as RN in Connecticut. Excellent communication skills and interpersonal relationships strategies.

**Preferred Qualifications:** Doctorate in nursing. Expertise in Adult Health or health disparities research. Previous teaching experience in an institution of higher education; evidence of research experience and grant funding. Completion of a post-doctoral fellowship and research agenda using quantitative methods.

**Appointment Terms:** This is a 9-month, tenure-track position subject to annual review until tenure is earned. Salary and position level will be commensurate with qualifications and experience. Anticipated start date is August 23, 2016.

Recruiting activities included: Nursing website, AcademicJobsOnline.org, Nursing LinkedIn, and Minority Nurse Magazine.

**Goal Applicants: WM, WF, BM, BF**

6 Total Applicants: 4 WF, 1 AM and 1 AF

Unqualified applicants: 1 WF and 1 AM

- 1 WF and 1 AM did not have a nursing degree

## Hiring Goals Analysis 2016

Interviewed applicants: 3 WF and 1 AF.

- 1 WF did not have experience in the area of Adult Health of Health Disparities.
- 1 WF did not meet any of the minimum and preferred qualifications.
- 1 WF did not have teaching experience that align with areas of the schools greatest need and her research skills are still in the developing stage.

The AF selected demonstrated research experience in the area of health disparities and clinical experience in adult health. Her productivity as a post-doctoral fellow has been outstanding. Her teaching interests and experience are both in line with the school's current critical needs.

## Hiring Goals Analysis 2016

### **Remaining Titles**

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

**Assistant Extension Educator – Sea Grant College Program – 1 AF**

1 WF's position was changed from part-time to full-time.

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2015409 – SP Internal Lecturer I – Speech, Lang & Hearing – 1 WF**

The Speech, Language and Hearing Sciences department seeks a Speech Language Pathologist/Clinical Supervisor to provide services to clients and to supervise the practicum experience of graduate students in a busy university clinic. Responsibilities include direct service to and supervision of service to adults and children referred for speech-language pathology assessment, treatment and counseling related to communication disorders. The academic program is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA).

**Minimum Qualifications:** Master's Degree in Speech-Language Pathology (MA/MS); Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP) and ongoing membership in the American Speech-Language-Hearing Association; current license to practice in Connecticut as a Speech-Language Pathologist, without history of censure by the Department of Public Health; five years of clinical practice and supervisory experience for staff or students; other qualifications as determined necessary for a specific position (e.g., experience with specific patient populations, service delivery locations, specialty certification); and successful completion of State of CT background check.

**Preferred Qualifications:** Minimum of two years of supervisory experience for staff and students; experience with children ages birth to 18; experience with augmentative and alternative communication; and familiarity with the public school system process.

**Appointment Terms:** This is a nine-month, non-tenure track position in the AAUP bargaining unit with annual reappointments. Summer months are required based upon clinic needs and additional funding is required. The anticipated start date is August 23, 2015.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, and SLP.com.

**Goal Applicants: WM, BM, BF, HF, AM, AF**

7 total applicants included: 6 WF and 1 UF

Qualified applicants: 1 WF.

- 1 WF did not have experience with augmentative and alternative communication practices.

Interviewed applicants included: 5 WF and 1 UF.

- 4 WF had lacked experience in preferred child focus and knowledge of school based experiences needed for the position.
- 1 UF lacked the experience with children birth to 18 desired for the position.

The 1 WF selected demonstrated a familiarity with public school system processes and had considerable experience with children from birth to 18. In addition, this candidate had experience with augmentative and alternative communication.

## Hiring Goals Analysis 2016

### **2015513 – Assistant Extension Educator – Department of Extension – 1 WF**

**Position Summary:** University of Connecticut Extension has an opening for the Hartford County 4-H Extension Educator who will be responsible for developing, teaching, implementing, and evaluating high-quality, comprehensive, diverse 4-H youth development and volunteer educational programs. Programming will be primarily in Hartford County, but state and regional work is also expected. Responsibilities include but are not limited to programming and carrying out applied research designed to advance STEM, health, leadership, and life skills in youth (ages 7-19) and adult audiences. The successful candidate will develop and conduct grantsmanship in program areas and create scholarly materials from program evaluation and impacts. Candidate must be available to work nights and weekends. The position reports to the Head, Department of Extension. For more information about the University of Connecticut 4-H Extension Program see <http://www.4-h.uconn.edu/>

**Minimum Qualifications:** Master's and Bachelor's degree in agriculture, environmental sciences, education or related field. At least three years' professional experience working with youth development programs including the areas of agriculture or environmental education. At least three years' experience in managing or working with volunteers. Experience in program coordination and facilitation, including organization, delivery, and evaluation is needed. Demonstrated ability to work effectively with diverse audiences including youth, adults, volunteers, and other groups. Demonstrated ability to collaborate and develop partnerships with other professionals and organizations to accomplish team goals. Experience in fund development and/or grantsmanship is essential. Excellent communications skills, including writing, listening, public speaking and presentation skills. Computer literacy, including working knowledge of Microsoft Office Suite must be evident. Must be willing and able to travel and work a flexible schedule including evening and weekend hours.

**Preferred Qualifications:** Demonstrated experience working with 4-H animal science or environmental education programs. Ability to work effectively with social media and communication technologies. Proficiency in managing databases. Experience with Cooperative Extension and the land-grant university system. English/Spanish bilingual capacity. Demonstrated experience in writing for scholarly publications.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, the Faculty website, northeastextension.org, aplu.org, and the Journal of Extension (JOE).

#### **Goal Applicants: WM, BM, BF, HF, AM, AF**

11 total applicants: 1 WM, 6 WF, 1 BF, 1 HF, 2 UF.

Unqualified applicants: 3 WF, 1 BF, 1 HF, 2 UF

- 2 WF lacked a Master's and Bachelor's degree in agricultural, environmental sciences, education, or another related field.
- 1 WF, 1 BF, 1 HF, and 2 UF did not have at least three years of professional experience working with youth development programs in the areas of agriculture or environmental education.

Qualified applicants: 1 WM and 1 WF.

- 1 WM and 1 WF did not have experience in fund development or grantsmanship.

Interviewed applicants included: 2 WF.

## Hiring Goals Analysis 2016

- 1 WF withdrew from consideration and accepted another position.

The 1 WF selected had considerable experience in youth development and worked extensively with students in Agri-science. This candidate demonstrated a past history working with animal science and environmental education programs.

## Hiring Goals Analysis 2016

### **2016163 – Assistant Extension Educator – Department of Extension – 1 WF**

**Visible:** Internal and External 

**Description Type:** Job Posting

**Description ID:**

**Description:**

UConn Extension has an opening for an Assistant Cooperative Extension Educator, Evaluation Specialist. This person will provide leadership to build UConn Extension's capacity to assess the effectiveness and efficacy of educational programs in achieving desired results and to contribute to individual, community and organizational learning and performance improvement. Capacity building includes initiatives such as conducting evaluation studies, facilitating professional development, supporting accountability and reporting functions, and aligning organizational policies in support of program evaluation.

The individual in this position will work with an interdisciplinary team of faculty and staff in UConn's College of Agriculture, Health and Natural Resources (CAHNR). The individual will report to the Associate Dean for UConn Extension. This position is accountable to the Associate Dean of Extension on all matters related to (a) program performance, (b) developing effective external working relationships with clientele groups, other agencies, departments and organizations, (c) continuing professional development, and (d) reporting and evaluating programs.

#### **Minimum Qualifications**

- A Master's Degree in a relevant field such as education, economics, behavioral and social sciences, or public policy.
- Ability to conduct quantitative and/or qualitative research.
- Ability to write grants and establish partnerships that pool and/or leverage public and private funds in support of Extension's mission.
- Ability to evaluate community-based non-formal educational programs that reach racial-ethnic diverse audiences and communities.
- Ability to teach and communicate ideas effectively verbally, in writing and through educational technology.
- Strong group and educational facilitation skills.
- Ability to organize work and to work productively with indirect supervision in a highly visible public sector environment.
- Strong interpersonal and problem-solving skills in a team setting; ability to effectively manage conflicts.
- Skillful in establishing and maintaining professional work relationships and networks.
- Demonstrated ability to initiate, form and effectively maintain working relationships with persons or cultures other than one's own.
- Ability to adapt to changing programming and workplace priorities.
- Ability to converse in English on the phone and in person with faculty, staff, stakeholders, volunteers, and partners.
- Ability to regularly travel to various sites around the state.
- Ability to regularly travel to various sites around the state.
- Ability to travel locally, regionally, and nationally.
- Ability to work some hours outside of the normal business day.

#### **Preferred Qualifications**

- A Ph.D. in a relevant field such as education, economics, behavioral and social sciences, or public policy.
- Experience in one or more of the following is preferred: analysis of qualitative data, survey design and development, expertise conducting interviews, focus groups, and observations, statistical analysis skills, experimental and quasi-experimental design.

**Physical Requirements:** Work will be performed in both indoor and outdoor work environments.

## Hiring Goals Analysis 2016

Recruitment contacts included advertisements with National Extension Directors, Northeast Extension Directors, 1890 administrators; the American Association of Evaluators; the University of Minnesota; Kansas State University; and the University of Wisconsin.

### **Goal Applicants: WM, BM, BF, HF, AM, AF**

16 total applicants: 1 WM, 8 WF, 1 BM, 2 HF, 1 AM, and 3 AF.

Unqualified applicants: 3 WF, 1 HF, and 1 AF.

- 2 WF, 1 HF, and 1 AF lacked the ability to conduct quantitative and/or qualitative research.
- 1 WF lacked the ability to write grants and establish partnerships that pool and or leverage public and private funds in support of Extension's mission.

Qualified applicants: 1 WM, 1 WF, 1 HF, 1 AM, and 1 AF.

- 1 WM, 1 HF, and 1 AM had less experience with evaluation focused on non-formal community based education programs.
- 1 WF and 1 AF had less developed group and educational facilitation skills.

Interviewed applicants 4 WF, 1 BM, and 1 AF.

- 1 WF and 1 BM declined the invitation to interview.
- 2 WF and 1 AF were more focused on management as opposed to research and did not have extensive qualitative data analysis experience.

The 1 WF selected for the position possessed an excellent skill base in evaluation, communication, facilitation, and conflict resolution. Additionally, this candidate possessed excellent knowledge of extension and 4-H programs and had substantial teaching experience.



## Hiring Goals Analysis 2016

### **85960 – Sp Internal Lect 1 – Speech, Language & Hearing – 1 WF**

1 WF was moved to a tenure-track position due to a contractual agreement in place at the time of her hire.

## Hiring Goals Analysis 2016

### **EEO Category 3 – Non-Teaching Professional**

#### **University Staff Professional 3**

**Short-term goals: 1 HF, 1 AM**

#### **2016367 – University Staff Professional 3 – Police Services – 1 WM**

**Description:**

**Division of Public Safety**

The University of Connecticut's Division of Public Safety is seeking applications for the position of Assistant Director of Public Safety - Administrative and Compliance Operations. The Division of Public Safety has a comprehensive and professional set of programs to include the Police Department, Fire Department, Office of Emergency Management, and the Fire Marshal and Building Inspector's Office. More information about the Division of Public Safety can be found on the Division's website at <http://publicsafety.uconn.edu/>.

**Position Summary**

The Assistant Director of Public Safety Administrative and Compliance Operations will be accountable for the oversight of administrative operations for the Division of Public Safety, as well as managing Public Safety compliance activity. Reporting to the Director of Public Safety and Chief of Police, this position will receive functional leadership on day-to-day matters from the Associate Directors of Public Safety. This position will serve as a member of the Division's leadership team, responsible for and charged with advising on matters related to (1) compliance efforts (to include cursory legal requirements) within the Division to include such current requirements as the amended Higher Education Act of 1965, the Jeanne Clery Disclosure of Security Police and Campus Crime Statistics Act (Clery Act), Title IX, and training, while serving as a Division representative on University wide efforts; (2) Human Resources administration; (3) the implication of Emergency Management decisions on risk management; (4) records management; and (5) may manage other division logistics, to include information technology, budget, public relations, space planning and facility management, and purchasing contracts related to transportation, maintenance, vendor, and supply services.

**Responsibilities**

1. Serves as the Division's first line authority on Human Resource related matters, including serving as the primary liaison with the University's Department of Human Resources and the Office of Faculty Staff Labor Relations.
2. Serves as an authority on personnel decisions and activity.
3. Participates in the formulation of policy and long range planning in relation to administrative and compliance operations.
4. Reviews Division administrative operational standards for the purpose of meeting efficiency, effectiveness and compliance standards. Makes changes as appropriate.
5. Serves as a consultant to all division leadership and staff on compliance and administrative matters.
6. Serves as a liaison to the University community on Public Safety matters.
7. Authorized to act on behalf of the Director of Public Safety and the Deputy Chiefs (DC) of Police and Fire on matters of administrative detail.
8. Prepares reports, requiring research, the gathering and organization of data, determining the appropriate presentation of information based on the audience, such as the Annual Security Report (ASR).
9. Maintains and releases records information following state and federal regulations, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Freedom of Information Act (FOIA).

## Hiring Goals Analysis 2016

10. Supervises administrative, information technology, payroll, and records division staff.
11. Responds to external parties such as certification entities and government auditors (State or Federal); serves as a liaison with these authorities to ascertain compliance requirements and how to meet them.
12. Creates, develops, and conducts trainings.
13. Works collaboratively with Division leadership to ensure an understanding of compliance requirements, and support the administrative logistics for meeting those requirements.
14. Maintains the appropriate Police and Fire staffing levels, as directed by the DC's of Police and Fire.
15. Manages special projects as assigned, determining strategy and tactical planning of individual project components to achieve goals.

### **Minimum Qualifications**

1. Bachelor's degree and a minimum of 5 years' experience performing at an advanced working level in administration, operations, human resources, or related area.
2. 3 years' experience managing or leading staff engaged in the performance of administrative support activity.
3. Evidence of fulfilling compliance standards within an organization.
4. Working knowledge of general Human Resources practices and regulations.
5. Demonstrated ability to identify and resolve complex problems effectively, independently and tactfully.
6. Excellent interpersonal skills.

### **Preferred Qualifications**

1. Juris doctorate or other related advanced degree, with a minimum of 3 years' experience performing at an advanced working level in administration, operations, human resources, or related area.
2. Experience working in a collective bargaining environment.
3. Experience serving in a professional administrative capacity in an agency or department of public safety.
4. Experience working in an advanced capacity in an administrative, business or operational service office within an institution of higher education.
5. Working knowledge of risk management concepts.
6. Demonstration of an extremely high level of motivation, independence, leadership and responsibility.
7. Evidence of utilizing innovative solutions to unique challenges.

### **Appointment Terms**

This is a full-time position. Salary will be commensurate with education and experience. The University offers an attractive State benefit package including a choice of medical, dental, and retirement plans.

### **To Apply**

Please submit a 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 # 2016367)

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, National Association of Women Law Enforcement Executives, National Association of College and University Attorneys, Hispanic American Police Command Officers Association, Connecticut Police Chiefs Association, National Association of Clergy Compliance Officers and Professionals, and The International Association of Campus Law Enforcement Administrators.

## Hiring Goals Analysis 2016

### **Goal Applicants: HF, AM**

39 Total Applicants: 24 WM, 8 WF, 2 BM, 2 BF, 2 HM, 1 AM

Unqualified Applicants: 9 WM, 2 WF, 1 BM, 1 HM

- 5 WM, 1 BM, and 1 HM lacked a bachelor's degree and a minimum of 5 years' experience performing at an advanced working level in administration operations, human resources, or related area.
- 2 WM and 1 WF did not have 3 years' experience managing or leading staff engaged in the performance of administrative support activity.
- 2 WM did not have experience working in an advanced capacity in an administrative, business or operational service office within an institution of higher education.
- 1 WF lacked evidence of fulfilling compliance standards within an organization.

Qualified Applicants: 7 WM, 1 WF, 2 BF, 1 HM

- 3 WM, 1 WF, and 1 BF did not have experience serving in a professional administrative capacity in an agency or department of public safety
- 4 WM, 1 BF, and 1 HM lacked experience at an advanced working level in administration, operations, human resources or a related area.

Interviewed Applicants: 8 WM, 5 WF, 1 BM, 1 AM

- 1 WM withdrew his application.
- 3 WM, 4 WF, 1 BM, and 1 AM did not adequately respond to interview questions and could not articulate how past and current work experience would be transferable to this role.
- 1 WM did not provide evidence of administrative work experience required for this level of position.
- 2 WM and 1 WF lacked working knowledge of risk management.

The 1 WM hired for this position articulated excellent responses to interview questions and demonstrated great communication skills. He also had extensive supervisory and legal experience, and was licensed to practice law in Connecticut. Additionally, this candidate had experience working in an advanced capacity within an institution of higher education.

## Hiring Goals Analysis 2016

### **2016668 – Technology Innovator, Health IT – 1 WM**

The Healthcare Analytics, Technology Transfer, Research and Evaluation Group (<http://chatter.uconn.edu/>) within the School of Nursing at University of Connecticut (<http://nursing.uconn.edu/>) is seeking to hire a **Technology Innovator**, which is grant funded. The position will support Connecticut's Health Information Technology (HIT) initiatives, providing innovative and strategic technology solutions. The incumbent will have expert knowledge on a broad range of IT subjects gained through senior level development and IT projects delivery experience, along with a comprehensive understanding of the technical, data and business requirements of a range of Health and Human Services (HHS) agencies (like CMS, ONC, NIH) and the appropriateness of emerging technologies and techniques. Additionally, they will apply their strong knowledge of HHS Government policies, strategies and organizational relationships in relation to IT and public service developments, in addition to expert knowledge of HHS data and data resources (e.g. CMS EHR Incentive Program, SAMPHSA) for mental health, community service, and other clinical data.

#### **Duties and Responsibilities:**

- Identify changes and trends in systems and information technology and interpret their meaning to senior management and stakeholders. Lead the migration to new technologies to meet established objectives.
- Formulate goals related to IT and overall systems development and participate with senior management on the development and implementation of short and long range plans.
- Analyze and compare complex technical options, drawing on expert level knowledge across a wide range of IT disciplines and exceptional analytical skills. Collate system requirements to produce full system specification, detail options available and produce recommendations incorporating costs, benefits, resources, risks.
- Effectively manage change within a dynamic environment and demanding timescales e.g. awareness of and sensitivity to the impact of IT on services and staff.
- Interpret complex requirements, assess IT solutions and in the production of project and technical documentation e.g. business plans, business cases, options analysis, project plans, system designs and policy/procedure documents for the department and other organizations.
- Plan, document and deliver projects to the highest professional standards.
- Participate in business planning, bringing current knowledge and future vision of technology and systems as related to unit's goals and overall strategy.
- Frequently and effectively work with a wide range of health organizations and professional groups including senior managers, health and social care professionals and IT staff.
- Draft, prepare and present reports/briefs on complex technical issues in language understandable to the layperson to large clinical and management groups.
- Manage priorities for self, staff and their teams in order to meet targets. Hire, train, supervise and discipline assigned staff, direct work activities and evaluate operational and individual performance.
- Responsible for quickly developing a clear understanding of business processes.

## Hiring Goals Analysis 2016

### **Minimum Qualifications**

1. A **cover letter** identifying how your skills will contribute to the goals of our department.
2. Graduate degree or equivalent experience in computing or allied health field.
3. Formal project management certification, such as a PMP.
4. Technical IT work experience(s) appropriate to a "Technology Innovation" role.
5. Evidence of continuous professional development.
6. Minimum 20 years' systems development experience, 5 years of which must be at a senior level.
7. Minimum 10 years' of experience managing technical teams working to service targets. Evidence of achieving objectives through performance management and business planning, within budgeted resources.
8. Minimum 5 years' experience of HHS IT systems delivery at a senior level.
9. Systems Architecture experience.
10. Successful implementation of significant change, both technical and organizational, in a complex multi-organization setting.
11. Strong staff and financial management experience
12. Excellent communication, leadership and interpersonal skills to gain credibility among a wide range of health organizations and professional groups.
13. High level analytical skills and a proven track record of effective problem solving within a dynamic environment and demanding timelines and project schedules.
14. Ability to recognize the sensitivity to individual organizational needs and the impact on services, patients and staff concerning the introduction of IT solutions.
15. Expert user of MS Outlook, Word, Excel, Access and PowerPoint, and must be able to rapidly produce complex spreadsheets, reports, databases, presentations, etc.

## Hiring Goals Analysis 2016

### **Preferred Qualifications**

1. Ability to act patient, calm and tactful when dealing with people who are unfamiliar with IT or undergoing change processes.
2. Must be honest and have demonstrated integrity to take prompt action in cases of unethical or unprofessional behavior.
3. Must be creative and innovative, and have a "can do" attitude in using technology/IT applications to solve business problems.
4. Must be self-motivated and a quick learner with a sense of humor.
5. Must be self-assured, reliable, outgoing and able to influence and persuade non-IT professionals.
6. Must be credible, proactive and creative in the use of IT.
7. Must be flexible and adaptable in a rapidly changing organizational environment.
8. Must have a flexible approach and be able to cope with high levels of stress and recognize stress in others.
9. Ability to work in a complex environment with many demands and pressures to meet project deadlines.
10. Able to maintain composure in a crisis and manage staff to resolve problems and restore services, which are frequently vital for maintaining research and organizational performance with minimum delay.
11. Evidence of the highest levels of personal commitment and ownership of program / project goals.
12. Must demonstrate enthusiasm and confidence and a commitment to the use of IT in health care.
13. Must have confidence to work in technical areas where no precedent exists.
14. Must be willing to be flexible and operate as part of a team.
15. Must have a professional approach in understanding and dealing appropriately with sensitive clinical information and systems.

### **Appointment Terms**

This is a full-time, management-exempt position funded through grants. Salary will be commensurate on successful candidate's background and experience.

Recruitment activities included: UConn careers website, [www.chatter.uconn.edu](http://www.chatter.uconn.edu), [www.indeed.com](http://www.indeed.com) and [www.das.ct.gov](http://www.das.ct.gov).

### **Goal Applicants: HF, AM**

5 Total Applicants: 2 WM, 1 WF, 1 BM, 1 HM

Unqualified applicants: 1 WM, 1 WF, and 1 BM.

- 1 WM, 1 WF and 1 BM lacked 20 years minimum systems development experience, 5 years of which must have been at a senior level.

Qualified applicant: 1 HM

- 1 HM lacked minimum of 10 years in managing technical teams working to service targets. Evidence of achieving objectives through performance management and business planning within budgeted resources.

## Hiring Goals Analysis 2016

Interviewed applicant: 1 WM

The 1 WM selected had over 25 years of experience in the technology innovation field with a focus on information exchange. Additionally, the applicant has direct work experience in all the technologies that are proposed or have to be modified. The breadth and depth of applicant's HIT knowledge is quite rare and an asset to the university.



## Hiring Goals Analysis 2016

### **2016405 – U Staff Professional 3 – Veterans Affairs and Military Programs – 1 WF**

Description:

#### **Position Summary**

The University of Connecticut seeks a visionary leader to serve as Director of Veterans Affairs and Military Programs. UConn, one of the nation's top 20 public universities, is the state's flagship institution of higher education and includes a main campus in Storrs, CT, five regional campuses, and a Law School campus. UConn has veterans at all of its campuses, and is considered a high student veteran population University by the VA. Under the general direction of the Provost, the Director of Veterans Affairs and Military Programs plans, coordinates, and implements programs to serve the unique needs of veterans at the University, including students, staff, and faculty veterans. The Director collaborates with offices within the university and with external partners to provide a welcoming, supportive environment for student veterans to assist them in obtaining educational and other VA benefits, to support the recruitment of veterans as potential job applicants, and to support existing veteran employees in accordance with Federal AA/EEO regulations. This includes assuring effective processes to offer and provide programs and services to student veterans in accordance with Executive Order 13607 - Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and other Family Members, and aligned with the VA and DOE "8 Keys to Veterans' Success." The Director also oversees the University's Army and Air Force Reserve Officer Training Corps (ROTC) programs.

Please visit this link for a complete job description: <http://provost.uconn.edu/vamp-director/>

#### **Minimum Qualifications**

1. Bachelor's Degree.
2. Three to five years of experience working with veterans and/or military-connected people.
3. Working knowledge of available post-secondary funding opportunities for veterans, including all state and federal educational benefits.
4. Excellent written and verbal communication skills, and the ability to communicate effectively to students, university administrators, and governmental authorities.
5. Excellent problem solving and organizational skills.
6. Excellent interpersonal and customer service skills.
7. Demonstrated supervisory experience and ability.
8. Demonstrated ability to establish and maintain collaborative and cooperative relationships within complex organizations and with outside organizations.
9. Demonstrated ability to work with individuals and groups from diverse populations, and to foster an environment of inclusion and acceptance.
10. Those with prior military experience must have been honorably discharged.

#### **Preferred Qualifications**

1. Master's or Terminal Degree.
2. Prior or current military service in a command assignment or leadership role.
3. Military deployment or combat experience.
4. Field operational or administrative experience, including substantial responsibility for personnel, budgetary, and capital management.
5. Substantial experience working in joint military assignments or with multiple branches of the military.
6. Experience with university campus-based ROTC programs or other advanced military training environments.
7. Experience working in higher education settings, or with higher education institutions.
8. Experience working in or with organizations or administrations of the U.S. Department of Veterans Affairs.
9. Substantial experience communicating and collaborating with State and Federal officials.
10. Knowledge of and ability to interpret federal and state statutes, policies, and procedures relevant to veterans, and to solve problems and communicate about complex issues related to them.

## Hiring Goals Analysis 2016

11. Significant working knowledge of the federal benefits for veterans, dependents, and survivors.
12. Demonstrated knowledge of E.O. 13607, Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members.
13. Demonstrated knowledge of Federal AA/EEO laws including the Vietnam Era Veterans Readjustment Act of 1974 and the Veterans Opportunity Act of 1998.

### **Appointment Terms**

This is a full-time, 12-month, management-exempt position. The University offers a competitive salary commensurate with education and experience, outstanding benefits including employee and dependent tuition waivers at UConn, and a highly desirable work environment.

### **To Apply**

Please submit a cover letter, resume, and the names and contact information for three professional references. Military biographies may be submitted, but will not be considered a substitute for the resume and cover letter. Screening of applicants will begin immediately and continue until the position is filled. For full consideration, please apply by March 31, 2016. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016405)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 30, 2016.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, AcademicDiversitySearch.com, Veterans Affairs and Military Programs, RecruitMilitary Online, Veterans Enterprise, US Jobs, Career One Stop, VA Veterans Employment Center, Indeed.com, New London Sub Base Employment Office, Chronicle of Higher Education, Hispanics in Higher Education, Office of Military A, CT Department of Veterans, Defense Contract Management Agency, and networking.

### **Goal Applicants: HF, AM**

61 Total Applicants: 38 WM, 7 WF, 4 BM, 1 BF, 3 HM, 3 HF, 2 AM, 1 AF, and 2 UM.

Unqualified Applicants: 16 WM, 4 WF, 3 BM, 1 BF, 3 HM, 2 HF, 2 AM, 1 UM

- 1 HF lacked a Bachelors' Degree.
- 1 WM, 1 WF and 1 BF did not have three to five years of experience working with veterans and/or military-connected people.
- 1 BM did not have working knowledge of available post-secondary funding opportunities for veterans, including all state and federal educational benefits.
- 9 WM, 2 WF, 1 BM, 2 HM, 1 HF, 1 AM and 1 UM lacked excellent written communication skills.
- 2 WM and 1 HM lacked excellent interpersonal and customer service skills.
- 1 WM and 1 AM did not have demonstrated supervisory experience and ability.
- 2 WM, 1 WF and 1 BM lacked a demonstrated ability to establish and maintain collaborative and cooperative relationships within complex organizations and with outside organizations.

## Hiring Goals Analysis 2016

- 1 WM did not have a demonstrated ability to work with individuals and groups with diverse populations, and to foster an environment of inclusion and acceptance.

Qualified Applicants: 10 WM, 2 WF, 1 HF, 1 UM

- 1 WF withdrew her application.
- 4 WM and 1 HF did not have a Master's or Terminal Degree.
- 1 WM and 1 UM did not demonstrate knowledge of and ability to interpret federal and state statutes, policies, and procedures relevant to veterans, and to solve problems and communicate about complex issues related to them.
- 5 WM lacked significant working knowledge of the federal benefits for veterans, dependents, and survivors.
- 1 WF lacked demonstrated knowledge of E.O. 13607, Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members.

Interviewed Applicants: 12 WM, 1 WF, 1 BM, 1 AF

- 2 WM withdrew their applications.
- 7 WM and 1 BM did not provide complete and articulate responses to interview questions.
- 3 WM and 1 AF lacked understanding of the support systems and university veterans' community.

The 1 WF hired for this position had a broad perspective on the military due to current and prior distinguished military service. She had experience leading large units with missions of a similar scope to UConn's Veterans Affairs and Military Programs Office. During her interview, she demonstrated a deep understanding of the veteran's community, their needs and the ways in which various benefit programs can serve them. Additionally, she demonstrated a commitment to building a diverse set of voices to better represent the breadth of the student veteran community.

## Hiring Goals Analysis 2016

### **2016226 – University Staff Professional 3 – Controller Office – 1 WF**

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.

**Job Summary:** Under the direction of the Finance Systems Director, the Associate Director of Finance Systems will provide leadership in the support of the various systems utilized by the Finance Systems Office and University community. The Associate Director of Finance Systems will direct and define the strategic focus of enterprise applications including the Quali Financial System (KFS), Quali Financial Data Mart (KFDM), and other integrated business and financial applications. This position will be responsible for the management and oversight of integrations as well as the successful execution of Business Intelligence initiatives and key projects. This role will provide strategic planning and advice and will develop and implement policies and procedures in support of the Division's executive administration. The Associate Director participates in high-level finance technology assessments, program planning and reporting for the Division; and maintains budget and staffing levels with responsibility for staff planning, hiring and evaluation.

As part of the Finance Systems Leadership Team, the Associate Director of Finance Systems will work with business owners to develop analyses and specifications for Enterprise Applications and members of the University community including both operational and academic areas to understand and address complex business requirements. This position will lead a team of Business Analysts, System integrators and Report Developers, to propose solutions, changes, and enhancements to the functionality and integrations of systems.

The Associate Director of Finance Systems will work collaboratively to execute the overall strategic vision of the Division. This role will be expected to apply a high degree of expertise and advanced technical knowledge, project management, and process improvement to provide top-level technical support, and to meet the needs of the university community. A wide degree of creativity and latitude is expected.

**Minimum Qualifications:** Bachelor's degree in computer or business related field such as Computer Science, Information Sciences, or Management Information Systems. Five (5) or more years of demonstrated managerial and supervisory ability in technology function. Evidence of extensive project management leadership in a large IT environment including the implementation of large scale projects such as a Data Warehouse or ERP. Experience with Quali Financial System, PeopleSoft HR/Payroll or other large scale ERP. Demonstrated experience working with diverse groups in a project team setting. Excellent verbal and written communication skills. High level of interest in researching and working with developing technologies.

**Preferred Qualifications:** Advanced degree in Computer Science, Business or Management related field. PMP Certification with 5 or more years of Project Management experience. Extensive knowledge of data warehouse design concepts and experience with SQL and WebFocus and/or other reporting tools. Demonstrated experience in process improvement – six sigma or equivalent. Senior level experience at a comparable organization in terms of size, complexity and/or mission. Experience working in Higher Education.

**Appointment Terms:** This is a full-time, permanent position. Salary 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. Please reference Search # 2016226. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016226)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 19, 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 2016

Recruitment activities included HERC, Inside Higher Ed., Diverse, the *Hartford Courant*, the *Chronicle of Higher Education*, workplacediversity.com, careerbuilder.com, and diversitycentral.com.

### **Goal Applicants: HF, AM**

8 total applicants: 4 WM, 2 WF and 2 BM.

Unqualified applicants included: 3 WM and 2 BM.

- 1 WM and 1 BM did not possess a Bachelor's degree in a computer or business related field such as Computer Science, Information Sciences, or Management Information Systems.
- 1 WM and 1 BM lacked five or more years of demonstrated managerial and supervisory ability in technology function.
- 1 WM failed to provide evidence of extensive project management leadership in a large IT environment, including the implementation of large scale projects such as a Data Warehouse or ERP.

Interviewed applicants included: 1 WM and 2 WF.

- 1 WF withdrew from consideration.
- 1 WM lacked experience in the implementation of DataMart/Data warehouse systems.

1 WF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WF selected demonstrated experience with Quali Financial Systems and the implementation of a DataMart/Data warehouse system, in addition to the implementation of various projects. She possessed several years of experience managing technical resources and a PMP certification. The candidate also demonstrated knowledge of project management and experience in the implementation of various types of reporting platforms.



## Hiring Goals Analysis 2016

### University Staff Professional 2

**Short-term goals: 1 BF, 1 HF, 1 AM**

#### **2016336 – University Staff Professional 2 – Office of Institutional Equity**

**Description Type:** Job Posting

**Description ID:**

**Description:**

The University of Connecticut is seeking an experienced professional to serve as the Deputy ADA Coordinator, providing leadership and assistance to the ADA Coordinator to assure compliance with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973 and other relevant federal and state laws pertaining to individuals with disabilities.

The successful candidate will have a demonstrated knowledge of disability access services in a dynamic higher education environment. Responsibilities include collaborative leadership on disability issues and extensive knowledge and interpretation of disability legislation related to access and accommodations for students, employees and visitors. Reporting to the Associate Vice President Office of the Office of Diversity and Equity/ADA Coordinator, the Deputy will play an integral role in shaping and defining the direction of University compliance.

#### **Duties and Responsibilities**

- Serve as the University's Section 504 Coordinator.
- Monitor University compliance with state and federal disabilities-related legislation and regulatory guidance and implement plans for improvement in collaboration with other administrators, faculty and staff.
- Collaborate with university leadership to ensure adherence with legal requirements.
- Educate, train and guide the University community in understanding disability access, rights, and responsibilities including the dissemination of current policies and information reflecting best practice.
- Assist in the planning and coordination of University policies and procedures relating to disabilities compliance.
- Assure that appropriate processes are in place to respond to allegations of disability discrimination and non-compliance with federal and state law pertaining to individuals with disabilities.
- Provide oversight and leadership for all disability-related access and programming initiatives for faculty, staff and students.
- Consult with university leadership on electronic and information technology and website accessibility in the classroom (physical and online) and in outreach with the public consistent with best practices in higher education.
- Assist with advising on compliance with technical requirements under the ADA guidelines regarding building and facility accessibility and architectural changes.
- Develop appropriate policies, procedures and processes that respond to the needs of individuals with disabilities consistent with the university's mission, goals, operational needs, and/or academic requirements.
- In collaboration with university leadership and other university offices, provide guidance and assistance to managers, supervisors, and faculty in implementing accommodations related to employment, academic and/or residential requests.

## Hiring Goals Analysis 2016

- Provide guidance and assistance to campus departments in implementing accommodations and developing office practices with an emphasis on Universal Design.
- Maintain a working knowledge of changing regulations and policies regarding persons with disabilities, including FERPA, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, including ADA standards and regulations for Accessible Design.
- Collaborate with University Planning, Architectural and Engineering Services (PAES) as well as Facilities Operations and Building Services to ensure compliance with the ADA and other relevant building standards for accessibility.
- Compile and prepare disability-related reports and guidance documents for the Associate Vice President for the Office of Diversity and Equity as well as other University leaders.
- Develop, coordinate and deliver trainings and programs for students, faculty, and staff regarding disability access, rights, and responsibilities.
- Develop and implement staff and faculty development programs related to campus access and instruction.
- Serve on institutional committees and task forces as needed.
- Provide consultation to the local community on disability issues.
- Participate in community, statewide or national committees, task forces and networks to promote disability access.
- Hire, train, and supervise consultants, as needed, to assist with compliance mandates.

### **Minimum Qualifications**

- Graduate degree in appropriate field (Special Education, Higher Education, Disability Services, Rehabilitation Counseling, Law, etc.).
- A minimum of five years of recent experience providing guidance on compliance with the ADA, Section 504 and related disabilities law in a complex institutional or public sector environment.
- Demonstrated leadership in ADA, Section 504 compliance and the ability to effect institutional change to enhance the experience of people with disabilities.
- In-depth knowledge of key legislation (Rehabilitation Act, ADA, state regulations) related to disability and of the functional impact of various disabling conditions.
- Excellent written and oral communications skills.
- Ability to work independently and meet deadlines, and also ability to work as a collaborative teammate.
- Excellent Microsoft Office skills.

### **Preferred Qualifications**

- Experience with disability access and accommodations issues in the higher education setting, preferably at a large public university.
- Demonstrated knowledge of academic, employment, residential, physical and technological accommodations for disabilities accommodations in an academic environment.
- Demonstrated ability to interact well with people and groups from academically and culturally diverse backgrounds.

Recruitment activities included advertisements with the UConn Careers website; the Chronicle of Higher Education; askjan.org; ahead.org; adata.org; ctbar.org; SCUP; and higheredjobs.com.

### **Goal Candidates: BF, HF, AM**

16 candidates applied for the position: 6 WM, 8 WF, 1 BF, and 1 AF.

Unqualified applicants: 4 WM, 6 WF, 1 BF, 1 AF

## Hiring Goals Analysis 2016

- 1 WM, 2 WF, and 1 AF lacked a graduate degree in an appropriate field (Special Education, Disability Services, Rehabilitation Counseling, Law Etc.).
- 3 WM, 4 WF, and 1 BF lacked a minimum of five years of recent experience providing guidance on compliance with the ADA, Section 504 and related disabilities law in a complex institutional or public sector environment.

Interviewed applicants: 2 WM and 2 WF.

- 1 WM and 1 WF had weak experience providing on guidance on compliance with the ADA, Section 504, and related disabilities law in a complex institutional or public sector environment.
- 1 WF possessed experience that was more in line with a legal investigative role and not as focused on a policy and guidance approach to ADA compliance.

The 1 WM selected for the position possessed the required educational and experiential qualifications. Additionally, this candidate had experience in a public sector setting and was well versed in disability access in higher education. Finally, the selected candidate exhibited excellent communication, interpersonal, and collaborative skills.



## Hiring Goals Analysis 2016

### **University Staff Professional – Other Titles**

**Short-term goals: 1 WM, 1 BF, 1 HF, 2 AF**

**2016062 - U Staff Prof I - Audit, Compliance & Ethics – 1 WM**

20 Total Applicants: 4 WM, 12 WF, 1 BM, AF and 2 UF

Unqualified applicants: 2 WM, 8 WF, 1 BM, 1 AF and 2 UF

Interviewed applicants: 4 WM, 2 WF and 1 BF

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016563 – U Staff Professional 4 – Athletics – 1 WM**

**Description:**

The University of Connecticut is seeking applications and nominations for the position of Deputy Director of Athletics. This position will be responsible for assisting the Director of Athletics with the overall planning, implementation, administration, direction, and supervision of the Athletic Department. Responsibilities will include: providing daily operations management for athletic programs and projects, including administrative support for coaching staffs; assisting in managing the day-to-day operations of the Division and providing direct supervision of administrative staff; assisting in representing the Division of Athletics in contract negotiations and reviews all contracts; overseeing the day-to-day activities of the development team and serving as the department liaison to the University Foundation; providing administrative oversight for multiple sport programs and responsible for coach and program supervision; providing counsel on financial, operational, and administration issues; representing the University at institutional, Conference and NCAA meetings; serving on internal and external committees; creating and leading a Letter Winner program that provides opportunities for engagement and support of our former student-athletes; and the performance of additional duties as requested.

**Minimum Qualifications:** Advanced degree required; minimum ten years' experience in relevant intercollegiate athletics; demonstrated knowledge of operation of intercollegiate athletics program; ability to interact and relate well with a wide variety of campus and community constituencies required; well organized, attention to detail and ability to handle multiple projects; excellent interpersonal and communication skills; experience in contract review and negotiation; knowledge of NCAA regulations preferred; irregular schedules, evenings and weekends as required.

**Preferred Qualifications:** Is currently serving as or has previously served as a Senior Athletics staff member or Director of Athletics; demonstrated experience leading men's or women's basketball as a sport administrator; has a minimum of ten years of development experience, with a concentration in major gift or campaign fundraising; has previously led or coordinated the search for a head coach.

**Appointment Terms:** Salary is 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 # 2016563)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 2, 2016.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, UConnHuskies.com, National Collegiate Athletic Association News, and Indeed.com.

#### **Goal Applicants: WM, BF, HF, AM**

42 Total Applicants: 31 WM, 2 WF, 4 BM, 1 AM 1 WU, 3 UM

Unqualified Applicants: 20 WM, 1 WF, 4 BM, 2 UM

- 4 WM did not have advanced degrees.
- 16 WM, 1 WF, 4 BM, and 2 UM lacked a minimum of 10 years' experience in relevant intercollegiate athletics.

Qualified Applicants: 10 WM, 1 WF, 1 AM, 1 UM

## Hiring Goals Analysis 2016

- 2 WM are not currently serving as or had previously served as a Senior Athletics staff member or Director of Athletics.
- 3 WM and 1 UM did not demonstrate experience leading men's or women's basketball as a sport administrator.
- 5 WM, 1 WF and 1 AM lacked a minimum of ten years of development experience, with a concentration in major gift or campaign fundraising.

Interviewed Applicants: 1 WM

The 1 WM hired for this position served as the Director of Athletics for the previous 10 years, has led multiple coaching searches and had experience with overseeing men's basketball. This candidate served at multiple institutions throughout his career and had an in depth understanding of all levels of Division I athletics. Additionally, he had a long history of successful fundraising and had been recognized nationally for his success in athletic development.

## Hiring Goals Analysis 2016

### **16334 – University Staff Professional IV – Athletics**

#### **Position Summary**

Works with the Director of Athletics with the overall planning, implementation, administration, direction, and supervision of the Athletic Department. In addition, the successful candidate will provide support to the senior leadership of the Athletic Department. Responsible for the performance of duties of the Senior Woman Administrator (SWA) position with the NCAA and Conference related activities. Also responsible for assisting the Director of Athletics in the management of all Division sport programs.

#### **Duties and Responsibilities**

- 1) Provides daily operations management for athletic programs and projects, including administrative support for coaching staffs and supervision of athletic interests. Assists in managing the day-to-day operations of the Division and provides direct supervision of administrative staff.
- 2) Supports the academic mission of the University by assisting in the management, supervision and administration of the intercollegiate sport programs of the Division of Athletics.
- 3) Performance of all duties and functions of the Senior Woman Administrator (SWA) for the NCAA and Conference membership matters.
- 4) Assists in the review, administration and compliance with Title IX matters and gender equity issues.
- 5) Serves as chairperson for the Division Sport Administrators Group and assists the Director of Athletics in the overall administration and strategic planning for the Division sport programs. Assists in the development of goals and strategies for the Division sport programs.
- 6) Remains current and ensures compliance with NCAA, Conference and University rules.
- 7) Works closely and provides supervision of the unit heads of Sports Medicine, Athletic Training, Sports Performance, Operation/Facilities and Grounds, Compliance and Academic Services (CPIA, Counseling Program for Intercollegiate Athletes). Assists with pertinent administrative matters and the development of respective unit budgets. Has direct involvement over personnel decisions involving the reporting units including hiring, evaluations, promotions and training.
- 8) Oversees and provides assistance and guidance as a Sport Administrator to sport programs as assigned by the Director of Athletics.

## Hiring Goals Analysis 2016

10) Serves on Division, University and Conference Committees as necessary to the SWA responsibilities and as appointed by the Director of Athletics.

11) Performs additional duties and special projects as assigned by the Director of Athletics.

### **Minimum Qualifications**

- 1) Bachelor's degree.
- 2) Eight to Ten (8-10) years of experience in a senior administrative position in a Division I Athletic Department, a Division I Conference Office, and/or the NCAA.
- 3) Prior experience as a Senior Woman Administrator (SWA) at a Division I Institution or Conference.
- 4) Demonstrated working knowledge of NCAA regulations.
- 5) Excellent interpersonal, organizational, written and verbal communication skills required.

### **Preferred Qualifications**

- 1) Master's degree or advanced degree.
- 2) Prior responsibility for sports program administration.
- 3) Prior experience in the review and compliance of Title IX and gender equity issues.
- 4) Prior experience in the administration, oversight and supervision of sport performance units such as sports medicine, athletic training and strength and conditioning.
- 5) Current or past service on NCAA committees.
- 6) Previous experience in facility and/or game day operations.
- 7) Experience with facility master planning and the design and construction process of athletic facilities.

### **Goal Applicants: WM, BF, HF, AM**

1 Total Applicants: 1 WF

Interviewed applicants: 1 WF

1 WF hired as the Deputy Director of Athletics and Senior Woman Administrator (an NCAA mandated role). There was no applicant pool for the position. The 1 WF identified for this position was a unique opportunity to hire an extremely experienced and accomplished athletic administrator. This individual possessed experience that spanned all aspects of athletic administration including coaching, service as the Senior Woman Administrator, and experience as an assistant and interim athletic director. Additionally, this individual had extensive experience serving as the sport administrator for football and both men's and women's basketball. Finally, the identified individual was well-versed in athletic compliance, student-athlete academic support, finance, financial aid, athletic facilities, sports medicine, and athletic diversity and equity and Title IX. The athletic department was confident that given this candidate's substantial skill set and experience, and availability on the job-market, that a full search would not have yielded a comparable candidate.

## Hiring Goals Analysis 2016

### **17033 – U Staff Professional 4 – Pharmacy Practice – 1 WF**

1 Total Applicants: 1 WF

Interviewed applicants: 1 WF

1 WF hired with responsibilities to include implementation and assessment of academic programs and external/alumni activities, creating appropriate policies and procedures and enforcing academic program requirements. She would oversee and coordinate activities associated with the academic experience of our professional pharmacy students to include establishment and implementation of standards for academic performance and progression, establishment and execution of a curriculum intended to prepare its graduates to become generalist practitioners while offering unique pathway options, addressing the ways by which curricular content is taught and learned in the student's achievement of the professional competencies, instituting a system of curriculum outcome and institutional effectiveness assessment that fosters data-driven continuous improvement. She would be also responsible for advancing the school's reputation, image and brand regionally, nationally and internationally through relationships with alumni, stakeholders and national and international collaborators.

In addition, she would serve on or chair the following committees: Curriculum and Curricular Assessment Committee, Institutional Assessment Committee, Mentoring Committee, Inter-professional, Advancement, and any other appropriate committees.

Finally, she would maintain traditional responsibilities of a faculty member by participating in teaching, research and service activities

## Hiring Goals Analysis 2016

### UC Professional 11

**Short-term goals: 1 BM, 1 BF**

*No hiring activity in this category*

# Hiring Goals Analysis 2016

## UC Professional 10

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

### **2016227 – Computer Technical Supp Cons 4 – Enterprise Administration Systems – 1 WM**

**Job Summary:** The University of Connecticut, University Information Technology Services (UITS), is seeking a highly motivated, experienced and energetic individual to fill the position of Lead Financial Applications Developer - Computer Technical Support Consultant 4. 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.

Under the direction of the Financial Applications Technical Manager, this position is responsible for analyzing, designing, developing and maintaining the financial enterprise application systems for the University. Duties include but are not limited to providing technical expertise for production support, identifying and investigating potential production problems and resolving any that surface. The incumbent will coordinate and manage the development activities of application developers including enhancements, new feature implementations and system bug fixes. The incumbent will develop and maintain coding standards and specifications and perform code reviews to ensure compliance with standards and best practices.

This position also designs the technical solutions to meet functional requirements and authors all technical documentation and specifications. The incumbent will document and communicate any required database objects and their desired structures to the database administrators in support of application development requirements.

Supervisory duties may include prioritizing and scheduling resources, leading development and project teams, planning and fulfilling development staffing requirements, as well as mentoring, coaching, guiding, and evaluating staff. The incumbent will work closely with business customers to provide technical input, design comprehensive test plans and scripts and prioritize and assign approved change requests.

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.

#### **Minimum Qualifications**

1. A solid IT background including a Bachelor's degree in Computer Science or related discipline or equivalent combination of training and experience
2. 5+ years' web application development experience including a minimum of 2 years in a supervisory position, within a large information systems environment
3. Attention to detail and experience delegating and coordinating the activities of others while participating in hands on technical and development activities
4. A firm grasp of and experience with development best practices and SDLC methodologies
5. Strong leadership skills and demonstrated experience mentoring, evaluating, developing, and
6. Ability to independently analyze and translate assigned specifications into operating programs and prepare detailed program documentation
7. Fluency in Java, J2EE and spring framework
8. Experience coding Java applications with OJB/JDBC
9. Hands on experience using Eclipse, NetBeans or similar Java IDE
10. Experience using Subversion, Git, or similar source repository
11. Practical experience with integration technologies like XML, SOAP, message queues
12. Experience developing in large Oracle RDBMS environment
13. Fluency with scripting languages such as JavaScript and/or Unix shell script
14. Experience developing PLSQL scripts for data creation/update/testing
15. Hands on experience with Jira or similar defect tracking system
16. Experience utilizing best practices to extend base code function
17. Excellent written and oral communication skills
18. Experience developing Java applications for Unix/Linux platforms
19. Experience working in a team environment and across various functional areas
20. Experience using source control in a multi-developer environment



## Hiring Goals Analysis 2016

### **Preferred Qualifications**

1. Knowledge of the technologies used to support computing at a University or similar environment
2. Project Management experience leading small to medium size initiatives
3. System Configuration Management experience performing or supporting application builds and deployment
4. Experience working on and supporting Open Source Applications
5. Working knowledge of Quali Financial system or similar enterprise applications
6. Experience working in a Linux environment
7. Proficiency in Oracle RDBMS
8. Experience with automated testing tools to generate robust and reusable test scripts
9. Experience training or consulting with users on computing problems
10. Demonstrated experience implementing code reviews and pre-deployment (Continuous Integration) processes to ensure code integrity

**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://hr.uconn.edu/benefits-summaries/>

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, Indeed.com, Quali.com, Careerbuilder.com, Diversity Network, the UITS Webpage, US.jobs.com, and numerous professional contacts.

### **Goal Applicants: BF, HM, AM**

7 total applicants included: 5 WM, 1 AM, and 1 AF.

Unqualified applicants included: 3 WM and 1 AM.

- 2 WM and 1 AM lacked experience using Subversion, Git, or a similar source repository.
- 1 WM lacked experience developing large Oracle RDBMS environment.

Interviewed applicants included: 2 WM and 1 AF.

- 1 WM withdrew from consideration.
- 1 AF did not have past experience establishing and following sustainable processes and best practices for long term support and improvement. She lacked the necessary understanding of SDLC procedures and policies.

The 1 WM selected for the position possessed very strong process knowledge along with proven technical skills. During the interview, this candidate was thoughtful and articulate. He also communicated a firm understanding of SDLC and its procedures.

## Hiring Goals Analysis 2016

### UC Professional 9

**Short-term goals: 4 WF, 2 BM, 3 BF, 2 HF**

#### **2015519 - Exec Program Director - Education Abroad – 1 WF**

111 Total Applicants: 29 WM, 44 WF, 7 BM, 7 BF, 5 HM, 3 HF, 4 AM, 1 AF, 6 UM, 5 UF

Unqualified applicants: 19 WM, 31 WF, 4 BM, 6 BF, 4 HM, 3 HF, 4 AM, 5 UM, 3 UF

Qualified applicants: 4 WM, 5 WF, 2 BM, 1 HM, 1 AF, 1 UM

Interviewed applicants: 6 WM, 8 WF, 1 BM, 1 BF, 1 UF

***This hire achieved a hiring goal.***

#### **2015478 - Assoc Director Financial Aid - Financial Aid Office – 1 WF**

16 Total Applicants: 4 WM, 5 WF, 5 BF, 1 UM, 1 UF

Unqualified applicants: 2 WM, 2 WF, 3 BF, 1 UM

Interviewed applicants: 2 WM, 3 WF, 2 BF, 1 UF

***This hire achieved a hiring goal.***

#### **2015435 - Asst Finance Dir II - Planning, Arch, and Engineering Svcs – 1 WF**

13 Total Applicants: 9 WM, 2 WF, 1 AF, 1 UF

Unqualified applicants: 5 WM, 1 AF

Qualified applicants: 2 WM, 1 WF

Interviewed applicants: 2 WM, 1 WF, 1 UF

***This hire achieved a hiring goal.***

#### **2016357- Exec Program Director - Residential Life – 1 BM**

24 Total Applicants: 6 WM, 10 WF, 1 BM, 2 BF, 1 HM, 1 HF, 2 AM, 1 UF

Unqualified applicants: 3 WM, 3 WF, 2 BF, 1 AM, 1 UF

Qualified applicants: 1 WF, 1 HM

Interviewed applicants: 3 WM, 6 WF, 1 BM, 1 HF, 1 AM

***This hire achieved a hiring goal.***

# Hiring Goals Analysis 2016

## **2016433 – Sr Comp Prog/Analyst – Enterprise Admin Systems – 1 WM**

**Description:**

### **JOB SUMMARY**

Under the general direction of the designated administrator this position is responsible for analyzing, designing, developing and maintaining the Kual Financial System 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.

### **DUTIES AND RESPONSIBILITIES**

- Provides technical expertise in analyzing, designing and implementing web applications.
- Resolves software or hardware problems, investigates and analyzes Kual Financial system problems.
- Provides production support, identifies and investigates potential production problems and takes action to ensure effective resolution.
- Works closely with business analysts and/or subject matter experts to provide technical input into the user interface and functional design of application development requirements.
- Designs the technical solution to meet functional requirements and authors all technical documentation and specifications.
- Develops unit test scripts and data to ensure the quality of the technical solution developed. Provides input to business analysts and/or subject matter experts in designing comprehensive test plans and scripts for integrated and regression testing.
- Provides and maintains application security.
- Compiles table, system and technical documentation.
- Documents and communicates any required database objects and their desired structures to the application DBAs in support of application development requirements.
- Creates SQL scripts for the purpose of managing application data and application testing.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

1. A solid IT background including a Bachelor's degree in Computer Science or related discipline or equivalent combination of training and experience
2. At least two to three years' programming experience in a large information systems environment
3. Ability to independently analyze and translate assigned specifications into operating programs and prepare detailed program documentation
4. Fluency in Java, J2EE, and a Java IDE.
5. Good written and oral communication skills
6. Programmatic understanding of Oracle database concepts and SQL programming
7. Experience with Unix/Linux and Windows Operating Systems
8. Experience designing, implementing, and administering web applications
9. Established success working in a team environment with a diverse user community is essential.
10. Experience using source control in a multi-developer environment
11. Experience unit testing and the full software development life cycle

### **PREFERRED QUALIFICATIONS**

1. Knowledge of the technologies used to support computing at a University or similar environment
2. Working knowledge of Kual Financial system or similar enterprise applications
3. Experience working in a LINUX environment
4. Proficiency in Oracle RDBMS and SQL
5. Fluency with XML and scripting languages (JavaScript, Unix shell script, etc.)
6. Experience with automated testing tools to generate robust and reusable test scripts
7. Experience in training users or consulting with users for computing problems
8. Hands on experience with GIT

### **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://hr.uconn.edu/benefits-summaries/>

## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, University Information Technology Services Listserv, Journal of Blacks in Higher Education, Hispanics in Higher Education, Asians in Higher Education, and Networking.

### **Goal Applicants: WF, BM, BF, HF**

14 Total Applicants: 7 WM, 1 WF, 3 AM, 3 AF

Unqualified Applicants: 4 WM, 1 WF, 3 AM, 1 AF

- 1 WM lacked at least two to three years' programming experience in a large information systems environment.
- 1 WM did not demonstrate fluency in Java, J2EE, and a Java IDE.
- 1 WM and 1 WF did have experience with Unix/Linux and Windows Operating Systems.
- 1 AM lacked experience designing, implementing, and administering web applications.
- 1 WM and 1 AF lacked experience using source control in a multi-developer environment.
- 2 AM lacked experience unit testing and the full software development life cycle.

Qualified Applicants: 2 WM, 2 AF

- 1 AF did not demonstrate knowledge of the technologies used to support computing at a University or similar environment.
- 2 WM and 1 AF lacked working knowledge of Quali Financial system or similar enterprise applications.

Interviewed Applicants: 1 WM

The 1 WM hired has been a developer for more than 18 years, with 10 years in his current position as a member of a large team. He was well versed in the language and tools used by UConn Java developers. Additionally, he has done training/consulting in the past and will be able to do so at the University for less experienced team members.

## Hiring Goals Analysis 2016

### **2016380 – Sr Comp Prog/Analyst – Admissions – 1 WM**

**Description:**

The Office of Undergraduate Admissions at the University of Connecticut is seeking an energetic, experienced, and self-motivated individual for the position of Admissions Data Analyst and Reporting Manager. Under the direction of the Assistant Vice President & Director of Admissions, the Data Analyst and Reporting Manager is the senior reporting staff responsible for fulfilling requests for data reports, statistical analyses and management of extensive data in the PeopleSoft Student Administration, Student Administration Data Mart, ImageNow, Talisma CRM and any future systems and data warehouses to meet the high demands of the department and the University.

**Responsibilities of the position include:**

- Receive and fulfill requests for reports from Admissions staff, other administrative and academic departments, and divisional leadership.
- Using PeopleSoft Query Manager, Hyperion, Rapid Insight, Talisma CRM Analytics, and Microsoft Office software: design, develop, test, and run queries to provide reports.
- Design, develop, and test reports for PeopleSoft, Student Administration Data Mart (SADM), and Talisma CRM for other staff to run.
- Design, develop and manage report dashboard and/or delivery mechanisms for ease of fulfillment of recurring report requests.
- Work with the Office of Institutional Research and Effectiveness (OIRE) on undergraduate admissions data validation issues and provide official undergraduate admissions numbers for university surveys and publications.
- Perform impact analysis and make necessary adjustments on admissions query inventory whenever changes are made to databases.
- Support new and changing strategic initiatives, programs, and processes within Undergraduate Admissions by analyzing data and needs and working with UITS to modify data structures and add new data elements to databases to improve reporting capability.
- Perform in-depth statistical analysis and clearly communicate findings to technical and non-technical staff.
- Perform PeopleSoft, ImageNow, and Talisma CRM bundle and upgrade testing.
- Audit validity of admissions data using query tools including PeopleSoft Query, Hyperion, Rapid Insight, Talisma CRM Analytics, Microsoft Access, and Microsoft Excel.
- Regularly audit existing SADM data structure for admissions data.
- Set up SADM queries in Hyperion Workspace and train admissions staff so they can run reports as needed.
- Manage Hyperion Security for Admissions queries.
- Assist admissions staff and external users with query issues when accessing admissions data.
- Recommend process changes to admissions management when data validity is being compromised.
- Maintain request log for all data requests.
- Participate in Undergraduate Admissions events and open houses.

## Hiring Goals Analysis 2016

### **Minimum Qualifications**

- Bachelor's degree in computer related field and five to ten years of highly technical and progressively responsible technical experience which demonstrates a comprehensive knowledge and understanding of enterprise-wide hardware and software or equivalent combination of training and experience.
- Evidence of ability to independently analyze and translate needs into operating programs or reports and prepare detailed documentation.
- Ability to work independently with minimal supervision.
- Ability to lead major projects.
- Capability of meeting deadlines and working under pressure.
- Strong written and oral communication skills.
- Strong organizational skills.
- Extensive knowledge of software packages and capabilities, programming languages and job control and processing techniques.
- Ability to work with various operating systems, data storage and retrieval mechanism and database environments.
- Extensive experience in translating report requests into a programming language and providing outputs that fulfills data request.
- Substantial experience working with large data sets in complex data processing environments.
- Willingness to work flexible and irregular hours.
- Experience with data modeling and statistical analysis.

### **Preferred Qualifications**

- Familiarity with PeopleSoft, ImageNow, Talisma CRM, Rapid Insight and Hyperion.
- Prior Admissions experience or related experience.

**Appointment Terms:** This is a permanent, full-time position. Salary is commensurate with qualifications and experience and includes a full benefit package.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, American Association of Collegiate Registrars and Admissions Officers, and the School of Business.

### **Goal Applicants: WF, BM, BF, HF**

13 Total Applicants: 5 WM, 1 WF, 3 AM, 3 AF, 1 UM

Unqualified Applicants: 3 WM, 3 AM, 3 AF

- 2 AM and 2 AF did not have a Bachelor's degree in computer related field and 5-10 years of highly technical and progressively responsible technical experience which demonstrates a comprehensive knowledge and understanding of enterprise-wide hardware and software or equivalent combination of training and experience.
- 3 WM, 1 AM, and 1 AF lacked extensive experience in translating report requests into a programming language and providing outputs that fulfills data request.

Interviewed Applicants: 2 WM, 1 WF, 1 UM

## Hiring Goals Analysis 2016

- 1 WM, 1 WF and 1 UM lacked sufficient experience using the technical systems required for this position.

The 1 WM hired for this position had extensive experience navigating the operating systems used for this position. He demonstrated an in depth understanding and knowledge of programming and technical language. During the interview, he demonstrated professionalism and excellent interpersonal skills.

## Hiring Goals Analysis 2016

### **2016539 - Network Consultant 3- Network Eng & Design – 1 WM**

#### **JOB SUMMARY**

The University of Connecticut Information Technology Services Department is seeking a proactive innovative thinker with strong organizational, communications and technical skills to provide advanced technical support, instruction, documentation and consultation services for the University's voice, data, and video network services and operations to academic, administration and student users. Will also provide technical and administrative coordination and leadership for one or more renovation or new construction projects.

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.

#### **DUTIES AND RESPONSIBILITIES**

- Is responsible for the preparation of designs, plans, estimates and specifications of telecommunications, network and audio-visual projects, such as stand-alone or components of building and utility renovations and installations.
- Monitors and inspects projects performed on University property; is responsible for ensuring that all contracted project work is in compliance with contract terms and obligations.
- Reviews design projects for constructability, and conformance to user needs prior to bidding.
- Is responsible for quality of work and timely completion of projects, in accordance with major policies and priorities of the University and Information Technology Services.
- Handles contract administration of projects from bidding phase to construction completion and acceptance.
- Takes a leadership role in selecting, acquiring and installing advanced voice, data, video and broadcast network hardware and software.
- Defines, coordinates and tracks technical and administrative tasks for a team/focus group of full-time and vendor consultants. May assign tasks to full time staff on team.
- Determines and coordinates training for staff and students assigned to focus group. Sets priorities for tasks assigned to team members.
- Interacts with vendors for product pricing information, technical literature, equipment maintenance/repair, training and other issues.
- Assures proper inventory of supplies and proper record keeping for equipment. Creates and forwards for approval purchasing documents and justifications.
- Assists with developing budget proposals and requirements; organizes and assures the continued quality of relevant documentation.



## Hiring Goals Analysis 2016

- Represents the team at weekly meetings, planning and committee meetings and on project working groups.
- Performs difficult or complex tasks such as devising and monitoring project plans in conjunction with other computer/technical professionals or University personnel.
- Determines the appropriate voice, data, video and broadcast network structure to support the University community.
- Takes a leadership role in investigating new technologies relevant to assigned areas and in identifying, investigating and correcting existing or potential technical and procedural problems. Selects new products for testing.
- Audits and edits documentation written by team members.
- Performs other duties as required.

### MINIMUM QUALIFICATIONS

1. Bachelor's degree in related field or equivalent combination of training and experience, five to ten years of highly technical and progressively responsible experience.
2. Demonstrated comprehensive knowledge and understanding of one or more of the current voice, data, video and broadcast network technologies used to support the University users.
3. Demonstrated ability to work well with people, handle technical problems, work well under stress and follow complex plans and strategies.
4. Demonstrated excellent communication and writing skills.
5. Demonstrated ability to conceptualize and resolve problems of a highly technical and administrative nature.
6. Knowledge of building codes and construction documents, methods and procedures.
7. Demonstrated knowledge of telecommunications standards, equipment, architecture, and administration systems.
8. Demonstrated knowledge of audio visual standards, technology planning, design and installation.
9. Demonstrated high level of leadership, motivation, initiative, independence and responsibility.

### PREFERRED QUALIFICATIONS

1. AV control systems design and programming experience.
2. Demonstrated experience with AutoCAD or similar design suite, document management systems, Visio, Project, Productivity software such as MS-Office.
3. Demonstrated supervisory experience.
4. Certifications and/or credentials issued by Building Industries Consulting International (BICSI), or InfoComm International.
5. Demonstrated knowledge of contemporary programming languages such as Visual Basic, Python.

Recruiting activities included: BICSI, CareerBuilder, Telecom ramblings, IM Diversity

**Goal Applicants: WF, BM, BF, HF**

10 Total applicants: 6 WM, 2 HM, 2 AM.

Unqualified applicants: 4 WM, 1 HM, 2 AM

## Hiring Goals Analysis 2016

- 1 WM, 2 AM lacked a Bachelor's degree in related field or equivalent combination of training and experience, five to ten years of highly technical and progressively responsible experience.
- 2 WM lacked knowledge of building codes and construction documents, methods, and procedures.
- 1 WM was unable to demonstrate excellent communication and writing skills.
- 1 HM was unable to demonstrate comprehensive knowledge and understanding of one or more of the current voice, data, and video and broadcast network technologies used to support the university users.

Interviewed applicants: 2 WM, 1 HM.

- 1 HM: Candidate's experience in design and development of project plans was not equivalent to the requirement of the position.
- 1 WM was unable to demonstrate sufficient knowledge or experience in the construction and deployment of telecommunications systems.

The 1 WM selected demonstrated significant knowledge and experience in planning, execution and management of telecommunications infrastructure and technology projects. Demonstrated significant field experience in managing construction activities for direct staff and subcontractors. Had comprehensive knowledge and understanding of one or more of the current voice, video, and broadcast network technologies used to support the University users. Candidate had certification and credentials issued by Building Industry Consulting International.

## Hiring Goals Analysis 2016

### **2016534 – Financial Reporting Support Analyst – Controller Office - 1 WM**

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 Financial Reporting Support Analyst who will be part of the primary support team for the Quali Financial System (KFS), Data Mart, and other data repositories.

The Financial Reporting Support Analyst will work with University fiscal contacts and central staff to gather and document requirements and develop standard and ad-hoc reports using advanced WebFOCUS development techniques. Other responsibilities include providing recommendations on standard report development, launch pages and business intelligence dashboards, as well as supporting electronic report distribution schedules and system security. The selected candidate will track and report defects, conduct system testing as needed, create reports and assist the Finance and IT staff to resolve any issues. The Financial Reporting Support Analyst will be responsible for developing and delivering user training and documentation related to the WebFocus, InfoAssist Tool, KFDM Standard Reports, and KFDM Data Stars.

#### **Minimum Qualifications:**

Bachelor's degree in computer or business related field and five to ten years programming experience or equivalent combination of education and experience. Evidence of significant experience developing reports in WebFOCUS or comparable tool utilizing advanced coding functionality. Work experience as primary point of contact for end-user issues with responsibility for documenting and resolving issues. Demonstrated ability providing mentoring of staff and end-users and providing presentations on advanced topics. Experience testing and troubleshooting financial applications, reports, and data stars. Excellent written and verbal communication skills. Experience working on system implementations and/or upgrade projects involving diverse groups at all organization levels.

#### **Preferred Qualifications:**

Experience with IBI's WebFocus Managed Reporting Environment, ReportCaster, or DevStudio. Working knowledge of dimensional modeling. Five (5) or more years' experience in developing reports using WebFOCUS. Demonstrated experience leading project teams or initiatives. Experience with the Quali Financial System or similar enterprise applications. Experience using

JIRA, BMC Footprints, or equivalent ticket tracking system. Ability to read and write SQL. Experience developing reports within and supporting tools such as OBIEE, Hyperion Interactive Reporting, COGNOS, Business Objects, etc. Demonstrated understanding and adherence to a formal SDLC process. Highly driven, self-motivated, flexible team player. Experience working in Higher Education.

#### **Appointment Terms:**

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

Recruitment activities included: Hartford Courant (Newspaper), Chronicle of higher education (Newspaper), Diversity Central Website.

## Hiring Goals Analysis 2016

### **Goal Applicants: WF, BM, BF, HF**

6 Total applicants: 4 WM, 1 WF, 1 AM

Unqualified applicants: 3 WM, 1 WF, 1 AM

- 2 WM, 1 WF, 1 AM lacked evidence of significant experience developing reports in WebFOCUS or comparable tool utilizing advanced coding techniques.
- 1 WM was unable to demonstrate ability to provide staff and end-users; providing presentations on advanced topics.

Interviewed applicant: 1 WM

The 1 WM selected had great experience in WebFocus. Had worked with both version 7 and 8 and was one of a 2 person team converting 500 reports from v7 to 8. Candidate is currently the single resource supporting 300 users with their reporting needs. Is responsible for creating and maintain user access, troubleshooting system issues, developing repots, maintaining schedules, and training new users. Candidate is also well versed in PLSQL, has had exposure to other reporting platforms (Cognos), and comes from an Oracle Applications Development background.

## Hiring Goals Analysis 2016

### **2016553 – Transportation and Fleet Manager – Trans & Park Aux – 1 WM**

UConn Logistics Administration is seeking an energetic transportation and fleet professional with the experience and ability needed to lead the University's programs in a dynamic, fast paced environment. Logistics Administration provides expert, comprehensive, and integrated management of the University's many logistical needs through the work of Campus Sign Services, Central Stores, Document Production Center, Mail Services, Motor Pool, Parking Services, and Transportation Services.

#### **POSTION SUMMARY**

Under the general direction of the Director of Logistics Administration, the Transportation and Fleet Manager serves as the administrative official responsible for providing day-to-day oversight of transportation and motor pool services and operations, including the development of operational policies, procedures, plans and services to effectively manage and meet the University's transportation and fleet needs. The Manager will need to have a campus-wide focus on Transportation Demand Management (TDM) as it relates to both high and low occupancy vehicles and to work in close collaboration with the University Parking Manager and Transportation Planner.

#### **DUTIES AND RESPONSIBILITIES**

- Contract Management - Oversees contracts related to the operations of Transportation and Fleet services.
- Transportation Operations
  - Oversees the University's Transit operations. Ensures consistent, courteous, on time performance on a daily basis. Addresses customer complaints as they arise. Works with Transportation Planner to assess transit service needs. Reviews transit routes, service hours, and statistical tracking on a regular basis.
  - Oversees the University's On Demand services including: Accessible Vans, Husky Safe Rides, and various passenger/courier services, including UConn Health/Storrs Shuttle, Hartford Train Station, Bradley Airport, and New London Ferry shuttles. Ensures reliable, courteous, on time performance on a daily basis.
  - Responsible for hiring, training, supervising, and evaluating all transit staff including 13 Temporary CDL Drivers and approximately 150 CDL and Non-CDL Student Drivers. Determines work assignments and work schedules to most effectively meet the department's needs, and has principal responsibility for resolving personnel problems. Responsible for driver compliance with state and federal regulations, as well as employee safety training.
  - Responsible for Transportation's emergency preparedness as it relates to evacuation and sheltering for the University community. Serve as the primary contact for the University's emergency operations center (EOC).
- Fleet Operations
  - Responsible for hiring, training, supervising, and evaluating all fleet staff. Determines work assignments and work schedules to most effectively meet the department's needs, and has principal responsibility for resolving personnel problems. Responsible for compliance with state and federal regulations, as well as employee safety training.
  - Oversees the Motor Pool vehicle lease program. Educates eligible departments about program benefits, assess their vehicle needs, and assist them in adopting the program. Forecasts fleet replacement schedule on an annual basis.
  - Serves as point of contact for all new University vehicle acquisitions. Works closely with University Purchasing, and contracted dealerships, to acquire vehicles that best meet department needs.

## Hiring Goals Analysis 2016

- Oversees vehicle disposal. Determines best method for vehicle disposal, yielding highest resale/trade value to the University.
- Facilitates fleet reduction and right sizing. Closely monitors vehicle utilization, and makes recommendations for fleet reductions whenever possible.
- Responsible for an Alternative Fueled Vehicles (AFV) Program and Fleet Sustainability. Responsible for compliance with state and federal emissions standards. Completes U.S. Department of Energy fleet reporting on an annual basis. Promotes the use of AFVs whenever possible. Works to implement AFVs as the preferred vehicle for the University's light duty fleet.
- Promotes expansion and use of the EV charging network at both the Storrs and Regional campuses. Responsible for installation, and seeking alternative funding sources for EV chargers.
- Keeps the University's Fleet abreast of emerging vehicle technologies. Subscribes to trade publications, attends seminars, and participates in conferences promoting the use of new vehicle technology.
- Maintains State of Connecticut interagency and department relationships related to UConn transportation and fleet operations.
  - Works closely with DMV commissioner on all issues related to vehicle registrations, vehicle titles, driving histories, and driver endorsements. Ensures compliance with commercial vehicle inspections, and safety regulations.
  - Collaborates with DAS Fleet on vehicle software, statistical tracking, and best fleet management practices.
  - Works with DOT transit managers on state transit bus contracts including purchase and repairs.
- Prepares grant applications that will assist in achieving the goals of transportation and fleet's vehicle programs. Seeks funding that may aid in the implementation of new vehicle programs. Prepares white paper studies and reports related to Transportation and Fleet's grant funding on a regular basis.
- Establishes internal operating procedures for the effective and efficient operation of University Transportation and Fleet services and makes improvements as needed.
- Assures appropriate systems and processes are in place for the efficient operation of transportation and fleet services.
- Ensures compliance with all Federal and State Motor Vehicle Regulations.
- Represents Director of Logistics Administration to all levels of University officials, outside agencies, and others.
- Responsible for administrative reports, records and correspondences that may be complex or sensitive. Responsible for the maintenance of all department files.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; participating in professional societies.
- Performs related duties as required.

## Hiring Goals Analysis 2016

### MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent formal training and experience.
- At least five (5) years of experience in a discipline related to the management of transportation services, fleet maintenance and/or oversight of the operational business functions of related discipline.
- Demonstrated supervisory and managerial ability.
- Knowledge of transit systems and motor vehicle acquisition, disposal, maintenance and repair.
- Demonstrated ability to work with state and federal agencies.
- Demonstrated ability to identify and resolve problems efficiently, effectively and independently.
- Excellent verbal and written communication and interpersonal skills.

### PREFERRED QUALIFICATIONS

- Experience working in a complex, large environment such as a University, small city or similar environment.
- Demonstrated experience in the use of Microsoft Office, computerized fleet management systems and related software.
- Demonstrated ability to organize and manage multiple priorities using effective problem solving/resolution skills and a team focus.
- Working knowledge of State of Connecticut laws, codes, rules and regulations.

### APPOINTMENT TERMS

This is a full-time, 12-month position with a full range of health/retirement benefits.

Recruiting activities included: Hartford Courant Newspaper, CT Jobs.com Website.

**Goal Applicants: WF, BM, BF, HF**

32 Total applicants: 23 WM, 3 WF, 4 BM, 1 HF, 1 UF

Unqualified applicants: 14 WM, 2 WF, 3 BM, 1 HF, 1 UF

- 6 WM, 2 WF lacked a Bachelor's degree or equivalent formal training and experience.
- 3 WM, 1 BM, 1 HF, 1 UF lacked at least five years of experience in a discipline related to the management of transportation service, fleet maintenance and/or oversight of the operational business function of related discipline.
- 4 WM, 2 BM lacked knowledge of transit systems and motor vehicle acquisition, disposal, maintenance and repair.
- 1 WM was unable to demonstrate an ability to work with state and federal agencies.

Qualified applicants: 6 WM, 1 WF

- 4 WM lacked working knowledge of Connecticut laws, codes, rules and regulation.
- 2 WM, 1 WF lacked experience working in a complex, large environment such as a University, small city or similar environment.

## Hiring Goals Analysis 2016

Interviewed applicants: 3 WM, 1 BM

- 1 BM did not have any significant experience with transportation and fleet operations in a higher education or governmental setting.
- 1 WM did not have the range or depth of experience as leading candidate.
- 1 WM withdrew from job consideration.

The 1 WM selected had over twenty years of experience in transportation and fleet operations. Out of this twenty years, over fifteen years had been spent holding a leadership position. Also had experience working in a complex large environment such as a university. Candidate's broad and varied experience will allow the department to be successful in accomplishing all of its goals.



## Hiring Goals Analysis 2016

### **2016246 – Computer Programmer/Analyst 2 – Enterprise Administrative Systems – 1 AM**

#### **JOB SUMMARY**

Under the general direction of Enterprise Applications Management, the Data Modeler will be responsible for developing and supporting Data Marts that are designed using a dimensional model and loaded with data from University Enterprise Systems. They will also facilitate and coordinate the work of Functional Analysts and Subject Matter experts as they relate to the data warehouse.

The Data Modeler will also play a key role in improving current services, as well as, identifying new services that would benefit customers.

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.

#### **DUTIES AND RESPONSIBILITIES**

- Coordinate, facilitate and document information gathering sessions.
- Model business process reporting requirements using dimensional techniques.
- Enhance the existing data models supported by UITS.
- Maintain technical expertise through the review of professional journals, the web, continuing education, attendance at conferences and seminars and other professional activities; Stay abreast of industry trends and technologies and recommend improvements in processes and tools.
- Mentor and collaborate with other data modelers, ETL developers and database administrators.
- Represent the project, UITS and/or the university at internal and/or external functions related to projects.
- Follow University data compliance and security policies.
- 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 a computer related field or equivalent combination of education and experience.
2. Two years' experience in requirements gathering.
3. Two years of Data Modeling experience.
4. Conceptual understanding of ETL.
5. Two years' experience with SQL.
6. Two years' experience with relational databases.
7. Very good written communication skills.
8. Very good oral communication skills.
9. Ability to organize workloads, manage complex problems and to work well under stress.
10. The ability to work independently with minimal supervision.
11. The ability to work effectively as a team member.

## Hiring Goals Analysis 2016

### **PREFERRED QUALIFICATIONS**

1. Four years of Data Modeling experience.
2. Four years of Dimensional Modeling experience.
3. Experience in report writing with Hyperion, WebFOCUS, OBIEE or equivalent.
4. Experience with ODI or DataStage ETL Tool.
5. Experience in an Oracle/UNIX environment.
6. Experience with Erwin Data Modeling Tool or similar product.
7. Very good interpersonal skills.
8. Programming experience.
9. Two years' experience as a team leader.
10. Project Management experience.
11. Project Management certification.
12. Two years' higher education experience.

### **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. Rank and salary will be commensurate with the successful candidate's background and experience. For additional information regarding benefits visit: <http://hr.uconn.edu/benefits-summaries/>

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>.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, Monster.com plus diversity & Vets, CareerBuilder, UITS Website, Hartford Courant, New London Day, Norwich Bulletin, HEUG listserv, and CT Jobs.

### **Goal Applicants: WF, BM, BF, HF**

18 total applicants: 3 WM, 3 WF, 1 BF, 1 HM, 5 AM, 5 AF

Unqualified applicants: 1 WF, 1 BF, 1 HM, 3 AM, and 4 AF.

- 1 WF, 2 AM, and 2 AF lacked two years of experience in requirements gathering.
- 1 BF, 1 HM, 1 AM, and 2 AF lacked two years of data modeling experience.

Qualified applicants: 2 WM and 1 WF.

- 1 WM lacked four years of data modeling experience.
- 1 WM and 1 WF did not possess project management certification.

Interviewed applicants: 1 WM, 1 WF, 2 AM, 1 AF.

- 1 AF demonstrated poor verbal communication skills and her answers lacked depth and substance.

## Hiring Goals Analysis 2016

- 1 WF's experience was confined to a supervisory capacity, rather than a true technical one.
- 1 AM was unable to clearly articulate responses to interview questions.
- 1 WM did not have the extensive experience in the data modeling needed for the position.

The 1 AM selected for the position was the most knowledgeable of all those interviewed. This candidate had a solid history of experience with ODI, the very tool the department uses. He will require little training for the position.

## Hiring Goals Analysis 2016

### **2016249 – Computer Programmer/Analyst 2 – Enterprise Administration Systems – 1 AF**

#### **JOB SUMMARY**

Under the general direction of Enterprise Applications Management, the ETL Developer provides technical expertise 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.

#### **DUTIES AND RESPONSIBILITIES**

- Lead and/or participate in all phases of the ETL development lifecycle and provide post deployment production support.
- Analyze technical and resource requirements for complex projects.
- Build or manage to project plans while monitoring schedules and resources assigned to projects.
- Develop using SQL, ODI, DataStage, and DecisionStream ETL scripts.
- Enhance the existing data models supported by UITS.
- Provide primary or backup product support for ODI, DataStage and DecisionStream.
- Document ETL processes and standards in use.
- Ensure that changes are managed according to best practices and comply with University Change Control procedures.
- Implement best practice methodologies for identifying, gathering, and documenting processes, business needs, and requirements.
- Maintain technical expertise through review of professional journals, the web, continuing education, attendance at conferences and seminars and other professional activities; Stay abreast of industry trends and technologies and recommend improvements in processes and tools.
- Mentor and collaborate with other ETL Developers, Data Modelers, and DBA's.
- Follow University data compliance and security policies.
- 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.



## Hiring Goals Analysis 2016

### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in computer-related field or equivalent combination of education and experience.
2. Two years' working experience doing enterprise data warehouse development and production support.
3. Two years' working experience with ETL development using ODI or DataStage.
4. Two years' working experience with SQL coding.
5. Two years' working experience with Oracle or other relational databases.
6. Two years' working experience in a UNIX or comparable environment.
7. Conceptual understanding of Data Warehouse SDLC.
8. Very good written communication skills.
9. Very good oral communication skills.
10. Ability to manage difficult problems and work well under stress.
11. The ability to work independently with minimal supervision.
12. Ability to work effectively as a team member.

### **PREFERRED QUALIFICATIONS**

1. Four years' working experience with ODI or DataStage ETL tool.
2. Four years' working experience in an Oracle/UNIX environment.
3. Knowledge of Control M or other scheduling tool to define the flow of ETL jobs.
4. Experience developing PL/SQL for scripts, stored procedures, and triggers.
5. Experience gathering business requirements, flowcharts, related visual aids.
6. Experience defining and documenting user requirements for BI and Analytics.
7. Experience with Data and/or Dimensional Modeling.
8. Experience in report writing with Hyperion, WebFOCUS, OBIEE or equivalent.
9. Ability to provide leadership in technical programming related activities.
10. Project Management experience
11. Project Management certification
12. Two years' higher education experience.

### **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. Rank and salary will be commensurate with the successful candidate's background and experience. For additional information regarding benefits visit: <http://hr.uconn.edu/benefits-summaries/>

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>.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, Monster plus diversity and VETS, UITS website, CareerBuilder, Hartford Courant, New London Day, Norwich Bulletin, HEUG listserv, and CT Jobs.

**Goal Applicants: WF, BM, BF, HF**

16 total applicants: 3 WM, 3 WF, 8 AM, and 2 AF.

## Hiring Goals Analysis 2016

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

- 2 WF and 1 AF lacked two years of working experience doing enterprise data warehouse development and production support.
- 2 WM and 1 WF lacked two years working experience with ETL development using ODI or DataStage.

Qualified applicants: 1 WM and 2 AM.

- 2 AM lacked four years working experience with ODI or DataStage ETL tools.
- 1 WM did not possess project management experience.

Interviewed applicants: 6 AM and 1 AF.

- 4 AM withdrew from consideration.
- 1 AM demonstrated difficulty describing types of fact tables and provided several insufficient technical answers.
- 1 AM demonstrated ineffective verbal communication skills and provided vague, partial answers when describing fact tables.

The 1 AF selected for the position possessed great trouble shooting skills and had a firm understanding of dimensional modeling. In addition, this candidate had experience with data stage ETL.

## Hiring Goals Analysis 2016

### **UC Professional 9 – OSD Consultant and Project Manager**

**Short-term Goals: 4 WF, 2 BM, 2 AF**

*No hiring activity in this category.*

### **UC Professional 9 – U Librarian 3**

**Short-term goals: 1 BF**

*No hiring activity in this category.*

## Hiring Goals Analysis 2016

### UC Professional 8

**Short-term goals: 3 BM, 4 BF, 1 HF**

#### **2016153- Computer Programmer/Analyst II- Office of the Controller – 1 WM**

**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.

Under the direction of a Finance Systems designated administrator, the Computer Programmer/Analyst will provide leadership in the support of the various systems utilized by the Finance & Payroll Systems Division. The Computer Programmer/Analyst will apply considerable expertise and knowledge of computer programming techniques to independently analyze, design, develop and maintain effective computer applications programs which will facilitate and expedite the processing of payroll data and complex business functions.

As part of the Finance Systems Team, the Computer Programmer/Analyst will work closely with the Payroll Department and with various members of the University community including operational and academic areas to understand and solve complex system problems. Working with Subject Matter Experts (SME's), the Computer Programmer/Analyst will test and propose solutions, changes, and enhancements to the functionality and security of Payroll applications including the PeopleSoft HCM application and other enterprise applications which meet the requirements of the University and align with match industry best practices.

The Computer Programmer/Analyst will be responsible for the development of documentation including Technical/Functional Specifications, Business Processes, Solution Analysis, etc. It is expected that this position will develop standard templates to be used by all Payroll Systems staff and will mentor and guide other staff members in development of strong financial system documentation.

The Computer Programmer/Analyst will work independently with minimal supervision and coordinate their activities with other team members. The Computer Programmer/Analyst will be expected to apply a high degree of expertise and advanced knowledge of Payroll System Support & Processing to provide top-level user support, coordinate activities between various constituents, and understand the requirements and needs of the University community. A wide degree of creativity and latitude is expected.



## Hiring Goals Analysis 2016

**Minimum Qualifications:** Bachelor's degree in computer or business related field or an equivalent combination of education and experience. Evidence of at least 2-5 years of extensive business analysis experience in a large data processing environment. Demonstrated experience working with diverse groups in a project team setting. Experience in developing applications in one of the following, php, VBA or other scripting language. Proven data analytic skills. Proficiency writing SQL. Evidence of ability to provide leadership in project development and administration. Excellent verbal and written communication skills. Extremely high level of leadership, motivation, initiative, independence, and responsibility. High level of interest in researching and working with new computer technologies. Ability to work with minimal supervision and direction, and occasional evening and weekend hours.

**Preferred Qualifications:** Advanced degree in Computer Science, Business or Management related field. 6 or more years of Business Analysis experience. Proficient in several of the following: VBA, Access, People Tools, PeopleSoft HCM. Experience with PeopleSoft HCM, Quali Financial System or equivalent Financial ERP. Extensive knowledge of data warehouse design concepts. Experience with SQL and WebFocus and/or other reporting tools. Demonstrated experience in process improvement such as six sigma or equivalent. Project leadership experience in development and implementation of Payroll or Financial Applications. Extensive knowledge in at least 2 of the following: HR/Payroll, Procurement, Accounts Payable, Accounts Receivable, Accounting, Capital Assets, Contracts and Grants, Travel and Entertainment, Experience working with open-source systems. Experience working in Higher Education

Recruitment activities included HERC, Inside Higher Ed., Diverse, the *Hartford Courant*, Careerbuilder.com, CTjobs.com, the *Chronicle of Higher Education*, and the Chronicle of Higher Education website.

### **Goal Applicants: BM, BF, HF**

9 total applicants: 6 WM, 1 WF, 1 BF, and 1 AF

Unqualified applicants: 2 WM, and 1 BF.

- 1 WM did not demonstrate evidence of at least two to five years of extensive business analysis experience in a large data processing environment.
- 1 WM, and 1 BF failed to demonstrate an extremely high level of leadership, motivation, initiative, independence, and responsibility.

Interviewed applicants included: 4 WM, 1 WF, and 1 AF

- 1 WM possessed experience that was more focused in business and data analysis and requirements gathering than the technical requirements of this position.
- 1 AF failed to demonstrate excellent interpersonal communication skills.
- 1 WM, and 1 WF lacked the necessary knowledge with Access, PhP, and SQL.
- 1 WM failed to explain how his professional experience connected to this position.

The 1 WM selected demonstrated a significant amount of knowledge and experience developing and supporting applications utilizing the platforms used for the Human Resources Payroll systems. His diverse skill set included multiple programming languages, and database and server platforms. The applicant demonstrated leadership, motivation, initiative, independence, and responsibility.

## Hiring Goals Analysis 2016

### **2016270 – Computer Programmers/Analyst 1 – Enterprise Administration Systems – 1 WM**

**Job Summary:** The University of Connecticut, University Information Technology Services (UITS), is seeking a highly motivated, experienced and energetic individual to fill the position of Web/CMS Developer - Computer Programmer/Analyst 1 or 2. 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 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 supervisor in the Application and Technology Solutions area, this position applies considerable expertise and knowledge of computer programming techniques to analyze, design, develop and maintain technical solutions for various applications which will include the Aurora WordPress web content management system and myUConn, the University mobile application. Other responsibilities include but are not limited to strategic planning, documentation as well as designing technical solutions to meet functional requirements and providing consulting services to academic and administrative users.

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.

#### **Minimum Qualifications**

1. Bachelor's degree in Computer Science or a related discipline or the equivalent combination of education and experience and a minimum of two years of progressively responsible technical experience.
2. Evidence of the ability to independently analyze and translate assigned projects into operating programs and prepare detailed program documentation.
3. Two to five years of web application development experience.
4. Working knowledge of PHP, MySQL, JavaScript and CSS.
5. Solid troubleshooting skills working with customers and/or vendors to resolve issues.
6. Experience with designing new programs and modifying existing programs based upon customer needs.
7. Experience with assisting with major system upgrades.
8. Excellent written and communication skills.
9. The ability to work independently with minimal supervision, as well as the ability to work effectively in a team environment.
10. The ability to work with a diverse user community.

## Hiring Goals Analysis 2016

### **Preferred Qualifications**

1. Experience with Oracle database concepts.
2. Experience with XML and Web Services technologies.
3. Solid understanding of software development lifecycle best practices, methods, and conventions.
4. Experience administering an enterprise web content management system.
5. Experience developing custom themes and plugins in WordPress. Please provide a link to an example.
6. Experience developing mobile applications. Please provide a link to a mobile application that you have developed.
7. Knowledge of web accessibility standards.
8. Knowledge of secure coding standards.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, Monster.com and VET, Diversity Network, UITS website, US.jobs.com, Indeed.com, Hartford Courant, New London Day, Norwich Bulletin, Stack Overflow, and numerous professional contacts were utilized.

### **Goal Applicants: BM, BF, HF**

25 total applicants: 11 WM, 2 WF, 1 HM, 2 AM, 8 AF, and 1 UM.

Unqualified applicants: 8 WM, 2 WF, 1 HM, 2 AM, 7 AF, and 1 UM.

- 5 WM, 2 WF, 1 AM, 3 AF, and 1 UM, did not have two to five years of web application development experience.
- 3 WM, 1 HM, 1 AM, and 4 AF lacked a working knowledge of PHP, MySQL, JavaScript, and CSS.

Interviewed applicants: 3 WM and, 1 AF.

- 1 WM withdrew from consideration.
- 1 WM lacked experience with version control and web application development.
- 1 AF had less experience in programming than desired.

The 1 WM selected for the position had the necessary programming skills and web development experience necessary for the job. This candidate also had experience working with end users.

## Hiring Goals Analysis 2016

### **2016407 – Computer Prog/Analyst 2 – CT Transportation Inst – 2 WM**

**Description:**

#### **Connecticut Transportation Safety Research Center**

The collection and analysis of highway safety data is arguably one of the most labor-intensive and diverse activities carried out by highway and transportation agencies. Successful and accurate data collection and analysis requires efficient communication, understanding of how the data are used and a mutual goal for both CT DOT and the public safety community. The ability of the state to make significant improvements to transportation safety is critically dependent on the ability to analyze data and implement real-world solutions. The mission of the Connecticut Transportation Safety Research Center (CTSRC) is to support CT DOT in developing and maintaining a state-of-the-art crash data entry, collection, and safety analysis system. The goals of the center include:

1. develop efficient tools for the collection and analysis of crash data
2. track, document and research safety improvements and needs in the state
3. research and develop outreach programs to target Connecticut specific/identified safety concerns
4. develop custom training and early intervention programs to assist law enforcement in collecting uniform, timely and complete crash data
5. conduct transportation safety research that has state, national and global implications and applications

#### **Job Summary**

Under the direction of the Director of the Connecticut Transportation Safety Research Center (CTSRC), applies considerable expertise and knowledge of computer programming techniques to independently analyze, design, develop and maintain effective web based computer applications programs which will facilitate and expedite the processing of complex joined and related datasets. This position will be critical to the development of state-of-the-art software to implement the safety analysis methods outlined in the Highway Safety Manual (HSM). They will work with engineers and statisticians, who understand the methods, to implement functional software and systems that will allow the DOT to efficiently implement the HSM into their current safety analysis. This position allows for a wide range of creativity in the development of tools which will work to revolutionize public safety in the state of Connecticut.

# Hiring Goals Analysis 2016

## Duties and Responsibilities

1. Confers with CTSRC Director to resolve questions of program intent, output requirements, input data acquisition, extent of automatic programming and coding use and modification, and inclusion of internal checks and controls.
2. Conducts logical analyses of administrative needs and creates/recommends solution models.
3. Works with users to refine solution models. Searches libraries for possible solutions to assigned problems.
4. Designs program structure and creates program code in a language that can be processed by computer from a logical flowchart or other narrative of program's specification.
5. Creates operational job streams by assembling required processing steps in logical order to accomplish desired results.
6. Analyzes all or part of workflow chart or diagram representing data (needs) or problem by applying knowledge of computer capabilities, subject matter, algebra and symbolic logic to develop sequence of program steps.
7. Prepares symbolic statements of administrative data (user needs) or problems and converts these statements to detailed logical flow charts or narrative of specifications for coding into computer language.
8. Devises a comprehensive testing plan for testing coded programs, using actual or sample input data, to verify proper program performance and efficiency of operation.
9. Compiles documentation of program development and subsequent revisions. Prepares written instructions (run books) to guide operating and scheduling personnel during production runs.
10. Assists with the development of necessary documentation and operating instructions for user departments. Provides training and instructions for users as required.
11. Corrects program errors by such methods as altering program steps and sequences or modifying program's coding.
12. Writes detailed logical flowchart in symbolic form to represent work order of data to be processed by computer system and to describe input, output and arithmetic and logical operations involved.
13. Devises sample input data to provide test of program adequacy
14. Analyzes, reviews, and rewrites programs to increase operating efficiency or adapt to new requirements. Assists with analysis and implementation of data warehouse structures and systems. Assists with the development of plans for integrating complex client server technology in support of University processes.
15. Assists with the development of plans and processes that ensure the minimum risk to services or systems due to errors.
16. Performs related duties as required.

## Minimum Qualifications

1. Bachelor's degree in computer-related field and two to three years of Object-Oriented programming experience or equivalent combination of education and experience.
2. Evidence of ability to independently analyze and translate assigned programs into operating programs and prepare detailed program documentation.
3. Demonstrated ability in analytical reasoning and logical problem solving
4. Thorough knowledge of programming language/software packages used in administrative data processing, web based development and user interfaces.
5. Good written and oral communication skills.
6. Ability to travel in-state to project meetings and out-of-state for conferences.

## Preferred Qualifications

1. Master's degree or advanced study in Computer programming.
2. Advanced knowledge of XML protocols and NIEM structures, ArcGIS and ArcGIS Server applications, SAS, SQL and SQL server.
3. Solid programming experience in Java and Python.
4. Experience with Web Application development using JavaScript, HTML, and CSS.

## Appointment Terms

This is a full-time, 12-month position based on available funding, subject to annual renewal. Salary will be commensurate with successful candidate's background and experience. Screening of applications will begin immediately. The University offers a competitive salary and outstanding medical and retirement benefits, including employee and dependent tuition reimbursement at the University of Connecticut.

## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Facebook, CT Safety Listserv, National Safety Research Center Listserv, Craigslist, Indeed.com, and LinkedIn.

### **Goal Applicants: BM, BF, HF**

6 Total Applicants: 4 WM, 1 AM, 1 AF

3 Unqualified Applicants: 1 WM, 1 AM, 1 AF

- 1 WM, 1 AM and 1 AF submitted incomplete applications.

3 Interviewed Applicants: 3 WM

- 1 WM lacked a Master's degree or advanced study in computer programming.

The 1 WM hired was sufficiently able to answer all of the interview questions. He had the programming experience and background necessary for this level of position. He possessed advanced knowledge of XML protocols, SAS, SQL and SQL server. Additionally, he demonstrated the ability to learn new skills that might be required for the position.

The 1 WM hired was able to provide comprehensive answers to technical questions and demonstrated a wide-ranging knowledge of server protocols including XML, SAS, SQL and NIEM. He had the broad technical knowledge to easily learn other systems used.



## Hiring Goals Analysis 2016

### **2016529 – Executive Assistant – INCHIP – 1 WM**

#### **Description:**

The University of Connecticut's Institute for Collaboration on Health, Intervention, and Policy (InCHIP) is a multidisciplinary research institute dedicated to the creation and dissemination of new scientific knowledge and theoretical frameworks in the areas of health behavior, health behavior change, and health intervention and prevention. InCHIP seeks an Executive Assistant 1 (UCP 8) to manage the administrative services and business operations of the Institute.

This position is accountable for a wide range of administrative, fiscal, personnel and facilities-related functions and resolves problems that are central to the Institute. The Executive Assistant is also responsible for working with the Directors to ensure InCHIP's growth and success in working collaboratively with administrative and academic units across campuses.

#### **Duties and Responsibilities**

- Advises Directors on a wide range of administrative and business matters by analyzing current programs and suggesting changes to improve efficiency of effectiveness. This includes establishing and evaluating internal operating procedures.
- Performs office management and oversight duties of the InCHIP Administrative Team on a daily basis, including making recommendation about staffing levels as well as the selection of new staff.
- Works with Directors on making recommendations for Institute operations and priorities along with budget requests and expenditures.
- Supervises administrative support staff; determines work assignments and work schedules to most effectively meet department/unit needs; assists in hiring, training and evaluating administrative support staff and in resolving personnel problems.
- Reviews and approves all documentation necessary for personnel actions and assures compliance with applicable regulations and collective bargaining agreements.
- Prepares a variety of administrative reports, analyses, and correspondence based on the needs of InCHIP and the Directors. Creates documents for a diversity of people and groups, ranging from InCHIP's Executive Committee to department heads and high level University officials (e.g., Provost, Deans). Responsible for and writes multiple sections of InCHIP's Annual Report.
- Represents InCHIP to a variety of University offices and outside agencies and is involved in promotional and informational activities for InCHIP.

#### **Minimum Qualifications**

1. Bachelor's degree in business-related or liberal arts discipline.
2. At least three years of demonstrated experience and proven ability in personnel, administrative and/or business management.
3. At least one year of experience supervising professional/clerical staff.
4. Demonstrated ability to resolve complex administrative and personnel problems.
5. Strong interpersonal, verbal and written communication skills; ability to effectively work with faculty, staff, students and other University administrators.
6. Ability to multitask and work efficiently and effectively in a fast-paced environment.
7. Ability to concurrently manage and prioritize demands from multiple sources (e.g., Directors, Departments, Principal Investigators and Staff).
8. Flexibility with changing priorities and demands.

#### **Preferred Qualifications**

1. Prior experience working in a higher education setting with diverse populations.
2. Experience using online financial and reporting systems (i.e. Quali, WebFocus)

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Career Builders, InChip's Weekly Digest, and networking.

**Goal Applicants: BM, BF, HF**

## Hiring Goals Analysis 2016

43 Total Applicants: 6 WM, 33 WF, 1 BF, 1 HF, 2 UF

Unqualified Applicants: 4 WM, 21 WF, 1 BF, 1 HF, 2 UF

- 4 WM, 11 WF, 1 BF, 1 HF and 2 UF did not have at least three years of demonstrated experience and proven ability in personnel, administrative and/or business management.
- 8 WF did not have at least one year of experience supervising professional/clerical staff.
- 2 WF did not have strong written communication skills and the ability to effectively work with faculty, staff, students and other University administrators.

Qualified Applicants: 3 WF

- 3 WF had experience that was more research focused rather than admin/personnel/finance focus needed for this position.

Interviewed Applicants: 2 WM, 9 WF

- 1 WM and 9 WF did not have the supervisory experience needed for the position.

The 1 WM hired for this position had substantial personnel, administrative and business management experience. He had experience supervising numerous administrative staff and demonstrated an ability to work independently. This candidate also had experience solving complex and difficult administrative and HR problems with innovative solutions. During the interview, he displayed professionalism and excellent communication skills.



## Hiring Goals Analysis 2016

### **2016508 - Info Syst Analyst III - IT Network Eng & Des – 1 WM**

The University of Connecticut Information Technology Services is seeking a proactive innovative thinker with strong organizational, communications and technical skills to provide advanced level technical assistance in developing and maintaining administrative computing systems and computer center supported software.

The Data Center Technical Administrator must have a very well-rounded set of technical skills and experience which includes applying independent judgement as well as knowledge and expertise in planning, designing and maintaining data center operating hardware and related software. The candidate must work successfully in a team and also have the ability to work independently to advance initiatives.

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

#### **DUTIES AND RESPONSIBILITIES**

- Directs the technical activities of assigned personnel and provides technical leadership in analyzing, designing and implementing systems.
- Performs difficult or complex tasks and works in concert with other computer/technical professionals or University personnel to ensure uninterrupted operation of the Data Center.
- Conducts needs analysis and feasibility studies for data center computer systems; serves as an interface between users, vendors, and university staff.
- Develops and recommends new policies and policy revisions to management.
- Analyzes programming and/or resource requirements; devises project plans; monitors implementation schedules and resources; and reports progress to all stakeholders.
- Monitors and controls all aspects of data center functions to ensure integrity, reports violations to management and takes or recommends corrective actions.
- Develops requirements for, designs programs, supervises testing, implements production, trains users, provides documentation and takes other actions as needed to implement advanced applications systems.
- Provides written procedures, standards, and manuals for effective administration of assigned projects.
- Coordinates all aspects of data center including staff, user, and management interface.
- Determines staffing needs, selects, evaluates trains and supervises staff, determines work assignments and work schedules.

## Hiring Goals Analysis 2016

- Exercises leadership in identifying and investigating potential existing problems, and takes action to ensure most effective problem resolution for continuance of project.
- Maintains current and technical expertise through review of professional journals, attendance at conferences and seminars, and other professional activities.
- Prepares plans for future development of projects, and interface to overall data center plans.
- Selects products for review, researches new products and product upgrades relevant to assigned projects, coordinates testing, recommends acquisitions, and coordinates implementation.
- Represents the unit, department, and/or University at internal and external functions.
- Reports progress of projects to users, colleagues, and management through formal written and informal verbal communications.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in computer or business related field, or equivalent combination of training and experience.
2. A minimum of 5 years' experience in Data Center technologies and the infrastructure supporting the Data Center, such as power, cooling and monitoring systems.
3. Evidence of systems analysis experience in a large data processing environment.
4. Demonstrated abilities in analytical reasoning and problem solving.
5. Experience with project management techniques and experience working with diverse groups in a project team setting.
6. Demonstrated ability to provide leadership in project development and administration.
7. Excellent written and verbal communication skills
8. Evidence of extremely high level of motivation, initiative, independence and responsibility.
9. Experience with researching and working with new computer technologies.
10. Demonstrated ability to work with minimal supervision and direction

### **REFERRED QUALIFICATIONS**

1. Demonstrated knowledge of circuitry, electricity and electronics.
2. Advanced degree in computer or business related field.
3. Experience in assessing user data processing system needs.
4. Significant knowledge of contemporary Data Center systems and equipment.
5. Programming experience in Visual Basic/Python or other similar language.
6. Experience with MVS, CICS, VMG or other major operating systems.
7. Relevant certifications in Data Center Operations, and/or experience in Trellis.
8. Willingness to work flexible hours.

### **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://hr.uconn.edu/benefits-summaries/>

Recruiting activities included: Diversity Network Website, CareerBuilder, Journal of Blacks in Higher Ed, Women in Academia, IM Diversity & Diversity Employers, BICSI.org, HigherEd jobs, InfoComm

**Goal Applicants: BM, BF, HF**

## Hiring Goals Analysis 2016

13 Total applicants: 9 WM, 1 HM, 1 AM, 2 UF

Unqualified applicants: 4 WM, 1 AM, 2 UF

- 2 WM, 1 UF lacked Bachelor's degree in computer or business related field, or equivalent combination of training and experience.
- 1 WM, 1 UF were unable to demonstrate an ability to work with minimal supervision and direction.
- 1 WM was unable to demonstrate abilities in analytical reasoning and problem solving.
- 1 AM lacked a minimum of five years' experience in Data Center technologies and the infrastructure supporting the Data Center, such as power, cooling and monitoring systems.

Qualified applicants: 2 WM, 1 HM

- 2 WM, 1 HM were unable to demonstrate knowledge of circuitry, electricity and electronics.

Interviewed applicants: 3 WM

- 1 WM did not speak with detail or specificity on the operation of data center computing technologies.
- 1 WM had limited experience compared to leading candidate.

The 1 WM selected demonstrated a high level of skill, knowledge, and experience with Data Center systems in a contemporary environment. Candidate spoke in detail to the technical operations of system, the impacts of technology trends on the data center environment, as well as the structure and operation of data center sub-systems and architecture such as cooling, power distribution, environmental monitoring and security. Candidate demonstrated a hands-on experience with several data center monitoring systems such as Solarwinds, APC StructureWare, and the implementation of an environmental reporting dashboard.

## Hiring Goals Analysis 2016

### **2016151 – Information Systems Analyst III – Office of the Controller – 1 WF**

**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 Financial Reporting Support Analyst who will be part of the primary support team for the Kuali Financial System (KFS), Data Mart, and other data repositories.

The Financial Reporting Support Analyst will work with University fiscal contacts and central staff to gather and document requirements and develop standard and ad-hoc reports using advanced WebFOCUS development techniques. Other responsibilities include providing recommendations on standard report development, launch pages and business intelligence dashboards, as well as supporting electronic report distribution schedules and system security. The selected candidate will track and report defects, conduct system testing as needed, create reports and assist the Finance and IT staff to resolve any issues. The Financial Reporting Support Analyst will be responsible for developing and delivering user training and documentation related to the WebFocus InfoAssist Tool, KFDM Standard Reports, and KFDM Data Stars.

**Minimum Qualifications:** Bachelor's degree in computer or business related field or equivalent combination of education and experience. Evidence of significant experience developing reports in WebFOCUS or comparable tool utilizing advanced coding functionality. Work experience as primary point of contact for end-user issues with responsibility for documenting and resolving issues. Demonstrated ability providing mentoring of staff and end-users; providing presentations on advanced topics. Experience testing and troubleshooting financial applications, reports, and data stars. Excellent written and verbal communication skills. Experience working on system implementations and/or upgrade projects involving diverse groups at all organization levels.

**Preferred Qualifications:** Experience with IBI's WebFocus Managed Reporting Environment, ReportCaster, or DevStudio. Working knowledge of dimensional modeling. Five (5) or more years' experience in developing reports using WebFOCUS. Demonstrated experience leading project teams or initiatives. Experience with the Kuali Financial System or similar enterprise applications. Experience using JIRA, BMC Footprints, or equivalent ticket tracking system. Ability to read and write SQL. Experience developing reports within and supporting tools such as OBIEE, Hyperion Interactive Reporting, COGNOS, Business Objects, etc. Demonstrated understanding and adherence to a formal SDLC process. Highly driven, self-motivated, flexible team player. Experience working in Higher Education.

**Appointment Terms:** This is a full-time, permanent position. Salary 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 UConn Careers. Please reference Search # 2016151. Screening will begin immediately. 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 October 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>.

Recruitment activities included HERC, Inside Higher Ed., Diverse, the *Hartford Courant*, careerbuilder.com, and the Chronicle of Higher Education website.

**Goal Applicants: BM, BF, HF**

## Hiring Goals Analysis 2016

13 total applicants: 6 WM, 4 WF, 1 AM, and 2 AF.

Unqualified applicants: 5 WM, 3 WF, 1 AM, and 1 AF.

- 1 WF did not possess a Bachelor's degree in computer or business related field, or an equivalent combination of education and experience.
- 4 WM, 2 WF, and 1 AF lacked evidence of significant experience developing reports in WebFOCUS or a comparable tool utilizing advanced coding techniques.
- 1 WM, and 1 AM did not possess work experience as a primary point of contact for end-user issues with responsibility for documenting and resolving issues.

Interviewed applicants: 1 WM, 1 WF, and 1 AF.

- 1 AF failed to demonstrate excellent communication skills.
- 1 WM lacked experience with requirements gathering, complex report development, and dashboard design.

The 1 WF selected possessed a firm grasp of Business Intelligence concepts and a rounded set of skills. The candidate had been employed in various Business Intelligence roles for the past twenty years ranging from Business Intelligence user requirements gathering, report development with enterprise level reporting tools, data modeling, metadata repository design, development, and administration, and user training and support. She also demonstrated excellent communication skills.

## Hiring Goals Analysis 2016

### **2016332 - Comp Prog/Anal 2 - Controller Office – 1 WF**

**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 Project & Business Change Manager who will provide leadership in the planning, execution, and control of major projects and change initiatives for the Finance Division at the University of Connecticut.

The selected candidate will work closely with Finance Systems Leadership to ensure that projects are delivered on time, on budget and within scope. Additional responsibilities include implementing proven change management principles, methodologies, and tools to further ensure project success through increased stakeholder adoption and usage. This role focuses not only on the technology and systems side of projects and project management, but also the people side of change, including changes to business processes, systems and technology, job roles and organization structures. The Project & Business Change Manager will work to drive faster adoption, higher ultimate utilization of and proficiency with the changes that impact employees. These improvements will increase benefit realization, value creation, ROI and the achievement of results and outcomes.

The Project & Business Change Manager will create and maintain comprehensive project documentation including but not limited to Project Charter, Change Management Plan, Risk Management Plan, Resource Plan, Budget, and Schedule. He or she will assist in the definition of project scope and objectives, ensuring that all projects are delivered on-time, within scope and budget; organize and maintain MS SharePoint project and collaboration site content, and coordinate with internal resource managers and third parties/vendors to manage resource allocation and ensure availability. Additionally, the selected candidate will coordinate project team activities, manage changes to project scope, schedule, and costs using appropriate verification techniques, measure project performance using appropriate tools and techniques, identify, track, and mitigate risks, report, manage, and escalate appropriately all project issues and provide regular status updates to key stakeholders.

The Project & Business Change Manager will apply change management processes and tools to create a strategy to support adoption of the changes required by a project or initiative. He or she will support the design, development, delivery and management of communications, conduct impact analyses, assess change readiness and identify key stakeholders. The selected candidate will create actionable deliverables for the five change management levels: communications plan, sponsor roadmap, coaching plan, training plan, resistance management plan. He or she will evaluate and ensure user readiness, define and measure success metrics, monitor change progress, and manage the overall change portfolio. Additional duties include provide input, document requirements and support the design and delivery of training programs.

## Hiring Goals Analysis 2016

**Minimum Qualifications:** Bachelor's degree in Management of Information Services, Business or equivalent years of training and experience. Evidence of progressively increasing responsibility in Technical Project Management /Business Change Management. Experience with enterprise system implementations, upgrades, or other large scale organizational change efforts. Proven work experience leading projects in technology and business sectors. Experience and knowledge of change management principles, methodologies, and tools. Able to work effectively at all levels in an organization with exceptional communication skills, both written and verbal. Demonstrated problem-solving and root cause identification skills. Must be a team player with the ability to work collaboratively with and through others, possessing acute business acumen and understanding of organizational issues and challenges. Solid technical background with understanding and /or hands on experience in software development and implementations. Highly developed organizational skills including attention to detail and effective time management, with demonstrated strong leadership skills. Must be flexible and adaptable when dealing with change and multiple priorities.

**Preferred Qualifications:** Advanced Degree in Business and/or Management of Information Sciences. PMP certification. 5+ years of experience with hands on Technical Project Management/Change Management. Hands on experience working with and supporting MS SharePoint team and project sites and experience working with Microsoft Project. Experience with large scale event planning and coordination. Experience with Process Improvement/Six Sigma

**Appointment Terms:** This is a full-time, permanent position. Salary 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. Please reference Search # 2016332. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016332)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 27, 2016.

Recruiting activities included: Hartford Courant, Chronicle of Higher Education, Career Builders Website, and Workplace Diversity Website.

### **Goal Applicants: BM, BF, HF**

49 Total applicants: 22 WM, 10 WF, 2 BM, 1 BF, 3 HM, 3 AM, 2 AF, 4 UM, 2 UF

Unqualified applicants: 19 WM, 7 WF, 1 BM, 1 BF, 3 HM, 2 AM, 1 AF, 3 UM, 2 UF

- 4 WM, 3 WF, 1 BM, 1 AF, 1 UM lacked solid technical background with understanding and or hands on experience in software development and implementation.
- 5 WM, 1 WF, 1 BF, 1 HM lacked evidence of progressively increasing responsibility in Technical Project Management/ Business Change Management.
- 4 WM, 1 HM, 2 AM, 1 UM, 2 UF lacked highly developed skills including attention to detail and effective time management with demonstrated strong leadership skills.
- 2 WM, 1 WF, 1 UM did not possess an ability to work collaboratively with and through others, possessing acute business acumen and understanding of organizational issues and challenges.

## Hiring Goals Analysis 2016

- 2 WM, 1 WF, 1 HM lacked experience and knowledge of change management principles, methodologies, and tools.
- 1 WM lacked proven work experience leading projects in technology and business sectors.
- 1 WM, 1 WF unable to be flexible and adaptable when dealing with change and multiple priorities.

Qualified applicants: 1 WF

- 1 WF lacked an advanced degree in Business and/or Management of Information Sciences.

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

- 1 WF, 1 UM withdrew from job consideration.
- 1 WM could not demonstrate an understanding of Change Management and its importance in project success.
- 1 WM had poor communication skills.
- 1 BM candidate showed up very late for both first and second interviews.
- 1 AM did not show up for interview.
- 1 WM candidate was unavailable to work until August.
- 1 AF declined invitation to interview.

The 1 WF selected demonstrated a solid and practical understanding of project management methodology. Candidate efficiently displayed how to utilize her skills and knowledge in a variety of project types. Expressed an interest in project management, and an excitement over the Change Management aspect of the position. Candidate had worked several years as part of a formal disciplined PMO, and so would be able to provide Finance Systems with knowledge and resources necessary as the committee strives to implement a similar model.



## Hiring Goals Analysis 2016

### **2016210 – Software Developer – Student Affairs IT – 1 WF**

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, working in a Linux environment. **If you're passionate about writing quality code, we want to talk to you!**

#### **ABOUT UCONN**

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. UConn is ranked in the top 25 of the nation's best public universities by U.S. News & World Report.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in computer related field and two to three years of programming experience, or equivalent work experience.
- Proficiency in Python or equivalent language.
- Foundation in objected-oriented design, model-view-controller framework, and template-based layouts.
- Demonstrated ability in analytical reasoning and logical problem solving.
- Experience with front-end web development like HTML, CSS and JavaScript.
- Knowledge of database design and SQL.
- Experience with Linux and writing automated tests.
- Ability to participate in design discussions and code reviews.
- Ability to work well with a co-located software team.
- Excellent written and verbal communications skills.

Recruiting activities included: UITS Newsletter, <http:sait://uconn.edu>, <http://studentaffairs.uconn.edu>, <http://higherjobs.com>, <http://linkedin.com>

#### **Goal Applicants: BM, BF, HF**

41 Total applicants: 16 WM, 6 WF, 1 BF, 12 AM, 1 AF, 3 UM, 2 UF

Unqualified applicants: 12 WM, 2 WF, 5 AM, 3 UM

- 2 WM, 1 UM, 1 WF lacked excellent written and verbal communication skills.
- 7 WM, 1 WF, 5 AM, 2 UM lacked Bachelor's degree in a computer related field and two to three years programming experience or equivalent combination of education and experience.

## Hiring Goals Analysis 2016

- 2 WM lacked proficiency in Python or equivalent language.
- 1 WM lacked knowledge of database design and SQL.

Interviewed applicants: 4 WM, 4 WF, 1 BF, 7 AM, 1 AF, 2 UF

- 1 WM, 1 WF, 1 BF, 5 AM withdrew from job consideration.
- 1 WM, 1 AM, 2 UF candidate had no prior experience with the applications needed to be successful on the job.
- 1 WM candidate demanded a higher salary hence rejected the job offer.
- 1 WF, 1 AF candidates technological skill sets were not as strong as that of the leading candidate's.
- 1 WM candidate did not respond to phone calls or emails inviting him to interview.
- 1 WF candidate could not clearly articulate how they would meet the position requirement.
- 1 AM did not have the depth of experience with the programming languages (python) that are required of the position.

The 1 WF selected clearly articulated how prior skill set could ensure success in the position. Candidate demonstrated a clear understanding of the role of a software developer and possessed the necessary skill set needed to be successful on the job.

## Hiring Goals Analysis 2016

### **2016612- Info Sys Analyst III- Enterprise Admin Systems – 1 HM**

The University of Connecticut Information Technology Services is seeking a proactive innovative thinker with strong organizational, communications and technical skills to provide advanced level technical assistance in developing and maintaining administrative computing systems and software. The ECM Administrator must possess strong organizational and technical skills to provide information systems analysis, design and support for several enterprise applications, which may include enterprise content management, eSignatures, or other university applications. The candidate must work successfully in a team and also have the ability to work independently to advance initiatives.

The successful candidate will have a well-rounded set of functional/technical skills and experiences which include application administration, product/feature implementation and customer management. The candidate must work well with the customers, vendors, peers and management. They must be effective with researching, problem solving, documentation and training. This position offers considerable opportunity for responsibility and influence in a cutting edge, challenging congenial and flexible 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.

#### **DUTIES AND RESPONSIBILITIES**

- Conducts needs analyses and feasibility studies for administrative computing systems in user offices; serves as interface between users, vendors, university staff including providing assistance throughout the acquisition process and assisting in the selected application implementation.
- Implements best practice methodologies for identifying, gathering, and documenting processes, business needs, and requirements.
- Writes supporting documentation and implements appropriate production procedures.
- Provides consulting services to administrative users, and acts as resource for supported software.
- Conducts research, reviews, tests and/or evaluates the potential of new administrative products or enhancements; writes summaries and reports recommendations; researches licensing and purchasing arrangements relative to potential software.
- Reports progress to users, colleagues and management through formal written communications including written documentation and operating instructions for users.
- Performs analysis and coordinates activities in support of user project teams engaged in major administrative systems development.
- Identifies training needs, develops curriculum for, and conducts workshops for technical and administrative users.
- Assesses and implements user needs for mainframe file and software accesses and coordinates implementation of required accesses.
- Configures, implements and tests applications.
- Analyzes and tests system upgrades to validate requirements.
- Monitors application architecture including software, hardware, network, and data activity.
- Performs analysis and coordination activities in support of projects, provides project leadership and keeps current on project technology

## Hiring Goals Analysis 2016

### MINIMUM QUALIFICATIONS

1. Bachelor's degree in Computer Science, related discipline, or an equivalent combination of training and experience
2. Excellent written communication skills
3. Two years' experience in a technical, professional environment
4. Exposure to an electronic document/content repository, FileNet or similar
5. Exposure to electronic signature products, eSignLive or similar
6. Application administration experience
7. Strong application research, analysis, design, and testing skills
8. Demonstrated trouble shooting skills
9. Proven documentation skills
10. Demonstrated experience providing training
11. Experience working with or leading a customer based project team

### PREFERRED QUALIFICATIONS

1. Two years' experience with an electronic document/content repository, FileNet or similar
2. One year of experience with a document capture application, IBM DataCap or similar
3. Experience with IBM Forms application, or similar product
4. Experience with sophisticated electronic workflow application, IBM BPM or similar
5. Experience with electronic records management product, IBM or similar
6. Experience with eSignLive, DocuSign, or similar eSignature product
7. Experience with API development
8. Excellent, proven verbal communication skills
9. Higher Education or government institution work experience
10. Understanding and experience using best practice methodologies for identifying, gathering, and documenting business processes, needs and requirements
11. Understanding of the System Development Life Cycle

### 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://hr.uconn.edu/benefits-summaries/>

Recruiting

Recruiting activities included: IT Newsletter, Dice.com, The Hartford Courant, The New London Day, The Providence Journal, Career Builder.com and Monster.com

**Goal Applicants: BM, BF, HF**

19 Total applicants: 8 WM, 2 WF, 2 HM, 1 HF, 2 AM, 3 AF, 1 UM

Unqualified applicants: 6 WM, 1 WF, 1 HM, 1 HF, 2 AM, 2 AF and 1 UM.

- 5 WM, 1 HM, 1 HF, 1 AM, and 1 UM lacked exposure to an electronic document/content repository, FileNet or similar.
- 1 WM, 1 WF, 1 AM and 2 AF did not have exposure to electronic signature products, esignlive or similar.

## Hiring Goals Analysis 2016

Interviewed applicants: 2 WM, 1 WF, 1 HM and 1 AF

- 1 WF, 1 AF, had some technical inferiority as compared to the selected candidate such as content management, datacapture, eforms, workflow and API.
- 1 WM did not have experience with electronic records management product, IBM BPM or similar.
- 1 WM rejected an offer for hire.

The 1 HM selected excels in esingature, strong in API, verbal communication, training, workflow, written communication, and SDLC. She had excellent proven verbal communication skills and understands System Development Life Cycle.

## Hiring Goals Analysis 2016

### **2016205 –Data Warehouse Developer – Office of Institutional Research and Effectiveness – 1 AM**

The Office of Institutional Research and Effectiveness invites applications for a Data Warehouse Developer (ETL) (UCP 8 – Computer Programmer/Analyst 2). 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 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://oire.uconn.edu>.

**Job Summary:** Under the general guidance of the Director, the Data Warehouse Developer plays a critical role in on-going efforts to build data integration and warehousing solutions to support both business intelligence and analytical applications for decision making at the University. Specifically, the successful candidate will collaborate with OIRE business experts to establish a core group of data elements necessary for decision support; assist with creating warehouse designs/structure that enable easy, natural end-user access with selected business intelligence platform(s); design, automate, schedule and load jobs necessary to extract core data from multiple data sources and environments into a local data warehouse; provide leadership in the selection of DBMS, ETL and associated tools appropriate for current and future needs of the decision support system; ensure efficient processing on an ongoing basis including data consistency of data attributes, naming conventions and element value types; manage capacity and monitor data warehouse growth; and other duties as assigned.

**Minimum Qualifications:** The ideal candidate must have a Bachelor's degree in Computer Science, Information Systems, Engineering, or a related discipline and a minimum of two years of prior data warehousing related experience; an equivalent combination of education and experience may be considered; experience with creating a Data Warehouse, including the steps involved in the "lifecycle" of its development; advanced SQL programming skills and related database experience; experience involving knowledge and understanding of faculty, staff and institutional research needs; strong written and verbal communication skills with various technical and non-technical audiences, including information technology groups; and knowledge and understanding of DBMS technology, ETL processes, server tools and OLAP.

**Preferred Qualifications:** Master's degree in Computer Science, Engineering, Business, or a related discipline; minimum of five years' prior data warehousing related experience; hands-on development experience in ETL (Extract, Transform & Load), using tools as SAS DI, Informatica and Datastage; knowledge of programming in SAS or SPSS; general knowledge of business intelligence and reporting tools such as WebFOCUS, Cognos or OBIEE; ability to extract and merge data from multiple platforms; and knowledge of PeopleSoft Campus Solutions and Institutional Research set-up.

**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. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016205)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 9, 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, Inside Higher Ed., Diverse, UConn Careers, linkedin.com, monster.com, and the Higher Education Data Warehousing Forum.

#### **Goal Applicants: BM, BF, HF**

16 total applicants: 1 WM, 8 AM, 6 AF, and 1 UF.

Unqualified applicants: 1 WM, 4 AM, 5 AF, and 1 UF.

## Hiring Goals Analysis 2016

- 1 AF lacked experience with creating a Data Warehouse, including the steps involved in the lifecycle of its development.
- 1 WM, 4 AM, 4 AF, and 1 UF did not possess knowledge and understanding of Database Management System (DBMS) technology, Extract, Transform and Load (ETL) processes, server tools and Online Analytical Processing (OLAP).

Interviewed applicants: 4 AM, and 1 AF.

- 1 AM withdrew their application from consideration.
- 1 AM, 1 AF lacked experience in SAS and data integration.
- 1 AM lacked experience in data warehouse technologies.

The 1 AM selected demonstrated the necessary knowledge and understanding of SAS, data integration, and Extract, Transform, and Load processes. The candidate expressed a willingness to learn new technologies as they become available. They also possessed previous experience with creating a Data Warehouse, and knowledge of the steps involved in the lifecycle of its development.



## Hiring Goals Analysis 2016

### **2016209- Computer Programmer/ Analyst II – Office of Institutional Research and Effectiveness – 1 AF**

The Office of Institutional Research and Effectiveness invites applications for a Business Intelligence Analyst/Developer (UCP 8 – Computer Programmer/Analyst 2). 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 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://oire.uconn.edu>.

**Job Summary:** Under the general guidance of the Director, applies a high degree of expertise and specialized knowledge of business intelligence tools and techniques to access and display academic and administrative data to meet various end user needs. Specifically, the successful candidate will develop BI applications to support end user needs in the newly reorganized Office of Institutional Research and Effectiveness (OIRE); confer with department representatives and OIRE staff to resolve questions of data intent, output requirements, and input data acquisition; identify appropriate BI tools and analytical applications for developing university dashboards and Key Performance Indicators; design and develop user friendly web interface to access institutional research and effectiveness data and information; develop operational reports to display trend and forecasting data on enrollment, retention and graduation, student success and faculty productivity; identify and integrate data from external sources such as IPEDS, NSF, ASEE and others to develop indicators displaying university's competitive positioning among peer institutions; and perform related duties as required.

**Minimum Qualifications:** The ideal candidate must have a Bachelor's degree in Computer Science, Information Systems, Management Information Sciences, Engineering, or a related discipline and two to five years of experience in business intelligence application development. An equivalent combination of education and experience may be considered. Evidence of ability to independently analyze and translate raw data into usable reports for end users; demonstrated ability in analytical reasoning and logical problem solving; working knowledge of front end tools such as Cognos, Hyperion, or Tableau for easy access to institutional data; ability to translate business needs into technical requirements; and strong written and verbal skills to communicate with various technical and non-technical audiences.

**Preferred Qualifications:** Master's degree in Computer Science, Engineering, Business or a related discipline; experience in institutional research or assessment with BI reports development experience; knowledge of programming in SAS or SPSS; SQL programming experience and understanding of data warehouse DBMS technologies, OLAP, and server tools; familiarity with statistical concepts and software packages; and the ability to extract and merge data from multiple platforms.

**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. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016209)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 9, 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 2016

Requirement activities included HERC, Inside Higher Ed., Diverse, monster.com, linkedin.com, and the Higher Education Data Warehousing Forum.

### **Goal Applicants: BM, BF, HF**

21 total applicants: 2 WM, 15 AM, and 4 AF.

Unqualified applicants: 2 WM, 10 AM, and 3 AF.

- 2 AM, and 2 AF lacked a Bachelor's degree in Computer Science, Information Systems, Management Information Sciences, Engineering, or a related discipline, two to five years of experience in BI application development, or an equivalent combination of education and experience.
- 2 AM did not provide evidence of the ability to independently analyze and translate raw data into usable reports for end users.
- 2 WM, 6 AM, and 1 AF failed to demonstrate working knowledge of front end tools such as Cognos, Hyperion, or Tableau for easy access to institutional data.

Qualified applicants: 2 AM

- 2 AM lacked experience in institutional research or assessment with BI reports development experience.

Interviewed applicants: 3 AM, and 1 AF.

- 1 AM lacked the ability to translate business needs into technical requirements.
- 1 AM lacked the ability to independently analyze and translate raw data into usable reports for end users.
- 1 AM declined the offer.

The 1 AF selected had experience in institutional research or assessment with Bi reports development experience. The candidate possessed working knowledge of front end tools such as Cognos, Hyperion, and Tableau for easy access to institutional data. She demonstrated evidence of their ability to independently analyze and translate raw data into usable reports for end users.

## Hiring Goals Analysis 2016

### **UC Professional 8 – Program Director**

**Short-term goals: 1 BM, 1 BF, 1 AF**

**2016092 – Program Director – Engineering Dean’s Office – 1 WF**

#### **JOB SUMMARY**

Under the general direction of the Dean and Senior Associate Dean, provides administrative and program leadership for complex research or academic strategic initiatives designed to support the School of Engineering research and industry outreach activities, and provide support to the Dean and Senior Associate Dean.

#### **DUTIES AND RESPONSIBILITIES**

1. Oversees the planning and implementation of academic and research strategic initiatives as assigned by the Dean and/or Senior Associate Dean.
2. Directs the day-to-day operation and administration of the programs and services in accordance with program goals and objectives; oversees program coordination and logistics; prepares necessary reports; resolves problems and makes adjustments to accommodate changing priorities and needs.
3. Establishes and maintains partnerships and engagement with industry and governmental contacts.
4. Responsible for public relations and promotional activities of the program.
5. Manages critical communications, both internal and external.
6. Coordinates preparation of large proposals involving multiple faculty, departments and/or other universities.
7. May participate in securing funding for the program.
8. Develops budget recommendations and manages approved program budget; makes decisions regarding appropriateness of expenditures and prepares budget reports and projections.
9. Serves as a resource to faculty and staff on matters relating to strategic initiatives.
10. Is responsible for special projects/operations which may be ongoing or short-term and which require planning, development, implementation, and thorough knowledge of the program goals and activities.
11. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree and a minimum of four years relevant experience or Master's degree and a minimum of two years relevant experience (preferred).
2. Outstanding written and oral communication skills.
3. Thorough knowledge of, and demonstrated competence in, developing industry engagement and partnerships.
4. Ability to resolve complex or unusual problems.
5. Excellent administrative and organizational skills, including ability to identify and resolve complex or unusual administrative problems.
6. Demonstrated ability to lead large, complex projects to successful completion adhering to established deadlines.

#### **PREFERRED QUALIFICATIONS**

1. Ability to manage relations and engagement with governmental and funding agencies.
2. Experience working in a university environment.
3. Experience working on proposal development teams.
4. Experience working with government agencies.

Recruiting activities include: The UConn Careers website, HERC, Inside Higher Ed., Diverse, and Academic Keys.

**Goal Applicants: BM, BF, AF**

## Hiring Goals Analysis 2016

17 total applicants: 9 WM, 5 WF, 1 AM, 1 UM, and 1 UF.

Unqualified applicants: 4 WM, 3 WF, 1 AM, 1 UM, and 1 UF.

- 4 WM, 3 WF, 1 AM, 1 UM, and 1 UF lacked a Bachelor's degree and a minimum of four years relevant experience or Master's degree and a minimum of two years relevant experience.

Qualified applicants: 2 WM

- 2 WM did not possess the ability to manage relations and engagement with governmental and funding agencies.

Interviewed applicants: 3 WM, and 2 WF.

- 2 WM lacked experience working on proposal development teams and experience with federal funding agencies.
- 1 WF lacked experience working with federal agencies.
- 1 WM had experience with governmental funding agencies that was more than 15 years ago.

The 1 WF selected for the position had extensive experience with government agencies. In addition, the candidate had experience engaging and partnering with university administration and faculty. The candidate also possessed excellent written and oral communication skills.

# Hiring Goals Analysis 2016

## UC Professional 7

Short-term goals: 2 BF, 1 HM, 3 AM, 2 AF

### **2016487 – Network Technician 2 – University Security – 1 WM**

**Description:**

#### **JOB SUMMARY**

The UConn University Information Technology Services department invites applications for a Network and Information Security Analyst. This position is responsible for investigating a diverse range of technical issues across multiple platforms, working with a wide range of clients who have minimal to a broad range of technical skills. The Analyst works among a team of skilled technicians to address problems within a complex network environment and develops solutions that fit into that environment. The Analyst is responsible for following processes and procedures as identified by the IRT (Incident Response Team) to ensure the continuous improvement to monitoring, detection and mitigation capabilities. The Analyst plans, organizes and establishes priorities related to an assignment; works independently with minimal outside support; and handles sensitive information in a confidential manner. Other responsibilities include gathering and analyzing security and performance metrics; determining client/user satisfaction levels; and initiating corrective actions as necessary to ensure continuing quality improvement.

This position will provide a candidate with excellent exposure to all aspects of information security. The key responsibilities will be related to security data analytics, cyber incident response and technical controls implementation.

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.

#### **DUTIES AND RESPONSIBILITIES**

- Develop security metrics to proactively monitor cyber threats and provide trend data
- Monitor security incident and event management (SIEM) and logging environments for security events and alerts to potential (or active) threats, intrusions and/or compromises
- Assist with triage of service requests from customers and internal teams
- Identify security gaps and recommend solutions
- Design, implement, and maintain new security solutions
- Integrate data for use between various applications
- Administrate firewall, VPN, and logging infrastructures
- Participate in incident response activities as required for cyber security incidents
- Document event analysis and write comprehensive reports of incident investigations
- Perform penetration testing and vulnerability scanning
- Communicate security best practices to other IT staff
- Other related duties as assigned

#### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in Computer Science or related field or equivalent combination of training and experience
2. 2-5 years' working experience as a data network administrator or information security analyst
3. Competence with scripting languages such as Python, PHP, PERL
4. Ability to analyze network and server logs and network traffic
5. Competency with intrusion detection systems, network sniffers, and vulnerability scanners
6. Knowledge of firewalls, VPN, network proxies, and network design
7. Strong working knowledge of Windows and Linux operating systems.
8. Ability to present complex technical concepts in verbal or written business terms
9. Experience in security analysis policies, procedures and standards
10. Strong technical, analytical, interpersonal and organizational skills

## Hiring Goals Analysis 2016

### PREFERRED QUALIFICATIONS

1. Experience with Fortinet firewalls
2. Experience with installing, configuring and administering Splunk
3. Experience with security data analysis using Splunk to identify possible security vulnerabilities or events
4. Experience doing system vulnerability testing, preferably using Tenable System Center.
5. Experience with network hardware and protocols
6. Ability to write SQL for data analysis
7. Experience with automation using vendor API's
8. PCI Knowledge
9. CISSP, CISM, or related information security certification

### 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://hr.uconn.edu/benefits-summaries/>

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>.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, EduCause, Career Builder, Journal of Blacks in Higher Education, and IM Diversity & Diversity Employers.

### **Goal Applicants: BF, HM, AM, AF**

12 Total Applicants: 10 WM, 1 HF, 1 AF

Unqualified Applicants: 8 WM, 1 HF

- 5 WM did not have a Bachelors' degree in Computer Science or related field or equivalent combination of training and experience.
- 2 WM lacked competence with scripting languages used in this position.
- 1 WM and 1 HF did not have the ability to analyze network and server logs and network traffic.

Interviewed Applicants: 2 WM, 1 AF

- 1 AF and 1 WM did not demonstrate the information security and data networking skills necessary for this position during the practical portion of their interview.

The 1 WM hired had an excellent combination of educational and professional experience. He was well versed in the scripting languages used in this position, and demonstrated his breadth of knowledge of information security. Additionally, he passed the practical portion of his interview with accuracy and efficiency.

## Hiring Goals Analysis 2016

### **2016344 – Facilities Professional 2 - Academic Renovations – 1 WM**

**Visible:** Internal and External 

**Description Type:** Job Posting

**Description ID:**

**Description:**

Facilities Operations and Building Services is seeking a Project Manager (Facilities Professional 2) to manage and coordinate various renovation, maintenance and repair projects in a fast-paced, dynamic 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, maintenance and repair projects at Storrs and the regional campuses from inception through completion.

This position is primarily responsible for ensuring projects are constructed in accordance with project design, schedule and budget. The Project Manager monitors and inspects projects 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 services needs including trades personnel, materials, budget, timelines and scheduling. The Project Manager will coordinate with management and/or on-site contracted supervision to make specific requests, i.e. trade personnel, work assignments, materials, etc. in order to effectively support multiple, on-going 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, associated UConn 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 stakeholders informed of issues as necessary; coordinate with University offices and departments as needed for assistance, input and compliance purposes; 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 construction industry or equivalent experience with significantly sized residential construction projects, renovations and maintenance involving structures such as apartment/condominium complexes, demonstrating strong construction project management skills.
- Ability to read, interpret and navigate project schedules, budgets, schematic drawings, plans and specifications including electronic data/databases and documents.
- Excellent verbal and written communication skills.
- Proven ability to work collaboratively and effectively with all level of staff including senior management and key stakeholders.



## Hiring Goals Analysis 2016

- 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 able to handle, pack and unpack and deliver materials weighing up to 50 lbs. to and from job sites, storage, etc.
- 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.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in Construction Management, Business or related field.
- Experience in commercial project management in a higher education or similar institution/campus environment.
- Demonstrated experience estimating resource hours, materials and sequencing for maintenance and repair tasks.
- Demonstrated knowledge of the principles, practices and methods of building design, building modifications and construction building materials.
- 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.
- Experienced in administering Quality Assurance Plans on Construction Projects
- Connecticut Contractor 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.

### **APPOINTMENT TERMS**

This is a full-time, permanent position. Salary will be commensurate with background and experience.

Recruitment activities included advertisements with the Hartford Courant; ctjobs.com; careerbuilder.com; Equality Magazine (Black Perspective, Hispanic Today, Veterans Enterprise, and Women in Business and Industry).

### **Goal Candidates: BF, HM, AM, AF**

47 candidates applied for the position: 39 WM, 4 WF, 1 AF, 2 UM, and 1 UF.

Unqualified applicants: 28 WM, 2 WF, and 1 UM.

- 17 WM, 1 WF, and 1 UM lacked a Bachelor's Degree in Construction Management, Business, or a related field.

## Hiring Goals Analysis 2016

- 6 WM and 1 WF lacked 5 years' experience in the commercial construction industry.
- 5 WM lacked excellent written communication skills as evidenced by errors in application materials.

Qualified not interviewed applicants: 2 WM, 2 WF, 1 AF, and 1 UM.

- 1 WM, 2 WF, and 1 AF lacked experience in commercial project management in a higher education or similar institution/campus environment.
- 1 WM and 1 UM lacked demonstrated knowledge of the principles, practices, and methods of building design, building modifications, and construction building materials.

Interviewed applicants: 9 WM and 1 UF.

- 3 WM and 1 UF declined the invitation to interview.
- 2 WM lacked demonstrated knowledge of State of Connecticut building and fire codes.
- 3 WM lacked excellent verbal communication skills as evidenced by poor responses to interview questions.

The 1 WM selected for the position had extensive experience in new construction, renovation, and maintenance projects. Additionally, this candidate had higher education experience as well as hospital and k-12 school campus experience. This candidate had extensive experience working on job sites and moving materials. Finally, the selected candidate had outstanding interpersonal and communication skills.



# Hiring Goals Analysis 2016

## **2016533 – Operating Systems Program Analyst 2 – UITS – 1 WM**

**Visible:** Internal and External 

**Description Type:** Job Posting

**Description ID:**

**Description:**

The University of Connecticut Information Technology Services is seeking a proactive innovative thinker with strong organizational, communications and technical skills to provide advanced level technical support including installation, monitoring, troubleshooting, and problem solving in support of the University's central Windows servers.

The Windows Server Administrator position is intended for individuals with considerable knowledge of Windows Server operating systems. Incumbents in this position are considered technical experts and project leaders and are expected to have a thorough knowledge and understanding of Windows server operating systems and the ability to apply a wide range of problem solving and resource management techniques. The candidate must work successfully in a team and also have the ability to work independently.

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

### **Duties and Responsibilities**

1. Diagnoses and resolves errors in Windows Server, and subsystem components.
2. Manages accounts, disk space, and other system resources.
3. Installs and manages Web services such as Apache and IIS.
4. Installs and manages IBM, Dell, and Cisco server hardware, Windows Server operating systems, including BIOS upgrades, hardware troubleshooting, and disaster/recovery.
5. Automates routine tasks using batch tools and scripting.
6. Supports a production environment during defined maintenance periods as well as outside of normal working hours to insure minimal impact to users.
7. Works with complex systems integration issues including activities associated with various computer platforms, such as data warehouse, web applications and server, communication and networking technology.
8. Programs applications to assist with management of computer resources such as database applications.
9. Creates documentation about technical and usage procedures and methodologies.
10. Participates effectively as a team member on technical projects.
11. Assists in the evaluation and selection of program products and hardware.
12. Consults with and supports end users.
13. Performs related duties as required.

## Hiring Goals Analysis 2016

### **Minimum Qualifications**

1. Bachelor's degree in computer science or related discipline or an equivalent combination of training and experience.
2. At least two to three years of highly technical and progressively responsible work experience in a computer related field which must include experience with Windows Server Operating Systems Administration, File Services, Web Services (IIS, Apache), as well as scripting experience.
3. Demonstrated knowledge and understanding of enterprise hardware and software.
4. Excellent oral and written communication skills.
5. Evidence of highly developed interpersonal skills.
6. Demonstrated ability to work in a team environment.
7. Evidence of the capability of meeting deadlines and working under pressure.
8. Demonstrated ability to work with minimal supervision.

### **Preferred Qualifications**

1. Experience with Microsoft Active Directory Administration
2. Experience with firewall management
3. Experience with TCP/IP Networking
4. Experience with Microsoft SQL Server

### **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://hr.uconn.edu/benefits-summaries/>

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 contacts included advertisements with carerrbuilder.com; IM Diversity and Diversity employers; Dice.com; the UITS website; and the UITS employee newsletter.

### **Goal Candidates: BF HM AM AF**

23 candidates applied for the position: 13 WM, 2 WF, 1 BM, 3 HM, 2 AM, 1 AF, and 1 UM.

Unqualified applicants: 7 WM, 2 WF, 1 BM, 2 HM, 2 AM, and 1 UM.

- 4 WM, 1 WF, 1 BM, 1 HM, and 1 UM lacked a Bachelor's degree in computer science or a related discipline or an equivalent combination of training and experience.
- 3 WM, 1 WF, 1 HM, and 2 AM lacked at least 2-3 years of highly technical and progressively responsible work experience in a computer-related field which must include Windows Server Operating Systems administration, File Services, Web Services, and scripting experience.

Qualified applicants: 2 WM, 1 HM, and 1 AF.

- 1 WM and 1 HM lacked experience with firewall management.
- 1 WM lacked experience with Microsoft Active Directory Management
- 1 AF lacked experience with Microsoft SQL Server

## Hiring Goals Analysis 2016

Interviewed applicants: 4 WM.

- 1 WM declined the invitation to interview.
- 1 WM did not have extensive experience with Microsoft SQL Server
- 1 WM lacked Windows Server Operating Systems experience as evidenced by incorrect answers to interview questions.

The 1 WM selected for the position met and exceeded all minimum qualifications for the position. Additionally, this candidate had experience with Active Director, firewall management, and Microsoft SQL Server. Finally, the selected candidate demonstrated strong programming skills and excellent communication and interpersonal skills.

## Hiring Goals Analysis 2016

### **2016157 – Fiscal Manager – Center for Excellence in Teaching and Learning – 1 WM**

**Description:**

The UConn Center for Excellence in Teaching and Learning (CETL), is seeking a dynamic fiscal professional to serve as Director of Finance (Fiscal Manager, UCP 7). CETL provides institution-wide support for online education and graduate certificate program development through eCampus, advancing education, teaching, and learning programs through the Institute for Teaching and Learning, Summer and Winter programs, and promoting University experiences for high school students through the Office of Early College Programs.

Reporting to the Assistant Vice Provost for CETL, this position is responsible for the budgets and financial of all units within CETL including both University funded budget activities and entrepreneurial revenue generating funded activities.

**Duties and Responsibilities:** Day-to-day fiscal operations; budget preparation and implementation; reconciliations; monitor and evaluate operation for compliance and efficiencies; prepare comprehensive reports and analysis to support data driven decision making; provide alternatives on issues affecting strategic plans and financial management; advise AVP and unit directors on financial well-being of units; and other related duties.

**Minimum Qualifications:** Bachelor's degree in Business, Accounting or related field; at least three years of experience in a position with financial accountability and/or financial analysis; knowledge of sound accounting standards and policies and the ability to resolve complex accounting problems; demonstrated ability to work independently, exercising sound judgment in resolving issues; excellent interpersonal skills and the ability to work effectively across diverse units with staff and faculty; and excellent oral and written communication skills including the ability to author comprehensive reports and communicate effectively with all levels of the University and the public.

**Preferred Qualifications:** Master's degree in Business, Accounting or related field; experience in higher education budget or financial management; experience with entrepreneurial or fiscally self-sustaining programs; experience in project management; and experience in WEBFOCUS reporting, PeopleSoft research, query, or reporting, KUALI financial record system, or similar institutional wide financial system.

**Appointment Terms:** This is a full-time, 12-month, permanent position with a salary in low-seventies. This position comes with an outstanding benefits package including employee and dependent tuition waivers. UConn is a national "Top 20" public research institution. Our people are our most important asset in our continued pursuit of excellence in education, research, and outreach. Our staff not only enjoys outstanding benefits and professional growth opportunities but also an engaging work environment.

**To Apply:** Please submit a cover letter, resume and names and contact information for three professional references. Employment of the successful candidate is contingent upon the successful completion of pre-employment criminal background check. (Search # 2016157)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 3, 2016.

Recruitment activities included advertisements with the Hartford Courant; higheredjobs.com; the National Association of College and University Business Officers; the American Finance Association; the New York Times; and the New England UPCEA Conference.

**Goal Candidates: BF, HM, AM, AF.**

60 total applicants: 25 WM, 20 WF, 6 BM, 2 BF, 2 AM, 3 UM, and 2 UF.

Unqualified applicants: 15 WM, 9 WF, 3 BM, 2 BF, 1 AM, 2 UM, and 1 UF.

## Hiring Goals Analysis 2016

- 8 WM, 5 WF, 1 BM, 1 BF, 1 AM, and 2 UM lacked a Bachelor's degree in Business, Accounting, or a related field.
- 3 WM, 2 WF, 2 BM, and 1 UF lacked excellent written communication skills as evidenced by errors in application materials.
- 4 WM, 2 WF, and 1 BF lacked a demonstrated ability to work independently and exercise sound judgment in resolving issues.

Qualified applicants: 2 WM, 2 BM, and 1 AM.

- 1 WM, 2 BM, and 1 AM lacked a Master's degree in Business, Accounting, or a related field.
- 1 WM lacked experience in higher education budget or financial management.

Interviewed applicants: 8 WM, 11 WF, 1 BM, 1 UM, and 1 UF.

- 6 WF, 1 BM, and 1 UF declined the invitation to interview.
- 3 WM, 5 WF, and 1 UM demonstrated poor interpersonal and communication skills as evidenced by incomplete or unprofessional responses to interview questions.
- 2 WM had work experiences that were more in line with senior management positions, and were not familiar with day to day fiscal management of a department.
- 2 WM had limited experience with financial management of a department in a higher education setting.

The 1 WM selected for the position had an excellent combination of education and experience. Additionally, this candidate was familiar with KUALI financial record systems and WEBFOCUS reporting. The identified candidate also had experience with entrepreneurial funds. Finally, the selected candidate exhibited excellent interpersonal and communication skills.

## Hiring Goals Analysis 2016

### **2015470 – Information Systems Analyst II – Office of the Vice President for Research – 1 WF**

The Office of the Vice President for Research, Sponsored Program Services at the University of Connecticut is seeking an energetic and experienced Financial/Data Systems Analyst to manage the financial reporting of data associated with effort paid on sponsored projects. The ideal candidate for this role will have experience as a financial analyst and be comfortable with managing systems, data and developing queries or have experience as a business analyst with a financial experience/background. The full position description for this position can be found at <http://research.uconn.edu/careers/>.

The Effort Reporting Specialist will report directly to and work under the direction of the Manager of Data and Reporting and work closely with the Director of Sponsored Program Services (SPS), and will be responsible for the administration of the University's newly developed electronic effort reporting system and for conducting in-office data quality reviews to ensure that personnel charges to sponsored awards are accurately and completely reflected in the appropriate financial and research management systems.

**Minimum Qualifications:** Bachelor's degree in related field or equivalent combination of training and experience; at least two years' experience with effort reporting, payroll or research administration; experience using query tools against databases to analyze and validate data quality and content; knowledge of InfoEd, Kuali Financial System (KFS) and/or other electronic grant management or financial record system(s); demonstrated effective written and oral communication skills; excellent organizational skills to effectively multi-task to meet deadlines and troubleshoot problems; ability to work with minimal supervision and exercise a high level of independence and discretion; established interpersonal skills that promote building strong working relationships; demonstrated ability to interact with colleagues in a positive and constructive manner; demonstrated ability to work effectively and collaboratively with administrators, faculty members and staff in a diverse work environment; intermediate to advanced Excel skills.

**Preferred Qualifications:** Demonstrated knowledge of federal laws, regulations and procedures pertaining to effort reporting; experience creating training materials and presenting information via training programs and/or workshops to individuals or groups; working knowledge of SQL for running queries and analyzing data; experience working in a grant administration office with organization-wide oversight at a major research university.

Recruitment activities included HERC, Inside Higher Ed., Diverse, CTjobs.com, Research Administration Discussion List listserv, and the National Council of University Research Administrators.

#### **Goal Applicants: BF, HM, AM, AF**

21 total applicants: 7 WM, 10 WF, 2 BM, 1 AF, 1 AM.

Unqualified applicants: 4 WM, 5 WF, 1 BM, 1 AF, and 1 AM.

- 3 WF, 1 BM, and 1 AM did not possess a Bachelor's degree in a related field or an equivalent combination of training and experience.
- 2 WM, 2 WF, and 1 AF lacked at least two years of experience with effort reporting, payroll, or research administration.
- 1 WM failed to demonstrate effective written communication skills.
- 1 WM lacked intermediate to advanced Excel skills.

## Hiring Goals Analysis 2016

Interviewed applicants: 3 WM, 5 WF, and 1 BM

- 1 WF failed to demonstrate interpersonal skills that would promote building strong working relationships.
- 1 WM withdrew from consideration.
- 1 WM lacked experience managing the non-technical side of a business process.
- 1 WF failed to demonstrate the ability to work with minimal supervision and exercise a high level of independence.
- 2 WF, and 1 BM failed to demonstrate and articulate their experience in effort reporting.
- 1 WM did not possess the Excel skills needed for the position.

The 1 WF selected was well prepared and demonstrated excellent interpersonal communication skills. She possessed experience in automating business processes, including working with technical and non-technical users, developing and presenting training materials, and seeing a process through from start to finish. The candidate demonstrated strong technical skills, especially in analyzing data from Excel and SQL experience. She also had experience working with financial and payroll related data.



## Hiring Goals Analysis 2016

### **2016005 – University Librarian 2 – Library Vice Provost Office – 1 WF**

The University of Connecticut (UConn), one of the nation's leading public research universities, seeks applications for the position of Scholarly Communications Design Studio Coordinator.

#### **Position Summary**

The Scholarly Communications Design Studio Coordinator is a new interdisciplinary position created to provide leadership and coordination for design project development and engage with faculty, graduate students, undergraduates, and the broader University community across all UConn campuses to facilitate and promote design thinking in digital scholarship. The Scholarly Communications Design Studio Coordinator organizes and coordinates facilities management and scheduling, technology training and support, and project support services devoted to digital scholarship projects at the UConn Libraries.

In conjunction with the Department of Digital Media & Design (DMD) the Scholarly Communications Design Studio is a newly formed program that brings scholars into deep and sustained conversation and fosters collaborations with professional designers, web and application developers, librarians, data management experts, developmental editors, digital archivists, and university press representatives.

A complete job description and further information about the University of Connecticut Libraries can be found at <http://www.lib.uconn.edu/about/employment/professional.html>.

#### **Minimum Qualifications for Appointment as Program Specialist 2 (UCP 7)**

1. Graduate degree in an appropriate academic discipline with relevant experience in digital scholarship from an accredited graduate program.
2. Minimum of three years' related experience with evidence of recent significant accomplishments and leadership.
3. Recent project management and/or design process experience.
4. Knowledge of tools currently used in digital scholarship, including open source and proprietary digital publishing platforms, data manipulation, and/or visualization programs.
5. Knowledge and understanding of research and publishing processes in an academic setting, especially how these relate to digital resources.
6. Knowledge of current technologies and applications for digital scholarship and understanding of best practices in the digital humanities.
7. Demonstrated ability to effectively work collaboratively and independently.
8. Excellent demonstrated oral and written communication skills.
9. Excellent demonstrated organizational skills, interpersonal skills and ability to manage multiple priorities.

#### **Additional Minimum Qualifications for Appointment as Librarian 2 (UCP 7)**

10. Graduate degree in Library or Information Science from an American Library Association accredited institution with relevant experience in digital scholarship.
11. Evidence of recent active engagement in scholarly activities and sharing of expertise at a local level.
12. Work experience in an academic or research library.



## Hiring Goals Analysis 2016

### **Preferred Qualifications for all Appointments**

1. Demonstrated experience with current tools used in digital scholarship, including, for example, open source or proprietary digital publishing platforms or data manipulation and visualization programs.
2. Demonstrated recent experience in and understanding of research and publishing processes in an academic setting, especially how these relate to digital resources.
3. Demonstrated recent experience with current technologies and applications for digital scholarship and understanding of emergent best practices in the digital humanities.
4. Demonstrated knowledge of web design and development technologies, including HTML, CSS, PHP, JavaScript.
5. Demonstrated knowledge in one or more areas of digital media design and production, for example, audio and/or video editing, graphic design, or motion graphics.
6. Demonstrated leadership, problem-solving, and decision-making skills.
7. Demonstrated ability to quickly learn new tools and technologies.
8. Working knowledge of XML and TEI.
9. Successful grant-writing experience.

Recruiting activities included: UConn Careers website, HERC, Inside Higher Ed., Diverse, Chronicle of Higher Education, ACRL Digital Humanities Listserv, UCLA Digital Humanities Job List, DHNow.org, American Library Association, Boston Digital Humanities Listserv, and NYC Digital Humanities Listserv.

### **Goal Applicants: BF, HM, AM, AF**

14 total applicants: 4 WM, 5 WF, 1 HF, 1 AF, and 3 UF.

Unqualified applicants: 2 WM, 2 WF, 1 AF, and 2 UF.

- 1 WF lacked knowledge and understanding of research and publishing processes in an academic setting, especially how these relate to digital resources.
- 1 AF lacked a graduate degree in an appropriate academic discipline with relevant experience in digital scholarship from an accredited graduate program.
- 2 WM, 1 WF, and 2 UF lacked a graduate degree in Library or Information Science from an American Library Association accredited institution with relevant experience in digital scholarship.

Qualified applicants: 1 WF and 1 UF.

- 1 UF did not demonstrate recent experience with current technologies and applications for digital scholarship and understanding of emergent best practices in the digital humanities.
- 1 WF did not demonstrate leadership, problem-solving, and decision-making skills or successful grant-writing experience.

Interviewed applicants: 2 WM, 2 WF, and 1 HF.

- 1 HF withdrew from consideration.

## Hiring Goals Analysis 2016

- 1 WM presented with a lack of ability to work collaboratively and did not have the oral and personal communication skills needed for the position.
- 1 WM did not demonstrate an understanding that the Studio would be a collaborative intellectual space rather than a service location and did not demonstrate an understanding on how to build a program over the long-term with the context of a complex organization.
- 1 WF possessed less current technical knowledge than needed and was unable to demonstrate the practical experience necessary to succeed in the current start-up phase of the Design Studio.

The 1 WF selected for the position demonstrated excellent interpersonal, organizational, analytical, and technical abilities. In each of the three major activities of the interview process, this candidate demonstrated all the skills necessary. Additionally, this candidate came with excellent recommendations from professional contacts.

## Hiring Goals Analysis 2016

### **2016364 – Program Associate – Community Standards – 2 WF, 1 HF**

#### Description:

##### Position Summary

Under the direction of the Director of Community Standards, the Assistant Director of Community Standards will assist in the responsibility for providing innovative leadership for a student centered campus conduct system. Responsibilities will include coordination of individual and organizational student conduct; development of creative responses to student conduct issues; implementation of a comprehensive educational process for helping members of the University community fully understand their individual and group rights and responsibilities; and the development of a comprehensive approach to issues of academic misconduct. In addition, the Assistant Director of Community Standards will provide case management for students identified through the University's Student Care Team (Care Team).

The successful candidate will be a highly motivated, student-centered and dedicated professional. The Community Standards staff is committed to the core values of integrity, respect, responsibility and collaboration, helping to engage students in the learning process. Individuals who are seeking an opportunity to challenge and support students to develop and become positive, contributing members of our academic community and society should apply for this position.

##### Duties and Responsibilities

- Assist in all aspects of the management, coordination and the communication of *The Student Code*, the University's student conduct system.
- Responsible for the coordination of specific areas which may include but are not limited to academic integrity and/or sanction creation, management and compliance.
- Maintain education records related to conduct and the Care Team through a database system and in hard copy as needed.
- Serve as a member of various teams and committees as needed.
- Supervise graduate assistant and graduate practicum students.
- Assist students, faculty, and staff in reaching settlements of disputes/complaints regarding behavior. This includes all stages including information collection, fact-finding, and resolution development.
- Work with appropriate University officials and departments to facilitate satisfactory solutions to issues and problems that fall within the responsibilities of Community Standards.
- Serve as a member of the decision making body in relation to the revisions to *The Student Code*. This includes researching, evaluating, and recommending changes.
- Make recommendations to the Readmission Board regarding readmission for students returning from University Suspension.
- Collect and provide information as needed in regard to compliance in areas such as Title IX and Clery.
- Assist in the coordination of responses to behavioral incidents at the regional campuses.
- Respond to campus emergencies, as needed.
- Train and advise Residential Life staff regarding the student conduct process.
- Serve as a resource to the University community regarding disruptive students and interpretations of *The Student Code*, and make presentations to groups.
- Maintain cooperative relationships with representatives of schools, colleges, regional campuses, student support programs, and student organizations in regard to policies related to maintaining an appropriate academic living/learning environment.
- Develop strong working relationships with campus departments.
- Develop and conduct assessment projects related to Community Standards.
- Serve on committees that address student development efforts and multiculturalism.
- Serve in the absence of the Director or Associate Director of Community Standards as needed.
- Other duties as assigned.

## Hiring Goals Analysis 2016

### Minimum Qualifications

- A Master's Degree in Student Affairs, Higher Education, or a related field.
- Two to five years' progressive experience working in student affairs.
- 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

- Five to seven years' progressive experience in higher education.
- Experience working in a student conduct system.
- Active involvement in related professional organizations.
- Experience in working with conduct management computer systems such as Maxient.
- Significant knowledge and expertise in Title IX, Clery, and other key compliance issues.

### To Apply

Please submit a cover letter, resume, as well as the names and contact information of three references in Word or PDF format. The anticipated start date is **July, 2016**. An official transcript will be required if an invitation for an on-campus interview is extended. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016364)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 14, 2016.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Higherjobs.com, American School Counselor Association website, Student Affairs Professionals in Higher Education Region I, New Professional Mentor Institute, in person informational meetings at the American School Counselor Association Annual Conference, and networking.

### **Goal Applicants: BF, HM, AM, AF**

79 Total Applicants: 18 WM, 40 WF, 2 BM, 4 BF, 5 HM, 2 HF, 1 AM, 4 AF, and 3 UF

Unqualified Applicants: 12 WM, 24 WF, 2 BM, 3 BF, 3 HM, 1 HF, 2 AF.

- 1 WF and 1 HF did not submit complete applications.
- 5 WM, 8 WF, 2 BM and 2 HM did not have a Masters' degree in Student Affairs, Higher Education or related field.
- 1 WM, 6 WF, 1 BF and 1 AF did not have two to five years' progressive experience working in student affairs.
- 4 WM, 5 WF, and 2 BF did not have excellent written communication skills.
- 2 WM, 4 WF, 1 HM and 1 AF lacked experience in and awareness of the sensitivity required when interacting with, supervising, and addressing the needs of a diverse community.

## Hiring Goals Analysis 2016

Qualified Applicants: 4 WF, 2 HM, 1 AM, 3 UF

- 3 WF, 2 HM and 2 UF lacked five to seven years' progressive experience in higher education.
- 1 WF, 1 AM and 1 UF did not have experience working in a student conduct system.

Interviewed Applicants: 6 WM, 12 WF, 1 BF, 1 HF, 2 AF

- 1 WM, 3 WF and 1 BF withdrew their applications.
- 2 WM and 3 WF had philosophies regarding student conduct and diversity that did not align with those of the department.
- 3 WM, 4 WF, and 2 AF did not have experience navigating complex student conduct issues.

1 WF hired for this position had excellent experience working in student affairs. Specifically, this candidate has extensive experience and training in the areas of student conduct and Title IX. Her responses to challenging situational interview questions were thoughtful and provided excellent insight into her philosophies regarding conduct that closely aligned with the departments'. During her interview, she also demonstrated professionalism, good communication skills and sensitivity.

1 WF hired for this position had excellent experience as a Conduct Officer in a community standards office. She demonstrated thoughtfulness and sensitivity in her responses to challenging situational interview questions, and conveyed that her philosophies regarding conduct closely aligned with those of the departments'. Additionally, this candidate demonstrated that she was detail-oriented, professional and had strong interpersonal skills.

1 HF has extensive experience working in the field of student conduct. She has been a conduct officer for at least 7 years and has managed difficult and complex cases. She has been trained at the Gehring Academy through the Association of Student Conduct Administrators. Candidate has successfully completed ATIXA trainings (two of them), certifying her as a civil rights investigator. Candidate has experience in writing policy, evaluating procedures and making recommendations, training staff, students and parents, and investigating cases. Currently, she oversees the conduct process at her institution and provides supervision to the functional area of Residential Life. While it is a small institution, this has allowed the candidate the ability to gain new experiences to inform her work.

## Hiring Goals Analysis 2016

### **2016317 – Grants/Contract Spec 2 – Sponsored Programs – 1 WF**

**Description:**

The Office of the Vice President for Research, Sponsored Program Services (OVPR-SPS) at the University of Connecticut (UConn) is seeking energetic, skilled and engaged Grants and Contracts Specialists with experience in post-award services to join our Central Services Team.

Under the direction of a Team Lead supervisor in the OVPR-SPS, this position provides specialized professional administrative guidance, oversight and assistance to faculty, departmental and shared service staff. OVPR-SPS facilitates University research and sponsored program activity by helping to ensure the institution meets its financial, compliance and reporting obligations to our sponsoring agencies in a timely and proficient manner, and by helping to ensure expenses charged to sponsored awards are consistent with federal and state laws, sponsor terms and conditions and University policy and procedures.

**Representative duties will include:** Providing assistance to faculty and staff in the setup, financial management and reporting of sponsored project accounts; serving as the University liaison with the sponsor in the negotiation of changes to sponsored research commitments, budget adjustments, changes in scope and project extensions; working closely with staff and key constituencies; collecting and monitoring subrecipient entity activity to evaluate and mitigate risk; exercising sound judgment in clarifying and resolving financial and other issues of concern; maintaining complete records and documentation; assisting with the billing or collection of monies in a variety of forms; making recommendations for improvement of current practices; and other duties as assigned.

**Additional duties performed at the level of Grants and Contracts Specialist 2 (UCP 7) include:** handling of a project portfolio of significant complexity, requiring an advanced level of knowledge and experience; coordinating and prioritizing team workload and/or implementing, managing, and being a change agent of a functional, operational or high-risk area of responsibility (i.e., subaward oversight, closeout management, tracking high-risk metrics, over the cap salaries, salary limitation awards and cost transfers, etc.); developing and presenting training materials and serving as a resource to colleagues both internal and external to Sponsored Program Services; contributes to workflow, business process and policy improvements.

**Minimum Qualifications:** Bachelor's degree and four years of related experience, or eight years of experience in a business organization or government agency involving accounting, budgeting and contracting; thorough knowledge of federal laws and regulations regarding grants and contracts; demonstrated experience developing budgets or performing financial transactions, including preparation of financial reports; excellent verbal and written communication and interpersonal skills; customer-service orientation and experience working with a diverse constituency; effective time management, follow-through, and organizational skills; ability to work well flexibly, independently, and as a contributing member of a team; ability to work a flexible schedule to ensure that deadlines can be met.

## Hiring Goals Analysis 2016

**Additional Minimum Qualifications to be considered for the rank of Grants & Contracts Specialist 2 (UCP 7):** Ability to write and interpret technical contract language and understand its implications; ability to effectively communicate with and serve as liaison between granting agencies, University Administration and principal investigators; ability to develop and deliver technical training.

**Preferred Qualifications:** Bachelor's or advanced degree in business, accounting or an appropriate field; Certified Research Administrator certification; in-depth knowledge of OMB Uniform Guidance; ability to prepare/create reports using a reporting system (such as WebFocus); ability to problem-solve and maintain professional composure while working under pressure of internal and external deadlines; experience working in an institution of Higher Education.

**Appointment Terms:** Rank and salary will be commensurate with qualifications and experience. For a full list of duties and responsibilities please refer to the position descriptions located at <http://research.uconn.edu/careers/>.

**To Apply:** Applications should include a cover letter and resume demonstrating how the qualifications and requirements of the position are met, and contact information for three professional references.

Review of applications 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 # 2016317)

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Connecticut Hires, UConn's Office of the Vice President for Research, Research Administrator Listserv, National Council of University Research Administrators, and Higher Education Jobs Listserv.

### **Goal Applicants: BF, HM, AM, AF**

16 Total Applicants: 3 WM, 7 WF, 3 BM, 1 AF, 1 UM, 1 UF

Unqualified Applicants: 3 WM, 2 WF, 3 BM

- 1 WF and 1 BM withdrew their applications.
- 3 WM, 1 WF and 2 BM lacked related academic and professional accounting, budgeting or contracting experience.

Interviewed Applicants: 5 WF, 1 AF, 1 UF, 1 UM

- 1 WF withdrew their application.
- 3 WF, 1 UF and 1 UM did not provide complete answers to interview questions.

1 AF was offered the position, but declined.

The 1 WF hired demonstrated having extensive knowledge and expertise regarding grants and contracts management, including thorough knowledge of federal regulations and guidelines. She also demonstrated the ability to manage projects and work independently with little to no supervision. Additionally, she had experience developing and providing training on grant and contract administration requirements to large groups of people.

## Hiring Goals Analysis 2016

### **2016436 – Export Control Officer/Senior Export Control Officer – 1 WF**

The Office of the Vice President for Research, Research Compliance Services (OVPR-RCS) is seeking an energetic, experienced Export Controls compliance professional to serve as the University of Connecticut (UConn) Export Control Officer. The Export Control Officer (ECO) / Senior Export Control Officer (SECO) will report directly to and work under the direction of the Associate Vice President for Research Compliance, who reports to the Vice President for Research.

The ECO / SECO will collaborate with other research compliance staff members, and members of the Export Control Work Group to ensure that all activities related to research and/or teaching conform to all applicable University, State, Federal and other external regulatory requirements and guidelines for export control.

#### **Duties and Responsibilities**

1. Lead export control activities at all University of Connecticut campuses. Interact with University Leaders, faculty and external entities to maintain and improve upon UConn's export control compliance program.
2. Develop policies and procedures on institutional requirements regarding export control regulations. Lead, coordinate and implement export control procedures for the University of Connecticut Storrs, Regional and UConn Health campuses.
3. Prepare and present training programs for faculty, students and staff on export control topics such as International Traffic in Arms (ITAR), Export Administration Regulations (EAR), Office of Foreign Assets Controls (OFAC), and international travel.
4. Provide guidance to faculty, staff and administration on decisions related to import/export control; serve as point of contact for all export control-related matters including but not limited to:
  - o Establishing Project Technology Control Plans
  - o Determining equipment classifications
  - o Determining licensing exceptions or requirements
  - o Screening end users, end use, and countries for exported technology
  - o Determining travel requirements for embargoed and sanctioned countries
  - o Screening subcontractors and visitors to controlled University facilities
5. Act as liaison and coordinator for export-related and travel matters between the various research and regulatory offices within the University. Coordinate between the area-specific managers from the Export Control Work Group.
6. Act as University liaison with Departments of Commerce, State and Treasury and other applicable federal agencies regarding export-related matters.



## Hiring Goals Analysis 2016

7. Keep current on federal, state, and local regulations, guidelines, and policies. Ensure that changes that impact higher education are integrated into appropriate University policies, procedures, and Standard Operating Procedures.
8. Maintain internal database and prepare materials for the Research Compliance Services website.
9. Assist Research Compliance and Sponsored Program Services staff with issues that overlap with export control.
10. Perform other related duties as assigned.

### **Minimum Qualifications**

1. Bachelor's degree in appropriate academic discipline, or equivalent combination of education and experience.
2. Two to four years of experience working with export programs at a university, research organization, federal agency or industry.
3. Experience developing and implementing organizational policy to address federal regulatory requirements.
4. Experience assessing compliance with organizational policies and regulatory requirements.
5. Experience creating training materials presenting information, training programs, and/or workshops to individuals or groups.
6. Ability to work effectively and collaboratively with diverse stakeholders.

### **Minimum Qualifications to be considered for the rank of Senior Export Control Officer (SECO) / Program Specialist 2 (UCP 7)**

1. Master's degree in an appropriate academic discipline.
2. Comprehensive knowledge and three to five years of experience working with export programs at a university, research organization, federal agency or industry.

### **Preferred Qualifications**

1. Master's degree or Ph.D.
2. Experience in Law, Science or Engineering;
3. Experience working in an academic environment.

### **Appointment Terms**

Rank and salary will be commensurate with qualifications and experience. For a full list of duties and responsibilities, please refer to the position descriptions located at <http://research.uconn.edu/careers/>.

Recruiting activities included: CT Jobs.com, NCURA Website, HigherEdJobs Website, resadm-l listserv, CT DOL and US DOL Websites, OVPR Website

**Goal Applicants: BF, HM, AM, AF**

8 Total applicants: 1 WM, 4 WF, 1 AM, 2 UM

Unqualified applicants: 1 WF

- 1 WF lacked two to four years of experience working with export programs at a university, research organization, federal agency or industry.

## Hiring Goals Analysis 2016

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

- 1 WF withdrew from job consideration.
- 1 AM did not have experience in export controls.
- 1 UM had less experience in International Trade than leading candidate.
- 1 WM, 1 WF, 1 UM had no experience working in an academic environment.

The 1 WF selected was a practicing attorney with strong, current industry experience with international trade compliance. She demonstrated experience in developing and implementing related policies and procedures and experience working in an academic environment. The candidate displayed an ability to provide training in international trade compliance.

## Hiring Goals Analysis 2016

### **2016156 – U Accountant – Accounting Office – 1 WF**

The University of Connecticut Accounting Office is seeking applications for a University Accountant 2 (UCP 7) to perform complex accounting, auditing, budgeting and other fiscal analysis, in accordance with sound accounting practices and principles.

**Duties and Responsibilities:** Plans and installs general accounting systems and controls for a wide variety of complex accounts in accordance with all applicable laws and regulations and with sound accounting practices; coordinates the analysis of financial systems including the Quali Financial Systems (KFS), resolves system problems and implements changes, conducts analysis of complex financial systems and recommends improvements; prepares and interprets financial statements to reflect condition of accounts for specified accounting periods, including the recording of accruals and deferrals for interim and year-end financial statements; monitors general ledger accounts and subsidiary ledgers in KFS to identify problems of expenditures or obligations, determines most suitable accounting procedures for accounts, writes guidelines and resolves associated problems; analyzes and controls accounts and operations to assure fiscal transactions are in compliance with proper accounting policies and procedures; works closely with other financial reporting staff in the finance area, as well as independently prepares complex reports and analyses, or coordinates and supervises the preparation of such reports, including annual and interim detailed financial reports; serves as a resource in interpreting accounting policies, regulations and statutes; records daily and monthly journal entries, reconciles records and accounts, or directs and reviews such activities; performs related duties as required.

**Minimum Qualifications:** Master's degree in accounting or CPA and 3 to 5 years' accounting experience, OR Bachelor's degree in accounting and 5 or more years of progressively responsible accounting experience; comprehensive knowledge of accounting practices and principles; ability to work independently and resolve complex accounting problems; ability to write comprehensive reports and communicate effectively with a wide variety of university, government and banking officials and the public; and strong working knowledge of Excel and other Microsoft applications.

**Preferred Qualifications:** Certified Public Accountant; experience in accounting for higher education and governmental institutions; knowledge of KFS, Quali Financial Datamart and WebFocus; knowledge of project-based and cost accounting principles; prior experience with construction accounting and standard industry documents and practices; experience working in a fast-paced, deadline driven environment; and experience with system implementations.

**To Apply:** Please submit a letter of interest, resume, and list of three (3) professional references. Applications received by Monday, October 19, 2015 will be given preference in the screening process. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016156)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 31, 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: The UConn Careers website, HERC, Inside Higher Ed., Diverse, Chronicle of Higher Education, Hartford Courant, Career Builders, and the Chronicle of Higher Education website.

12 total applicants included: 1 WM, 3 WF, 2 BM, 2 AM, 1 AF and 3 UF

Unqualified applicants included: 1 WM, 1 BM, 1 AM, 1 AF and 2 UF

## Hiring Goals Analysis 2016

- 1 WM, 1 BM, 1 AM, 1 AF and 2 UF lacked a Master's degree in accounting or CPA and three to five years of experience; or a Bachelor's degree in accounting and five or more years of progressively responsible accounting experience.

Interviewed applicants included: 3 WF, 1 BM, 1 AM, and 1 UF.

- 1 UF could not be reached to schedule an interview.
- 1 BM declined an interview.
- 1 WF did not possess the requisite experience with accounting for higher education and government institutions and had no experience using KFS, KFDM, or Webfocus.
- 1 AM had less experience accounting in a higher education setting than needed for the position and no experience in construction, KFS, KFDM, or WebFocus,
- 1 WF did not have any direct experience working in the construction industry.

1 WF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WF selected for the position had a strong background in public accounting, including auditing nonprofits while at a large CPA firm. This candidate also demonstrated a thorough understanding of accounting issues raised in the interview. She also possessed extensive knowledge with KFS, KFDM, and WebFocus.

# Hiring Goals Analysis 2016

## **UC Professional 7 – Computer Technician 2**

**Short-term goals: 2 WF, 1 BF, 1 HF**

### **2016288 – Computer Technician Supp Cons 2 – Liberal Arts & Sciences – 1 WM**

**Description:**

#### **JOB SUMMARY**

Under the general supervision of the Assistant Computer Manager, provide expert level troubleshooting, advice, and hands-on repair of the college's desktop and laptop computers. Assist faculty and staff with a diverse and complex assortment of technologies in support of administration, teaching and research.

#### **DUTIES AND RESPONSIBILITIES**

1. Independently diagnose, troubleshoot and resolve a high volume of user support requests including malware cleanup, data recovery, operating system and hardware repair.
2. Work directly with users to provide solutions for a wide variety of operational problems including networking, printing, security and performance issues.
3. Provide quotes and advice for the purchase of computer-related equipment. Deploy new computers and redeploy old ones using standard software images.
4. Assist users with local backup and restore of all critical end-user files and settings. Respond to general IT information requests from faculty and staff.
5. Assist users in resolving problems related to the university's centrally managed network registration, security scanning and data encryption solutions.
6. Maintain routine security of computing hardware and software and cleanliness of computing hardware and facilities.
7. Assist in assuring compliance with all university policies and data security requirements as well as HIPAA and FERPA regulations where applicable.
8. Provide ongoing input and suggestions to the computer support group team to improve the level of service we provide, make suggestions about university wide policies and procedures.
9. Attend meetings, workshops, and classes to maintain knowledge of industry standards and university policies.
10. Supervise student workers and temporary staff on projects.
11. Perform related duties as required.

#### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in a computer related field, or equivalent combination of education and training AND three years' related experience.
2. At least two years' paid experience in a similar role. Experience must include significant direct, desk-side, end-user interaction and also include hands-on hardware repair.
3. Excellent written and spoken communication skills.
4. Demonstrated success working with users of varying skill levels in a demanding environment.
5. Proven ability to work effectively with minimal supervision.

#### **PREFERRED QUALIFICATIONS**

1. Professional experience deploying and managing Mac and PC clients in an Active Directory environment.
2. Ability to write scripts to aid in client deployment and management.
3. Experience supporting multi-function network devices such as photocopier printers

## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Facebook, CT Safety Listserv, National Safety Research Center Listserv, Craigslist, Indeed.com, and LinkedIn.

### **Goal Applicants: WF, 1 BF, 1 HF**

29 Total Applicants: 16 WM, 4 BM, 2 HM, 5 AM, 2 AF

Unqualified Applicants: 11 WM, 3 BM, 1 HM, 3 AM, 2 AF

- 2 WM, 1 AF lacked a Bachelor's degree in a computer related field, or equivalent combination of education and training and three years' related experience.
- 7 WM, 2 BM, 2 AM and 1 AF did not have at least two years paid experience including significant direct, deskside, end-user interaction and also including hands-on hardware repair.
- 1 WM, 1 BM and 1 HM did not demonstrate excellent written communication skills.
- 1 WM and 1 AM did not demonstrate a proven ability to work effectively with minimal supervision.

Interviewed Applicants: 5 WM, 1 BM, 2 AM, 1 HM

- 2 WM withdrew their applications.
- 1 BM, 2 AM and 1 HM did not completely answer interview questions.
- 2 WM lacked enough relevant active directory experience for this position.

The 1 WM hired demonstrated excellent technical skills and abilities during the interview. In his previous position, his main responsibilities included using Active Directory with self-written scripts to manage and deploy Mac and PC clients. Additionally, he was familiar with multifunction network devices.

## Hiring Goals Analysis 2016

### **UC Professional 7 – Program Manager**

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

#### **2016100 – Program Manager - INCHIP – 1 WF**

The UConn Rudd Center for Food Policy & Obesity seeks a Director of Advocacy Resources to lead and guide the Center's rapidly-expanding work on food marketing to young people. The Director leads the Rudd Center's efforts to educate and inform the public about issues related to food marketing to children and its impact on low-income communities, and develops resources to identify and implement appropriate strategies for intervention. The work location will be at the UConn Rudd Center at One Constitution Plaza in Hartford, Connecticut. Additional information about the Rudd Center can be found at <http://www.uconnruddcenter.org/>.

#### **Duties and Responsibilities**

- Lead the Center's efforts to develop and implement a comprehensive advocacy strategy related to unhealthy food and beverage marketing to youth, paying particular attention to its impact on low-income communities and communities of color.
- Monitor and coordinate all of the day to day tasks and deliverables of the program, including directing staff and students to assist with strategic efforts.
- Train, supervise, and mentor staff and students hired to assist in implementation of the program, directing workflow and coordinating duties and evaluative procedures.
- Develop and sustain national, state, and local partnerships for the purpose of reducing unhealthy food and beverage marketing to children.
- Serve as resource for national, state and local organizations about unhealthy food and beverage marketing and its impact on childhood obesity through briefings, webinars, conferences, presentations and other methods as appropriate.
- Provide expert/technical assistance to partners on the impact of unhealthy food and beverage marketing on childhood obesity, including creating strategic plans, agenda-setting, message framing, and identifying national, state, and/or local policy options.
- Disseminate Rudd Center findings and analysis through fact sheets, reports, webinars, website and online tools, meetings, national summits, and briefings with national, state and local policymakers.
- Work closely with Director of Communications to develop and implement an advocacy-focused social media strategy and online presence.
- Work autonomously in all aspects of position, including representing the Rudd Center at meetings, conferences, and speaking engagements.
- Analyze and track local and state legislation, policymaking, and regulatory activity regarding food marketing to inform appropriate strategies for intervention.
- Work collaboratively with University faculty and staff to carry out the Center's mission.
- Makes budget recommendations and monitors approved budget and expenditures.
- Ability to travel within and outside CT
- Other related duties

## Hiring Goals Analysis 2016

### Minimum Qualifications

1. Master's degree in a related field (or law degree) and minimum of 1 to 2 years of relevant work experience; or Bachelor's degree and at least 3 to 5 years' relevant experience.
2. Knowledge of health disparities and at-risk populations
3. Expertise in advocacy/policy-development processes
4. Strong communication (written and verbal) skills. Good interpersonal skills and ability to work effectively with faculty, staff, students, administrators as well as external agencies/groups and the public.
5. Good organizational and supervisory skills
6. Ability to travel to multiple work locations on occasion.

### Preferred Qualifications

1. Experience with community outreach in low-income communities and communities of color
2. Experience working in public health/child nutrition
3. Proficiency in public speaking/presentations
4. Experience with website content development and social media advocacy

Recruitment activities included HERC, Inside Higher Ed., Diverse, the American Cancer Society – Cancer Action Network, the American Heart Association- Voices for Healthy Kids, the Berkeley Media Studies Group, the California Center for Public Health Advocacy, the Center for Science in the Public Interest, ChangeLab Solutions, the Latino Coalition for a Healthy California, Moms Rising, the National Council of La Raza, the Partnership for a Healthier America, the Praxis Project, Save the Children, the Connecticut General Assembly, the Connecticut Health Foundation, End Hunger CT!, Foodshare, the Greater Hartford National Association for the Advancement of Colored People, the Hispanic Health Council, the New York City Department of Health and Mental Hygiene, the Urban Alliance, and the Young Men's Christian Association of Greater Hartford.

### **Goal Applicants: BM, HM, HF, AF**

31 total applicants: 1 WM, 16 WF, 3 BM, 4 BF, 1 HM, 2 HF, 3 UF, and 1 UM.

Unqualified applicants: 1 WM, 10 WF, 3 BM, 3 BF, 1 HM, 2 HF, 3 UF, and 1 UM.

- 1 WM, 8 WF, 3 BM, 2 BF, 1 HF, 2 UF, and 1 UM lacked a Master's degree in a related field, or a law degree, and a minimum of one to two years of relevant work experience, or a Bachelor's degree with at least three to five years of relevant experience.
- 1 WF, and 1 UF did not possess knowledge of health disparities and at-risk populations.
- 1 WF, 1 BF, 1 HM, and 1 HF lacked expertise in advocacy/policy development processes.

Qualified applicants: 1 WF

- 1 WF lacked experience working in public health/ child nutrition.

Interviewed applicants: 5 WF, and 1 BF

- 1 WF withdrew from consideration.
- 1 WF failed to provide detailed and complete answers to interview questions.



## Hiring Goals Analysis 2016

- 1 WF, and 1 BF lacked good interpersonal communication skills based on answers to interview questions.
- 1 WF lacked the relevant health disparity policy focus experience.

1 WF selected possessed experience working with academic researchers as well as public health/child nutrition. She had a strong professional acumen. The candidate possessed experience with community outreach in low-income communities and communities of color. She also demonstrated proficiency in public speaking and presentations.

## Hiring Goals Analysis 2016

### **2016289 – Program Manager – Management Department – 1 WF**

The School of Business is seeking a full-time Program Manager (UCP 7) for its MS in Human Resources Management (HRM) and Executive Education Programs. The incumbent will report to the Assistant Director of the Hartford Part-time MBA, Executive MBA, MS in Human Resource Management and Executive Education Programs and provide program management and administrative coordination for the School's HRM and Executive Education Programs. This position will be primarily based in downtown Hartford, but will require travel to Storrs or other regional campuses, regional businesses and area conferences. This position will also require working evening and weekend hours in support of program activities and events.

#### **Responsibilities include, but are not limited to:**

- Planning and implementing program services and activities for the programs; coordinating and monitoring the day-to-day administration of the program; overseeing logistics such as classroom space, catering, parking, building passes, etc.; assisting with the development of policies and procedures.
- Assisting with training, supervising and coordinating the activities of administrative and student staff; determining work schedules and assignments; recommending staffing needs and assisting in the selection of staff.
- Monitoring revenues and expenditures; participating in the preparation of budget reports and projections and making budget recommendations; participating in securing of funding by establishing program costs and financial details with the directors.
- Assisting with the identification and onboarding of program faculty and guest speakers.
- Developing and conducting program and course assessments.
- Planning and implementing information sessions, workshops, seminars and course offerings.
- Engaging in promotional and outreach activities and communications for the program; maintaining the website and marketing materials.
- Conducting recruitment efforts for adequate enrollment through contact with corporations, non-profit and state agencies.
- Performing related duties as required.

## Hiring Goals Analysis 2016

### **Human Resources Management**

- Identifying prospective students through information sessions; site visits, regional conferences, and other recruitment methods and overseeing prospect pipeline for the HRM Program using recruiting systems such as Hobson's.
- Planning and coordinating events in relation to program activities.
- Participating in the HRM admissions process as a member of the admissions committee. Matriculating accepted students and overseeing their onboarding; maintaining all student records.
- Working some Saturdays in support of Saturday in-person seminars.

### **Executive Education**

- Working with the Executive Director and Academic Director on assessment of corporate, non-profit and state agency clients' educational needs.
- Creating and building proposals and responding to requests for information, requests for proposal and building a request for proposal data bank.
- Creating the program calendar with the Executive Director and Academic Director and participating faculty members.
- Planning, coordinating and executing special events.
- Participating in planning, developing, designing and evaluating customized programs for the program based on identified needs and goals. Developing cost-benefit analysis to aid in determining how to price a program.
- Reviewing transcripts and screening applicants for earned non-degree credit; making approval/rejection recommendations.

## Hiring Goals Analysis 2016

### **Minimum Qualifications**

- Master's degree in discipline appropriate to the program to be served and at least one to two years of relevant experience; or Bachelor's degree and at least three to five years of relevant experience.
- Demonstrated experience writing proposals & responding to requests for information.
- Demonstrated experience successfully recruiting and counseling students.
- Demonstrated ability to independently implement programs, and to identify and resolve day-to-day program problems.
- Demonstrated experience planning and organizing workshops/training courses/curricula and training materials appropriate to programs to be served.
- Demonstrated experience reviewing and reconciling budgets against actuals; forecasting and preparing financial scenarios to support program initiatives. Ability to develop and communicate a cost-benefit analysis of an initiative or program to senior level management.
- Demonstrated excellent oral and written communication skills.
- Demonstrated organizational and supervisory skills.
- Demonstrated excellent interpersonal skills and ability to work effectively with faculty, staff, students, administrators as well as external agencies/groups and the public.
- Demonstrated proficiency with Microsoft Office products including Excel, Word, PowerPoint and Outlook.
- Demonstrated ability to interpret educational records/program data and related information.
- Willingness and ability to work evenings and weekends as required.
- Willingness and ability to travel regionally and to other campuses as required.

## Hiring Goals Analysis 2016

### **Preferred Qualifications**

- MBA or Master's degree in related discipline.
- Three to five years of experience working in a higher education environment in a University setting.
- Experience coordinating, planning and executing program, center, or school events.
- Experience working with mature students, executives and other professionals and collaborating with key stakeholders.
- Experience working with corporate learning and development teams.
- Experience with general human resources concepts and practices (i.e. supervising a staff; working in an HR department).
- Experience using Peoplesoft or another student administration system.
- Experience using Hobson's or similar recruiting system(s).

Recruitment activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, [www.higheredjobs.com](http://www.higheredjobs.com), [www.EOP.com](http://www.EOP.com), School of Business, and Minority Serving Institutions.

40 total applicants included: 6 WM, 21 WF, 1 BM, 5 BF, 2 HF, 1 AM, 1 AF, 2 UM, and 1 UF.

Unqualified applicants included: 4 WM, 15 WF, 1 BM, 5 BF, 2 HF, 1 AM, 1 AF, 2 UM and 1 UF.

- 1 WM, 4 WF, 1 BM, 3 BF, 1 HF, and 1 AF lacked a Master's degree in a discipline appropriate to the program to be served and at least one to two years relevant experience or a Bachelor's degree and at least three to five years of relevant experience.
- 1 BF did not demonstrate experience reviewing and reconciling budgets against actuals, forecasting and preparing financial scenarios to support program initiatives.
- 1 WM, 4 WF, 1 BF, 1 AM, and 1 UM did not demonstrate excellent oral and written communication skills.
- 1 HF did not demonstrate experience writing proposals and responding to requests for information.
- 1 WF did not demonstrate organizational and supervisory skills.
- 2 WM, 6 WF, 1 UM and 1 UF did not submit complete applications for evaluation.

Qualified applicants included: 1 WF.

- 1 WF lacked experience working with corporate learning and development teams.

Interviewed applicants included: 2 WM and 5 WF.

## Hiring Goals Analysis 2016

- 1 WM had experience dealing primarily with undergraduate students rather than graduate students and had weaker proposal experience than desired.
- 1 WF was unable to answer questions about requests for proposals or requests for information and lacked experience recruiting students.
- 1 WF lacked excellent communication skill and was unable to provide specific answers to questions.
- 1 WF had many years of experience, however, she lacked experience specifically in student recruitment.
- 1 WM lacked experience working in higher education.
- 1 WF lacked experience working with mature students and had no experience recruiting students.

1 WF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WF selected for the position had two years of experience working directly with graduate students and ten years of experience working with a combination of mature, graduate, and undergraduate students. In addition, this candidate had experience writing proposals and responding to requests for information. She demonstrated strong interpersonal, collaborative, communication, and supervisory skills.

## Hiring Goals Analysis 2016

### **UC Professional 6**

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

#### **2016318 - Museum Exhibit Designer – Benton – 1 WM**

46 Total Applicants: 29 WM, 7 WF, 1 BM, 1 HM, 2 HF, 2 AM, 3 UM, 1 UF

Unqualified applicants: 19 WM, 7 WF, 1 BM, 1 HM, 1 HF, 2 AM, 1 UM, 1 UF

Interviewed applicants: 10 WM and 2 UM

***This hire achieved a hiring goal.***

#### **2016575 - Info Systems Analyst 1 - Controllers OFC – 1 WM**

20 Total Applicants: 3 WM, 2 WF, 1 BM, 1 HM, 7 AM, 5 AF, 1 UM

Unqualified applicants: 2 WM, 2 WF, 1 BM, 1 HM, 6 AM, 4 AF

Interviewed applicants: 1 WM, 1 AM, 1 AF, 1 UM

***This hire achieved a hiring goal.***



## Hiring Goals Analysis 2016

### **2016095 – Grants and Contracts Specialist 1 – Sponsored Programs – 1 WF**

The Office of the Vice President for Research at the University of Connecticut (UConn) is seeking an energetic Grants and Contracts professional with a pre-award skillset and strong relationship skills to join our new *Faculty Services* Team.

Sponsored research at UConn has grown substantially in volume and complexity in recent years, and in order to meet the increasing challenges facing faculty in their efforts to pursue competitive funding opportunities, The Office of the Vice President for Research, *Faculty Services* (OVPR FS) has been established to provide comprehensive grants management support to departments throughout the University. OVPR FS is a new service to fulfill the mission to grow and support the research enterprise by providing excellent, consistent proposal development and award management support for University faculty.

**Job Summary:** Reporting to the Director of Research Administration and Faculty Services, the Grants and Contracts Specialist provides direct professional support and guidance in the administrative preparation and submission of proposals and may also support the administration of grants, contracts and related funds to faculty and staff in an assigned portfolio of departments. This position provides a high level of client satisfaction through strong relationship management skills.

**Representative duties will include:** Advise, guide and assist faculty and administrators seeking funding for research and other sponsored projects through the complex process of proposal preparation and submission; serve as the primary agent to ensure the complete, accurate, compliant and timely submission of grant proposals in accordance with regulations and guidelines; ensure appropriate documentation and commitments in the proposal of sponsored research; cultivate and maintain strong working partnerships and effective communications with faculty, principal investigators, sponsors, central OVPR Sponsored Program Services (SPS) and other key stakeholders; collaborate with OVPR SPS in the negotiation of terms to facilitate sponsored research agreements and subcontracts; provide direction, training and assistance to principal investigators and departmental staff in proposal development; serve as backup to other OVPR FS personnel; other duties as assigned.

For a full list of duties and responsibilities please refer to the position descriptions located at [research.uconn.edu](http://research.uconn.edu).

**Minimum Qualifications:** Bachelor's degree and four years of related experience; or eight years of experience in a business organization or governmental agency performing grants and contracts administration; thorough knowledge of federal laws and regulations pertaining to grant and contract administration; ability to serve as a liaison between granting agencies, University Administration and principal investigators; demonstrated excellent verbal and written communication and interpersonal skills; demonstrated superior customer service orientation; demonstrated time management skills, including ability to work well under deadline pressures without sacrificing accuracy or customer service; ability to work a flexible schedule to ensure that deadlines can be met; demonstrated outstanding organizational skills, including ability to handle a complex portfolio of work in an intensive multi-tasking, entrepreneurial environment; well-developed analytical and problem-solving skills; ability to work well flexibly, independently and as a contributing member of a team; thorough working knowledge of PC-based tools including Microsoft Office Suite.

**Preferred Qualifications:** Bachelor's degree; thorough working knowledge of database administration and other related software; familiarity with electronic proposal development and submission systems (such as InfoEd); direct experience with grant and contract proposal development process in an institution of higher education; in-depth knowledge of OBM Circular A-81 (Uniform Guidance); knowledge of current trends in research administration; experience working in an institution of higher education.

**To Apply:** Please submit a letter of interest, resume and a list of three professional references via *UConn Careers*. 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 # 2016095)



## Hiring Goals Analysis 2016

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, CTJobs.com, NCURA Website, RESADM-L listserv, and OVPR website: research.uconn.edu.

### **Goal Applicants: WM, BM, AM, AF**

12 total applicants: 3 WM, 6 WF, 2 BF, and 1 AF.

Unqualified applicants: 2 WM, 1 WF, and 2 BF.

- 1 WF did not submit a complete application.
- 2 WM and 2 BF lacked a Bachelor's degree and four years related experience or eight years of experience in a business organization or governmental agency performing grants and contracts administration.

Qualified applicants: 1 WF.

- 1 WF withdrew from consideration.

Interviewed applicants included: 1 WM, 4 WF, and 1 AF.

- 1 WF withdrew from consideration
- 1 AF could not be reached after multiple contact attempts to schedule an interview.
- 1 WM lack organizational and time management skills necessary for the job.
- 2 WF had less direct and technical experience than is necessary for the position.

1 WF selected for the position had considerable past experience related to the position. This candidate was well versed in sponsored program services and had experience with electronic proposal development and submission systems. She had also worked in higher education previously with grants and contracts.

## Hiring Goals Analysis 2016

### **2016090 – Training/Development Specialist – Office of the Controller – 1 WF**

#### **Job Summary**

Under the direction of the Finance Systems Office, the Enterprise Application Trainer will coordinate, provide, and enhance classroom and virtual training to the University's Enterprise Systems users. As part of the Finance Systems Team, the Enterprise Application Trainer will work with various members of the University community, including both operational and academic areas, to develop and coordinate training programs. They will be responsible for the development of system documentation; including training materials, simulations, and large scale training programs.

The Enterprise Application Trainer will work independently with minimal supervision and yet coordinate their activities with other team members. The Enterprise Application Trainer will be expected to apply a high degree of knowledge of Financial System management, Reporting and PeopleSoft HCM. A wide degree of creativity and latitude is expected.

#### **Duties and Responsibilities**

- Designs and develops training curriculum and materials, lesson plans and assignments and maintains these materials incorporating changes from ongoing enhancements and upgrades.
- Responsible for creating and maintaining training videos, tutorials, and user documentation and functions as moderator for user forum and collaboration sites
- Provides additional consulting, training, and local services to central and distributed users of all current HR, Payroll and Finance related software applications.
- Administers proficiency assessments and class evaluations
- Maintains and manages training facility, including setup/cleanup/update
- Stays informed of updates and changes in the supported applications, as well as in the field of professional training
- Collaborates directly with application support and project teams to ensure that training stays on track according to project timelines.
- Works effectively with supporting partners of systems, network, and data
- Escalates identified training issues or risks to Project Management and actively participates in mitigation/resolution
- Actively supports operational areas on projects and major initiatives including application/system testing, change management coordination, and system documentation.
- Mentors and collaborates with other team members to ensure effective knowledge sharing
- Oversees and executes major projects, with minimal supervision.
- Communicates effectively with internal Finance Systems staff and departmental personnel in the coordination and scheduling of training events.
- Perform other duties as required

## Hiring Goals Analysis 2016

### Minimum Qualifications

- Master's degree in related field and three years of experience in training and development; OR Bachelor's degree and four years' experience in training and development or prior experience as a computer applications trainer in a large enterprise
- At least three years of application training experience, preferably on large scale enterprise applications
- At least three years of classroom training experience on adult level courses
- Excellent communication and presentation skills
- Experience with Captivate or other similar software
- Experience with Web conferencing software
- Expertise in operation of audiovisual and electronic equipment
- Proficiency with Microsoft Office 2010 or 2013

### Preferred Qualifications

- Experience working in Higher Education
- Experience with Camtasia Studio for video tutorials
- Experience moderating online user support forums
- Demonstrated experience training to an audience of varying sizes and knowledge levels
- Experience with Microsoft SharePoint

Recruitment activities included HERC, Inside Higher Ed., Diverse, *Hartford Courant*, and CareerBuilder.com.

### **Goal Applicants: WM, BM, AM, AF**

8 total applicants: 1 WM, 3 WF, 1 BM, and 3 AF.

Unqualified applicants: 1 WF, 1 BM, and 2 AF.

- 1 WF, 1 BM, and 2 AF lacked a Master's degree in a related field and three years of experience in training and development, or a Bachelor's degree and four years of experience in training and development, or prior experience as a computer applications trainer in a large enterprise.

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

- 1 WM, and 1 WF withdrew from consideration.
- 1 AF lacked experience in SharePoint and any larger ERP system training experience.

The 1 WF selected took initiative and prepared samples of their work to demonstrate what she could produce using a variety of software tools. They possessed a Master's of Education in Adult Education and Training, as well as a Bachelor's degree in Advertising. The candidate had experience in graphic design. She also demonstrated understanding of SAP, Microsoft Office, Adobe Captivate, and SharePoint.

## Hiring Goals Analysis 2016

### **2016225 – Technical Assistant III – Animal Science – 1 WF**

The University of Connecticut, Department of Animal Science, is seeking a Technical Assistant 3 to function as a Technical/Compliance Coordinator. The primary function of this position is to provide technical support of the research, teaching and service activities and to ensure compliance with federal, state, institutional and other regulatory organizations' (including AAALAC and IACUC) mandates within the Department of Animal Science. Technical support is inclusive of biological sampling, surgical support, laboratory equipment operation, livestock handling and data collection as required to assist faculty and graduate students with research projects. This is an emergency support/essential services personnel position.

Responsibilities include but are not limited to: Coordinating compliance with federal, state and institutional regulatory organizations involved with animal care, laboratory operations, employee training, safety (e.g. Environmental Health and Safety, IACUC, and AAALAC); evaluating need for compliance/animal health & welfare work orders. Submitting and following through work orders, as required, ensuring work orders are completed in a timely manner; coordinating and/or providing required compliance trainings to faculty, staff and students (i.e. workplace hazard, personal protective equipment, voluntary use of respirators, research compliance, etc.); and maintaining all departmental compliance, training, records and certifications. Incumbent in this position will be a contact for emergencies (including nights and weekends as necessary) and will be required to respond in person or by phone as necessary.

Full position description is posted at: <http://www.animalscience.uconn.edu/>

#### **Minimum Qualifications**

1. Bachelor's degree in Animal Science or closely related discipline and 3-5 years' experience or a Master's degree and 1-2 years of closely related experience.
2. Experience in handling farm animals.
3. Ability to maintain and problem-solve laboratory equipment problems of ordinary to moderate difficulty.
4. Excellent written and oral communication skills.
5. Excellent organizational skills.
6. Excellent interpersonal skills and ability to work in a group/team setting.
7. Demonstrated ability to apply a variety of concepts, techniques and practices in animal care, research and laboratory environments.
8. Willingness and ability to work night and weekend hours, as needed, to meet business needs and respond to emergencies due to inclement weather or other significant events that affect operations.

#### **Preferred Qualifications**

1. Master's degree in animal science or closely related discipline and 3 to 5 years' experience
2. Veterinary, surgical, laboratory experience
3. Experience in providing training and/or developing training materials related to animal handling, radiation safety, laboratory safety, workplace safety, and/or environmental health & safety.

#### **Appointment Terms**

This is a full-time, permanent position. Position salary will be commensurate with candidate credentials and experience. A full benefits package, including health insurance and retirement plan, is provided.

#### **To Apply**

Please submit a cover letter, resume, and names and contact information for three professional references. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016225)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 1, 2016.

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, Diverse, the UConn Department of Animal Science website, the Animal Science Department Head's listserv, the Institutional Animal

## Hiring Goals Analysis 2016

Care and Use Committee listserv, the UConn Animal Science Alumni List, and various professional contacts were utilized.

### **Goal Applicants: WM, BM, AM, AF**

33 total applicants: 10 WM, 18 WF, 1 BF, 1 HM, 1 AM, and 2 AF.

Unqualified applicants: 8 WM, 9 WF, 1 BF, 1 HM, and 1 AM.

- 2 WM, 2 WF, 1 BF, and 1 AM failed to follow application instructions.
- 4 WM, and 4 WF did not possess a Bachelor's degree in Animal Science or a closely related discipline, and 1 to 3 years of experience; or a Master's degree, and 1 to 2 years of closely related experience.
- 1 WM, and 1 WF lacked experience in handling farm animals.
- 1 WF failed to demonstrate the ability to maintain and problem-solve laboratory equipment problems of ordinary to moderate difficulty.
- 1 WM, 1 WF, and 1 HM lacked excellent written communication skills.

Qualified applicants: 3 WF, and 2 AF.

- 3 WF, and 2 AF did not possess a Master's degree in animal science, or a closely related discipline, and 3 to 5 years of experience.

Interviewed applicants: 2 WM, and 6 WF.

- 2 WF withdrew their application from consideration.
- 1 WF did not possess recent hands-on experience with agricultural animals.
- 2 WM, and 2 WF lacked experience related to agricultural species and compliance.

The 1 WF selected possessed experience related to agricultural species, and compliance. They demonstrated the ability to maintain and problem-solve laboratory equipment problems of ordinary to moderate difficulty. They had excellent written and oral communication skills. The candidate possessed experience in providing and developing training materials related to animal handling, radiation safety, laboratory safety, workplace safety, and/or environmental health and safety.

## Hiring Goals Analysis 2016

### **2016562 - Academic Advisor 2 - Business – 1 WF**

Description Type: Job Posting

Description ID:

Description:

The School of Business is seeking a full time Academic Advisor 2 (UCP 6) to work in the School's Office of Undergraduate Advising. The incumbent will report directly to Director of Undergraduate Advising and will work collaboratively with the School of Business Office of Undergraduate Advising team. This position works to deliver an engaging and dynamic advising program over four campuses to more than 2500 students. This position advises undergraduate students about specific academic programs and policies of a school/college/division and counsels them regarding appropriate educational and career goals. Position will be based in Storrs but may require occasional travel to other UConn campuses. Occasional weekend and evening hours may be required based on program needs.

#### **Duties and Responsibilities**

Responsibilities include, but are not limited to: advising and counseling students in planning an academic program as it relates to their educational and career goals; counseling students in specific curriculum decisions including selection of major or minor, courses, waiver of requirements/deadlines, etc.; reviewing student transcripts and assisting with admission decisions; interpreting academic regulations and serving as a resource for students, faculty, parents and others regarding programs, policies, scholarship/award opportunities, etc.; monitoring student progress; reviewing and making recommendations regarding warnings, dismissals, etc. and counseling warned students; providing personal and other non-academic counseling as appropriate; working with University offices to promote uniformity of judgments in academic matters; planning and scheduling orientation and registration activities, career planning workshops, etc.; advising special student populations as needed; compiling statistical reports and maintaining records; writing and/or editing informational and publicity materials; assisting with student recruitment and job placement as necessary; supervising support staff and/or student workers as necessary; performing related duties as required.

#### **Minimum Qualifications**

1. Master's degree in counseling, education or a related field.
2. 3 - 5 years' experience in advising students in a higher education setting.
3. Demonstrated excellent communication, interpersonal and counseling skills.
4. Demonstrated skills in Microsoft Office Access, Excel or PowerPoint.
5. Experience working with freshmen.
6. Demonstrated ability to multi-task in a high traffic office.
7. Willingness and ability to travel and work occasional evening and weekend hours.
8. Demonstrated strong presentation skills.

#### **Preferred Qualifications**

1. Experience working with adult learners or transfer students.
2. Experience advising international students.
3. Fluency in Mandarin.
4. Experience advising student organizations.
5. Experience working in team settings.
6. Experience working with students seeking admission to selective admission programs.

Please submit a **letter of application, resume**, and the names and contact information of **three professional references**. For full consideration, please apply by May 31, 2016. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016562)

## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers Website, higheredjobs.com, Minority Serving Institutions Distribution List, and EOP.com.

### **Goal Applicants: WM, BM, AM, AF**

59 total applicant: 9 WM, 25 WF, 4 BM, 5 BF, 5 HM, 5 AM, 2 UM, 4 UF

Unqualified applicants: 8 WM, 18 WF, 4 BM, 4 BF, 5 HM, 5AM, 2 UM, 4 UF

- 8 WM, 18 WF, 4 BM, 4 BF, 5 HM, 5AM, 2 UM, 4 UF lacked 3 – 5 years of experience in counseling and advising students in academic programs in A higher education setting and a Master's degree in counseling, education or a related field

Qualified applicants: 1 WF

- 1 WF lacked experience working with students seeking admission to selective admission programs

Interviewed applicants: 1 WM, 6 WF, 1 BF

- 4 WF and 1 BF did not have the experience advising international students required and did not have actual fluency in Mandarin.
- 1 WM and 1 WF lacked a registration with American Dietetic Association.

The 1 WF selected had experience working with adult learners or transfer students, experience working in a team setting and experience working with students seeking admission to selective admission programs. She also has experience advising international students and was fluent in Mandarin..



## Hiring Goals Analysis 2016

### **2016296 - Business Manager I – School of Nursing – 1 BF**

The University of Connecticut School of Nursing is seeking applications to fill a full-time, grant-funded Business Manager 1 position to support Connecticut's Health Information Technology (HIT) initiatives and the State Innovation Model (SIM). The Business Manager 1 will report to the Director of Health Information Technology (HIT), and will be responsible to serve as the Director's agent for all business matters relating to the various grants and initiatives awarded to the Director. The focus of this job is on fiscal, personnel, facilities maintenance, and other business operations within the unit. Incumbent will be expected to exercise independent judgments and make decisions to resolve all routine problems, and recommend solutions to major problems.

**Duties and Responsibilities:** Performs office management duties, directs the workflow and supervises the processing of administrative and personnel paperwork; handles administrative and business matters for the unit and acts on behalf of the Director as designated; independently assembles and interprets information and data; prepares correspondence, administrative and financial reports; assists the Director prepare, monitor and control grant and unit budgets as well as compliance with University policy, federal and state regulations; and manages approved budgets, making decisions related to appropriateness of expenditures. The Business Manager assists with writing fiscal sections of grant/contract proposals; supervises maintenance of financial records, legal files, and asset inventory; supervises, trains, and evaluates administrative support staff, determining assignments and work schedules; serves as resource to faculty, staff, students as to policies and regulations; advises and assists Director in resolving budget/business problems; manages event and meeting planning; assists with website updates; manages Director's calendar, office hours, and appointments; is responsible for special projects or operations which maybe on-going or short term and which require planning, coordination and supervision; and performs other duties as required.

#### **Minimum Qualifications**

Bachelor's degree in organizational management, business, finance, accounting or a related discipline, or equivalent training and experience; one to three years of progressively responsible administrative experience; demonstrated supervisory ability; excellent interpersonal, written and verbal communication skills, with ability to work effectively with the department staff, the University community and other agencies/groups; ability to resolve complex problems, efficiently, effectively and independently; strong analytical, technical and organizational skills; a high level of proficiency in Excel and other Microsoft applications; working knowledge of SharePoint and Microsoft Project.

#### **Preferred Qualifications**

Master's degree in organizational management, business, finance or accounting or a related discipline; three or more years' experience in accounting, budget preparation or business management; knowledge of University systems, particularly Quali Financial Systems and WebFocus; knowledge of University administrative and financial processes and policies; experience using web-based systems, reporting tools, data marts and Access databases; knowledge of University policies and federal and state regulations governing grants and contracts.

#### **Appointment Terms**

This is a full-time, grant-funded position, subject to annual renewal depending upon available funding and job performance. Salary will be commensurate with qualifications and experience. This position is currently based in Farmington, but will be relocated to Hartford in 2016.

#### **To Apply**

Please apply online and submit a cover letter, resume, and names and contact information for three professional references. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. For more information regarding the School of Nursing, please visit the school's website at <http://nursing.uconn.edu> and to learn more about the CT HIT initiatives, please visit <http://www.ct.gov/cthealthit>. (Search # 2016296)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 18, 2016.

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 HERC, Inside Higher Ed., and Diverse.



## Hiring Goals Analysis 2016

13 total applicants: 2 WM, 2 WF, 1 BM, 3 BF, 1 HF, 2 AF, and 2 UF.

Unqualified applicants: 2 WM, 2 WF, 1 BM, 1 HF, 1 AF, and 1 UF.

- 2 WM, 2 WF, and 1 HF did not possess a Bachelor's degree in organizational management, business, finance, accounting, or a related discipline, or the equivalent in training and experience.
- 1 BM, 1 AF, and 1 UF failed to demonstrate supervisory experience.

Qualified applicants: 1 AF.

- 1 AF lacked three or more years of experience in accounting, budget preparation, or business management.

Interviewed applicants: 3 BF, and 1 UF.

- 1 BF, and 1 UF withdrew their applications from consideration.
- 1 BF lacked direct, extensive experience with business procedures.

The 1 BF selected possessed an extensive financial background. The candidate demonstrated familiarity with SharePoint, Project, Access, Excel, and HIT. They had travel arrangement, events, and meeting management experience. They expressed willingness, and demonstrated the ability, to handle all aspects of the position.

## Hiring Goals Analysis 2016

### **UCP 6 – Administrative Services Assistant 4**

**Short-term goals: 1 WM, 1 BF, 1 HM**

*No hiring activity in this category*

## Hiring Goals Analysis 2016

### **UCP 6 – Program Administrator**

**Short-term goals: 2 WM, 1 BF**

#### **2016523 - Program Admin – School of Business – 1 WM**

33 Total Applicants: 7 WM, 15 WF, 1 BM, 4 BF, 2 HM, 1 HF, 3 UF

Unqualified applicants: 5 WM, 13 WF, 1 BM, 4 BF, 2 HM, 1 HF, 3 UF

Interviewed applicants: 2 WM, 2 WF

***This hire achieved a hiring goal.***

#### **2016557 - Program Admin – School of Business UG Programs – 1 WM**

58 Total Applicants: 18 WM, 23 WF, 1 BM, 2 BF, 1 HM, 1 HF, 3 AF, 1 UM, 8 UF

Unqualified applicants: 14 WM, 18 WF, 1 BM, 2 BF, 1 HM, 1 HF, 3 AF, 7 UF

Qualified applicants: 1 WM

Interviewed applicants: 3 WM, 5 WF, 1 UM, 1 UF

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016127 – Program Administrator – CIBER – 1 WF**

The School of Business is seeking a full-time Program Administrator (UCP 6) for its Center for International Business Education and Research (CIBER). The incumbent will report to the Program Director and will provide program support for and administrative coordination of the International Business Programs of the School of Business, including 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: coordinating and managing administrative support for the programs; resolving day-to-day administrative and logistical problems; monitoring compliance with policies and procedures; managing general office operations for the programs; processing, monitoring and maintaining all administrative and fiscal transactions, paperwork and records; monitoring approved budget and expenditures and maintaining budget information; assisting with the organization and execution of workshops, training programs and materials, courses, program curricula and other program activities; collaborating with the Program Director on complex programs and projects; completing scholarship disbursement forms; assisting with the preparation of program reports; assisting with the development of promotional materials and implementation of public relations/promotional activities; supervising, training and evaluating student staff; supporting efforts to secure program funding; updating program web pages as needed; serving as a liaison to students, staff and others regarding program policies, procedures and activities; performing other duties as required.

#### **Minimum Qualifications**

- Bachelor's degree and four to five years of experience working with and supporting international programs.
- Demonstrated experience effectively coordinating program activities and initiatives.
- Demonstrated excellent administrative and organizational skills, including experience identifying and resolving administrative and day-to-day problems, prioritizing, multitasking and time management.
- Demonstrated ability to establish and maintain cooperative relationships with a wide variety of people.
- Proven ability to work independently and exercise sound judgement when making decisions.
- Willingness and ability to travel in-state, out-of-state and internationally as required.
- Willingness and ability to work evenings and weekends as required.
- Excellent oral and written communication skills.
- Excellent computer skills and ability to learn new software as needed.

#### **Preferred Qualifications**

- Master's degree in business or related field.
- Demonstrated international travel experience.
- Proficiency in a foreign language.
- Demonstrated experience in a higher education setting.
- Demonstrated grant writing experience.
- Demonstrated experience with Aurora WordPress or similar applications.

#### **Appointment Terms**

This is an end-date, annually renewable position.

#### **To Apply**

Please apply online through UConn Careers (Search # 2016127) to submit a letter of application, resume, and the names and contact information of three professional references. For full consideration, please apply by October 5, 2015. 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 October 19, 2015.

## Hiring Goals Analysis 2016

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, higheredjobs.com, EOP.com, BUSN Minority Serving Institutions Distribution Li, and CIBERweb.msu.edu.

### **Goal Applicants: WM, BF**

13 total applicants: 3 WM, 6 WF, 1 BF, and 3 AF.

Unqualified applicants: 3 WM, 4 WF, 1 BF, and 3 AF.

- 3 WM, 4 WF, 1 BF, and 3 AF lacked four to five years' experience working with supporting international programs.

Interviewed applicants: 2 WF.

- 1 WF did not have experience in grant writing, had experience focused on event-planning rather than program coordination and did not demonstrate excellent communication skills in the interview.

The 1 WF selected for the position. She possessed more than five years of experience working with and supporting international programs in higher education and had considerable administrative and organizational skills. She was familiar with Aurora WordPress and had worked with grants previously. Additionally, she demonstrated excellent written and oral communication skills.

## Hiring Goals Analysis 2016

### UCP 6 – Program Specialist 1

**Short-term goals: 2 WM, 1 BM, 1 BF, 1 AF**

**2016031- Program Spec I - Cen-Asc – 1 WM**

25 Total Applicants: 6 WM, 9 WF, 4 BF, 1 HM, 1 AF, 2 UM, 2 UF

Unqualified applicants: 5 WM, 4 WF, 4 BF, 1 AF, 1 UM

Interviewed applicants: 1 WM, 5 WF, 1 HM, 1 UM, 2 UF

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2015528 – Program Specialist 1 – Police Services – 1 WM, 1 WF**

The University of Connecticut Public Safety Division, located in Storrs, Connecticut, is seeking an experienced individual to serve as the Emergency Management Program Specialist (EMPS). Reporting directly to the Emergency Management Director, the EMPS will be functioning in a confidential and highly visible position. The EMPS will work independently on a full range of emergency planning, preparedness/mitigation, response and recovery duties. This position will require exceptional managerial skills, independent judgement and critical thinking capabilities. The EMPS will have to lead, collaborate and coordinate a wide range of emergency management functions will all levels of management and policy makers. The ability to function within a team setting in a leadership capacity if required.

#### **Duties and Responsibilities**

1. Develop and implement plans and procedures related to the University of Connecticut's response to all hazards and emergencies.
2. Assist in developing hazard/threat analysis and mitigation planning.
3. Coordinate the Office of Emergency Management's training/planning programs both internal and external.
4. Participate in and/or report to a variety of meetings, committees, professional associations and/or other groups.
5. Review and update emergency preparedness manuals and plans.
6. Develop, organize, and coordinate in-house training programs and presentation materials.
7. Serve on campus, community, state and federal committees related to security and emergency preparedness, and other related committees to include the Regional campuses.
8. Research and recommend emergency preparedness enhancement resources.
9. Prepare a variety of reports related to departmental activities and operations.
10. Assist in the maintaining of the Emergency Operations Center and Secondary Emergency Operations Center and Mobile Command Center(s).
11. Establish Community Emergency Response Team development, training and direction; provide reports on CERT activity and status, act as liaison to Public Safety personnel for CERT.
12. Advise and assist local officials regarding emergency management matters; interpret state and federal requirements and procedures; maintain liaison with federal representatives on emergency management issues.
13. Assist local community groups with developing emergency management plans coordinates emergency planning with OEM staff for local, state, and federal agencies and/or organizations.
14. Plan and participate in emergency management training, workshops, and conferences; tests and evaluates training exercises.
15. Report and track training requirements and compliance.
16. Address civic and community groups to promote emergency management programs.
17. Develop and maintain industry standard and modern social media communications and related platforms, including readiness programs and publications to University audiences.
18. Exercise independence; receive general administrative direction.
19. Plan and conduct special surveys; plan and evaluate emergency management activities as directed.
20. Assist with grant search, application, proposal, tracking and record keeping.

## Hiring Goals Analysis 2016

21. Assist during the activation of the Emergency Operations Center and post-activation duties.
22. Available to respond to emergencies on an on-call 24/7 basis.
23. Participate in after action reviews as necessary.
24. Act in EMD's absence; provide input and recommendations on management decisions related to budget, supervision, and operations.
25. Perform other related work as assigned.

### **Minimum Qualifications**

1. Bachelor's Degree and two years of experience in emergency management, public safety, public administration or related field.
2. Demonstrated experience in emergency management practices, as well as knowledge of the National Incident Management System (NIMS) and Incident Command System (ICS 100, 200, 700, 800 courses).
3. Knowledge of principles of management, organization, administration, budgeting, and fiscal planning and control.
4. Knowledge of emergency communications, related computer systems, and applications.
5. Ability to communicate effectively, both orally and in writing, with all levels of faculty, staff, students, and representatives of regulatory agencies, including the ability to prepare professional reports.
6. Demonstrated ability to make formal presentations and provide effective training in emergency management concepts to varied and diverse campus audiences, including the highest level of university management.
7. Ability to work independently with minimum supervision to organize, prioritize, and accomplish goals, exercising good judgement to schedule their own work.
8. Working knowledge of computer systems, databases and spreadsheet management, Microsoft Office products, and web-based business practices.
9. Skilled in working as part of a coordinated team to achieve program, departmental, and campus goals.
10. Ability to organize, train and lead team members to achieve their goal and mission.

### **Preferred Qualifications**

1. A Master's Degree in emergency management, public safety, public administration or related field.
2. Certification as IAEM CEM.
3. Completion of FEMA IS 300, 400 and Professional Development Series courses.
4. Previous experience developing and managing EOPs and EM programs within Institutions of Higher Education (IHE).
5. Completion of HSEEP and THIRA training courses.
6. Successful experience in management of projects and activities involving engagement and collaboration across a wide spectrum of diverse functions.



## Hiring Goals Analysis 2016

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., and Diverse.

### **Goal Applicants: WM, BM, BF, AM**

40 total applicants: 30 WM, 7 WF, 2 BF and 1 HM.

Unqualified applicants: 19 WM and 5 WF.

- 8 WM and 1 WF lacked a Bachelor's degree and two years of experience in emergency management, public safety, public administration, or a related field.
- 6 WM and 3 WF did not demonstrate experience in emergency management practices, as well as knowledge of the National Incident Management System (NIMS) and Incident Command System (ICS 100, 200, 700, 800 courses).
- 2 WM and 1 WF did not possess knowledge of principles of management, organization, administration, budgeting, and fiscal planning and control.
- 1 WM lacked knowledge of emergency communications, related computer systems, and applications.
- 1 WM did not have the ability to communicate effectively in writing, with all levels of faculty, staff, students, and representatives of regulatory agencies, including the ability to prepare professional reports.
- 1 WM had insufficient ability to organize, train, and lead team members to achieve their goal and mission.

Interviewed applicants: 11 WM, 2 WF, 2 BF and 1 HM.

- 1 WF and 1 BF withdrew from consideration.
- 1 WM did not show up to the scheduled interview and could not be contacted.
- 1 WM was only able to answer six out of nine questions and his answers were filled with irrelevant information.
- 1 HM demonstrated insufficient knowledge of UConn Public Safety.
- 1 WM inadequately answered questions and many of his responses were incomplete.
- 4 WM lacked the proper level of emergency management experience needed and demonstrated a poor thought process in answers to questions.
- 1 WM was not able to provide complete answers when answering situational questions.
- 1 WM lacked experience with ICS/NIMS.
- 1 WM was unable to demonstrate a basic knowledge of emergency management concepts during the interview.
- 1 BF lacked the extensive emergency management experience then needed for the position.

The 1 WM selected for the position was confident and articulate during the interview. This candidate exhibited superb interview and communication skills. He possessed ICS/NIMS experience and several years' emergency management experience. In addition, he demonstrated an interest in the university and working with the police department on campus.

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

1 WF hired for this position had excellent experience in emergency management practices, as well as knowledge of the National Incident Management System and Incident Command System. She demonstrated an ability to work independently with minimum supervision to organize, prioritize, and accomplish goals. This candidate also demonstrated the ability to organize, train and lead team members to achieve their goal and mission. Additionally, she had great communication skills and provided excellent responses to situational interview questions.

## Hiring Goals Analysis 2016

### **2016494 – Program Specialist – Research - 1 WM**

The Office of the Vice President for Research is seeking an engaged IRB professional to join our Research Compliance Services team. The IRB (Institutional Review Board) Program Specialist will directly report to and work under the direction of the IRB Program Associate and in collaboration with other research compliance staff members, individuals in the Research Compliance Services and members of the IRB to ensure that all research involving human subjects conforms to all applicable University, State, Federal and other external regulatory requirements and guidelines.

#### **Duties and Responsibilities**

- Assists with administrative pre-reviews of IRB protocols in exempt or expedited review categories, including modifications to previously approved research. May also assist with administrative pre-reviews of protocols submitted for full board review.
- Prepares detailed correspondence to investigators to communicate findings of the IRB.
- Conducts congruency analyses of grants/contracts.
- Under the direction of the Program Associate, develops written policies and procedures that foster and enhance compliance in research involving human subjects.
- Assists in the development of educational/training materials to facilitate compliance by UConn investigators and key study personnel with their approved protocols, and with federal regulations and relevant University and IRB policies related to the protection of human subjects participating in research.
- Participates in delivering educational training programs and workshops for faculty, staff and student researchers.
- Serves as a resource for faculty, staff and students who have questions when preparing applications to the IRB. Serves as a compliance resource to the research community and other internal interested parties.
- Keeps current on federal, state, local and other human subjects research regulations, guidelines, and policies and ensures that such changes are communicated to the appropriate person(s). Ensures that all such changes are integrated into appropriate procedures, policies and SOPs, and that they are implemented.
- Under the direction of the Program Associate, prepares the IRB meeting agendas, attends IRB meetings, takes notes and prepares the minutes.
- Maintains IRB study-related documents in accordance with federal guidelines, IRB and UConn policies and procedures.
- Performs other duties as required.

## Hiring Goals Analysis 2016

### **Minimum Qualifications**

1. Bachelor's degree in an appropriate academic discipline, or equivalent combination of education and experience.
2. Two to four years of experience with research compliance requiring knowledge and understanding of federal laws, regulations and procedures pertaining to human subjects protection in research including, but not limited to, 45 CFR 46, 21 CFR 50, and 21 CFR 56.
3. Certified IRB Professional (CIP) qualification (or obtained within one year of hire date).
4. Ability to use independent judgment to interpret, analyze and apply federal laws and university guidelines to promote compliant practices in research involving human subjects research.
5. Excellent verbal and written communication skills.
6. Excellent organizational skills to effectively multi-task to meet deadlines and trouble-shoot problems.
7. Ability to work with minimal supervision and exercise a high level of independence and discretion.
8. Established interpersonal skills that promote building strong working relationships. Demonstrated ability to interact with colleagues in a positive and constructive manner.
9. Demonstrated ability to work effectively and collaboratively with administrators, faculty, staff and students in a diverse work environment.

### **Preferred Qualifications**

1. Bachelor's degree in biological or social/behavioral sciences.
2. Experience in a research setting and a demonstrated understanding of scientific methodology is desirable.
3. Experience in a higher education research setting.
4. Experience with InfoEd.

### **To Apply**

Applications must be made online and should include a cover letter and resume demonstrating how the qualifications and requirements of the position are met, and contact information for three professional references. Review of applications 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 # 2016494)

Recruiting activities included: CT Hires (CT & US DOL website), NCURA, RESADM-L listserv, PRIM & R website, HigherEdJobs, OVPR Website.

### **Goal Applicants: WM, BM, BF, AF**

20 Total applicants: 5 WM, 10 WF, 1 BF, 1 HM, 1 HF, 2 UF

Unqualified applicants: 3 WM, 6 WF, 1 BF, 1 HM, 1 HF, 1 UF

- 2 WM, 6 WF, 1 BF, 1 HM, 1 HF, 1 UF lacked four years of experience with research compliance requiring knowledge and understanding of federal laws, regulations and procedures pertaining to human subject protection in research including but not limited to 45 CFR 46, 21 CFR 50, and 21 CFR 56.
- 1 WM lacked Bachelor's degree in appropriate academic discipline or equivalent combination of education and experience.

## Hiring Goals Analysis 2016

Qualified applicants: 1 WF

- 1 WF lacked IRB experience essential to the position.

Interviewed applicants: 2 WM, 3 WF, 1 UF

- 1 WF withdrew from job consideration.
- 1 WM, 1 WF had less relevant IRB administrative experience than the leading candidate.
- 1 UF could not fully comprehend the requirements of the position.
- 1 WF could not demonstrate the necessary interpersonal communication skills relevant to the position.

The 1 WM selected effectively demonstrated experience, competencies and translatable skills relevant to the position. Had a stronger communication skills and displayed a stronger desire to develop and deliver training than the other candidates. Demonstrated an ability to work effectively and collaboratively with administrators, faculty, staff, and students in diverse work environment. Candidate met all preferred qualifications relevant to the position.

## Hiring Goals Analysis 2016

### **2015530 – Program Specialist 1 – Center for Students with Disabilities – 1 WF**

#### **JOB SUMMARY**

Under the general supervision of the Associate Director, assists in coordinating accommodations and services for students with disabilities to ensure that all University programs, activities, and services are accessible. Assists in ensuring that all University entities are in compliance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008 and other state and federal legislation.

#### **DUTIES AND RESPONSIBILITIES**

Responsible for collecting and interpreting medical and educational documentation for assigned caseload in order to identify appropriate accommodations; determines effective accommodations which do not fundamentally alter the program of study.

Manages an assigned caseload of students with permanent and/or temporary disabilities; oversees all activities in ensuring equal opportunity for access to academic and non-academic programs at the University for assigned students.

Serves as a liaison and a resource for students with disabilities; collaborates and consults with faculty and staff regarding academic and residential accommodations, compliance with legal responsibilities as well as instructional, programmatic and curriculum modifications; provides information to assist the University in providing services to these students.

Makes recommendations to faculty, staff and departments regarding the University's academic and programmatic obligations under the law and University guidelines for students with disabilities; collaborates with appropriate campus constituents regarding scholastic probation, dismissal, extension of academic deadlines, readmission, withdrawal from the University, etc.; develops and provides in-service training to University staff, faculty, and other constituents as needed.

Assists with outreach including coordinating correspondence with incoming and prospective students and/or their parents; communicates information regarding program activities and services to the campus community; conducts outreach activities for high school students and parents.

Assists with the coordination and support of enhanced services programs and outreach programs.

May interview, hire, train and supervise graduate students who provide strategy instruction for students with disabilities; assigns tasks and sets work priorities; evaluates performance.

Contributes and assists with the development of resource materials and department publications related to students with disabilities; writes copy and contributes to the content of the departmental website and social media sites.

Conducts in-service training for campus staff, faculty and the administration to promote understanding and increase awareness of the needs and concerns of students with disabilities. Plans, develops and implements methods and techniques of informing/educating faculty and staff, in coordination with program staff; prepares information designed to communicate information to students, staff, faculty, the public and others.

Represents the Center on various University, divisional and departmental committees in order to assure compliance with federal mandates; serves as a liaison for designated units to address issues of accessibility.

Performs related duties and special assignments as required.

## Hiring Goals Analysis 2016

### MINIMUM QUALIFICATIONS

1. Bachelor's degree in special education, rehabilitation or other related field.
2. Two to four years' experience working with students with disabilities in higher education.
3. Extensive knowledge, gained through education and/or experience, of the unique needs of individuals with disabilities, including knowledge of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and its amendments, and other relevant state and federal legislation.
4. Excellent written and oral communication skills.
5. Computer literacy in using Microsoft Office, Microsoft 365, Google Apps, and databases.

### PREFERRED QUALIFICATIONS

1. Master's degree in special education, rehabilitation, higher education administration or other related field.
2. Experience in post-secondary disability service provision.
3. Experience and familiarity with the use and applicability of assistive technology for students with disabilities in an academic setting.
4. Excellent counseling skills.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, CPED website, Connecticut Association for Higher Education and Diversity, Disability Student Service in Higher Ed Listserv, DSSHE listerv, and CT AHEAD's website.

### **Goal Applicants: WM, BM, BF, AF**

36 total applicants: 7 WM, 20 WF, 1 BM, 1 BF, 4 HF, 1 AM, 1 UM, and 1 UF.

Unqualified applicants: 6 WM, 16 WF, 1 BM, 1 BF, 4 HF, 1 AM, 1 UM, and 1 UF.

- 3 WM, 13 WF, 1 BM, 1 BF, 1 HF, and 1 UF lacked two to four years of experience working with students with disabilities in higher education.
- 3 WM, 3 WF, 3 HF, and 1 UM lacked a Bachelor's degree in special education, rehabilitation, or another related field.
- 1 AM did not possess extensive knowledge gained, through education and experience, of the unique needs of individuals with disabilities, including knowledge of state and federal legislation.

Interviewed applicants: 1 WM and 4 WF.

- 1 WF withdrew from consideration.
- 1 WM and 2 WF lacked experience with the application of assistive technology with disabilities in an academic setting.

The 1 WF selected for the position was able to demonstrate past experience working directly with students with disabilities in a higher education setting. This candidate met all the minimum and preferred qualifications for the position. Additionally, she had experience collaborating with multiple departments across a post-secondary institution to support students and recommend resources.

## Hiring Goals Analysis 2016

### **2016063 – Program Specialist I – Office of the Vice President for Research – 1 WF**

The Office of the Vice President for Research at the University of Connecticut is seeking an energetic professional with a scientific background and experience with biosafety, recombinant DNA, biological agents and toxins to coordinate the Institutional Biosafety Program and provide professional guidance and administrative support to faculty, the IBC and the UConn research community.

**Duties and Responsibilities:** Coordinate the Institutional Biosafety Program and provide professional guidance and administrative support to the faculty, Institutional Biosafety Committee and University research community; perform scientific review of registration forms for completeness, accuracy and scientific validity in accordance with regulations; ensuring timely data entry and processing of registrations; development and implementation of a post-approval audit process; development and delivery of related training in a variety of formats; serve as liaison for and coordinator for related matters between the various research and regulatory offices; perform IBC administrative support functions, including interpretation of guidelines and responding to inquiries, preparing correspondence and reports, logistical set up of meetings; recommend policies, procedures and standard operating guidelines that facilitate compliance; perform other duties as assigned.

**Minimum Qualifications:** Bachelor's degree in Microbiology, Cell Biology, Molecular Biology, Genetics, or other appropriate field, or an Associate's degree in Microbiology, Cell Biology, Molecular Biology, Genetics, or other appropriate field plus two years' experience in biosafety; two or more years of experience working in a research, teaching, or laboratory setting; ability to work independently and to interpret policies and procedures to solve unusual and/or difficult problems; excellent organizational skills; experience developing and maintaining computerized databases and tracking systems; excellent interpersonal, written and verbal communication skills with the ability to work cooperatively with a wide variety of University administrators, staff, researchers, and students.

**Preferred Qualifications:** Master's degree or specialized background in Microbiology, Cell Biology, Molecular Biology, Genetics, or other related field; experience in institutional/environmental biosafety; experience in an academic research or higher education environment; knowledge of federal regulations and guidelines relating to the use of biological agents; experience creating online training and teaching/training various size groups.

Recruitment activities included HERC, Inside Higher Ed., Diverse, CTJobs.com, Office of the Vice President of Research's website, National Council of University Research Administrators, Research Administration Discussion List listserv, Public Responsibility in Medicine and Research, HigherEdJobs.com, and ABSA.org.

#### **Goal Applicants: WM, BM, BF, AF**

13 total applicants: 2 WM, 6 WF, 2 BF, 2 HF and 1 AM

Unqualified applicants: 2 WF

- 1 WF did not possess two or more years of experience working in a research, teaching, or laboratory setting.
- 1 WF lacked experience developing and maintaining computerized databases and tracking systems.

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



## Hiring Goals Analysis 2016

- 2 WM did not possess a Master's degree or specialized background in Microbiology, Cell Biology, Molecular Biology, Genetics, or another related field.
- 2 WF, 2 BF, and 1 AM lacked experience in institutional/environmental biosafety.

Interviewed applicants: 2 WF and 2 HF

- 1 WF and 1 HF withdrew from consideration.
- 1 HF possessed less years' work experience in a research lab setting than needed for the position.

The 1 WF selected possessed a Master's degree or specialized background in Microbiology. She also had experience in institutional/environmental biosafety, and knowledge of federal regulations and guidelines related to the use of biological agents. The candidate demonstrated experience creating online training and training/teaching of various size groups.

## Hiring Goals Analysis 2016

### **2016378 – Program Specialist 1 – Career Development – 1 WF, 1 HF**

**Description:**

**JOB SUMMARY**

Under the direction of the Director, manages the UConn Center for Career Development (CCD) career related programming, requiring a moderately advanced understanding of career development 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 Director.

**DUTIES AND RESPONSIBILITIES**

- Develops and oversees the planning, development, design, implementation and evaluation of CCD's programming initiatives.
- In collaboration with Assistant Director of Technology and Assessment, conducts studies, collects necessary data, evaluates information and prepares analytical reports related to departmental programming in an effort to formulate an effective career programming strategy.
- Serves as resource for staff and others regarding information about programming, presentation skills, and process, requiring an advanced knowledge in program development and presentation abilities.
- Works with Assistant Director of Technology and Assessment, to identify available technology to develop programs utilizing this technology to maximize delivery and effectiveness of programs.
- Represents the CCD to both internal and external groups who express an interest in CCD programming.
- Keeps informed regarding current developments and trends specifically in career programming, the job market and in the field of career counseling/development.
- Develops topics and works with marketing team to prepare information designed to communicate and recruit students to participate in programming initiatives.
- Develops and writes informational materials for distribution to the University community regarding CCD programs.
- Advises students regarding career related issues and concerns.
- May participate in the planning, development and implementation of grant proposals.
- Leverages departmental resources and collaborates with team members to accomplish project goals and department initiatives.
- 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.
- Is responsible for the successful completion of individual projects.
- May conduct workshops and seminars to instruct, inform and/or train others in the area of specialization.

## Hiring Goals Analysis 2016

- May be responsible for various administrative duties as assigned.
- Performs related duties as required.

### MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and experience.
- Minimum of two years' experience with program development or curriculum design.
- Comprehensive knowledge of Career Development.
- Proven ability to evaluate and produce reliable results, problem-solve, and trouble-shoot using critical thinking skills.
- Excellent written and oral communication skills and demonstrated ability to successfully present information to small and large groups.
- Willingness and ability to work some evenings and weekends as required by the job.

### PREFERRED QUALIFICATIONS

- Bachelor's or Master's degree
- Minimum of 3 years' demonstrated experience with program development or curriculum design including planning, organizing and evaluating workshops, events, activities and/or initiatives related to career counseling and job placement.
- Minimum of 2 years' experience with program assessment and evaluation.
- Minimum of 2 years' experience interacting with all levels of an organization from student to senior level management.
- Demonstrated ability in the development and delivery of virtual program offerings.
- Proven ability to work independently, take initiative and exercise sound judgement when making decisions

### APPOINTMENT TERMS

This is a full-time, permanent position. Salary 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. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016378)

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, LinkedIn, Facebook, Twitter, Career Services at The University of Maryland, Canisius College, Baypath College, Goodwin College and Merrimack College, Career Services at The University of Connecticut, Listserv at Messiah.edu, Connecticut Cooperative Education and Internship Association Listserv, and The University of Connecticut Cultural Centers.

### **Goal Applicants: WM, BM, BF, AF**

38 Total Applicants: 13 WM, 13 WF, 4 BF, 2 HF, 2 AM, 3 AF, 1 UM

Unqualified Applicants: 6 WM, 9 WF, 4 BF, 1 HF, 2 AM, 2 AF, 1 UM

- 1 WM withdrew his application.
- 2 WF, 2 BF and 2 AM submitted an incomplete application.
- 2 WM, 3 WF, 1 AF and 1 UM lacked a minimum of two years' experience with program development or curriculum design.

## Hiring Goals Analysis 2016

- 3 WM, 4 WF, 2 BF, 1 HF and 1 AF did not have comprehensive knowledge of career development.

Interviewed Applicants: 7 WM, 4 WF, 1 HF, 1 AF

- 2 WM and 1 WF withdrew their application.
- 5 WM, 2 WF and 1 AF did not adequately answer questions or demonstrate knowledge of program development during the interview.

The 1 WF hired had relevant and recent academic and professional experience required for this level of position. Additionally, she had creative and thoughtful answers to interview questions that demonstrated her nuanced understanding of program development and career counseling. This candidates' references were contacted and provided positive feedback.

The 1 HF female hire's background indicated she met all the minimum qualifications and most of the preferred qualifications. In her in-person interview she addressed and confirmed her understanding of the development and delivery of virtual program offerings in her presentation which itself was found to be thoughtful and insightful. Further, it was agreed that her assessment experience was a component of her qualifications that made her a first choice to fill this role.

## Hiring Goals Analysis 2016

### UC Professional 5

**Short-term goals: 4 BF, 1 HM, 2 AM**

#### **2016502 - SHS Information Coordinator -Student Health Services – 1 BF**

13 Total Applicants: 9 WF, 2 BF, 1 AM, 1 UF

Unqualified applicants: 9 WF, 1 BF, 1 AM, 1 UF

Interviewed applicants: 1 BF

***This hire achieved a hiring goal.***

#### **2016032 – Environ H & S Spec 1 - Environ Health and Safety – 1 BF**

34 Total Applicants: 16 WM, 10 WF, 1 BF, 1 HM, 1 HF, 1 AM, 1 AF, 2 UM, 1 UF

Unqualified applicants: 9 WM, 6 WF, 1 AM, 1 AF, 1 UM

Qualified applicants: 5 WM, 2 WF, 1 HM, 1 HF, 1 UM

Interviewed applicants: 2 WM, 2 WF, 1 BF, 1 UF

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

**2015226 – Residence Hall Director - Residential Life Office – 1 WM, 1 WF, 2 BM, 1 BF, 1 AM**  
*The BF and AM hires achieved hiring goals.*

### **POSITION SUMMARY**

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 10:00 a.m. - 6:00 p.m.

### **THE UNIVERSITY OF CONNECTICUT**

UConn 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. The University of Connecticut 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**

#### **I. Community and Student Development**

- a. Assess, represent, and advocate student needs.
- b. Initiate plans for and facilitate on-going student development in the residential areas.
- c. Develop relationships with residents and staff that contribute to the community development effort.
- d. Advise and consult with residents regarding individual educational concerns and initiate appropriate referrals.
- e. Coordinate and supervise programs in the residential areas.
- f. Advise residence hall government.
- g. Plan and implement the training of student leaders in conjunction with other professional staff.
- h. Respond to advising and programming needs of learning community and/or special interests.
- i. Utilize the community standards process to educate students of their responsibilities as community members.

## Hiring Goals Analysis 2016

### **II. Staff Selection and Supervision**

- a. Recruit and select applicants for paraprofessional staff positions.
- b. Provide on-going individual and group supervision for paraprofessional staff.
- c. Supervise RA staff relationship development with their residents.
- d. Assist with the selection of departmental professional staff.
- e. Assist with, and participate in, pre-service and in-service trainings.
- f. Develop and facilitate in-service trainings for paraprofessional staff.
- g. Evaluate paraprofessional staff and make recommendations regarding performance.
- h. Select, train and supervise student employees.

### **III. Professional Development**

- a. Participate in workshops held by Residential Life and the Division of Student Affairs.
- b. Participate in national and regional professional organizations.
- c. Assist in teaching EPSY 3235 (RA Class).
- d. Develop and maintain an individual personal/professional development plan in consultation with supervisor.
- e. Assume assigned summer responsibilities in Residence Education and in other units of Residential Life.
- f. Assist in departmental research projects.
- g. Serve on committees and planning groups.
- h. Perform other duties as assigned.

### **IV. Administrative**

- a. Prepare correspondence and reports maintaining appropriate records as required or requested.
- b. Assist residence hall administrative and support offices through the exchange of information about student needs, preferences, and interests.
- c. Assume on-call responsibilities as required.
- d. Administer occupancy records and procedures.

### **V. Facilities Management**

- a. Collaborate with Residential Services staff to maintain the area and implement strategies to educate residents and promote care of facilities.
- b. Meet regularly with building housekeeping, maintenance, and dining services staff to foster a team approach.
- c. Promote environmental awareness and wellness.
- d. Assist with efforts to examine and assure student safety and security including fire safety, emergency response, and health and safety inspections.
- e. Assess facilities and make recommendations for changes related to student academic environmental needs.

## Hiring Goals Analysis 2016

### 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.

### 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.

### APPOINTMENT TERMS

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

Applicants please 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. We will be recruiting applicants through The Placement Exchange (TPE) and Oshkosh Placement Exchange (OPE). Candidates should indicate which conference they will be attending. Employment of the successful candidate is 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 March 26, 2016.

Recruiting activities included: NEACUHO, HigherEdJobs.com, ACUHO, and Diverse Issues in Higher Education.

**Goal Applicants: BF, HM, AM**

288 Total applicants: 90 WM, 87 WF, 28 BM, 28 BF, 19 HM, 15 HF, 7 AM, 5 AF, 5 UM and 4 UF.



## Hiring Goals Analysis 2016

Unqualified applicants: 44 WM, 43 WF, 18 BM, 19 BF, 12 HM, 8 HF, 5 AM, 3 AF, 3 UM, and 3 UF.

- 26 WM, 20 WF, 15 BM, 16 BF, 9 HM, 5 HF, 5 AM, 1 AF, 3 UM and 2 UF did not have Master's Degree and two years of residence hall experience of Bachelor's Degree and three or more years of professional residence hall experience.
- 5 WM, 6 WF, 2 BM, and 1 UF lacked supervision of Residence Hall or other staff in college or university residence halls and student affairs settings.
- 5 WM, 8 WF, 1 BM, and 3 HM, did not demonstrate commitment to student development and educational programming; including, but not limited to advising student groups, providing leadership training and ongoing development.
- 2 WM and 5 WF lacked experience enhancing student academic achievement through collaborative efforts, teaching classes or programmatic development.
- 6 WM, 4 WF, 3 BF, 3 HF, and 2 AF lacked experience working with or addressing the needs of a diverse community, varied in its ethnic composition, sexual orientation, and abilities.

Qualified applicants: 2 WM, 1 WF, 1 BM, 1 BF, 1 HM, 1 HF, and 1 AM.

- 1 WM, 1 WF, 1 BM, and 1 BF, did not have a Master's degree in college student personnel, higher education, counseling or at least five years of university residence hall supervisory experience.
- 1 AM, 1 WM, and 1 HM, and 1 HF lacked Two years or more of post Master's residence hall work experience.

Interview candidates: 44 WM, 43 WF, 9 BM, 8 BF, 6 HM, 6 HF, 1 AM, 2 AF, 2 UM, and 1 UF.

- 6 WM, 1 BF and 1 HF were unable to articulate how their experiences would transfer to UConn.
- 12 WM, 8 WF, 1 BF, 3 HM, 1 UM and 1 UF did not elaborate well on the questions asked.
- 15 WM, 19 WF, 4 BM, 6 BF, 3 HM, 3 HF, 1 AF, 1 UM withdrew from consideration.
- 4 WM had experience and qualifications that were not at the level of the selected candidate.
- 5 WM, 9 WF, and 3 BM did not show depth in answers or an understanding of overall position requirements.
- 2 WM and 6 WF did not convey the depth of knowledge or an understanding of the overall position requirements.
- 2 HF and 1 AF had minimal supervision experience, which is a primary role of the job.

The 1 WM selected exhibited a clear understanding of the hall director position and its responsibilities. He had good communication skills and provided a mix of theory and practice in his responses. He gave concrete examples to support his responses and demonstrate how his experiences have prepared him for the hall director position.

## Hiring Goals Analysis 2016

The 1 WF selected participated in a 1st round phone interview. Candidate spoke clearly and gave well explained and specific examples. Overall, candidate showed how her current residence hall experiences have prepared her for the hall director position.

The 1 BM selected answered interview questions clearly and gave well explained and specific examples. Overall, candidate showed how their current experiences have prepared them for the hall director position.

The 1 BM selected was organized and thoughtful in responses to interview questions. He gave concrete examples to support his responses and demonstrated how his experiences have prepared him for the position and how they are transferable to the position. He exhibited good communication skills and provided an overview of current supervisory experience.

The 1 BF selected was calm, organized and thoughtful in her responses to interview questions. She connected well with students and clearly demonstrated her commitment to students and their living environment. She exhibited a clear understanding of the position and its responsibilities and demonstrated good communication skills.

***This hire achieved a hiring goal.***

The 1 AM selected actively engaged in all interview time slots with various campus entities. He gave specific examples of how he would utilize a multifaceted approach in his work and asked engaging questions of all interview groups. He effectively showed how his current experiences, specifically around topics of diversity/inclusion, residential curriculum, and STEM have prepared him for the position.

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2015476 – Database Programmer - Office of the Registrar – 1 WM**

The Office of the Registrar at the University of Connecticut is seeking energetic, self-motivated individuals for a full-time, permanent Database Programmer (UCP 5) position operating under the direction of the Associate Registrar. This position is primarily responsible for organizing, manipulating and reporting data from our PeopleSoft Student Admin system and Student Administration data mart while simultaneously providing exemplary customer service.

#### **Duties and Responsibilities**

- Serving as the primary contact for reporting requests for the Office of the Registrar. This position will consult with users and suppliers of data to clarify requests and/or the intended use of data and explain the results. This position will be required to understand the business needs leading to these requests and design reports to meet those needs while maintaining compliance with the University's privacy policy. This position will be responsible for the execution, distribution, maintenance, and documentation of these reports.
- Participating in the development, documentation, maintenance, and support of the Oracle Campus Solutions student administration system. This includes scheduling, updating, and maintaining system processes and academic structure within the student records module. The Database Programmer will maintain the integrity of the student records data with weekly and daily clean-up reports.
- Participating in the development of Registrar's back office business processes. This includes generating and assembling documentation, requirements gathering, specification writing, configuration, training, and data analysis.
- Supporting new and changing strategic initiatives which may be short- or long-term which require both technical understanding and a broad knowledge of Registrar functionality. This position is responsible for insuring accuracy, compliance with regulations, policies and procedures, and the provision of superb customer service of such projects.
- Desktop support for the Registrar's office and the additional maintenance and support of the Document Imaging system as well as support for the scheduling software Ad Astra.
- Keeping abreast of changes to University policies and procedures in relation to functions of the Registrar's Office and in abidance with Senate polices and FERPA guidelines.

#### **Minimum Qualifications**

1. Bachelor's degree in analytical discipline and/or equivalent combination of education and experience.
2. Experience with use of software packages and/or source-language programs appropriate to the needs of the Registrar's office, e.g., Oracle Campus Solutions, SQL databases, or document imaging software.
3. Demonstrated professional experience in communicating information in numerical and narrative form.
4. Strong organizational and time management skills, along with excellent written and oral communication skills.

#### **Preferred Qualifications**

1. Three years demonstrated professional experience in report writing.
2. Experience with Oracle Campus Solutions, Ad Astra, ImageNow, WebFocus, Filemaker Pro and/or Hyperion.
3. Proven SQL, PL/SQL knowledge and skills, demonstrated understanding of relational database structure, and experience with the utilization of query tools to access data.
4. Experience working within a higher education environment.
5. Previous experience obtaining data from PeopleSoft Campus Solutions.
6. Familiarity with business processes and procedures as they related to the functions of a Registrar's office.

## Hiring Goals Analysis 2016

Recruitment activities included HERC, Inside Higher Ed., Diverse, American Association of Collegiate Registrars and Admissions Officers, and Center for Applied Cybersecurity Research.

### **Goal Applicants: BF, HM, AM**

23 total applicants: 11 WM, 5 WF, 3 AM, 1 AF, 2 UM, 1 UF.

- 3 WM withdrew from consideration.

Unqualified applicants: 3 WF, 2 AM, 1 UM, and 1 UF.

- 1 WF lacked a Bachelor's degree in analytical discipline and/or an equivalent combination of education and experience.
- 1 UM did not demonstrate professional experience in communicating information in numerical and narrative form.
- 2 WF, 2 AM, and 1 UF did not possess strong organizational and time management skills, along with excellent written and oral communication skills.

Qualified applicants: 3 WM, 1 WF, and 1 UM

- 3 WM, and 1 UM did not possess three years of demonstrated professional experience in report writing.
- 1 WF withdrew from consideration.

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

- 3 WM, and 1 WF withdrew from consideration.
- 1 AF possessed little to no experience in delivering reports to internal or external clients and demonstrated weak interpersonal skills.
- 1 AM lacked experience with creating, running, or delivery of reports or queries as well as clarity in problem resolution.
- 1 WM possess limited experience working in a Higher Education environment and no extensive work in a high volume environment.

The 1 WM selected possessed excellent customer service, communication, time management, interpersonal, and organizational skills. They demonstrated the problem-solving mindset necessary to perform the functional aspect of a database programmer in the Office of the Registrar. The candidate also possessed experience working in a high volume environment, as well as experience in handling sensitive data comparative to University FERPA guidelines.

## Hiring Goals Analysis 2016

### **2016012 – University Library I or II – Office of the Vice Provost of the Library – 1 WM**

The University of Connecticut (UConn), one of the nation's leading public research universities, seeks applications for the position of Electronic Resources Librarian.

#### **Job Summary**

Under the direction of and reporting to the Head of Electronic Resource Services, this position is responsible for performing a variety of duties in the acquisitions, licensing, access management, and analysis of UConn Libraries' e-resource collections. This position is also responsible for collaborating with library staff to communicate e-resource information, evaluate e-resources, and resolve issues related to e-resource access and management. In conjunction with the Head of Electronic Resource Services and Electronic Resource Services Unit (ERS) members, this position works to develop and communicate best practices, procedures, and strategic directions for UConn Libraries' e-resources collections and applies fiscal criteria and guidelines to acquire, analyze, and manage those collections. This position works collaboratively within ERS on strategic initiatives, annual planning, and goal setting.

A complete job description and further information about the University of Connecticut Libraries can be found at <http://www.lib.uconn.edu/about/employment/professional.html>.

#### **Minimum Qualifications for Appointment as University Librarian 1 (UCP 5)**

1. Graduate degree in Library and Information Science from an American Library Association accredited program.
2. Work experience in an academic or research library and/or library consortia setting.
3. Demonstrated working knowledge of current Electronic Management Systems and workflows, technologies, and integrated library systems.
4. Demonstrated analytical, strategic, and problem-solving skills.
5. Demonstrated leadership, communication, and interpersonal skills.
6. Demonstrated understanding of current licensing and renewal issues for academic or research libraries and a user-centered approach to e-resource collection development and acquisitions.
7. Ability to analyze and evaluate data in order to produce reports and recommendations for decision-making purposes.

#### **Additional Minimum Qualifications for Appointment as University Librarian 2 (UCP 7)**

8. Minimum of three (3) years' recent experience negotiating licenses and pricing for e-resources.
9. Demonstrated experience managing a budget for a department, project, team, or committee.
10. Recent demonstrated involvement in professional development activities related to e-resources acquisitions and management at the local or regional level.

#### **Preferred Qualifications for all Appointments**

1. Recent experience working and negotiating with commercial and academic vendors including pricing, licensing, and contract negotiations for all e-resource types.
2. Experience with integrated library management systems (e.g., Alma) and/or Electronic Resource Management Systems (e.g., CORAL).
3. Recent academic training or professional experience relevant to e-resource management.
4. Familiarity with current e-resource standards and protocols (e.g., SUSHI, COUNTER, and SERU).
5. Experience coordinating projects with demonstrated project management skills.
6. Demonstrated awareness of current national trends and developments in shared and consortia collection development and management.
7. Recent demonstrated involvement in professional development activities related to e-resources acquisitions and management.
8. Knowledgeable of current trends in e-resource management and scholarly publishing.

## Hiring Goals Analysis 2016

Recruitment activities included HERC, Inside Higher Ed., Diverse, Chronicle of Higher Education, the American Library Association's Diversity and Spectrum Program listserv, the Gay, Lesbian, Bisexual, and Transgender Round Table of the American Library Association, the Electronics Resources in Libraries listserv, the Center for Research Libraries listserv on Licensin, the Electronics Resources in Libraries social media, the Techniques for Electronic Resource Management social media, the Association of College and Research Libraries, I Need a Library Job blog post, ctjobs.com, Indiana University School of Information and Library Science, University of Wisconsin-Madison School of Library and Information Studies, Simmons College's School of Library and Information Science, the Boston Library Consortium's Jobs for Librarians, Library and Information Technology Association's listserv, the Special Library Association of Connecticut's listserv, Drexel Universities Library and Information Science program, the Medical Library Association's listserv, the Connecticut Association of Health Sciences Librarians, the North Atlantic Health Sciences Libraries listserv, the Serials in Libraries Discussion forum, the North American Serials Interest Group blog, the Acquisitions Librarians Electronic Network, the Boston Library Consortium's Heads of Resource Management, the Association of College and Research Libraries listserv, the Library Collection Development listserv, and the American Library Associate Job listserv.

### **Goal Applicants: BF, HM, AM**

19 total applicants: 9 WM, 8 WF and 2 AF

Unqualified applicants: 3 WM, 6 WF, and 1 AF.

- 1 WM, and 3 WF lacked work experience in an academic or research library and/or a library consortia setting.
- 2 WF failed to demonstrate working knowledge of current Electronic Management Systems and workflows, technologies, and integrated library systems.
- 2 WM, and 1 AF failed to demonstrate leadership, communication, and interpersonal skills.
- 1 WF lacked recently demonstrated involvement in professional development activities related to e-resources acquisitions and management at the local or regional level.

Qualified applicants: 1 WM.

- 1 WM did not possess recent experience working and negotiating with commercial and academic vendors including pricing, licensing, and contract negotiations for all e-resource types.

Interviewed applicants: 5 WM, 2 WF and 1 AF

- 1 WM withdrew from consideration
- 3 WM lacked depth in their knowledge of e-resources management and resource licensing.
- 1 WF, and 1 AF failed to demonstrate strong interpersonal and verbal communication skills.

## Hiring Goals Analysis 2016

- 1 WF lacked practical experience in electronic resources management.

The 1 WM selected demonstrated strong and extremely competent interpersonal, written, communication and engagement skills. The candidate possessed a balanced perspective of serving the university's student population, as well as building relationships and forwarding scholarly communication with faculty and staff. He also demonstrated direct practical experience with a robust knowledge of the distinct processing and acquisition work of electronic resources management. He expressed a keen perception and insight on the importance of cultivating solid professional relationships with acquisition and other business vendors.

## Hiring Goals Analysis 2016

### **2016672 - Laboratory Technician 3 - Electrical and Computer Eng – 1 WM**

The University of Connecticut's Department of Electrical and Computer Engineering (ECE) is seeking applicants for the position of Laboratory Technician 3 (UCP 5). Under the supervision of the ECE Department Head, the successful candidate will provide IT support to departmental faculty, staff and graduate students. This includes basic helpdesk support, configuring or building new computers for specific tasks, and network management. This position will also ensure supervision and safety of instructional labs and provide basic technical support for faculty and graduate research labs.

#### **Minimum Qualifications**

1. Bachelor's degree in Engineering/Computer Science/Information Technology and 3 or more years' experience, OR equivalent education and experience.
2. Demonstrated knowledge of IT skills for desktops, laptops, servers and networking and standard laboratory procedures.
3. Ability to explain laboratory procedures and write laboratory manuals.
4. Ability to supervise and train others

#### **Preferred Qualifications**

1. Course work in electrical and/or computer engineering/technology.
2. Experience with various computer operating systems.
3. Familiarity with the routine maintenance and operation of basic electrical engineering laboratory equipment.

#### **Appointment Terms**

This is a full time, 12-month position. Salary is commensurate with experience.

#### **To Apply**

Please upload a **cover letter**, **resume**, and the names and contact information for **three professional references**. Please be sure the application materials demonstrate how you meet the qualifications for this position. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2016672)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 1, 2016.

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: CT Community College Network, UConn Puerto Rican/Latin American Cultural Center, UConn Asian American Cultural Center, UConn African American Cultural Center, UConn Veteran Affairs.

#### **Goal Applicants: BF, HM, AM**

8 Total applicants: 5 WM, 1 WF, 1 AM, 1 UM

Unqualified applicants: 1 WM, 1 WF



## Hiring Goals Analysis 2016

- 1 WM lacked Bachelor's degree in Engineering/Computer Science/ Information Technology and three or more years, experience or equivalent education and experience.
- 1 WF was unable to demonstrate knowledge in IT skills for desktops, laptops, servers and networking standard laboratory procedures.

Interviewed applicants: 4 WM, 1 AM, 1 UM

- 1 WM career goals did was not aligned with the position.
- 1 WM, 1 AM had no familiarity with electrical Engineering laboratory equipment.
- 1 WM had limited experience with IT network management.
- 1 UM withdrew from job consideration.

The 1 WM selected had both education and preferred experience dealing with IT and electrical engineering lab equipment. Demonstrated an ability to explain laboratory procedures and write laboratory manuals. Had course work in electrical and/or computer engineering technology. Candidate had all qualification and experience.

## Hiring Goals Analysis 2016

### **2016009 – Writer/Editor III – Office of the Engineering Dean – 1 WM**

#### **POSITION SUMMARY**

The University of Connecticut School of Engineering (UConn Engineering) seeks an experienced Writer/Editor to provide advanced level writing and editing for a wide range of written materials, including proposals/white papers, news publications, brochures, websites, social media platforms. The successful candidate will be expected to develop, write and edit information, news articles and feature stories and other publications designed to promote and/or inform target audiences about UConn Engineering program(s) or service(s) under the general direction of designated supervisor.

Incumbents are expected to exercise originality, creativity and to regularly develop his/her own ideas within broad guidelines established by the supervisor. Work is usually difficult, varied and requires a sound understanding of subject and target audience. Work may include writing for radio or video scripts

#### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in Journalism, English, Communications or related field or equivalent combination of education and experience
2. Two – four years' writing experience, appropriate to department to be served.
3. Advanced writing and grammatical skills, as demonstrated by writing samples; writing ability suitable for radio or video may be required.
4. Ability to meet deadlines, take initiative and work independently to carry out difficult assignments.
5. Advanced communication and interpersonal skills.
6. Basic knowledge of graphic design and awareness of graphic needs of publications

#### **PREFERRED QUALIFICATIONS**

1. Experience in writing speeches, video scripts, and collateral pieces.
2. Experience in conceiving Web navigation/architecture as well as web content.
3. Familiarity with social media, EurkeAlert, Wordpress.
4. Experience providing drafts or assisting in grant writing, proposal development, etc.
5. Experience in writing nominations for awards and recognitions.
6. Experience in interacting with individuals from diverse backgrounds.
7. Experience working in a university environment

#### **TO APPLY**

Please upload a cover letter, resume, the names and contact information of three professional references, and five writing samples to UConn Careers. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016009)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 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 2016

Recruiting activities included HERC, Inside Higher Ed., Diverse, *Willimantic Chronicle*, and Diversitycentral.com.

### **Goal Applicants: BF, HM, AM**

30 total applicants: 10 WM, 15 WF, 1 HF, 2 AF, 1 UM and 1 UF.

Unqualified applicants: 5 WM, 8 WF, 1 HF, 2 AF, and 1 UF.

- 2 WM, 6 WF, and 2 AF lacked a Bachelor's degree in Journalism, English, Communications, or a related field, or an equivalent combination of education and experience.
- 1 WM, 1 WF, and 1 HF did not possess two to four years of writing experience appropriate to the department.
- 2 WM, 1 WF, and 1 UF did not demonstrate advanced writing and grammatical skills, as demonstrated by writing samples, and a writing ability suitable for radio or video.

Qualified applicants: 3 WM, and 5 WF

- 2 WM, and 4 WF lacked experience in writing speeches, video scripts, and collateral pieces.
- 1 WF did not demonstrate familiarity with social media, EurkeAlert, and Wordpress.
- 1 WM did not possess experience in interacting with individuals from diverse backgrounds.

Interviewed applicants: 2 WM, 2 WF, and 1 UM.

- 1 WM withdrew from consideration.
- 1 WF failed to demonstrate the ability to organize thoughts and work load based on incomplete answers to interview questions.
- 1 WF and 1 UM lacked the experience of working in an academic environment.

1 WM selected possessed experience interacting with individuals from a diverse background. The candidate demonstrated advanced writing and grammatical skills, as demonstrated by writing samples. His writing samples also demonstrated his ability to write material suitable for radio or video. He also demonstrated familiarity with social media, EurkeAlert, and Wordpress.

## Hiring Goals Analysis 2016

### **2015458 – Art Museum Registrar – Benton Museum of Art – 1 WF**

#### **POSITION SUMMARY**

The William Benton Museum of Art, University of Connecticut, is seeking applicants for the position of Art Museum Registrar (UCP 5).

The successful individual, under the general direction of the Executive Director, is responsible for keeping all records relating to the museum's permanent collection and works of art on loan from other sources for the purposes of exhibition, program or study. Additional responsibilities include collection management for all objects owned by the Museum and those on loan. Specifically, the successful candidate is expected to receive, inspect, accession, document, label and catalog new acquisitions to the collection; oversee deaccession procedures in compliance with collection management policies; create and maintain manual and computerized information management systems for works of art, both objects owned by the William Benton Museum of Art and those on loan to the museum; create, compile and maintain legal documents, histories of use, and physical histories of permanent collection objects; conduct collections-related research as necessary; draft and update Museum emergency procedure manual and train staff in emergency procedures; coordinate and assist with computer projects including system specifications and software choices, data standards, and data input management; train staff and volunteers on use of collection management system; initiate, develop, and, upon adoption, implement collection policies; develop and implement inventory projects; provide other departments, researchers, students and the public access to information about the collections and arrange for viewing; facilitate care and control of collections on and off site; recommend conservation priorities in consultation with the Director; organize, coordinate and oversee the movement of collection objects for exhibition, loan, or storage including packing and shipping; evaluate and approve or deny requests for loans from the permanent collection in consultation with the Director; manage incoming and outgoing loans; produce or process loan agreements, provide insurance coverage, prepare condition reports, arrange for packing and transportation of loaned objects, and document the loan process; advise and consult with University Office of Insurance and Risk Management on collection insurance issues and legal documents; contract for outside services needed including conservation, packing, crating, shipping, photography, and international freight forwarding; manage photographic rights and reproduction services; supervise photography of permanent collection and loaned objects; store both analog and digital photographs of collection objects; monitor copyright status of collection objects; manage sales of photography materials, and secure non-exclusive licenses for work of art where copyright is held by others; prepare rate structures for loans, traveling exhibitions, and photographic services; secure copyright assignment for museum publications; serve as liaison with other University offices as needed to carry out responsibilities; sit in ex officio capacity on Collections and Exhibitions Committees and take minutes; perform related duties as required.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in art, art history, or related field or equivalent combination of education and experience; minimum of one year of related museum experience; proven expertise in care, transportation of and record keeping of works of art; demonstrated expertise in Filemaker Pro, Microsoft Office, and EmbARK Gallery Systems software; exceptional attention to detail and organization; proven strong written and oral communication skills; strong interpersonal skills; and flexibility in hours worked and days of the week worked.

#### **PREFERRED QUALIFICATIONS**

Master's or terminal degree in museum studies, collection management, information science or related field; three years' experience as Registrar in an art museum; demonstrated creation of Collections Management policies; and demonstrated creation of Museum Emergency Procedures policies.

Recruitment activities included HERC, Inside Higher Ed, Diverse, and the New England Museum Association.

## Hiring Goals Analysis 2016

### **Goal Applicants: BF, HM, AM**

72 total applicants: 9 WM, 46 WF, 2 BF, 4 HF, 2 AM, 3 AF, 1 UM, and 5 UF.

Unqualified applicants: 9 WM, 39 WF, 2 BF, 4 HF, 1 AM, 3 AF, 1 UM, and 4 UF

- 2 WM, 3 WF, and 1 HF did not possess a Bachelor's degree in art, art history, or a closely related field or equivalent combination of education and experience.
- 1 WM, 4 WF, and 1 UF lacked exceptional attention to detail and organization based on application materials
- 1 AM did not demonstrate strong written communication skills.
- 5 WM, 30 WF, 2 BF, 2 HF, 3 AF, 1 UM, and 2 UF did not possess proven expertise in care, transportation of and record keeping of works of art.
- 1 WM, 2 WF, 1 HF, and 1 UF did not demonstrate expertise in Filemaker Pro, Microsoft Office, and EmbARK Gallery Systems software.

Qualified applicants: 4 WF, 1 AM, and 1 UF

- 2 WF, and 1 UF did not possess a Master's degree or higher in collection management, information science, or library science.
- 2 WF, and 1 AM lacked three years of experience as Registrar in an art museum.

Interviewed applicants: 3 WF

- 1 WF did not demonstrate strong interpersonal and communication skills.
- 1 WF lacked the flexibility of hours required for the position.

The 1 WF selected possessed more than three years of experience as Registrar in an art museum. The candidate also demonstrated expertise in the Filemaker Pro, Microsoft Office, and EmbARK Gallery Systems software. She demonstrated the ability to work the flexibility of hours required of the position.

## Hiring Goals Analysis 2016

### **2016201 – Budget Specialist – Budget Office – 1 WF**

The University of Connecticut's Budget Office is seeking applicants for the position of Budget Specialist (UCP 5). Under the general supervision of the Budget Director, the successful candidate will coordinate and provide advanced level support to the Budget Director and the operations of the Budget Office. In addition, this individual will be responsible for maintaining, updating, reconciling and analyzing budget data and providing assistance to University departments.

Responsibilities include maintaining University budget data, assisting departments in understanding procedures, reviewing financial transactions for appropriateness, accuracy and completeness, identifying and resolving routine issues, assisting in the preparation of financial data and routine reports for various constituencies, including but not limited to University departments and other State agencies.

#### **Minimum Qualifications**

- Associate's degree and one to two years' related experience or four to six years' experience in a progressively responsible fiscal position.
- Two years' experience preparing financial reports.
- Excellent interpersonal skills, with ability to establish good working relationships with department/University staff and other individuals and groups outside the University.
- Ability to resolve problems efficiently and effectively.
- Sound knowledge and understanding of various software programs.
- Good organizational skills.

#### **Preferred Qualifications**

- Bachelor's degree in Accounting, Finance, or related discipline.
- Experience in administration involving accounting, budget preparation, or general business management.
- Strong analytical and technical skills.
- Demonstrated experience compiling financial data and generating reports for budgetary purposes.
- Experience using web-based systems, query tools and data marts.

#### **Appointment Terms**

This is a full-time position.

Recruiting activities included: The UConn Career website, HERC, Inside Higher Ed., Diverse, Indeed.com, and numerous professional contacts were utilized.

### **Goal Applicants: BF, HM, AM**

41 total applicants: 12 WM, 19 WF, 3 BM, 2 BF, 1 HM and 4 UF

Unqualified applicants: 11 WM, 10 WF, 3 BM, 2 BF, 1 HM and 4 UF

- 5 WM, 2 WF, 1 BF, and 1 UF lacked an Associate's degree and one to two years' related experience of four to six years' experience in a progressively responsible fiscal position.
- 1 WM, 3 WF, and 1 UF did not possess excellent interpersonal skills and the ability to establish good working relationships with the department.
- 3 WM, 4 WF, 3 BM, and 1 HM did not have two years' experience preparing financial reports.
- 1 WM and 1 UF did not possess adequate organizational skills.
- 1 WM did not have the ability to resolve problems efficiently and effectively.
- 1 WF, 1 BF, and 1 UF did not have a sound knowledge and understanding of various software programs.

## Hiring Goals Analysis 2016

Qualified applicants: 1 WM and 3 WF.

- 2 WF did not possess strong analytical and technical skills or experience compiling financial data and generating reports for budgetary purposes.
- 1 WF lacked a Bachelor's degree in Accounting, Finance, or a related discipline.
- 1 WM lacked experience in administration involving accounting, budget preparation or general business management.

Interviewed applicants: 6 WF

- 1 WF withdrew from consideration.
- 1 WF did not possess adequate communication or analytical skills
- 1 WF was unable to articulate or demonstrate relevant financial experience during the interview.
- 1 WF lacked web based systems and data mart skills.
- 1 WF did not have demonstrate strong interpersonal skills during the interview.

The 1 WF selected for the position provided ample evidence of past experience in data analysis and was the most articulate in the interview. This candidate demonstrated strong communication and interpersonal skills and her long and short term goals aligned closely with the position.



## Hiring Goals Analysis 2016

### **2015494 – Technical Assistant II – Center for Students with Disabilities – 1 WF**

#### **JOB SUMMARY**

Under the general direction of the Assistant Director, manages the provision of assistive technology and related learning technology support programs for students with permanent and temporary disabilities in accordance with state and federal mandates to assure students access to their academic coursework. Provides accessibility related consultations and trainings, along with technical support, to the UConn community. Manages application development and oversees the maintenance of the Center's website.

#### **DUTIES AND RESPONSIBILITIES**

1. Manages the Center for Students with Disabilities (CSD) assistive technology and learning technology support programs, including the provision of alternate media accommodations and management of the CSD Technology Lab.
2. Investigates and tests new technologies, identifies trends, evaluates need for and recommends acquisition of hardware, software and applications; conducts independent research to respond to specific queries about vendors, pricing and usability of various technologies requested by students with disabilities; develops budget recommendations; monitors approved budget and expenditures.
3. Implements and maintains policies and procedures for use of technology in collaboration with the Center staff; evaluates such policies and procedures, and institutes changes as needed to ensure processes and services are aligned with current legal mandates and industry practices.
4. Serves as primary technical consultant and advocate for assistive technology use at CSD and across UConn for the most effective software and hardware to meet Federal, State, and University standards; resolves problems and addresses concerns related to assistive technology and alternate media accommodations.
5. Consults with the UConn community, including students, faculty, staff and other stakeholders on accessibility and technology related matters; designs and delivers orientation and/or training to all stakeholders on assistive technology and learning technology; responds to queries regarding technology needs and competencies for students with disabilities; collaborates with faculty and staff regarding content accessibility in face-to-face, hybrid and online courses.
6. Conducts technology needs assessment for students with disabilities and develops customized technology service suites, including both assistive technology and learning technology as appropriate; based on students' functional limitations, writes, edits and updates technology-related tutorials for students; creates technology instructional modules to



## Hiring Goals Analysis 2016

support student learning.

7. Coordinates and maintains CSD's website in collaboration with Center staff, prepares materials for and contributes to the content of the website and CSD newsletter; oversees the development of CSD apps and manages maintenance/updates as needed.
8. Participates in outreach activities designed to promote CSD's technology initiatives to various audiences, including high school personnel, students, parents, and faculty and staff; publicizes CSD's technology-based initiatives on social media in collaboration with Center staff.
9. Administers the technology equipment loan program; maintains a current inventory of hardware, software, supplies and other equipment needed for the operation of the assistive technology support program; monitors equipment security; monitors hardware and software for damages/defects/viruses; troubleshoots problems and arranges for repair or replacement; performs minor maintenance and repair. Technology includes but is not limited to smart pens, laptops, tablets and FM systems.
10. Supervises graduate and undergraduate student employee staff to assist with the implementation of assistive technology and learning technology support programs.
11. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in Education, Education Technology, Rehabilitation or related field,
2. One to three years' experience in IT, assistive technology or learning technology working with students with disabilities in an educational or rehabilitation setting.
3. Has a thorough understanding of the range, functionality and limitations of contemporary assistive technology and learning technology, including Microsoft and Apple applications, Adobe Acrobat Pro, optical character recognition (OCR) software, smart pens, and other assistive technologies (e.g., Kurzweil 3000, Dragon 11, Jaws 13, Magic 13, etc.).
4. Demonstrated knowledge of legal mandates, including the Americans with Disabilities Act Amendments Act (ADA AA) and Section 504 of the Rehabilitation Act, as well as compliance requirements regarding assistive technology and web accessibility, including best practices and standards as outlined in Section 508 and the W3C/WAI guidelines.
5. Ability to research, document, maintain, and recommend software, hardware, applications and databases.
6. Demonstrated ability to work cooperatively with faculty, staff, students and parents.
7. Excellent written and oral communication skills.
8. Strong organizational skills.

### **PREFERRED QUALIFICATIONS**

1. Assistive Technology Certification.
2. Experience working with students with disabilities in higher education.
3. Demonstrated ability and experience with developing and delivering training workshops.
4. Experience in managing the development of applications.
5. Ability to develop and maintain websites using WordPress.
6. Previous experience in supervising hourly staff, including undergraduate and graduate student employees.

Recruitment activities included HERC, Inside Higher Ed., Diverse, Disability Student Services in Higher Ed., Connecticut Association of Higher Education and Disability, the Carnegie Project on the Education Doctorate, Western Interstate Commission for Higher Education's Cooperative for Educational Technologies, the Association on Higher Education and Disability National Conference, and various professional contacts were utilized.

**Goal Applicants: BF, HM, AM**

## Hiring Goals Analysis 2016

29 total applicants: 9 WM, 14 WF, 2 HM, 2 AM, and 2 AF.

Unqualified applicants: 8 WM, 10 WF, 1 HM, 1 AM, and 2 AF

- 1 AF did not possess a Bachelor's degree in Education, Education Technology, Rehabilitation, or related field, or equivalent training and experience.
- 6 WM, 10 WF, 1 HM, 1 AM, and 1 AF lacked one to three years of experience in IT, assistive technology, or learning technology working with students with disabilities in an educational or rehabilitation setting.
- 2 WM failed to demonstrate knowledge of legal mandates, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, as well as compliance requirements regarding assistive technology and web accessibility, including best practices and standards as outlined in Section 508 and the W3C/WAI guidelines.

Interviewed applicants: 1 WM, 4 WF, 1 HM, and 1 AM.

- 1 WF withdrew from consideration.
- 1 WF failed to demonstrate a thorough understanding of the range of assistive technology and learning technology.
- 1 AM lacked strong written and oral communication skills.
- 1 WM, 1 WF and 1 HM possessed less experience with working with students in a higher education setting than needed for the position.

The 1 WF selected demonstrated knowledge in the field of assistive technology as well as the ability to work with all of the key constituents of the office including students, faculty, and staff. She possessed considerable experience giving presentations and training others on the use of specific technologies. The candidate also demonstrated a thorough understanding of the current trends regarding students with disabilities and their technology needs.

## Hiring Goals Analysis 2016

### UC Professional 5 – Academic Advisor 1

**Short-term goals: 1 BF, 2 HF, 1 AF**

#### **2016265 - Academic Advisor 1 - Stamford Student Serv – 1 AF**

81 Total applicants: 7 WM, 39 WF, 3 BM, 14 BF, 2 HM, 5 HF, 1 AM, 2 AF, 2 UM, 6 UF

Unqualified applicants: 7 WM, 25 WF, 1 BM, 9 BF, 1 HM, 5 HF, 1 AF, 1 UM, 2 UF

Qualified applicants: 9 WF, 2 BM, 4 BF, 1 HM, 1 AF, 1 UM, 4 UF

Interview applicants: 5 WF, 1 BF, 1 AM, 1 AF

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016393 – Academic Advisor 1, the Academic Center for Exploratory Students – 1 WM**

The Academic Center for Exploratory Students (ACES) at the University of Connecticut is seeking applicants for the position of Academic Advisor 1. The successful candidate will work as part of a team of advisors who provide academic advising primarily for first and second year students. The population advised in ACES includes a significant number of students who are undecided about their majors as well as students who are planning to apply to one of UConn's schools or colleges. ACES advisors provide individual advising, instruct First Year Experience courses, conduct and participate in workshops and other advising-related programs, and assist with outreach to current and prospective students, faculty, and staff.

**Minimum Qualifications:** Bachelor's Degree in an appropriate field; one to two years' experience advising students in a college or university setting; strong communication skills; experience working with faculty, staff and parents.

**Preferred Qualifications:** Master's degree; experience teaching and/or conducting workshops; experience working with diverse populations.

**Appointment Terms:** This is a full time appointment. Salary is in the mid \$40's and includes full benefits. Anticipated start date is April 29, 2016.

**To Apply:** Please submit a cover letter, resume, and the names and contact information for three professional references by March 20, 2016. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2016393)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 20, 2016.

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: NACADA, HigherEdJobs.com, NEOA, CAEOP, CALAHE, UCONN Cultural Center Directors, CAP Advisory Board

#### **Goal Applicants: BF, HF, AF**

184 Total applicants: 35 WM, 84 WF, 7 BM, 20 BF, 5 HM, 14 HF, 1 AM, 7 AF, 11 UF

Unqualified applicants: 14 WM, 40 WF, 3 BM, 15 BF, 2 HM, 5 HF, 3 AF, 7 UF

- 2 WF, 1 BM, 5 HF lacked a Bachelor's degree in an appropriate field.
- 14 WM, 37 WF, 2 BM, 14 BF, 2 AF, 3 UF lacked one to two years' experience advising students in a college or university setting.
- 1 BF, 1 AF, 4 UF lacked strong written communication skills.
- 1 WF lacked experience working with faculty, staff, and parents.

Qualified applicants: 15 WM, 35 WF, 3 BM, 5 BF, 3 HM, 9 HF, 1 AM, 3 AF, 4 UF

- 1 WM, 9 WF, 1 BM, 3 HF, 3 AF, 1 UM lacked 1 year experience in the field.
- 1 WM, 5 WF, 2 BM, 3 BF, 6 HF, 1 AM, 3 UM lacked a Master's degree in an appropriate field.

## Hiring Goals Analysis 2016

- 5 WM, 15 WF, 2 BF, 3 HM, and 4 UF lacked advising experience with students.
- 8 WM, 6 WF and 2 HF lacked higher education experience.

Interviewed applicants: 6 WM, 9 WF, 1 BM, 1 AF

- 4 WM, 1 BM and 6 WF lacked more relevant experience.
- 1 WM, 3 WF and 1 AF withdrew from consideration.

The 1 WM hired had more relevant experience than the other candidates. He had higher education and advising experience. He had experience working with students, faculty and parents and provided in depth answers to questions. He also has effective communication and interpersonal skills.

## Hiring Goals Analysis 2016

### **2016453 - Academic Advisor 1- Liberal Arts and Sciences – 1 WF**

#### **JOB SUMMARY**

The Department of Political Science within the College of Liberal Arts and Sciences at the University of Connecticut seeks applicants for a full-time position as an Academic Advisor (Academic Advisor 1 - UCP 5). Under the supervision of the Department Head and CLAS Academic Services Center the incumbent will perform a variety of advising and administrative functions in the Department of Political Science.

#### **DUTIES AND RESPONSIBILITIES**

- Act as advising coordinator and general advisor for undergraduate Political Science majors and minors at Storrs and as departmental liaison to the regional Campuses. Coordinate all functions of the Undergraduate Advisory Office.
- Maintain major files, process paperwork and assist in compiling statistical reports, checking for accuracy and appropriate signatures, and serve as a resource to faculty at the Storrs and regional campuses. Identify and refer unusual problems to the director of undergraduate studies.
- Serve as advisor for freshman, sophomore, and first-semester transfer and campus change Political Science majors; serve as advisor of record for faculty advisors on leave; coordinate faculty advisor assignments for junior and senior majors and all Honors majors; provide additional academic counseling to students with academic difficulties.
- Serve as a resource to students, parents, instructors, faculty advisors and others with questions about the Political Science program and academic policies; train new faculty advisors and update faculty about all new advising regulations/issues; make referrals as appropriate.
- Coordinate with departmental faculty representative on the CLAS Committee on Curricula and Courses regarding preparation and review of documents for new/revised courses and changes to the major and minor course requirements. Update major and minor plans of study forms as needed; distribute to regional campuses. Review Political Science sections of the Undergraduate Catalog for Registrar's annual catalog review and suggest changes to the Undergraduate Director.
- Work with Director of Undergraduate Studies to accredit courses study abroad and transfer courses. Prepare letters of course substitutions for graduating seniors as needed.
- Audit student records to determine progress toward meeting academic requirements and to assess eligibility to graduate, working closely with CLAS Academic Services Center and Registrar to resolve graduation issues.
- Represent the department at College and University orientation events, advising freshman, transfer and regional campus students on CLAS major and graduation requirements.
- Attend college-wide advising meetings and consult on student issues including dismissals and readmission.
- Maintain accurate knowledge of all current college and university regulations and requirements in order to provide timely and accurate information regarding POLS/CLAS programs and requirements to students, prospective students, faculty and staff.
- Prepare materials for and represent the department at undergraduate recruitment events including CLAS Open House, the Major Fair, and the Study Abroad Fair, some of which will require evening and weekend attendance.
- Collaborate with Director of Undergraduate Studies and staff by serving on planning and promotional committees; contributing ideas at staff meetings including creative ways to improve our services.
- Review and make recommendations regarding graduation requirements, warning, exclusion, suspension, dismissal and readmission.

## Hiring Goals Analysis 2016

- Assist in planning and implementing scheduling and registration activities; requires presence and participation in crucial times of advising such as freshman orientation advising, add/drop periods, class registration, transfer student registration and other activities as assigned (CLAS Academic Services Center).
- Serve when required on departmental committees. Serve as department liaison to offices including CLAS Academic Services Center, Office of the Registrar, Admissions, Study Abroad, and Institute for Student Success. Serve as department representative on and attend meetings of the Undergraduate Council.
- Maintain updated knowledge of Hyperion (Student Administrative Data Mart), StudentAdmin System, HuskyCT, Microsoft Office suite. Act as liaison to faculty as a resource contact related to PeopleSoft issues.
- Perform related duties as required.

### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in Liberal Arts and Sciences major or related field
2. One to two years of post-Bachelor's experience in counseling or advising undergraduate students in an academic setting
3. Knowledge of liberal arts and sciences academic programs
4. Ability to relate well to students, faculty, administrators and parents/guardians
5. Excellent written and verbal communications skills

### **PREFERRED QUALIFICATIONS**

1. Master's degree or Ph.D. in Political Science or other Liberal Arts and Sciences field.
2. Two or more years of post-Bachelor's experience in counseling or advising undergraduate students in an academic setting;
3. Knowledge of UConn's CLAS programs and degree requirements.
4. Excellent computer skills including in depth knowledge of and experience with Higher Education software, which may include PeopleSoft Student Administration and Husky CT
5. Excellent interpersonal skills including professional demeanor and ability to be a team player.
6. Excellent organizational skills including ability to prioritize responsibilities, multi-task and meet deadlines.
7. Good decision making skills including ability to remain objective.
8. Experience teaching and/or developing and conducting workshops;
9. Experience working with students from diverse academic, socio-economic and cultural backgrounds;
10. Experience working with administrators, faculty and parents/guardians in an advising setting;

Recruiting activities included: Intranet, HERC, Diverse, Inside higher ed, NACADA, Connecticut Community College Counsellors, Connecticut CSU's, Center for Career Development network.

### **Goal Applicants: BF, HF, AF**

65 Total applicants: 15 WM, 31 WF, 2 BM, 4 BF, 6 HM, 5 HF, 1 AM, 3 UF, 1 UM

Unqualified applicants: 11 WM, 19 WF, 2 BM, 2 BF, 2 HM, 4 HF, 1 UM, 3 UF

## Hiring Goals Analysis 2016

- 11 WM, 19 WF, 2 BM, 2 BF, 2 HM, 4 HF, 1 UM had no advising experience.

Qualified applicants: 3 WM, 6 WF, 1 BF, 4 HM, 1 HF, 1 AM

- 3 WM, 6 WF, 1 BF, 4 HM, 1 HF, 1 AM lacked experience teaching and or developing and conducting workshops.

Interviewed applicants: 1 WM, 6 WF, 1 BF

- 2 WF withdrew from consideration
- 1 WM: Candidate's experience was more focused with community colleges and less with 4 year colleges/universities.
- 3 WF and 1 BF candidate's lacked advising experience did not align with the goals and focus of the position.

The 1 WF selected displayed great knowledge, skill, and abilities related to advising undergraduate students. She was familiar with UCONN programs and had great experience working with students with liberal arts background. She demonstrated her experience in advising by responding adequately to interview questions. The candidate demonstrated experience in curriculum advising, academic support for traditional and non-traditional students, evaluating the effectiveness of advising process and relationship with students, and working with faculty and staff.



## Hiring Goals Analysis 2016

### **2016165 - Academic Advisor I - Liberal Arts and Sciences Dean's Office – 1 WF**

#### **JOB SUMMARY**

Under the supervision of the Director of Advising, performs a variety of advising and administrative functions to assist in the operation of the CLAS Academic Services Center.

#### **DUTIES AND RESPONSIBILITIES**

- Advises and counsels CLAS undergraduate majors on academic requirements, including auditing of degree progress.
- Provides support to academically "at-risk" students, including individual counseling, classes, workshops.
- Acts as referral for students to other campus support services
- Assists campus change and transfer students in transition to Storrs campus.
- Attends and/or conducts events/meetings on behalf of the Center or the Dean.
- Advises and trains staff and faculty advisors on CLAS degree requirements and various University and CLAS undergraduate policies and procedures.
- Serves on various departmental, college and university committees as required.
- Prepares materials and publications for dissemination to students, administrators, faculty and parents/guardians.
- Makes changes to student records via PeopleSoft, maintaining accurate student files, and initiating and processing paperwork.
- Makes recommendations regarding student dismissals and readmission.
- Acts as Dean's designee on matters relating to degree requirements
- Other duties as required.

#### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in Liberal Arts and Sciences major or related field
2. One to two years of post-Bachelor's experience in counseling or advising undergraduate students in an academic setting
3. Knowledge of liberal arts and sciences academic programs
4. Ability to relate well to students, faculty, administrators and parents/guardians
5. Excellent written and verbal communications skills

#### **PREFERRED QUALIFICATIONS**

1. Master's degree or higher in Higher Education administration, Counseling, Educational Psychology or Liberal Arts and Sciences
2. Three or more years of post-Bachelor's experience in counseling or advising undergraduate students in an academic setting
3. Experience developing programs, including individual counseling, classes, workshops for academically at-risk students
4. Experience working with administrators, faculty and parents/guardians in an advising setting
5. Knowledge of UConn's CLAS undergraduate programs and degree requirements
6. Experience with new student orientation registration in a college setting

#### **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 # 2016165)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 21, 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 2016

Recruitment activities included HERC, Inside Higher Ed., Diverse, the National Academic Advising Association, Boston University's Center for Career Development, and Quinnipiac University's Center for Career Development.

### **Goal Applicants: BF, HF, AF**

90 total applicants: 16 WM, 43 WF, 2 BM, 10 BF, 3 HM, 5 HF, 1 AM, 4 AF, 4 UM and 2 UF.

Unqualified applicants: 12 WM, 33 WF, 1 BM, 8 BF, 2 HM, 4 HF, 1 AM, 4 AF, 4 UM, and 2 UF.

- 2 WF, and 1 UF did not possess a Bachelor's degree in a Liberal Arts and Sciences major, or a related field.
- 11 WM, 28 WF, 1 BM, 8 BF, 2 HM, 2 HF, 1 AM, 4 AF, 3 UM, and 1 UF lacked one to two years of post-Bachelor's degree experience in counseling or advising of undergraduate students in an academic setting.
- 1 WM, 3 WF, 2 HF, and 1 UM failed to demonstrate excellent written communication skills.

Qualified applicants: 3 WM, 4 WF, 1 BF, 1 HF and 1 HM.

- 1 WM, 2 WF, 1 BF, 1 HM and 1 HF did not possess a Master's degree or higher in Higher Education Administration, Counseling, Educational Psychology, or Liberal Arts and Sciences.
- 2 WM and 1 WF lacked three or more years of post-Bachelor's degree experience in counseling or advising undergraduate students in an academic setting.
- 1 WF did not possess experience in developing programs, including individual counseling, classes, and workshops, for academically at-risk students.

Interviewed applicants: 1 WM, 6 WF, 1 BM, and 1 BF

- 2 WF withdrew from consideration.
- 1 WF and 1 BF failed to demonstrate strong verbal communication skills.
- 1 WM, 1 WF, and 1 BM did not possess experience of academic advising of the liberal arts and sciences.

The 1 WF selected possessed extensive experience with student services and academic advising. They demonstrated knowledge about the university's liberal arts and sciences undergraduate programs and degree requirements. The candidate also had experience with new student orientations, and a background of working well with faculty, administrators, students, and parents.

The 1 WF selected possessed extensive experience advising and counseling students. She was familiar with degree and major requirements and had familiarized herself with the requirements for UConn and CLAS. Additionally, she had significant experience relating to students, administrators, faculty and parents.

## Hiring Goals Analysis 2016

### **2016329 – Academic Advisor – Engineering UG Programs - 1 WF**

#### **Description:**

The School of Engineering at the University of Connecticut seeks one or more full-time Academic Advisors (Academic Advisor 1, UCP 5) at the Storrs campus to advise pre- and current engineering students in our 12 academic programs, familiarize students with the academic policies and procedures in UConn Engineering and assist students transitioning to and from the School of Engineering. These positions will report to the Director of Undergraduate Advising in a decentralized office environment and serve one or more departments and/or programs. The advisor's work will also include communication with faculty and other academic advisors; the coordination of meetings and projects; assisting with orientation, and making presentations to prospective and entering students. Special projects could include the revision and development of new outreach materials for website, print, and social media; and statistical reporting for enrollment management needs.

#### **Minimum Qualifications**

1. Bachelor's degree in psychology, counseling, education, engineering or appropriate field
2. One to two years' experience in advising students
3. Good communication skills and ability to relate well to students, faculty and/or parents
4. Knowledge of academic programs in area to be served

#### **Preferred Qualifications**

1. Master's degree
2. 3-5 years of academic advising experience
3. Knowledge of relevant academic programs, the range and structure of majors, general education, and school and college requirements
4. Experience in the interpretation of academic policies, regulations, and procedures
5. Knowledge of online student records software, such as PeopleSoft
6. Knowledge and experience with international student populations and study abroad programs
7. Computer proficiency in Microsoft Office Suite includes Excel and other office programs

#### **Appointment Terms**

This is a full-time, 12 month, permanent position.

#### **To Apply**

For full consideration, candidates should submit (upload) a letter of application, resume, and the names and contact information of three professional references. Reference search # 2016329. 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 January 25, 2016.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, The Global Community for Academic Advising, and networking.

#### **Goal Applicants: 1 BF, 2 HF, 1 AF**

57 Total Applicants: 4 WM, 26 WF, 2 BM, 4 BF, 1 HM, 7 HF, 3 AM, 4 AF, 2 UM, 4 UF

Unqualified Applicants: 1 WM, 11 WF, 2 BM, 3 BF, 6 HF, 2 AF, 1 UM, 3 UF

- 1 WM, 9 WF, 1 BM, 2 BF, 6 HF, 2 AF, 1 UM, 2 UF did not have one to two years' experience advising students.

## Hiring Goals Analysis 2016

- 1 BM lacked good communication skills and ability to relate well to students, faculty and/or parents.
- 2 WF, 1 BF and 1 UF did not have knowledge of academic programs in area to be served.

Qualified Applicants: 3 WM, 6 WF, 1 BF, 1 HF, 3 AM, 1 AF, 1 UM, 1 UF

- 2 WM, 5 WF, 1 BF, 1 HF, 3 AM, 1 AF and 1 UM lacked three to five years' academic advising experience.
- 1 WF and 1 UF did not have experience in interpretation of academic policies, regulations and procedures.
- 1 WM lacked a Masters' degree.

Interviewed Applicants: 9 WF, 1 HM, 1 AF

- 1 WF withdrew her application.
- 6 WF, 1 HM and 1 AF lacked adequate experience working with engineering majors.
- 1 WF is being considered for another position in the department.

1 WF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WF selected for this position had an excellent combination of experience and qualifications in academic advising. She had over 8 years of experience advising engineering students and demonstrated extensive knowledge of the academic curriculum and policies that she would need to navigate in this position. Additionally, this candidate demonstrated excellent interpersonal and communication skills during the interview.

## Hiring Goals Analysis 2016

### **UC Professional 5 – Administrative Coordinator**

**Short-term goals: 1 WM, 1 BF, 1 HM, 1 HF**

#### **552851 – Admin Coordinator – CCEI – 1 WF**

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

## Hiring Goals Analysis 2016

### **2016458 – Administrative Coordinator – Computer Science & Engr – 1 WF**

#### **Description:**

The School of Engineering at the University of Connecticut seeks an Administrative Coordinator for the Department of Computer Science and Engineering (CSE). Under the direction of the department head, this position assists in managing the breadth of business functions for the department. The incumbent will assist in managing administrative, personnel and facilities maintenance functions, with an emphasis on financial management and sponsored program administration.

Characteristic duties include, but are not limited to:

#### Administrative/Supervisory

- Manages the fiscal, personnel and other business matters of the CSE department. Within established guidelines, will exercise judgment in making decisions related to the departmental functioning, resolving most problems independently.
- Represents the department to other University and external offices and agencies in administrative matters that affect the operations of the department.
- Supervises and trains administrative support staff, determining work assignments to accommodate priority needs. Assists in determining staffing needs and making hiring decisions.

#### Financial

- Maintains and monitors financial records for all university, department, research grant and UConn Foundation accounts, including payroll, purchasing and other income and disbursement records
- Assists in development and management of department budgets and in maintaining budgetary control over approved budget
- Maintains and monitors financial records for all grants and serves as the department contact with the office of Sponsored Programs Services to ensure the financial transactions for each award are appropriate and accurate, and that all terms and conditions of the award are adhered to
- Monitors fiscal procedures for duplication, efficiency and compliance with required policies and procedures, making modifications as needed
- Prepares regular financial statements for all accounts, and makes available timely and accurate financial information, including budget projections and analysis.

#### Personnel

- Prepares reports needed within the university and responds to requests for external information which may require substantial information gathering.
- Prepares documents and work with the International Students and Scholar Services office and the Office of General Counsel regarding international employees, visitors, and students visas and renewals.
- Provides administrative support for the search process for faculty and staff.
- Coordinates the PT&R, annual report, and other recurring projects for the department.
- Performs other related duties as required.

#### Minimum Qualifications

1. Bachelor's degree or equivalent combination of training and experience
2. At least three years' progressively responsible administrative experience
3. Demonstrated experience developing budgets or performing financial transactions, including preparation of financial reports
4. Demonstrated experience in a supervisory role
5. Familiarity with online financial records systems
6. Excellent organizational skills
7. Excellent interpersonal and communication skills

## Hiring Goals Analysis 2016

### **Preferred Qualifications**

1. Bachelor's degree in accounting or related field
2. Experience with grants and/or contracts administration
3. Knowledge of current developments in research administration
4. Professional experience in an institution of higher education
5. Experience working with faculty in higher education/and or research administration

### **Appointment Terms**

This is a full-time permanent position in which the University offers a full range of health/retirement benefits. Salary will be commensurate with experience.

### **To Apply**

Please upload a cover letter, resume, and list of three professional references with contact information to Search # 2016458. The preferred submission format is a single PDF file in the order shown. 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 March 31, 2016.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, UConn Rainbow Center Newsletter, UConn Asian American Cultural Center, UConn Puerto Rican/ Latin American Cultural Center, UConn African American Cultural Center, School of Engineering Facebook, School of Engineering Twitter, and networking.

### **Goal Applicants: WM, BF, HM, HF**

14 Total Applicants: 9 WF, 1 BF, 3 AF, 1 UF

Unqualified Applicants: 4 WF, 1 BF, 2 AF

- 1 WF lacked a Bachelor's degree or equivalent combination of training and experience.
- 3 WF, 1 BF and 2 AF did not have demonstrated experience developing budgets or performing financial transactions, including preparation of financial reports.

Qualified Applicants: 1 AF, 1 UF

- 1 AF and 1 UF did not have experience with grants and/or contracts administration.

Interviewed Applicants: 5 WF

- 1 WF withdrew her application.
- 2 WF had less knowledge of grant financial handling than required of the position.
- 1 WF did not have references who have positive feedback.

The 1 WF hired had excellent experience with grant proposal and budgeting. She had an in depth understanding of current developments in research administration. Additionally, she had experience working within a higher education institution.



## Hiring Goals Analysis 2016

### **2016331 – Administrative Coordinator – School of Business – 1 WF**

<b>Description Type:</b>	Job Posting
<b>Description ID:</b>	
<b>Description:</b>	<p>The School of Business is seeking a full-time Administrative Coordinator (UCP 5) to work in the Connecticut Center for Entrepreneurship and Innovation (CCEI). The incumbent will report to the Managing Director of CCEI and will assist in managing administrative, fiscal, personnel and facilities maintenance functions for CCEI. The position will be based at the School of Business in Storrs. Nights and weekends will be required in support of program events. Regular travel to East Hartford as well as other occasional in-state travel will be required in support of program events and activities.</p> <p><b>Duties and responsibilities include but are not limited to:</b></p> <ul style="list-style-type: none"><li>• Performing office management duties.</li><li>• Handling administrative matters for the program as assigned.</li><li>• Assembling and interpreting data, preparing administrative and academic reports, and handling program correspondence.</li><li>• Assisting in the preparation of CCEI budgets and assisting in managing approved budget.</li><li>• Serving as CCEI's fiscal officer: creating purchasing requisitions, managing financial approvals, reconciling credit card expenditures, processing travel and expense reimbursements and maintaining financial records.</li><li>• Supervising, training and evaluating student support staff.</li><li>• Managing the hiring of special payroll and adjunct program faculty.</li><li>• Coordinating and scheduling events, workshops and meetings. Organizing and assisting with program promotion, including advertising, open houses, information sessions, and other activities. Developing and/or assisting in the development and preparation of publicity materials, composing and/or editing summaries or articles about events or news, etc.</li><li>• Managing the scheduling and maintenance of CCEI's space in East Hartford. Responsible for maintaining supplies, managing catering for special events, and coordinating IT needs on site.</li><li>• Assisting with and/or developing and maintaining content for the CCEI website.</li><li>• Organizing program applications for CCEI staff and operating board, including providing assistance with screening, organization for evaluation, and entry of information into program database.</li><li>• Assisting in developing and maintaining records of interaction, contacts, and progress made by Center clients as well as a catalog of resources relevant to entrepreneurs.</li><li>• Creating and maintaining records and/or databases of project companies, faculty</li></ul>



## Hiring Goals Analysis 2016

involvement, the CCEI Advisory Board, graduate assistantships, student teams, program inquiries, project activities and outcomes, CCEI equipment, information required for annual reports, etc.

- Reviewing administrative and internal operating procedures for efficiency and effectiveness and recommending improvements; establishing procedures to implement operational and/or fiscal policies.
- Performing related duties as required.

### **Minimum Qualifications**

- Bachelor's degree in a related discipline or equivalent combination of education, training and experience.
- One to three years of administrative experience in a business or entrepreneurial setting.
- 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.
- Demonstrated excellent knowledge of Microsoft Office products and an ability to learn new software as necessary.
- Willingness and ability to learn required skills to update website content as needed.
- Proven ability to plan, organize and execute events.
- Demonstrated excellent written and oral communication skills.
- Demonstrated excellent interpersonal skills, with ability to work effectively with School of Business and University staff, as well as external constituents.
- Demonstrated administrative, organizational and supervisory ability.
- Demonstrated ability to resolve problems efficiently, effectively and independently.
- Willingness and ability to work nights and weekends.
- Willingness and ability to travel to East Hartford and other UConn campuses.

### **Preferred Qualifications**

- Demonstrated experience working in a higher education academic environment in a University setting.
- Demonstrated experience supporting a grant funded or foundation funded program.
- Demonstrated experience managing a database.
- Demonstrated experience updating websites using Aurora WordPress or similar software.

Recruiting activities include [www.higheredjobs.com](http://www.higheredjobs.com) and [www.EOP.Com](http://www.EOP.Com)

Goal candidates

54 total applicants: 7 WM, 30 WF, 1 BM, 3 BF, 3 HF, 2 AF, 3 UM, 6 UF

Unqualified applicants: 4 WM, 19 WF, 1 BM, 2 BF, 2 HF, 1 AF, 3 UM, 2 UF

- 4 WM, 19 WF, 1 BM, 2 BF, 2 HF, 1 AF, 3 UM, 2 UF lacked one to three years of administrative experience in a business or entrepreneurial setting and demonstrated excellent written communication skills, and

Qualified applicants: 1 WM, 3 WF

- 1 WM lacked demonstrated experience managing a database.
- 2 WF lacked demonstrated experience updating websites using Aurora WordPress or similar software.
- 1 WF lacked demonstrated experience working in a higher education academic environment in a University setting

## Hiring Goals Analysis 2016

Interviewed applicants: 2 WF, 3 UF

- 1 WF and 3 UF did not sufficient prior experience handling events needed for this positon.
- 1 WF did not provide complete answers to interview questions regarding her ability to plan and execute events.

1 WF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WF selected had 2.5 years of experience handling administrative responsibilities for two different centers and several departments and over 12 years of experience handling administrative responsibilities. She had experience working as part of a team, was flexible and demonstrated the ability to take initiative and work independently. She also had very strong interpersonal, collaborative, communication and supervisory skills. She had experience planning and organizing small and large events and experience updating websites and working with databases.

## Hiring Goals Analysis 2016

### **UC Professional 5 – Administrative Services Specialist 3**

**Short-term goals: 2 BF**

#### **2016119 – Administrative Services Specialist III - Police Services – 1 WM**

The University of Connecticut Public Safety Division, located in Storrs, Connecticut, is seeking an experienced individual to serve as the Emergency Communications Supervisor. Under the general supervision of the Assistant Director of Public Safety for Emergency Communications and Physical Security, the Emergency Communications Supervisor is responsible for the first line management, control, supervision, and efficiency and effectiveness of the Public Safety Dispatch Center. This position is a working supervisor that oversees the daily operations and work of several UConn Dispatchers, requiring experience in and knowledge of emergency communications.

This position is physically located in Public Safety Dispatch Center. Incumbents in this position will be required to maintain proper certifications to assist with calls as needed in addition to emergencies or in the event of critical incidents.

This position must be available during emergency situations, closures or significant events that affect the operation of the Public Safety Dispatch Center. This position may be required to work occasional evening and weekend hours.

Provides day to day supervision of the work of UConn Public Safety Dispatchers (Building and Grounds Patrol Officers/UCONN Dispatchers).

#### **Duties and Responsibilities**

1. Provides supervision and coordination for the day to day operation of the Public Safety Dispatch Center; assists with the administrative planning and evaluation of policies, procedures and services.
2. Supervises staff, assists with developing and maintaining a 24-hour staffing schedule, and coordination of training and certification requirements for public safety dispatch; assists with annual performance evaluations, sets performance standards and provides on-going constructive feedback and may deliver formal direction to address performance issues.
3. Coordinates Emergency Operations Center (EOC) for critical Incidents and special events.
4. Serves as the Communications Training Coordinator for new hires and oversees the training function for existing staff.
5. Responsible for quality assurance program and activities that monitor and review calls and for Emergency Medical Dispatch (EMD) quality assurance standards; identifies training needs and ensures appropriate training is conducted; makes recommendations to supervisor for improvements.
6. Assists with the coordination of maintenance and improvements to the electronic equipment, computer equipment, telephone systems and communication programs; troubleshoots technical issues based on established protocols.

## Hiring Goals Analysis 2016

7. Tests and evaluates disaster recovery contingency plan for all dispatch center systems.
8. Compiles and coordinates statistical data and prepares periodic reports.
9. Serves as a resource regarding information about communications center, services, policies and procedures.
10. Maintains all necessary certifications to perform duties of lower level staff.
11. Performs related duties as required.

### **Minimum Qualifications**

1. Bachelor's degree from an accredited institution in appropriate field, i.e. Communications, or equivalent combination of education and experience and a minimum of three (3) years' experience dispatching in a PSAP dispatch center that demonstrates knowledge, skills and abilities in emergency communications management, OR an Associate's degree and four to seven years progressively responsible experience.
2. State of Connecticut Telecommunicator Certification or ability to obtain certification within first year of hire date.
3. Demonstrated knowledge of various computer applications, including MS-Office suite, computer aided dispatch (C.A.D.), emergency notification systems and ancillary emergency communications equipment plus the ability to develop necessary computer skills to meet job demands.
4. Previous supervisory experience and ability to plan organize and effectively direct the work of the staff; has ability to coach staff and effectively manage employee performance.
5. Excellent attention to detail and good communication skills, both oral and written.
6. Works equally well as an individual contributor or team member.
7. Ability to maintain professional and positive attitude in a fast-paced and occasionally high-pressure/stress environment.

### **Preferred Qualifications**

1. Five (5) years of supervision of personnel in a comparably sized operation that supports multiple jurisdictions.
2. Previous experience managing or supervising PSAP dispatch center.
3. APCO CTO certification.
4. Powerphone EMD certification.
5. Working knowledge of NexGen LEAS C.A.D. database system administration.

### **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://hr.uconn.edu/new-employee-benefits-enrollment/>

### **To Apply**

Interested applicants are required to submit a cover letter, a resume that outlines your qualifications, and contact information for three professional references to UConn Careers. Incomplete applications will not be considered. Screening will begin immediately. An offer of employment, to the successful candidate, will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016119)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 5, 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, Inside Higher Ed., Diverse, Husky Hire, the Connecticut Department of Administrative, the Connecticut Managers of Emergency Communications Centers

## Hiring Goals Analysis 2016

Association, the Association of Public-Safety Communications Officials' Atlantic Chapter membership, the State of Connecticut Division of Statewide Emergency Telecommunications, and various professional contacts were utilized.

### **Goal Applicants: BF**

13 total applicants: 10 WM, 1 WF, 1 HF, and 1 UM.

Interviewed applicants included: 10 WM, 1 WF, 1 HF, and 1 UM.

- 4 WM, 1 WF, and 1 UM withdrew from consideration
- 1 WM, and 1 HF possessed insufficient supervisory experience needed for the position.
- 1 WM lacked the necessary dispatch experience.
- 1 WM did not provide complete answers to questions concerning utilized management and communications technology.
- 1 WM was not able to work the schedule required for the position.
- 1 WM lacked the ability to articulate experience within a public safety answering point setting.

The 1 WM selected demonstrated excellent interpersonal communication skills, and problem solving capabilities. The candidate was able to articulate his experience as a line dispatcher, first line supervisor, and QA/QI program manager within a public safety answering point setting.

## Hiring Goals Analysis 2016

### **2016646 - Admin Services Specialist III – Research – 1 WM**

The University of Connecticut, Office of the Vice President for Research, is seeking an experienced administrative services professional to serve as Internal Funding Coordinator. This position will coordinate and provide program logistics, monitor participant's progress including set up and close out of financial accounts.

The objective of the internal funding program is to provide funding and development opportunities to enhance the research climate at the University of Connecticut, by promoting research, and to help faculty in all disciplines move into a better position to generate external funding for their scholarly and creative activities. The internal funding program also includes Research Development Services, including grant writing seminars and workshops, proposal development services, internal and external reviews, and technical assistance.

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 2016 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.

#### **Duties and Responsibilities include:**

- Coordinates all aspects of the internal funding program, perform administrative functions, process administrative paperwork, coordinate work flow and processes, and record-keeping.
- Prepares solicitations for program participation.
- Develops and ensures adherence to timelines.
- Develops group research areas.
- Identifies potential proposal reviewers based on subject/project area expertise.
- Monitors for compliance with deadlines, policies and procedures; identifies and follows up to resolve problems, referring most unusual or difficult problems to supervisor.
- Coordinates and oversees workshops and trainings related to grant writing, proposal development, or related support activities, and makes all necessary arrangements, including arranging for training consultants, materials, travel, space and other logistics.
- Prepares narrative and informational reports, as needed or requested; compiles and organizes information requiring the understanding and evaluation of data sources; may include special projects or extensive reports.
- Screens correspondence, records and other documents for appropriate action and determines proper response to resolve problems; makes referrals as appropriate.
- Transmits authoritative information and serves as a resource regarding policies and procedures relating to the internal funding programs, with responsibility to interpret such policies and procedures.
- Frequently communicates with other University offices and/or outside agencies to request or provide information or to clarify procedures.
- Reviews operating procedures and policies for efficiency and effectiveness; makes minor changes or recommends major changes or improvements; participates in planning and decisions regarding new or changed policies and procedures.
- May be responsible for coordinating related administrative functions; performs related duties as required.

## Hiring Goals Analysis 2016

### **Minimum Qualifications**

1. Bachelor's degree or equivalent combination of education and experience, or Associates degree and four to seven years of progressively responsible related experience.
2. Demonstrated knowledge of research funding programs and initiatives.
3. Proficient use of electronic financial records system.
4. Excellent organizational, interpersonal, and writing skills.
5. Ability to interpret policies and procedures.

### **Preferred Qualifications**

1. Administrative experience in a higher education setting.
2. Experience in a support or programming role within a sponsored research office or similar capacity.
3. Knowledge of federal grant programs and solicitations.
4. Experience with electronic research administration systems such as InfoEd.
5. Proficient use of electronic financial records system

Recruiting activities included: CT Jobs.com, UCRESADM-L listserv, OVPR Website, NCURA Website

### **Goal Applicants: BF**

29 Total applicants: 1 WM, 17 WF, 1 BM, 2 BF, 1 HF, 4 AF, 1 UM, 2 UF

Unqualified applicants: 12 WF, 1 BM, 1 BF, 1 HF, 4 AF, 2 UF

- 5 WF, 1 BM, 1 BF, 1 HF, 1 AF, 1 UF was unable to demonstrate knowledge of research and funding programs and initiatives.
- 6 WF, 3 AF lacked Bachelor's degree or equivalent combination of education and experience or Associates degree and four to seven years of progressively responsible related experience.
- 1 WF and 1 UF provided an incomplete application

Qualified applicant: 1 WF

- 1 WF lacked administrative experience in a higher education setting.

Interview applicants: 1 WM, 5 WF, 1 BF, 1 UM

- 2 WF withdrew from job consideration.
- 1 WF did not have experience with Info ed.
- 1 BF had fewer years of comprehensive administrative experience than leading candidate.
- 2 WF and 1 UM did not have logistical planning experience.

The 1 WM selected had administrative experience in higher education. Had excellent organizational, interpersonal and writing skills and demonstrated knowledge in federal grant programs and solicitations. This candidate had experience in a support or programming role and also had experience developing and delivering curriculum/training. Compared to other candidates,

## Hiring Goals Analysis 2016

candidate had more planning and logistics and displayed sufficient research experience as well as experience with Info Ed and electronic financial record system.



## Hiring Goals Analysis 2016

### **548186 – Admin Services Specialist 3 – Treasury Services – 1 WF**

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

## Hiring Goals Analysis 2016

### **2016290 – Administrative Services Specialist III – School of Business Dean – 1 AF**

The School of Business at the University of Connecticut is seeking a full-time International Counselor (Administrative Services Specialist 3, UCP 5) for its MS in Financial Risk Management (MSFRM) Program. The incumbent will report to the Executive Director of the MSFRM Program and will act as a resource and advisor to the program's international students and graduates, most specifically the program's Chinese population; coordinate cultural and academic events and activities; and act as a liaison between the program and universities abroad. The position will be primarily based at the Stamford campus, but will require regular in-state travel to downtown Hartford and other UConn campuses, as well as travel nationally and internationally in support of program needs. Evening and weekend hours may also be required.

#### **Job Summary**

Responsibilities include, but are not limited to: counseling international students, a majority of whom are Chinese, during their transition to the U.S. which includes, but is not limited to, visa/international status issues, cultural adjustment needs; resume content, and ethics and classroom conduct; making recommendations for the enhancement of international students' program experience; developing, executing and analyzing data from annual student intake and exit surveys and using data to make recommendations regarding new workshops and activities; planning and conducting international student cultural events to embrace the program's ethnic diversity and market the program's cultural environment; serving as student club advisor for Toastmasters Club, promoting club membership, overseeing its events and finances; assisting with the planning of and participating in academic events and activities such as international student orientation and commencement; assisting with international admissions recruitment process, including international referral and interview efforts by program alumni; evaluating rankings of Chinese universities; initiating and maintaining international job placement efforts with overseas companies and government agencies that contribute to program placement rates; tracking placement of international students; maintaining communications with international program alumni; creating program correspondence with international universities and government agencies for recruitment and placement purposes, as well as travel coordination; drafting and/or translating program material and website pages into Chinese; acting as a primary contact for U.S.-based international organizations and conducting other international outreach efforts for the program; proposing new memberships and connections to enhance the program's reputation and aid in the advancement of student placement; acting as a point person for international participation in the program's annual risk management conferences; performing administrative functions for the program, including fiscal, budget and payroll-related issues; conducting short-term or ongoing special projects as assigned; performing related duties as required.

#### **Minimum Qualifications**

## Hiring Goals Analysis 2016

- Bachelor's degree from an accredited institution in a related field or equivalent combination of education and experience; or Associate's degree and four to seven years of progressively responsible related experience.
- Two to four years of demonstrated experience advising international graduate students on transitional and cultural issues.
- Excellent written and oral communication skills.
- Written and verbal fluency in Chinese language.
- Demonstrated knowledge of cultural relocation issues with specific emphasis around the Chinese student population and proven ability to apply concepts, skills, knowledge and practices to carry out the programs international objectives.
- Demonstrated ability to evaluate the program's international activities, produce effective results and trouble-shoot problems that relate to the program's student experience or international recruitment and placement.
- Proven ability to plan, organize and execute events.
- Demonstrated ability to handle administrative tasks and resolve problems efficiently, effectively and independently.
- Demonstrated knowledge of Microsoft Office products, particularly Excel, Word, PowerPoint and Outlook.
- Ability and willingness to travel to Hartford, other campuses, nationally and internationally as needed.
- Ability and willingness to work nights and weekends in support of program activities.

### **Preferred Qualifications**

- Experience working in a higher education academic environment in a University setting.
- Demonstrated knowledge of immigration laws and visa guidelines.
- Knowledge of the Hartford and Stamford, CT areas.

Recruitment activities included HERC, Inside Higher Ed., Diverse, higheredjobs.com, EOP.com, and the Business Minority Serving Institutions distribution listserv.

### **Goal Applicants: BF**

22 total applicants: 2 WM, 3 WF, 1 BF, 1 HF, 1 AM, 12 AF and 2 UF.

Unqualified applicants: 2 WM, 3 WF, 1 BF, 1 HF, 1 AM, 9 AF and 2 UF.

- 2 WM, 3 WF, 1 BF, 1 HF, 1 AM, 9 AF and 2 UF lacked two to four years of demonstrated experience advising international graduate students on transitional and cultural issues.

Interviewed applicants: 3 AF.

- 1 AF possessed international advising experience with undergraduates and pre-college students only, not graduate students

## Hiring Goals Analysis 2016

- 1 AF failed to demonstrate knowledge of immigration laws and visa guidelines.

The 1 AF selected demonstrate solid international advising experience as well as experience counseling a large population of students at the graduate level. The candidate was able to provide examples for cultural events that she had developed and modified in order to demonstrate the ability to evaluate program activities. She possessed thorough knowledge of cultural adjustment issues faced by international graduate students, and knowledge of the Hartford and Stamford areas. She also had experience working in a higher education academic environment and University setting.

## Hiring Goals Analysis 2016

### UC Professional 5 – Dining Services Assistant Manager

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

#### **2016088 - Dining Services Assistant Manager - Dining Services – 1 HF**

37 Total Applicants: 14 WM, 10 WF, 2 BM, 1 BF, 4 HM, 3 HF, 2 AM, 1 UM

Unqualified applicants: 13 WM, 8 WF, 1 BM, 1 BF, 4 HM, 3 HF, 2 AM, 1 UM

Qualified applicants: 1 BM

Interviewed applicants: 1 WM, 2 WF, 1 HF

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016554 - Dining Services Assistant Manager - Dining Services – 1 WF**

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 University Dining Services Residential Operations. We are seeking two hands-on individuals 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.

**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.

**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.

Recruiting activities include the website of Diversity Central and the Hartford Courant Newspaper

**Goal Applicants: BM, BF, HM, HF, AM, AF**

33 total applicants: 19 WM, 8 WF, 1 BF, 1 HM, 2 HF, and 2 UF

Unqualified applicants: 11 WM, 5 WF, 1 BF, 1 HM, 2 HF

- 11 WM, 5 WF, 1 BF, 1 HM, 2 HF lacked Bachelor's degree in food services area or equivalent combination of education and relevant experience, lacked knowledge of food ordering, storage, sanitation and inventory control and were not Serve Safe Certified or its equivalent.

## Hiring Goals Analysis 2016

Qualified applicants: 4 WM.

- 4 WM lacked degree in Hospitality, Foods and Nutrition, Culinary or Institutional Management and knowledge and experience working with a computerized menu management system.

Interviewed: 4 WM, 3 WF and 2 UF

- 1 WM and 1 WF lacked a degree in Hospitality, Foods and Nutrition, Culinary or Institutional Management.
- 3 WM and 2 UF did not have the proper registration with American Dietetic Association.
- 1 WF declined the position.

The 1 WF selected related her skills with recipe development, writing and menu planning and articulated how they would transfer to this position. She provided innovative ideas on waste tracking and savings. She proved that she has the ability to execute a vision into productive working space with tight constraints. She expects a high standard of her staff and demonstrated excellent communication and interpersonal skills.

## Hiring Goals Analysis 2016

### UC Professional 5 – Financial Assistant 2

#### **Short-term goals: 5 WM, 1 AM**

#### **2016297 – Financial Assistant II – Civil and Environmental Engineering – 1 WF**

The University of Connecticut, Civil & Environmental Engineering Department is seeking applicants for the position of Financial Assistant 2 (UCP 5) to work for the Eversource Energy Center. Under the general supervision of the Director and Department Head, the successful candidate will assist in the management of grant awards and operating accounts and will generate and analyze financial data for decision making and planning.

Responsibilities include:

- Maintains and monitors financial records and accounts (both grant and operating) for principal investigators, center administrators, and others;
- Assists in developing and managing Center budgets and grant proposals, prepare regular financial statements of condition for the Center and makes available timely and accurate financial information, including budget projections and analysis;
- Records encumbrances and expenditures and processes all necessary paperwork, including payroll records, purchasing, disbursements and travel (pre and post trip), following up to resolve problems as they arise;
- Monitors the process for recovery of costs for equipment usage;
- Initiates special payroll authorization requests (SPAR), J1 and H1B visa applications, composes offer letters and payroll authorizations for individuals tied to Center accounts;
- Understands, interprets, and communicates the requirement of various federal, state and university regulations and policies;
- Provides data analysis and reports requiring regular use of financial software platform systems, databases, and other technologies;
- Implements consistent pre- and post-award procedures across the School of Engineering on other research activities;
- Establishes common tools and methodologies consistent across all departments;
- Performs related duties as required such as but not limited to the following: takes and transcribes all minutes for all Center related meetings, plans and carries out all support activities for the Center such as meetings, workshops and conferences and represents the Center to other University offices, the public and outside agencies in administrative matters.

#### **Minimum Qualifications**

1. Five to ten years of progressively responsible experience in financial record keeping, supervision and reporting;
2. Sound knowledge of budget preparation and fiscal control methods;
3. Knowledge of accounting practices and procedures;
4. Ability to analyze and modify fiscal procedures;
5. Ability to work independently and exercise good judgement;
6. Good interpersonal and oral communication skills;
7. Knowledge of basic office procedures
8. Knowledge of Microsoft Office Suite.

#### **Preferred Qualifications**

1. Bachelor's degree in accounting;
2. At least two years of related experience;
3. Experience working effectively and efficiently with multiple departments;
4. Experience with Quali Financial System (KFS).



## Hiring Goals Analysis 2016

Recruitment activities included HERC, Inside Higher Ed., Diverse, UConn Careers, the *Willimantic Chronicle*, the African American Affairs Commission, the Latina and Puerto Rican Affairs Commission, the School of Engineering website, indeed.com, and the Asian Pacific American Affairs Commission.

### **Goal Applicants: WM, AM**

35 total applicants: 8 WM, 17 WF, 1 BM, 1 HM, 1 HF, 3 AF and 4 UF..

Unqualified applicants included: 6 WM, 12 WF, 1 HM, 1 HF, 3 AF and 3 UF.

- 3 WM, 6 WF, 1 HM, 1 HF, 3 AF, and 2 UF did not possess five to ten years of progressively responsible experience in financial record keeping, supervision, and reporting.
- 3 WM, 5 WF, and 1 UF lacked sound knowledge of budget preparation and fiscal control methods.
- 1 WF failed to demonstrate knowledge of accounting practices and procedures.

Qualified applicants: 1 UF.

- 1 UF did not possess a Bachelor's degree in accounting.

Interviewed applicants: 2 WM, 5 WF, and 1 BM.

- 2 WM, 3 WF, 1 BM, lacked experience in budget preparation for grants.
- 1 WF declined the position.

The 1 WF selected possessed excellent financial experience, specifically with budget preparation. She demonstrated strong communication skills. The candidate also displayed leadership qualities, and the ability to work independently.

## Hiring Goals Analysis 2016

### **2016379 – Financial Assistant 2 – Civil & Environmental Engineering – 1 WF**

**Description:**

The Connecticut Transportation Safety Research Center is seeking a Financial Assistant 2 (UCP 5). The Financial Assistant's primary responsibility is to provide financial support with occasional administrative support as needed. The individual responsibilities include, but are not limited to: Maintains and monitors financial records and accounts for each unit or cost center. Monitors fiscal procedures for duplication, efficiency, effectiveness and compliance with required policies and regulations, making modifications as needed. Prepares regular financial statements of condition for each unit or cost center and makes available timely and accurate financial information, including budget projections and analysis. Assists in developing and managing department/division budgets and in maintaining budgetary control over approved budget. Supervises the work of staff engaged in general accounting and bookkeeping functions; may train staff and assist in selection. Prepares reports as appropriate to meet University, State, federal and department/division requirements. Prepares billing for accounts receivable and monitors collection of monies due. Records encumbrances and expenditures and processes all necessary paperwork, following up to resolve problems as they arise. Performs related duties as required.

**Minimum Qualifications:** Candidates must have at least an Associate's degree in accounting with two to five years of bookkeeping or five to ten years' experience in accounting or bookkeeping; familiarity with an online financial or accounting system; excellent organizational and time management skills; excellent interpersonal skills and professionalism.

**Preferred Qualification(s):** Bachelor's degree in a relevant discipline; experience working in a higher education or a grant funded organization or program.

**Appointment Terms:** This is a full-time, 12 month position based on available funding, subject to annual renewal. Salary will be commensurate with successful candidate's background and experience. Screening of applications will begin immediately. The University offers a competitive salary and outstanding medical and retirement benefits, including employee and dependent tuition reimbursement at the University of Connecticut.

**To Apply:** Please upload a letter of interest, resume, and a list of three professional references. Correspondence may be addressed to Dr. Eric Jackson at [e.jackson@engr.uconn.edu](mailto:e.jackson@engr.uconn.edu). Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016379)

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, LinkedIn, Facebook, Craigslist, Connecticut Safety Listserv, Connecticut Listserv for Public Works and Municipalities.

**Goal Applicants: WM, AM**

22 Total Applicants: 1 WM, 14 WF, 2 BM, 1 AM, 1 AF, 3 UF

Unqualified Applicants: 1 WM, 8 WF, 2 BM, 1 AM, 1 AF, 2 UF

- 1 WF withdrew her application.
- 1 WM, 2 WF, 1 AM and 1 AF did not submit complete applications.
- 5 WF, 2 BM, 2 UF did not have an Associate's degree in accounting with two to five years of book keeping experience or five to ten years' experience in accounting or bookkeeping.

Qualified Applicants: 1 WF, 1 UF

## Hiring Goals Analysis 2016

- 1 UF lacked a Bachelor's degree in a relevant discipline.
- 1 WF did not have experience working in higher education or a grant funded organization or program.

Interviewed Applicants: 5 WF

- 1 WF withdrew her application.
- 1 WF did not sufficiently answer the interview questions.
- 2 WF lacked sufficient experience in higher education.

The 1 WF possessed experience in higher education and has a Bachelor's degree. She demonstrated knowledge in the field by answering interview questions in sufficient detail. Additionally, due to her previous financial experience, she would be able to learn UConn's financial systems such as Quali easily. She demonstrated her knowledge by sufficiently answering questions with knowledge and detail.

## Hiring Goals Analysis 2016

### **UC Professional 5 – Program Coordinator**

**Short-term goals: 4 WM, 1 BM, 1 BF**

#### **2016383 - Program Coord - Business MBA Program – 1 WM**

129 Total Applicants: 20 WM, 69 WF, 2 BM, 14 BF, 3 HM, 6 HF, 5 AF, 4 UM, 6 UF

Unqualified applicants: 15 WM, 42 WF, 2 BM, 10 BF, 3 HM, 4 HF, 5 AF, 3 UM, 6 UF

Qualified applicants: 3 WM, 19 WF, 4 BF, 1 HF,

Interviewed applicants: 2 WM, 8 WF, 1 HF, 1 UM

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016053 – Program Coord – First Year Programs and Learning Communities – 1 WF**

First Year Programs and Learning Communities is seeking a talented and highly energetic Program Coordinator to organize, plan, and execute projects, programming services and events in support of the department's mission to help students succeed in their transition from high school to college and to thrive at the University of Connecticut. Under the direction of the Assistant Director of First Year Programs and Learning Communities (FYP&LC), the Program Coordinator will coordinate day-to-day administrative activities and provide educational support to First Year Programs and Learning Communities.

Qualified candidates should be highly organized and detail-oriented and have the ability to work both independently and within a team-driven environment. The primary foci of this position are the support of First Year Experience (FYE) curriculum and FYE Peer Education, but this position will have opportunities to support all areas of FYP&LC, which includes First Year Experience, Learning Communities, and Academic Achievement.

#### **Job duties include but are not limited to:**

- Coordinates First Year Experience (FYE) course scheduling, including gathering information from instructors, setting up courses in PeopleSoft through collaboration with the Registrar's Office, requesting changes when necessary, and regularly reviewing for accuracy;
- Oversees the enrollment of FYE courses, including tracking enrollment numbers, monitoring course rosters, recruiting students, and assisting in instructor recruitment;
- Maintains FYE instructor, collaborator, and student leader contact information and records, which includes supporting the annual collection and review of FYE syllabi;
- Assists in the development and maintenance of course sites in HuskyCT (WebCT/Blackboard), online course management software. This includes design of site templates, development of Learning Modules, maintenance of portal sites, maintenance of instructor resources, and the development of graphic, audio, and video materials for use on other department sites, publications, and within HuskyCT;
- Develops and maintains First Year Programs and Learning Communities websites and social media, including creating and managing online forms and surveys for event registration, gathering data, etc;
- Compiles data and prepares reports to aid in evaluating student progress and program assessment; may recommend changes or improvements;
- Teaches a minimum of two FYE classes per year;
- Provides administrative support to various FYP&LC Boards and Committees;
- Coordinates the placement of FYE Peer Mentors (application process, selection, and matching);

## Hiring Goals Analysis 2016

- Assists the Assistant Director in developing and teaching the FYE Mentor course, including coordination of the summer FYE mentor training and FYE mentor participation in Husky Haulers;
- Responds to inquiries from students, faculty, and others regarding program policies, procedures and requirements;
- Plans and executes FYP&LC events such as conferences, symposiums, banquets, meetings, etc., including logistical support requiring evening and weekend hours;
- Coordinates first-year student targeted initiatives such as programs, workshops, and lectures;
- Provides administrative assistance to the Assistant Director for instructor training and ongoing curricular support for general population, Learning Community, and regional FYE as well as affiliated and clustered courses;
- Supports the development, copyediting, and maintenance of FYE instructor and mentor resources online and in hardcopy publication;
- Writes and/or edits FYP&LC informational and promotional materials for use in outreach activities;
- Advises a minimum of one UConn Connects student per year.

### **Minimum Qualifications**

- Bachelor's Degree in a related field – Education, Communications, English, or related.
- Three to five years' related experience.
- Demonstrated ability to perform administrative functions, handling multiple ongoing projects simultaneously.
- Working knowledge of Microsoft Office, especially Excel, PowerPoint, and Outlook.
- Web design skills with particular focus on WordPress and HTML editing.
- Excellent verbal and writing skills with superior attention to detail.
- Demonstrated capacity to learn new software and technology.
- Demonstrated capacity to foster strong professional relationships.
- Willingness and ability to work occasional evening and weekend hours.

### **Preferred Qualifications**

- Master's degree in a related field – Higher Education, Instructional Design, Digital Media, or related field appropriate to program.
- Experience with WebCT/Blackboard applications.
- Working knowledge of relevant software including PeopleSoft, FileMaker Pro, Mediasite, Access etc.
- Multimedia skills such as video editing.
- Experience in online, hybrid, and/or in-person course design.
- Teaching experience at the K-12 or college level.
- Experience training and/or providing ongoing support for faculty, professionals, and student leaders.

### **Appointment Terms**

This is a full-time, 12-month position with excellent benefits.

### **To Apply**

Please apply online at UConn Careers to submit a letter of application, resume, and the names and contact information of three professional references. For full consideration, please apply by September 4, 2015. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016053)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 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 2016

Recruitment activities included HERC, Inside Higher Ed., Diverse, and various professional contacts were utilized.

### **Goal Applicants: WM, BM, BF**

86 total applicants: 10 WM, 49 WF, 1 BM, 6 BF, 2 HM, 6 HF, 2 AM, 6 AF, 1 UM, and 3 UF

Unqualified applicants: 10 WM, 35 WF, 1 BM, 6 BF, 2 HM, 6 HF, 2 AM, 5 AF, 1 UM, and 3 UF

- 3 WM, 5 WF, 1 BM, 2 BF, 1 HF, 1 AF, 1 UM and 2 UF failed to submit complete applications.
- 1 AM, and 1 AF lacked a Bachelor's degree in a related field such as Education, Communications, English, or another related major appropriate to the program.
- 2 WM, 10 WF, 3 BF, 2 HF, 1 AM, and 1 AF did not possess three to five years of related experience.
- 2 WM, and 3 WF failed to demonstrate the ability to perform administrative functions, and the handling of multiple ongoing projects simultaneously.
- 3 WM, 16 WF, 1 BF, 2 HM, 3 HF, 2 AF, and 1 UF did not possess web design skills with a particular focus on WordPress and HTML editing.
- 1 WF failed to prove through his resume and cover letter that he has the ability to learn new software and technology.

Qualified applicants: 5 WF, and 1 AF

- 1 WF did not possess a Master's degree in a related field such as Higher Education, Instructional Design, Digital Media, or another related field appropriate to the program.
- 2 WF, and 1 AF lacked experience with WebCT and Blackboard applications.
- 2 WF did not possess multimedia skills such as video editing.

Interviewed applicants: 9 WF

- 4 WF withdrew from consideration.
- 1 WF lacked sufficient skills and experience with WebCT and Blackboard.
- 1 WF did not possess the necessary teaching experience at the K-12 or college level.
- 1 WF lacked experience with multimedia software, PeopleSoft, FileMaker Pro, and Mediasite.
- 1 WF declined the position.

The 1 WF selected possessed experience with diverse communities. She demonstrated experience in online, hybrid and in person course design. The candidate also had experience training and providing ongoing support for faculty, professionals, and student leaders.

## Hiring Goals Analysis 2016

### **2016475 – Program Coordinator – Environmental Policy – 1 WF**

#### **Description:**

The University of Connecticut is seeking applicants for a full-time Sustainability Program Coordinator in support of sustainability-related education, research and outreach goals and in furtherance of improved environmental performance in operational practices.

#### **Duties and Responsibilities**

The successful candidate will play a key role in the planning, development and implementation of UConn's sustainability program and services, activities and educational outreach; manage the day-to-day operation and administration of the sustainability program; supervise student interns, graduate staff and other staff as assigned; assign projects and allocate resources and workload to ensure productivity, effectiveness, timely completion to meet deadlines; compile data and supervise staff in compiling data and in completing sustainability surveys and assessments; maintain the Sustainability Office's shared drive, complex filing system, and database of various workgroup memberships and distribution lists; track, analyze and report on sustainability metrics; organize inter-departmental workgroup meetings, initiate and assign follow-up activities resulting from meetings; serve as the Director's alternate at events and meetings; collaborate with operational and academic departments, and/or stakeholders as appropriate; in conjunction with the Director and the UConn Foundation, will participate in the development and implementation of sustainability-related fundraising strategies; and oversee or participate in projects and planning activities with sustainability objectives.

#### **Minimum Qualifications**

1. Bachelor's degree or equivalent combination of education, training and experience in an environmental sustainability related discipline
2. One to three years' related experience, including implementing sustainability initiatives at a college or university, business, governmental agency or similar public or private institution
3. Administrative, organizational, and supervisory abilities
4. Strong writing, communication and presentation skills
5. Good interpersonal skills, with the ability to work effectively with University faculty, staff and students as well as external constituents
6. Ability to creatively resolve problems, effectively, efficiently, and independently
7. Good computer skills, including a working knowledge of Microsoft Office, and an ability to learn new software as necessary
8. An ability to work independently with minimal supervision
9. Willingness and ability to work occasional evening and weekend hours as needed
10. Must have available transportation to travel occasionally to regional campuses

#### **Preferred Qualifications**

1. Graduate degree in related field
2. Experience in environmental sustainability
3. Subject matter expertise, including any professional certifications, and practical experience in one or more of the following issue areas, i.e., sustainable energy, green building and infrastructure, environmental education and outreach
4. Web development and experience in writing, producing and editing newsletters and blogs, or in using social media for sustainability-related communications and outreach
5. Work experience in higher education

#### **Appointment Terms**

This is a full time, permanent appointment. Salary is commensurate with experience and includes full benefits.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Association for Advancement of Sustainability in Higher Education, Northeast Campus Sustainability Consortium, Green Job ListServ, Sierra Club Job



## Hiring Goals Analysis 2016

Postings, Town of Mansfield, CT Alliance for Campus Sustainability, Office of Environmental Policy Website, Town of Mansfield Sustainability Committee, Linked In, Environmental Professionals' Organization, and networking.

### **Goal Applicants: WM, BM, BF**

98 Total Applicants: 23 WM, 47 WF, 1 BM, 2 BF, 1 HM, 2 HF, 4 AM, 7 AF and 11 UF

Unqualified Applicants: 16 WM, 40 WF, 1 BM, 2 BF, 1 HM, 2 HF, 3 AM, 6 AF, 10 UF.

- 1 WF submitted an incomplete application.
- 3 WM, 18 WF, 2 HF, 3 AF, and 1 UF did not have a Bachelors' degree or equivalent combination of education, training and experience in an environmental sustainability related discipline.
- 10 WM, 15 WF, 1 BM, 1 BF, 1 HM, 2 AM, 1 AF and 6 UF lacked one to three years' related experience, including implementing sustainability initiatives at a college or university, business, governmental agency or similar public or private institution.
- 1 WM, 1 WF and 1 UF did not have administrative and supervisory abilities.
- 1 WF did not demonstrate strong written communication skills.
- 1 UF did not have good computer skills, including working knowledge of Microsoft Office, and an ability to learn new software as necessary.
- 2 WM, 4 WF, 1 BF, 1 AM, 2 AF and 1 UF did not have a willingness and ability to work occasional evening and weekend hours as needed.

Qualified Applicants: 3 WM, 5 WF, 1 AM, 1 AF, 1 UF

- 2 WM and 2 WF did not have a graduate degree in a related field.
- 1 WF, 1 AM and 1 UF did not have experience in environmental sustainability.
- 1 WM, 2 WF and 1 AF lacked subject matter expertise, including any professional certifications, and practical experience in one of more of the following issues areas, i.e., sustainable energy, green building and infrastructure, environmental education and outreach.

Interviewed Applicants: 4 WM, 2 WF

- 1 WM was unprepared for his interview and not able to completely answer interview questions.
- 3 WM and 1 WF did not have experience in sustainability or skill sets that closely aligned with the needs of the department.

The 1 WF hired for this position had an excellent combination of relevant education, training and experience in the field of sustainability. She had extensive knowledge and experience with campus sustainability and outreach initiatives, and was familiar with UConn's approaches to sustainability. Additionally, she demonstrated excellent interpersonal, team building and supervisory skills.

## Hiring Goals Analysis 2016

### **2016439 - Program Coord - Dean of Students – 1 WF**

Description Type: Job Posting

Description ID:

Description:

#### **Job Summary**

Under the direction of the Assistant/Associate Dean of Students, this position independently coordinates and provides assistance in carrying out administrative and programmatic functions for the Dean of Students Office. This position serves as the initial point of contact for the processes related to readmission, cancellations, applications for in-state tuition, final exam rescheduling and DOS marketing. This individual is expected to resolve a wide variety of problems with moderate guidelines and periodically resolve new, unusual or difficult problems which require judgment and initiative.

#### **Duties and Responsibilities**

1. Coordinates the general office operations related to the readmission process which includes applicant screening for eligibility, review of material to ensure complete application is received and assigned to the appropriate review board member, and processing in the Student Administration System.
2. Corresponds with applicants about the readmission process, which includes updating the individual on the status of their application and requesting additional documentation as needed.
3. Coordinates administrative and technical support as well as program logistics for granting permission to reschedule final exams.
4. Reviews and processes requests for cancellations of enrollment in the Student Administration System, using professional judgement to determine eligibility and suitability for leave of absence and whether or not the cancellation reason warrants further follow-up by DOS staff.
5. Completes the review of applications for in-state tuition, verifying required documents are included in packet, following up with students to request missing items and recommends final decision.
6. Serves as the point person for the coordination of all marketing/outreach efforts for the Dean of Students Office which includes website, brochures, electronic displays and social media.
7. Prepares narrative and informational reports about processes related to the work in the Dean of Students Office, compiles and organizes information requiring the understanding and evaluation of data sources; may include special projects or extensive reports.
8. Responds to requests from students, faculty/staff and others regarding information and provides assistance in solving a wide variety of problems, generally related to the functions of the Dean of Students Office, often requiring interpretation, judgement and the initiative to resolve the issue or refer to the appropriate office.
9. Frequently communicates with other University offices and/or outside agencies to ensure effective collaboration.
10. May assist in advising students or participants regarding academic program planning and course selection; monitors student progress and compliance with program requirements and standards.
11. Assigns work to support staff as needed. May supervise student employees.
12. Performs related duties as required.

#### **Minimum Qualifications**

1. Bachelor's degree
2. Three to four years' experience in higher education
3. Demonstrated ability to perform and coordinate administrative functions, provide program support, work independently and exercise sound judgment
4. Ability to work collaboratively with groups and/or other departments
5. Demonstrated ability to independently solve problems of unusual difficulty
6. Ability to exercise independent judgment and interpret policies and procedures as needed

## Hiring Goals Analysis 2016

### 7. Good organization, communication and interpersonal skills

#### Preferred Qualifications

1. Master's degree in Higher Education in Student Affairs, Counseling or related field
2. Experience working in a higher education environment
3. Knowledge of PeopleSoft is highly desirable.
4. Demonstrated proficiency with Microsoft Office suite
5. Demonstrated experience working with the public in a diverse environment

Recruiting activities include websites such as ACPA, NASPA and [www.higeredjobs.com](http://www.higeredjobs.com)

#### **Goal Applicants: WM, BM, BF**

80 total applicants: 9 WM, 42 WF, 4 BM, 8 BF, 3 HM, 4 HF, 2 AF, 1 UM, 7 UF

Unqualified applicants: 6 WM, 23 WF, 3 BM, 7 BF, 3 HF, 5 UF

- 6 WM, 23 WF, 3 BM, 7 BF, 3 HF, 5 UF lacked three to four years' experience in higher education and a Bachelor's degree

Qualified applicants: 1 WM, 11 WF, 1 BM, 2 HM, 1 HF, 2 AF, 2 UF, 1 UM

- 1 WM, 9 WF, 1 BM, 1 HM, 1 HF, 2 AF, 2 UF, 1 UM lacked a Master's degree in Higher Education in Students Affairs, Counseling or related field, knowledge of PeopleSoft is highly desirable, and demonstrated experience working with the public in a diverse environment
- 1 HM and 2 WF Withdrew

Interviewed applicants: 2 WM, 8 WF, 1 BF, and 1 HM

- 1 WM, 4 WF and 1 HM lacked demonstrated experience working with the public in a diverse environment
- 1 WM, 3 WF and 1 BF were not able to communicate skills related to decision making within a complex environment and collaborative work

1 WF selected had breadth and depth of experience relative to the position and was able to communicate well how her past experiences and her skills would allow her to be successful in the role. She has a strong commitment to, and in depth knowledge of, working with students in a student services context. Additionally she has direct experience in coordinating processes that require attention to detail and understanding and application of policy and procedures.

## Hiring Goals Analysis 2016

### UC Professional 4

**Short-term goals: 3 BF, 1 HM, 1 AM**

**2016561 – SA Program Coordinator – Student Activities – 1 WF, 1 BF**

*The 1 BF hire achieved a hiring goal*

#### **JOB SUMMARY**

The University of Connecticut Community Outreach Office is seeking two Site Managers (Program Coordinator 1, UCP 4) for its Jumpstart program. Under the general supervision of designated supervisor, the Site Manager advises, assists and coordinates students in planning and implementing service activities and related special events. The Site Manager also provides student leadership training and supervision for student leaders and participants.

#### **DUTIES AND RESPONSIBILITIES**

1. Coordinates all programs in assigned area of responsibility (i.e. Jumpstart).
2. Coordinates student programs by planning, developing, scheduling, budgeting and marketing their programs; provides oversight on organizational development; assists with participant recruitment and selection.
3. Develops communication with campus and community partners to facilitate coordination of programs.
4. Is responsible for thorough knowledge of State, University department and program policies and regulations regarding sponsored programs, public events, purchasing, building operation, safety, contract negotiations, and for advising others on same.
5. Instructs students in making program arrangements for space, publicity, and other program needs.
6. Maintains regular contact with student leaders, student participants and community partners to develop responsible decision-making, assess student interests, respond to student needs and anticipate student programming/leadership issues.
7. Monitors and supervises special projects such as student recognition programs, student recruitment activities and client related events. Actively recruits and retains target number of students.
8. Designs and conducts pre-service and in-service trainings, workshops and seminars that teach required service delivery standards and leadership and programming skills.
9. Is responsible for liaison activities between different campus and off-campus groups and school partners in developing and presenting programs that assists in the facilitating the program administration.
10. Collects information on related programs and resources and disseminates to student leaders, student participants, sponsors, community partners and administrators.

## Hiring Goals Analysis 2016

### MINIMUM QUALIFICATIONS

- Bachelor's degree in appropriate field and two to three years' experience OR equivalent combination of training and experience.
- Demonstrated ability to deal effectively with the public, students, faculty, staff and external agencies.
- Willingness to work irregular and flexible hours.
- Demonstrated leadership, organizational and programming skills.
- Demonstrated attention to detail
- Demonstrated ability to manage multiple priorities and meet deadlines

### PREFERRED QUALIFICATIONS

- Master's degree in related field.
- Experience in early childhood education
- Bilingual: the ability to write and speak English and Spanish
- Experience with Jumpstart programs
- Demonstrated ability to provide verbal and written feedback
- Proficient with Microsoft Office Suite programs

### APPOINTMENT TERMS

This is a 12 month, full time, end-dated grant funded position.

Recruitment activities included: CT Early Childhood Education email listserv, Jumpstart Affiliate Jobs page, Jumpstart internal staff intranet, UConn Jumpstart Alumni email listserv, Mansfield Advocates for Children listserv, Windham School Readiness Council listserv, Vernon School Readiness listserv, Community Outreach Director-listserv across campus, Announced at Community Outreach community partner.

### **Goal Applicants: BF, HM, AM**

32 Total applicants: 3 WM, 16 WF, 8 BF, 3 HF, 1 AF, 1 UF

Unqualified applicants: 2 WM, 3 WF, 3 BF, 1 UF

- 1 WF did not demonstrate the ability to deal effectively with the public, students, faculty, and staff and external agencies.
- 2 WM, 2 WF, 2 BF, 1 UF lacked Bachelor's degree in related field.
- 1 BF did not have experience in leadership, organizational and programming skills.

Qualified applicants: 1 WM, 7 WF, 3 BF, 3 HF, 1 AF

- 4 WF, 1 BF, 2 HF lacked experience in early childhood education.
- 1 WM, 3 WF, 2 BF, 1 HF, 1 AF lacked a Master's degree in a related field.

Interviewed applicants: 6 WF, 2 BF.

- 2 WF lacked Jumpstart experience and possessed a minimal ability to speak and write Spanish.

## Hiring Goals Analysis 2016

- 2 WF withdrew from consideration for the position.
- 1 BF was unable to speak or write in Spanish, and did not demonstrate an ability to provide quality and effective verbal feedback.
- 1 WF did not possess an ability to provide quality written and verbal feedback.

The 1 WF selected met majority of the preferred qualification. Had extensive experience in the field of education. Had experience working with diverse populations. Had some experience educating non English speaking students and families. Candidate was proficient in Microsoft Office and demonstrated an ability to provide quality written and verbal feedback.

The 1 BF selected met majority of the preferred qualification. She had extensive experience in the field of early childhood education. She had experience working with diverse populations, Jumpstart experience in a role with similar responsibilities, and was conversational in Spanish with experience educating non English speaking students and families. She was proficient in Microsoft Office and demonstrated an ability to provide quality written and verbal feedback.

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016189 – Mechanical Design Technician 2 – Engineering Dean’s Office – 1 WM**

The School of Engineering seeks applicants for a full-time, Mechanical Design Technician 2 (UCP 4) to support its Machine Shop. Under the direction of a designated supervisor, the successful candidate will design, construct and maintain moderately complex scientific and mechanical equipment and instruments to support the specialized research and teaching activities of the School of Engineering.

**Duties and Responsibilities:** Designs, fabricates, troubleshoots, sets up and operates a variety of manufacturing machine tools to produce parts and instruments, which may be complex or specialized, e.g., lathes, mills, grinders, welders; Maintains, troubleshoots, and repairs mechanical equipment e.g. involving the use of machine tools (power and hand), metal bonding equipment (arc, gas, resistance welding); Performs preventive maintenance and repairs within the machine shop e.g., lathes, mills, grinders, welders; Constructs equipment from schematics requested by faculty, researches, technicians and students and advises individuals on equipment and component capability and performance; recommends appropriate equipment for certain projects; Assists in equipment design and drafting, which can include moderately complex design and malfunction problems for mechanical and scientific equipment; Instructs capstone students on the proper and safe operation of manufacturing tools; Instructs capstone students in manufacturing processes of machine parts; Keeps informed regarding current developments in the field of manufacturing mechanics and technology to the department to be served; Participates in training sessions and staff meeting; and performs other related duties as required.

**Minimum Qualifications:** Graduate of technical school with an Associate’s degree in mechanics or related field AND three years’ machine apprenticeship, and/or two to four years’ progressively responsible experience in construction, maintenance, testing, repair and design of mechanical equipment OR equivalent combination of education and experience; knowledge of principles of mechanics and familiarity with manufacturing; knowledge of the methods and materials used in repair and maintenance of scientific and mechanical instruments and devices; ability to read and interpret complex diagrams and specifications, and to modify moderately complex mechanical and scientific instruments and devices; ability to independently resolve moderately complex problems.

**Preferred Qualifications:** Background in machine shop safety compliance; knowledge/experience with use of design tools and principals, CAD drawings and models; knowledge/experience with calculating dimensions and tolerances using familiarity of mathematics and instruments such as micrometers and calipers; knowledge/experience with selecting the appropriate tools, machines, and materials to be used in preparation of manufacturing machinery work; knowledge/experience with monitoring the operation of knee mill, lathe, saw, drill press during the machining process; knowledge/experience with CAD/CAM systems for CNC program creation; knowledge/experience with setup and operation of 4 axis CNC mill and CNC lathe machines; knowledge/experience with operation of MIG and TIG welding machines; knowledge/experience with rapid prototyping; knowledge/experience with additive manufacturing equipment and processes.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, Twitter, Monster.com, Careerbuilder.com, Asnutuck Community College Career Development, Goodwin College Career Development, Connecticut Technical High School System, and numerous professional contacts.

#### **Goal Applicants: BF, HM, AM**

19 total applicants: 15 WM, 1 HM, 1 AF, 1 AM, and 1 UF.

Unqualified applicants: 8 WM, 1 AF, and 1 UF.

- 6 WM, 1 AF, and 1 UF lacked an Associate’s degree in mechanics or a related field and three years’ experience in a machine apprenticeship.



## Hiring Goals Analysis 2016

- 1 WM did not possess knowledge of principles of mechanics and familiarity with manufacturing.
- 1 WM lacked the minimum two to four years' work experience in construction, maintenance, testing, repair, and design of mechanical equipment or an equivalent combination of education and experience.

Qualified applicants: 2 WM.

- 1 WM did not have a background in machine shop safety compliance or knowledge and experience with monitoring the operation of a knee mill, lathe, saw, or drill press during the machining process.
- 1 WM did not have experience with rapid prototyping or experience with CAD/CAM systems for CNC program creation.

Interviewed applicants: 5 WM, 1 HM, and 1 AM.

- 3 WM, 1 HM, and 1 AM lacked knowledge of rapid prototyping and experience with additive manufacturing equipment and processes.

The 1 WM selected for this position met all the minimum qualifications and many of the preferred qualifications. He had experience in use of design tools and with setup and operation of 4 axis CNC mill and construction of CNC tools. Unfortunately, this candidate declined the position.

The second choice candidate, 1 WM, was selected and hired. He had significant experience in mechanics and manufacturing from owning a machine shop and teaching new machinists. Additionally, he had considerable knowledge of the principles of mechanics and manufacturing disciplines.



## Hiring Goals Analysis 2016

### **2016079 – Theater Production Technician – Jorgensen Performing Arts – 1 WM**

**Job Posting Title:** Theater Production Technician (UCP 4)

Jorgensen Center for the Performing Arts at the University of Connecticut is accepting applications for a full-time Theater Production Technician. The successful candidate, under the supervision of the Theater Production Manager performs duties related to the technical preparations and operation of sophisticated production systems for presentations and events scheduled in Jorgensen Center for the Performing Arts.

With an annual series of approximately 75-100 performances, presentation and events, the Theater Production Technician assists with the preparation, installation and removal of complex theatrical electrical, audio and video systems, stages, sets and house configurations in accordance with OSHA and various union, guild, and association requirements. The technician operates such systems during events, with responsibility to independently make artistic judgments, interpret requirements and anticipate and resolve problems in order to accomplish successful presentations.

The Theater Production Technician may be required to manage stage operations and solves stage problems during productions; assists performers and other technicians with logistics and aesthetic problems or needs during productions and with responsibility to meet contract deadlines as needed. Adapts productions to the physical facility; recommends improvements or modifications in stage facility. The technician will be expected to assist with the design and construction of special purpose equipment to increase operating efficiency, maintain production and emergency equipment including electrical, lighting, sound, video, and communication equipment as well as power tools, motorized equipment and other heavy production equipment.

This position may also serve as stage manager and advisor for inexperienced student groups or external constituents utilizing the space but, who do not bring in professional personnel. With other professional staff members, the technician will help to hire, train and oversees student labor and ensure the safety of these inexperienced personnel who are using potentially dangerous equipment.

In addition, the Theater Production Technician participates in the planning and execution of production systems improvements and renovations. Monitors safety of work areas to ensure safety code requirements are met and corrects or reports hazardous conditions. Monitors inventory of production supplies to ensure sufficient supplies are available. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Technical Theater or equivalent training and experience
- Minimum of two years' professional experience working with performers from a broad range of artistic disciplines
- Demonstrated knowledge of particular applications of theatrical equipment, including electrical, rigging, video and sound systems
- Must be willing and available to work irregular and flexible hours

#### **PREFERRED QUALIFICATIONS**

- Eligible to become licensed as a rigger and an electrician
- Working knowledge of video projectors, screens, lenses, cameras, scaling and switching
- Experience with small and large sound systems, including line array systems, digital consoles, Audio Processing Equipment and Wireless microphones
- Experience with DMX, fixture addressing, focusing lights and lens throw, follow spot operation and the repair of theatrical lighting fixtures
- Experience working with Dimmers and electrical load and general programming of computerized theatrical lighting consoles
- General knowledge of chain motors motorized pipes and safe overhead rigging practices, and experience with event management, stage management and backstage communication and operations

## Hiring Goals Analysis 2016

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, Hartford Courant, Art Search, CT Association of Diversity and Equity Professionals, Latino Puerto Rican Affairs Commission, and African American Affairs Commission.

### **Goal Applicants: BF, HM, AM**

16 total applicants: 14 WM, 1 WF and 1 AM.

Unqualified applicants: 9 WM and 1 WF.

- 4 WM and 1 WF did not demonstrate knowledge of particular applications of theatrical equipment, including electrical, rigging, video, and sound systems.
- 2 WM lacked a Bachelor's degree in technical theater or equivalent training and experience.
- 3 WM lacked a minimum of two years' professional experience working with performers from a broad range of artistic disciplines.

Qualified applicants: 2 WM.

- 1 WM was ineligible to become a licensed rigger and an electrician
- 1 WM did not demonstrate a general knowledge of chain motors, motorized pipes and safe overhead rigging practices, and experience with event management, stage management and backstage communication operations.

Interviewed applicants: 3 WM and 1 AM.

- 1 WM's skill set background was not in live performing arts.
- 1 WM lacked experience in DMX, fixture addressing, focusing lights and lens throw, follow spot operation, and the repair of theatrical lighting fixtures.
- 1 AM did not possess a working knowledge of technical production or experience with video projectors, screens, lenses, cameras, scaling and switching.

The 1 WM selected for the position possessed all of the minimum and preferred qualifications for the position. He had extensive experience as a supervisor in a variety of theatrical production settings and demonstrated knowledge and experience with a number of new theatrical technologies related to lighting, sound, and video.

## Hiring Goals Analysis 2016

### **2016638 – Athletic Equipment Manager – Athletic Equipment Center – 1 WM**

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 Assistant Football Equipment Coordinator. This position will report to the Director of Football Equipment, and will be under the direct supervision of the Head Football Coach.

The applicant's responsibilities specific to the equipment area within the Football program will include, but are not limited to: assisting in all ordering as it relates to apparel, equipment and accessories; working with vendors on a daily basis to design, place orders, and check receipt of orders; track and balance all vendor finances as they relate 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; assisting in supervising a staff comprised of 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; handle all shipping and receiving as it pertains to deliveries made to the Burton Family Football Complex; responsible for any Football recruiting equipment displays; knowledge of and compliance with 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; supervisory ability; exceptional attention to detail; ability to handle basic computer applications; excellent interpersonal, organizational, teamwork and collaboration skills; and the ability to work flexible and irregular hours including weekends and frequent travel.

**Preferred Qualifications:** Minimum of three years' experience in a D-1 FBS Football Equipment Room within the past four years; minimum of one year of supervisory experience in a D-1 Football Equipment Room.

**Appointment Terms:** Salary is commensurate with experience.

**To Apply:** Candidates must submit (upload) a letter of application, resume, and the names of three references in Word or PDF format. 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. We encourage applications from under-represented groups, including minorities, women, and people with disabilities. (Search # 2016638)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 21, 2016.

Recruiting activities included: UConnHuskies.com, NCAA News, Indeed.com

#### **Goal Applicants: BF, HM, AM**

36 Total applicants: 26 WM, 1 WF, 3 BM, 1 BF, 1 HM, 1 AM, 3 UM

Unqualified applicants: 14 WM, 1 WF, 2 BM, 1 BF, 1 AM, 1 UM

- 13 WM, 1 WF, 2 BM, 1 BF, 1 AM, 1 UM were not eligible for AEMA (Athletic Equipment Manager Association) certification within one year from date of hire.
- 1 WM lacked a Bachelor degree in appropriate field or equivalent combination of training and experience.

## Hiring Goals Analysis 2016

Qualified applicants: 9 WM, 1 BM, 1 HM, 2 UM

- 6 WM, 1 BM, 2 UM lacked a minimum of three years' experience in a D-1 FBS Football Equipment Room within the past four years.
- 3 WM, 1 HM lacked a minimum of one year of supervisory experience in a D-1 FBS Football Equipment Room.

Interviewed applicants: 3 WM

- 1 WM lacked the preferred minimum of three years' experience in a D-1 football equipment room and was not eligible for the required AEMA certification.
- 1 WM did not completely answer questions related to the position or its responsibilities.

The 1 WM selected met all minimum and preferred qualifications. He showed a willingness to commit to UConn's mission and Football programs development. In the interview, he elaborated successfully on supervisory ability and competencies required to perform this job function at the highest level.

## Hiring Goals Analysis 2016

### **2016034 – Assistant Institutional Research Analyst – Institutional Research and Effectiveness – 1 WF**

The Office of Institutional Research and Effectiveness, located on the Storrs campus, invites applications for an Assistant Institutional Research Analyst – UCP 4. 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>.

**Job Summary:** Under general supervision of the Assistant Vice Provost, or designee, the Assistant Institutional Research Analyst will extract, compile, and effectively communicate results for internal and external reporting and survey research. Incumbents in this position are expected to handle routine reports that are more prescribed in nature and should act independently in the preparation and selection of data to be used and may assist with basic trend estimation. The individual will develop regular trend reports illustrating current and historical data on students, faculty, staff, courses, grants and budget; coordinate and respond to external data requests from governmental agencies and other associations, including IPEDS, national and state surveys, accreditation and licensure requests, and other miscellaneous sources; follow standardized practices for collection and interpretation of data to ensure data accuracy and integrity in reports; develop, administer, and analyze institutional surveys as requested; extract and maintain data from administrative information systems and external benchmarking sources; communicate with internal and external constituents to retrieve data from external sources and to respond to inquiries regarding University reported data; employ data querying and reporting tools to respond to both internal and external requests for data and information; manage multiple projects simultaneously to ensure deadlines are met; serve on various University committees as needed or required; keep abreast of industry trends through participation in professional development, conferences, and workshops; and other related duties as assigned.

**Minimum Qualifications:** The ideal candidate must have a Bachelor's degree in a quantitative discipline such as Business Administration, Public Policy, Statistics, Educational Research, or a related discipline and two years full-time professional experience in related area; basic knowledge in SPSS, SAS or other comparable statistical analysis program for reporting and decision support; experience handling large, complex data sets including experience analyzing cross-sectional and longitudinal secondary data sets; knowledge of and research design methodologies; and communication skills, both verbal and written.

**Preferred Qualifications:** Experience in institutional research or assessment; general knowledge of business intelligence and reporting tools such as WebFOCUS, Cognos or OBIEE; ability to extract and merge data from multiple platforms; and knowledge of ERP such as PeopleSoft, SAP, or Banner.

**Appointment Terms:** This is a full-time position. Salary will be commensurate with background and experience and includes a full benefits package.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, The Chronicle Online, Monster Online, and AIR Website.

#### **Goal Applicants: BF, HM, AM**

24 total applicants: 4 WM, 7 WF, 2 BM, 1 BF, 1 HM, 4 AM, 3 AF and 2 UM.

Unqualified applicants: 2 WM, 4 WF, 2 BM, 1 BF, 1 AM, 1 AF, and 1 UM.

- 1 WM, 2 WF, and 2 BM did not possess basic knowledge in SPSS, SAS, or another comparable statistical analysis program for reporting and decision support.

## Hiring Goals Analysis 2016

- 1 WM, 2 WF, and 1 BF lacked a Bachelor's degree in a quantitative discipline such as Business Administration, Public Policy, Statistics, Educational Research, or a related discipline and two years full-time professional experience in a related area.
- 1 AF did not have the requisite knowledge of research design methodologies.
- 1 AM and 1 UM did not have experience handling large, complex data sets and analyzing cross-sectional and longitudinal secondary data sets.

Qualified applicants: 1 WM, 1 WF, 1 HM, 3 AM, 2 AF, and 1 UM.

- 1 WM, 1 WF, 1 HM, 3 AM, 2 AF, and 1 UM lacked experience in institutional research or assessment, general knowledge of business intelligence and reporting tools such as WebFOCUS, Cognos or OBIEE and knowledge of ERP such as PeopleSoft, SAP or Banner.

Interviewed applicants: 1 WM and 2 WF.

- 1 WM did not demonstrate communication, technical, and organizational skills concerning institutional research.
- 1 WF failed to demonstrate fluency in data analysis and other technical skills using platforms such as WebFOCUS, Cognos, and OBIEE.

The 1 WF selected for the position demonstrated a thorough understanding of the role and had relevant training and expertise in data analysis. This candidate also possessed a familiarity with relevant protocols necessary for student data. She had prior experience with the HuskyDM portal and had good technical, organization, and communication skills in addition to Institutional Research experience.



## Hiring Goals Analysis 2016

### **2016200 – Computer Technical Support Consultant I – IT User Services – 1 WF**

#### **Job Summary**

The University of Connecticut, University Information Technology Services (UITS), is seeking a highly motivated, experienced and energetic individual to fill the position of Computer Technical Support Consultant 1. 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.

Under the general supervision of a designated supervisor, this position provides first level IT support for all of UITS services, including computers, printers, smart devices, software and hardware, accounts, applications, networking, and telecommunications. First level support involves tasks such as processing phone and email requests for IT support and access, resetting passwords, and performing hardware, software, basic desktop, laptop, printer, phone, mobile device, and VPN troubleshooting. As a provider of first level support, the incumbent will perform initial triage of all problems by gathering the required information, resolving any issues at the first level when possible, and escalating to second level support when necessary. To accomplish this responsibility, the incumbent must have the ability to resolve new, unusual, or difficult problems, which require judgement and initiative, and to compile and organize information from relevant data sources.

Additional duties include developing content for surveys, webpages, the knowledge base, and events. The incumbent may also be asked to participate in events, such as open houses and parent orientation, and to perform administrative duties, such as documenting processes, filling copiers and printers, assisting patrons with requests for office supplies, and investigating data files and scheduling.

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.

#### **Minimum Qualifications**

1. Bachelor's degree in Computer Science or related field or equivalent combination of education and training, and one or more years of experience in computer programming, computer technical support, computer consulting or computer operations.
2. Excellent customer service skills.
3. Demonstrated ability to work independently as well as in a team environment.
4. Excellent oral and written communication skills.
5. The ability to efficiently multitask in a fast-paced work environment.
6. The ability to adapt to changing priorities and maintain a positive attitude.
7. Demonstrated ability to work well with people, to handle technical problems, to work well under stress, and to follow complex plans and strategies.
8. The ability and willingness to work extended hours and flexible schedules to meet the needs of the department.

#### **Preferred Qualifications**

1. Experience with computer hardware repair.
2. Programming experience and training.
3. Web development skills.

Recruitment activities included HERC, Inside Higher Ed., Diverse, careerbuilder.com, us.jobs.com, uits.uconn.edu, career.uconn.edu, and the Diversity Network

#### **Goal Applicants: BF, HM, AM**

41 total applicants: 26 WM, 4 WF, 1 BM, 2 HM, 3 HF, 2 AM, 2 AF, and 1 UM

## Hiring Goals Analysis 2016

Unqualified applicants: 13 WM, 2 WF, 2 HM, 1 HF, 1 AM, 1 AF, and 1 UM.

- 3 WM, and 1 UM lacked customer service skills.
- 10 WM, 2 WF, 2 HM, 1 HF, 1 AM, and 1 AF failed to demonstrate excellent written communication skills based on application materials.

Qualified applicants: 6 WM, 1 WF, 1 BM, and 1 HF.

- 1 WM and 1 BM did not possess experience with computer hardware repair.
- 5 WM, and 1 WF lacked programming experience and training.
- 1 HF failed to demonstrate web development skills.

Interviewed applicants: 7 WM, 1 WF, 1 HF, 1 AM, and 1 AF.

- 3 WM, 1 HF, 1 AM, and 1 AF did not possess the customer service skills necessary for a call center environment.
- 1 WM failed to demonstrate the ability to efficiently multitask in a fast paced environment.
- 3 WM did not possess the technical knowledge and relevant computer experience needed for the position.

The 1 WF selected demonstrated excellent interpersonal communication skills alongside experience with Information Technology Call Centers and Help Desks in an academic environment. The candidate possessed familiarity with ticketing tools as well as fast paced, technical environments. She also demonstrated the ability to work well both in a team and independently.



## Hiring Goals Analysis 2016

### **2016087 – Lab Technician 2 – Physics – 1 WF**

**Job Summary:** The Department of Physics is seeking a Laboratory Technician 2, UCP 4. The successful applicant for the position will assist the teaching lab staff to maintain and operate the physics teaching laboratories and demonstration room and ensure the safety and security of these areas. Additional duties will include maintaining and upgrading equipment, developing new equipment under supervision, evaluating procedures for desired results, and assisting in the training and evaluating of teaching assistants and student labor. The successful applicant will be responsible for the operation of evening and weekend labs. For information about the Physics Department, please go to: <http://www.phys.uconn.edu/>.

**Minimum Qualifications:** Bachelor's degree in Physics or a related field, and 1-3 years' experience in teaching laboratory operations, or equivalent education and experience; sound knowledge of principles of and experience in experimental physics; ability to perform and explain lab procedures and edit manuals; knowledge of laboratory safety procedures; ability to perform tasks requiring manual dexterity and lift 40 lbs.; and ability to work on weekends and evenings.

**Preferred Qualifications:** Strong written and verbal communication skills; familiarity with science education research; experience with CAD; familiarity with Windows, Linux, standard office and analysis software, and microcomputer-based laboratory equipment; familiarity with PASCO proprietary hardware and software; ability to maintain and repair equipment similar in type and complexity to existing lab equipment; and demonstrated ability to work well with students, faculty and staff in a diverse environment.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, Quinnipiac University Career Services, Boston University Career Services, Southern CT State Career Services, University of Hartford Career Services, Yale University Career Services, LinkedIn Professional Network, UMass Boston career network posting, Advanced Labs forum, American Association of Physics, University of Vermont career network posting, Trinity College career network posting, Wesleyan career network posting, UConn Professional Development Google group posting, Smith career network posting, Mount Holyoke career network posting, Amherst career network posting, City College of New York (CUNY) career networking posting, and Las Positas College engineering department.

#### **Goal Applicants: BF, HM, AM**

12 total applicants: 4 WM, 2 WF, 1 HF and 5 AM

Unqualified applicants: 1 WM, 1 HF and 1 AM

- 1 AM did not possess the ability to perform and explain laboratory procedures or edit laboratory manuals.
- 1 WM and 1 HF lacked a Bachelor's degree in physics or a related discipline and 1 to 3 years' experience in teaching laboratory operations.

Qualified applicants: 1 WM and 3 AM.

- 2 AM did not demonstrate a familiarity with science education research.
- 1 WM lacked strong written and verbal communication skills.
- 1 AM did not have experience with CAD/P5 or familiarity with Windows, Linux, standard office and analysis software, and microcomputer-based laboratory equipment.

## Hiring Goals Analysis 2016

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

- 1 WF withdrew from the search.
- 1 WM did not have a strong background in experimental physics above the introductory level and did not possess experience with CAD/P5.
- 1 WM and 1 AM did not demonstrate an ability to design labs or write lab manuals for experiments.

The 1 WF selected had a strong background in experimental physics and strong technical skills. Additionally, this candidate possessed strong written and verbal communication skills. She had previously designed and written several lab manuals and had used CAD/P5.

## Hiring Goals Analysis 2016

### **Search 2016132 – Computer Tech Support Consultant 1 – Registrar’s Office - 1 BM**

#### **Description:**

The Office of the Registrar at the University of Connecticut is seeking energetic, self-motivated individuals for a full-time, permanent Computer Technical Support Consultant 1 (UCP 4) position operating under the direction of the Associate Registrar. This position is primarily responsible for desktop and application support to staff members within the Registrar’s office.

#### **Duties and Responsibilities**

- Serves as the primary desktop support professional for the Office of the Registrar. This includes resolving active directory issues, troubleshooting software and hardware problems, resolving printing, scanning, and fax problems, and assisting with the training office personnel on new applications.
- Application support for the Office of the Registrar. This includes our Ad Astra scheduling software, Microsoft Office 365, ImageNow document imaging software, FileMaker, and Oracle Campus Solutions. This involves performing routine maintenance, troubleshooting problems, providing training and support, managing upgrades, assisting with server support, investigating unused functionality, and collaborating with external vendors.
- Participates in the development, documentation, maintenance, and support of the Oracle Campus Solutions student administration system. This includes scheduling, updating, and maintaining system processes and academic structure within the student records module. The Computer Technical Support Consultant will maintain the integrity of the student records data with weekly and daily clean-up reports.
- Creates, maintains, troubleshoots, and distributes reports created with Hyperion or Oracle Campus Solutions query tool.
- Participates in the development of Registrar's back office business processes. This includes generating and assembling documentation, requirements gathering, specification writing, configuration, training, and data analysis.
- Supports new and changing strategic initiatives which may be short- or long-term which require both technical understanding and a broad knowledge of Registrar functionality. This position is responsible for insuring accuracy, compliance with regulations, policies and procedures, and the provision of superb customer service of such projects.
- Keeps abreast of changes to University policies and procedures in relation to functions of the Registrar's Office and in abidance with Senate polices and FERPA guidelines.
- Others duties as deemed appropriate by the University Registrar and/or the Associate Registrar.

#### **Minimum Qualifications**

1. Bachelor's degree in analytical discipline and/or equivalent combination of education and experience.
2. One or more years of demonstrated professional experience in desktop or application support.
3. Demonstrated ability to work well with people, to handle technical problems, to work well under stress and to follow complex plans and strategies.
4. Strong organizational and time management skills, along with excellent written and oral communication skills.

#### **Preferred Qualifications**

1. Three years of experience providing office computer support.
2. Professional experience in a complex 4-year public higher education institution.
3. Experience with Oracle Campus Solutions, Ad Astra, ImageNow, and/or Filemaker Pro.
4. Familiarity with business processes and procedures as they relate to the functions of a Registrar's office.
5. Excellent interpersonal skills and ability to work effectively with the department/University staff and other individuals and groups.
6. Ability to resolve administrative problems efficiently, effectively and independently.

## Hiring Goals Analysis 2016

Recruiting activities included advertisements with New England Association of Collegiate Registrars and Admissions Officers; and the American Association of Collegiate Registrars.

15 candidates applied for the position: 8 WM, 1 BM, 1 HM, 2 HF, 2 AM, and 1 AF.

Unqualified applicants: 5 WM, 1 HM, 1 HF, and 1 AM.

- 2 WM, 1 HM, and 1 AM lacked a Bachelor's degree in an analytical discipline and/or the equivalent combination of education and experience.
- 3 WM and 1 HF lacked one or more years of demonstrated professional experience in desktop or application support.

Interviewed applicants: 3 WM, 1 BM, 1 HF, 1 AM, and 1 AF.

- 2 WM withdrew from consideration for the position.
- 1 WM and 1 AF demonstrated poor oral communication skills as evidenced by responses to interview questions.
- 1 HF and 1 AM lacked experience with Oracle Campus Solutions, Ad Astra, ImageNow, and Filemaker Pro.

The 1 BM selected for the position demonstrated extensive experience providing office computer support. Additionally, this candidate had some familiarity with the higher education environment. Also, the selected candidate had extensive experience with Ad Astra, ImageNow, and Filemaker Pro. Finally, this candidate exhibited outstanding communication and interpersonal skills.

## Hiring Goals Analysis 2016

### **UC Professional 4 – Administrative Services Assistant 3**

**Short-term goals: 1 WM**

### **Administrative Services Assistant 3 – Plant Science and Landscape Arch – 1 WF**

1 WF's works schedule was changed from Part-time to Full-time.

## Hiring Goals Analysis 2016

### **2016442 – Administrative Services Assistant 3 – Business MBA Program – 1 AF**

#### **Description:**

The School of Business is seeking a full-time Administrative Services Assistant 3 (UCP 4) to work its Hartford Part-time MBA Program. The incumbent will report to the Hartford Part-time MBA Program Manager and will assist in managing a number of administrative functions for the Hartford Part-time MBA Program and may assist in supporting the Executive MBA, MS in Human Resources Management and Executive Education programs as needed. The position will be based at the School of Business in downtown Hartford. Evening and weekend hours will be required in support of program activities and events.

#### **Duties and responsibilities include but are not limited to:**

- Serves as a resource to potential and current MBA students, staff, and others regarding policies procedures, requirements and goals of the program.
- Performs office management duties; directs the workflow, reviews and processes administrative paperwork, which may include fiscal, budget and payroll-related issues; checks paperwork for accuracy and adherence to policies and procedures.
- Devises, modifies and maintains student records.
- Prepares and edits standard correspondence and reports.
- Makes necessary arrangements for meetings, conferences and travel.
- Provides on-site support for the programs on weekends and evenings.
- Schedules appointments and meetings and handles administrative matters for the Program Manager.
- Establishes procedures to implement operational and/or fiscal policies.
- Provides advice and guidance to potential and current students regarding course selection and sequence.
- Assists in resolving budget and other business problems for the program.
- Assists in the planning of program marketing activities as well as alumni projects and events.
- Maintains and updates program databases of prospective students, current students, program alumni, and program sponsoring companies.
- Serves as liaison with staff in Storrs and the regional campuses.
- Performs related duties as required.

#### **Minimum Qualifications**

- Bachelor's degree in business or related field or equivalent combination of education and experience.
- Four to eight years of experience in a progressively responsible administrative support position.
- Excellent verbal and written communication and interpersonal 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 and an ability to learn new software as necessary.
- Willingness and ability to work nights and weekends in support of program activities and events.

## Hiring Goals Analysis 2016

### **Preferred Qualifications**

- One to three years of experience working in admissions at at the university level.
- Demonstrated experience in a customer support role with skills related to quality control, problem solving, listening, phone etiquette and multitasking.
- Demonstrated knowledge of Peoplesoft or similar student administration system(s).
- Demonstrated ability to plan, organize and execute events.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Equal Opportunity Publications, and School of Business Minority Serving Institutions.

### **Goal Applicants: WM**

48 Total Applicants: 4 WM, 23 WF, 2 BM, 8 BF, 3 HF, 6 AF, 2 UF

Unqualified Applicants: 4 WM, 15 WF, 2 BM, 7 BF, 3 HF, 5 AF

- 1 WM, 9 WF, 2 BF and 2 AF submitted incomplete applications.
- 2 WF, 1 BF and 2 HF did not have a Bachelor's degree in business or related field or equivalent combination of education and experience.
- 3 WM, 3 WF, 1 BM, 2 BF, 1 HF and 3 AF lacked four to eight years of experience in a progressively responsible administrative support position.
- 1 WF, 1 BM and 2 BF did not demonstrate excellent written communication skills.

Qualified Applicants: 2 WF

- 2 WF lacked one to three years of experience working in admissions at the University level.

Interviewed Applicants: 6 WF, 1 BF, 1 AF, 2 UF

- 1 WF withdrew her application.
- 5 WF, 1 BF and 1 UF lacked one to three years of experience working in admissions at the university level.
- 1 UF had administrative experience not related to admissions.

The 1 AF was able to answer questions with specific examples that demonstrated her knowledge of University admissions and event planning, customer service and administrative support. She also demonstrated an excellent ability to multitask and resolve problems efficiently and effectively.

## Hiring Goals Analysis 2016

### **2016222 - Administrative Services Assistant 3 – Business – 1 AF**

The School of Business Dean's Office is seeking a full-time Office Manager (Administrative Services Assistant 3, UCP 4). The incumbent will report to the Executive Assistant to the Dean and will provide administrative support to the Dean's Office, back up support for the Executive Assistant to the Dean, will be responsible for internal facilities management and will conduct office management tasks. The position will be primarily based in Storrs. There may be minimal travel to other UConn campuses and may require some nights or weekends for special events.

#### **Duties and Responsibilities**

Office Management & Dean's Office Administrative Support (includes but not limited to):

- Performing office management responsibilities such as monitoring conference and event room scheduling; overseeing room request email accounts and room calendars; keeping the office organized, coordinating workflow; keeping an inventory of supplies and submitting supply orders; monitoring key distribution for suites, offices, conference rooms and classrooms; monitoring office equipment and making arrangements for equipment in need of repair.
- Training, supervising and establishing work schedules of student staff.
- Overseeing internal facilities work order ticketing system. Submitting work orders to University Facilities as needed and following up on work orders to ensure work was completed.
- Preparing and screening correspondence, records and other documents for appropriate action and working with appropriate Dean's Office administrators and staff to determine proper response or resolution.
- Serving as a resource to faculty, staff and students regarding Dean's Office front desk policies and procedures.
- Communicating with other University offices and/or outside agencies to request or provide information or to clarify procedures.
- Reviewing front desk operating procedures and policies for efficiency and effectiveness; implementing minor changes; recommending major changes or improvements; participating in planning and decisions regarding new or changed policies and procedures; implementing new procedures. Overseeing front desk reception tasks such as welcoming visitors and validating parking tickets.

Administrative support for Executive Assistant to the Dean (including but not limited to):

- Processing paperwork and/or records; reviewing for accuracy, completeness and compliance with regulations, policies and procedures.
- Assisting with calendar management for the Dean and Associate Deans, including scheduling appointments, coordinating meetings and making all necessary arrangements.
- Assisting with the planning and coordination of Business Connections Learning Community events, meetings, budgeting etc. Assisting with coordinating, planning and executing Dean's Office and school-wide events.
- Assisting in preparing travel reimbursements for the Dean, Associate Deans and other Dean's Office administrators; processing purchasing and accounts payable paperwork using the Quali Financial System.
- Preparing and screening correspondence, records and other documents for appropriate action and working with the Executive Assistant to determine proper response or resolution.



## Hiring Goals Analysis 2016

### 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 ability to work independently and regularly exercise good judgment regarding administrative detail and procedures.
- Excellent interpersonal and collaborative skills and ability to work effectively with faculty, students, staff, other University administrators and external constituents.
- Excellent written and oral communication skills.
- Demonstrated supervisory ability.
- Demonstrated proficiency with Microsoft Office products, specifically Excel, Word, PowerPoint and Outlook.

### Preferred Qualifications

- Experience working in a professional higher education environment.
- Familiarity with a financial management system such as Quali.
- Demonstrated experience with calendar management and scheduling.
- Demonstrated experience with travel logistics and processing travel reimbursements.
- Demonstrated ability to take initiative.

### To Apply

Please submit a letter of application, resume, and the names and contact information of three professional references. For full consideration, please apply by November 22, 2015. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search 2016222)

Recruiting activities included: [www.higheredjobs.com](http://www.higheredjobs.com), [www.eop.com](http://www.eop.com), BUSN minority serving institutions distribution

### Goal Applicants: WM

95 Total applicants: 9 WM, 65 WF, 1 BM, 4 BF, 1 HM, 6 HF, 4 AF, 5 UF

Unqualified applicants: 9 WM, 40 WF, 1 BM, 4 BF, 1 HM, 5 HF, 2 AF, 4 UF

- 2 WM, 24 WF, 2 BF, 1 HM, 2 HF, 2 AF, 2 UF lacked excellent written communication skills.
- 3 WM, 10 WF, 1 HF, 1 UF lacked demonstrated supervisory ability.
- 3 WM lacked demonstrated proficiency with Microsoft office products, specifically Excel, Word, PowerPoint and Outlook.
- 1 WF, 1 BM, and 2 BF lacked a Bachelor's degree or equivalent combination of education and experience including four to eight years of experience in a progressively responsible administrative support position.
- 1 WM, 5 WF, 2 HF, 1 UF lacked the demonstrated ability to work independently and regularly exercise good judgement regarding administrative detail and procedure.

Qualified applicants: 9 WF, 1 AF, and 1 UF.

## Hiring Goals Analysis 2016

- 9 WF lacked experience working a professional higher education environment.
- 1 AF, 1 UF were unfamiliar with a financial management system such as Quali.

Interviewed applicants: 16 WF, 1 HF and 1 AF

- 5 WF demonstrated a weakness in proficiency with Microsoft Office products.
- 5 WF did not provide detailed answers to some of the questions asked during interview and did not demonstrate excellent interpersonal communication skills.
- 1 WF withdrew her application.
- 1 WF did not answer questions relating to the supervisory responsibility of the position.
- 1 WF and 1 HF were unable to answer questions about exercising good judgment and administrative detail.
- 1 WF did not respond to interview invitations despite several attempt to reach her.
- 2 WF did not possess the demonstrated experience in calendar management and scheduling needed for the position.

The 1 AF selected met all minimum qualifications for the position. She answered all interview questions completely and thoroughly provided examples that demonstrated her ability to work independently and exercise good judgement regarding administrative detail and procedure. She was able to demonstrate calendar management, scheduling experience with travel logistics, processing and the ability to take initiative. She answered the interview question related to supervisory responsibility of the position which demonstrated her supervisory ability.

## Hiring Goals Analysis 2016

### **UC Professional 4 - Administrative Services Specialist 2**

**Short-term goals: 1 BM, 3 BF**

#### **2016489 – Admin Serv Spec 2 – Bursars Office – 1 BF**

48 Total Applicants: 6 WM, 24 WF, 1 BM, 4 BF, 2 HF, 5 AF, 6 UF

Unqualified applicants: 6 WM, 20 WF, 1 BM, 3 BF, 2 HF, 4 AF, 5 UF

Interviewed applicants: 4 WF, 1 BF, 1 AF, 1 UF

***This hire achieved a hiring goal***

## Hiring Goals Analysis 2016

### **2015529 – Administrative Services Specialist 2 – Facilities Management – 1 WM**

The Facilities Operations & Building Services Department at the University of Connecticut is seeking an Administrative Services Specialist 2 to independently supervise and coordinate the daily operations of Work Order Control, a 24/7/365, high volume, call center and maintenance management support center. This position directs the workflow of the entire work order process through oversight of the computerized maintenance management system. This position is also responsible for supervising and scheduling employees and student staff. The work schedule for this position is typically Monday through Friday 12:00 p.m. to 8:00 p.m., but will require flexibility on a regular basis, sometimes with short notice, to work hours outside of the standard 12:00 p.m. to 8:00 p.m. schedule. Incumbent must be able to work a flexible schedule, including occasional weekend hours, to meet business or University needs. This position requires evening work hours in order to provide supervision of student staff.

Job duties include but are not limited to: coordinates all aspects of the Maintenance Operations Center, including processing paperwork and/or records while reviewing for accuracy, completeness and compliance with policies and procedures; identifies and follows up to resolve customer issues, referring most unusual or difficult problems to supervisor; compiles and organizes information from a computerized maintenance management system (CMMS) and other sources to prepare narrative and informational reports requiring the understanding and evaluation of data sources; trains, supervises and establishes work schedules of clerical and student staff, with responsibility to prioritize and assign tasks to staff according to organizational needs; screens customer correspondence, records and other documents for appropriate action and determines proper response and resolution; transmits authoritative information and serves as a resource regarding policies and procedures relating to customer service and maintenance management, with responsibility to periodically interpret, policies and procedures; communicates in writing or verbally with internal/external customers as well as outside agencies to request or provide information or to clarify procedures; reviews, tests, maintains, and updates operating procedures and processes for efficiency and effectiveness; makes minor changes or recommends major changes or improvements; participates in planning and decisions regarding new or changed processes and procedures; communicates any updates to Facilities Operations & Building Services staff and to the University community as required; performs administrative functions of the Maintenance Operations Center; oversees the processing and verification of new work orders, completed work orders, and labor card entries; meets with auditors to answer questions and provide requested documentation; ensures that building emergency contacts are provided with accurate and timely information relating to HVACR equipment shutdowns, power outages, water/sewer equipment failures, etc.; attends and participates in computerized maintenance management system user group meetings and is responsible for communicating issues that are reported by the dispatchers; and recommends resolutions to issues and tests the programming changes to ensure that the issues reported have been successfully resolved.

#### **MINIMUM QUALIFICATIONS**

1. Associate's degree or equivalent combination of education and experience and three to five years of related experience.
2. Demonstrated knowledge of maintenance operations, and ability to resolve problems independently.
3. Ability to supervise staff.
4. Excellent organization and interpersonal skills.
5. Demonstrated ability to interpret and develop operating procedures and process improvements.
6. Strong computer skills, including a working knowledge of Microsoft Office applications.
7. Demonstrated customer service skills and experience.
8. Must be willing and able to work flexible work schedule on a regular basis including hours outside of the standard 12:00 p.m. to 8:00 p.m. schedule as well as weekend hours to meet business needs and during emergency closures/delayed openings due to inclement weather or for significant events that effect campus operations.

#### **PREFERRED QUALIFICATIONS**

1. Experience supervising staff.
2. Experience using a computerized maintenance management system(s) (CMMS).
3. Experience working in a 24/7 operation.

## Hiring Goals Analysis 2016

4. Knowledge of trade terminology.
5. Experience examining and verifying information, e.g. financial accounts and records, for auditing purposes.
6. Experience working in a higher education setting.

### APPOINTMENT TERMS

This is a full-time, permanent position. General work schedule is Monday through Friday 12:00 pm – 8:00 pm. Position is categorized as Emergency Support Services/Essential Staff. Salary range will be commensurate with background and experience.

### TO APPLY

Qualified applicants please submit a cover letter, resume and contact information for three (3) professional references via UConn Careers. Please identify in your cover letter Search #2015529 and ensure that your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred qualifications you may have. Screening will begin immediately. 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 9, 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, Inside Higher Ed., Diverse, CTJobs.com, Careerbuilder.com, *Equality Magazines- The Black Perspective*, *The Hartford Courant*, *Equality Magazines- Hispanic Today*, *Equality Magazines – Veterans Enterprise*, and *Equality Magazines – Women in Business and Industry*.

### **Goal Applicants: BM, 3 BF**

25 total applicants: 10 WM, 8 WF, 2 BF, 1 HF, 1 AF, 2 UM, 1 UF.

Unqualified applicants: 4 WM, 4 WF, 2 BF, 1 HF, 1 AF, 1 UM, 1 UF.

- 1 WF, 1 HF, and 1 UM did not possess an Associate's degree or equivalent combination of education and experience, and three to five years of related experience.
- 3 WM, 3 WF, 1 BF, 1 AF, and 1 UF did not demonstrate knowledge of maintenance operations, and the ability to resolve problems independently.
- 1 WM, and 1 BF lacked the experience demonstrating the ability to supervise staff.

Qualified applicants: 1 WM, 3 WF, and 1 UM.

- 3 WF, and 1 UM lacked experience using a computerized maintenance management system(s) (CMMS).
- 1 WM withdrew their application from consideration.

Interviewed applicants: 5 WM, and 1 WF.

- 1 WF did not possess experience working with a computerized maintenance management system.
- 1 WM withdrew their application from consideration.

## Hiring Goals Analysis 2016

- 2 WM did not demonstrate sufficient experience supervising staff as needed for the position.
- 1 WM did not demonstrate the good interpersonal skills needed for the position.

The 1 WM selected demonstrated knowledge of maintenance operations as they previously managed several large retail stores and was responsible for the upkeep of the facilities using a maintenance management system. He had extensive supervisory experience and superb communication skills. The candidate demonstrated customer service skills through their experiences at various levels of management. He also possessed the ability to interpret and develop operating procedures as one of their primary responsibilities as store manager.

## Hiring Goals Analysis 2016

### **2016008 – Administrative Services Specialist 2 – Procurement Services**

#### **POSITION SUMMARY**

Under the general supervision of the Director of Procurement Services or designated supervisor, coordinates and provides administrative assistance for the procurement of goods and services in support of the expanding business needs of the campus community.

The Administrative Services Specialist is responsible for coordinating all aspects of the specialized procurement functions, including processing administrative paperwork and/or records; review for accuracy, completeness and compliance with regulations, policies and procedures, and statutes; maintains complex filing systems, records, administration files and/or data systems which may be computerized; processes purchase requisitions/purchase orders in KFS and verifies compliance and accuracy; prepares narrative and informational reports, compiles and organizes information requiring the understanding and evaluation of data sources; in collaboration with the Compliance Coordinator, may gather and compile documentation, forms, and/or correspondence in response to capital construction projects and/or professional service requests for information as necessary; assists in solving a variety of problems of ordinary difficulty, based on knowledge of procedures, practices and past experience; serves as a resource regarding policies and procedures relating to the procurement of capital construction projects and/or professional service related matters, with responsibility to occasionally interpret such policies and procedures; regularly communicates with other University offices and/or outside agencies to request or provide information or to clarify procedures relating to procurement of capital construction projects and/or professional services; may draft or independently compose and/or edit routine correspondence and other documents for supervisor's review and/or signature; and may assist in planning and carrying out related support activities, such as meetings, conferences, interviews; bid openings, making all necessary arrangements, including travel, and coordinating details.

#### **MINIMUM QUALIFICATIONS**

1. Associate's degree and/or equivalent combination of education and experience.
2. Minimum of two to five years related procurement experience.
3. Demonstrated knowledge of procurement and the ability to independently resolve problems of varying degrees of difficulty.
4. Excellent communication skills.
5. Demonstration of good organizational and interpersonal skills.
6. Familiarity with computers, as a user, including Microsoft products.

#### **PREFERRED QUALIFICATIONS**

1. Experience with KFS or similar electronic financial records system.
2. Strong accounting skills with experience monitoring and reconciling accounts/purchase order balances.
3. Experience with Excel.
4. Experience performing purchasing and accounts payable functions.
5. Experience and understanding of the requirements associated with competitive bidding processes, i.e. Requests for Proposals (RFP's), Requests for Quotation (RFQ's), Sole Source Justifications, etc.
6. Experience obtaining quotes and vendor information.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., and Diverse.

**Goal Applicants: BM, 3 BF**

## Hiring Goals Analysis 2016

29 total applicants: 4 WM, 19 WF, 1 BM, 2 BF, 1 HF, 1 AM, and 1 UF.

Unqualified applicants: 3 WM, 8 WF, 1 BM, 1 BF, 1 AM, 1 UF.

- 3 WM, 5 WF, 1 BM, 1 BF, 1 AM, and 1 UF did not possess a minimum of two to five years of procurement experience.
- 3 WF lacked an Associate's degree or equivalent combination of education and experience.

Interviewed applicants: 1 WM, 11 WF, 1 BF, and 1 HF.

- 1 WM and 4 WF withdrew from the search.
- 1 BF did not demonstrate knowledge of procurement and ability to independently solve problems of varying degrees of difficulty.
- 4 WF and 1 HF had experience working with accounts payable and payroll rather than procurement.
- 1 WF did not demonstrate excellent communication skills and did not articulate any past experience in procurement services, purchasing, or accounts payable.
- 1 WF accepted another position.

The 1 WF selected for the position demonstrated sound organizational and interpersonal skills. Additionally, this candidate was able to multi-task and had the ability to track numerous projects while performing purchasing and accounts payable services.



# Hiring Goals Analysis 2016

## **2016006 - Admin Serv Spec II - Procurement Services – 1 WF**

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

### **POSITION SUMMARY**

Under the general supervision of the Associate Director of Capital Projects & Contract Administration, or his/her designated supervisor, the Administrative Services Specialist 2 will coordinate and provide administrative support for the Capital Projects and Contract Administration (CPCA) department. CPCA procures capital construction and professional services in support of Next Generation activities and the expanding capital program business needs of the campus community.

He/she is responsible for coordinating all aspects of the specialized procurement functions, including processing administrative paperwork and/or records; review for accuracy, completeness and compliance with regulations, policies and procedures, and statutes; maintains complex filing systems, records, administration files and/or data systems which may be computerized; processes purchase requisitions/purchase orders in KFS and verifies compliance and accuracy; prepares narrative and informational reports, compiles and organizes information requiring the understanding and evaluation of data sources; in collaboration with the Compliance Coordinator, may gather and compile documentation, forms, and/or correspondence in response to capital construction projects and/or professional service requests for information as necessary; assists in solving a variety of problems of ordinary difficulty, based on knowledge of procedures, practices and past experience; serves as a resource regarding policies and procedures relating to the procurement of capital construction projects and/or professional service related matters, with responsibility to occasionally interpret such policies and procedures; regularly communicates with other University offices and/or outside agencies to request or provide information or to clarify procedures relating to procurement of capital construction projects and/or professional services; may draft or independently compose and/or edit routine correspondence and other documents for supervisor's review and/or signature; and may assist in planning and carrying out related support activities, such as meetings, conferences, interviews; bid openings, making all necessary arrangements, including travel, and coordinating details.

### **MINIMUM QUALIFICATIONS**

1. Associate's degree and/or equivalent combination of education and experience.
2. Minimum of two to five years' related construction and/or professional services procurement experience.
3. Demonstrated knowledge of procurement and the ability to independently resolve problems of varying degrees of difficulty.
4. Excellent communication skills.
5. Demonstration of good organizational and interpersonal skills.
6. Familiarity with computers, as a user, including Microsoft products.

### **PREFERRED QUALIFICATIONS**

1. Demonstrated experience in a fast-paced, dynamic working environment in an administrative support functional area supporting a capital program in a public setting.
2. Experience with KFS or similar electronic financial records system and/or other eProcurement systems such as SciQuest.
3. Experience and understanding of procurement activities, concepts and functions including: associated with competitive bidding processes, i.e. Requests for Proposals (RFP's), Requests for Quotation (RFQ's), Sole Source Justifications, etc.
4. Experience with advanced Microsoft Suite products: MS Project, Access and PowerPoint and SharePoint.

## Hiring Goals Analysis 2016

Recruitment activities included advertisements with the Association of Executive and Administrative Professionals; the Diversity Association of Executive and Administrative Professionals; and various professional networking contacts throughout the procurement field.

### **Goal Candidates: WF, BM, BF**

32 candidates applied for the position: 5 WM, 17 WF, 3 BF, 3 HF, 2 AM, 1 UM, and 4 UF.

Unqualified applicants: 3 WM, 12 WF, 1 BF, 2 HF, 2 AM, 1 UM and 1 UF.

- 2 WM, 8 WF, 1 BF, 1 HF, 1 AM, and 1 UM lacked an Associate's degree or equivalent combination of education and experience.
- 1 WM, 4 WF, 1 HF, 1 AM, and 1 UF lacked a minimum of two to five years related construction and/or professional services procurement experience.

Interviewed applicants: 2 WM, 5 WF, 2 BF, 1 HF, and 3 UF.

- 1 WM and 3 WF withdrew from consideration for the position.
- 1 WM, 1 WF, 1 BF, 1 HF, and 2 UF lacked demonstrated experience in a fast-paced dynamic working environment in an administrative support functional area supporting a capital program in a public setting.
- 1 BF and 1 UF lacked experience and understanding of procurement activities, concepts, and functions.

The 1 WF selected for the position possessed good technical and interpersonal skills. Additionally, this candidate had experience dealing with internal and external customers. The candidate had a good understanding of procurement activities and had worked in a fast-paced administrative role before.

## Hiring Goals Analysis 2016

### **2016552 – Administrative Services Specialist 2 – Bursar’s Office – 1 WF**

**Visible:** Internal and External



**Description Type:** Job Posting

**Description ID:**

**Description:** The University of Connecticut Office of the Bursar is seeking qualified applicants to fill the position of Administrative Services Specialist 2. Working under the supervision of the Bursar, the Administrative Services Specialist 2 is primarily responsible for providing assistance in processing non-student accounts receivables, including account analysis and tuition collection functions. This position also provides administrative support to the Bursar and office management functions. Incumbent in this position is expected to resolve problems requiring a high level of initiative and judgement and effectively multi-task in a high volume, fast-paced environment. The Administrative Services Specialist 2 works with other Non-Student Accounts Receivable staff and Tuition Collections staff on collaborative account analysis, corrections and general receivables maintenance; processes customer accounts for collection per University policies and procedures; corresponds in writing and verbally with debtors, collection agencies and other University departments; collaborates regularly with collection agencies to maintain accurate and up-to-date customer data and balances; performs monthly reconciliations with third party agencies; processes collection agency invoices for payment in KFS ; generates reports using Web Focus to assist in reconciling customer accounts and support University departments for reporting purposes; transmits authoritative information and serves as a resource regarding policies and procedures relating to non-student accounts receivable.

Incumbent also receives and processes correspondence and documents for supervisor, determining appropriate action and processes in accordance to Bursar and University policies and procedures; may work with supervisor to determine proper response or to resolve unusual problems; independently prepares and/or edits correspondence and reports; provides general administrative support to supervisor; coordinates administrative functions such as time card processing, search support, purchasing and service requests for building or computer issues.; advertises, reviews resumes and selects top candidates for student workers; processes new student payroll authorizations using WINJA; and maintains the Student Timecard System computer for student workers.

#### **Minimum Qualifications**

Associate degree or equivalent combination of education and experience; Three to five years related experience; Strong interpersonal skills and ability to work effectively with staff, administrators and individual groups including the public; Excellent organizational skills; Strong computer skills including Microsoft Office products; Demonstrated ability in written and verbal communications.

#### **Preferred Qualifications**

Bachelor's degree in Business Administration, Accounting or related field; Experience with collections, accounts receivable or accounting functions; Knowledge of state statutes and financial regulations; Knowledge of KFS and PeopleSoft; Previous experience in a university or college setting.

Recruitment activities included advertisements with the University of Connecticut husky hire website; the Hartford Courant; and various professional contacts throughout higher education in Connecticut.

#### **Goal Applicants: BM, BF**

41 total applicants: 5 WM, 29 WF, 3 BF, 1 HF, 1 AF, and 2 UF.

Unqualified applicants: 5 WM, 27 WF, 3 BF, 1 HF, 1 AF, and 2 UF.

- 5 WM, 27 WF, 3 BF, 1 HF, 1 AF, and 2 UF lacked three to five years related experience.

## Hiring Goals Analysis 2016

Interviewed applicants: 2 WF.

- 1 WF lacked experience with collections, accounts receivable, and accounting functions.

The 1 WF selected for the position had extensive accounting experience including substantial experience with collections. Additionally, this candidate had knowledge of financial regulations and higher education experience. Finally, the selected candidate possessed a Bachelor's degree.

## Hiring Goals Analysis 2016

### **2016491 - Administrative Services Specialist 2- Sponsored Programs – 1 WF**

**Description:**

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.

**Job Summary:** Under the direction of the Pre-Award Team Leader, the Sponsored Program Services Assistant will be responsible for the receipt, preliminary review and logging of sponsored research proposals and contracts, and for the time-sensitive processing of grant proposals and contracts 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; three to five years of experience providing customer service, processing and administrative support in a high volume, deadline driven environment; demonstrated superior customer service orientation; 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 accuracy and attention to detail; excellent verbal and written communication skills and interpersonal skills; proficiency with Microsoft Outlook, Word and Excel; proficiency with standard office equipment, including copiers, scanners and facsimiles. Must be available and willing to work a schedule between the business hours of 8:00 a.m. and 5:00 p.m., with flexibility to occasionally work later in order to accommodate deadlines.

**Preferred Qualifications:** Bachelor's degree in a related field; financial experience, or experience working with budgets; experience with InfoEd research administration system and experience working in higher education environment.

**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 [research.uconn.edu](http://research.uconn.edu).

**To Apply:** Please submit a letter of interest, resume and a list of at least three professional references. Screening of applicants will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016491)

Recruitment activities included advertisements with the CT Hires job bank; the Vice Provost for Research website; the UConn Research Admin listserv; and the National Council of University Research Administrators.

#### **Goal Candidates: WF, BM, BF**

22 candidates applied for the position: 2 WM, 15 WF, 3 BF, 1 AM, and 1 AF.

Unqualified applicants: 2 WM, 7 WF, 3 BF, 1 AM, and 1 AF.

- 1 WM, 3 WF, 1 BF, and 1 AM lacked proficiency with Microsoft Outlook, Word, and Excel.
- 1 WM, 2 WF, 2 BF, and 1 AF lacked demonstrated ability to ensure accuracy and attention to detail with a high volume of files and work products.
- 2 WF lacked an Associate's degree or equivalent combination of education and experience.

## Hiring Goals Analysis 2016

Interviewed applicants: 8 WF.

- 4 WF declined the invitation to interview.
- 1 WF lacked recent financial experience and experience working with budgets.
- 2 WF exhibited poor verbal and interpersonal skills as evidenced by incomplete or unprofessional answers to interview questions.

The 1 WF selected for the position displayed excellent customer service, processing, and administrative support experience. Additionally, this candidate had experience working in higher education environment, and had extensive financial experience. Finally, this candidate had excellent verbal and interpersonal skills.

## Hiring Goals Analysis 2016

### **2016490 - Admin Serv Spec II - Bursars Office – 1 WF**

The Office of the Bursar is seeking applications for the position of Administrative Services Specialist 2. Under the direction of the Billing Manager, the successful candidate will be responsible for supporting all aspects of third party billing, including creating invoices and processing associated paperwork; reviewing fee bills and invoices for accuracy, completeness and compliance with applicable legislation, internal and external policies and procedures and third party authorization and approval for student payment; identifying and following up to resolve problems.

The Administrative Services Specialist 2 will also assist with posting, adjusting and monitoring tuition waivers; assist with all aspects of Study Abroad billing; assist with PeopleSoft billing setup, testing and manual adjustments; process weekly eBills; work with other departments to calculate and adjust refund exceptions; perform upcoming term fee testing; and run late fees.

The incumbent of this position will work closely with other departments to answer questions and assist the student population; develop procedures for financial transactions; have responsibility for maintaining up-to-date knowledge of University policies and State regulations governing financial transactions for tuition, fees, waivers and refunds; and utilize computerized systems and applications for daily performance of job duties.

#### **Minimum Qualifications**

1. Associate's degree or equivalent combination of education and experience.
2. Three to five years' related experience.
3. Strong interpersonal skills and ability to work effectively with staff, administrators and individual groups including the public.
4. Excellent organizational skills.
5. Demonstrated ability in written and verbal communications.
6. Strong proficiency in Microsoft Excel.
7. Experience dealing with customer clients and providing high quality customer service.

#### **Preferred Qualifications**

1. Bachelor's degree in Business Administration, Finance, Accounting or related field.
2. Knowledge of KFS, PeopleSoft, and Microsoft Office products.
3. Strong problem solving skills.
4. Ability to interpret policies and procedures.
5. Previous experience in a university or college setting.

#### **Appointment Terms**

This is a permanent full-time position. Salary will be commensurate with training and experience.

Recruiting activities included, Hartford Courant newspaper, Diverse, and Chronicle of Higher Ed.

#### **Goal Applicants: BM, BF**

67 Total applicants: 8 WM, 41 WF, 2 BM, 3 BF, 1 HM, 7 HF, 1 AM, 4 AF

Unqualified applicants: 7 WM, 38 WF, 1 BM, 4 AF, 1 HM, 7 HF

- 2 WF, 1 HF lacked an Associate degree or equivalent combination of education and experience

## Hiring Goals Analysis 2016

- 6 WM, 35 WF, 1 BM, 1 HM, 6 HF, 4 AF lacked three to five years related experience
- 1 WM, 1 WF unable to demonstrate ability in written communication

Interviewed applicants: 3 WF, 1 WM, 1 BM

- 1 WF did not answer questions in detail and did not provide specific examples in response to questions
- 1 WM did not have the required customer service experience needed for the position
- 1 WF declined the interview.
- 1 BM was not prepared for WebEx interview despite being offered training prior to interview.

The 1 WF selected provided clear answers to questions regarding her experience with Microsoft Excel which is a necessary skill needed for the job. She demonstrated excellent communication skills throughout the interview process. She demonstrated strong customer service skills emphasizing on the importance of team work and creating relationships with both colleagues and customers. The candidate also possessed a Bachelor's degree, knowledge of Microsoft Office, and prior invoicing and customer service experience.



## Hiring Goals Analysis 2016

### **2016431 - Administrative Services Specialist 2 - Graduate Education – 1 WF**

The Graduate School at UConn is seeking a full-time Enrollment Specialist/Degree Auditor (Administrative Services Specialist 2, UCP 4). The incumbent will report to the Manager of Graduate Records and will provide enrollment support to graduate students, support for graduate degree audit, and will be responsible for data entry. Incumbent is expected to resolve a variety of problems within known practice and is expected to occasionally resolve new, unusual or difficult problems which require judgment and initiative.

#### **Duties and Responsibilities**

##### Graduate Enrollment Support (includes but not limited to):

- Is responsible for coordinating all aspects of the graduate enrollment support, including processing registration paperwork and/or records; reviews for accuracy, completeness and compliance with regulations, policies and procedures; identifies and follows up to resolve problems and complete records adjustments.
- Serves as a resource to graduate students regarding graduate records and degree completion, policies, practices, and guidelines in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Responds to requests for information and provides assistance in solving a variety of problems of ordinary difficulty, based on knowledge of the procedures, practices and past experience.
- Regularly communicates with other University offices and/or outside agencies to request or provide information or to clarify procedures.
- Devises, modifies and/or supervises the maintenance and coordination of complex filing systems, records and/or data systems which are computerized and paper-based. Electronic student information system is Oracle PeopleSoft and electronic document repository is IBM FileNet.

##### Graduate Degree Audit Support (includes but not limited to):

- Audits required final documentation such as plans of study, results of final examinations, and transcripts to determine graduate students' compliance or non-compliance with Graduate School and academic department degree requirements and University regulations.
- Reinforces and adheres to the Graduate School policies and guidelines established in The Graduate School catalog. Keeps informed of University by-laws, policies, rules and regulations and all other University protocol.
- Keeps informed of approved program changes and initiatives and their effective dates set forth by administrative order and or Graduate Faculty Council Executive Committee minutes and applies these criteria to the degree audit of each graduate student record.
- Advises students, major advisors, and department administrators about academic deficiencies, procedural deadlines, degree requirements, restrictions, regulations and alternate courses of action in compliance with The Graduate School policies.
- Administers maintenance of electronic submissions of Master's thesis and Doctoral dissertation collections via Digital Commons, the University's Institutional Repository.

#### **Minimum Qualifications**

1. Associate's degree or equivalent combination of education and experience
2. At least three years of degree auditing or related experience
3. Demonstrated ability to independently resolve problems of ordinary difficulty
4. Strong communication and interpersonal skills
5. Analytical and problem solving skills
6. Demonstrated excellent customer service skills

#### **Preferred Qualifications**

1. Bachelor's degree
2. Experience working in a professional higher education environment
3. Familiarity with a student information system, preferably PeopleSoft
4. Demonstrated proficiency with Microsoft Office products, specifically Excel, Word, PowerPoint and Outlook
5. Demonstrated ability to take initiative
6. Supervisory abilities

## Hiring Goals Analysis 2016

Recruitment activities included, CTJobs.com, Hartford Courant, NEACRAO, AACRAO, Grad School website.

### **Goal Applicants: BM, BF**

42 Total applicants: 5 WM, 21 WF, 3 BM, 2 BF, 4 HF, 2 AF, 4 UF, 1 UM

Unqualified applicants: 5 WM, 13 WF, 3 BM, 2 BF, 1 HF, 2 AF, 1 UM, 3 UF

- 4 WM, 5 WF, 1 BM, 1 HF, 2 AF, 1 UF lacked at least 3 years of degree auditing or related experience.
- 1 UM, 1 WF lacked strong written communication, analytical and problem solving skills.
- 1 WM, 7 WF, 2 BM, 2 BF, 1 UF submitted an incomplete application.
- 2 UF lacked supervisory abilities.

Interviewed applicants: 8 WF, 3 HF, 1 UF

- 6 WF lacked a Bachelor's degree, proficiency with Microsoft office, supervisory abilities, and PeopleSoft familiarity.
- 1 WF lacked direct degree audit experience.
- 1 UF did not meet preferred qualifications of ability to take initiative or supervisory ability
- 3 HF did not demonstrate the ability to take initiative and answer questions regarding degree auditing.

The 1 WF selected met all minimum qualifications. She had previous higher education experience and demonstrated organizational, administrative, and interpersonal skills including the ability to identify and resolve problems. The candidate had an established familiarity with FERPA, standard record keeping procedure and degree audit and enrollment. Her references spoke of her ability to establish rapport with colleagues, students, as well as her extensive background with degree audit and complex problem solving skills.

## Hiring Goals Analysis 2016

### **2016306 – Administrative Services Specialist 2 - Accounts Payable – 1 WF**

**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.

Under the general direction of the Manager of the Travel Department this position reviews, audits and processes all transactions described within Travel & Entertainment policy, reviews all advances to ensure completeness, correctness and accuracy, and other related University policies; has responsibility to serve as back-up and make routine decisions in the absence to the Manager of Travel Services. This individual will also be responsible for carrying out special projects requiring planning, and coordination, which includes process improvement initiatives.

**Minimum Qualifications:** Associate's degree in accounting, finance, business operations or equivalent combination of education and experience. Three to five years of related experience. Good interpersonal skills and the ability to effectively communicate with the UConn community and external parties with a variety of issues and inquiries. Ability to independently resolve problems. Experience with project management and process improvement. Good organization skills with demonstrated attention to detail. Strong working knowledge of Microsoft Office applications.

**Preferred Qualifications:** Bachelor's Degree in accounting, finance, business operations or related field. Experience processing travel reimbursements and/or other travel experience. Experience with visual basic, including technical knowledge programming iMacros or similar browser automation software. Knowledge of WebFocus or similar reporting software. Demonstrated experience implementing travel and expense reporting software. Demonstrated experience implementing Accounts Payable and travel software. Knowledge of Quali Financial Systems. Strong audit, analytical and problem-solving skills.

**Appointment Terms:** This is a full-time, permanent position. Salary will 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. Please reference Search # 2016306. Screening will begin immediately. 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 January 11, 2016.

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., Diverse, the *Hartford Courant*, the Chronicle of Higher Education, careerbuilders.com, and the Diversity Network.

43 total applicants: 6 WM, 26 WF, 2 BM, 1 HF, 2 AM, 3 AF and 3 UF.

Unqualified applicants included: 4 WM, 21 WF, 2 BM, 1 HF, 2 AM, 2 AF and 2 UF

- 1 WM, 7 WF, 1 BM, 1 HF, and 1 UF did not possess an Associate's degree in accounting, finance, business operations, or an equivalent combination of education and experience.
- 2 WM, 7 WF, 2 AM, 2 AF, and 1 UF lacked three to five years of related experience.
- 1 WM, and 7 WF did not have experience with project management and process improvement.
- 1 BM failed to demonstrate good organization skill and attention to detail based on application materials.

Interviewed applicants included: 2 WM, 5 WF, 1 AF and 1 UF

## Hiring Goals Analysis 2016

- 1 WF withdrew their application from consideration.
- 1 WM and 1 WF lacked the relevant travel software experience.
- 1 W, and 1 UF did not possess experience with project management and process improvement.
- 1 WF and 1 AF did not have applicable customer service experience.
- 1 WM failed to demonstrate her technical skills in the use of reporting software.

1 WF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WF selected possessed a Master's in Business Administration. She had experience in a specialized processing environment in a large organization, as well as in customer service and travel. The candidate also demonstrated the ability to work with visual basic, including technical knowledge of programming iMacros, and similar browser automaton software.

## Hiring Goals Analysis 2016

### **2016060 – Administrative Services Specialist 2 – Controller Office - 1 HF**

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.

A goal of the Office of Finance Systems is the delivery of premier service, training, and support to the University's Enterprise Financial Applications user community. To reach that goal, the Office of Finance Systems seeks a Project Coordinator to organize activities between and within Finance Systems and supporting departments. The Project Coordinator will support large scale projects to ensure that all necessary logistical requirements have been met allowing for the successful implementation of projects in the division while working closely with the Finance System Leadership Team, Project Managers, and stakeholders. This position will also provide administrative support for the Director of the Finance Systems office.

#### **Duties and Responsibilities**

- Maintain and organize MS Sharepoint project and collaboration site content in cooperation with Project Management and Finance Systems Office
- Assist with determination/documentation of project requirements
- Manage communications on behalf of Finance Systems including broad university-wide communications for publication on Department and project sites
- Facilitate and schedule project team activities such as gap analysis sessions and user acceptance testing
- Assist with contractor time tracking for budget management
- Assist in tracking issues and change requests; soliciting updates from project team.
- Provide guidance and support to departmental project team members in use of project tools
- Administrative support with change control, quality control, and contracts & procurement
- Schedule and coordinate training activities, assist with documentation
- Prepare all presentations & dashboards for project and departmental meetings
- Event planning and coordination including securing venues and technology for large scale departmental and project functions
- Schedule meetings – prepare agendas and publish minutes
- Provide administrative support for the Director of Finance Systems
- Additional duties as required

#### **Minimum Qualifications**

1. Associate's degree or equivalent combination of education and experience
2. At least three years of experience in technology-related project coordination with the ability to understand project timelines, requirements and how to manage projects to a project plan
3. Experience providing administrative support with the ability to solve administrative problems efficiently, effectively, and independently
4. Experience compiling and maintaining project documentation and issue logs.
5. Experience working with project teams to develop and document processes and procedures
6. Exceptional communication skills
7. Excellent organizational and time management skills
8. Moderate experience with MS Project with advanced knowledge of Excel, Word, PowerPoint, and Outlook
9. Flexible and adaptable when dealing with change and multiple priorities with the ability to remain focused with a high attention to detail in a fast-paced environment

#### **Preferred Qualifications**

1. Bachelor's Degree in Business or other related field
2. Certified Associate in Project Management (CAPM) or other relevant certification
3. At least three years of experience providing day to day support of small to medium project efforts
4. The ability to manage projects to a project plan and understand project time-lines and requirements.

## Hiring Goals Analysis 2016

5. Experience managing supplier and contractor relationships
6. Hands on experience working with and supporting MS Sharepoint team and project sites
7. Experience with large scale event planning and coordination
8. Experience managing project contracts, service work orders, and requests through a support ticket system as part of an Enterprise Information Technology Department, IT Service Provider, 3rd party technology integrator, and/or software implementation consultant.

Recruitment activities included HERC, Inside Higher Ed., Diverse, *Hartford Courant*, and Careerbuilder.com.

### **Goal Applicants: BM, BF**

18 total applicants: 1 WM, 8 WF, 3 BM, 1 BF, 3 HF and 2 AF

Unqualified applicants: 1 WM, 5 WF, 3 BM, 1 BF, 2 HF and 2 AF

- 1 WM, 1 WF, and 1 HF did not possess an Associate's degree or equivalent combination of education and experience.
- 4 WF, 3 BM, 1 BF, 1 HF and 1 AF did not possess at least three years of experience in technology-related project coordination with the ability to understand project timelines, requirements, and how to manage projects to a project plan.
- 1 AF lacked experience providing administrative support with the ability to solve administrative problems efficiently, effectively, and independently.

Qualified applicants: 1 WF

- 1 WF did not possess three years of experience providing day to day support of small to medium project efforts.

Interviewed applicants: 2 WF, and 1 HF.

- 1 WF lacked the necessary amount of administrative work experience for the position.
- 1 WF did not demonstrate the ability to deal with change and handle multiple priorities.

The 1 HF selected had many years of experience in an administrative support position. She possessed the ability to understand timelines, and to be adaptable when dealing with change and multiple priorities. The candidate demonstrated good interpersonal and excellent organization skills.

## Hiring Goals Analysis 2016

### **UC Professional 4 – Program Assistant 2**

**Short-term goals: 4 WM, 1 BM, 1 HM**

#### **2016384 - Program Assistant 2 - UConn Recreation – 1 WM**

96 Total Applicants: 57 WM, 17 WF, 4 BM, 3 BF, 2 HM, 3 HF, 2 AF, 7 UM, 1 UF

Unqualified applicants: 45 WM, 15 WF, 3 BM, 3 BF, 2 HM, 2 HF, 1 AF, 6 UM, 1 UF

Interviewed applicants: 12 WM, 2 WF, 1 BM, 1 HF, 1 AF, 1 UM

***This hire achieved a hiring goal.***

#### **2016076 - Program Assistant 2 - Iss-1<sup>st</sup> Yr Prog/Learning – 1 WM**

73 Total Applicants: 9 WM, 41 WF, 4 BM, 7 BF, 2 HM, 6 HF, 1 AF, 1 UM, 2 UF

Unqualified applicants: 8 WM, 24 WF, 3 BM, 6 BF, 1 HM, 4 HF, 1 AF, 2 UF

Qualified applicants: 10 WF, 1 BM, 2 HF, 1 UM

Interviewed applicants: 1 WM, 7 WF, 1 BF, 1 HM

***This hire achieved a hiring goal.***



## Hiring Goals Analysis 2016

### **2016400 – Program Assistant 2 – Career Development – 1 WM**

#### **Description:**

##### **Job Summary**

Under the direction of the Associate Director, the Program Assistant 2 provides program support within the Center for Career Development (CCD). This position is responsible for assisting the supervisor in the performance of CCD activities and requires the ability to regularly exercise independent judgment within known practice and to resolve problems of administrative detail and procedures. This individual is responsible for independently managing high-level, detailed projects while simultaneously providing exemplary customer service in a high-traffic office environment. The incumbent must possess the ability to maintain a high degree of accuracy and efficiency while working in a fast-paced environment.

##### **Duties and Responsibilities**

1. Manages and/or assists supervisor in the performance of CCD programmatic and administrative activities and tasks, and may be responsible for short or long term projects, which require technical knowledge and an understanding of career planning and administrative policies and procedures.
2. Serves as a resource to students on CCD programmatic matters including career counseling, resume critique, interview tips, internships, job search activities, etc.
3. Oversees student employees who provide initial training and counseling to students seeking services. Responsible for their recruitment, selection, training, evaluation, and if necessary, termination. During high volume periods, adjust student employee workloads as appropriate.
4. Assesses students' needs at intake and provides initial CCD advice and referral regarding career development resources and services. Triage students and determines when their needs require an exception to standard CCD processes.
5. Develops initial relationship with off-campus employers who are reaching out to the University interested in UConn students and refers as appropriate.
6. Evaluates existing CCD supplemental resources and materials for effectiveness, usage, and whether resources continue to meet CCD programmatic goals. Stays up-to-date on current trends and researches and recommends new resources and materials. Responsible for compiling, maintaining, and distributing all resources and materials for the department including new subscriptions and renewals.
7. Directs departmental workflow, makes proactive adjustments as appropriate, and oversees the necessary administrative paperwork and records; maintains complex filing system to support program, including fiscal, personnel and student records.
8. Responsible for event management, including conference planning, room and resource coordination, for department-specific functions.
9. Acts for and represents CCD to other University offices, the public or outside agencies on CCD programs and administrative matters.
10. Exercises general supervision over office personnel, including students, and office functions; processes and maintains necessary paperwork, records, and files to support the CCD.
11. Assists in the preparation of budgets and monitors expenditures.
12. Writes and/or edits informational and promotional materials as requested; may assist with website and social media updates.
13. Keeps electronic folders and files up to date and accurate by monitoring folders, policies and procedures documents and communicating with staff as necessary. Creates and updates office documents and/or forms.
14. Performs office management functions to include directing the workflow and making adjustments as appropriate.
15. Performs other related duties as assigned.



## Hiring Goals Analysis 2016

### **Minimum Qualifications**

- Bachelor's degree.
- Three to five years' related experience, which demonstrates considerable knowledge of administrative or career planning methods.
- Demonstrated experience using Microsoft Word, Excel, and Outlook.
- Demonstrated oral and written communication skills.
- Excellent organizational skills with strong attention to detail.
- Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative matters.
- Work occasional nights and weekends.

### **Preferred Qualifications**

- 1-2 years' supervisory experience.
- Demonstrated experience in project management and event planning.
- Demonstrated experience managing complex workflows in a high volume environment.
- Experience working at an institute of higher education.
- Demonstrated experience working with the public in a diverse environment.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Linked In, Facebook, 11 Tweets on Twitter including Hartford Courant, Campus Cultural Centers, emailed posting to contacts in Provost and Budget Offices.

### **Goal Applicants: WM, BM, HM**

62 Total Applicants: 7 WM, 35 WF, 1 BM, 8 BF, 1 HM, 5 AF and 5 UF

Unqualified Applicants: 5 WM, 26 WF, 1 BM, 7 BF, 1 HM, 5 AF, 4 UF

- 2 WM, 17 WF, 1 BM, 6 BF and 2 AF submitted incomplete applications.
- 1 WF, 1 AF and 1 UF did not have a Bachelor's degree.
- 3 WM, 3 WF, 1 BF, 1 AF and 2 UF lacked three to five years' related experience, which demonstrates considerable knowledge of administrative or career planning methods.
- 5 WF and 1 HM did not demonstrate experience using Microsoft Word, Excel, and Outlook.
- 1 AF did not demonstrate excellent written communication skills.
- 1 UF lacked excellent organizational skills with strong attention to details.

Qualified Applicants: 1 WM, 1 WF, 1 UF

- 1 WM, 1 WF and 1 UF did not demonstrate experience in project management and event planning.

Interviewed Applicants: 1 WM, 8 WF, 1 BF

- 1 BF withdrew their application.
- 1 WM and 7 WF did not have professional administrative experience that translated to this position.

## Hiring Goals Analysis 2016

The 1 WF hired had experience and skills in administrative methods and supervising student employees. This candidate also demonstrated her ability to work independently and exercise judgement without supervisory oversight. Additionally, her references were contacted and provided positive feedback.

## Hiring Goals Analysis 2016

### **2016526 – Program Assistant 2 - Aerospace Studies – 1 WF**

Under the direction of the Office of Veterans Affairs and Military Programs, the Program Assistant I/II provides administrative and program support to Air Force ROTC (Reserve Officer Training Corps) at the University of Connecticut (UConn). We are seeking a highly-motivated individual dedicated to providing first-rate service to the students and the Active Duty Military Personnel in Air Force ROTC at UConn.

This position reports to the Executive Assistant for the Office of Veterans Affairs & Military Programs and performs duties as required by the Department Head of Aerospace Studies and the Air Force ROTC Program.

#### **Duties and Responsibilities:**

1. Confers with and assists the Department Head and the assigned Active Duty military cadre in the performance of program administration and activities, which may include communicating with other University offices and/or outside agencies to clarify procedures and request information; establishing internal administrative procedures; and making/recommending changes to improve department's efficiency or effectiveness
2. Performs office management duties, including initiating and tracking facilities work orders; coordinating computer support and the transfer/retirement of University equipment; managing necessary administrative paperwork; maintaining records and complex paper and computerized filing system to support the department (i.e. fiscal, personnel, and student records)
3. Compiles and submits appropriate payroll paperwork for student staff and special payroll
4. Assists the admissions process for the department, which may include responding to general inquiries, referring as appropriate, prospective students and their families, high school guidance counselors, and others. Facilitates the medical components of admissions for applicants, as well as the scheduling of high school scholarship applicants and processing required documentation
5. Serves as a resource to current students, including crosstown students, faculty, cadre members, and others regarding the program, procedures, and requirements, as well as matters relating to administrative policies and procedures
6. Coordinates program logistics, such as course scheduling, in conjunction with the Registrar's Office and ROTC cadre, arranging for the early arrival of ROTC students at the start of the academic year, etc.

## Hiring Goals Analysis 2016

6. Coordinates program logistics, such as course scheduling, in conjunction with the Registrar's Office and ROTC cadre, arranging for the early arrival of ROTC students at the start of the academic year, etc.
7. Provides administrative support for department staff. Examples include maintaining the Department Head's calendar, drafting and editing correspondence, printing PeopleSoft course and student reports, receiving and distributing mail, and maintaining the department's supply closet
8. Serves as the Department's Fiscal Officer for the Department's University account, managing the Department's budget, as allocated from the Office of Veterans Affairs & Military Programs. Assists in the preparation of the University and Foundation budget account(s) and processes expenditures as delegated. Ensures timely and accurate financial reallocations. Provides financial reports as required.
9. Maintains and monitors student records, including monitoring student progress towards AFROTC criteria and University matriculation requirements as well as maintaining the permission number database for department classes
10. Plans and coordinates outreach programs and conferences, such as new student orientation, Career Day, Commissioning ceremony, guest speakers, student meetings, and ROTC program events.
11. Writes and/or edits informational and promotional materials, including the department website, for use in outreach activities, requiring an understanding of the Aerospace Studies Department and Air Force ROTC
12. Compiles data, which may be computerized, based on research techniques and statistical compilations, requiring an understanding of the program objectives and procedures and the ability to evaluate data sources
13. Compiles and maintains collection of resource materials and program information, including historical data regarding program production, scholarship data, and other statistical data relating to the operation of the program
14. Acts for and represents the Department Head to other University offices, the public or outside agencies on a wide range of administrative matters, as assigned
15. Is responsible for special projects, which may be short-term or on-going, and which require technical knowledge and understanding of the program
16. Performs related duties as required by the Department Head or supervisor

## Hiring Goals Analysis 2016

### **Minimum Qualifications:**

#### **To be considered for the Program Assistant I level:**

1. Bachelor's degree or equivalent combination of education and experience
2. Minimum of one year experience in a responsible administrative support position, which demonstrates knowledge of administrative methods.

#### **To be considered for the Program Assistant II level:**

1. Bachelor's degree
2. Minimum of three years related experience, which demonstrates considerable knowledge of administrative methods and subject areas

#### **All candidates must meet the following minimum qualifications:**

1. Demonstrated ability to independently provide significant program support
2. Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative matters
3. Excellent interpersonal and organizational skills
4. Excellent writing and communication skills
5. Exceptional computer skills and ability to learn new software as required

#### **Preferred Qualifications:**

1. Master's Degree
2. Experience in a higher education setting
3. Experience working with military-connected population or military leadership programs
4. Familiarity with higher education regulations, policies and procedures
5. Experience providing exceptional customer service
6. Adaptability to evolving job responsibilities

#### **Appointment Terms:**

This is a full-time, permanent position. Salary is commensurate with experience and includes full benefits. Anticipated start date is June 24, 2016.

#### **To Apply:**

Recruiting activities included: US.Jobs (Website), Military & Veteran Support Coalition (Group), Veterans Advisory Council (Group), Chris Guttierrez and Nicole Spencer at Cen (Contact), Toni Martucci, ECSU Veterans Coordinator (Contact), Jennifer Greene and Jon Ramos at Manchester (Contacts), Amy Kaplan VA Vital Program (Contact), Kim Pignatiello, VA, Vocational Rehabilitation (Contact), Veterans Services at Western Connecticut State University, SCSU [visokayk1@southernct.edu](mailto:visokayk1@southernct.edu) (Contact), Tom Pandolfi ESGR (Contact), James Hutchins CT DOL Veterans Services, Don Staub, Norwich Veterans Center (Contact), Andy Mallory, VBA (Veteran Affairs).

#### **Goal Applicants: WM, BM, HM**

39 Total applicants: 10 WM, 22 WF, 3 BF, 1 HF, 1 AF, 1 UM, 1 UF

Unqualified applicants: 7 WM, 13 WF, 2 BF, 1 AF, 1 UM

## Hiring Goals Analysis 2016

- 3 WM, 4 WF, 1 AF lacked a minimum of one year in an administrative support position, which demonstrates knowledge of administrative methods.
- 3 WM, 6 WF, 2 BF, 1 UM did not possess an excellent writing and communication skills.
- 1 WM, 3 WF were unable to demonstrate an ability to independently provide significant program support.

Qualified applicants: 3 WF

- 1 WF lacked experience in a higher education setting.
- 2 WF lacked a Master's degree in a related field.

Interviewed applicants: 3 WM, 6 WF, 1 BF, 1 HF, 1 UF

- 1 WF had no experience working in a higher education field.
- 2 WF had no experience working with students and/or those connected with the military.
- 1 WF did not show for scheduled interview.
- 1 WF did not have the customer service skills to provide resources to the cadet and cadre in Airforce ROTC program.
- 1 WM failed to demonstrate how administrative responsibilities of the position would be performed.
- 1 HF and 1 UF lacked the necessary verbal communication skills required for the position.
- 1 WM could not connect the differences of AFROTC Program assistant role with candidate's current role on campus.
- 1 BF could not display knowledge of role with working at a traditional campus to assist students.
- 1 WM could not clearly articulate a comprehensive understanding of the role of the position.

The 1 WF selected displayed an in depth knowledge and experience working with military-connected students, in addition to service in the military. She demonstrated extensive administrative experience, customer service experience, and the desire to continue to work in higher education specifically with military-connected students. The candidate was also familiar with higher education regulations, policies, and procedures.

## Hiring Goals Analysis 2016

### **2016578 – Program Assistant 2 - Global Affairs – 1 WF**

The University of Connecticut's Global Affairs seeks a Program Assistant 2 (UCP 4) to support English Language Programs at the University. Under the direction of a designated supervisor, this position provides responsible administrative support as well as significant program support for the University's English Language Programs. General position duties include program admissions, registration, student services, scheduling and reservations, and the creation and coordination of socio-cultural events for international students.

#### **Duties and Responsibilities**

1. Serves as a resource to individuals and groups on matters relating to all English Language Program activities and on matters relating to administrative policies and procedures. Serves as initial point of contact for program applicants, the UConn community, and students, responding to phone, emails, and in-person inquiries regarding admission, course and program information.
2. Coordinates English Language program logistics and administrative support for program staff, making adjustments to accommodate changing priority needs. Provides administrative support for teaching staff, including coordinating course registrations, student and teacher schedule changes, billing, classroom and office requests, and inventory control of program resources.
3. Provides an initial screening of applications to confirm student eligibility for the English Language programs and communicates with the applicant and appropriate staff when a candidate is not qualified.
4. Writes and/or edits informational and promotional materials for use in outreach activities, requiring an understanding of the subject matter. Creates and disseminates marketing materials including design and distribution of flyers, email and web-based announcements of sociocultural activities, trips, upcoming programs, and social media postings. Creates a detailed session calendar of events and coordinates room reservations, transportation, and catering for all program events. Schedules and makes arrangements for all student activities and off campus trips.
5. Performs office management duties; directs the workflow and supervises necessary administrative paperwork including fiscal, personnel, and student records.
6. Compiles and maintains collection of resource materials and program information. Processes new applications and follows up with placement exams, welcome packets, and required documentation for immigration, health services, housing, and billing. Ensures all published program information is up to date for recruiting agencies and potential program candidates.
7. Compiles data, which may be computerized, based on research techniques and statistical compilations, requiring an understanding of the program objectives and procedures and the understanding and evaluation of data sources. Maintains program database and prepares regular updates on enrollment. Collects and analyzes data required for accreditation and special reports (pass rates, number of semesters to complete the program, demographics, etc.).
8. Assists in the preparation of budgets and control of expenditures.
9. Acts for and represents supervisor to other University offices, the public or outside agencies on a wide range of administrative matters.
10. Coordinates with student service offices around campus to ensure that students are in compliance and have access to resources.
11. Works independently to resolve compliance issues and acts for and represents the program

## Hiring Goals Analysis 2016

- in communications and meetings.
12. Recruits, supervises, and trains student employees and conversation partners.
  13. Performs other related duties as required.

### **Minimum Qualifications**

1. Bachelor's degree
2. At least three years of experience working with an international population in a higher education setting
3. Excellent organizational and supervisory ability
4. Ability to independently manage and prioritize multiple projects to meet deadlines
5. Excellent interpersonal and communication skills
6. Willingness to work flexible and irregular hours, including weekends; some travel may be required
7. Demonstrated ability to work independently and problem solve to provide significant program support

### **Preferred Qualifications**

1. Master's Degree
2. Knowledge of and proficiency in Student Administration Software by ORACLE/PeopleSoft and Filemaker
3. Familiarity with electronic financial systems.

**Appointment Terms:** This position is a full time, 12-month, permanent position. 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. Please be sure your application materials demonstrate how you meet the qualifications for this position and are in a Word or PDF format. Include Search # 2016578 in all correspondence. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016578).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 6, 2016.

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: Teacher's Workshop, Network with College, Job Ad posted in various Departments.

### **Goal Applicants: WM, BM, HM**

29 Total number of applicants: 5 WM, 18 WF, 2 HM, 1 AM, 2 AF, 1 UM

Unqualified applicants: 5 WM, 13 WF, 2 HM, 1 AM, 2 AF.

- 4 WM, 12 WF, 2 AF, 1 AM, 2 HM lacked at least three years working with international population in a higher education setting.
- 1 WM, 1 WF lacked a Bachelor's degree in a related field.

Interviewed applicants: 5 WF, 1 UM



## Hiring Goals Analysis 2016

- 2 WF and 1 UM withdrew.
- 1 WF did not have enough experience working with international students or programs for this position.
- 1 WF did not show for interview.

The 1 WF selected had the most experience with international students. She possessed knowledge of university systems and demonstrated problem solving ability. The candidate had excellent communication skills and demonstrated an ability to manage multiple tasks.

### **523276 – Program Assistant 2 – Writing Center – 1 WF**

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

## Hiring Goals Analysis 2016

### **2016519 - Program Assistant 2 – Community Standards – 1 WF**

#### **Position Summary**

Under the direction of the Director of Community Standards, the Program Assistant 2 independently coordinates and provides assistance in carrying out both administrative and programmatic matters for the Office of Community Standards. This position provides the initial point of contact for the Office of Community Standards. This staff member will be expected to regularly exercise independent judgment within established practice and policy and to independently resolve a wide variety of administrative problems.

The successful candidate will be a highly motivated, student-centered and dedicated professional. The Community Standards staff is committed to the core values of integrity, respect, responsibility and collaboration, helping to engage students in the learning process. Individuals who are seeking an opportunity to challenge and support students to develop and become positive, contributing members of our academic community and society should apply for this position.

#### **Duties and Responsibilities**

1. Provide case management support for the Community Standards staff which includes scheduling, document collection, correspondence, and file management.
2. Coordinate the management of hearings (scheduling, paperwork, video-conferencing, etc.).
3. Collect and analyze data and information about student conduct cases.
4. Manage office traffic including scheduled appointments, walk-ins, and phones.
5. Assist students, parents, and attorneys with questions regarding the student conduct process
6. Serve as a resource to individuals and groups on matters relating to the Community Standards administrative policies and procedures.
7. Compile data, which may be computerized, based on research techniques and statistical compilations, requiring an understanding of the program objectives and procedures and the understanding and evaluation of data sources.
8. Compile and maintain collection of resource materials and program information.
9. Confer with and assist supervisor in the performance of program administration and activities.
10. May perform office management duties; direct the workflow and supervise the necessary administrative paperwork; manage records and a complex filing system to support the office, including fiscal, personnel and student records, all of which may be computerized.
11. Coordinate program logistics and administrative support for Community Standards staff, making adjustments to accommodate changing priority needs.
12. May assist in the preparation of budgets and control of expenditures.
13. Write and/or edit informational and promotional materials for use in outreach activities, requiring an understanding of the subject matter.
14. If applicable, maintain and monitor student records.
15. Assist in outreach programs and conference planning and make arrangements as necessary.
16. Perform related duties as required.

#### **Minimum Qualifications**

1. Bachelor's degree in subject matter related to program specialty
2. Three to five years' related experience, which demonstrates considerable knowledge of administrative methods and subject areas
3. Demonstrated ability to independently provide significant program support
4. Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative matters
5. Good interpersonal and organizational skills
6. Good writing and communication skills
7. Computer programming skills may be required if applicable to program area

#### **Preferred Qualifications**

1. Master's degree in Higher Education in Students Affairs, Counseling or related field
2. Experience working in a higher education environment
3. Knowledge of PeopleSoft
4. Demonstrated proficiency with Microsoft Office suite
5. Demonstrated experience working with the public in a diverse environment

## Hiring Goals Analysis 2016

Recruitment activities included HERC, Inside Higher Ed., Diverse, the *Hartford Courant*, LinkedIn and higeredjobs.com.

22 Total applicants: 5 WM, 8 WF, 1 BF, 1 HM, 2 HF, 1 AM and 4 UF

Unqualified applicants: 3 WM, 3 WF, 1 BF, 1 HM, 2 HF, 1 AM and 3 UF

- 1 BF, 1 AM and 1 UF did not submit complete applications.
- 3 WM, 3 WF, 1 HM, 1 HF and 2 UF lacked the three to five years related experience which demonstrates considerable knowledge of administrative methods and subject areas.
- 1 HF lacked computer skills

Qualified applicants: 1 WM and 2 WF

- 1 WF lacked a Master's degree in Higher Education, Student Affairs, Counseling or a related field and experience working in a higher education.
- 1 WM and 1 WF lacked a Master's degree in Higher Education, Student Affairs, Counseling and knowledge of PeopleSoft.

Interviewed applicants: 1 WM, 3 WF and 1 UF

- 1 WM did not possess the front line administrative support experience necessary for the position.
- 1 WF lacked proficiency with Microsoft Office.
- 1 WF did not provide clear and complete answers to interview questions.
- 1 UF did not have experience working in a diverse public environment.

1 WF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WF selected provided responses to interview questions that indicated she had strong administrative and problem solving skills. She gave clear examples of her previous work experience and how it transferred to the current position. She was proficient in the entire Microsoft Office suite.

## Hiring Goals Analysis 2016

### **2016223 – Program Assistant 2 – Education Dean’s Office – 1 AM**

The Dean’s Office in the Neag School of Education seeks applications for a Program Assistant 2 (UCP 4) position. This key position will assist in managing a number of high level administrative functions to a variety of programs within the Dean’s Office and the Integrated Bachelor’s/Master’s (IB/M) Teacher Education Program. The five-year IB/M program is a rigorous, well-planned program designed to provide students an optimum combination of experiences in which they can build content area knowledge, knowledge of teaching and learning, and the practical knowledge required to be a successful and effective teacher for all students. The undergraduate years are followed by one year of graduate level professional education leading to a Master’s degree in education. Completion of all program requirements results in the recommendation for certification as a teacher in the State of Connecticut.

#### **Job Summary**

A primary focus of the position will be to administratively support IB/M Director and program. Additionally, the incumbent will work closely with faculty, students and various schools districts to place over 350 culturally diverse students annually in teaching assignments, internships and clinical placements. Responsibilities will require independent decision-making skills, the ability to exercise independent judgment and to be able to resolve administrative and programming problems with a high level of diplomatic communication skills. Position will require working some evenings and weekends.

#### **Duties and Responsibilities**

##### ***Teacher Education Program***

- Provide administrative support to all Teacher Education Office personnel.
  - Work directly with Associate Director and Director of School-University Partnerships and all clinical faculty in the process of matching student teacher-candidates with cooperating districts and teachers for their clinical studies.
  - Work as liaison between the faculty and district facilitators and/or university supervisors for a system of open communication.
  - Communicate with school districts’ Pre-Service Placement Coordinators in order to procure clinical placements for juniors, seniors and fifth-year interns.
  - Ensure completeness and accuracy of spreadsheet data and communications concerning junior, senior and fifth-year intern placements in the field.
- 
- Create and update databases for professionally qualified clinic teachers, cooperating teachers and university supervisors.
  - Organize and oversee the evaluations and surveys sent to all IB/M program stakeholders.
  - Maintain calendar for Director of School-University Partnership, scheduling meetings and conference calls.
  - Gather all data via surveys and evaluations and interpret them in order to match students with teachers for the IB/M program.
  - File and maintain sensitive and confidential information, such as student résumés, evaluations, Action Plans.
  - Maintain current assignments for clinical study of every student teacher-candidate.
  - Schedule and manage Lead Teachers Meetings, Schools as Clinics Meetings, Teacher-Candidate / Supervisor Orientations.
  - Perform other duties as assigned.

## Hiring Goals Analysis 2016

### **Dean's Office**

- Provide administrative support to the Dean as needed.
- Execute friendly, supportive and efficient front desk reception functions.
- Respond appropriately and expeditiously to all incoming calls, incoming emails and verbal requests.
- Coordinate Dean's office meeting and event logistical needs such as room reservations and catering.
- Assist in the coordination annual Undergrad and Graduate Commencement Receptions.
- Provide website and other technological support and moderate accounting services as needed.
- Effectively communicate and maintain confidentiality with all levels of stakeholders internal and external to the University.
- Coordinate and oversee Fingerprinting Event for all of the Neag School of Education.
- Take accurate minutes of meetings, reserve and prepare facilities and meeting rooms.
- Create and update mailing lists and event participation lists/communications.
- Manage student listserv communications.
- Supervise Dean's office student workers.
- Maintain adequate inventory of supplies.
- Perform other duties as assigned.

### **Minimum Qualifications**

1. Bachelor's degree.
2. Three to five years related experience, which demonstrates considerable knowledge of administrative methods and subject areas.
3. Demonstrated ability to independently provide significant program support.
4. Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative matters.
5. Outstanding interpersonal and organizational skills.
6. Good writing and dynamic communication skills with all levels of constituents.
7. Proven computer program skills in database, word processing, and survey tools.
8. Previous experience in supervising student workers.
9. Experience with logistical planning for large scale events up to 500 attendees.
10. Ability to work occasional nights and weekends.

### **Preferred Qualifications**

1. Knowledge of Qualtrics, Microsoft Office Programs including Excel, Word, Publisher.
2. Experience with coordinating Clinical Placements of students in K-12 school districts.
3. Experience with PeopleSoft or related Student Administration Systems.
4. Experience with University meeting and event planning processes and tools.

## Hiring Goals Analysis 2016

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, and numerous professional contacts.

### **Goal Applicants: WM, BM, HM**

27 total applicants: 1 WM, 8 WF, 1 BF, 1 HM, 2 HF, 1 AM, 3 AF, 2 UM, and 8 UF.

Unqualified applicants: 1 WM, 7 WF, 1 BF, 1 HM, 2 HF, 3 AF, 2 UM, and 7 UF.

- 1 WM, 4 WF, 1 HM, 2 HF, 2 AF, 2 UM, and 4 UF lacked three to five years related experience that demonstrates considerable knowledge of administrative methods and subject areas.
- 1 WF, 1 BF, and 2 UF lacked a Bachelor's degree.
- 1 UF did not have previous experience in supervising student workers.
- 1 WF did not possess proven computer program skills in database, word processing, and survey tools.
- 1 WF and 1 AF lacked expertise with logistical planning for large scale events up to 500 attendees.

Interviewed applicants: 1 WF, 1 AM, and 1 UF.

- 1 WF lacked experience in providing day to day administrative level support for leaders, a primary area of focus for the position.
- 1 UF did not have experience in large scale event planning and teacher education clinical placements, two important areas for the position.

The 1 AM selected for the position had extensive experience in the primary areas of this position including providing administrative support directly for a dean, coordinating teacher education clinical placements, and large scale even coordination. This candidate possessed strong written and oral communication abilities and demonstrated attention to detail and accuracy. Finally, this candidate also had broad experience with university systems and technology that is was essential to the position.



## Hiring Goals Analysis 2016

### UC Professional 3

**Short-term goals: 1 BM, 1 AM**

#### **2016216 – Admissions Counselor – Admissions – 1 WF**

The Office of Undergraduate Admissions invites applications for a full-time, permanent position of Admissions Counselor. Reporting to the Senior Associate Director for Freshman Admissions, the Admissions Counselor has responsibility for reading, reviewing, evaluating and processing applications for admission and determining admittance within established guidelines; makes independent decisions based on academic credentials; serves on the freshman application review committee for Storrs and regional campuses for assigned territory; responsible for recruitment, admissions and enrollment related activities in assigned in-state and/or out-of-state markets; responds to written, telephone and personal inquiries and requests for information; maintains and updates files, and compiles Admission reports for Senior Associate Director; serves as a resource to prospective students, parents, guidance counselors, educators and the University community; interprets admission policies and responds to inquiries about academic programs, campus life and requirements making appropriate referrals as needed; provides support and assistance to freshman admission programs; recognizes and complies with relevant rules and regulations of the National Collegiate Athletic Association (NCAA); and performs other duties as assigned.

**Minimum Qualifications:** The successful candidate possesses a minimum of a Bachelor's degree; prior Admissions experience or related experience; experience utilizing technology within work responsibilities; ability to make independent judgments and manage complex deadlines; must demonstrate ability for accuracy and attention to detail; strong interpersonal, verbal and written communication skills; willingness to travel and work flexible and irregular hours; experience working in organizations committed to global diversity; ability to travel domestically and abroad to support recruitment for the University; and familiarity with on-line computer systems.

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

**To Apply:** To apply, please submit cover letter, resume, and the names, addresses and telephone numbers of three professional references. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2016216)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 5, 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: The UConn Careers website, HERC, Inside Higher Ed., Diverse, NACAC, NEACAC, and AACRAO.

#### **Goal Applicants: BM, AM**

138 total applicants: 29 WM, 56 WF, 5 BM, 14 BF, 5 HM, 9 HF, 1 AM, 3 AF, and 7 UM and 9 UF

Unqualified applicants: 28 WM, 49 WF, 4 BM, 12 BF, 5 HM, 9 HF, 1 AM, 3 AF, 6 UM, 9 UF.

- 2 WM, 3 WF, and 1 HF lacked a Bachelor's degree.

## Hiring Goals Analysis 2016

- 26 WM, 43 WF, 3 BM, 12 BF, 5 HM, 8 HF, 1 AM, 2 AF, 5 UM, 8 UF lacked prior admissions experience or related experience.
- 3 WF, 1 BM, 1 AF, 1 UM and 1 UF did not demonstrate ability in accuracy or attention to detail.

Interviewed applicants: 1 WM, 7 WF, 1 BM, 2 BF, and 1 UM.

- 1 WF and 1 BF withdrew from consideration.
- 4 WF and 1 BF provided vague answers to interview questions and did not have a full understanding of the position.
- 1 BM had weak communication skills and failed to complete the verbal presentation portion of the interview.
- 1 WF lacked experience recruiting international and underrepresented students and lacked experience in application review.
- 1 WM lacked recruitment experience and was unfamiliar with the extensive travel aspect of the position.
- 1 UM did not have a full understanding of the fast-paced recruiting environment and did not demonstrate the strong communication skills necessary for the position.

The 1 WF selected for the position did an excellent job presenting and demonstrated an understanding of territory management and the application review process. This candidate was well prepared for the interview and her answers to questions revealed a thorough understanding of the position.



## Hiring Goals Analysis 2016

### **2016363 – Assistant Scheduling Officer – Office of the Registrar – 1 WF**

The Office of the Registrar at the University of Connecticut is seeking applications for a full-time permanent Assistant Scheduling Officer (UCP 3) position, operating under the direction of the Associate Registrar. This position is responsible for several detailed projects while simultaneously providing exemplary customer service. This position will independently serve as a resource for administrators, faculty, and staff regarding academic rules and policies and the procedures necessary to make changes to academic programs. Revises, processes and analyzes all data changes to the master course and section schedule for up to six semesters simultaneously, in order to produce an accurate master schedule. Responsible for Ad Astra classroom & event scheduling, running optimizer and final exams. Testing of software upgrades/bundles/fixes. Shares responsibility for registration for each term, enters data into computer and solves related data processing problems. Helps coordinate work flow in Scheduling Office, helps direct office staff and supervises, trains and establishes work schedules of student workers. Analyzes and solves non-routine scheduling and data processing problems. Serves as an information source for new data processing system developments and changes; informs and instructs staff, faculty, administrators and regionals, as required. Evaluates data processing reports and recommends changes in both content and format. Assists with the duties of the Associate Registrar in his/her absence. Serves as the liaison with academic departments, regional campuses, Continuing Studies, office of Facilities, Student Activities Office, Graduate School Office, Office of Institutional Research, and Dean of Students. Serves as an information source to students and others regarding registration and procedures and new system development. This position keeps abreast of changes to University policies and procedures in relation to functions of the Registrar's Office and FERPA guidelines. Performs related duties as required.

**Minimum Qualifications:** Bachelor's degree or equivalent combination of education and experience; general knowledge of administrative organization and academic regulations; excellent interpersonal skills and verbal skills; knowledge of rules of grammar and punctuation; proven capability to write tactful, concise email messages that reference and enforce specific rules and policies; computer skills; utmost attention to details; organizational and analytical skills; ability to work within deadlines and make decisions; ability to establish rapport and to maintain effective working relationships with faculty and staff; ability to set up and move furniture as needed in campus classrooms.

**Preferred Qualifications:** Bachelor's degree; three plus years of related experience; previous higher education experience at a large University; PeopleSoft experience as an administrative user; demonstrated organizational, administrative, and interpersonal skills, including the ability to identify and resolve problems.

**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 UConn Jobs. 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 # 2016363)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on February 2, 2016.

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 the UConn Career Website.

#### **Goal Applicants: BM, AM**

55 total applicants: 8 WM, 32 WF, 1 BM, 4 BF, 1 HM, 1 HF, 4 AF, 2 UM and 2 UF.

Unqualified applicants: 3 WM, 18 WF, 1 BM, 3 BF, 1 HF, 2 AF, and 1 UF.

## Hiring Goals Analysis 2016

- 1 UF withdrew their application from consideration.
- 1 WM, 1 WF, and 1 BF lacked a Bachelor's degree, or an equivalent combination of education and experience.
- 2 WF failed to demonstrate general knowledge of administrative organization and academic regulations.
- 1 WM and 4 WF lacked knowledge of the rules of grammar and punctuation.
- 11 WF, 1 BM, 2 BF, 1 HF, and 2 AF failed to demonstrate utmost attention to details based on errors in application materials.
- 1 WM lacked organizational and analytical skills.

Qualified applicants: 3 WM, 4 WF, 1 BF, 1 HM, 1 AF, 1 UM and 1 UF.

- 1 WF, 1 AF, and 1 UF lacked a Bachelor's degree.
- 2 WM, 2 WF, 1 BF, 1 HM, and 1 UM did not possess three or more years of related experience.
- 1 WM, and 1 WF did not possess previous higher education experience at a large university.

Interviewed applicants: 2 WM, 10 WF, 1 AF, and 1 UM.

- 1 WM, and 1 WF withdrew their application from consideration.
- 5 WF and 1 UM were unable to articulate how to build a rapport with faculty and staff.
- 1 WM, 1 WF and 1 AF failed to demonstrate the ability to work within deadlines and make decisions.
- 1 WF was unable to demonstrate competence in administrative and problem-solving skills.
- 1 WF lacked previous higher education experience at a large University.

The 1 WF selected possessed a Bachelor's of Science and over five years of experience in administrative and customer service related work. She demonstrated experience with a variety of databases, as well as comfort with technology. The candidate selected possessed an ability to establish rapport, excellent interpersonal communication skills, and the capability to maintain effective relationships. She also successfully demonstrated organizational and problem-solving skills.

## Hiring Goals Analysis 2016

### **2016371 –Financial Aid Analyst – Financial Aid – 1 WF**

**Job Summary:** The Office of Student Financial Aid Services invites applications for a full-time, twelve-month Financial Aid Analyst position. Duties: review financial aid documentation and analyze financial situations and eligibility; determine appropriate packaging of aid based on standardized procedures; request additional documentation and information as needed; 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; make adjustments to financial aid awards based on additional information, outside awards and changes in enrollment status; perform all aspects of financial aid processing including the processing of all incoming documentation and correspondence; perform special projects as needed or assigned; participate in office outreach activities.

**Minimum Qualifications:** The ideal candidate will have a Bachelor's degree in related field; demonstrated ability to work with detail and follow established procedures; demonstrated ability to work independently under time constraints.

**Preferred Qualifications:** Preference given to candidates with experience using an automated financial aid system (e.g. PeopleSoft, Banner, etc.), experience using a document imaging system (e.g. Image Now) and related financial aid experience.

**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 upload their letter of application, current resume and contact information for three references. Review of applicants will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016371)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on February 15, 2016.

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., Diverse, LinkedIn, the Connecticut Association of Professional Financial Aid Administrators, and various professional contacts were utilized.

#### **Goal Applicants: BM, AM**

29 total applicants: 6 WM, 16 WF, 1 BM, 1 BF, 2 HF, 1 AM, 1 AF, and 1 UF

Unqualified applicants: 3 WM, 11 WF, 1 BM, 1 BF, 1 HF, 1 AM, 1 AF, and 1 UF.

- 1 WM, 2 WF, and 1 HF lacked a Bachelor's degree in a related field.
- 2 WM, 6 WF, 1 BM, 1 BF, 1 AM, and 1 UF failed to demonstrate the ability to work with detail and follow established procedures.
- 3 WF, and 1 AF did not possess a demonstrated ability to work independently under time constraints.

Qualified applicants: 2 WM, and 2 WF.

- 2 WM, and 2 WF lacked experience using an automated financial aid system, such as PeopleSoft or Banner.

## Hiring Goals Analysis 2016

Interviewed applicants: 1 WM, 3 WF, and 1 HF.

- 1 WM, and 1 WF lacked experience and skills with actual processing of financial aid data.
- 1 WF failed to demonstrate the ability to work under time constraints.
- 1 HF lacked the necessary ability to work with an automated processing system.

The 1 WF selected demonstrated the knowledge and skill necessary to successfully manage the required tasks of the position. She displayed a willingness to learn and grow within the financial aid field. The candidate was a great team player, but could also work independently. She was task-oriented, and demonstrated the ability to complete tasks in an organized and timely manner.

## Hiring Goals Analysis 2016

### **2016081 – Assistant Scheduling Officer – Hartford Student Services – 1 AF**

#### **JOB SUMMARY**

Under the general supervision of designated supervisor and in close cooperation with the academic departments, provides assistance with the scheduling and registration functions for UConn Hartford.

#### **DUTIES AND RESPONSIBILITIES**

- Serves as an authoritative information source to faculty, administration, students, parents and others regarding registration and scheduling policies and procedures.
- Coordinates and reviews current and upcoming master schedules for both course and classroom assignments as well as final exam schedules.
- Independently identifies scheduling and registration problems and follows-up to resolve them; assists at "problem" desk at arena registration.
- Monitors registration for each term, enters data into computer and solves related data processing problems.
- Is responsible for the accuracy of instructor information on class lists, grade sheets and various other reports; verifies the accuracy of final room and class schedules.
- Analyzes, troubleshoots and resolves conflicts with scheduling and registration data; enters data into existing mainframe computer programs.
- Prepares and distributes master schedule information for time-critical mailings to faculty and departments.
- Communicates with Office of Facilities to assure that both day and evening classrooms are available for occupation at appropriate times.
- Oversees the daily activities of a few student and clerical workers.
- Evaluates data processing reports and recommends changes in both content and format.
- Keeps abreast of new data processing system developments and changes; and informs and instructs staff members as needed.
- Is heavily involved in low volume "on-line" registration for the upcoming semester; especially during the summer and winter breaks.
- Identifies and resolves registration problems generated from "Thesis" reports. Notifies students of problems with their registration, which they need to address.
- Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in appropriate field, or equivalent combination of education and experience.
2. General knowledge of administrative organization and academic regulations.
3. Good organizational and interpersonal skills.
4. Ability to pay attention to detail, work within deadlines and make decisions.
5. Familiarity with electronic data processing.
6. Ability to establish rapport with students and parents and to maintain effective working relationships with faculty and staff.

#### **PREFERRED QUALIFICATIONS**

1. Experience with PeopleSoft, AdAstra, or similar academic planning software.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, CALAHE, neacrao.org, and CACR listserv.

## Hiring Goals Analysis 2016

### **Goal Applicants: BM, AM**

82 total applicants: 16 WM, 38 WF, 15 BF, 1 HM, 6 HF, 3 AF, and 3 UF.

Unqualified applicants: 14 WM, 32 WF, 13 BF, 1 HM, 6 HF, and 2 UF.

- 8 WM, 11 WF, 8 BF, 1 HM, 3 HF and 1 UF did not submit a cover letter and/or the appropriate number of references.
- 6 WM, 20 WF, 5 BF, 3 HF, 1 UF lacked a general knowledge of administrative organization and academic regulations.
- 1 WF did not possess technical familiarity with electronic data processing.

Qualified applicants: 1 WM, 1 WF, and 1 BF.

- 1 WM, 1 WF, and 1 BF lacked experience with PeopleSoft, AdAstra, or similar academic planning software.

Interviewed applicants: 1 WM, 5 WF, 1 BF, 3 AF, and 1 UF.

- 1 WM withdrew from consideration.
- 1 AF lacked experience with AdAstra, contrary to the extensive knowledge and experience listed on her application materials.
- 1 WF was unable to demonstrate the ability to resolve scheduling and registration problems, or troubleshoot conflicts with scheduling and registration data.
- 1 WF was unable to independently resolve scheduling and registration programs.
- 1 AF did not understand the position and its role in the organization.
- 1 WF was unable to make decisions or provide possible conflict solutions when dealing with faculty, staff, students, and parents.
- 1 WF had limited experience with Microsoft Excel, which this position requires extensive use of.
- 1 BF did not demonstrate the ability to work within deadlines or good organizational skills in her responses during the on-campus interview.
- 1 WF did not have an understanding of the student population and the issues facing a regional campus.
- 1 UF gave unclear answers during the interview that made it difficult to evaluate ability to perform the duties and responsibilities of the position.

The 1 AF selected for the position demonstrated strong interpersonal and organizational skills. The applicant has a strong ability to establish rapport with students and parents and to maintain effective working relationships with faculty and staff. Additionally, this candidate displayed strong attention to detail and an ability to work independently.

## Hiring Goals Analysis 2016

### **2016479 - Technical Records Coordinator - Accounts Payable – 1 AF**

#### **Job Summary**

Under the general supervision of designated Accounts Payable supervisor, this position is responsible for disbursement processing, maintaining and coordinating computerized records and reports, supervising record-keeping functions and assists with special projects as assigned.

#### **Duties and Responsibilities**

1. Coordinates all aspects of daily disbursements processing including the escheatment process with specialized reporting, verifying information for accuracy and compliance with State and Federal regulations and University policy and procedures.
2. Answers vendor or departmental inquiries regarding disbursements, editing databases such as vendor profiles, ACH (direct deposit) records, computerized records and correspondence to vendors regarding disbursements. Monitors departmental email boxes as assigned.
3. Prepares narrative and informational reports, as needed or requested; compiles and organizes information that requires an understanding and evaluation of data sources.
4. 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 and process improvement initiatives.
5. Develops procedures for and coordinates or supervises the effective and efficient delivery of departmental services, in assigned area of responsibility.
6. Assists technical computer staff in the design, testing, modification/upgrading and documentation of computerized files, forms and general system requirements.
7. Develops procedures to ensure that records are accurate and up-to-date.
8. Compiles data and prepares statistical reports used to monitor or assess department activities, programs, services or project future needs.
9. Supervises clerical or student staff engaged in record keeping, data entry or related activities.
10. Performs related duties as required.

#### **Minimum Qualifications**

1. Bachelor's degree in accounting, finance, business operations or equivalent combination of education and experience
2. Two years of full-time employment in related area
3. Good interpersonal skills and the ability to effectively communicate with the UConn community and external parties with a variety of issues and inquiries
4. Demonstrated knowledge of recordkeeping systems and ability to be precise with quantitative data
5. Familiarity with computer programming methods, data organization and/or data management
6. Good organization skills with demonstrated attention to detail
7. Ability to work independently and exercise good judgment
8. Working knowledge of Microsoft Office applications

## Hiring Goals Analysis 2016

### **Preferred Qualifications**

1. Bachelor's degree in accounting, finance, business or related field
2. Familiarity with Quali Financial Systems and/or Webfocus or similar reporting software
3. Excel experience to include formulas and pivot tables, SharePoint/OneDrive
4. Working knowledge of office operations and University procedures
5. Excellent interpersonal skills

Recruitment activities included: Willimantic Chronicle, Hartford Courant, Career Builders, and UConn Careers Website.

### **Goal Applicants: BM, AM**

19 Total Applicants: 2 WM, 8 WF, 1 BM, 1 HM, 2 HF, 1 AM, 3 AF, and 1 UM.

Unqualified applicants: 4 WF, 1 HM, 1 HF, and 1 UM.

- 2 WF, 1 HM did not have a Bachelor's degree in accounting, finance, business operations or equivalent combination of education and experience.
- 1 HF lacked good interpersonal skills and the ability to effectively communicate with the UConn community and external parties with a variety of issues and inquires.
- 2 WF lacked good organizational skills with demonstrated attention to detail.
- 1 UM did not have two years of fulltime employment in related area.

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

- 1 WM, 2 WF, 2 AF, 1 AM lacked familiarity with Quali Financial Systems and or Webfocus or similar reporting software.
- 1 WM did not have Bachelor and Apos's degree in accounting, finance, business or related field.

Interviewed applicants: 2 WF, 1 BM, 1 HF, and 1 AF.

- 1 HF, 2 WF withdrew from consideration.
- 1 BM did not have good experience and did not answer interview questions well.

The 1 AF hired was the first choice candidate and was well qualified to meet the job duties and responsibilities. Her Work related examples to interview questions seemed to fit the reconciliation and reporting requirements needed for this position. She currently uses financial reporting software to create reports and analysis.



## Hiring Goals Analysis 2016

### **UC Professional 3 – Program Assistant 1**

**Short-term goals: 7 WM, 2 BF, 1 HM, 1 AM**

**2016512 - Program Assistant 1- Judaic Studies Ctr – 1 WM, 1 WF**

#### ***The 1 WM hire achieved a hiring goal***

description.

The Center for Judaic Studies and Contemporary Jewish Life, and the Department of Philosophy, in the College of Liberal Arts and Sciences are each seeking Program Assistants to provide responsible administrative support. These positions provide support to the Director and Department Head, respectively, and front desk support to the offices. In this capacity, both positions will provide project support for a wide variety of academic issues, maintain information on programs and catalogs, assist in the organization of special events, and manage the complicated meeting schedules of the office. The positions participate in hiring, training, and supervising student employees; assist with personnel searches; draft and disseminate official correspondence on behalf of the office; coordinate office orders; monitor periodic reports; and frequently liaison with a range of university members and offices, students, and parents. Specific to the position in the Center for Judaic Studies, the staff member may assist other College departments, centers, or program offices with staffing needs on finite, short-term bases.

#### **Minimum Qualifications**

Bachelor's degree in Liberal Arts or related field; one to three years of 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; good interpersonal and organizational skills; and good writing and communications skills.

#### **Preferred Qualifications**

Excellent computer skills including Microsoft Word, Excel, and Outlook; excellent attention to detail; the ability to multi-task; experience working in an academic environment.

#### **Appointment Terms**

Reporting hours will be 9:00 a.m. to 5:00 p.m., and the anticipated starting salaries will be around \$40,000 and include full benefits.

#### **To Apply**

Please submit a letter of application, resume, and contact information for three professional references as attachments. In your cover letter, please state whether you are applying for the position in Judaic Studies, Philosophy, or both. Screening of applications will begin immediately and continue until a suitable candidate is found. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016512)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 7, 2016.

Recruiting activities included, HigherEdjobs.com, AcademicKeys.com, InsightIntoDiversity.com.

**Goal Applicants: WM, BF, HM, AM**

68 Total applicants: 17 WM, 30 WF, 4 BF, 2 HM, 2 HF, 5 AF, 3 UM, 5 UF

Unqualified applicants: 7 WM, 11 WF, 1 BF, 1 HM, 1 HF, 1 AF, 2 UM

- 5 WF lacked a Bachelor's degree in liberal arts or related field.

## Hiring Goals Analysis 2016

- 6 WM, 5 WF, 1 BF, 1 HM, 1 AF, 2 UM lacked one to three years' experience in a responsible administrative support position.
- 1 WF and 1 HF lacked ability to work independently and regularly exercise judgement regarding administrative detail and procedures.

Qualified applicants: 3 WF

- 1 WF lacked excellent computer skills including MSWord, Excel, and Outlook.
- 1 WF lacked experience working in an academic environment.
- 1 WF lacked excellent attention to detail, and an ability to multitask.

Interviewed applicants: 2 WM, 2 WF, 2 UF

- 1 UF had less administrative and academic experience needed for the position.
- 1 UF withdrew from consideration for the position.
- 1 WF lacked administrative leadership or delegation experience.
- 1 WM did not answer interview questions completely, had no knowledge of the job description, and was not able to demonstrate multi-tasking ability.

The 1 WM selected had relevant administrative experience. He demonstrated his leadership and delegation skills in his answers to interview questions. He had excellent technology skills including Microsoft Office. He had previous experience in higher education and exhibited ability to work both individually and as part of a team.

***This hire achieved a hiring goal.***

The 1 WF selected had the necessary transferrable skills and experience, was highly detail oriented and had excellent communication skills. She demonstrated knowledge in administrative methods and had previous experience in responsible administrative support. The candidate had excellent computer skills including Microsoft Word, Excel, and Outlook.

## Hiring Goals Analysis 2016

### **2016467 – Program Assistant 1 – Social Work – 1 WF**

#### **Description:**

The School of Social Work at the University of Connecticut is seeking a full-time Program Assistant 1 (UCP 3) for its Office of Student and Academic Services. Under the direction of the Director of the Office of Student and Academic Services, this position is to provide student program/services support, serving as a resource for academic program support in the Office of Student and Academic Services.

#### **DUTIES AND RESPONSIBILITIES**

- Assists in the performance of student program/services; coordinates program logistics; and provides academic program and administrative support, making adjustments to accommodate priority needs.
- Provides MSW program support to the OSAS Director and MSW Program Director.
- Serves as a resource to individual students, student groups, faculty, and staff on matters relating to policies and procedures.
- Assists with the admissions of students.
- Assists in planning and coordinating student events, such as Orientation, Scholarship Luncheon, Graduation, etc.
- Develops, compiles, and maintains collection of resource materials, program information and data.
- Responsible for special projects, such as Building Bridges, educational workshops, and Career Services, which require knowledge and understanding of social work.
- Provides website content updates.
- Writes and/or edits and disseminates informational and promotional material to students (e.g. listservs, policy handbook, etc.). Works with vendors as appropriate.
- Performs office management duties; maintains student files and record keeping systems to ensure adherence to policies and procedures and send correspondences at the request of the supervisor.
- Interviews, hires, determine work assignments and work schedules, and supervises student workers.
- Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in subject area related to program specialty, 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. Ability to provide entry-level program support.
5. Good interpersonal and organizational skills
6. Good writing and communications skills
7. Exceptional computer skills and ability to learn new software as required.

#### **PREFERRED QUALIFICATIONS**

1. Knowledge of student administration computer system (e.g., PeopleSoft).
2. Knowledge of online admission application system (e.g., Apply Yourself).
3. Familiarity with higher education regulations, policies and procedures.

#### **TO APPLY**

Candidates should submit a letter of application, resume and the names of three professional references. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016467).

## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Blacks in Higher Education, Hispanics in Higher Education, Women in Higher Education, and the Department of Administrative Services.

### **Goal Applicants: WM, BF, HM, AM**

51 Total Applicants: 2 WM, 24 WF, 2 BM, 8 BF, 1 HM, 7 HF, 3 AF, 4 UF

Unqualified Applicants: 2 WM, 20 WF, 2 BM, 6 BF, 5 HF, 3 AF, 3 UF

- 1 WM, 7 WF, 1 BM, 4 BF, 3 HF and 1 AF did not have a bachelor's degree in a subject area related to the program specialty, or an equivalent combination of education and experience.
- 1 WM, 13 WF, 1 BM, 2 BF, 2 HF, 2 AF, and 3 UF lacked one to three years' experience in a responsible administrative support position, which demonstrates knowledge of administrative methods.

Qualified Applicants: 2 WF, 2 BF, 1 HM

- 2 WF, 2 BF, and 1 HM did not have knowledge of the online admission application system (e.g., Apply Yourself).

Interviewed Applicants: 2 WF, 2 HF, 1 UF

- 1 UF and 1 HF did not completely respond to interview questions.
- 1 WF and 1 HF lacked experience working in an office with a primary focus working with students.

The 1 WF hired for this position had extensive experience working in an administrative support position at a university. This candidate had excellent responses to interview questions and demonstrated strong interpersonal skills. Additionally, she has worked with the computer systems used in this position.

## Hiring Goals Analysis 2016

### **2016566 –Program Assistant 1 – School of Pharmacy – 1 WF**

#### **Description:**

The School of Pharmacy at the University of Connecticut seeks candidates for a full time Program Assistant 1 (UCP 3) position in the Associate Dean for Admissions and Student Services office. Under the general supervision of the Associate Dean, this position will provide assistance in pharmacy student services and admissions.

**Duties and Responsibilities:** Administration of the Pharmacy Scholarship Program, identifying and resolving registration and enrollment issues, coordinating the administration of the admissions process, advising schedules for students, and rescheduling and administration of makeup exams, processing travel for supervisor and professional program students, conducting professional program student audits and maintaining all office files in accordance with university and office policies. Additional duties include processing course substitutions and waiver documents, scheduling of classroom and building space, coordinating events and activities for the Office of Admissions and Student Services.

#### **Minimum Qualifications**

- Bachelor's degree in a related field or equivalent combination of education and experience.
- One year of administrative experience
- Ability to independently resolve problems
- Outstanding organizational and interpersonal skills
- Excellent written and oral communication skills
- Experience in scheduling events.
- High level of proficiency with Word, Excel, and PowerPoint

#### **Preferred Qualifications**

- At least three to five years of administrative experience
- Six months or more experience in an office with direct student contact
- Specific knowledge of and experience in recruitment, application, and admissions processes in a higher education setting.
- Strong knowledge of the Quali Financial System (KFS)
- Demonstrated knowledge of PeopleSoft and related software
- Experience with processing travel using Travel-Web forms
- Experience working in a student support and academic services higher education environment using applicable policies, procedures, guidelines and systems.

**Appointment Terms:** This position is a full time, 12-month, permanent position. 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. Please be sure your application materials demonstrate how you meet the qualifications for this position. Include Search # 2016566 in all correspondence. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016566).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 13, 2016.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, AcademicJobsOnline.org, Office of Diversity & Equity Listserv and Search Committee Networking.

**Goal Applicants: WM, BF, HM, AM**

17 Total Applicants: 2 WM, 12 WF, 2 HF, 1 UF

Unqualified Applicants: 2 WM, 5 WF, 1 HF

## Hiring Goals Analysis 2016

- 1 WM, 2 WF and 1 HF lacked one year of administrative experience.
- 1 WF did not demonstrate the ability to independently resolve problems.
- 1 WM and 2 WF did not have experience in scheduling events.

Qualified Applicants: 3 WF, 1 HF, 1 UF

- 2 WF lacked six months or more experience in an office with direct student contact.
- 1 WF, 1 HF and 1 UF did not have strong knowledge of the Quali Financial System.

Interviewed Applicants: 4 WF

- 1 WF withdrew her application.
- 2 WF did not have sufficient experience working with the computer systems required for this position.

The 1 WF hired had extensive experience working with admission and recruitment in a professional program office. She also had experience in a supervisory position as well as coordinating programs and budgets. Additionally, this candidate had excellent interpersonal and communication skills.



## Hiring Goals Analysis 2016

### **2016537 – Program Assistant 1 – Music – 1 WF**

**Description:**

The Department of Music in 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 I (UCP III) position within the Music Department Office. The Department offers degrees at the doctoral, masters, and undergraduate levels, and it manages a full calendar of performances, lectures, and master classes. Under the direction of the Department Head, the Program Assistant I (UCP III) position will provide administrative and programmatic support to a broad base of undergraduate, graduate and operational functions of the Department.

**Duties and Responsibilities:**

1. Provides the Department of Music with logistical and operational support in managing the Department's academic programs.
  - a. Responds to inquiries from students, faculty, and the public regarding policies and procedures governing the Department; directs students to appropriate advisors and/or faculty; transmits information from Department office to faculty and students; updates Department's phone and email lists; coordinates room assignments for faculty and students.
  - b. Assists Department Head in coordinating student registration, scheduling of courses, the Department's calendar, and weekly convocation for music students.
  - c. Monitors student rosters, grade reports, and academic records; devises, modifies and/or supervises the maintenance of complex filing and record keeping systems, including databases.
  - d. Assists Department Head with annual reporting within the University and to the National Association of Schools of Music.
2. Provides the Department of Music with logistical and operational support in managing the Department's admissions process.
  - a. Assists with the coordination of Open House, and Audition Days, and other student recruiting events.
  - b. Schedules all auditions for incoming students; prepares all necessary materials to be available for each auditioning student.
  - c. Works with faculty members to update database of applicants and accepted students; assists in the coordination of financial support for students based on predetermined guidelines, including preparation of undergraduate scholarship offer letters and graduate assistant appointment letters.
3. Provides the Head of the Department of Music with operational and administrative support.
  - a. May represent the Department Head to other University offices, the public, or outside organizations to gather or transmit information that affects the operations of the Department; acts as facilities liaison for the Department; updates the inventory of pianos within the Music Department's facilities; coordinates maintenance of pianos with the piano technician.
  - b. As needed or assigned, may be responsible for special short term or ongoing projects that require planning, coordination and supervision (including but not limited to academic or staff searches, conferences, concerts, etc.)
  - c. Assists Department Head and Promotion, Tenure, and Reappointment (PTR) committee with execution of PTR procedures.
  - d. Within established practice, handles administrative matters for the Department Head and makes decisions in supervisor's absence; independently composes, prepares and/or edits standard correspondence and reports containing information that requires thorough knowledge of policies, procedures, and data sources.
  - e. Schedules appointments and meetings for Department Head; screens incoming mail and telephone calls, making referrals as appropriate.
  - f. Performs complex typing and transcription duties as required; takes minutes at faculty meetings.

## Hiring Goals Analysis 2016

4. Manages Department's office supporting forty-five faculty and 180 students.
  - a. Supervises student workers as assigned; keeps inventory of office supplies.

### **Minimum Qualifications:**

1. Bachelor's degree or equivalent combination of education and experience including 1-3 years' experience in a progressively responsible administrative support position.
2. Excellent interpersonal skills and ability to work effectively with the Department/University staff and other individuals or groups.
3. Superior organizational and/or supervisory ability.
4. Ability to resolve administrative problems efficiently, effectively, and independently.

### **Preferred Qualifications:**

1. Thorough understanding of music performance practices, ensembles, and degree programs at academic institutions.
2. Basic knowledge of pianos and piano maintenance.
3. Knowledge of and facility in Student Administration System software by ORACLE/PeopleSoft.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Asian Pacific American Affairs Commission, African-American Affairs Commission, Latino & Puerto Rican Affairs Commission, and Connecticut Association of Diversity and Equity PR.

### **Goal Applicants: WM, BF, HM, AM**

39 Total Applicants: 7 WM, 22 WF, 1 BM, 2 BF, 1 AM, 2 AF, 2 UM, 2 UF

Unqualified Applicants: 3 WM, 6 WF, 1 BF, 2 UM

- 1 WM and 1 WF did not have a Bachelors' degree or equivalent combination of education and experience including 1-3 years' experience in a progressively responsible administrative support position.
- 2 WM, 5 WF, 1 BF and 2 UM lacked supervisory ability.

Qualified Applicants: 4 WM, 15 WF, 1 BM, 1 BF, 2 AF, 2 UF

- 1 WM, 5 WF, 1 AF and 1 UF did not demonstrate a thorough understanding of music performance practices, ensembles, and degree programs at academic institutions.
- 3 WF lacked basic knowledge of pianos and piano maintenance.
- 3 WM, 7 WF, 1 BM, 1 BF, 1 AF and 1 UF did not have knowledge of and facility in Student Administration System software by ORACLE/PeopleSoft.

Interviewed Applicants: 1 WF, 1 AM

- 1 AM did not provide complete responses to interview questions.

The 1 WF hired had an excellent experience working in a supervisory role and demonstrated strong organizational skills. She had extensive knowledge of and facility in Student Administration System software. Additionally, during her interview, this candidate demonstrated a thorough understanding of music performance practices, ensembles, and degree programs at academic institutions.



## Hiring Goals Analysis 2016

### **2016493 – Program Assistant 1 – INCHIP – 1 WF**

#### **Description:**

The Rudd Center is a leading research and public policy organization devoted to promoting solutions to childhood obesity, poor diet, and weight bias through research and policy. The national profile and success of the center depend on communications and advocacy professionals to disseminate the Center's work to key audiences including policy makers, media outlets, health professionals, educators and the general public.

Under the direction of the Publicity/Marketing Manager and the Director of Advocacy Resources, the full-time Program Communications and Advocacy Assistant will assist in media, communications and advocacy outreach to disseminate the Rudd Center's mission and work to a variety of audiences.

#### **Duties and Responsibilities**

- Assist Publicity/Marketing Manager with Center communications activities including website development and maintenance, photography, social media, marketing, publicity, and timely preparation and dissemination of Center communications materials.
- Assist Director of Advocacy Resources with design and creation of advocacy support materials for the timely dissemination of study and report findings to grant funders, advocacy organizations, policy makers and key partners.
- Assist in creating and maintaining a collection of Center communications resource materials and program information for media and public outreach, and advocacy support.
- Assist in assembling data, writing and/or editing website content – requiring a general knowledge of food and nutrition policy, food marketing to children, and childhood obesity.
- Assist in maintaining Center's online legislation database by monitoring updates through a search service, and developing and posting updates on the website in a timely manner.
- Maintain the Center's advocacy database of resources and data and assist in staying in contact with and sharing information with external partners.

#### **Minimum Qualifications**

- Bachelor's degree in Communications or equivalent combination of education and experience and at least 1-3 years' relevant experience.
- Demonstrated ability in using Thompson/Reuters Westlaw and drafting summaries of legislative proposals for internal and external audiences.
- Proficiency in the following software programs: Microsoft Office Suite, Adobe CS6 Suite and Creative Cloud.
- Proficiency in the following social media/marketing/communications tools: Facebook, Twitter, YouTube, Instagram, Tumblr, Mail Chimp, and Google Analytics.
- Proficiency in HTML, CSS, JavaScript, platforms.
- Proficiency in the following web development software: E-Learning, E-Commerce, Responsive Web Design, Movable Type, CMS, Web Hosting Management, and SEO.
- Proficiency with both Mac and PC platforms/systems.
- Proficiency with use of digital camera and photographic editing.

#### **Preferred Qualifications**

- Knowledge of the fields of obesity, food policy, research and media.
- Experience writing and editing materials that are easily understood by a broad, general audience.

#### **Appointment Terms**

This is a full-time (35 hrs/week) annually renewable position and offers a full range of health/retirement benefits. The continuation of this position is based on available funding and performance. The work location is One Constitution Plaza, Suite 600, Hartford, CT.

## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, and Rudd Center Website.

### **Goal Applicants: WM, BF, HM, AM**

24 Total Applicants: 7 WM, 12 WF, 1 BF, 1 HM, 2 AF, 1 UM

Unqualified Applicants: 7 WM, 10 WF, 1 BF, 1 HM, 2 AF

- 1 WM, 4 WF, 1 BF and 1 HM lacked a Bachelors' degree in Communications or equivalent combination of education and experience and at least 1-3 years' relevant experience.
- 6 WM, 6 WF and 2 AF did not have a demonstrated ability in using Thomson/Reuters Westlaw and drafting summaries of legislative proposals for internal and external audiences.

Interviewed Applicants: 2 WF, 1 UM

- 1 WF and 1 UM did not have the experience in advocacy and publicity needed for the position.

The 1 WF hired exceeded all minimum and preferred qualifications for this position. She had an excellent combination of advocacy, marketing and research experience. During her interview, she demonstrated an in depth understanding of obesity and provided thoughtful answers to questions pertaining food policy. She possessed excellent writing skills and experience writing summaries of legislative proposals.

## Hiring Goals Analysis 2016

### **2016359 – Program Assistant 1 – Physics – 1 WF**

**Visible:** Internal and External ▢

**Description Type:** Job Posting

**Description ID:**

**Description:**

**Job Summary:** The Department of Physics, in the College of Liberal Arts and Sciences, seeks qualified applicants for the position of Program Assistant I (UCP 3). The Department of Physics staff provides quality professional services to a diverse and thriving community of students and faculty engaged in innovative research and academic excellence. Under the supervision of the Administrative Manager, the successful candidate will provide responsible support and serve as a resource to students and faculty on administrative and financial matters. Responsibilities include: coordination of payroll functions; maintaining fiscal records; processing and entering daily transactions; preparing narrative and informational reports; building relationships with alumni and department donors; coordinating special events; assisting the Department Head and administrative staff with office support functions; and performing other duties as required to meet departmental needs.

**Minimum Qualifications:** Bachelor's degree in business or a related field; one to three years of experience in a responsible administrative support position; demonstrated ability to analyze financial information; excellent computer skills including Microsoft Word, Excel, and Outlook; demonstrated ability to work both independently and collaboratively; ability to regularly exercise judgment regarding administrative detail and procedures; proven organizational skills; evidence of excellent writing and communication skills.

**Preferred Qualifications:** Experience working in an academic department; excellent attention to detail; and the ability to multi-task.

**Appointment Terms:** This is a full time, 12-month permanent position with excellent benefits.

**To Apply:** For full consideration please upload a letter of application, resume, and contact information for three professional references. Priority will be given to applications received by May 27, 2016. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016359)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 3, 2016.

Recruitment contacts included the Connecticut Community College Consortium; the Southern Connecticut State University Career Services Center; Boston University Career Services; Quinnipiac University Career Services; Careerbuilder.com; Monster.com; the Boston College Career Center; Eastern Connecticut State University; and the University of Massachusetts Boston.

#### **Goal Candidates: WM, BF, HM, AM**

20 total applicants: 3 WM, 13 WF, 2 AF, 1 UM and 1 UF.

Unqualified applicants: 1 WM, 8 WF, 2 AF, 1 UM, and 1 UF.

- 1 WM, 6 WF, 1 AF, and 1 UM lacked a Bachelor's degree in business or a related field and one to three years of experience in a responsible administrative support position.
- 2 WF, 1 AF, and 1 UF lacked one to three years of experience in a responsible administrative support position and lacked excellent computer skills including Microsoft Word, Excel, and Outlook.

## Hiring Goals Analysis 2016

Qualified applicants: 2 WF

- 2 WF lacked experience working in an academic department.

Interviewed applicants: 2 WM and 3 WF.

- 1 WF declined the invitation to interview.
- 2 WM and 1 WF did not have a sufficient level of judgment regarding administrative detail and procedures.

The 1 WF selected for the position had extensive administrative experience with the ability to analyze financial information. Additionally, this candidate had excellent judgment regarding administrative detail and procedures. Finally, the selected candidate had experience in an academic environment.

## Hiring Goals Analysis 2016

### **2016568 – Program Assistant 1 – Counseling Intercollegiate Athletes – 1 WF**

Description Type: Job Posting

Description ID:

Description:

The University of Connecticut is accepting applications for the full-time position of Program Assistant for its Counseling Program for Intercollegiate Athletes (CPIA). This position will oversee the CPIA's tutoring program and will work with a small group of at-risk students. This position will be responsible for hiring, training and managing the students who comprise CPIA's tutoring staff. Responsibilities include: training and evaluating tutors, study hall monitors and academic mentors. This individual will work within the University of Connecticut, American Athletic Conference (AAC) and the National Collegiate Athletic Association (NCAA) general rules and regulations as well as standards regarding academic integrity; and other program duties as assigned by the Associate Director for the Counseling Program for Intercollegiate Athletes.

**Minimum Qualifications:** Bachelor's Degree in subject area related to program specialty or equivalent combination of education and experience; One to three years' (within the past four years) experience working within a tutoring program which services student-athletes; self-motivated and able to work independently and regularly exercise sound judgment regarding academic integrity, administrative detail and procedures; willingness to work a flexible schedule, which may include nights and weekends; must possess excellent communication and organizational skills, adaptability, and the highest personal and professional integrity standards; demonstrates the ability to work with students from diverse ethnic, educational and cultural backgrounds; outstanding interpersonal skills including the ability to interact with faculty, staff, coaches, and members of the overall university community; and knowledge of various academic integrity issues facing tutoring programs.

**Preferred Qualifications:** Master's Degree in subject area related to the program specialty; served as an undergraduate tutor for student-athletes within the past four years; worked in an academic support unit for student-athletes at the Division I level; experience in managing and coordinating study halls and tutoring training; worked with at-risk student-athlete population; able to demonstrate the ability to teach Like Skills topics; and Knowledge of GradesFirst and Microsoft Office, specifically Excel and PowerPoint.

**Appointment Terms:** Salary is 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 # 2016568)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 12, 2016.

Recruiting activities included the Uconn careers website; HERC; Inside Higher Ed UconnHuskies.com, NCAA News, Indeed.com

#### **Goal Applicants: WM, BF, HM, AM, AF**

46 Total applicants: 13 WM, 12 WF, 5 BM, 9 BF, 1 HM, 1 HF, 1 UM, 4 UF.

Unqualified applicants: 13 WM, 9 WF, 5 BM, 8 BF, 1 HM, 1 HF, 2 UF, 1 UM

- 6 WF, 10 WM, 2 BM, 4 BF, 1 UM lacked a Bachelor's degree in subject area related to program specialty or equivalent combination of education and experience.

## Hiring Goals Analysis 2016

- 2 WM, 2 WF, 2 BF, 3 BM, 2 UF, and 1 HF lacked one to three years' experience working within a tutoring program which services student-athletes.
- 1 WM, 1 WF, 2 BF lacked self-motivation and an ability to work independently and regularly exercise sound judgment regarding academic integrity, administrative detail and procedures.

Interviewed applicants: 3 WF and 1 BF

- 1 WF lacked experience in training, hiring and monitoring of tutors.
- 1 WF and 1 BF lacked experience and understanding of the position's requirements and challenges.

The 1 WF selected possessed knowledge and an in depth understanding of what the position required. The candidate possessed a Master's degree and had served as an undergraduate tutor for student athletes within the past four years.

### **051459 – Program Assistant 1 – Computer Science & Engineering – 1 WF**

1 WF's work schedule was changed from Part-time to fulltime.

## Hiring Goals Analysis 2016

### **2016307 – Program Assistant 1 – Animal Science – 1 WF**

**Description:**

The University of Connecticut, Department of Animal Science (ANSC) is seeking a highly motivated individual with a "can do" attitude to serve as a Program Assistant 1 which functions as part of the administrative team in support of fulfilling the Department's mission of Teaching, Research and Extension. This individual must have willingness to receive ongoing, job related trainings to keep up-to-date on policies and procedures in a progressive University.

This position will independently provide general support for the Department Head, Horse Unit and Graduate Admissions Program as well as provide assistance to the Administrative Coordinator and the Fiscal Officer (FO) with the daily operations and business functions of the Department. The individual will be joining a very active academic department and will be required to respond to multiple requests from faculty, staff, students and the public daily with expediency, efficiency and accuracy. Working under the general direction of the Administrative Coordinator in the Department of Animal Science, the Program Assistant is responsible for program and administrative support in the Department of Animal Science.

Standard hours are 9:00 a.m. – 5:00 p.m., Monday – Friday, with occasional nights/weekends in support of our programs.

**Primary Duties and Responsibilities include but are not limited to:**

Academic Program Support: Provides program support to the ANSC Horse Unit and Equine Riding Programs including coordination of Practicum registration for the academic year, summer and winter programs; creates and/or edits student recruitment and advertising materials for Equine-related activities; independently collects data, and composes, prepares and edits Equine Program reports; coordinates horse donation program; provides administrative support to the Equine Management team, including coordination of video/internet sales of horses, and advertising and processing of student employment and payroll.

Assists faculty and Administrative Coordinator in the planning, arranging and facilitating the delivery of Equine, Extension and outreach activities.

Receives daily inquiries from potential students and the general public about Departmental Programs, and is responsible for exercising judgement in providing relevant and specific information on Animal Science programs and (or) directing a specific question to the appropriate person/office. Coordinates departmental role in summer and winter orientation, registration, and advising for entering students

In conjunction with the departmental graduate committee, coordinates graduate student admissions, including identifying incoming applications, application review and correspondence with prospective and accepted students.

Travel Support: Serves as the Departmental resource and primary liaison for University-required travel. Serves as subject matter expert for current policies and procedures; assists UConn faculty, staff and students (including graduate students) on travel including pre-trip assistance through post-trip processes; coordinates travel (and itineraries) for outside seminar speakers and candidates for open positions; assists faculty with coordination of field trips; and works with the University Travel Office or other department(s) as required to facilitate travel and reimbursement according to the most current University policies and guidelines.

Departmental Support to Head, Faculty, Staff and Students: Schedules appointments and meetings, screens incoming mail, and calls, making referrals where appropriate for Department Head, Coordinates all aspects of the Senior Exit Interview program. Provides support to faculty, staff and students, including assistance with computer problems (software and hardware), general office equipment including the operation of projectors, printers, scanners, photocopiers etc.



## Hiring Goals Analysis 2016

Departmental Support for Business Operations: Serves as a resource for ordering and facilitating payments, especially for the farm units and research laboratories through the current financial management system and/or the pro-card; and in conjunction with the departmental administrative team, is responsible for placing orders with vendors, and providing follow-up that ensures timely receipt of supplies and payments.

Maintains fiscal records and assists with annual record retention procedures for department including payroll authorizations, offer letters, student time cards and payroll, all payroll records, purchasing, pro-card, travel, UConn Foundation disbursements, receiving reports, invoices, and travel reimbursements and disbursements and other financial documents and work orders; prepares reports to assist administrative team in evaluating expenditures relative to the current budget and for preparation of future budgets.

Responsible for depositing income into appropriate accounts, especially for the Equine program. Serves as a resource for policy and guidelines for handling deposits.

Performs related duties as assigned.

### **Minimum Qualifications**

1. Bachelor's degree in Animal Science or related field or equivalent combination of education and experience.
2. Demonstrated knowledge of the animal sciences or related discipline(s), including use of animals in research, teaching or outreach, or for meat, milk or fiber.
3. 1-3 years' recent experience in a responsible administrative support position, which demonstrates knowledge of administrative methods.
4. Ability to work independently and in a team setting while regularly exercising judgment regarding administrative detail and procedures.
5. Ability to provide entry-level program support.
6. Excellent interpersonal skills, with proven ability to establish good working relationship with co-workers and a variety of constituents, inside and outside the University.
7. Excellent organizational skills.
8. Good writing and grammatical skills, as demonstrated by writing samples.
9. Clear, positive, and professional verbal and non-verbal communication skills.
10. Ability to navigate to farm units and other departments and offices on campus.
11. 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 or related field.
2. Recent experience working in a university or collegiate setting.
3. Recent experience with Microsoft Office suite and navigating the Internet.
4. Recent experience with Quali Financial Systems (KFS), and University of Connecticut Travel systems and processes.
5. Knowledge of University of Connecticut policies and procedures related to financial transactions.
6. Recent experience working with people from diverse academic, socio-economic, and cultural backgrounds.

The full position description is posted at: <http://www.animalscience.uconn.edu/>

This is a full-time, permanent position. Position salary will be commensurate with candidate credentials and experience. A full benefits package, including health insurance and retirement plan, is provided.



## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Animal Science Website, faculty and staff listserv, Indeed, and the Animal Science Facebook page.

**Goal Applicants: 7 WM, 2 BF, 1 HM, 1 AM**

42 Total Applicants: 6 WM, 30 WF, 3 HF, 1 AF, 1 UM, 1 UF

Unqualified Applicants: 6 WM, 26 WF, 3 HF, 1 AF, 1 UM, 1 UF

- 3 WM, 13 WF, 2 HF, 1 AF and 1 UF submitted incomplete applications.
- 3 WM, 12 WF, 1 HF and 1 UM lacked 1-3 years' recent experience in a responsible administrative support position, which demonstrates knowledge of administrative methods.
- 1 WF lacked an ability and willingness to work flexible hours.

Interviewed Applicants: 4 WF

- 3 WF lacked the administrative office support experience needed for the position.
- 1 WF provided incomplete responses to interview questions.

1 WF was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. She had recent and relevant experience working in a responsible administrative support position. She demonstrated excellent communication and interpersonal skills as well as a strong understanding of office procedures during her interview. Additionally, this candidate had the preferred degree in Animal science and had experience working in a university setting.

## Hiring Goals Analysis 2016

### UC Professional 1

**Short-term goals: 4 WF, 1 HF**

#### **2016309 – Financial Assistant 1 - Marine Sciences/Mstc – 1 WF**

55 Total Applicants: 15 WM, 25 WF, 1 BM, 3 BF, 2 HF, 7 AF, 2 UM

Unqualified applicants: 5 WM, 12 WF, 1 BF, 1 HF, 2 AF

Qualified applicants: 9 WM, 11 WF, 1 BM, 2 BF, 1 HF, 4 AF, 2 UM

Interviewed applicants: 1 WM, 2 WF, 1 AF

***This hire achieved a hiring goal.***

#### **2016257- Financial Assistant 1 – Psychology – 1 WF**

62 Total Applicants: 7 WM, 29 WF, 4 BM, 5 BF, 3 HM, 3 HF, 2 AM, 5 AF, 2 UM, 2 UF

Unqualified applicants: 6 WM, 13 WF, 2 BM, 4 BF, 2 HM, 1 HF, 1 AM, 3 AF, 1 UM, 1 UF

Qualified applicants: 1 WM, 12 WF, 1 BM, 1BF, 1 HM, 2 HF, 1 AM, 2 AF, 1 UM

Interviewed applicants: 4 WF, 1 BM, 1 UF

***This hire achieved a hiring goal.***

#### **2016346 – Financial Assistant 1 - Humanities Institute – 1 WF**

50 Total Applicants: 10 WM, 26 WF, 2 BM, 2 BF, 2 HM, 3 AM, 4 AF, 1 UM

Unqualified applicants: 6 WM, 11 WF, 1 HM, 1 AF

Qualified applicants: 3 WM, 5 WF, 1 BM, 2 BF, 3 AM, 2 AF, 1 UM

Interviewed applicants: 1 WM, 10 WF, 1 BM, 1 HM, 1 AF

***This hire achieved a hiring goal.***

#### **2016323 – Program Aide – Wellness & Prevention Services – 1 WF**

53 Total Applicants: 7 WM, 31 WF, 1 BM, 5 BF, 1 HF, 1 AM, 3 AF, 4 UF

Unqualified applicants: 2 WM, 10 WF, 1 BM, 5 BF, 3 AF

Qualified applicants: 4 WM, 16 WF, 1 HF, 1 AM, 3 UF

## Hiring Goals Analysis 2016

Interviewed applicants: 1 WM, 5 WF, 1 UF

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2015520 – Financial Assistant 1 – Accounts Payable – 1 WM**

**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.

**To Apply:** Apply online through our UConn Careers website and upload a cover letter, resume, and list of three professional references with contact information to job opening # 2015520. Review of applications will begin immediately. Successful applicants will be contacted to schedule an interview. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2015520)

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, and Diverse.

#### **Goal Applicants: WF, HF**

65 Total Applicants: 16 WM, 29 WF, 3 BM, 4 BF, 1 HM, 2 HF, 6 AM, 1 AF, 3 UF

Unqualified Applicants: 5 WM, 14 WF, 1 BM, 3 AM, 2 UF

- 2 WM withdrew their applications.
- 11 WF, 2 AM and 2 UF lacked an Associate's degree in accounting, finance, business or related field.
- 3 WM, 3 WF, 1 BM and 1 AM did not provide evidence of professional experience in accounting, finance, business or related area.

Qualified Applicants: 7 WM, 14 WF, 2 BM, 4 BF, 1 HM, 2 HF, 2 AM, 1 UF

## Hiring Goals Analysis 2016

- 1 WM, 1 WF, 1 BF, 1 HF and 1 UF did not have a Bachelor's degree in accounting, finance, business or related field.
- 6 WM, 11 WF, 2 BM, 3 BF, 1 HM, 1 HF and 2 AM did not demonstrate excellent written communication skills as based on their application materials.
- 2 WF lacked working knowledge of office operations and University procedures.

Interviewed Applicants: 4 WM, 1 WF, 1 AM, 1 AF

- 2 WM withdrew their applications.
- 1 WF did not demonstrate the Excel skills required for this position.
- 1 WM, 1 AM and 1 AF lacked excellent communication skills that would affect their ability to work effectively with students, departments and University staff.

The 1 WM hired had extensive experience in accounting and finance. This candidate also demonstrated excellent interpersonal and communication skills. Additionally, he had comprehensive understanding of office operations and University procedures.

# Hiring Goals Analysis 2016

## **2017039-Financial Assistant 1- School of Social Work**

### **Description:**

Under the supervision of the Director of Finance and Administration, the Financial Assistant 1 (UCP 1) processes all fiscal paperwork, monitors various fiscal accounts, keeps complete set of records of financial transactions and serves as the contact person for all financial and administrative matters at the University of Connecticut School of Social Work.

### **Duties and Responsibilities**

1. Processes all paperwork for school. This includes all paperwork processed through Quali Financial System and all personnel related paperwork for faculty, staff and students. Responsible for the accuracy, completeness and compliance with internal, university and state regulations, policies and procedures.
2. Using the Quali Financial System, monitors expenditures for Director on various accounts and sub-accounts.
3. Serves as authority on state, university and internal policies and procedures for all requests including fiscal, personnel and facilities. Makes recommendations or changes with regards to internal policies and procedures as needed.
4. Fields questions regarding fiscal, personnel and facilities policies and procedures and refers them to director if needed. Answer questions and can make routine decisions in absence of director with regards to fiscal, personnel and facilities policies and procedures. Serves as liaison for school with other university departments with regards to fiscal, personnel and facilities policies and procedures.
5. Develops and updates internal forms used by staff and faculty for requests of expenditures based on internal policies and procedures and from directives of policies and procedures received from the university and the state.
6. Assists director in updating school's policy and procedure manual for all areas pertinent to the finance office, including fiscal, personnel, and facilities.
7. Authorize supply requests under \$1,000. Authorize purchases on department pro card. Reconciles and reallocates expenditures to proper account once credit card statement is received. Record Manager of pro card for Outreach program, reallocates expenditures to proper account once credit card statement is received.
8. Maintain complex electronic and manual filing systems for both fiscal and personnel records.
9. Orders, receives and dispenses all supplies.
10. Supervises and trains student workers and establishes and maintains work schedule.
11. Update and check for accuracy of employee information to be included in University's website.

12. Independently composes correspondence to go out under own or supervisor signature.
13. Process facilities work orders upon request.
14. Performs other related duties as needed.

### **Minimum Qualifications**

1. Associates degree in accounting or bookkeeping.
2. Two years' experience in accounting or bookkeeping.
3. Knowledge of Microsoft Office, particularly Excel and Word.

### **Preferred Qualifications**

1. Knowledge of the Quali Financial System.
2. Knowledge of Core-CT.
3. Familiarity with University of Connecticut/State of Connecticut regulations, policies and procedures.

### **To Apply:**

Candidates should submit letter of application, resume, and the names of three professional references. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017039)

## Hiring Goals Analysis 2016

Recruitment Activities include Blacks in Higher Education, Hispanics in Higher Education, Women in Higher Education and UConn Careers Website.

### **Goal Applicants include WF, HF**

29 total applicants: 5 WM, 15 WF, 2 BF, 1HF, 1 AM, 3 AF, 1 UM, 1UF

13 Unqualified Applicants: 5 WM, 5 WF, 1 BF, 1 HF, 1 UF

- 5 WM, 5 WM, 1BF, 1 HF, 1 UF lacked an Associate's degree in accounting or bookkeeping and two years' experience in accounting or bookkeeping.

9 Qualified Applicants: 5 WF, 1 AM, 3 AF,

- 4 WF, 1 AM, 2 AF lacked knowledge of the Kual Financial System.
- 1 WF and 1 AF lacked knowledge of CORE-CT.

8 Interviewed Applicants: 1 WM, 5 WF, 1 BF, and 1 UM

- 1 WF withdrew from consideration for the position.
- 1 BF, 4 WF, and 1 UM, while possessing some financial experience, lacked experience with University of Connecticut/State of Connecticut regulations.

The 1 WM selected had the best overall skills and experiences. This candidate possessed knowledge of the Kual Financial System and Core. He also had familiarity with the University of Connecticut's/ State of Connecticut regulations, policies and procedures.

## Hiring Goals Analysis 2016

### **2015475 – Research Laboratory Aide- Ecology and Evolutionary Biology – 1 WM**

#### **Position Summary**

The Department of Ecology and Evolutionary Biology seeks a full-time Research Laboratory Aide (UCP 1) to serve under the general direction of the Plant Growth Facilities Manager. The successful candidate will provide support to the teaching and research greenhouse program as a tropical collections horticulturist. The incumbent will be responsible for the daily horticultural care and management of greenhouse specimens as well as maintenance of the physical facility.

#### **Duties and Responsibilities**

Daily horticultural activities of the TLS collections facilities, integrated pest management and record keeping, maintenance of equipment and facilities, providing tours of EEB greenhouse collections, satisfactory completion of all training required. In conjunction with the facility manager, the incumbent will assist with the scheduling and growing of biology teaching lab materials, supervision of student and volunteer workers, general sanitation of the growing and work areas, and will be responsible for shared monitoring of Argus control system and responding to emergency alarms.

The anticipated regular work schedule for this position will be Tuesday through Saturday, 8:00 a.m. – 4:00 p.m., with occasional evenings and holidays, sometimes on short notice.

#### **Minimum Qualifications**

Bachelor's degree in relevant field or equivalent combination of education and experience in a collections greenhouse environment

Broad knowledge of general botany concepts and plant care techniques as applicable to a diverse collection of plants

Excellent interpersonal, communication, computer and organizational skills

Ability to work occasional evenings and holidays with short notice

#### **Preferred Qualifications**

2+ years' experience in tropical plant cultivation

Experience with Integrated Pest Management techniques

Proven plant propagation experience

Demonstrated ability to work independently and to recognize/rectify developing cultural, nutritional and pest problems before they affect plant growth

Demonstrated ability to make independent decisions concerning cultivation of plant materials

Demonstrated ability to engage a diverse user base and convey collection information to collection users and visitors

Hiring activities included: HERC, Inside Higher Ed., Diverse, Association of Educational and Research Greenhouse Curators, American Public Gardens Association, Cornell University, Cultivate 2015 Tradeshow, and numerous professional contacts.

#### **Goal Applicants: WF, HF**

25 total applicants: 8 WM, 10 WF, and 7 AF.



## Hiring Goals Analysis 2016

Unqualified applicants: 3 WM, 3 WF, and 5 AF.

- 1 WM, and 4 AF lacked a Bachelor's degree in a relevant field or an equivalent combination of education and experience in a collections greenhouse environment.
- 1 WM, 2 WF, and 1 AF did not possess broad knowledge of general botany concepts and plant care techniques as applicable to a diverse collection of plants.
- 1 WM did not demonstrate excellent communication, computer, and organizational skills.
- 1 WF submitted an incomplete application.

Qualified applicants: 3 WM, 5 WF, and 2 AF.

- 2 WM, 4 WF, and 2 AF did not possess more than two years of experience in tropical plant cultivation.
- 1 WF lacked experience with integrated pest management techniques.
- 1 WM did not demonstrate the ability to work independently and to recognize/rectify develop cultural, nutritional, and pest problems before they affect plant growth.

Interviewed applicants: 2 WM, and 2 WF.

- 2 WF possessed less hands-on experience with integrated pest management and propagation of tropical plants than needed for the position.
- 1 WM possessed experience that was narrowly focused on plant specialties.

The 1 WM selected had hands-on experience with a broad range of tropical plants as well as solid experience in both chemical and biological pest control. The candidate demonstrated the ability to assimilate new job skills efficiently through their steadily increasing responsibility set as a grower at Logee's Greenhouse, which is famous for its diversity of tropical plants. He also possessed hands-on experience with an Argus greenhouse control system as well as mechanical and computer technical abilities.

## Hiring Goals Analysis 2016

### **2016504 – Financial Assistant 1 – University Libraries – 1 WM**

#### **Description:**

Under the supervision of the Assistant Vice Provost for University Libraries, keeps complete set of records and processes financial transactions for the UConn Libraries.

#### **Duties and Responsibilities**

1. Maintains and monitors all financial records for the Libraries, including, but not limited to, service billing, student payroll, purchasing, travel, and other disbursements.
2. Verifies and enters details of financial transactions such as invoices, requisitions, and other disbursements.
3. Processes financial transactions within financial systems supported by the Libraries or University in an accurate and timely manner. Monitors encumbrances and compiles monthly reports to show statistics pertinent to the operation of the department.
4. Provides data for budget preparation and monitors expenditures for compliance with approved budget limits.
5. Hires, schedules, trains, supervises, and evaluates Financial Services student employees. Determines work assignments and adjusts schedules as necessary to accommodate priority needs; resolves time reporting and/or payment issues.
6. Places orders with vendors and monitors work orders for University services and follows up to resolve problems and assure timely action and delivery. Orders, receives, and dispenses all office supplies.
7. Types correspondence related to department financial matters.
8. Performs related duties as required.

#### **Minimum Qualifications**

1. Associate's degree in accounting or bookkeeping or equivalent combination of education and experience.
2. Two years of experience in accounting or bookkeeping, with a demonstrated knowledge of financial processing, record keeping, and reporting.
3. Demonstrated experience with an online financial system.
4. Demonstrated working knowledge of Microsoft Office Suite.
5. Excellent interpersonal and communication skills.

#### **Preferred Qualifications**

1. Demonstrated ability to clearly communicate complex financial information both verbally and in writing.
2. Demonstrated working knowledge of Microsoft SharePoint.
3. Proficiency in Microsoft Access and Excel.

#### **Appointment Terms**

This is a full time position based in Storrs with an anticipated start date of June 10, 2016. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition waivers at UConn and a highly desirable work environment. Salary is dependent upon education, qualifications and experience.

Recruitment activities included advertisements with the UConn Libraries twitter account; the UConn Libraries Facebook page; indeed.com; the American Library Association Diversity Spectrum Program listserv; and CT Job Lists.

#### **Goal Candidates: WF, HF**

47 total applicants: 10 WM, 25 WF, 2 BM, 1 BF, 1 HM, 3 HF, 3 AM, 1 AF, and 1 UF.

Unqualified applicants: 8 WM, 20 WF, 2 BM, 1 BF, 1 HM, 2 HF, 1 AM, and 1 UF.

## Hiring Goals Analysis 2016

- 5 WM, 14 WF, 1 BM, 1 BF, 1 HF, and 1 AM lacked two years of experience in accounting or bookkeeping, with a demonstrated knowledge of financial processing, recordkeeping, and reporting.
- 3 WM, 6 WF, 1 BM, 1 HM, and 1 UF lacked demonstrated experience with an online financial system.
- 1 HF lacked excellent communication skills as evidenced by errors in application materials.

Qualified applicants: 1 WM, 3 WF, 1 HF, and 2 AM.

- 1 WM, 2 WF, 1 HF, and 1 AM did not demonstrate a working knowledge of Microsoft SharePoint and proficiency in Microsoft Access and Excel.
- 1 WF and 1 AM lacked a working knowledge of Microsoft SharePoint.

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

- 2 WF were unable to answer interview questions completely and demonstrated poor communication skills.
- 1 AF indicated her preference to work independently and did not demonstrate the interpersonal and communication skills necessary to work in a team-based environment.

The 1 WM selected for the position had a clearly articulated skillset in relation to the responsibilities of the position, and demonstrated excellent technical skills specifically with Microsoft Office and SharePoint. Additionally, this candidate had financial recordkeeping experience. Finally, the selected candidate exhibited outstanding interpersonal and communication skills.

## Hiring Goals Analysis 2016

### **2016582 - Financial Assistant 1 - Liberal Arts and Sci Dean – 1 WM**

#### **Job Summary**

Under the direction of the Grants and Contracts Manager within the College of Liberal Arts and Sciences, the Financial Assistant 1 keeps a complete set of records of financial transactions for various units, along with providing faculty support in all aspects of grant administration.

#### **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 contact 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**

For full consideration, please upload a well-written letter outlining your qualifications for the position, resume, and a list of three professional references and their contact information. Screening will begin immediately and the search will remain open until a suitable candidate is found. Priority will be given to applications received by June 3. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016582)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 10, 2016.

## Hiring Goals Analysis 2016

Recruitment activities includes: College Central Network, Monster, One Stop and Career Builder Job board.

### **Goal Applicants: WF, HF**

36 Total Applicants: 9 WM, 14 WF, 2 BF, 3 HM, 1 HF, 3 AM, 3 AF, 1 UF.

Unqualified applicants: 4 WM, 5 WF, 1 BF, 1 HF, and 1 UF.

- 4 WM, 5 WF, 1 BF, 1 HF, 1 UF did not have an Associate's degree in accounting, finance, business or related field.

Qualified applicants: 1 WM, 8 WF, 1 BF, 2 HM, 1 AM, 2 AF

- 1 WM, 7 WF, 1 BF, 2 HM, 1 AM, 1 AF did not have experience working in a higher education setting.
- 1 WF and 1 AF did not have a Bachelor's degree in accounting, finance, business or related field.

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

- 1 WF and 1 AM withdrew from consideration,
- 1 AM was not able to articulate information clearly in response to interview questions.
- 2 WM lacked customer service skill and was unable to fully answer interview questions.
- 1 WM, 1 HM and 1 AF was able to demonstrate sufficient financial work experience needed for the position.

The 1 WM hired demonstrated strong customer service skills, university experience and budgeting/financial reporting. He demonstrated excellent communication skills and provided in depth answers to interview questions regarding his financial experience and knowledge.

## Hiring Goals Analysis 2016

### **2016365 – Research Lab Aide - Plant Science & Landscape Arc – 1 WM**

#### **Description:**

The University of Connecticut Department of Plant Science and Landscape Architecture seeks applicants for position of Research Laboratory Aide/Research Farm Technician. This position is based at the University of Connecticut Department of Plant Science and Landscape Architecture Research and Education Farm. Under the general supervision of the Research Farm Manager and the Department Head, this position provides technical assistance to researchers and faculty members.

#### **Duties and Responsibilities include, but are not limited to:**

- Establishment, maintenance and renovation of plant research plots.
- Assistance with research, teaching and extension-outreach activities.
- Operation, routine maintenance, and repair of Nursery and Landscape Science or Sustainable field based Horticulture/Agriculture or Turfgrass Science (golf course appropriate) machinery and structures.
- Maintenance and operation of an automated golf course style and horticultural drip and overhead irrigation systems.
- Supervision of hourly labor, students, and other support positions associated with the Department of Plant Science and Landscape Architecture Program.
- Assistance with laboratory sections of related courses.
- Support and assistance with Field Day events.
- Travel off-site to support the above activities on occasion.
- Assistance with keeping inventories and ordering supplies and equipment as needed.
- Collection of data, report preparation, recording-keeping.
- Performance of other duties as required.

#### **Minimum Qualifications**

1. Bachelor's degree in Agronomy, Horticulture, Sustainable Agriculture, Turfgrass Science field or equivalent experience and training.
2. Knowledge and experience in crop production in Nursery and Landscape Science or Sustainable field based Horticulture/Agriculture or Turfgrass Science.
3. Knowledge and experience in operation, maintenance, and repair of specialized Nursery and Landscape Science or Sustainable Horticulture/Agriculture or Turfgrass Science equipment including automated irrigation systems.
4. The ability to identify Nursery and Landscape Science or Sustainable field based Horticulture / Agriculture or Turfgrass Science plant species.
5. The ability to identify and manage pests including diseases, insects, and weeds.
6. Familiarity with computers and electronic recordkeeping.
7. Strong time management skills with a self-directed skill-set and an emphasis on prioritizing duties are required.
8. Effective communication and conflict resolution skills; must be willing to take initiative and independently communicate with team members on program-related issues.
9. Must be willing and able to travel and have reliable transportation.
10. An appropriate Connecticut DEEP pesticide applicator's license must be obtained within the first six months of employment.

**Physical Requirements:** Incumbents must possess the ability to perform the required duties set forth above.

#### **Preferred Qualifications**

1. Bachelor's degree in Agronomy, Horticulture, Sustainable Agriculture, Turfgrass Science field.
2. At least three (3) years' experience in an intensively managed related industry including maintenance and repair of specialized industry field based specific equipment.
3. Experience in Nursery and Landscape Science or Sustainable field based Horticulture/Agriculture or Turfgrass Science pesticide application and related equipment calibration.
4. Knowledge of IPM (Integrated Pest Management) practices.
5. Supervisory experience.

## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, CT Nursery Landscape Association, CT Association of Golf Superintendents, CT Groundskeepers Association, New England Sports Turn Managers Association, and Turfnet Website.

### **Goal Applicants: 1 WF, 1 HF**

37 Total Applicants: 21 WM, 5 WF, 1 BM, 4 HM, 1 AF, 3 UM, 2 UF

Unqualified Applicants: 14 WM, 5 WF, 1 BM, 4 HM, 1 AF, 3 UM, 2 UF

- 4 WM, 3 WF, 2 HM, 2 UF lacked a Bachelors' degree in Agronomy, Horticulture, Sustainable Agriculture, Turfgrass Science field or equivalent experience and training.
- 7 WM, 2 WF, 1 BM, 2 HM, 1 AF and 3 UM did not have knowledge and experience in crop production in Nursery and Landscape Science or Sustainable field based Horticulture / Agriculture or Turfgrass Science.
- 2 WM did not have knowledge and experience in operation, maintenance, and repair of specialized Nursery and Landscape Science or Sustainable Horticulture / Agriculture or Turfgrass Science equipment including automated irrigation systems.
- 1 WM did not demonstrate an ability to identify Nursery and Landscape Science or Sustainable field based Horticulture / Agriculture or Turfgrass Science plant species.

Qualified Applicants: 2 WM

- 1 WM lacked a Bachelor's degree in Agronomy, Horticulture, Sustainable Agriculture, Turfgrass Science field.
- 1 WM did not have at least three years' experience in an intensively managed related industry including maintenance and repair of specialized industry field based specific equipment.

Interviewed Applicants: 5 WM

- 3 WM did not demonstrate a sufficient understanding of basic mechanical skills during the interview.
- 1 WM is being considered for another position in the department.

1 WM was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WM selected for this position had an excellent combination of training and experience in the field. He provided excellent answers to technical interview questions, and demonstrated an understanding of IPM practices and how to manage research versus non-research field projects. Additionally, he has experience supervising a team. This candidates references were contacted and provided positive feedback.

## Hiring Goals Analysis 2016

### **2016525 – Financial Assistant I – Education Abroad - 1 WF**

Global Affairs at the University of Connecticut seeks candidates for a Financial Assistant I (UCP I) position for the Education Abroad office at the UConn Storrs campus. Under the general direction of a designated supervisor this position is responsible for processing financial and administrative transactions and keeps complete set of records of financial transactions for Education Abroad. Additional duties include: analyzing and verifying details of transactions such as invoices, requisitions and other disbursements in conjunction with university 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; training faculty and staff with regard to university policies and procedures pertaining to the management of university funds; knowledge of scholarship process including communication with students and financial aid office and performing related duties as required:

#### **Minimum Qualifications**

1. Associate's degree
2. At least two years of related experience such as accounting or bookkeeping.

#### **Preferred Qualifications**

1. Experience with international bank accounts, wire transfers, or cash advances;
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 and online financial record systems.

#### **Appointment Terms**

This position is full time, 12 month, annually renewable appointment. Salary is commensurate with experience and includes full benefits.

### **Goal Applicants: WF, HF**

39 Total applicants: 8 WM, 19 WF, 2 BM, 1 BF, 2 HM, 1 HF, 1 AM, 1 AF, 1 UM, 3 UF

Unqualified applicants: 5 WM, 8 WF, 1 HM, and 2 UF.

- 7 WF, 4 WM, 1 HM, 1 UF did not have at least two years of related experience such as accounting or bookkeeping.
- 1 WM, 1 WF, 1 UF did not have an Associate's degree

Qualified applicants: 3 WM, 10 WF, 2 BM, 1 BF, 1 HM, 1 HF, 1 AM, 1 AF, 1 UF

- 3 WM, 8 WF, 1 BF, 1 UF, lacked experience with international bank accounts, wire transfers, or cash advances.



## Hiring Goals Analysis 2016

- 1 HM, 2 WF, 2 BM, 1 UF, 1 AM, and 1 AF lacked experience working in a higher education setting.

Interviewed applicants: 1 WF and 1 UM

- 1 UM lacked experience with processing of cash advances and lacked experience with handling international bank accounts including wire transfers.

The 1 WF selected had experience handling international bank accounts, including wire transfers, cash advances and training faculty with regard to travel practices and procedures. She was proficient in Excel, Word, Quicken and KFS. She also had higher education experience.

## Hiring Goals Analysis 2016

### **2016531 - Financial Assistant – INCHIP – 1 WF**

Under the general supervision of the Deputy Director of the Rudd Center, the Financial Assistant I is an entry level position and is responsible for the accounting and financial transactions of the center, and for carrying out center-specific administrative services.

#### **Duties and Responsibilities:**

1. Prepare, process and monitor all financial transactions and records for payroll, purchasing, travel and other disbursements. Maintain organized fiscal records
2. Perform routine administrative office functions, including the ordering of office supplies, placing orders and resolving problems with vendors, handling facility related issues
3. Assist in developing and monitoring center-related budgets including monitoring expenditures for compliance within approved budget limits
4. Plan and organize support activities, such as meetings, conferences, and interviews. Coordinate all necessary arrangements including travel and other related details for these events
5. Perform other related duties as required

#### **Minimum Qualifications:**

1. Associate's degree in business administration or related field
2. A minimum of two years of experience in an office/administrative role with exposure to financial records and/or budgets.

#### **Preferred Qualifications:**

1. Bachelor's degree in business or related field
2. Experience working in higher education setting
3. Excellent computer skills using Microsoft Office with strong skills in Excel using formulas and pivot tables
4. Willingness and ability to independently resolve problems
5. Excellent organizational, interpersonal, and communication skills including demonstrated ability to work collaboratively as a team member

#### **Appointment Terms:**

This is full-time, annually renewable position and offers a full range of health/retirement benefits. The salary is in the mid \$40K range depending on skill level and experience. The continuation of this position is based on available funding. The work location is at One Constitution Plaza, Hartford, Connecticut.

#### **To Apply:**

For full consideration, please upload a cover letter, resume, and the names 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. (Search # 2016531).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 2, 2016.

Recruitment Activities Included: Rudd Center Website, Glastonbury Citizen Newspaper, UConn careers website.

#### **Goal Applicants: WF, HF**

44 Total Applicants: 11 WM, 15 WF, 3 BM, 4 BF, 2 AM, 5 AF, 1 UM, and 1 UF.

## Hiring Goals Analysis 2016

Unqualified applicants: 9 WM, 8 WF, 2 BM, 1 BF, 2 AM, 4 AF, 1 UM, and 1 UF.

- 4 WM, 1 WF, 1 BF, and 1 UF did not have an Associate's degree in business administration or related field.
- 5 WM, 7 WF, 2 BM, 2 AM, 4 AF, and 1 UM lacked a minimum of two years of experience in an office/administrative role with exposure to financial records and or budgets.

Qualified applicants: 2 WM, 2 WF, 1 BM, 2 BF, and 1 AF.

- 2 WF, 1 BF and 1 AF did not have a Bachelor's degree in business or related field.
- 2 WM, 1 BM, and 1 BF lacked experience working in higher education setting.

Interviewed applicants: 5 WF, 1 BF, and 1 UF

- 1 WF has less office/administrative experience than needed for the position.
- 1 WF accepted another position.
- 1 WF and 1 BF rejected the offer.
- 1 UF provided vague answers to interview questions.
- 1 WF did not respond to repeated requests for interview.

The 1 WF selected possessed a Bachelor's degree in Finance degree and had direct financial record and budgeting experience. She also had substantial administrative experience and was very detail-oriented. She demonstrated good interpersonal communication and the ability to work collaboratively with a team.

## Hiring Goals Analysis 2016

### **2016565 – Program Aide – Athletics Men’s Intercollegiate – 1 BM**

#### **Description:**

The University of Connecticut is accepting applications 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; thorough knowledge of all current NCAA regulations and correct application of rules in practice; strong commitment to the academic goals of the University; proficient in Microsoft suite programs; and excellent organizational, communication and public relations skills.

**Preferred Qualifications:** Bachelor’s degree in Business or Sports Management; minimum of three years as Division I football student-athlete; coaching experience at the collegiate level; and basic knowledge of Photoshop or other graphic design programs.

**Appointment Terms:** Salary is commensurate with experience.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, UConnHuskies.com, and Indeed.com.

#### **Goal Applicants: WF, HF**

59 Total Applicants: 31 WM, 6 WF, 9 BM, 3 HM, 1 HF, 3 AM, 5 UM, 1 UF.

Unqualified Applicants: 21 WM, 4 WF, 7 BM, 3 HM, 3 AM, 4 UM, 1 UF.

- 21 WM, 4 WF, 7 BM, 3 HM, 3 AM, 4 UM, and 1 UF, lacked thorough knowledge of all current NCAA regulations and correct application of rules in practice.

Qualified Applicants: 9 WM, 2 WF, 1 BM, 1 HF and 1 UM

- 1 WM lacked a Bachelors’ degree in business or sports management.
- 8 WM, 2 WF, 1 HF, 1 BM, and 1 UM did not have a minimum of three years as Division I football student-athlete.

Interviewed Applicants: 1 WM, 1 BM

- 1 WM did not provide complete responses to in-depth interview questions.

The 1 BM hired for this position had extensive experience in athletics, specifically coaching at the collegiate level. This candidate had excellent knowledge about UConn and its’ football program, and he conveyed passion for the mission of the program and the University. Additionally, he provided thoughtful and articulate responses to in-depth interview questions.

## Hiring Goals Analysis 2016

### **2016477 – Financial Assistant 1 – Accounts Payable – 1 AM**

**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 1 coordinates and provides assistance in processing financial transactions in Accounts Payable as well as assists with special projects.

**Duties and Responsibilities**

Verifies and enters details of transactions such as invoices, requisitions and other disbursements. Compiles monthly reports to show statistics pertinent to the operation of department. Provides assistance in maintaining vendor profiles. Processes paperwork for department financial transactions. Maintains fiscal records in compliance with University record retention requirements which includes computerized records and systems. Reconciles and compiles data for ProCard purchases. Independently prepares correspondence related to department financial matters and follows-up to resolve issues. Assists departments with questions, making referrals as appropriate. Verifies funding, accounts, coding, adjustments and other data fields and maintains spreadsheets. Calculates and provides expense summaries. Performs other related duties as required.

**Minimum Qualifications**

Associate's degree in accounting, finance, business or an equivalent combination of education and experience in related field. Experience in accounting, finance, business or related area. Demonstrated customer service skills. Ability to work independently and exercise good judgment. Good computer skills.

**Preferred Qualifications**

Bachelor's degree in accounting, finance, business or related field. Excellent interpersonal and communication skills. Familiarity with Quali Financial Systems. Excellent computer skills including proficiency in use of Microsoft Office Products. Working knowledge of office operations and University procedures.

**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.

**To Apply**

Please upload a cover letter, resume, and list of three professional references with contact information. Employment of the successful candidate is 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 # 2016477)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 23, 2016.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Hartford Courant, Willimantic Chronicle and Career Builders.

**Goal Applicants: WF, HF**

75 Total Applicants: 14 WM, 32 WF, 10 BM, 2 BF, 1 HM, 3 HF, 4 AM, 7 AF, 2 UM

Unqualified Applicants: 14 WM, 15 WF, 6 BM, 1 BF, 1 HM, 2 HF, 1 AM, 3 AF, 1 UM

- 1 HM submitted an incomplete application.

## Hiring Goals Analysis 2016

- 7 WM, 11 WF, 1 BM, 1 BF, 1 HF and 1 AM did not have an Associates' degree in accounting, finance, business or an equivalent combination of education and experience in related field.
- 5 WM, 3 WF, 5 BM, 1 HF and 1 AF lacked experience in accounting, finance, business or related area.
- 2 AF and 1 UM did not have demonstrated customer service skills.
- 2 WM and 1 WF lacked good computer skills.

Qualified Applicants: 11 WF, 1 BF, 1 HF, 1 AM, 1 AF

- 8 WF and 1 BF lacked a Bachelors' degree in accounting, finance, business or related field.
- 3 WF, 1 HF, 1 AM and 1 AF did not have familiarity with Quali Financial Systems.

Interviewed Applicants: 6 WF, 4 BM, 2 AM, 3 AF, 1 UM

- 1 WF, 1 AM, 1 AF and 1 UM withdrew their applications.
- 5 WF, 4 BM and 2 AF lacked the financial experience needed for the position.

The 1 AM hired had extensive work experience related to Accounts Payable. His past work experience demonstrated his ability to independently take direction and learn quickly. He was familiar with all of the computer systems required for this position. Additionally, he demonstrated excellent professionalism and communication skills during his interview.

## Hiring Goals Analysis 2016

### Academic Assistants

**Short-term goals: 5 WF, 1 BM, 2 BF, 1 HF**

#### **2016198 - Academic Assistant 3 - Teach and Learning Inst – 1 WF**

5 Total Applicants: 2 WF, 1 HF, 1 AM, 1 AF

Unqualified applicants: 1 WF, 1 HF, 1 AM, 1 AF

Interviewed applicants: 1 WF

***This hire achieved a hiring goal.***

#### **2015503 - Academic Assistant 4 – CETL – 1 WF**

80 Total Applicants: 19 WM, 26 WF, 4 BM, 4 BF, 4 HM, 3 HF, 5 AM, 2 AF, 4 UM, 9 UF

Unqualified applicants: 14 WM, 20 WF, 2 BM, 3 BF, 4 HM, 2 HF, 5 AM, 2 AF, 4 UM, 7 UF

Interviewed applicants: 5 WM, 6 WF, 2 BM, 1 BF, 1 HF, 2 UF

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016460 -Academic Assistant 3 – Biotech/Bioservices Center – 1 AM**

The Biotechnology-Bioservices Center at the University of Connecticut seeks a Facility Scientist/Director to lead a Flow Cytometry Core Facility Resource. The Core resource houses two state-of-the art instruments, a FACSAria II cell sorter and a Fortessa X20 analyzer, which serve the growing research needs of approximately 40 faculty on the Storrs campus in fields ranging from biology and pharmacy to plant science and engineering.

The successful candidate will be enthusiastic to run a full-service core and motivated to maintain a high quality fee-for-service facility at the cutting edge of research. It is expected that the majority of the facility scientist/director's time will be spent providing consultations to faculty and students on flow cytometry experiments and analyses, training users to run equipment, sorting samples for researchers, and maintaining instruments. As a (non-tenure track) faculty appointment, the ability to serve as PI/Col on extramural grant applications is inherent in the position. Hours may depend on users' sort needs.

#### **Minimum Qualifications**

- Ph.D. (or equivalent) with experience in flow cytometry as evidenced by a strong publication and presentation record in the field.
- Mastery of cytometric technologies, and data analysis and sharing pipelines.
- Excellent written and oral communication skills and the desire to work in a service oriented environment.
- Ability to troubleshoot issues and perform typical maintenance routines.
- Ability and eagerness to provide technical consultations with large numbers of faculty and provide workshops/seminars/courses for faculty and students.
- Willingness to lead in the writing of grant proposals aimed at supporting and advancing the core.
- Excellent organizational skills.

#### **Preferred Qualifications**

- Post-doctoral experience and/or experience running a flow cytometry core facility at another academic institution or in industry.
- Knowledge of common flow cytometry pipelines and workflows.
- Experience running cell sorts on a FACSAria and/or using the FACSDiva software.
- A record of successfully funded grants.
- Experience teaching cytometry-related content (e.g., through seminar, workshops, and/or courses).

#### **Appointment Terms**

This is an annually renewable, 11 month, non-tenure track appointment at the Academic Assistant 3, 4, or 5 level (based on qualifications). Salary is highly competitive and will be commensurate with experience.

Recruitment activities included: AcademicJobsOnlin.Org, Science Careers Web, Cyto.Purdue.edu, Newenglandcytometry.com, and Jobs.aai.org.

#### **Goal Applicants: WF, BM, BF, HM**

12 Total applicants: 3 WM, 1 HF, 5 AM, 2 AF, and 1 UF.

Unqualified applicants: 2 WM, 1 HF, 2 AM, and 1 AF.



## Hiring Goals Analysis 2016

- 2 WM did not have a Ph.D. with experience in flow cytometry as evidenced by a strong publication record in the field.
- 1 AF lacked a mastery of cytometric technologies and data analysis and sharing pipelines.
- 1 HF and 1 AM lacked ability to troubleshoot issues and perform typical maintenance routines.
- 1 AM lacked the willingness to lead in the writing of grant proposals aimed at supporting and advancing the core.

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

- 1 AM, 1 WM, and 1 AF did not have a record of successfully funded grants.

Interviewed applicants: 1 AM, 1 UF.

- 1 UF withdrew from consideration.
- 1 AM lacked good communication skills based on interview responses.

The 1 AM selected was highly and technically qualified to run the existing flow cytometry facility. He had a background in biology and demonstrated excellent communication skills.

## Hiring Goals Analysis 2016

### **16170 - Academic Assistant I – INCHIP – 1 AF**

#### **ACADEMIC ASSISTANT I (STATISTICIAN) Rudd Center for Food Policy & Obesity**

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.

## Hiring Goals Analysis 2016

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
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:** Experience in HLM and SEM.

1 Total Applicants: 1 AM

Interviewed applicants: 1 AM

1 AM hired meets all the job qualifications of the academic Assistant I Statistician position. She is scheduled to defend her PhD in the Department of Agricultural and Resource Economics in February. As a PhD student, she demonstrated her proficiency in developing complex databases, conducting sophisticated statistical models and utilizing a variety of statistical software programs, including STATA, SAS and SPSS. She has also conducted research on social media marketing utilizing syndicated marketing data, so she is also very familiar with the specific research questions used. Her work as a graduate assistant complements the work she will be doing as a research assistant.

## Hiring Goals Analysis 2016

### **Specialist 1A**

**Short-term goals: 3 WM, 2 BM, 1 BF, 1 HM**

#### **2017001 - Specialist 1A - Athletic Men's Intercollegiate – 1 WM**

36 Total Applicants: 22 WM, 5 BM, 6 HM, 3 UM

Unqualified applicants: 18 WM, 5 BM, 5 HM, 2 UM

Qualified applicants: 1 WM, 1 HM

Interviewed applicants: 3 WM, 1 UM

***This hire achieved a hiring goal.***

#### **2016616 - Specialist 1A - Athletic Women's Intercollegiate – 1 WM**

9 Total Applicants: 4 WM, 1 BF, 5 UM, 1 UF

Unqualified applicants: 2 WM, 1 BF, 3 UM, 1 UF

Qualified applicants: 1 WM

Interviewed applicants: 1 WM, 2 UM

***This hire achieved a hiring goal.***

#### **2016637 – Specialist 1A – Athletics Strength Center – 1 HM**

67 Total Applicants: 48 WM, 2 WF, 7 BM, 3 HM, 1 HF, 1 AM, 4 UM, 1 UF

Unqualified applicants: 31 WM, 1 WF, 4 BM, 1 HM, 1 HF, 3 UM

Qualified applicants: 12 WM, 1 WF, 3 BM, 1 HM, 1 AM, 1 UF

Interviewed applicants: 5 WM, 1 HM, 1 UM

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016675 - Specialist 1A- Athletic Women's Intercollegiate – 1 WF**

**Description:**

The University of Connecticut is accepting applications and nominations for a full-time position of Assistant Women's Lacrosse Coach. Responsibilities include: assisting the Head Women's Lacrosse Coach in planning and organizing all phases of a Division I women's lacrosse program including recruitment and evaluation of prospective student-athletes; development of the student-athlete; game preparation; marketing and community involvement; and other administrative duties as assigned by the Head Women's Lacrosse Coach.

**Minimum Qualifications:** Bachelor's degree; minimum two years of collegiate lacrosse playing or coaching experience (within the last five years); a demonstrated working knowledge of NCAA regulations; strong commitment to the academic goals of the University; and excellent organizational, communication and public relations skills.

**Preferred Qualifications:** Experience in practice planning; experience coaching camps; experience in video review and scouting; and prior experience of community outreach and/or involvement with University activities.

**Salary:** commensurate with experience.

Candidates must submit letter of application, resume, and the names of three references to: <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 #2016675)

Recruitment activities included advertisements with UConnHuskies.com; NCAA News; and various professional networking efforts.

#### **Goal Candidates: WM, BM, BF, HM**

21 candidates applied for the position: 2 WM and 19 WF.

Unqualified applicants: 2 WM and 15 WF.

- 2 WM and 9 WF lacked a minimum of two years of collegiate lacrosse playing or coaching experience.
- 6 WF lacked a demonstrated working knowledge of NCAA regulations.

Interviewed applicants: 4 WF.

- 2 WF withdrew from consideration for the position.
- 1 WF had less well developed coaching experience than preferred and had no camp coaching experience.

The 1 WF selected for the position demonstrated extensive lacrosse experience both as a player and coach. Additionally, this candidate was familiar with NCAA regulations and had a strong commitment to the academic development of players. Finally, this candidate exhibited excellent communication and interpersonal skills and experience with community outreach and University activities.

## Hiring Goals Analysis 2016

### **2016586 – Specialist 1A – Athletics Sports Management – 1 WF**

**Description:**

The University of Connecticut is seeking applications for the full-time position of Assistant Athletic Trainer. **Responsibilities will include:** Day-to-day sports medicine/athletic training operations for assigned teams, including prevention, evaluation, treatment, and rehabilitation of student-athletes; pre-participation physicals; inventory management of supplies and equipment; maintaining medical records; completing required insurance claims; daily interaction and communication with coaching staff, fellow athletic trainers, and administration; attending team practices and events; supervision of clinical and field experience of undergraduate students; assisting with the teaching of undergraduate students; other duties as assigned by the Head Athletic Trainer.

**Minimum Qualifications:** Master's degree in related field; two years of athletic training experience (within the past three years) with a collegiate team; knowledge of NCAA regulations; certification by the National Athletic Trainers Association; current CPR certification; Connecticut Athletic Trainer State license or eligible to receive; and excellent interpersonal, organizational, written and verbal communication skills.

**Preferred Qualifications:** Collegiate Field Hockey and Women's Lacrosse athletic training experience; and prior experience in the treatment of contact or collision sport athletes.

**Appointment Terms:** This is an 11-month appointment subject to annual renewal. Salary will be commensurate with experience.

**To Apply:** Candidates must upload a letter of application, resume, and the names of three references. Screening of applicants will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016586)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 19, 2016.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, UConnHuskies.com, and National Collegiate Athletics Association News.

#### **Goal Applicants: WM, BM, BF, HF**

64 Total Applicants: 24 WM, 32 WF, 1 BF, 1 HF, 1 HM, 3 AM, 2 AF

Unqualified Applicants: 11 WM, 11 WF, 1 BF, 1 HF, 1 HM, 1 AF

- 1 WF lacked a Masters' degree in a related field.
- 7 WM, 9 WF, 1 BF, 1 HF, 1 HM and 1 AF did not have two years of athletic training experience within the past three years.
- 4 WM and 1 WF did not demonstrate excellent written communication skills.

Qualified Applicants: 12 WM, 18 WF, 3 AM, 1 AF

- 12 WM, 18 WF, 3 AM and 1 AF did not have Collegiate Field Hockey and Women's Lacrosse athletic training experience.

Interviewed Applicants: 1 WM, 3 WF

## Hiring Goals Analysis 2016

- 1 WM and 2 WF did not have the athletic training experience at the collegiate level needed for the position.

The 1 WF hired for this position had extensive collegiate athletic training experience. She had excellent knowledge of NCAA regulations, and responded thoughtfully to situational interview questions. During her interview she was also able to communicate excellent evidence based ideas regarding athlete rehabilitation and injury prevention. Additionally, her references were contacted and gave positive feedback.

## Hiring Goals Analysis 2016

### **2016608 – Specialist 1A – Athletics Women’s Intercollegiate - 1 WF**

The University of Connecticut is accepting applications and nominations for the full-time position of Assistant Director of Women’s Basketball Operations. Responsibilities include: providing assistance to the women’s basketball coaching staff in the area of game preparation and assistance at all practices and games; assisting the Director of Women’s Basketball Operations with the administration of team travel; identifying, selecting and overseeing all managers and practice players; assist in managing social media sites including Facebook, Twitter and Instagram; provide administrative support to the coaches in all aspects of recruitment of Prospective Student-Athletes (PSA’s); serving as the liaison to other Division of Athletics Departments, specifically Marketing and Operations; assisting with the planning and coordination of student-athlete community service projects; and performing other program duties as assigned by the Head Women’s Basketball Coach.

**Minimum Qualifications:** Bachelor’s degree; minimum four years of experience performing team and/or administrative support functions for a Division I women’s basketball program; an understanding of the correct application of NCAA regulations; demonstrated experience in community service/constituent relations activities; strong commitment to the academic goals of the University; and excellent organizational, communication, and public relations skills.

**Preferred Qualifications:** Minimum three years of experience performing team and/or administrative support responsibilities during the Division I NCAA Women’s Basketball Tournament; minimum two years performing team and/or administrative support duties at an NCAA Final Four event; supervisory experience; working as a liaison with other Athletics offices/departments including Marketing; proficiency with social media sites, including Facebook, Twitter, and Instagram.

**Appointment Terms:** Salary will be commensurate with experience.

**To Apply:** Candidates must submit letter of application, resume, and the names of three references in Word or PDF format. 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 # 2016608)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 10, 2016.

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: UConnHuskies website, Inside Higher Ed. Diverse, and Indeed.com.

**Goal Applicants: WM, BM, BF, HF**

28 Total Applicants: 8 WM, 8 WF, 4 BM, 5 BF, 1 AF, 1 AM, and 1 UM.

Unqualified applicants: 7 WM, 7 WF, 3 BM, 4 BF, 1 AM, 1 AF, 1 UM.

- 1 WM and 1 AM lacked an understanding of the correct application of the NCAA regulations.



## Hiring Goals Analysis 2016

- 6 WM, 7 WF, 3 BM, 4 BF, 1 UM, 1 AF and 1 UF did not have minimum four years of experience performing team and or administrative support functions for a Division I women basketball program.

Qualified applicant: 1 BM

- 1 BM lacked a minimum of three years of experience performing team and or administrative support responsibilities during the Division I NCAA Women's Basketball Tournament.

Interviewed applicants: 1 WM, 1 WF, and 1 BF.

- 1 BF did not have a strong experience base, lacked experience dealing with post season responsibilities and did not articulate a vision for supporting the coaching staff and student athletes.
- 1 WM did not provide sufficient responses to the interview questions and was unable to convey the depth of the overall knowledge and experiences.

The 1 WF selected was able to clearly demonstrate an ability to provide administrative operational support to the women's basketball coaching staff and convey an overall vision for this position. Additionally, her skills in social media and familiarity with community outreach functions matched well with the requirements of the position.

## Hiring Goals Analysis 2016

### Specialist 2A

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

#### **2016372 - Specialist 2A – Athletics Men’s Intercollegiate - 1 BM**

The University of Connecticut is accepting applications and nominations for the full time position of Assistant Football Coach/Wide Receivers.

**Duties and Responsibilities:** Assist the Head Football Coach in the organization and administration of all phases of a FBS program including game preparation and the recruitment and evaluation of prospective student-athletes; assist in monitoring academic progress and development of student-athletes; community involvement; and other program duties as assigned by the Head Football Coach.

**Minimum Qualifications:** Bachelor’s Degree; ten years of full-time experience as a collegiate football coach at the FBS level; experience in coaching in professional football; detailed knowledge of the correct application of NCAA regulations; strong commitment to the academic goals of the University; and excellent organizational, teaching, communication and public relations skills.

**Preferred Qualifications:** Five years of Wide Receiver coach experience within the last ten years at FBS level; minimum of 2 Bowl Game appearances in the last 5 years; proven record of developing players into NFL prospects; Division I/FBS playing experience.

**Appointment Terms:** Salary will be commensurate with experience.

Recruitment activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, UConnHuskies.com, NCAA News, and Indeed.com

#### **Goal Applicants: WF, BF, HM, AM**

32 total applicants included: 13 WM, 17 BM, 1 AM, and 1 UM.

Unqualified applicants: 13 WM, 15 BM, 1 AM, and 1 UM.

- 11 WM, 14 BM, 1 AM, and 1 UM lacked ten years of full-time experience as a collegiate football coach at the FBS level.
- 2 WM and 1 BM did not have experience coaching in professional football.

Qualified applicants: 1 BM.

- 1 BM did not appear in a minimum of two bowl games in the last five years.

Interviewed applicants: 1 BM.

The 1 BM selected for this position was the only candidate to meet all the preferred and minimum qualifications. This candidate had extensive experience recruiting, coaching, and developing high level football talent in a Division 1 setting. This candidate also demonstrated excellent communication skills throughout the interview process.

## Hiring Goals Analysis 2016

### **2016674 – Specialist 2A – Athletics Men’s Intercollegiate – 1 BM**

The University of Connecticut is accepting applications and nominations for the full-time position of Assistant Men’s Basketball Coach.

**Responsibilities include:** assist and support the Head Men’s Basketball Coach in the organization and administration of all phases of a high major Division I program including practice and game preparation, scouting of opponents, and the evaluation and recruitment of prospective student-athletes; assist in monitoring academic progress and development of student-athletes; and other program duties as assigned by the Head Coach.

**Minimum Qualifications:** Bachelor’s degree; minimum of five years of full-time experience (within the past six years) as an assistant coach at a Division I men’s college basketball program; collegiate playing experience at a Division I institution; working knowledge of the correct application of NCAA regulations; strong commitment to the academic goals of the University; and excellent organizational, teaching, communication and public relations skills.

**Preferred Qualifications:** experience as a full-time assistant coach at more than one Division I institution; member of a coaching staff which has led a team to multiple NCAA Tournament appearances; experience in overall basketball operations at the collegiate level, including a demonstrated understanding of team travel, scheduling and budget; involvement in student-athlete community service activities; experience at the professional (NBA) level.

**Salary:** commensurate with experience.

Candidates must submit letter of application, resume, and the names of three references to: <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 # 2016674)

This job posting is scheduled to be removed at 11:59 PM eastern on July 1, 2016.

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: UConnHuskies.com, Inside Higher Ed., Diverse and 10 professional networks.

**Goal Applicants: WF, BF, HM, AM**

14 Total applicants: 5 WM, 8 BM and 1 UM

Unqualified applicants: 5 WM, 7 BM and 1 UM

- 3 WM and 6 BM lacked a minimum of five years of full-time experience (within the past six years) as an assistant coach at a Division I men’s college and collegiate playing experience at a Division I men's college basketball program.
- 1 WM and 1 BM lacked a Bachelor’s degree.

## Hiring Goals Analysis 2016

- 1 WM and 1 UM lacked collegiate playing experience at a Division I institution.

Interview applicant: 1 BM

The 1 BM hired had excellent prior experience in collegiate coaching as a full time assistant coach for the past six seasons, achieving a high level of success as indicated by his recognition as one of the top 10 assistant coaches (awarded by espn.com) this past season, and multiple NCAA tournament appearances. This candidate had a demonstrated understanding of the administration of collegiate team travel, scheduling, and budget control due to his experience in basketball operations at both the collegiate and professional level. The candidate had also demonstrated an understanding and working knowledge of assisting in the planning and organizing all phases of a Division I men's basketball program, including a demonstrated working knowledge of the correct application of NCAA regulations and a commitment to the academic goals of the University.

## Hiring Goals Analysis 2016

### Specialist 3A – 4A

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

*No hiring activity in this category*

## Hiring Goals Analysis 2016

### Remaining Titles

**Short-term goals: 13 WM, 2 BF, 1 AM**

### **2016083 – University Educational Assistant 3 - Human Resources – 1 WF, 1 BF**

The Department of Human Resources is seeking applications for a full-time HR Assistant (UEA 3). This position will be located in the Brown Building on the Mansfield Depot Campus, working under the supervision of the Operations Manager.

#### **Position Summary**

The HR Assistant is responsible for the oversight and management of a number of human resources administrative functions. Incumbents in this position have narrow authority to make independent decisions, exercise judgment and resolve issues that impact the overall operation. This position also serves as an integral member of the Customer Service Center within the HR Operations Unit that is responsible for responding to a variety of HR inquiries via phone, e-mail and in person.

#### **Duties and Responsibilities**

1. Reviews and monitors a variety of human resources transactions; directs the workflow and supervises the processing of administrative and personnel paperwork.
2. Responsible for the coordination of administrative processes and provides assistance with training, communication, and the evaluation of processes; makes recommendations for changes to processes that promote efficiency.
3. Answers main HR phone line and assists in the management of central HR e-mail box; is responsible for the delivery of customer service to employees, departmental liaisons, applicants and others.
4. Assists with writing, evaluating and updating of procedures; interprets University policies and State statutes relative to human resources operations.
5. Counsels employees on career mobility, employee benefits, separation, position openings, tuition reimbursement and/or employment policies and procedures.
6. Responds to inquiries by gathering information and composing routine correspondence; assists in updating and maintaining central repository of reference/resource information.
7. Tracks, reviews, sorts and analyzes HR documents; may assist with the maintenance and design of file and record keeping systems to support human resources operations.
8. Researches, collects and compiles data and assists with preparing confidential reports that may be used in collective bargaining; records confidential data in mainframe database.
9. May be assigned to one or more specialized human resources operations, processes or programs; may serve as a liaison to vendor(s).
10. May assist in the preparation and delivery of training.

#### **Minimum Qualifications\***

- An Associate's Degree and 2 years of relevant work experience.
- Demonstrated computer software experience - MS Office Professional Suite with advanced knowledge of Excel and Word.
- Demonstrated ability to independently manage assigned projects within other daily responsibilities.
- Excellent organizational and administrative proficiency with attention to detail.
- Demonstrated critical thinking and awareness of data integrity concerns.

\*A combination of education and experience may be considered.

## Hiring Goals Analysis 2016

\*A combination of education and experience may be considered.

### **Preferred Qualifications**

- Bachelor's degree and at least one year of related professional experience.
- Experience accurately entering data into a mainframe system.
- Working knowledge and experience with MS OneNote and Visio.
- Experience working with PeopleSoft.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, SHRM, Human Resources Association of Central Connecticut, and National Association of African Americans in HR.

### **Goal Applicants: WM, BF, AM**

220 total applicants: 39 WM, 124 WF, 6 BM, 15 BF, 21 HF, 1 AM, 7 AF, 3 UM, and 4 UF.

Unqualified applicants: 34 WM, 97 WF, 5 BM, 9 BF, 18 HF, 4 AF, 3 UM, and 3 UF.

- 20 WM, 68 WF, 1 BM, 4 BF, 9 HF, 3 AF, and 2 UM lacked an Associate's degree and two years of relevant work experience.
- 14 WM, 27 WF, 3 BM, 5 BF, 9 HF, 1 AF, 1 UM and 3 UF did not possess excellent organizational and administrative proficiency with attention to detail.
- 1 WF and 1 BM did not demonstrate experience with computer software, including Microsoft Office Professional Suite, with an advanced knowledge of Excel and Word.
- 1 WF did not demonstrate an awareness of data integrity concerns.

Qualified applicants: 4 WM, 8 WF, 3 BF, 2 HF, 1 AM, 3 AF, and 1 UF.

- 4 WF, 3 BF, 3 AF, and 1 UF lacked a Bachelor's degree and at least one year of related professional experience.
- 4 WM, 4 WF, 2 HF, and 1 AM did not possess experience accurately entering data into a mainframe system.

Interviewed applicants: 1 WM, 19 WF, 1 BM, 3 BF, and 1 HF.

- 1 WM, 6 WF, and 1 HF withdrew from consideration.
- 3 WF, 1 BF lacked the relevant HR work experience needed for the position.
- 2 WF did not have a strong background in customer service and was unable to articulate how organizational and administrative proficiency would aid in serving customers.
- 6 WF, 1 BM and 1 BF did not have strong responses to interview questions.
- 1 WF provided only brief responses to questions during the interview and was unable to elaborate on her responses.

## Hiring Goals Analysis 2016

The 1 BF selected for the position was articulate and clear in her responses to interview questions. She provided excellent examples to illustrate her understanding of the position and customer service.

***This hire achieved a hiring goal.***

The 1 WF selected provided excellent responses to interview questions regarding customer service and the HR role. She possessed several years of work experience in a HR role in a customer services environment.



# Hiring Goals Analysis 2016

## **2016124 - U Technician 2 – Department of Human Resources – 1 WM**

### **Description:**

The Department of Human Resources' HR Information Systems is seeking applications to fill a Business Systems Analyst position, primarily focused on Business Intelligence. The Business Systems Analyst will analyze business and/or system problems, evaluate processes, document requirements, and provide process or technology solutions; collaborate with subject matter experts; advise on design and provide business solutions in the form of dashboards, integration between disparate systems, and complex reporting solutions utilizing Data Mart(s) and business intelligence (BI) tools. Additionally, this position will be expected to resolve issues during and after implementation of systems. These solutions will meet requirements primarily for Human Resources business needs and overall for the University. In this position, the incumbent will be responsible for developing and maintaining confidential computing systems and may be required to gather, interpret and manipulate confidential information for the purposes of collective bargaining strategies or negotiations requiring discretion in performing assigned responsibilities in order to preserve the confidentiality of the administration.

### **Duties and Responsibilities**

Providing solutions utilizing BI tools for complex reporting needs such as trends and projections, which cross between HR system(s) and other Business areas, such as Payroll, Student and Financial data, using tools such as OBIEE and WebFocus; performing dimensional modeling using star schemas and/or relational databases, and producing Entity Relationship Diagrams (ERD) for that design/model; providing efficient and cost-effective solutions in line with UConn's technology standards, e.g. IT governance and/or strategic plan; understanding and helping the customers document their business requirements utilizing the MoSCoW (Must, Should, Could, Wish) method, or similar, to define true requirements vs. "wish list" items; participating in Fit-Gap analysis; collaborating with team members, IT professionals, implementers, customers, managers, vendors to ensure business needs are continually addressed at each level; understanding and applying government mandates regarding compliance and privacy issues; and utilizing mobile technology opportunities as part of the solution.

### **Minimum Qualifications**

1. A Bachelor's degree in information sciences or computer science, and 10 years of experience; or equivalent combination of education, professional training and experience.
2. Demonstrated knowledge of Business Intelligence Reporting Solutions and/or tools such as IBI WebFocus and Oracle OBIEE.
3. Demonstrated knowledge of dimensional modeling, Entity Relationship Diagrams (ERD), star schema, slowly changing dimensions, and/or relational databases, such as Oracle, sqlserver, mysql.
4. Demonstrated knowledge of both information technology and business analysis.
5. Knowledge of Human Resources disciplines and Human Resources data systems, specifically Peoplesoft HCM or similar ERP systems.
6. Demonstrated experience of successful completion of projects from inception to deployment (e.g. analysis, business process change, data modeling, development oversight, testing, training planning, and go-live).
7. Experience producing Process Flow Diagrams.
8. Experience with Fit-Gap Analysis and documenting requirements.
9. Knowledge and/or experience using the MoSCoW Method for Requirements (Must, Should, Could, Wish) or similar methodology, used to reach a common understanding with stakeholders on the importance they place on the delivery of each requirement.
10. Experience with SQL.
11. Excellent verbal and written communication skills, and facilitation skills.
12. Proficient in Microsoft Office Suite, including Project and PowerPoint.
13. Software development coursework and/or experience.
14. Database design coursework and/or experience.
15. Project Management coursework and/or experience.

## Hiring Goals Analysis 2016

### Preferred Qualifications

1. Knowledge and/or experience in State Government, specifically in the State of Connecticut.
2. Knowledge and/or experience in Higher Education, specifically in the Public Research sector.
3. Experience in Peoplesoft HCM.
4. Experience with Oracle OBIEE or IBI WebFocus (InfoAssist or Dev/AppStudio).
5. Experience in the use of metadata and definitions for a data dictionary.
6. Understanding of government mandates regarding compliance and privacy issues.
7. Experience with data conversion and/or transformation activities.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Human Resources Association of Central Connecticut, Peer Institutions and networking.

### **Goal Applicants: 12 WM, 2 BF, 1 AM**

32 Total Applicants: 12 WM, 1 WF, 1 BM, 3 HF, 9 AM, 5 AF, and 1 UM

Unqualified Applicants: 9 WM, 1 WF, 1 BM, 3 HF, 9 AM, 5 AF, and 1 UM

- 6 WM, 1 WF, 1 BM, 2 HF, 7 AM, 4 AF, and 1 UM did not have a Bachelors' degree in information science or computer science, and 10 years of experience.
- 1 AF did not demonstrate knowledge of Business Intelligence Reporting Solutions and/or tools such as IBI WebFocus and Oracle OBIEE.
- 1 WM did not have experience with SQL.
- 1 AM lacked excellent written communication skills and facilitation skills.
- 1 WM, 1 HF and 1 AM were not proficient in Microsoft Office Suite, including Project and PowerPoint.
- 1 WM lacked knowledge and/or experience using the MoSCoW Method for Requirements (Must, Should, Could, Wish) or similar methodology, used to reach a common understanding with stakeholders on the importance they place on the delivery of each requirement.

Interviewed Applicants: 3 WM

- 2 WM did not demonstrate an understanding of Business Intelligence Reporting Solutions during the interview.

1 WM was promoted to the position. This promotional action is identified in the Promotional Goals Analysis section. The 1 WM selected had excellent knowledge of information technology and business analysis. He demonstrated knowledge and experience using the MoSCoW Method for Requirements, used to reach a common understanding with stakeholders on the importance they place on the delivery of each requirement. Additionally, this candidate had experience in state government and higher education, and demonstrated an in-depth understanding of government mandates regarding compliance and privacy issues.

## Hiring Goals Analysis 2016

### **2016126 – University Educational Assistant 2 – Capital Budget Planning – 1 WF**

#### **JOB SUMMARY**

The Office of the Executive Vice President for Administration and Chief Financial Officer at the University of Connecticut is seeking an experienced individual to provide administrative support to the Director of Capital Budget Planning & Special Projects and the Senior Advisor & Special Project Manager. The incumbent in this position will coordinate and provide advanced level assistance to both administrators and manage the day-to-day office operations and activities. The position is accountable for providing confidential support to management relating to University operations, personnel and budgetary matters, and sensitive issues requiring discretion and judgment in executing job responsibilities and preservation of the confidentiality of the administration.

#### **DUTIES AND RESPONSIBILITIES**

1. Obtains, compiles and provides confidential and factual information that may pertain to collective bargaining negotiations or other sensitive matters. Prepares narrative and informational reports, spreadsheets and correspondence, requiring the understanding and evaluation of data sources.
2. Responds to requests for information and provides assistance in solving a variety of problems based on knowledge of the procedures, practices and past experience. Transmits authoritative information and serves as a resource regarding policies and procedures.
3. Performs administrative functions of the office; screens correspondence, records and other documents for appropriate action; coordinates work flow and processes paperwork, invoices for payment, and monthly pro-card reconciliations. Prepares and processes all information and documentation required for searches, including scheduling and paperwork.
4. Organizes and maintains Outlook appointments for multiple staff calendars, and schedules the use of the Division's conference rooms. Assists in planning and carrying out related support activities, such as meetings, conferences, interviews, making all necessary arrangements, including travel.
5. Serves as a resource to provide administrative or technical support to supervisor(s), including assistance with software programs such as PowerPoint, Word, Excel, Outlook, Visio, WordPress and ImageNow. Supports conference room AV equipment including SmartBoard technology and audio/visual conferences. Responsible for website creation and maintenance utilizing University specified platform.
6. Serves as Budds Building facility coordinator to receive complaints and report, schedule, follow-up and communicate all maintenance problems to the proper departments, including security alarms and fire alarm systems, plumbing, electrical, HVAC and janitorial problems.

#### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree and 3 to 5 years' experience in a responsible office support position or equivalent combination of education and training in an advanced level administrative role.
2. Strong written and oral communication skills including the ability to deal effectively with internal and external constituents.
3. Advanced knowledge of office administration and extensive computer skills, including experience with Outlook, Excel, Word, PowerPoint and WordPress as well as the willingness to learn new software.
4. Basic understanding and knowledge of accounting and/or budget practices and procedures.
5. Ability to analyze, recognize inconsistencies and effectively resolve issues independently.
6. Excellent organizational and interpersonal skills with the ability to establish positive working relationships with a diverse population.
7. Basic quantitative skills.

## Hiring Goals Analysis 2016

### PREFERRED QUALIFICATIONS

1. Bachelor's degree.
2. Experience working in a higher education environment.
3. Experience using financial records management systems, such as KFS, and/or UConn travel applications.
4. Demonstrated experience or ability to multi-task in a fast-paced environment.
5. Ability to work under tight deadlines, and work effectively with minimal supervision.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, Chronicle of Higher Education, CTJobs.com, CareerBuilder.com, and numerous professional contacts in each department's Finance Division.

### **Goal Applicants: WM, BF, AM**

40 total applicants: 6 WM, 24 WF, 3 BF, 1 HM, 4 HF, 1 AF, and 1 UF.

Unqualified applicants: 6 WM, 17 WF, 2 BF, 1 HM, 3 HF, 1 AF and 1 UF.

- 1 WM, 5 WF, 1 BF, 1 HM, 2 HF and 1 UF did not demonstrate strong written communication.
- 5 WM, 1 WF, 1 HF, and 1 AF lacked a Bachelor's degree and 3 to 5 years of experience or an equivalent combination of education and training in an advanced level administrative role.
- 3 WF and 1 BF did not possess an advanced knowledge of office administration, financial management, and extensive computer skills, including experience with Microsoft Outlook, Excel, Word, and PowerPoint.
- 8 WF did not demonstrate a basic understanding and knowledge of accounting and budget practices and procedures.

Qualified applicants: 1 WF, 1 BF, and 1 HF.

- 1 WF lacked a Bachelor's degree.
- 1 HF did not have experience working in a higher education environment.
- 1 BF did not have experience using financial records management systems such as KFS and UConn travel applications.

Interviewed applicants: 6 WF.

- 1 WF was unable to attend the interview and withdrew their application from consideration.
- 4 WF did not have experience in higher education or experience providing support to high level administrators.

The 1 WF selected had previously worked in a higher education environment. She had experience using KFS and travel applications. This candidate demonstrated excellent organizational skills and had significant experience working with Microsoft Office programming.

## Hiring Goals Analysis 2016

### **16104 - University Educational Assistant 3 - Human Resources – 1 WF**

1 Total Applicant: 1 WF

Interviewed applicants: 1 WF

As a result of the workload associated with integrating the University's employment data with CORE-CT, several staffing needs were identified. Specifically, staffing assistance was needed in processing a backlog of data-entry functions.

The 1 WF hired was recruited from a special payroll position in the School of Agriculture. She was specifically trained in aspects of Kuali Financial Systems and FOCUS reporting. Due to this unique mix of University specific skills, as well as demonstrated outstanding communication and interpersonal skills, she was considered for the Human Resources position. This position was necessary to provide critical assistance to the Human Resources Information Services team in processing the data entry backlog. This candidate demonstrated an ability to learn new reporting and analysis functions, manage detailed longevity studies, manage a complicated personnel file organization project, and manage a high volume of work.

## Hiring Goals Analysis 2016

### **2016437 – University Education Assistant 3 – Human Resources – 1 WF**

**Visible:** Internal and External



**Description Type:** Job Posting

**Description ID:**

**Description:**

The Department of Human Resources invites applications for a Workers' Compensation Administrator. The successful candidate will be responsible for the daily operations of the workers' compensation function as well as the development and implementation of aggressive light duty and return to work programs. The successful candidate will work closely with the Team's FMLA leave administrators, the ADA Accommodations Case Manager, and other members of the Human Resources, Labor Relations and Payroll Departments to ensure efficient and comprehensive processes and protocols in administering the Workers' Compensation Program. The successful candidate will also be responsible for identifying accident control problem areas and recommending safety measures to eliminate or reduce incidence of occupational injuries as well as coordinating and participating in strategic planning aimed at reducing the incidence of workers' compensation-related injuries on campus.

#### **Duties and Responsibilities**

1. Reviews and evaluates all work-related accident reports for completeness and clarity of data; analyzes data to ensure compliance with policy and regulatory requirements.
2. Obtains and reviews medical documentation and records connected with workers' compensation cases; reviews and monitors new and existing claims, analyzing the causes of injury and validity of the claim.
3. Educates and advises employees, departments and collective bargaining representatives on compliance issues pertaining to workers' compensation policies, procedures, State statutes and regulations.
4. Maintains contacts with individuals both inside and outside of the University who might have an impact on workers' compensation, health and safety issues; represents the University at workers' compensation hearings; provides information to the Attorney General's Office, Workers' Compensation Commission, Labor Relations, collective bargaining representatives, and Human Resources as requested.
5. Identifies and analyzes problems regarding workers' compensation claims; recommends investigation and surveillance on employees through TPA; monitors attendance and medical appointments of employees on workers' compensation; may release employee from work as required by medical documentation.
6. Develops and implements comprehensive light duty and return to work programs to reduce workers' compensation costs and maximize employee productivity.
7. Works closely with leave administrators and ADA Coordinator to manage cases where workers' compensation, ADA, and FMLA intersect; works closely with Labor Relations in the management of cases where workers' compensation intersects with performance management cases and/or when employees are transferred or separated due to work restrictions.



## Hiring Goals Analysis 2016

restrictions.

8. Collaborates with various constituents including Environmental Health & Safety to facilitate the development of training programs aimed at limiting potential workers' compensation claims; develops training programs collaboratively with leave administrators and ADA Coordinator with the goal of providing guidance to departments; manages complex workers' compensation/medical leave/workplace accommodation cases.
9. Prepares annual reports to ensure compliance with OSHA regulations as well as reports on safety activities and number of claims, indemnity costs, and savings generated from Light Duty and Return to Work Programs.

### **Minimum Qualifications**

1. Bachelor's Degree, and two years of related experience in Human Resources, Payroll, or other related administrative area.
2. Excellent written and oral communication skills, including strong public speaking skills.
3. Demonstrated ability to communicate and interact well with people of all ages and diverse backgrounds.
4. Demonstrated ability to exercise a high level of discretion and good judgment as well as work collaboratively and foster effective relationships with a broad range of constituents, including administrators, faculty, staff and union leaders.
5. Demonstrated experience with Microsoft Office Suite with particular strengths in Word and PowerPoint.
6. Demonstrated attention to details and strong organizational skills.

### **Preferred Qualifications**

1. Relevant experience related to workers' compensation and/or leave administration, preferably in an academic institution.
2. Demonstrated experience preparing and delivering presentations and training.
3. Work experience in a unionized environment.
4. Experience with PeopleSoft.

### **To Apply**

Please upload a cover letter, resume and the names and contact information of three professional references. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016437)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 11, 2016.

Recruitment activities included advertisements with Ability Jobs Online, Recruit Military Online, networking with Human Resources professionals throughout the State of Connecticut including various state agencies and universities; and networking within the Worker's Compensation Commission.

### **Goal Applicants: WM, BF, AM**

37 total applicants: 7 WM, 16 WF, 1 BM, 5 BF, 1 HF, 1 AM, 1 AF, 2 UM, and 3 UF.

Unqualified applicants: 6 WM, 11 WF, 3 BF, 1 HF, 1 AF, and 2 UF.

- 4 WM, 9 WF, 2 BF, 1 HF, and 1 UF lacked a Bachelor's degree and two years of related experience in Human Resources, Payroll, or other related administrative area.
- 2 WM, 2 WF, 1 BF, 1 AF, and 1 UF demonstrated attention to details and strong organizational skills as evidenced by errors in, or incomplete application materials.

## Hiring Goals Analysis 2016

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

- 1 WM, 1 WF, 1 BM, 1 BF, and 1 UM lacked relevant experience related to workers' compensation and/or leave administration preferably in an academic institution.
- 1 WF, 1 AM, and 1 UM lacked experience preparing and delivering presentations and training.

Interviewed applicants: 3 WF, 1 BF, and 1 UF.

- 1 WF declined the invitation to interview.
- 1 WF did not demonstrate an ability to communicate with and interact well with people of all ages and diverse backgrounds.
- 1 BF and 1 UF did not demonstrate the ability to work collaboratively and foster effective relationships with a broad range of consist tents including administrators, faculty, staff, and union leaders.

The 1 WF selected for the position demonstrated an excellent knowledge of worker's compensation and leave administration. Additionally, this candidate had substantial experience delivering presentations. Finally, the selected candidate exhibited excellent communication and interpersonal skills.



## Hiring Goals Analysis 2016

### **2016514 – University Educational Assistant 3 – Labor Relations – 1 WF**

**Description Type:** Job Posting

**Description ID:**

**Description:**

The Office of Faculty & Staff Labor Relations is seeking an energetic, motivated individual to provide a full range of services within the Office of Faculty & Staff Labor Relations. This is a full-time, permanent position. Salary range is in the mid \$40,000s and includes a full benefits package.

The successful candidate will function as the front line support for Labor Relations requiring a strong emphasis on customer service. Responsibilities may include coordinating and scheduling meetings, hearings, training sessions, and travel for staff members. The incumbent will be maintaining confidential data, compiling information related to the collective bargaining process, assisting employees with collective bargaining related issues, and providing general information regarding human resources policies, procedures and programs. The successful candidate must preserve the confidentiality of administration and employees by exercising discretion in performing assigned responsibilities.

The ideal candidate should be able to: Provide office support under established policies and procedures. Complete necessary paperwork and assist in preparing and monitoring various office procedures. Provide office support such as greeting visitors, answering phones and making referrals as appropriate, typing, screening incoming mail, or taking notes at meetings for distribution to a wider audience. Maintain electronic and paper filing system. Maintain confidential data in Labor Relations database; track grievances, generate activity reports, case reports, etc. Compile information from a variety of sources and assist with preparing narrative or statistical report. Reconcile report data into polished format for distribution to University Executives, Department Managers, and our constituents external to the University as needed. Prepare documents and exhibits for legal filings and labor hearings. Coordinate appointment scheduling and make arrangements for meetings and training programs. Monitor and screen requests for assistance/advice, provide documentation and reports and determine appropriate referral or action. Serve as liaison and resource person to University Departments and other constituents regarding routine information and department policies and procedures. Participate in cooperative efforts to provide administrative support to the Department managers or Executives as needed. Respond to union requests for information under the direction of Director of the Office of Faculty & Staff & Labor Relations. May supervise students and perform other related duties as required.

#### **Minimum Qualifications**

1. Bachelor's Degree in a related field is required.
2. At least two years of experience in a responsible office support position.
3. Proficiency in word processing, spreadsheets and database management experience (e.g. Microsoft Word, Excel, Access, and Power Point).
4. Excellent organizational skills and an ability to resolve routine office problems efficiently, effectively and independently.
5. Strong written and verbal communication skills.

## Hiring Goals Analysis 2016

### **Preferred Qualifications**

1. Experience in the field of labor relations, human resources or personnel administration.
2. Prior office experience in a university environment.
3. Prior office experience in a unionized environment.

### **To Apply**

Interested applicants please submit: a cover letter, resume, names, addresses and phone numbers for three work-related references, and an example of a work product such as a report or presentation. Please reference: Search #2016514. Screening will begin immediately. Preference will be given to applications submitted by April 21, 2016. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016514)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 28, 2016.

Recruitment activities included advertisements with the University of Connecticut career website; the Department of Administrative Services (DAS) website; academicdiversitysearch.com; and Ability Jobs online.

### **Goal Candidates: WM, BF, AM**

68 total applicants: 10 WM, 26 WF, 1 BM, 14 BF, 1 HM, 3 HF, 1 AM, 2 AF, 4 UM, and 6 UF.

Unqualified applicants: 9 WM, 16 WF, 1 BM, 9 BF, 1 HM, 2 HF, 1 AM, 2 AF, 3 UM, and 5 UF.

- 6 WM, 9 WF, 1 BM, 4 BF, 1 HM, 1 HF, 1 AF, 2 UM, and 2 UF lacked at least two years of experience in a responsible office support position.
- 3 WM, 7 WF, 5 BF, 1 HF, 1 AM, 1 AF, 1 UM, and 3 UF lacked a Bachelor's degree in a related field.

Qualified applicants: 1 WM, 5 WF, 4 BF, 1 HF, and 1 UF.

- 1 WM, 3 WF, 2 BF, and 1 UF lacked experience in the fields of Labor Relations, Human Resources, or Personnel Administration.
- 2 WF, 2 BF, and 1 HF lacked prior office experience in a University environment.

Interviewed applicants: 5 WF, 1 BF, 1 UM.

- 1 WF withdrew from consideration for the position.
- 3 WF, 1 BF, and 1 UM lacked the experience providing administrative support and Labor Relations experience needed for the position.

The 1 WF selected for the position was the strongest candidate particularly with regards to Labor Relations and Human Resources experience. Additionally, this candidate had experience in a University environment and was well versed with administrative best practices. Finally, this candidate exhibited excellent communication and interpersonal skills.

# Hiring Goals Analysis 2016

## Classified Hiring Activity

### **Storrs Campus**

#### **Category 7 – Protective Services**

**Short-term goals: 1 BM, 1 BF, 2 HM, 1 AM, 1 AF**

**2016137 – Protective Serv Trainee Police UC – Police Services – 2 WM, 1 WF, 1 BM, 1 HM**

**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.

**Interested applicants who do not have a valid P.O.S.T Certification must have a valid passing CPCA exam score at the time of application to be considered for the position of Police Officer Trainee.**

**Minimum Qualifications - P.O.S.T. Certified Police Officer**

In order to be considered for employment as a **P.O.S.T Certified 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. Must have current valid CHIP card at the time of application or ability to pass department issued physical ability assessment.
3. Possess excellent written communication skills.
4. Possess excellent interpersonal communication skills.
5. Be available to work at the Storrs Campus.

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>

**Minimum Qualifications - Police Officer Trainee**

In order to be considered for employment as a **Police Officer Trainee** with the UConn Police Department, applicants must:

1. Current valid CPCA exam score.
2. Must have current valid CHIP card at the time of application or ability to pass department issued physical ability assessment.
3. Have no Class A or Class B misdemeanor convictions or any act of perjury or false statement
4. Have no felony convictions
5. Possess excellent written communication
6. Possess excellent interpersonal communications
7. Experience in and awareness of the sensitivity required when interacting with and addressing the needs of a diverse community.
8. Be available to work at the Storrs Campus.

## Hiring Goals Analysis 2016

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=6944>

### **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.

**Applicants must be a certified Police Officer in the State of Connecticut through the Police Officers Standards and Training Council or have a valid passing CPCA exam score to apply.** Applicants interested in the Police Officer Trainee without an exam score can visit [www.PoliceApp.com](http://www.PoliceApp.com) to learn about CPCA exam dates.

**Appointment Terms:** 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.

**To Apply:** Qualified applicants must apply online using [www.PoliceApp.com](http://www.PoliceApp.com). Select "Apply Now" to be redirected to [www.PoliceApp.com](http://www.PoliceApp.com) to complete your application. To be eligible you must provide a resume, references 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. Application deadline is **October 23, 2015**.

Employment of the successful candidate will be contingent upon successfully completing Polygraph, Psychological, Background and Pre-Employment physical. (Search # 2016137)

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, and PoliceApp.

### **Goal Applicants: BM, BF, HM, HF, AM, AF**

125 Total Applicants: 81 WM, 9 WF, 11 BM, 2 BF, 10 HM, 2 HF, 4 AM, 3 UM and 3 UF

Unqualified Applicants: 49 WM, 3 WF, 7 BM, 2 BF, 6 HM, 1 HF, 2 AM and 3 UM

- 49 WM, 3 WF, 7 BM, 2 BF, 6 HM, 1 HF, 2 AM and 3 UM did not have a passing score on their CPCA exams.

Interviewed Applicants: 32 WM, 6 WF, 4 BM, 4 HM, 1 HF, 2 AM, 3 UF

- 3 WM, 1 WF, 1 BM, 1 HM and 1 UF withdrew their applications.
- 20 WM, 2 WF, 1 BM, 1 HM, 1 HF, 2 AM, and 1 UF did not adequately answer situational interview questions.
- 7 WM, 2 WF, 1 BM, 1 HM and 1 UF failed to pass background tests.

The 1 WM hired had high CPCA exam scores, and passed the Polygraph, Psychological, Background and Pre-employment physical exams. He demonstrated a high interest in UConn, and has experience in working with diverse communities. This candidate also responded well to situational interview questions.

## Hiring Goals Analysis 2016

The 1 WM hired had high CPCA exam scores, and passed the Polygraph, Psychological, Background and Pre-employment physical exams. He demonstrated high interest in improving the UConn community and has experience interacting with diverse people. Additionally, he had excellent responses to interview questions and displayed professionalism throughout the interview.

The 1 WF hired had high CPCA exam scores, and passed the Polygraph, Psychological, Background and Pre-employment physical exams. She provided excellent responses to interview questions and displayed excellent communication skills. She demonstrated high interest in working with students and the diverse community at UConn.

The 1 BM hired had high CPCA exam scores, and passed the Polygraph, Psychological, Background and Pre-employment physical exams. He demonstrated high interest in the UConn community and has experience interacting with diverse people. Additionally, he had excellent responses to interview questions and displayed professionalism throughout the interview.

***This hire achieved a hiring goal.***

The 1 HM hired had high CPCA exam scores, and passed the Polygraph, Psychological, Background and Pre-employment physical exams. He demonstrated high interest in the UConn community and has experience interacting with diverse people. Additionally, he had excellent responses to interview questions and displayed strong communication skills and professionalism throughout the interview.

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016241 –Bldg Gr Pat Off – Transportation and Parking Aux – 1 WM**

**Preferred Qualifications:** Knowledge and ability to operate electronic devices and computer software programs pertaining to the Parking Enforcement Unit.

This is a full-time, position needed only during the academic year, which is mid-August to mid-May, with the hours of Monday through Friday, 8:00 am – 5:00 pm. This position comes with State benefits. Applicants must possess and retain sufficient physical strength, stamina, agility, endurance, and visual and auditory acuity to perform the duties of this position. Applicants will be required to pass a physical examination prior to appointment. In addition to checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for appointment.

**To Apply:** Please submit a cover letter, resume, and list of three work-related references with contact information. Application deadline is Friday, December 25, 2015. Screening of applications will begin immediately. The University of Connecticut is an EEO/AA employer. (Search 2016241)

#### **Description:**

The University of Connecticut, Parking Enforcement Unit of the Logistics Administration Department, is currently seeking applicants to fill one full-time, 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 Officer will work under the supervision of the Parking Manager or designee.

#### **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.



## Hiring Goals Analysis 2016

**Preferred Qualifications:** Knowledge and ability to operate electronic devices and computer software programs pertaining to the Parking Enforcement Unit.

This is a full-time, position needed only during the academic year, which is mid-August to mid-May, with the hours of Monday through Friday, 8:00 am – 5:00 pm. This position comes with State benefits. Applicants must possess and retain sufficient physical strength, stamina, agility, endurance, and visual and auditory acuity to perform the duties of this position. Applicants will be required to pass a physical examination prior to appointment. In addition to checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for appointment.

**To Apply:** Please submit a cover letter, resume, and list of three work-related references with contact information. Application deadline is Friday, December 25, 2015. Screening of applications will begin immediately. The University of Connecticut is an EEO/AA employer. (Search 2016241)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 25, 2015.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, and Diverse.

### **Goal Applicants: BM, BF, HM, HF, AM, AF**

47 Total Applicants: 30 WM, 7 WF, 5 HM, 1 HF, 1 AM, 3 UM

Unqualified Applicants: 20 WM, 6 WF, 4 HM, 1 HF, 1 AM, 2 UM

- 4 WM, 3 WF, 1 HM, 1 AM lacked good written communication skills.
- 16 WM, 3 WF, 3 HM, 1 HF, 2 UM lacked any experience and training which would provide the skills and abilities to perform the duties listed above.

Qualified Applicants: 6 WM, 1 HM, 1 UM

- 6 WM, 1 HM and 1 UM lacked related experience with and knowledge of parking equipment.

Interviewed Applicants: 4 WM, 1 WF

- 1 WM withdrew his application.
- 2 WM and 1 WF did not adequately answer situational interview questions.

1 WM hired exceeded all of the minimum and preferred qualifications. He had excellent experience and training in security which provided the skills and abilities to successfully perform the duties listed. He had excellent responses to situational interview questions and demonstrated an ability to think and act quickly in emergency situations. Additionally, his references were contacted and provided positive feedback.

## Hiring Goals Analysis 2016

### **2015467 – Buildings and Grounds Patrol Officer – Police Services – 1 WM, 1 WF**

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 and holidays.

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 and provide information to visitors. 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; basic reading comprehension skills that demonstrate ability to problem solve and make sound decisions; ability to speak proper English and enunciate clearly; ability to determine priorities among multiple issues; excellent computer skills; good typing skills that demonstrate speed and accuracy; 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).

**Appointment Terms:** These are full-time, permanent positions with a minimum annual salary of \$39,054.

Recruiting activities included: The UConn Careers website, HERC, Inside Higher Ed., Diverse, and Asnuntuck Community College Workforce Development.

#### **Goal Applicants: BM, BF, HM, HF, AM, AF**

106 total applicants: 53 WM, 14 WF, 10 BM, 2 BF, 14 HM, 1 HF, 5 AM, 1 AF, 6 UM

Unqualified applicants: 34 WM, 5 WF, 9 BM, 2 BF, 11 HM, 5 AM, 1 AF, 4 UM

- 34 WM, 5 WF, 9 BM, 2 BF, 11 HM, 5 AM, 1 AF, 4 UM lacked basic written communication skills.

Interviewed applicants: 19 WM, 9 WF, 1 BM, 3 HM, 1 HF, 2 UM



## Hiring Goals Analysis 2016

- 1 WM and 2 WF withdrew from consideration.
- 1 WM and 1 WF did not show for the scheduled interview.
- 1 WM, 1 WF, and 1 HF did not respond to requests for an interview.
- 3 WF and 1 HM demonstrated poor communication skills and were unable to provide adequate responses to questions during the interview.
- 2 WM, 1 HM, and 1 UM demonstrated poor interview skills and did not demonstrate a desire to work at the University of Connecticut.
- 13 WM, 1 HM, and 1 UM did not possess strong interpersonal skills and did not demonstrate ability in teamwork, problem solving, and question response.
- 1 WF demonstrated poor communication skills and did not express a desire to work at the University of Connecticut.

1 BM selected for the position was confident and articulate in the interview. He was well prepared and showed a strong interest in working at the University. Unfortunately, this candidate rejected the offer.

The 1 WF selected for the second position possessed strong communication skills and was articulate during the interview process. This candidate was confident in her responses and had an interest at working at the University.

1 WM hired for this position had excellent experience working in emergency services. He demonstrated good interpersonal skills, strong communication skills and the ability to work both independently and with a team. During the interview, he provided quick and thoughtful responses to situational questions. Additionally, his references were contacted and provided excellent feedback.

## Hiring Goals Analysis 2016

### **2015425 – Fire Inspector – Fire Marshal Office – 4 WM**

#### **Description:**

The University of Connecticut, Division of Public Safety, is seeking candidates for *Fire Inspector* for the Fire Marshal and Building Inspector's Office. The successful candidate will be assigned to the Fire Marshal and Building Inspector's Office which is part of the University of Connecticut Fire Department in Storrs, CT.

This class is accountable for independently performing a full range of inspection tasks to ensure fire prevention and code compliance, and works under the general supervision of a Fire Lieutenant or employee of a higher grade.

**Examples of Duties Include:** reviews construction documents for fire safety and code compliance; recommends revisions and reports to higher authority; designs escape routes; inspects construction, new or renovation, to ensure compliance with fire safety codes and approved building or structure plans; conducts routine inspection tours of facilities to check for safety and code compliance, proper operation and maintenance of alarm boxes, hydrants, smoke and heat detectors, fire extinguishers, sprinkler systems and foam systems; reports dangerous or inadequate conditions for corrective action; performs daily inspection and maintenance of personal equipment to ensure readiness for assigned work or emergency situations; maintains assigned vehicle with adequate fluid levels and proper functioning; stocks vehicle with necessary equipment and medical supplies; may conduct special investigations, which include fire investigations; may supplement the University's emergency services; may respond to fire/rescue/hazardous materials/ medical emergencies, evaluate medical condition of patient, provide temporary treatment and/or critical intervention for injuries; may communicate with area hospitals for guidance and transport patient to hospital if necessary; may conduct fire prevention training seminars; performs related duties as required.

#### **Minimum Qualifications:**

- National Fire Protection Association (NFPA) Fire Fighter II certification
- Valid Motor Vehicle operator's license with proper endorsements
- Incumbents in this class will be required to obtain and retain Department of Administrative Services, Division of Construction Services, Office of State Fire Marshal, Fire Inspector certification within 24 months of appointment to the position.

#### **Preferred Qualifications:**

- Experience with code compliance in non-1 and 2 family type property
- Experience with code compliance in large institutional or campus type environments
- Current Emergency Medical Responder (EMR) certification
- Current Emergency Medical Technician (EMT) certification
- Current CT Fire Inspector certification

For the full job specification: <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=7031>

**To Apply:** 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 below, 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. (Search # 2015425)

#### **Documentation Required to be Submitted with the Application:**

- A copy of your driver's license
- Cover Letter and Resume - Your cover letter should include a statement on how you meet the minimum and any preferred qualifications.
- The names of and contact information for three professional references

## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Hartford Current, Career Builders, and Commission on Fire Prevention Listserv.

### **Goal Applicants: BM, BF, HM, HF, AM, AF**

48 Total Applicants: 43 WM, 3 WF, 1 HM, 1 UM

Unqualified Applicants: 10 WM

- 10 WM did not have a valid motor vehicles license with proper endorsements.

Interviewed Applicants: 33 WM, 3 WF, 1 HM, 1 UM

- 4 WM and 1 WF withdrew their applications.
- 1 WM was being considered for other positions in the department.
- 9 WM, 2 WF and 1 HM did not provide thoughtful responses to situational interview questions.
- 13 WM and 1 UM lacked relevant and/or recent fire-related experience.

2 WM displayed an excellent combination of experience, skills, qualifications and professionalism. They had relevance, communicated well, displayed professionalism, shared an understanding of the needs of the position, and displayed a desire to improve the university environment. These candidates were both offered the position, but declined the offers.

1 WM hired had relevant and recent training and professional experience. He also had skills and qualifications that matched the needs of the department. Additionally, he had strong responses to situational interview questions. This candidate demonstrated professionalism, strong communication skills, and a desire to improve the University.

The 1 WM selected for this position also had relevant and recent training and professional experience. He demonstrated experience in code compliance through his thoughtful responses to interview questions. Additionally, he was professional, and strong communication skills, and expressed dedication to improving the University.

The 1 WM hired for this position had a strong combination of experience, skills and qualifications. He demonstrated professionalism and good communication skills during his interview. Additionally, his references provided positive feedback. He also displayed a commitment to improving the University.

The 1 WM selected for this position had an excellent combination of experience, skills and qualifications. He displayed professionalism and good communication skills. Additionally, he had thoughtful responses to situational interview questions. This candidate had good reference feedback and demonstrated a commitment to improving the University.

## Hiring Goals Analysis 2016

### **2015440 – Firefighter – Fire Department – 1 WM**

**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)

## Hiring Goals Analysis 2016

### **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

## Hiring Goals Analysis 2016

### **Appointment Terms**

This is a full-time permanent position with a current work schedule of 2 (two) 10 hour day shifts, 2 (two) 14 hour night shifts followed by four days off. The starting salary for this position is \$57,317.00 per year in addition to a comprehensive benefits package that includes hazardous duty retirement and full medical/dental insurance benefits.

### **To Apply**

Qualified applicants should apply online using the University of Connecticut's Husky Hire System <http://jobs.uconn.edu/>. For full consideration, the following documents are required to be uploaded with the application:

**Upload 1:** (Verification of Minimum Qualifications) Firefighter II Certification, HazMat Operational Level Certification, EMT Certification, Driver's License showing applicant's certification to operate fire apparatus.

**Upload 2:** A statement of qualifications, letter of application or cover letter which clearly identifies that the applicant meets the minimum job qualifications and which (if any) of the preferred job qualifications the applicant has. The statement of qualifications, letter of application or cover letter should clearly reference the corresponding Preferred Qualification number as listed above.

**Upload 3:** A current resume

**Upload 4:** A list of three (3) professional references, to include the names, telephone numbers and email addresses.

*Applications submitted without the requested information, as noted above, may be removed from employment consideration.*

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check, psychological exam and physical exam. For specific questions, contact Human Resources. (Search # 2015440)

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, and Diverse.

**Goal Applicants: BM, BF, HM, HF, AM, AF**

71 Total Applicants: 61 WM, 3 WF, 4 HM, 2 UM, 1 UF

Unqualified Applicants: 15 WM, 2 HM, 1 UF

- 2 WM lacked a 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).
- 11 WM, 1 HM and 1 UF did not have 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.

## Hiring Goals Analysis 2016

- 1 WM and 1 HM lacked a Hazardous Materials Operational Level certification pursuant to NFPA 472 granted by the State of Connecticut or other institution accredited by the ProBoard or IFSAC.
- 1 WM did not have certification as an Emergency Medical Technician- basic granted by the State of Connecticut or the National Registry of Emergency Medical Technicians.

Qualified Applicants: 19 WM, 1 HM, 1 UM

- 19 WM, 1 HM, and 1 UM did not successfully complete 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.

Interviewed Applicants: 27 WM, 3 WF, 1 HM, 1 UM

- 1 WM withdrew their application.
- 3 WM and 1 WF were being considered for other positions within the department.
- 5 WM lacked adequate experience working in Fire Safety as needed for the position.
- 17 WM, 2 WF, 1 HM and 1 UM did not completely answer situational interview questions.

The 1 WM hired exceeded all of the minimum and preferred qualifications. He presented his experience, skills and certifications in a comprehensive and articulate manner, and was well informed in the operations of the UConn Fire Department. Additionally, this candidate demonstrated that he is well equipped to handle emergency situations and works well with others.

## Hiring Goals Analysis 2016

### **2016430 – Protective Services Trainee Police UC – Police Services - 4 WM**

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.

**Interested applicants who do not have a valid P.O.S.T Certification must have a valid passing CPCA exam score at the time of application to be considered for the position of Police Officer Trainee.**

#### **Minimum Qualifications - P.O.S.T. Certified Police Officer**

In order to be considered for employment as a P.O.S.T Certified 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. Must have current valid CHIP card at the time of application or ability to pass department issued physical ability assessment.
3. Possess excellent written communication skills.
4. Possess excellent interpersonal communication skills.
5. Be available to work at the Storrs Campus.

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>

#### **Minimum Qualifications - Police Officer Trainee**

In order to be considered for employment as a Police Officer Trainee with the UConn Police Department, applicants must:

1. Current valid CPCA exam score.
2. Must have current valid CHIP card at the time of application or ability to pass department issued physical ability assessment.
3. Have no Class A or Class B misdemeanor convictions or any act of perjury or false statement
4. Have no felony convictions
5. Possess excellent written communication
6. Possess excellent interpersonal communications
7. Experience in and awareness of the sensitivity required when interacting with and addressing the needs of a diverse community.
8. Be available to work at the Storrs Campus.

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=6944>



## Hiring Goals Analysis 2016

### 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.

Applicants must be a certified Police Officer in the State of Connecticut through the Police Officers Standards and Training Council or have a valid passing CPCA exam score to apply. Applicants interested in the Police Officer Trainee without an exam score can visit [www.PoliceApp.com](http://www.PoliceApp.com) to learn about CPCA exam dates.

**Appointment Terms:** 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.

Recruiting activities included: Police App, Career Fairs, Open House: UConn, Veteran's Meet and Greet at UCPD, CPCA Exam, CPCA Exam, Manchester Community College –Brochure, Albertus Magnus College-Info. Sent, Westfield State Univ.-Info. Sent, Career Fair – Albertus Magnus College –, Naugatuck Valley Community College.

### Goal Applicants: BM, BF, HM, HF, AM, AF

159 Total applicants: 95 WM, 13 WF, 11 BM, 4 BF, 11 HM, 5 HF, 14 AM, 1 AF, 5 UM, 1 UF

Qualified applicants: 36 WM, 8 WF, 6 BM, 1 BF, 4 HM, 2 HF, 8 AM, 2 UM

- 36 WM, 8 WF, 6 BM, 1 BF, 4 HM, 2 HF, 8 AM, 2 UM did not have a passing exam score.

Interviewed applicants: 59 WM, 5 WF, 5 BM, 3 BF, 7 HM, 3 HF, 6 AM, 1 AF, 2 UM and 1 UF

- 3 WM did not show for interview appointments.
- 17 WM, 1 BM, 1 BF, 3 HM 1 UM did not respond to physical agility test request.
- 1 WM, 1 BM displayed questionable ethics during the interview process.
- 7 WM, 1 WF, 1 BM, 1 BF, 1 HF, 2 AM provided inadequate responses to law enforcement questions.
- 12 WM, 1 WF, 1 BM, 2 HM, 1 AM demonstrated poor interview skills specifically poor communication skills.
- 12 WM, 2 WF, 1 BM, 1 BF, 1 HM, 2 HF, 2 AM: Candidates met all qualifications for the job. Demonstrated confidence and an ability to clearly articulate. Candidates were still being considered for other positions in the department that had not been filled by the close of this *Plan* year.
- 2 WM, 1 WF, 1 HM and 1 AF withdrew from consideration.
- 1 WM, 1 AM, 1 UM and 1 UF failed the physical agility assessment.

The 1 WM selected had confidence and provided great responses to interview questions. Demonstrated an interest in working at UCONN. Had served in the US military service for many years. Candidate successfully completed polygraph, psychological, background and pre-

## Hiring Goals Analysis 2016

employment physical.

The 1 WM selected was confident, articulate, and had great interview skills. Possessed a Bachelor's degree from an accredited University. Possessed an excellent written and interpersonal communication skills. Candidate successfully completed polygraph, psychological, background, and pre-employment physical.

The 1 WM selected was articulate and provided excellent answers to all interview questions. Candidate successfully completed polygraph, psychological, background and pre-employment physical.

The 1 WM selected gave strong and complete responses to interview questions. He had a demonstrated interest in working at UCONN. He displayed excellent written and oral communication skills. Candidate successfully completed polygraph, psychological, background and pre-employment physical.

## Hiring Goals Analysis 2016

### **Category 7 – Protective Services Police Officer**

**Short-term goals: 1 BF, 2 HM**

*No hiring activity in this category*

## Hiring Goals Analysis 2016

### **Category 4: Secretarial/Clerical – Administrative Assistant**

**Short Term Goals: 1 WM, 1 BF**

*No hiring activity in this category*

### **Category 4: Secretarial/Clerical – Secretary 2**

**Short Term Goals: 1 BF, 1 HF**

*No hiring activity in this category*

## Hiring Goals Analysis 2016

### **Category 4: Secretarial/Clerical – Secretary 1**

**Short Term Goals: 1 WM, 1 AF**

#### **17024 – Secretary 1 – Student Health Services – 1 WF**

This hire was made from the SEBAC Re-employment list. This candidate was the most senior and no other applicants were considered for the position.

#### **973579 – Secretary 1 – Statistics – 1 WF**

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

### **Category 4: Secretarial/Clerical – Office Assistant**

**Short Term Goals: 5 WM, 1 BM, 1 HM**

#### **16068 – Office Assistant – Central Stores – 1 WF**

1 WF was rehired into the position she vacated for a promotional move to another state agency.

## Hiring Goals Analysis 2016

### **2016476 – Office Assistant– Accounts Payable – 1 WF**

#### **Description:**

The Department of Accounts Payable is seeking applications for full-time Office Assistant. Under the general supervision of designated supervisor, the Office Assistant is responsible for performing a full range of general clerical functions and providing clerical processing support of the total accounts payable processing service. The support provided requires independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures.

#### **Duties and Responsibilities**

Reviews incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures. Identifies and initiates follow-up of issues of non-conformance with internal resources, contacts and/or sender. Processes a variety of documents in determining routine case status; processes invoices related to purchase orders and disbursement vouchers as assigned; verifies information is complete and agrees with purchase orders/documentation attached within the Quali Financial System (KFS). Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly. Maintains office supply inventory and orders office supplies upon supervisor's approval. Places orders online with vendor and ordering from Central Stores. Maintains fiscal records in compliance with University record retention requirements which includes frequent use of computerized records and Systems. Coordinates annual archiving of all financial documents; prepares and maintains master list of files for storage; retrieves documents as needed. Creates and documents detailed procedures; identifies ways to improve workflow. Provides customer support for the Accounts Payable Department; provides knowledgeable and accurate information about procedures and instructional assistance. Provides ongoing phone support and responds to in-person and phone inquiries as needed. Types, drafts and/or edits correspondence, forms and other documents as requested. Assists with special projects as assigned. Performs other related duties as required.

#### **Minimum Qualifications**

**For the Office Assistant position, applicants must possess an active Office Assistant exam score or currently be employed by the State of CT as an Office Assistant or have held previous status as an Office Assistant.** Two years' general clerical work experience. Demonstrated customer service skills, including good oral and written communication skills. Ability to work independently and exercise good judgment. Good interpersonal skills with the ability to work with students, departments, and University staff. Good computer skills, including ability to operate office suite software and automated equipment.

#### **Preferred Qualifications**

Familiarity with Quali Financial Systems. Excellent computer skills including proficiency in use of Microsoft Office Products.

#### **Appointment Terms**

This is a full-time, permanent position with the hours of 8:00 a.m. to 5:00 p.m., Monday - Friday. Minimum salary for the Office Assistant is \$19.59 per hour and includes an excellent benefits package.

#### **To Apply**

Qualified applicants must complete, in its entirety, a [UConn Application for Employment](#) and a cover letter which must then be attached to this job opening/Search #2016476. To meet the criteria for this position, applicants with an Office Assistant exam score MUST upload a copy of the DAS letter validating their exam score. Candidates not submitting a completed UConn application, cover letter and a DAS letter with exam score (unless currently employed as an Office Assistant or held status as an Office Assistant) will be excluded from the application process.

**Application deadline is April 9, 2016.** Review of applications will begin immediately.

## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Hartford Current, Willimantic Chronicles, and Career Builders Website.

### **Goal Applicants: WM, BM, HM**

29 Total Applicants: 4 WM, 21 WF, 1 BF, 1 HM, 1 HF, 1 UF

Unqualified Applicants: 4 WM, 14 WF, 1 BF, 1 HM, 1 HF

- 1 WM, 9 WF, 1 HM and 1 HF did not have an active Office Assistant exam score or were not currently employed by the State of CT as an Office Assistant or have held previous status as an Office Assistant.
- 1 WM and 1 WF did not demonstrate the ability to work independently and exercise good judgment.
- 1 WM, 3 WF and 1 BF lacked good computer skills, including ability to operate office suite software and automated equipment.
- 1 WM and 1 WF did not have two years of general clerical work experience.

Interviewed Applicants: 7 WF, 1 UF

- 6 WF and 1 UF lacked experience using Quali Financial Systems.

The 1 WF hired exceeded the minimum and preferred qualifications. Additionally, she had experience in invoice auditing and processing, and demonstrated excellent attention to detail in her responses to interview questions. This candidate also had excellent communication skills and had experience using the computer programs used in this position.

### **172262 – Office Assistant – Facilities Operations – 1 BF**

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

## Hiring Goals Analysis 2016

### **Category 4: Secretarial/Clerical – Clerk Typist**

**Short Term Goals: 1 WM, 1 BF, 1 HF, 1 AF**

#### **2016619 – Clerk Typist – Student Health Services – 1 WF**

The University of Connecticut, Storrs Campus, is seeking a permanent, 10-month Clerk Typist for the Student Health Services Business Office. Under the direction of the Practice Manager, the responsibilities include:

1. Post to patient accounts charges for lab, x-ray and pharmacy.
2. Maintain files and logs as needed.
3. Answer telephone, transfer calls and takes messages; sends correspondence and statements.
4. Serve as back up to the check in desk by verifying student status, obtaining and recording insurance information and receiving payment.
5. Review insurance information and cross reference with several university software programs for accuracy and completeness.
6. Receive and direct students and visitors; handles routine requests for information.

#### **MINIMUM QUALIFICATIONS**

Experience working in a health care system with good patient service and customer relations skills. Also, knowledge of basic office procedures including appropriate phone etiquette; good oral and written communication skills; ability to operate office equipment which includes personal computers or other electronic equipment; knowledge of electronic medical record, billing software and Microsoft Office Suite software; works independently with acquired experience; demonstrated organizational skills, accuracy and attention to details. Willingness to learn University and insurance company regulations and procedures.

#### **PREFERRED QUALIFICATIONS**

1. Knowledge of medical coding rules and regulations
2. Familiarity with lab and x-ray billing requisitions
3. Experience working in an interdisciplinary and multicultural team environment.

#### **APPOINTMENT TERMS**

This is a permanent, 10-month position with an annual work schedule of August 15th through June 15th, Monday - Friday, 8:00 a.m. to 4:30 p.m. The hourly rate is \$17.05 and includes an outstanding benefits package and a desirable work environment. Employment of the successful candidate will be contingent upon satisfactory completion of a background check.

Recruiting activities included: UConn career website.

**Goal Applicants: WM, BM, HF, AF**

61 Total applicants: 5 WF, 2 UM, 53 UF

Unqualified applicants: 1 WF, 49 UF, 2 UM

- 2 UM, 38 UF lacked experience working in a health care system with good patient service and customer relations skills.



## Hiring Goals Analysis 2016

- 10 UF lacked knowledge of electronic medical record, billing software and Microsoft Office Suite software.
- 1 WF lacked knowledge of basic office procedures including appropriate phone etiquette.
- 1 UF lacked good written communication skills.

Qualified applicants: 4 UF

- 2 UF lacked knowledge of medical coding rules and regulations.
- 2 UF lacked familiarity with lab and X-ray billing requisition.

Interviewed applicants: 4 WF

- 2 WF did not have college health, and medical administrative experience.
- 1 WF withdrew from consideration.

The 1 WF selected had college health experience and medical administrative skills. She demonstrated an ability to perform all functions currently required of the position, and had medical billing knowledge. She had demonstrated knowledge of medical coding rules and regulations and familiarity with lab and X-ray billing requisition.

## Hiring Goals Analysis 2016

### **2016338 – Clerk Typist– Admissions – 1 HM**

**Description:**

The Office of Undergraduate Admissions is seeking applicants for a permanent, full-time Clerk Typist position.

**Duties and Responsibilities:** Greeting and assisting visitors to the Admissions Office; answering telephone calls, screening calls, taking messages for management and counseling staff; responding to student inquiries regarding the freshman and transfer application process, their admission status, credit evaluation and other University policies and procedures; assisting faculty and other University staff regarding admission programs, policies and procedures; assisting with departmental projects; and performing miscellaneous duties as needed.

**Minimum Qualifications:** Knowledge of basic office procedures including appropriate phone etiquette; good interpersonal, oral and written communication skills; ability to operate office equipment which includes personal computers or other electronic equipment; knowledge of Microsoft Office suite software; works independently with acquired experience; demonstrated ability for accuracy and attention to detail.

**Preferred Qualifications:** Familiarity with Enterprise System Software programs, such as PeopleSoft, ImageNow and/or Talisma; prior Admissions or related experience; high level of motivation and initiative; ability to work under pressure.

**Appointment Terms:** This is a permanent, full-time position with the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Annual salary is \$36,671.00 and includes a full benefit package. This position is open to all applicants meeting the minimum qualifications.

**To Apply:** For full consideration, please submit a cover letter, resume and the names, addresses and telephone numbers of three professional references. Applicants not submitting all the requested documentation will not be considered further in the application process.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. Application deadline is February 12, 2016. (Search 2016338)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on February 12, 2016.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, and Diverse.

#### **Goal Applicants: WM, BF, HF, AF**

138 Total Applicants: 17 WM, 86 WF, 3 BM, 5 BF, 3 HM, 15 HF, 5 AF, 4 UF.

Unqualified Applicants: 14 WM, 66 WF, 3 BM, 5 BF, 2 HM, 13 HF, 4 AF, 3 UF.

- 8 WM, 19 WF, 2 BM, 2 BF, 1 HM, 7 HF and 1 AF submitted incomplete applications.
- 5 WM, 19 WF, 2 BF, 1 HM, 2 HF, and 2 AF lacked knowledge of basic office procedures.
- 23 WF, 1 BM, 1 BF, 3 HF, and 3 UF did not demonstrate good written communication skills.
- 1 WM, 4 WF, 1 HF and 1 AF did not have experience using Microsoft Office Suite programs.
- 1 WF did not demonstrate ability for attention to detail or accuracy based on application materials.

## Hiring Goals Analysis 2016

Qualified Applicants: 1 WM, 10 WF, 1 HF

- 10 WF and 1 HF lacked familiarity with Enterprise System Software programs, such as PeopleSoft, ImageNow and/or Talisma.
- 1 WM did not have any prior experience working in admissions.

Interviewed Applicants: 2 WM, 10 WF, 1 HM, 1 HF, 1 AF, 1 UF

- 2 WM, 6 WF, 1 HF, 1 AF and 1 UF did not demonstrate strong interpersonal skills during their interviews.
- 4 WF lacked office experience that closely aligned with this position.

The 1 HM selected was familiar with the software programs and office procedures relevant to this position. He also had strong interpersonal skills and responded thoughtfully to interview questions. Additionally, his references gave positive feedback in regards to this candidate's ability to balance managing day-to-day activists and his strong work ethic. .

## Hiring Goals Analysis 2016

### **Category 4: Secretarial/Clerical – Remaining Titles**

**Short Term Goals: 1 BF, 1 HF, 1 AF**

*No hiring activity in this category*

## Hiring Goals Analysis 2016

### **Category 5: Technical Paraprofessional – All Titles**

**Short Term Goals: 1 BM, 1 BF, 1 AF**

#### **Search 2016247 – Animal Care Tech – Animal Care**

**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." Must be willing and able to work during emergency closures and/or delayed openings due to inclement weather.** The hourly salary rate is \$20.40 and includes benefits. Selection for employment is contingent upon the successful completion of a background check and pre-employment physical.

**To Apply:** All qualified applicants should apply online through UConn Jobs 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. Application deadline is December 31, 2015. (Search # 2016247)

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, and Diverse.

**Goal Applicants: BM, BF, AF**

13 Total Applicants: 3 WM, 7 WF, 2 HF, 1 UF

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

- 6 WF, 1 HF and 1 UF lacked an Assistant Laboratory Technician certification from the American Association of Laboratory Animal Science.
- 1 WM and 1 HF did not demonstrate good written skills based on application materials.

Interviewed Applicants: 2 WM, 1 WF

- 1 WF lacked recent and relevant hands on animal husbandry experience

## Hiring Goals Analysis 2016

- 1 WM did not have positive feedback from his provided references.

The 1 WM hired had recent and relevant hands on experience working with livestock. He demonstrated strong interpersonal, oral and written skills and an ability to follow oral and written instructions. This candidate provided articulate responses to situational interview questions. Additionally, his references gave excellent feedback.

## Hiring Goals Analysis 2016

### **2016501 - Animal Care Technician Trainee – Animal Care – 2 WF**

Animal Care Services (ACS) has openings for two durational, full-time positions to train as laboratory Animal Care Technicians for animals located in various facilities on the Storrs campus. The selected candidates will receive training in how to feed and water animals, clean and sanitize cages, animal rooms and related environment; identify animals as to sex, species or strain; collect animal data for reports and required records; breeding and weaning animals, maintain per diem records and perform related duties as required. The employee will also participate in the university's occupational health and safety program and training programs.

#### **Minimum Qualifications**

Ability to follow oral and written instructions; manual dexterity, physical strength and ability sufficient for handling animals, feeds, supplies and equipment (50 pounds), some ability to utilize computer software. Also, good interpersonal, oral and written skills. An annual flu shot vaccination is required.

Any college degree of two (2) or more years plus six (6) months of laboratory animal science experience is a plus.

Incumbents in this class may be required to lift moderate to heavy objects and may be exposed to communicable diseases, hazardous substances and to risk of injury from animals.

#### **Appointment Terms**

These are full-time (37.5 hrs/wk) durational positions with a work schedule of Tuesday - Saturday or Sunday -Thursday, 8:00am to 4:00pm, including holidays. These positions are considered "Emergency Support". Minimum hourly rate is \$18.32 and includes a full benefits package. Employment of the successful candidates are contingent upon satisfactory completion of a criminal background check and pre-employment physical.

Recruitment activities included: SNEELAS, Indeed, Ability Jobs Online, UConn Careers Website.

#### **Goal Applicants: BM, BF, AF**

43 Total Applicants: 11 WM, 24 WF, 1 BM, 1 BF, 3 HF, 3 UF.

Unqualified applicants: 3 WF

- 3 WF lacked the ability to follow written instructions.

Qualified applicants: 9 WM, 17 WF, 1 BM, 3 HF, and 3 UF.

- 9 WM, 10 WF, 1 BM, 3 HF, did not have a college degree or two or more years plus six months of laboratory animal science experience.

## Hiring Goals Analysis 2016

- 7 WF and 3 UF lacked lab or animal experience.

Interviewed applicants: 2 WM, 4 WF, and 1 BF

- 1 BF could not be reached for interview.
- 1 WM did not have the animal experience indicated on application materials.
- 2 WF were not able to provide complete and strong answers to interview questions.
- 1 WM withdrew from consideration.

The 1 WF hired had strong references. She is known to be very reliable in her work and has good teamwork skills. She demonstrated ability to provide verbal and written feedback and was proficient with Microsoft Office Suite programs.

The 1 WF hired had a very strong interview. She had extensive animal experience with a wide variety of animals. Her references were outstanding.



## Hiring Goals Analysis 2016

### **Category 6: Qualified Craft Worker – All Titles**

**Short Term Goals: 1 WF, 3 BM, 2 HM, 1 HF, 1 AM**

#### **2015508 – Qualified Craft Worker Plum – Mechanical & Plumbing SVC – 3 WM**

**Description:**

The Facilities Operations & Building Services Department is seeking three QCW Plumber/Steamfitters to perform highly skilled journeyman level tasks in accordance with standard trade practices. The QCW Plumber/Steamfitter may work at any of the campuses and must have considerable knowledge of plumbing and steam systems. The QCW Plumber/Steamfitter assembles, installs and repairs air, gas, water, steam and sewer disposal systems. Work involves, but is not limited to the installation, preventive maintenance and repair of the following systems; high and low pressure steam, potable water, hot water storage, drain waste and vent, reverse osmosis and deionized water. The candidate must be able to cut, bend, ream and thread pipes; braze, glue, caulk and test joints; install and repair sanitary fixtures, steam, gas and electric water heaters 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 Plumber/Steamfitter trade with two (2) of the years performing skilled trade functions in the Plumber/Steamfitter trade. Must have considerable knowledge of and ability to apply standard tools, materials, methods and practices of the Plumber/Steamfitter 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. A Connecticut P-2 or P-1 license is required.

**Preferred Qualifications:** Preference will be given to candidates with extensive knowledge and experience in the plumbing/steamfitting field.

**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.**

**Appointment Terms:** These are permanent, full-time (37.5 hrs./wk.) positions. The work schedules for the two 1<sup>st</sup> Shift positions are Tuesday - Saturday, 7:00 a.m. to 3:00 p.m., or Sunday - Thursday, 7:00 a.m. to 3:00 p.m. The work schedule for the 2<sup>nd</sup> Shift position is Monday - Friday, 3:00 p.m. to 11:00 p.m. Minimum hourly salary is \$25.71 and includes a full benefits package. These positions may be eligible for shift and/or 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.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, and Diverse.

**Goal Applicants: WF, BM, HM, HF, AM**

20 Total Applicants: 20 WM

Unqualified Applicants: 6 WM

## Hiring Goals Analysis 2016

- 1 WM lacked four years of experience in the Plumber/Steamfitter trade with two of the years performing skilled trade functions in the Plumber/Steamfitter trade.
- 1 WM did not have considerable knowledge of and ability to apply standard tools, materials, methods and practices of the Plumber/Steamfitter trade.
- 4 WM lacked a Connecticut P-2 or P-1 license.

Interviewed Applicants: 14 WM

- 5 WM withdrew their applications.
- 2 WM did not demonstrate accurate knowledge of the code during the interview.
- 2 WM are being considered for other positions in the department.

1 WM had excellent experience and knowledge of residential, commercial and industrial plumbing. He provided accurate answers to the code questions asked of him during the interview, and responded well to situational interview questions. Additionally, his references provided positive feedback. This candidate was offered the position but rejected the offer.

1 WM was offered the position, but declined.

1 WM hired has recent and relevant work experience in Industrial and Commercial piping. During the interview, he demonstrated extensive knowledge in plumbing systems and has a comprehensive understanding of steam process and piping. This candidate provided accurate responses to all of the code questions presented to him. Additionally, his references were contacted and provided positive feedback.

1 WM hired had excellent experience plumbing, steam-fitting, and welding. He provided accurate responses to technical questions asked during the interview, and demonstrated extensive knowledge about the code. Additionally, this candidate has experience working in the university setting and managing crews.

1 WM hired had an extensive combination of experience, skills and knowledge of plumbing, steam-fitting and welding. He provided accurate responses to technical questions and demonstrated excellent interpersonal skills during the interview. Additionally, this candidates' references were contacted and provided positive feedback.

## Hiring Goals Analysis 2016

### **2016268 – Qualified Craft Worker Elec– Structural Shops Services – 1 WM**

**Description:**

The Facilities Operations and Building Services Department is seeking a Qualified Craft Worker - Electrical, 1st Shift, Monday through Friday, 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.

**Preferred Qualifications:** Extensive knowledge and experience in the electrical field is preferred. Two years of High Voltage experience is also preferred.

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.

This is a 1st shift, permanent, full-time (37.5 hrs./wk.) position, Monday through Friday, with hours of 7:00 a.m. to 3:00 p.m. Minimum hourly salary is \$25.71 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.

**To Apply:** Qualified NP-2 employees will be given preference in the hiring process and should submit an internal application.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, and Diverse.

**Goal Applicants: WF, BM, HM, HF, AM**

1 Total Applicants: 1 WM

Interviewed Applicants: 1 WM

The 1 WM hired for this position had an excellent combination of experience, skills and qualifications. He demonstrated extensive knowledge and experience in the electrical field. This candidate was hired due to collective bargaining.

## Hiring Goals Analysis 2016

### **2016284 – Qualified Craft Worker HVAC – Mechanical & Plumbing SVC – 1 WM**

#### **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. May supervise other qualified craft workers, maintainers, or students as assigned. Job involves heavy lifting and working in dusty environments with severe variations in space temperature.

Applicants must have the ability to read and interpret mechanical blueprints for building and utility systems. 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 or weekends). Pre-employment physical and criminal background check is required. Job involves 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. An S-2 or S-1 license is required.

#### **Minimum Qualifications**

- Four (4) years of experience in the HVACR trade.
- Two (2) years of the General Experience must have been performing skilled trade functions in the HVACR trade area.
- Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the HVACR trade.
- Good interpersonal, oral and written communication skills.
- Basic computer skills.
- An S-2 or S-1 license is required.
- Willing to respond to emergencies on overtime.
- This position is classified as Emergency Support Services/Essential Staff (ESS/ES). Employees are required to report for work as scheduled regardless of any University or statewide release/closing announcement.
- Must possess a current motor vehicle operator license.
- Hold a "universal" certificate for refrigerant transition and recovery.
- Ability to read and interpret mechanical blueprints for building and utility systems.
- Sufficient strength and stamina to perform the duties of the trade effectively.

#### **Preferred Qualifications**

- Preference will be given to candidates with extensive knowledge and experience in the air conditioning and refrigeration field.

#### **Appointment Terms**

This is a permanent, 2nd shift, full-time (37.5 hrs./wk.) position with a work schedule of Tuesday - Saturday 3:00 p.m. to 11:00 p.m. Hourly salary is \$25.71 and is non-negotiable. A full benefits package is included. This position may be eligible for weekend and shift differential pay. Employment of the successful candidate is contingent upon the 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.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Willimantic Chronicle, CT Jobs, Career Builders, Tower Supply, Webb, and The Granite Group.

**Goal Applicants: WF, BM, HM, HF, AM**

6 Total Applicants: 4 WM, 1 BM, 1 UM

## Hiring Goals Analysis 2016

Unqualified Applicants: 2 WM, 1 BM, and 1 UM

- 2 WM, 1 BM, and 1 UM lacked an S-1 or S-2 license.

Interviewed Applicants: 2 WM

- 1 WM was being considered for another position in this department.

The 1 WM hired demonstrated extensive knowledge in the refrigeration and air conditioning field. He also had considerable experience and knowledge working with heating and steam systems, as well as in applying standard tools, materials, methods and practices to mechanical systems. This candidate accurately answered situational interview questions. Additionally, his references were contacted and provided positive feedback.

## Hiring Goals Analysis 2016

### **2016396 – Qualified Craft Worker Elec – Structural Shops Services – 1 WM**

**Description:**

The Facilities Operations and Building Services Department is seeking a Qualified Craft Worker - Electrical, 1st Shift, Tuesday through Saturday, 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 an E-1 or E-2 license.

**Preferred Qualifications:** Extensive knowledge and experience in the electrical field is preferred. Two years of High Voltage experience is also preferred.

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.

This is a 1st shift, permanent, full-time (37.5 hrs./wk.) position, Tuesday - Saturday, with hours of 7:00 a.m. to 3:00 p.m. Minimum hourly salary is \$25.71 and comes with a full benefits package including medical and dental. This position may qualify for weekend and shift differential. Selection for employment is contingent upon satisfactory completion of a pre-employment physical and background check.

**To Apply:** Qualified NP-2 employees will be given preference in the hiring process and should submit an internal application.

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, ,

**Goal Applicants: WF, BM, HM, HF, AM**

2 Total Applicants: 2 WM

Qualified Applicants: 1 WM

- 1 WM was being considered for another position in the department.

Interviewed Applicants: 1 WM

The 1 WM hired had extensive relevant and recent professional experienced. His answers to interview questions demonstrated his skills and knowledge of electrical technologies. He had leadership experience managing several crews on jobs for electrical projects and his references provided positive feedback.



## Hiring Goals Analysis 2016

### **2016206 – Qualified Craft Worker HVAC – Mechanical & Plumbing SVC – 1 WM**

#### **Description:**

The Facilities Operations & Building Services Department is seeking a QCW HVACR worker 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. May supervise other qualified craft workers, maintainers, or students as assigned. Job involves heavy lifting and working in dusty environments with severe variations in space temperature.

Applicants must have the ability to read and interpret mechanical blueprints for building and utility systems. 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 or weekends). Pre-employment physical and criminal background check is required. Job involves occasional use of respirator and periodic examination thereafter. Applicants must possess a current motor vehicle operator license. An active Heating, Piping, or Cooling license is required; an active S-1 or S-2 license is preferred.

#### **Minimum Qualifications**

1. Four (4) years of experience in the HVACR trade.
2. Two (2) years of the General Experience must have been performing skilled trade functions in the HVACR trade area.
3. An active Heating, Piping, or Cooling license
4. Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the HVACR trade.
5. Good interpersonal, oral and written communication skills.
6. Basic computer skills.
7. Willing to respond to emergencies on overtime.
8. **This position is classified as Emergency Support Services/Essential Staff (ESS/ES). Employees are required to report for work as scheduled regardless of any University or statewide release/closing announcement.**
9. Must possess a current motor vehicle operator license.
10. Ability to read and interpret mechanical blueprints for building and utility systems.
11. Sufficient strength and stamina to perform the duties of the trade effectively.

#### **Preferred Qualifications**

- Preference will be given to candidates with extensive knowledge and experience in the air conditioning and refrigeration field.
- Current "universal" certificate for refrigerant transition and recovery.
- An active S-2 or S-1 license.

#### **Appointment Terms**

This is a 3rd shift, full-time (37.5 hrs./wk.) position. The work schedule is Sunday - Thursday 11:00 p.m. to 7:00 a.m. Hourly salary is \$25.71 and is non-negotiable. A full benefits package is included. This position may be eligible for weekend and shift differential pay. Employment of the successful candidate is contingent upon the 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.

## Hiring Goals Analysis 2016

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, Diverse, Hartford Courant, Willimantic Chronicle, Veterans Enterprise, CTJobs.com, Career Builders, Manchester Journal Inquirer, FW Webb, Tower Equipment, Granite Group, Sid Harvey, and Grainger.

### **Goal Applicants: WF, BM, HM, HF, AM**

5 Total Applicants: 3 WM, 2 UM

Unqualified Applicants: 1 WM, 1 UM

- 1 WM and 1 UM lacked considerable knowledge of and ability to apply standard tools, materials, methods and practices of the HVACR trade.

Interviewed Applicants: 2 WM, 1 UM

- 1 UM was being considered for another position within the department.
- 1 WM lacked knowledge and experience in the HVACR trade.

The 1 WM hired had knowledge and experience in the piping of equipment, residential air conditioning, and sheet metal ducts. Additionally, he had extensive knowledge in applying standard tools, materials, methods and practices to mechanical systems. His references were contacted and gave positive feedback regarding this candidate's excellent communication skills and efficiency and accuracy in his work.



## Hiring Goals Analysis 2016

### **2016576 – Qualified Craft Worker HVACR – Mechanical & Plumbing Svc – 1 WM**

The University of Connecticut's Global Affairs seeks a Program Assistant 2 (UCP 4) to support English Language Programs at the University. Under the direction of a designated supervisor, this position provides responsible administrative support as well as significant program support for the University's English Language Programs. General position duties include program admissions, registration, student services, scheduling and reservations, and the creation and coordination of socio-cultural events for international students.

#### **Duties and Responsibilities**

1. Serves as a resource to individuals and groups on matters relating to all English Language Program activities and on matters relating to administrative policies and procedures. Serves as initial point of contact for program applicants, the UConn community, and students, responding to phone, emails, and in-person inquiries regarding admission, course and program information.
2. Coordinates English Language program logistics and administrative support for program staff, making adjustments to accommodate changing priority needs. Provides administrative support for teaching staff, including coordinating course registrations, student and teacher schedule changes, billing, classroom and office requests, and inventory control of program resources.
3. Provides an initial screening of applications to confirm student eligibility for the English Language programs and communicates with the applicant and appropriate staff when a candidate is not qualified.
4. Writes and/or edits informational and promotional materials for use in outreach activities, requiring an understanding of the subject matter. Creates and disseminates marketing materials including design and distribution of flyers, email and web-based announcements of sociocultural activities, trips, upcoming programs, and social media postings. Creates a detailed session calendar of events and coordinates room reservations, transportation, and catering for all program events. Schedules and makes arrangements for all student activities and off campus trips.
5. Performs office management duties; directs the workflow and supervises necessary administrative paperwork including fiscal, personnel, and student records.
6. Compiles and maintains collection of resource materials and program information. Processes new applications and follows up with placement exams, welcome packets, and required documentation for immigration, health services, housing, and billing. Ensures all published program information is up to date for recruiting agencies and potential program candidates.
7. Compiles data, which may be computerized, based on research techniques and statistical compilations, requiring an understanding of the program objectives and procedures and the understanding and evaluation of data sources. Maintains program database and prepares regular updates on enrollment. Collects and analyzes data required for accreditation and special reports (pass rates, number of semesters to complete the program, demographics, etc.).
8. Assists in the preparation of budgets and control of expenditures.
9. Acts for and represents supervisor to other University offices, the public or outside agencies on a wide range of administrative matters.
10. Coordinates with student service offices around campus to ensure that students are in compliance and have access to resources.
11. Works independently to resolve compliance issues and acts for and represents the program in communications and meetings.

## Hiring Goals Analysis 2016

in communications and meetings.

12. Recruits, supervises, and trains student employees and conversation partners.
13. Performs other related duties as required.

### **Minimum Qualifications**

1. Bachelor's degree
2. At least three years of experience working with an international population in a higher education setting
3. Excellent organizational and supervisory ability
4. Ability to independently manage and prioritize multiple projects to meet deadlines
5. Excellent interpersonal and communication skills
6. Willingness to work flexible and irregular hours, including weekends; some travel may be required
7. Demonstrated ability to work independently and problem solve to provide significant program support

### **Preferred Qualifications**

1. Master's Degree
2. Knowledge of and proficiency in Student Administration Software by ORACLE/PeopleSoft and Filemaker
3. Familiarity with electronic financial systems.

**Appointment Terms:** This position is a full time, 12-month, permanent position. Salary is commensurate with experience and includes full benefits.

Recruiting activities included: Hartford Courant, Willimantic Chronicle, Manchester Journal Inquirer, CT jobs.com, Career builders.

### **Goal Applicants: WF, BM, HM, HF, AM**

1 Total applicants: 1 WM

Interviewed applicants: 1 WM

The 1 WM selected had an extensive knowledge and experience in the refrigeration and air conditioning field. He had considerable knowledge of heating and steam systems as well as considerable knowledge in applying standard tools, materials, methods, and practices to mechanical systems including air conditioning and refrigeration systems. In addition, the candidate had a universal certificate for refrigerant transition and recovery.

## Hiring Goals Analysis 2016

### **Category 7: Maintenance/Service – General Trade Worker**

**Short Term Goals: 1 WM, 2 HM**

#### **2015486 - General Trade Worker - Dining Services – 1 WM**

28 Total Applicants: 18 WM, 1 HM, 1 HF, 1 AM, 7 UM


Unqualified applicants: 10 WM, 1 HF, 1 AM, 6 UM

Interviewed applicants: 8 WM, 1 HM, 1 UM

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016643 – General Trade Worker – Student Union - 1 WM**

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

The Student Union Department has an opening for a second shift, General Trades Worker. Working under the supervision of the Building Superintendent 1, the successful candidate will be accountable for performing highly skilled trades and duties in various trade areas in the Student Union building as well as other buildings under the responsibility of the Student Union.

#### **Job Duties**

Performs highly skilled maintenance or construction work requiring the application of trade skills 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**

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. Four (4) years of general experience 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. Two (2) years of the general experience must have been performing skilled trade functions in one or more trade areas. Incumbents 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.

#### **Preferred Qualifications**

Highly proficient in the electrical trades. Experience working in a higher education setting is also desirable as well as demonstrated experience interacting in a positive manner with customers and responding quickly to their needs.

Recruitment activities included advertisements on the Student Union bulletin board; and networking with personal and professional contacts in local trade organizations.

1 WM applied for the position and was selected. This candidate was hired due to contractual layoff rights to the position.

## Hiring Goals Analysis 2016

### **Category 7: Maintenance/Service – Custodian**

**Short Term Goals: 23 WM, 8 BM, 4 BF, 3 AM**

**2016632 - Custodian - Building Services – 1 WM**

2 Total Applicants: 1 WM, 1 HM

Interviewed applicants: 1 WM, 1 HM

***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2017028 - Custodian - Building Services – 1 WM, 1 BM**

***The 1 WM hire achieved a hiring goal.***

**Description:**

The Department of Building Services has full-time, permanent 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.
- Willing and able to work during emergency closures/delayed openings due to weather or events.

1 WM and 1 BM applied for the position. Both candidates were canvassed from the SEBAC re-employment list.

The 1 WM and 1 BM selected for this job opening had contractual SEBAC rights to the position.

***The 1 WM hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016261 - Custodian - -Building Services – 1 WM, 1 HF**

***The 1 WM hire achieved a hiring goal.***

Visible: Internal and External

Description Type: Job Posting

Description ID:

Description:

The Department of Facilities Operations and Building Services has several permanent, full-time Custodian positions available with various shifts and locations 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 positions are 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 affect campus operations.**

Recruitment activities included advertisements with the Willimantic American Job Center.

281 candidates applied for the position: 67 WM, 21 WF, 15 BM, 4 BF, 78 HM, 69 HF, 2 AM, 1 AF, 22 UM, and 2 UF.

Unqualified applicants: 47 WM, 14 WF, 13 BM, 3 BF, 42 HM, 33 HF, 1 AM, 1 AF, 3 UM, and 2 UF.

- 47 WM, 14 WF, 13 BM, 3 BF, 42 HM, 33 HF, 1 AM, 1 AF, 3 UM, and 2 UF lacked experience performing a full range of basic tasks in the cleaning and maintenance of buildings.

Qualified applicants: 19 WM, 5 WF, 2 BM, 1 BF, 34 HM, 29 HF, 1 AM, and 8 UM.

## Hiring Goals Analysis 2016

- 19 WM, 5 WF, 2 BM, 1 BF, 34 HM, 29 HF, 1 AM, and 8 UM lacked experience operating, caring for, and performing minor maintenance on tools and equipment used on the job.

Interviewed applicants: 1 WM, 2 WF, 2 HM, 7 HF, and 11 UM.

- 1 WF and 5 UM withdrew from consideration for the position.
- 1 WF, 2 HM, 6 HF, and 6 UM did not demonstrate the ability to follow oral and written instructions.

The 1 HF selected for the position demonstrated very good cleaning and maintenance experience and exhibited very good oral and communication skills. Additionally this candidate had some recordkeeping experience.

The 1 WM selected for the position demonstrated very good cleaning and maintenance experience and exhibited very good oral and communication skills. Additionally this candidate had some recordkeeping experience.

***This hire achieved a hiring goal.***

### **2016629 – Custodian – Building Services – 1 WM**

1 Total Applicants: 1 WM

Interviewed applicants: 1 WM

***This hire achieved a hiring goal.***



## Hiring Goals Analysis 2016

### **2016176 – Custodian - Student Union – 1 WM, 2 WF**

The Student Union Department has an opening for a third (3rd) shift, full-time, permanent, Custodian position. Working under the supervision of the Lead Custodian, Supervising Custodian or Building Superintendent 1, the successful candidate will be accountable for performing a full range of basic tasks in the cleaning and maintenance of the Student Union building and other buildings under the responsibility of the Student Union.

**Duties and Responsibilities:** Performs custodial tasks and maintains areas such as administrative offices, meeting and function rooms, lounges, theatre, restrooms, lobby areas and outdoor areas in and around the Student Union building and other buildings under the responsibility of the Student Union. Dusts, mops, sweeps, scrubs, strips, waxes, and polishes floors using appropriate equipment, such as buffers, scrubbers and extractors. Washes, dusts, and polishes glass including windows, woodwork and walls, furniture and metal equipment. Collects and disposes of trash and performs recycling as instructed. Provides a report of equipment in need of repair, performs minor maintenance, run errands, inspects building for damage and reports conditions to a supervisor for action. May change light bulbs, lubricate door hinges, drawers or cabinets, etc. Removes snow and ice from stairways and walkways applying sand and salt as needed around the Student Union building. Moves furniture and/or set-up meeting rooms for events, performs other duties as required.

**Minimum Qualifications:** Experience performing a full range of basic tasks in the cleaning and maintenance of buildings; ability to operate, care and perform minor maintenance on tools used in daily work; good interpersonal, oral and written communication skills; ability to follow oral and written instructions; some ability in simple record keeping; experience and training which would provide the knowledge, skills and abilities listed above.

**Preferred Qualification:** A minimum of three years of custodial experience that includes working in an educational setting is a plus.

**Appointment Terms:** This is a full-time (37.5 hrs./wk.), third shift, permanent position with a work schedule of Friday - Tuesday, 11:00 p.m. – 7:00 a.m. Minimum hourly rate is \$16.02 and includes a full benefits package. This position is eligible for shift and weekend differential pay. Selection for employment is contingent upon satisfactory completion of a background check and pre-employment physical.

**To Apply:** Qualified applicants should apply online through UConn Careers fully detailing your 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, October 19, 2015. Once the position has closed, there will not be an opportunity to submit additional information. In addition, the candidate pool from these interviews may be used to fill future Custodian positions in the Student Union within six months. (Search # 2016176)

NP-2 employees will be given preference in the hiring process and should submit an internal application.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 19, 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 Diverse, HERC, an NP-2 Internal Posting, Student Union Bulletin Boards, UConn Careers website, and various professional contacts were utilized.

#### **Goal Applicants: WM, BM, BF, AM**

90 total applicants: 23 WM, 7 WF, 8 BM, 1 BF, 23 HM, 21 HF, 3 AF, 1 AM, 2 UM, 1 UF

Unqualified applicants: 21 WM, 5 WF, 7 BM, 1 BF, 22 HM, 20 HF, 3 AF, 1 AM, 2 UM, 1 UF

## Hiring Goals Analysis 2016

- 19 WM, 5 WF, 7 BM, 1 BF, 22 HM, 20 HF, 3 AF, 2 AM, 2 UM, 1 UF submitted incomplete applications.
- 2 WM lacked experience performing a full range of basic tasks in the cleaning and maintenance of buildings.

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

- 1 HM withdrew their application from consideration.
- 1 WM lacked experience operating, caring for, and performing minor maintenance on tools used in daily work.
- 1 BM, and 1 HF lacked the necessary experience in the cleaning and maintenance of buildings.

The 1 WF selected possessed extensive experience with the basic cleaning of buildings. They understood the parameters and responsibilities of the position. The candidate also demonstrated knowledge operating, caring for, and performing minor maintenance on tools used in daily work.

The 1 WF selected possessed an adequate breadth of prior cleaning experience, and enthusiasm about the position. They demonstrated satisfactory understanding of cleaning equipment and practices. The candidate also possessed the necessary verbal communication skills for this position.

The 1 WM selected possessed an adequate breadth of prior cleaning experience, and enthusiasm about the position. They demonstrated satisfactory understanding of cleaning equipment and practices. The candidate also possessed the necessary verbal communication skills for this position.  
***This hire achieved a hiring goal.***

## Hiring Goals Analysis 2016

### **2016293 - Custodian - Student Union – 1 WF**

The Student Union Department has an opening for a second (2nd) shift, full-time, durational (6-month), Custodian position. Working under the supervision of the Lead Custodian, Supervising Custodian or Building Superintendent I, the successful candidate will be accountable for performing a full range of basic tasks in the cleaning and maintenance of the Student Union building and other buildings under the responsibility of the Student Union.

#### **Responsibilities and Duties**

Performs custodial tasks and maintain areas such as administrative offices, meeting and function rooms, lounges, theatre, restrooms, lobby areas and outdoor areas in and around the Student Union building and other buildings under the responsibility of the Student Union. Dusts, mops, sweeps, scrubs, strips, waxes, and polishes floors using appropriate equipment, such as buffers, scrubbers and extractors. Washes, dusts, and polishes glass including windows, woodwork and walls, furniture and metal equipment. Collects and disposes of trash and performs recycling as instructed. Provides a report of equipment in need of repair, performs minor maintenance, run errands, inspects building for damage and reports conditions to a supervisor for action. May change light bulbs, lubricate door hinges, drawers or cabinets, etc. Removes snow and ice from stairways and walkways applying sand and salt as needed around the Student Union building. Moves furniture and/or set-up meeting rooms for events, performs other duties as required.

#### **Minimum Qualifications**

Experience performing a full range of basic tasks in the cleaning and maintenance of buildings; ability to operate, care and perform minor maintenance on tools used in daily work; good interpersonal, oral and written communication skills; ability to follow oral and written instructions; some ability in simple record keeping; experience and training which would provide the knowledge, skills and abilities listed above.

#### **Preferred Qualification**

A minimum of three years of custodial experience that includes working in an educational setting is a plus.

#### **Appointment Terms**

This is a full-time (37.5 hrs./wk.), second shift, durational position with a work schedule of Wednesday- Sunday, 3:00 p.m. - 11:00 p.m. Minimum hourly rate is \$16.02 and includes a full benefits package. This position is eligible for shift and weekend differential pay. Employment of the successful candidate is contingent upon the satisfactory completion of a background check and pre-employment physical including a mandatory drug test.

### **Goal Applicants: WM, BM, BF, AM**

78 Total applicants: 25 WM, 8 WF, 9 BM, 1 BF, 22 HM, 9 HF, 3 UM and 1 UF.

Unqualified applicants: 24 WM, 6 WF, 9 BM, 1 BF, 21 HM, 8 HF, 3 UM, and 1 UF.

- 21 WM, 6 WF, 9 BM, 1 BF, 20 HM, 8 HF, 3 UM and 1 UF did not provide the required references.
- 3 WM and 1 HM lacked experience performing a full range of basic tasks in cleaning and maintenance of buildings.

## Hiring Goals Analysis 2016

Interviewed applicants: 1 WM, 2 WF, 1 HM and 1 HF

- 1 WM was unable to provide answers to the different cleaning procedures he has used in past employment in the field.
- 1 WF did not show for the interview.
- 1 HM withdrew from consideration.
- 1 HF had less knowledge regarding cleaning tools than needed for the position.

The 1 WF selected was knowledgeable about cleaning tools and methods used in daily work. The candidate was able to articulate her experience when asked specific questions related in this position and the work required in this type of job.

## Hiring Goals Analysis 2016

### **Search 2015491 – Custodian - Building Services – 7 HM, 7 HF**

The Department of Facilities Operations and Building Services, located on the Storrs Campus, has immediate openings for multiple, full-time, permanent Custodian positions.

#### **Responsibilities and Duties**

- 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**

- Full-time, Permanent positions
- Various shifts, including weekdays and weekends, available
- Salary is \$15.56 per hour. Some shifts may include weekend and shift differential pay.
- Full Benefits package

#### **To Apply**

Apply online through our UConn Careers website fully detailing your qualifications for the position. Please ensure that your application materials include all the requested information. **Incomplete applications will not be considered.**

**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 affect campus operations.**

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment physical and criminal background check. (Search # 2015491) Application deadline is Monday, June 15, 2015.

Recruitment activities included HuskyHire.

### **Goal Applicants: WM, BM, BF, AM**

113 total applicants: 32 WM, 12 WF, 3 BM, 33 HM, 29 HF, 1 AM, 2 UM, and 1 UF.

Unqualified applicants: 25 WM, 6 WF, 2 BM, 15 HM, 9 HF, 1 AM, and 1 UF

- 25 WM, 6 WF, 2 BM, 15 HM, 9 HF, 1 AM, and 1 UF lacked experience performing a full range of basic tasks in the cleaning and maintenance of buildings.

Interviewed applicants: 7 WM, 6 WF, 1 BM, 18 HM, 20 HF, and 2 UM.

## Hiring Goals Analysis 2016

- 3 HM, and 1 HF withdrew from consideration.
- 6 WM, 1 WF, 1 BM, 5 HM, 9 HF, and 2 UM possessed less cleaning experience than required for the position.
- 1 HM and 1 HF failed to demonstrate the verbal communication skills needed for the position.
- 1 WM, 1 WF, 1 HM, and 2 HF demonstrated a lack of experience with the use of machines for cleaning practices.
- 1 WF lacked a necessary understanding of the position's parameters.

3 WF, 1 HM were offered and declined the position.

The 1 HM selected had the knowledge of the necessary cleaning practices and equipment used for the position. They possessed excellent experience, and enthusiasm. The candidate demonstrated great verbal communication skills.

The 1 HM selected possessed outstanding verbal communication skills and great enthusiasm about the position. They demonstrated knowledge of necessary equipment and cleaning practices. The candidate also had excellent previous cleaning experience.

The 1 HM selected demonstrated a remarkable understanding of cleaning practices and equipment. They possessed excellent prior cleaning experience, and great enthusiasm. The candidate also displayed the ability for clear verbal communication.

The 1 HM selected demonstrated an excellent capability in verbal communication. They possessed notable prior experience, as well as displayed enthusiasm about the position. The candidate also possessed an understanding of the necessary cleaning practices and equipment.

The 1 HM selected possessed an outstanding depth of knowledge about the cleaning practices and equipment used for this position. They had excellent prior cleaning experience, and noteworthy enthusiasm about the position. The candidate also demonstrated a significant ability in verbal communication.

The 1 HM selected possessed an adequate breadth of prior cleaning experience, and enthusiasm about the position. They demonstrated satisfactory understanding of cleaning equipment and practices. The candidate also possessed the necessary verbal communication skills for this position.

## Hiring Goals Analysis 2016

The 1 HM possessed excellent cleaning experience. They demonstrated a passable capability for verbal communication as well as an in-depth understanding of the necessary cleaning practices and equipment.

The 1 HF selected possessed a great understanding of cleaning practices and equipment. They had excellent cleaning experience as well as great enthusiasm about the position. The candidate demonstrated good verbal communication skills.

The 1 HF selected demonstrated enthusiasm about the position, and possessed an excellent breadth of prior experience. The candidate had an understanding of cleaning practices and the equipment used. They also demonstrated great verbal communication skills.

The 1 HF selected possessed decent prior cleaning experience, as well as passable enthusiasm about the position. They demonstrated knowledge of, and the capability to utilize the necessary cleaning practices and equipment. The candidate also displayed superior verbal communication skills.

The 1 HF selected demonstrated the proficient ability with verbal communication and clear articulation. They possessed excellent prior experience, as well as displayed great enthusiasm about the position. The candidate had exceptional understanding of the cleaning practices and equipment utilized by this position.

The 1 HF selected demonstrated enthusiasm about the position, and possessed an excellent breadth of prior experience. The candidate had an understanding of cleaning practices and the equipment used. They also demonstrated great verbal communication skills.

The 1 HF selected demonstrated an excellent capability in verbal communication. They possessed notable prior experience, as well as displayed enthusiasm about the position. The candidate also possessed an understanding of the necessary cleaning practices and equipment.

The 1 HF selected demonstrated enthusiasm about the position, and possessed an excellent breadth of prior experience. The candidate had an understanding of cleaning practices and the equipment used. They also demonstrated great verbal communication skills.

## Hiring Goals Analysis 2016

### **2016167 – Custodian – Building Services – 1 HF**

The Department of Facilities Operations & Building Services, located on the Storrs Campus, has immediate openings for temporary, custodian positions, beginning 11/2/15 thru TBA. 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 of simple record keeping is also required.
- Any experience and training which would provide the knowledge, skills and abilities listed above.
- This position is classified as Emergency Support Services/Essential Staff. Must be willing to work during emergency closures/delayed openings due to inclement weather.

Appointment Terms:

- 37 1/2 hours per week, temporary positions
- Weekday and Weekend shifts available
- First and Second shifts offered
- \$16.02 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.

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. Application deadline is Monday,

This job posting is scheduled to be removed at 11:59 PM eastern on

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 HuskyHire.

### **Goal Applicants: WM, BM, BF, AM**

12 total applicants: 1 WM, 2 WF, 3 HM, 5 HF, and 1 UM.

Interviewed applicants: 1 WM, 2 WF, 3 HM, 5 HF, and 1 UM.



## Hiring Goals Analysis 2016

- 3 HM and 1 UM withdrew their application from consideration.
- 1 WM, 2 WF, and 4 HF were offered positions with hire dates outside this *Plan* year and will be explained in the *2017 Affirmative Action Plan*.

The 1 HF selected was re-hired from the lay-off list per Human Resources.

## Hiring Goals Analysis 2016

### **Category 7: Maintenance/Service – Remaining Titles (8)**

**Short Term Goals: 5 BM, 4 BF, 4 HM, 8 HF, 1 AM, 1 AF**

#### **2016335 – Agricultural Worker 1 – Animal Science – 1 WM**

Responsibilities will include: feeds and checks water for animals; has hands on contact with animals (dairy cattle, beef cattle, sheep, swine, horses, chickens) and performs routine animal care under supervision as required; performs minor maintenance of buildings, fencing and grounds (lawn mowing, snow removal, string trimming, etc.), including painting, performing minor carpentry tasks and power washing facilities and equipment; operates light duty trucks and light to medium duty farm equipment (skid steer, mixer wagon, etc.); disinfects and cleans incubators; cleans, sanitizes, assembles, disassembles and operates standard poultry and other minor equipment; operates milk parlor equipment and milks dairy cattle; collects, washes and grades eggs and packages for shipping and sales; performs heavy lifting of grain, hay, eggs; shovel snow and manure; ability to keep simple records and prepare reports; assists with research projects as needed; performs other duties as required.

#### **Minimum Qualifications**

1. One (1) year of experience related to animal science and/or farm animals
2. Knowledge of care, health and management of farm animals
3. Good interpersonal, oral and written communication skills
4. Ability to operate and perform minor maintenance on equipment used on the job
5. Ability to follow oral and written instructions
6. Experience with data collecting and report writing
7. Highly motivated
8. Must have adequate physical strength, stamina, physical agility and visual and auditory senses and must maintain such physical fitness to be able to perform the duties
9. Must possess a CDL Class A license at the time of hire or during the six month working test period, acquire a CDL Class A license as a condition of continued employment.

#### **Appointment Terms**

This is a permanent, full-time position with an average rotating work schedule of 37.5 hours per week including some weekends. The work hours are 9:00am - 5:00pm with an hourly salary of \$18.83 and includes a benefits package.

This position is categorized as Emergency Support Services/Essential Staff. Employees are mandated to work during emergency closures/delayed openings of the University. Employees must report to work for winter storms or other significant events that affect the department's operation to perform animal care and snow and ice removal duties.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment physical including a drug test and a criminal background check.

Current NP-2 applicants will be given preference in the screening process.

#### **To Apply**

Qualified applicants please submit a cover letter, resume, and contact information for three (3) professional references. Please ensure that your application materials demonstrate how you meet the stated minimum qualifications. Application deadline is February 29, 2016. (Search # 2016335)

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education, and Diverse.

## Hiring Goals Analysis 2016

### **Goal Applicants: BM, BF, HM, HF, AM, AF**

26 Total Applicants: 17 WM, 5 WF, 1 HF, 2 HM, 1 UF

Unqualified Applicants: 11 WM, 5 WF, 1 HF, 2 HM, 1 UF

- 9 WM, 4 WF, 1 HF, 1 HM, and 1 UF lacked at least one year of experience related to animal science and/or farm animals.
- 2 WM, 1 WF and 1 HM did not demonstrate an ability to follow oral and written instructions.

Interviewed Applicants: 6 WM

- 2 WM withdrew their applications.
- 2 WM lacked experience and knowledge of care, health and management of animals needed for the position.

1 WM exceeded all of the minimum qualifications. His experience working with livestock was relevant to fit the needs of this position. This candidate was offered the position, but declined.

The 1 WM hired for this position met all of the minimum qualifications. Additionally, he has sufficient experience working with cattle that would provide the skills and knowledge necessary for this position. His references also gave very positive feedback.

## Hiring Goals Analysis 2016

### **2016617 – Agricultural Worker 2 – Farm Services – 1 WM**

UConn's College of Agriculture, Health and Natural Resources' Farm Services Department seeks an Agricultural Worker 2 to perform highly skilled agricultural work and act as a lead over other agricultural workers in carrying out general farm labor.

This person will work under the limited supervision of the Manager of Farm Services and will perform the following duties: highly skilled agricultural work in one or more areas related to general farm labor and agricultural functions; lead staff engaged in agricultural work; assist professional staff in instructional and research work; demonstrate and participate in scientific and technical methods and procedures used in agriculture; use heavy earth-moving equipment to dig ditches, clean drainage ditches, load gravel and perform general landscape work; transport equipment, livestock, grains and feed; plow snow; assemble and prepare dairy ingredients for processing; ensure standards for quality of dairy products; repair complex farm machinery and other equipment; mix feed rations; manage agricultural products salesroom and sell products; keep records, statistical research data, and logs and prepare reports; perform related duties as required. Will be required to operate vehicles in excess of 26,000 lbs. GVW.

**Minimum Qualifications:** Must have three years' experience in production or agronomic farm labor or plant science. Also, considerable knowledge of methods used in culture and propagation of crops as well as care, health and management of farm animals; experience operating, maintaining and repairing a wide variety of complex equipment and machinery related to production agriculture; must have good interpersonal, oral and written communication skills; and be able to follow oral and written instructions; experience keeping records, statistical research data logs and preparing reports. Also, demonstrated supervising experience. Must have CDL Class B license including air brake and tanker endorsements.

Employees appointed to this position must have adequate physical strength, stamina, physical agility, visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. A physical examination will be required.

**Preferred Qualifications:** Current Connecticut Pesticide Applicator's License; a CDL Class B license including air brake and tanker endorsements issued twelve (12) months prior to hire; and classes, coursework and workshops in related field a plus as well as experience working in an agricultural research setting are preferred.

**Appointment Terms:** This is a full-time (37.5 hrs/wk) position with a work schedule of Sunday through Thursday, 7:30am to 3:30pm, including holidays. Minimum hourly rate is \$22.32 and includes a full benefits package. 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.

Recruiting activities included: Public postings of position announcement where like phone calls to potential applicants.

**Goal Applicants: BM, BF, HM, HF, AM, AF**

15 Total applicants: 7 WM, 1 HF, 6 UM, 1 UF

## Hiring Goals Analysis 2016

Unqualified applicants: 4 WM, 1 HF, 3 UM, 1 UF.

- 4 WM, 1 HF, 2 UM, 1 UF did not have CDL class B license including air brake and tanker endorsement.
- 1 UM lacked minimum of 3 years experience in production or agronomic farm labor or plant science including considerable knowledge of methods used in culture and propagation crops.

Interviewed applicants: 3 WM, 3 UM

- 2 UM did not have the three years relevant experience.
- 1 UM did not have required CDL tanker endorsement.
- 2 WM did not have the experience working in a agricultural research setting.

The 1 WM selected met all minimum and most preferred qualifications. He provided complete and in-depth answers to all technical interview questions. He had a CDL class B license including air brake and tanker endorsement. The candidate had a considerable knowledge in methods used in culture and propagation of crops.

## Hiring Goals Analysis 2016

### *Hartford Campus*

#### Category 4: Secretarial/Clerical – All Titles

Short Term Goals: 2 WM, 2 WF, 1 BM

2016453 – Secretary 1 – Law School Instruction & Research – 1 WF

1 Total Applicants: 1 WF

Interviewed applicants: 1 WF

*This hire achieved a hiring goal.*

#### 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

### **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: 2 WM

#### Category 7: Maintenance/Service – Remaining Titles

Short Term Goals: 1 WF, 1 BM, 1 HF

### **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 HM, 1 HF

## Hiring Goals Analysis 2016

### **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 WF**

#### **Category 5: Technical Paraprofessional – All Titles**

**Short Term Goals: 1 WM, 2 WF**

#### **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 2016

### Category 1: Executive/Managerial - University Director

**Promotional goals: 1 WM, 1 WF**

#### **Promotions into Category:**

##### **U Staff Prof 3 to U Director – 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.

*The 1 WF appointment achieved a promotional goal.*

### Category 1: Executive/Managerial - Remaining Titles

**Promotional goals: 3 WF**

#### **Promotions into Category:**

##### **U Assistant Director to Assistant Vice President – 1 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.

*This appointment achieved a promotional goal.*

##### **U Director to Associate Vice President – 1 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.

*This appointment achieved a promotional goal.*

##### **Assistant Comp Manager (UCP 10) to Department Head Student Affairs – 1 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.

*This appointment achieved a promotional goal.*



**U Staff Professional 2 to Assistant Vice President – 1 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.

**Administrative Manager 2 (UCP 7) to Assoc Dean Students – 1 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.

**U Staff Professional 5 to Assoc Vice President – 1 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.

**U Assistant Director to Assistant Vice President – 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.

**Assistant Dean Students (UCP 7) to Assoc Dean Students – 1 HF**

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.

## FACULTY

### Category 2: Professor - All Titles

**Promotional goals: 10 WF, 1 BM, 3 HM, 1 HF, 5 AM, 2 AF**

#### Promotions into Category:

##### **Associate Professor to Professor – 4 WF**

4 WF 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.

*These appointments achieved promotional goals.*

##### **Associate Professor to Professor – 1 HM**

1 HM 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.

*This appointment achieved a promotional goal.*

##### **Associate Professor to Professor – 5 AM**

5 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.

*These appointments achieved promotional goals.*

##### **Associate Professor to Professor – 2 AF**

2 AF 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.

*These appointments achieved promotional goals.*

##### **Associate Professor to Professor – 9 WM, 3 AF**

9 WM and 3 AF 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: 7 WF, 1 BF**

#### Promotions into Category:

**Assistant Professor to Associate Professor – 6 WF**

6 WF 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.

*These appointments achieved promotional goals.*

**Assistant Professor to Associate Professor – 1 BF**

1 BF 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.

*This appointment achieved a promotional goal.*

**Assistant Professor to Associate Professor – 5 WM, 3 AF**

5 WM and 3 AF 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:**

*No Promotional activity in this category*

**Category 2: Faculty Remaining Titles**

**Promotional goals: None Set**

*No Promotional activity in this category*

## PROFESSIONAL NON-FACULTY

### Category 3: Non Teaching Professionals – University Staff Professional 3

**Promotional goals: 1 HF, 1 AM**

#### Promotions into Category:

##### **Assoc Director – Budget (UCP 10) to U Staff Professional 3 – 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.

##### **U Staff Professional 2 to U Staff Professional 3 – 1 WM, 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.

##### **Computer Technician (UCP 11) to U Staff Professional 3 - 1 WF**

The narrative for this promotion is reported in the Hiring Goals Analysis under Search **2016226**.

### **Category 3: Non Teaching Professionals – University Staff Professional 2**

**Promotional goals: 1 BM, 1 HM, 1 AF**

#### **Promotions into Category:**

##### **Academic Adv Center Director (UCP 8) to U Staff Professional 2 – 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.

*This appointment achieved a promotional goal.*

##### **U Staff Professional 1 to U Staff Professional 2 - 1 BF**

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: 2 WM, 1 BM, 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**

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.

##### **Fiscal Manager (UCP 7) 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 AM**

#### **Promotions into Category:**

*No Promotional activity in this category*

### **Category 3: Non Teaching Professionals - UC Professional 10**

**Promotional goals: 1 WF, 1 HM, 1 HF, 1 AM**

#### **Promotions into Category:**

##### **Computer Tech Sup Cons 3 (UCP 8) to Comp Tech Sup Cons 4 (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.

##### **Database Admin 2 (UCP 9) to Oper Sys Prog/Anal 4 (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.

##### **Oper Sys Prog/Anal 2 (UCP 7) 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: 11 WF, 1 HF**

#### **Promotions into Category:**

##### **Fiscal Manager (UCP 7) to Executive Assistant 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.

*This appointment achieved a promotional goal.*

**International Advisor (UCP 7) to Exec Program Dir (UCP 9) – 1 WF**

18 Total Applicants: 1 WM, 6 WF, 1 BM, 1 BF, 1 HF, 2 AM, 2 AF, 3 UF, 1 UM

Unqualified Applicants: 1 WM, 2 WF, 1 BM, 1 BF, 1 AM, 1 AF, 1 UF

Qualified Applicants: 3 WF, 1 HF, 1 AM, 1 AF

Interviewed Applicants: 1 WF, 2 UF, 1 UM

*This appointment achieved a promotional goal.*

**Purchasing Agent 2 (UCP 8) to Procurement Serv Spec 2 (UCP 9) – 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.

*These appointments achieved promotional goals*

**EH & S Specialist 2 (UCP 7) to EH & S SR Specialist (UCP 9) – 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.

*These appointments achieved promotional goals*

**Program Director (UCP 8) to Exec Program Dir (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.

**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.

**Assistant Registrar (UCP 8) to Associate Registrar (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.

**Category 3: Non Teaching Professionals - UC Professional 9 – OSD Consultant & Project Manager**

**Promotional goals: None Set**

*No Promotional activity in this category*

**Category 3: Non Teaching Professionals - UC Professional 9 – U Librarian 3**

**Promotional goals: 1 WM, 1 AM**

**Promotions into Category:**

**U Librarian 2 (UCP 7) to U Librarian 3 (UCP 9) – 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.

**Category 3: Non Teaching Professionals - UC Professional 8**

**Promotional goals: 9 WF, 1 HF**

**Promotions into Category:**

**Writer/Editor 3 (UCP 5) to Writer/Editor 4 (UCP 8) – 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.

***This appointment achieved a promotional goal.***

**Comp Prog/Analyst 1 (UCP 6) to Comp Prog/Analyst 2 (UCP 8) – 1 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 was promoted.

**Dining Serv Area Manager (UCP 7) to Asst Manager Dining Serv (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: 1 BF, 1 AM**

#### **Promotions into Category:**

##### **Program Manager (UCP 7) to Program Director (UCP 8) – 1 BF**

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.

*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.

### Category 3: Non Teaching Professionals - UC Professional 7

**Promotional goals: 1 BF, 1 AM, 1 AF**

#### **Promotions into Category:**

##### **U Librarian 1 (UCP 5) to U Librarian 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.

##### **Laboratory Supervisor (UCP 6) to Manager – Lab Serv (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.

##### **Admin Manager 1 (UCP 6) to Admin Manager 2 (UCP 7) – 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.

##### **Dining Serv Asst Manager (UCP 5) to Dining Serv Area manager (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.

**Academic Advisor 2 (UCP 6) to Acad Counselor/Coor (UCP 7) – 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.

**Grants/Contr Spec 1 (UCP 6) to Grants Contr Spec 2 (UCP 7) – 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.

**Publicity/Mktg Admin (UCP 6) to Publicity/Mktg Mgr (UCP 7) – 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.

**Admin Manager 1 (UCP 6) to Fiscal 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.

**Writer/Editor 3 (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.

**Admin Serv Specialist 2 (UCP 4) to U Accountant 2 (UCP 7) – 1 WF**

The narrative for this promotion is reported in the Hiring Goals Analysis under Search **2016156**.

**Category 3: Non Teaching Professionals – UC Professional 7 – Computer Tech 2**

**Promotional goals: 2 WF**

**Promotions into Category:**

*No Promotional activity in this category*

**Category 3: Non Teaching Professionals – UC Professional 7 – Program Manager**

**Promotional goals: 1 BM, 1 HM, 1 HF, 1 AF**

**Promotions into Category:**

**Admin Serv Specialist 2 (UCP 4) 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.

**Admin Serv Assistant 3 (UCP 4) to Program Manager (UCP 7) – 1 WF**

The narrative for this promotion is reported in the Hiring Goals Analysis under Search **2016289**.

**Category 3: Non Teaching Professionals - UC Professional 6**

**Promotional goals: 9 WM**

**Promotions into Category:**

**Career Counselor (UCP 4) to Career Consultant (UCP 6) – 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.

***This appointment achieved a promotional goal.***

**Academic Advisor I (UCP 5) to Academic Advisor II (UCP 6) – 4 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.

**Financial Assistant 2 (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 Grants/Contr Specialist 2 (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 – Admin Serv Asst 4**

**Promotional goals: 1 BF, 1 AF**

#### **Promotions into Category:**

##### **Admin Serv Asst 3 (UCP 4) to Admin Serv Asst 4 (UCP 6) – 1 BF**

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

*This appointment achieved a promotional goal.*

##### **Admin Serv Asst 3 (UCP 4) to Admin Serv Asst 4 (UCP 6) – 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.

##### **Admin Serv Specialist 3 (UCP 5) to Admin Serv Asst 4 (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**

##### **Program Assistant 2 (UCP 4) to Program Admin (UCP 6) – 1 BF**

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.

*This appointment achieved a promotional goal.*

##### **Program Assistant 1 (UCP 3) to Program Admin I (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.

### **Category 3: Non Teaching Professionals - UC Professional 6 – Program Spec 1**

**Promotional goals: 1 WM, 1 HM**

### **Promotions into Category:**

#### **Admin Serv Spec 2 (UCP 4) to Program Spec I (UCP 6) – 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.

*This appointment achieved a promotional goal.*

#### **Program Coordinator (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.

### **Category 3: Non Teaching Professionals - UC Professional 5**

**Promotional goals: 3 WF**

### **Promotions into Category:**

#### **Administrative Serv Spec 2 (UCP 4) to Office Manager (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.

*This appointment achieved a promotional goal*

#### **Program Assistant 1 (UCP 4) to Grad Admissions Assoc (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.

*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.

*This appointment achieved a promotional goal*

#### **Administraive Serv Spec 2 (UCP 4) to Alumni Rel 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.

**Administrative Serv Spec 2 (UCP 4) to Purchasing Agent 1 (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.

**Animal Care Tech to Animal Care Specialist (UCP 5) – 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.

**Category 3: Non Teaching Professionals – UC Professional 5 – Academic Advisor 1**

**Promotional goals: None set**

**Program Assistant 1 (UCP 3) to Academic Advisor 1 (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.

**Administrative Serv Assistant 3 (UCP 4) to Academic Advisor 1 (UCP 5) – 1 WF**

The narrative for this promotion is reported in the Hiring Goals Analysis under Search **2016165**.

**Program Assistant 1 (UCP 3) to Academic Advisor 1 (UCP 5) – 1 WF**

The narrative for this promotion is reported in the Hiring Goals Analysis under Search **2016329**.

**Category 3: Non Teaching Professionals – UC Professional 5 – Admin Coordinator**

**Promotional goals: 2 WM, 1 BF**

**Promotions into Category:**

**Program Assistant 1 (UCP 3) to Administrative Coordinator (UCP 5) – 1 WF**

The narrative for this promotion is reported in the Hiring Goals Analysis under Search **2016331**.

**Category 3: Non Teaching Professionals – UC Professional 5 – Admin Serv Sp 3**

**Promotional goals: 1 WF, 1 HF**

**Promotions into Category:**

**Administrative Serv Spec 2 (UCP 4) to Administrative Serv Spec 3 (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.

*This appointment achieved a promotional goal.*

**Program Assistant I (UCP 3) to Administrative Serv Spec 3 (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 – 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 Assistant 2**

**Promotional goals: 2 WM, 1 BM, 1 AM**

**Promotions into Category:**

**Program Assistant 2 (UCP 4) to Financial Assistant 2 (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.

**Office Assistant to Financial Assistant 2 (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 2 (UCP 4) to Program 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.

**Program Assistant 1 (UCP 3) to Program 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 4**

**Promotional goals: 1 HF, 1 AM**

**Promotions into Category:**

*No promotional activity in this category.*

**Category 3: Non Teaching Professionals – UC Professional 4 – Admin Serv Asst 3**

**Promotional goals: 1 HF**

**Promotions into Category:**

**Program Assistant 1 (UCP 3) to Administrative Serv Assistant 3 (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 4 – Admin Serv Sp 2**

**Promotional goals: 1 BF**

**Promotions into Category:**

**Financial Assistant 1 to Administrative Serv Spec II (UCP 4) – 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.



**Program Assistant 1 to Administrative Serv Spec 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.

**Financial Assistant 1 to Administrative Serv Spec II (UCP 4) – 1 WF**

The narrative for this promotion is reported in the Hiring Goals Analysis under Search **2016306**.

**Category 3: Non Teaching Professionals – UC Professional 4 – Program Assistant 2**

**Promotional goals: 2 WM**

**Promotions into Category:**

**Program Assistant I (UCP 3) to Program Assistant II (UCP 4) – 1 WF, 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.

**Prog Aide (UCP 1) to Program 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.

**Secretary 2 to Program Assistant II (UCP 4) – 1 WF**

The narrative for this promotion is reported in the Hiring Goals Analysis under Search **2016519**.

**Category 3: Non Teaching Professionals - UC Professional 3**

**Promotional goals: 1 AF**

**Promotions into Category:**

*No promotional activity in this category.*

**Category 3: Non Teaching Professionals – UC Professional 3 – Program Assistant 1**

**Promotional goals: 1 WM, 2 BF, 1 HF**

**Promotions into Category:**

**Mail Handler to Program Assistant I (UCP 3) – 1 WF**

The narrative for this promotion is reported in the Hiring Goals Analysis under Search **2016307**

**Category 3: Non Teaching Professionals - UC Professional 1**

**Promotional goals: None Set**

**Promotions into Category:**

**Agricultural Worker 2 to Research Lab Aide (UCP 1) – 1 WM**

The narrative for this promotion is reported in the Hiring Goals Analysis under Search **2016365**.

**Category 3 – Non Teaching Professionals – Academic Assistants**

**Promotional goals: None Set**

**Promotions into Category:**

*No promotional activity in this category.*

**Category 3: Non Teaching Professionals – Specialist 1A**

**Program goals: None Set**

*No promotional activity in this category.*

**Category 3: Non Teaching Professionals – Remaining Titles**

**Promotional goals: NONE SET**

**Promotions into Category:**

**Facilities Professional 3 (UCP 9) to U Assistant Director – 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

**Sr Computer Prog/Anlyst (UCP 9) to U Technician 2 – 1 WM**

The narrative for this promotion is reported in the Hiring Goals Analysis under Search **2016124**.

**Executive Assistant 1 (UCP 8) to U Ed Assistant I – 1 WF  
2016091**

## **THIS POSITION IS LIMITED TO CURRENT UCONN EMPLOYEES ONLY**

The Office of Diversity and Equity at the University of Connecticut is seeking applications for a full-time University Educational Assistant 1 or 2 to provide administrative support to the Associate Vice President (who also serves as the University's Title IX Coordinator and ADA Coordinator). Under the supervision of the Associate Vice President, this position is accountable for independently performing a full range of confidential administrative and support activities, requiring a complete understanding of the organization's operation and close attention to detail. The incumbent also will be exposed to sensitive and/or confidential information which must be held in strict confidence as well as confidential information used in collective bargaining.

The successful candidate will provide administrative support to the Associate Vice President for Diversity and Equity with responsibility for appointments; scheduling meetings, conferences, and workshops; making travel arrangements; processing and responding to daily correspondence in a timely manner; taking meeting notes; preparing reports; meticulously editing documents prepared by the AVP; and assisting in compiling and maintaining confidential data and information and performing office processes essential to the daily operation of ODE, under established policies and procedures. The incumbent will assist the AVP with supervision of other support staff and will be expected to assist with the unit's fiscal management.

### **Duties and Responsibilities**

- Provide administrative support to the Associate Vice President and Title IX Coordinator. Manage a complex calendar by efficiently scheduling appointments and meetings and coordinating arrangements for conferences, seminars, and workshops.
- Advise and assist the AVP on wide range of administrative and organizational matters related to day-to-day operation of ODE.
- Exercise good judgment and discretion, paying close attention to detail, while handling confidential and sensitive information.
- Serve as liaison between ODE and other University offices. May represent the AVP to other University offices, the public or outside agencies in administrative matters.
- Independently perform office management duties under established policies and procedures including drafting correspondence and assisting in the preparation, development and monitoring of various office procedures and reports. Manage the day-to-day administrative operations with authority to make decisions within established practices and policies.
- Provide reliable support in a fast-paced office including answering phones and making referrals as appropriate, drafting routine and complex correspondence, taking meeting minutes, and courteously greeting and directing visitors for meetings with the AVP.
- Assist with the supervision of unit-wide support staff.
- Assist with unit-wide fiscal management.
- Compose and disseminate communications such as memos, notices, emails and letters reflecting excellent judgment and accuracy.
- Perform special projects, including research and report writing as assigned by the AVP.
- Provide administrative support for searches and prepare hiring documentation for regular, special and student payroll employees.
- Employ excellent interpersonal and communication skills to resourcefully defuse potentially difficult situations and effectively collaborate with supervisory staff members to facilitate a team approach when required.
- Arrange and assemble IT equipment for teleconferencing and PowerPoint presentations.

### Minimum Qualifications

- B.A. and three to five years of relevant experience in an advanced level administrative position or the equivalent combination of education and experience.
- Extensive knowledge of and experience with office administration and management.
- Demonstrated experience exercising discretion and judgment in the management of confidential matters.
- Proven ability to effectively work with a wide variety of diverse individuals including faculty, staff, students, University administrators and external constituents.
- Exceptional interpersonal skills.
- Demonstrated excellent written and oral communication skills.
- Exceptional organizational skills and attention to detail.
- Demonstrated ability to manage multiple assignments concurrently and consistently meet deadlines.
- Ability to resolve routine office issues professionally and effectively.
- Experience with Microsoft Office, including Outlook, Word, Excel and PowerPoint.

### Preferred Qualifications

- Extensive knowledge of UConn's organizational structure and University policies and procedures.
- Experience managing office support staff.
- Proficiency managing complex calendars and scheduling using Microsoft Outlook.
- Experience with Quali Financial System (KFS) and in analyzing financial transactions, reconciling accounts, and preparing financial statements and reports including budget projections and analysis.
- Knowledge of Recruiting Solutions and the search process, including experience administering searches.
- Experience coordinating events such as workshops, seminars, webinars, luncheons or receptions.

Candidates with commensurate experience will be considered at the more advanced University Educational Assistant 1 classification.

25 Total applicants: 5 WM, 16 WF, 1 BM, 2 BF, 1 HF

Unqualified: 4 WM, 13 WF, 1 BM, 2 BF, and 1 HF

- 1 WM lacked three to five years' relevant experience in an advanced level administrative position or the equivalent combination of education and experience.
- 1 WF lacked a Bachelor's degree and three to five years' relevant experience in an advanced level administrative position or the equivalent combination of education and experience.
- 2 WF lacked experience with Microsoft Office including Outlook, Word, Excel and PowerPoint.
- 4 WM, 10 WF, 1 BM, 2 BF and 1 HF were not University employees.

Interview: 1 WM and 3 WF

- 1 WF withdrew
- 1 WM lacked the knowledge of Quali Financial Systems needed and did not demonstrate proficiency managing complex calendars and scheduling.

- 1 WF declined the position.

The 1 WF selected had twelve years of experience as a high level administrative assistant with experience coordinating schedules, meetings and travel. She was well versed in policies and procedures at the University and displayed discretion and attention to detail.

She had demonstrated experience working with a wide variety of diverse individuals including faculty, staff, students, university administrators and external constituents.

**CLASSIFIED POSITIONS**

**Storrs Campus**

**Category 7: Protective Services – Remaining Titles**

**Promotional goals: 1 BM, 1 HM**

**Promotions into Category:**

**Police Officer to Detective - 2 WM**

## 2015489 –Detective-UC – Police Services – 2 WM

Description:

### THE UCONN POLICE DEPARTMENT

### PROMOTIONAL PROCESS ANNOUNCEMENT

### POLICE DETECTIVE

The UConn Police Department soliciting applications for the position of Police Detective. All interested personnel, who meet the minimum qualifications below, should submit an application if they are interested in becoming a Police Detective.

#### Minimum Qualifications Required

This promotional opportunity is open to any current UConn Police employee who, by June 12, 2015, has permanent status in the unclassified service and the following experience and training:

**General Experience:** Two years of experience as a sworn law enforcement officer in an organized police department or within state service.

**SPECIAL REQUIREMENTS:** (1) Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council. (2) Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to "arrest and present before a competent authority any person for any offense committed within his precinct". (Connecticut General Statutes 29-18 and/or 10a-142). (3) Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Police Officer Standards and Training Council. Loss of certification will result in removal from the class. (4) Incumbents in this class

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

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

**PHYSICAL REQUIREMENTS:** (1) Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. (2) Applicants may be required to pass a physical examination.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to unpleasant and/or dangerous situations which could cause injury or loss of life, to uncomfortable weather conditions, and/or to confinement within a vehicle for prolonged periods.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of various criminal and civil matter investigation techniques including but not limited to homicides, narcotics, crimes against persons, crimes against property, and identify theft; knowledge of criminal law; knowledge of court procedures; considerable interpersonal skills; considerable oral and written communication skills; interviewing skills; considerable investigative ability, ability to lead other employees; ability to utilize computer software

**SELECTION PROCESS:** Qualified applicants will be scheduled for an oral interview with a panel of sworn personnel who will recommend personnel for a second interview with the Chief and other command staff. Final selection of the successful candidate(s) will be the decision of the Chief. As part of the selection process, applicants must submit a written summary detailing their involvement as a lead investigator in an investigation of their choice. The summary must include a description of their involvement and work performed during the investigation and should include how the applicant applied the knowledge, skills and abilities listed above to their investigation.

**APPLICATION PROCEDURE:** In order to be considered for this position, you must complete all parts of the application detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications.

**Completed packets must be submitted to Johannah Gorgone (Human Resources located at the Brown Building) by 5:00 p.m. on November 28, 2014.**

Recruiting activities included UConn Careers website, Higher Education Recruitment Consortium, Inside Higher Education and Diverse.



8 Total Applicants: 8 WM

Interviewed Applicants: 8 WM

- 1 WM lacked the interpersonal skills needed for the position.
- 4 WM did not provide complete responses to situational interview questions.

The 1 WM selected for this position met all of the minimum qualifications required for this position. He provided excellent and comprehensive responses to situational questions and demonstrated professionalism during the interview. Additionally, he demonstrated an interest in improving the UConn community.

The 1 WM selected for this position met all of the minimum qualifications required for this position. He provided excellent responses to situational questions and demonstrated leadership abilities during the interview. He displayed excellent interpersonal and communication skills. Additionally, this candidate demonstrated interest in improving the UConn community.

1 WM's promotion date was outside of this *Affirmative Action Plan* and will be included in the 2017 *Affirmative Action Plan*.

## **Police Officer to Police Sergeant-UC - 1 WM, 1 WF**

**2016567 - Police Sergeant – Police Services – 1 WM, 1 WF**

### **THE UCONN POLICE DEPARTMENT POLICE SERGEANT**

**Written Exam Date: April 8, 2016**

**Exam Time: 1:00 p.m., estimated time is 3 hours**

**Exam Location: Public Safety Training Room**

**Oral Exam Date: TBD (April 2016)**

**Oral Exam Location: Public Safety Conference Room**

**Exam weight: 60% written and 40% oral**

The UConn Police Department will be holding an examination for the rank of Police Sergeant. All interested personnel, who meet the minimum qualifications below, should participate in the examination process if they are interested in becoming a Police Sergeant.

#### **Minimum Qualifications Required**

This promotional examination is open to any current UConn Police employee who, by April 8, 2016, has permanent status in the unclassified service and the following experience and training:

**General Experience:** Three years of experience as a Police Officer in an organized police department or within state service.

**Substitution Allowed:** A Bachelor's degree may be substituted for one year of the General Experience.

**SPECIAL REQUIREMENTS:** (1) Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council. (2) Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to "arrest and present before a competent authority any person for any offense committed within his precinct". (Connecticut General Statutes 29-18 and/or 10a-142). (3) Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Police Officer Standards and Training Council. Loss of certification will result in removal from the class. (4) Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements. (5) Incumbents in this class must possess and retain a valid Motor Vehicle Operator's license. (6) Incumbents in this class may be required to obtain and maintain Emergency Medical Technician (EMT) certification. (7) Incumbents in this class must be eligible and qualified to bear arms. (8) Incumbents in this class may be required to travel.

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

**PHYSICAL REQUIREMENTS:** (1) Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class. (2) Applicants may be required to pass a physical examination.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to unpleasant and/or dangerous situations which could cause injury or loss of life, to uncomfortable weather conditions, and/or to confinement within a vehicle for prolonged periods.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Considerable knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of criminal law and court procedures; knowledge of traffic control practices and procedures; basic knowledge of training practices and

procedures; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; supervisory ability, ability to utilize computer software.

Note: Other areas may be tested.

**See attached reading list below.**

Supervision of Police Personnel, eighth edition, by Nathan F. Iannone and Marvin D. Iannone, Prentice Hall, Upper Saddle River, NJ

Effective Police Supervision, 6<sup>th</sup> edition, by Harry W. More/W. Fred Wegener, and Larry S. Miller, Anderson Publishing Company, Cincinnati, OH

Connecticut Law Enforcement Officers' Field Manual, current issue.

The University of Connecticut Police policy and/or procedures.

**APPLICATION PROCEDURE:** In order to be considered for admittance into this examination, you must complete all parts of the examination application detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications.

**Completed packets must be submitted to Shannon Page (Human Resources located at the Brown Building or via email) by 5:00 p.m. on April 1, 2016.**

4 Total applicants: 3 WM, 1 WF

Interviewed candidates: 3 WM and 1 WF

- 1 WM had four year experience which was the least years of experience of all of the candidates for the 2 positions and will be considered for the next available vacancy.
- 1 WM withdrew from consideration.

The 1 WF selected possessed over 11 years' experience in the department. She had specific knowledge of the campus and was able to provide detailed responses to interview questions.

The 1 WM selected had 9 years' experience in the department. He was articulate in his interview and provided comprehensive response to all questions. He had extensive experience training recruit officers and had extensive experience of the campus.

### **Category 7: Protective Services – Police Officer**

**Promotional goals: 2 WF, 1 BM, 1 HM**

#### **Promotions into Category:**

**Protective Services Trainee Police – UC to Police Officer – UC 4 WM, 2 WF, 1 BM, 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.

***The 2 WF, 1 BM and 1 HM promotions met a promotional goal.***

#### **Category 4: Secretarial/Clerical – Administrative Assistant**

**Promotional goals: 1 WM**

##### **Secretary 2 to Administrative Assistant – 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 2**

**Promotional goals: None Set**

##### **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, 1 HF**

##### **Promotions into Category:**

##### **Clerk Typist 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, 2 BM, 1 HM**

#### **Promotions into Category:**

*No promotional activity in this category*

#### ***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 – General Trades Worker**

**Promotional goals: 3 WM, 1 HM**

#### **Promotions into category:**

##### **Skilled Maintainer to Gen Trade Worker – 1 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.

***This appointment achieved a promotional goal.***

### **Category 7: Maintenance /Service – Lead Custodian**

**Promotional goals: 4 HM, 1 HF**

#### **Promotions into Category:**

**Custodian to Lead Custodian – 1 HM  
2016085**

**Description:**

The Department of Facilities Operations and Building Services has a full-time, permanent Lead Custodian (Various Locations as assigned) position working in the buildings on the Storrs Campus.

**Duties Include:**

- Supervises 5 to 6 Custodians
- Record attendance of personnel assigned to unit at the beginning and end of shift
- Process any requests for time off - subject to review and approval of Complex Supervisor.
- Regulate and issue supplies to custodial staff.
- Report each morning to Complex Supervisor to give attendance and to receive any verbal or written instructions for the day.
- Check repair request forms. Make out any repair requests according to Physical Plant and Housing Policies. Each repair request to be reviewed and signed by Complex Supervisor.
- Check with custodial staff in their assigned area at least once in the morning and afternoon to assure the proper equipment, cleaning and safety techniques are being used in maintain their assigned area, etc.
- Maintain adequate amount of custodial supplies and equipment; submit requests through Complex Supervisor.
- Maintain adequate supply of linen for guests and conferences with the assistance of Conference Personnel.
- Unplug sinks, drinking fountains, toilets and shower using plunger only.
- Replace broken light bulbs, fluorescent tubes, exit lights and bulb replacement in difficult and problem fixtures (as specified by their supervisor).
- Replace cloth shades and shade pulls.
- Work with Complex Supervisor inspecting for substandard work and required repairs and any area that appears to have deliberate damage.
- Check for security of buildings during recess and vacation periods.
- Under the direction of Complex Supervisor, inspect with staff member all buildings in area during final inspection and prepare necessary work orders in common areas only.
- May assist supervisor in testing and evaluating cleaning equipment and supplies.
- Cleaning coverage - covering will be done by the custodian in conjunction with the Lead.
- Will evaluate custodian's job performance with Complex Supervisors.
- Tighten bed bolts, towel bars, switch plates and outlet plates.
- Provide Complex Supervisors with information regarding building facilities and maintenance needs.
- May be required to provide Lead coverage in other areas of campus
- Does related duties as required.

**Minimum Qualifications:**

- Knowledge of building custodial/housekeeping work and related equipment
- Good Oral and Written Communication Skills
- Ability to operate, care for, and perform minor maintenance on tools and equipment used in daily work
- Some Supervisory ability
- Some Ability in simple record keeping is also required
- Good Interpersonal Skills
- Any experience and training which would provide the knowledge, skills and abilities listed above.

**Appointment Terms:**

- Full-time permanent position\
- Wednesday - Sunday shift
- 7:30AM - 3:30PM
- Includes a full benefits package

Please apply online through Husky Hire fully detailing your qualifications for the position.

Application deadline is Tuesday, September 15, 2015.

Current NP-2 applicants will be given preference in the screening process.

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.

7 Total applicants: 3 WM, 1 BM, 3 HM

Qualified applicants: 3 WM, 1 BM, 1 HM

- 3 WM, 1 BM and 1 HM had less seniority than the interview applicants.

Interviewed applicants: 2 HM

- 1 HM had the second highest seniority for the position.

The 1 HM selected for the position had the highest seniority.

*This appointment achieved a promotional goal.*

**Custodian to Lead Custodian – 1 HM  
2016141**



**Description:**

The Department of Facilities Operations and Building Services has a permanent, full-time Weekend Lead Custodian (various locations as assigned) position working in the buildings on the Storrs Campus.

**Duties Include:**

- Supervises 5 to 6 Custodians
- Record attendance of personnel assigned to unit at the beginning and end of shift.
- Process any requests for time off - subject to review and approval of Complex Supervisor
- Regulate and issue supplies to custodial staff
- Report each morning to Complex Supervisor to give attendance and to receive any verbal or written instructions for the day.
- Check repair request forms. Make out any repair requests according to Physical Plant and Housing policies. Each repair request to be reviewed and signed by Complex Supervisor.
- Check with custodial staff in their assigned area at least once in the morning and afternoon to assure the proper equipment, cleaning and safety techniques are being used to maintain their assigned area, etc.
- Maintain adequate amount of custodial supplies and equipment, submit requests through Complex Supervisor.
- Maintain adequate supply of linen for guests and conferences with the assistance of Conference Personnel.
- Unplug sinks, drinking fountains, toilets and shower using plunger only.
- Replace broken light bulbs, fluorescent tubes, exit lights and bulb replacement in difficult and problem fixtures (as specified by their supervisor).
- Replace clothe shades and shade pulls.
- Work with Complex Supervisor inspecting for substandard work and required repairs and any area that appears to have deliberate damage.
- Check for security of buildings during recess and vacation periods.
- Under the direction of Complex Supervisor, inspect with staff member all buildings in area during final inspection and prepare necessary work orders in common areas only.
- May assist supervisor in testing and evaluating cleaning equipment and supplies.
- Cleaning coverage - covering will be done by the custodian in conjunction with the Lead
- Will evaluate custodian's job performance with Complex Supervisors.
- Tighten bed bolts, towel bars, switch plates and outlet plates.
- Provide Complex Supervisors with information regarding building facilities and maintenance needs.
- May be required to provide Lead coverage in other areas of campus.
- Does related duties as required.

**Minimum Qualifications:**

- Knowledge of building custodial/housekeeping work and related equipment
- Good Oral and Written communication skills.
- Ability to operate, care for, and perform maintenance on tools and equipment used in daily work
- Some Supervisory ability
- Some ability in simple record keeping is also required.
- Good Interpersonal skills
- Any experience and training which would provide the knowledge, skills and abilities listed above.

**Appointment Terms:**

- Full-Time Permanent position
- Wednesday - Sunday shift
- 7:30 AM - 3:30 PM
- Includes a full benefits package

Please apply online through Husky Hire fully detailing your qualifications for the position

Applications deadline is Monday

Current NP-2 applicants will be given preference in the screening process.

This position is categorized as Emergency Support Services/Esstential Staff. Must be willing and able to work during emergency closure/delayed openings due to inclement weather or for significant events that effect campus operations.

*This appointment achieved a promotional goal.*

7 Total applicants: 4 WM, 3 HM

Unqualified applicants: 1 WM

- 1 WM did not submit a completed application.

Qualified applicants: 1 WM, 2 HM

- 1 WM and 2 HM had less seniority than the interviewed applicants.

Interviewed applicants:

- 1 WM with the highest seniority accepted another position.
- 1 WM had the third highest seniority.

The 1 HM selected had the highest seniority

**Custodian to Lead Custodian – 1 WM**

## **2016231 – Lead Custodian – Student Union – 1 WM**

The Student Union has a permanent full-time Lead Custodian position. Hours are 11:00 p.m. – 7:00 a.m., Wednesday-Sunday.

**Duties Include:** Supervises four to nine custodians and student set-up crew working in the Student Union. Generates work flow and determines priorities; schedules, assigns, oversees and reviews work; provides staff training; assists in conducting performance evaluations; ensures supplies and equipment are adequate by reporting shortages to supervisor; makes recommendations of policies and procedures; prepares reports and correspondence; dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as buffers, floor scrubbers and extractors; washes, dusts and polishes glass including windows, woodwork and walls, furniture and metal equipment; collects and disposes of trash and performs recycling as instructed; reports needs for repairs, performs minor maintenance; runs errands; inspects building for damage and reports conditions to supervisor for action; changes light bulbs, lubricates door hinges, drawers or cabinets, etc.; removes snow and ice from stairways and walkways applying sand and salt as needed around the Student Union building; moves furniture and/or set-up meeting rooms for events; performs other duties as needed.

**Minimum Qualifications:** Knowledge of building custodial work; good interpersonal skills; good oral and written communication skills; ability to follow orders and written instructions; ability to operate, care, and perform minor maintenance on tools and equipment used in daily work (for example, use of maintenance equipment, automatic scrubbers, high speed buffers, and steam cleaning); ability to provide accurate recordkeeping; experience supervising staff. One (1) year of experience in work that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

**Preferred Qualifications:** Experience with cleaning in an educational setting. Basic understanding of cleaning solutions. Ability to read meeting and event diagrams to complete room set-ups (including staging, tables, and chairs).

**To Apply:** Qualified applicants should apply online through UConn Jobs fully detailing your 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 November 9, 2015. Once the position has closed, there will not be an opportunity to submit additional information. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2016231)

NP-2 employees will be given preference in the hiring process and should submit an internal application.

1 Total applicants: 1 WM

Interviewed applicants: 1 WM

The 1 WM selected had the highest seniority for the position.

## **Custodian to Lead Custodian – 2 WM 2016404**

The Department of Facilities Operations and Building Services has a full-time, permanent Lead Custodian (Various Locations) on the Storrs Campus.

Duties Include:

- Record attendance of personnel assigned to unit at the beginning and end of shift
- Process any requests for time off - subject to review and approval of Complex Supervisor
- Regulate and issue supplies too custodial staff
- Report each morning to Complex Supervisor to give attendance and to receive any verbal and written instructions for the day
- Check repair request forms. Make out any repair requests according to Physical Plant and Housing Policies. Each repair request to be reviewed and signed by Complex Supervisor.
- Check with custodial staff in their assigned area at least once in the morning and afternoon to assure the proper equipment, cleaning and safety techniques are being used to maintain their assigned area, etc.
- Maintain adequate amount of custodial supplies and equipment; submit requests through Complex Supervisor.
- Maintain adequate supply of linen for guests and conferences with the assistance of Conference Personnel.
- Unplug sinks, drinking fountains, toilets and shower using plunger ONLY.
- Replace broken light bulbs, fluorescent tubes, exit lights and bulb replacement in difficult and problem fixtures (as specified by their supervisor).
- Replace cloth shades and shade pulls
- Work with Complex Supervisor inspecting for substandard work and required repairs and any area that appears to have deliberate damage.
- Check for security of buildings during recess and vacation periods.
- Under the direction of Complex Supervisor, inspect with staff member all buildings in area during final inspection and prepare necessary work orders in common areas only.
- May assist supervisor in testing and evaluating cleaning equipment and supplies
- Cleaning coverage - covering will be done by the custodian in conjunction with the lead
- Will evaluate custodian's job performance with Complex Supervisors
- Tighten bed bolts, towel bars, switch plates and outlet plates.
- Provide Complex Supervisors with information regarding building facilities and maintenance needs
- May be required to provide Lead coverage in other areas of campus.
- Does related duties as required.

Minimum Qualifications:

- Knowledge of building custodial/housekeeping work and related equipment
- Good Oral and Written Communication skills
- Ability to operate, care for, and perform minor maintenance on tools and equipment used in daily work
- Some Supervisory ability
- Some ability in simple record keeping is also required
- Good Interpersonal skills
- Any experience and training which would provide the knowledge, skills and abilities listed above.
- **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 affect campus operations.**

Appointment Terms

- Full-time, permanent position
- Monday - Friday, 4:00am - 12:00pm
- \$18.83 per hour
- Includes a full benefits package

To Apply

Apply online through UConn Jobs fully detailing your qualifications for the position including the names and contact information for three work related references. Please ensure that your application materials include all the requested information. Incomplete applications will not be considered.

5 Total applicants: 2 WM, 2 HM and 1 HF

Interviewed applicants: 2 WM, 2 HM and 1 HF

- 2 HM and 1 HF did not have the highest seniority.

The 2 WM selected had the first and second highest seniority for the position.

**Category 7: Maintenance /Service – Remaining Titles**

**Promotional goals: 2 BM, 6 HM, 2 HF**

**Promotions into Category:**

**Qualified Craft Worker Painter to Mtc Supervisor 1 Painter – 1 WM**

## Maintenance Supervisor I – Paint Shop

University of Connecticut, Facilities Operations & Building Services

Seeking a Maintenance Supervisor I for the Facilities Operations Paint Shop whose duties will include, but not be limited to, the following:

- Prioritize, schedule and assign work to QCW Painters and student workers
- Provide staff training and assistance
- Assist in the setting up and coordinating of Environmental Health & Safety Training for the Paint Shop staff such as Asbestos Awareness, Mold Awareness, Respiratory Fit Testing and Training, as well as other State mandated training
- Estimate labor and material for jobs which includes preparing written quotes
- Report to supervisors and managers on the progress of jobs in the shop
- Establish and maintain daily procedures in coordination with manager
- Work with contractors and other trades employees
- Establish good working relationships with other operating units and agencies
- Assist employees with troubleshooting work and resolving issues
- Handle disciplinary actions as required
- Complete performance evaluations
- Maintain buildings and dorms on campus
- Oversee and monitor the progress of repairs and renovations through job completion
- Hire student employees as needed
- Provide excellent customer service by communicating with the customer on the status of the work requested
- Complete time book, sign and approve time off requests and labor cards, and complete overtime equalization rosters
- Perform related duties as required, including, but not limited to administrative computer work and paperwork

### Minimum Qualifications:

Considerable knowledge of modern methods and equipment involved in the painting trade; considerable knowledge of relevant State and national codes and regulations; interpersonal skills; oral and written communication skills; skill in performing technical duties of the class; ability to read and interpret specifications, blueprints, and sketches; ability to utilize computer software; supervisory ability. Five (5) years of experience in the painting trade. This position is classified as Emergency Support Services/Essential Staff. Must be willing to work during emergency closures/delayed openings due to inclement weather or for significant events that effect campus operations.

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.

### Preferred Qualifications:

Work experience in a large University setting; experience working in a union environment; experience working with student staff; experience with computer software such as FAMIS, Microsoft Excel, Word, Outlook, and Gravograph; current US EPA Lead RRP Renovator Certification; experience with the manufacture of plastic engraved signage.

This is a permanent, full-time, 1st shift position and includes benefit options. The weekly schedule is Monday through Friday, 7:00 a.m. to 3:00 p.m. (Search #2016058)

3 Total applicants: 3 WM

Interviewed applicants: 3 WM

- 1 WM did not possess a US EPA Lead Renovator Certification, lacked Gravograph and FAMIS experience.
- 1 WM did not possess a US EPA Lead Renovator Certification and experience working with student staff.

The 1 WM selected has the US EPA Lead Renovator Certification. He had extensive experience working with FAMIS, Gravograph and color matching systems. He also had supervised student staff previously.

**Custodian to Storekeeper – 1 WM**

The University of Connecticut, Central Stores, seeks to fill one (1) Storekeeper position to perform a full range of stores duties.

**Duties:**

- Drive trucks to deliver and/or pick up all Central Stores products, hazardous material, heavy equipment, and rental and surplus supplies for all University locations and other destinations as necessary. Complete warehouse delivery sheets, load vehicles in proper delivery sequence, ensure safety of all deliveries, and obtain signatures confirming delivery from receiving departments.
- Receive supplies from vendors. Sort in-bound freight from various common carriers and vendor deliveries. Complete dock receiving reports and stage out-bound freight for delivery.
- Receive stock into inventory. Verify quantity and quality of incoming supplies against purchase orders, packing lists, and bills of lading. Resolve overages, underages, and incorrect/damaged goods with vendors. Place stock in warehouse ensuring properly assigned location and necessary rotation of aging items.
- Wait on University customers at the service counter. Interact daily with customers to answer their questions about items stocked by Central Stores. Fill customer orders by entering information in warehouse inventory software program.
- Maintain records of requisitions and stock on hand. Perform physical inventory on stocked items and assist in resolving discrepancies with inventory records. Refer stocking issues to main office, including requests for special orders, out-of-stock items, and increased customer demand.
- Ensure vehicles are maintained in good condition and maintain vehicle records.
- Operate material handling equipment including forklifts, pallet jacks, and hand trucks. Lift moderate to heavy weight.
- Assist with maintenance, housekeeping, and security of the warehouse. Perform other related duties as needed.

**Minimum Qualifications:**

1. Ability to operate delivery truck making deliveries of office furniture, hazardous material, heavy equipment and office supplies to all university locations.
2. Ability to operate material handling equipment.
3. Ability to maintain delivery and vehicle records and keep accurate stock records and inventories.
4. Knowledge of the methods of requisitioning, handling, storing and issuing of materials and supplies.
5. Knowledge of safe and efficient warehousing practices.
6. Some interpersonal skills; and some oral and written communication skills.
7. Two (2) years experience in delivery and warehouse work or closely related work that could reasonably be expected to provide the abilities, knowledge, and skills listed above.
8. Must possess a current motor vehicle operator license.
9. Must have adequate physical strength to lift 50 pounds repeatedly.
10. Must have physical stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness to be able to perform the duties.

**Preferred Qualifications:**

1. Experience with handling of hazardous materials is preferred.
2. Experience with customer service is preferred.

This is a permanent full-time position with the work hours of Monday - Friday, 8:30am - 4:30pm. This position offers a full benefit package.

Please apply online using Husky Hire. Current UConn NP-2 applicants should apply through the internal posting process and will be given preference in the screening process.



18 Total applicants: 10 WM, 2 WF, 1 BM, 3 HM, 1 AM

Qualified applicants: 5 WM, 2 WF, 2 HM, 1 AM

- 5 WM, 2 WF, 2 HM, 1 AM did not have the highest seniority for the position.

Interviewed applicants: 5 WM, 1 BM, 1 HM

- 1 WM withdrew
- 3 WM had lower seniority for the position
- 1 HM waived his seniority for the position.
- 1 BM declined the position.

The 1 WM selected had the highest seniority for the position. He had several years' experience with hazardous materials. He possessed more than the 2 years' experience in delivery and warehouse work. He displayed excellent customer service skills.

### **Hartford Campus**

#### **Category 4: Secretarial/Clerical – All Titles**

**Promotional goals: NONE SET**

#### **Promotions within Category:**

**Secretary 1 to Secretary 2 – 1 WF**

*No promotional activity in this category*

#### **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 2017

### Goal #1

The enhanced Search Committee Training developed during the previous *Plan* year will become mandatory for all search committee chairs, members and administrators. Prior to gaining approval to continue with a search, training attendance will be verified for all committee members. The Office of Institutional Equity (OIE) will collaborate with the Department of Human Resources (DHR) to modify the search system, Recruiting Solutions, to track training and build in an additional approval in the workflow. Additionally, Recruiting Solutions will allow for training registration and reporting of attendance. Numerous sessions offering the collaborative training will be scheduled to allow search committee members to fulfill the requirement and individual committee trainings will be accommodated. This OIE initiative will ensure search committees are appraised of all aspects of the search process.

**Responsible Units: Office of Institutional Equity, Department of Human Resources**  
**Target Date: September 30, 2016**

### Goal Met

*Search Committee Training was successfully made a mandatory step of the search process in April of 2016. This process includes an electronic registration and attendance tracking element, as well as an added step to the approval workflow that allows the Office of Institutional Equity to approve or deny search requests based on the training status of committee members. Over 1000 university employees have participated in mandatory search committee training, including employees at the executive management and faculty levels.*

### Goal #2

The University will hire a Chief Diversity Officer (CDO) to fulfill the need for another senior leadership position focused on diversity, inclusion and campus climate as recommended by the Diversity Task Force. The CDO will report to the President as recommended by the guidelines developed by the National Association of Diversity Officers in Higher Education (NADOHE). The CDO will provide leadership, in collaboration with the Associate Vice President of the Office of Institutional Equity, with respect to the development and implementation of innovative programming, and will be responsible for evaluation of diversity efforts and their efficacy. The CDO will work closely and collaboratively with the OIE and in coordination with ongoing compliance-related efforts.

**Responsible Units: Office of the President**  
**Target Date: September 2016**

### Goal Met

*The University successfully hired a Chief Diversity Officer in July of 2016 following a vigorous and highly competitive national search. As expected, this individual has taken an active role in campus climate issues for both students and employees, and is also involved in recruitment and retention of underrepresented individuals for University positions. The Chief Diversity Officer also met regularly with the Office of Institutional*

*Equity Associate Vice President and Equal Employment Officer on issues related to underrepresentation in the workforce, and the retention of employees.*

**Goal #3**

The Office of Institutional Equity (OIE), the Department of Human Resources (DHR) and the newly created Chief Diversity Officer (CDO) position will collaborate on an initiative focusing on the retention of faculty and staff. With the leadership of the CDO, strategies will be explored relative to mentoring programs to support underrepresented faculty and staff, inclusion efforts by schools, departments and units and development of school and department diversity and retention plans. This collaborative effort will be the first step in implanting University-wide initiatives in the future.

**Responsible Units: Office of Institutional Equity, Department of Human Resources, Office of the Chief Diversity Officer**

**Target Date: September 2016**

**Goal Met**

*The Chief Diversity Officer has convened a Diversity Council to begin work in the next Plan year. This Diversity Council will specifically focus on faculty and staff recruitment and retention, student recruitment and retention, diversity education and training, communication and campus climate, and external and community partnerships. It is anticipated that the faculty and staff recruitment and retention subcommittee will explore strategies relative to mentoring programs to support underrepresented faculty and staff, and various inclusion efforts.*

**Goal #4**

The Office of Diversity Institutional Equity (OIE) in partnership with the Department of Human Resources (DHR) will build on the efforts in the previous *Plan* year to recruit individuals with disabilities and veterans. In addition to the postings of positions with veteran and disability sources, OIE and DHR will focus efforts on direct recruitment at career fairs and recruiting events targeted toward these populations. Additionally, OIE and DHR will explore the potential to develop initiatives enabling individuals with disabilities the opportunity to gain work experience at the University.

**Responsible Units: Office of Institutional Equity, Department of Human Resources**

**Target Date: September 2016**

**Goal Met**

*This Plan year, the Office of Institutional Equity in conjunction with the Department of Human Resources participated in several efforts to identify and recruit individuals with disabilities and veterans. Both offices participated in the Heroes for Hire job fair held 4/27/16. Additionally, OIE and DHR discussed the feasibility of a training program for individuals with disabilities, and determined that the existing accommodation process sufficiently allows individuals with disabilities to gain work experience at the University.*

**Goal #5**

The Office of Institutional Equity (OIE) will transition the Americans with Disabilities Act (ADA) accommodation process to the Department of Human Resources (DHR). This relocation will allow OIE to focus its efforts on its investigatory role in complaints alleging violations of the ADA. The relocation of the process to DHR entails the hire of an ADA

Accommodations Case Manager in DHR with the responsibility to review and process accommodations. An additional position, the Deputy ADA Coordinator, will be hired in ODE to provide leadership in ADA policy review and implementation. The ADA [website \(http://ode.uconn.edu/ada-compliance/\)](http://ode.uconn.edu/ada-compliance/) will be updated to provide the University community with improved resources regarding the ADA.

**Responsible Units: Office of Institutional Equity**

**Target Date: September 2016**

**Goal Met**

*The Office of Institutional Equity (OIE) and the Department of Human Resources (DHR) successfully transitioned the ADA accommodation process to DHR during this plan year. This process also included the hire of a DHR employee to specifically focus on the facilitation of ADA requests. Also, a new position was created in OIE to focus specifically on ADA compliance initiatives and disability discrimination complaints.*

**Goal #6**

The Office of Institutional Equity (OIE) and the Department of Human Resources (DHR) will form a working group to explore the establishment of an entry level training program of persons with disabilities. The working group will identify the essential stakeholders, review existing programs and recommend next steps in the process.

**Responsible Units: Office of Institutional Equity, Department of Human Resources**

**Target Date: September 2016**

**Goal Met**

*Representatives from the Office of Institutional Equity (OIE) and the Department of Human Resources (DHR) convened to discuss the feasibility of an entry level training program of persons with disabilities. After further discussion with CHRO reviewer Dr. Valerie Kennedy on August 18, 2016, it was determined that the comprehensive disability accommodation process already in place at the University meets this requirement. This process ensures that no individuals with disabilities are unfairly excluded from employment or activities at the University.*