

PROGRAM GOALS ANALYSIS

(Section 46a-68-88)

January 2019

This section was in compliance in the previous filing and there were no proposals/recommendations

Subsection (a)

When an employment policy or practice having an adverse impact upon protected race and sex group members, individuals with disabilities or older persons has been identified, program goals will be developed and implemented.

Subsection (b)

Program goals are meaningful, measurable and reasonably attainable and shall be consistent with section 46a-68-92 of the Regulations of Connecticut State Agencies to ensure:

1. the promotion of equal opportunity and to achieve a workplace free of discrimination;
2. opportunities for all qualified applicants including underutilized groups;
3. the utilization of a fair and nondiscriminatory recruitment and selection process; and
4. that career development opportunities are available to all interested and qualified employees, including minorities and women.

Subsection (c)

Where the cooperation of another agency is essential to the implementation of a program goal, the University keeps a record of each instance of contact with the agency whose cooperation is requested and the outcome of the request.

Subsection (d)

The University of Connecticut has elected to set program goals for employment practices that were not identified as having an adverse impact pursuant to section 46a-68-87 of the Regulations of Connecticut State Agencies. Goals for the *Plan* year are designed to encourage creativity, and the use of best practices in recruitment and retention activities.

Goal #1

The University will convene a working group to assess and enhance the University's state-mandated diversity training. This review will ensure that training content is updated and impactful. The working group will particularly review how policy, reporting instructions, risks and remedies, and resources are presented to ensure all participants are aware of their rights and responsibilities and where to report claims of discrimination and harassment.

Responsible Units: Office of Institutional Equity
Target Date: September 30, 2018

***Goal Met:** The University convened a working group including all Diversity and Sexual Harassment Prevention trainers to review and edit content and training logistics. This group worked consistently throughout the year to develop and include additional training content on implicit bias, intersectionality, and micro aggressions. Additionally, content on policies, reporting, risks, and remedies, was updated to mirror training best practices around content delivery.*

Goal #2

The Office of Institutional Equity (OIE) will develop training and informational materials related to disability access at the University. The training and informational material will include available campus resources for individuals with disabilities, processes and procedures for requesting employee accommodations, and guidance for event managers on creating accessible events. OIE staff will present trainings in various formats including in-person and online. The materials will be made available online for departments to review.

Responsible Units: Office of Institutional Equity
Target Date: September 30, 2018

***Goal Met:** OIE continues to maintain and update accessibility.uconn.edu, a central resource for information related to accessibility at UConn along with the Accessibility at UConn brochure. OIE collaborates with the Department of Human Resources to provide information and materials related to employee accommodations. In partnership with the Center for Students with Disabilities, OIE developed and published the UConn Guidelines for Accessible Events to serve as a resource for University event organizers to create and manage a program or event accessible to people with disabilities. OIE provides accessibility-related in-person training across the University.*

Goal #3

The Office of Institutional Equity (OIE) will work the Office of Institutional Research and Effectiveness to finalize a diversity data portal for use among the various schools and colleges. This data tool will enable each school and college to monitor their own workforce demographic trends and hiring patterns, and adjust their recruitment strategies as needed.

Responsible Units: Office of Institutional Equity, Department of Institutional Research and Effectiveness

Target Date: September 30, 2018

***Goal Met:** The Office of Institutional Research and Effectiveness completed the design of a data portal, accessible by senior administrators in each school and college. The data portal enables administrators to query multiple variables of demographic data for their school/college's workforce, including new hires. The data is presented in various formats with the ability to include detailed and specific data as needed. Additionally, the data can be viewed in graphical form, to illustrate trends and patterns. Access to the data portal enables*

the schools and colleges to utilize current data to develop strategic recruitment plans and gives administrators a greater awareness of the evolution of their workforce.

Goal #4

The Office for Diversity and Inclusion will continue its ongoing efforts to develop additional faculty pipeline programs through a closer relationship with the Southern Regional Education Board and its Doctoral Scholars Program. The Doctoral Scholars Program has developed into a nationally recognized program for producing minority Ph.D.'s seeking faculty careers. The program annually hosts the Compact for Faculty Diversity Institute on Teaching and Mentoring — the largest gathering of minority Ph.D. scholars in the nation. The goal of the Doctoral Scholars Program is to increase the number of minority students who earn doctorates and choose to become faculty at colleges and universities. Since its founding in 1993, the program has supported approximately 1,200 scholars at 94 institutions in 31 states.

Responsible Units: Office for Diversity and Inclusion

Target Date: September 30, 2018

***Goal Met:** The Graduate School sponsored 12 doctoral students in varying stages of their program to attend the Compact for Faculty Diversity's Institute on Teaching and Mentoring. This institute aims to not only provide professional development and career building tools, but also to create safe spaces and a community of inspirational role models and partners who push each other to complete the doctorate and in many cases achieve a faculty position. There is also a recruitment element in which institutions can table, recruiting graduate students, postdocs, and faculty.*

Category 1: Executive/Managerial - University Director

Hiring goals: 1 BM, 1 HF

Hiring into Category: 1 WF, 1 HM

Goals met: No goals met

Search 2017637 – University Director – Financial Aid Services

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

The Director of Student Financial Aid Services reports to the Vice President for Enrollment Planning and Management (EPM) and provides the overall management and leadership necessary for the effective administration of student financial aid programs and ensuring quality service to students, families and other constituents in relation to financial matters. The person who holds this position directs and budgets for the operational activities of a service-oriented Financial Aid Office that supports the university's core mission of student recruitment, retention, and successful graduation. Additionally, the successful candidate will work to enhance the ability of the University to recruit and retain talented and diverse undergraduate and graduate students by applying practices in the development, implementation, and management of financial aid and scholarship programs to insure the fulfillment of the intent and purpose of each of the different programs. The director is a senior member of the EPM team that also includes representation from Registration Services, Undergraduate Admissions, Orientation Services, Visitors Center and Office of the Vice President for Enrollment Planning & Management.

MINIMUM QUALIFICATIONS

The successful candidate will meet the following required criteria:

- Master's degree and experience in a high volume financial aid office at a public or private university.
- At least five years of comprehensive leadership experience at the Associate Director or Director level in a financial aid office with demonstrated success managing financial aid operations.
- At least five years of supervisory experience demonstrating the ability to provide vision, training, and leadership to a staff of 30.
- Experience with the strategic use of aid and aid leveraging to achieve institutional enrollment goals.
- Extensive experience in managing institutional based scholarship programs.
- Demonstrate knowledge of federal/state financial aid programs, policies and procedures.
- Proven experience with integrated information systems such as PeopleSoft or other appropriate student information systems in developing and implementing financial aid and scholarship programs and services.
- Strong customer/student relationship management skills and a demonstrated commitment to access and diversity; and the ability to communicate successfully with a diverse student body and work force.
- Experience working collaboratively with University faculty, administration, and staff.
- Demonstrated research, quantitative, analytical and problem solving skills.

PREFERRED QUALIFICATION

- Knowledge of financial aid award modeling.

APPOINTMENT TERMS

This is a full-time, permanent, management exempt position with a competitive salary, outstanding benefits including employee and dependent tuition waiver at UConn, and a highly desirable work environment. Salary will be commensurate with the successful candidate's background and experience.

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions, (Search # 2017637) to submit a cover letter, resume, and the names and contact information for three professional references. Screening of applicants will begin immediately and continue until the position is filled. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017637)

Recruiting activities included postings with UConn Careers website, the Coalition of State University Aid Administrators, Chronicle of Higher Education, National Association of Student

Financial Aid Admin, Massachusetts Association of Student Financial Aid, Ohio Association of Student Financial Aid Administration, University of South Carolina- Higher Education and Student, Academic Careers and the Higher Ed Jobs on-line career site.

16 Total applicants: 5 WM, 7 WF, 3 BM, 1 BF

9 Unqualified applicants: 1 WM, 4 WF, 3 BM, 1 BF

- 1 WF, 2 BM did not have at least five years of comprehensive leadership experience at the Associate Director or Director level in a financial aid office with demonstrated success managing financial aid operations and did not have at least five years of supervisory experience demonstrating the ability to provide vision, training, and leadership to a staff of 30.
- 1 WM, 3 WF, 1 BM did not have a Master's degree and experience in a high volume financial aid office at a public or private university, five years of comprehensive leadership experience at the Associate Director or Director level in a financial aid office with demonstrated success managing financial aid operations and five years of supervisory experience demonstrating the ability to provide vision, training, and leadership to a staff of 30.
- 1 BF did not have a Master's degree and experience in a high volume financial aid office at a public or private university and did not have at least five years of supervisory experience demonstrating the ability to provide vision, training, and leadership to a staff of 30.

2 Qualified applicants: 2 WM

- 2 WM application materials did not indicate knowledge of financial award modeling.

5 Interview applicants: 2 WM, 3 WF

- 1 WF withdrew.
- 1 WM did not answer questions in detail regarding his management skills and leadership experience
- 1 WM expressed areas of weakness in navigating difficult political situations in the interview, which would be required in the role.
- 1 WF demonstrated a high level of technical knowledge in the systems aspect of financial aid but the majority of her financial aid experience was at a significantly smaller private institution which would not translate to the size and volume of this position's responsibility.

The 1 WF selected demonstrated extensive knowledge through her many years of experience in leading financial aid units at multiple institutions. The applicant had a grasp of the challenges associated with the role and her desires to grow professionally were well aligned with the objectives of the Enrollment division. The applicant had also demonstrated through examples

from her previous position, an ability to garner the confidence of her staff while making difficult transitions in personnel assignments.

Search 2018293 – Attending Veterinarian and Director – Animal Care Services

The University of Connecticut invites applications for Attending Veterinarian (AV) and Director of Animal Care Services (ACS). The successful applicant will serve as the institutional attending veterinarian with oversight and direction of all animal facilities at the University of Connecticut – Storrs and its regional campuses; maintain a veterinary care program that ensures compliance with federal, state and local regulations, laws, policies, accreditation agency standards and guidelines for the ethical care and use of animals; develop and maintain a collaborative relationship with faculty, staff and students; and lead the administrative, management, technical and operational functions of ACS. This is a full-time position with the opportunity to be a part of the academic community through faculty appointments, as appropriate, and through the development of research, scholarly inquiry and academic engagement activities.

This position resides within the Office of the Vice President for Research and works directly with the Institutional Animal Care and Use Committee (IACUC), the Animal Care Advisory Committee, the College of Agriculture, Health and Natural Resources (CAHNR), the College of Liberal Arts and Science (CLAS), and the Schools of Pharmacy and Engineering to oversee, develop, implement and maintain animal care and use programs that support research, teaching and service activities. Additionally this position works closely with the UConn Health animal care and use program to support and facilitate collaboration between the two programs.

The successful candidate serves as the University Attending Veterinarian (UAV) and as a member of the IACUC. This position advises the Institution on all issues affecting animal care, housing and use, and shares responsibility for developing, implementing and monitoring programs to insure regulatory compliance. The incumbent participates in the veterinary review for all protocols and provides assistance to investigators in the development of protocols for IACUC submission. Additionally, this position provides direction and oversight of professional staff with responsibility for personnel decisions including hiring, firing, evaluation, training and promotion; determines priorities and work assignments.

MINIMUM QUALIFICATIONS

Qualified candidates will possess a D.V.M. or V.M.D. from an AVMA-accredited institution; board certification by the American College of Laboratory Animal Medicine; current licensure to practice veterinary medicine in at least one state with an ability to obtain a Connecticut license within one year; at least 10 years of experience in institutional veterinary medicine (at an academic, industrial and/or government institution with animal care and use facilities supporting research activities); and at least 5 years of experience in a senior leadership/management role. Other minimum qualifications include a broad range of experiences with a variety of laboratory animals; in-depth knowledge of current Federal Animal Welfare Regulations; familiarity with AAALAC accreditation standards; excellent interpersonal, written and oral communications skills; and the ability to sustain constructive relationships with colleagues and members of the animal user community.

PREFERRED QUALIFICATIONS

Experience at a land-grant institution is preferred.

TO APPLY

Applications must be submitted through the UConn Jobs website: <https://hr.uconn.edu/jobs/> (under Staff Positions), and should include a detailed *curriculum vitae*, preferred contact information, and the names and contact information for three (3) professional references. Review of applications will begin immediately, with preference given to candidates who apply by January 31, 2018. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2018293)

Office of the Vice President for Research
University of Connecticut
laurie.pudlo@uconn.edu
[860-486-4247](tel:860-486-4247)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on February 28, 2018.

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 posting on the UConn Careers website, the listserv HERC, Inside Higher Ed., Diverse, AALAS website, ACLAM website, ASLAP website, AVMA website, MSU.edu administrative list, Cornell University College of Veterinary Medicine, CT Hires, OVPR website, and AALAS listserv.

6 Total applicants: 2 WM, 1 BM, 1 BF, 1 HM, 1 UF

6 Interviewed applicants: 2 WM, 1 BM, 1 BF, 1 HM, 1 UF

- 1 WM was unable to begin the position within an acceptable timeline.
- 1 WM, 1 BM, 1 BF, 1 UF did not have experience with the variety of lab animals as the leading candidate.

The 1 HM hired had significant experience with a variety of lab animals. The candidate had over 15 years of experience working in different kinds of institutions, including land-grant institutions and veterinary services. In his most recent work experience, he reviewed, developed, maintained, and updated AAALAC Program descriptions, developed and implemented IACUC policies and guidelines, and provided oversight of the Post-Approval Monitoring Program.

Category 1: Executive/Managerial – Remaining Titles

Hiring goals: 2 WF, 1 HM

Hiring into Category: 1 WM, 3 WF

Goals met: 2 WF

2017522 – Dean – School of Nursing

14 Total Applicants: 1 WM, 8 WF, 5 UF

11 Qualified applicants: 1 WM, 5 WF, 5 UF

3 Interviewed applicants: 3 WF

Hired: 1 WF

This hire achieved a hiring goal.

2018052 – Dean - University Libraries

28 Total Applicants: 17 WM, 6 WF, 1 AM, 1 AF, 2 UM, 1 UF

10 Unqualified applicants: 7 WM, 1 WF, 1 AM, 1 UF

10 Qualified applicants: 7 WM, 1 WF, 2 UM

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

Hired: 1 WF

This hire achieved a hiring goal.

Search 2018002 - Provost & Executive Vice President - Provost Academic Affairs

The Position

Reporting to the President, the Provost and Executive Vice President for Academic Affairs is the Chief Academic Officer of the University and the second senior-most leader at the University with responsibility for all academic units and operations.

The Provost oversees academic and institutional strategic planning, and plays a major role in the budgeting and allocation of University resources. This individual has primary responsibility for the University's academic policies and procedures, academic program planning and implementation, administration of the research enterprise, program assessment, enrollment management, student success initiatives, graduate education, institutional research, public engagement, university libraries, university information technology systems and services, and academic personnel management (including appointments and reappointments of faculty and staff, tenure and promotion, annual evaluations).

The following positions report directly to the Provost:

- Vice Provost, Academic Affairs
- Vice Provost, Academic Operations
- Vice President, Research
- Vice Provost, University Libraries
- Vice Provost, Chief Information Officer
- Vice Provost, Strategic Initiatives
- Assistant Vice Provost, Executive Director, Center for Career Development
- Associate Vice Provost, Institutional Research and Effectiveness
- 13 Deans of Schools and Colleges
- 4 Regional Campus Directors
- Executive Director, Genomics & Personalized Medicine
- Director, Institute of Materials Science
- Director, Center for Public Health & Health Policy

Primary responsibilities include:

- Lead the visioning process, development, and implementation of UConn's strategic plan.
- Drive the academic agenda, and facilitate the genesis, creation, and implementation of programs that support the institution's mission at all campuses of the University.
- Advocate for affirmative action and equal opportunity and with the goal to enhance diversity among UConn's faculty.
- Create a dynamic culture that inspires innovation, creativity, intellectual curiosity, excellence, and lifts the institution beyond the status quo.
- Motivate faculty, staff, and students to build an intellectually engaged community that will

advance knowledge, research, and service.

- Recruit and retain high quality faculty and staff to support and advance UConn's ambitious plan for expanding the teaching, research, and service mission.
- Foster student academic success and student development.
- Determine and prioritize capital equipment and facilities needs to enable the success of the research and teaching enterprise.
- Assure the University's information technology services and infrastructure are robust and meet the needs of a premier research university.

The Person

UConn seeks a Provost with a bold vision and high energy and a commitment to excellence and innovation in academe. The successful candidate must have a record of outstanding scholarship that allows full professor rank and tenure in one of UConn's academic departments. A Ph.D. or its equivalent is required.

Qualifications & Experience

Specific desired qualifications and experience include the following:

- A strong administrative record at a relevant institution that demonstrates strong collaborative academic management experience, sound judgment, and excellent analytic skills.
- Exceptional management skills that promote effective leadership of a complex organization and relevant budgetary experience.
- The ability to passionately articulate UConn's broad-based goals to a variety of audiences. Outstanding listening and interpersonal skills, and an ability to inspire, energize, and engage faculty, staff, and students.
- A strong understanding of the needs of a comprehensive research university and ability to advocate for the public service mission as defined by a land-grant institution

Leadership & Management Behavioral Competencies

Visionary Leadership: A vision for higher education that is responsive to the mandate to train the next generation of ethical global leaders.

Innovative Approach: A strong sense of entrepreneurship, innovation, and vision that will help guide the University in determining creative areas of focus for its academic plan. This person should also bring insightful perspective on new advances in pedagogy and student learning.

Collaborative Leadership Skills: A record of transparent decision- making that fosters

shared governance. Commitment to the importance of consultation and integrity in the handling of all academic matters is also important as well as the ability to effectively partner with a talented group of deans and other campus leaders.

Commitment to Diversity: Evident commitment to implementing successful programs to promote inclusion and increase diversity among faculty, staff, and students.

Effective Decision-Making Abilities: The ability and courage to make difficult but informed decisions and set priorities.

Personal Characteristics

- Unwavering sense of professional ethics and personal integrity
- Strong intellectual leader
- Values diversity and inclusion through consistent action
- Treats people at all levels of an institution with respect
- Passion for the mission of public higher education

Nomination/Application Information

The University of Connecticut will be assisted by Ellen Brown Landers, Jackie Zavitz and Tracie Smith of Heidrick & Struggles on this search. Initial review of applications will begin immediately. Email submissions are preferred.

UConn Provost and Executive Vice President for Academic Affairs

Search c/o Heidrick & Struggles, Inc.

1180 Peachtree Street NE, Suite 2610

Atlanta, GA 30309

Telephone: 404 682 7316

Email: uconnprovost@heidrick.com

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty, and staff. The diversity of students, faculty, and staff continues to increase, as does the number of honors students, valedictorians, and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities, and members of traditionally underrepresented populations.

Recruiting activities included posting on the UConn Careers website and recruiting by the executive search firm Heidrick & Struggles.

58 Total applicants: 34 WM, 6 WF, 5 BM, 1 HM, 1 HF, 5 AM, 5 UM, 1 UF

46 Unqualified applicants: 27 WM, 4 WF, 3 BM, 1 HF, 5 AM, 5 UM, 1 UF

- 1 UM withdrew.
- 3 WM, 1 WF, 1 UM did not meet the scholarship requirements for tenure as Professor in one of the University's academic departments.
- 8 WM, 1 WF, 4 AM, 1 UM, 1 UF's higher education experience was not in a research-intensive environment, which would lead to a strong understanding of the needs of a comprehensive research university.
- 16 WM, 2 WF, 3 BM, 1 HF, 1 AM, 2 UM's leadership experience was at significantly smaller institutions which was not comparable in scale to a large Research 1 University.

12 Interview applicants: 7 WM, 2 WF, 2 BM, 1 HM

- 3 WM, 1 WF withdrew.
- 1 WM did not present a clear vision focusing on the University's academic plan.
- 1 WM's strength was in fundraising, which was not a primary focus of this position.
- 1 WF, 1 BM, 1 HM's leadership experience was focused on smaller academic areas and scope than required for this position.
- 1 BM did not present a comprehensive vision on academics indicating he did not understand the broad scope of the position.
- 1 WM did not have executive management experience that was comparable to the scale of this position and his explained management style was not collaborative.

The 1 WM selected had 20 years experience in higher education leadership at 3 public institutions comparable in scale to the University. He articulated a comprehensive and innovative vision for the role of Provost and the future of academics at the University. He had a proven record of accomplishment of improving the national ranking of the institutions he led and developing strategic plans emphasizing instructional innovation, research, national visibility and diversity.

Search 2018487 - Executive Director - HR and Organizational Development

Description:

Under the leadership of the Chief Human Resources Officer of the University of Connecticut (UConn), including the medical and dental academic centers of excellence, law school and Hospital, this position, based in Storrs, CT, has core responsibility over the University's employee/labor relations and human resources policy management functions. The Executive Director, Employee Relations is responsible for developing university-wide policies, practices, procedures, and strategies for sound employee and labor relations for both union and non-union academic, administrative and clinical employees. The Executive Director, Employee Relations is a senior level participant in the development of a comprehensive and inclusive human resources platform, while working collaboratively with all segments of the University in support of the University's mission.

The Executive Director will be accountable for providing leadership to the Labor Relations team and serve as the HR Policy lead through establishing University-wide employee and labor relations goals and objectives complimentary of the Chief Human Resources Officer's strategic goals and operational initiatives and University by-laws. This individual will be responsible for strategic planning including the soliciting and review of current and projected employee relations needs of all academic, clinical and administrative units. The Executive Director, Employee relations will serve as the University's chief negotiator in collective bargaining with all University-specific bargaining units and serve as the University's lead representative on statewide bargaining teams.

MINIMUM QUALIFICATIONS

Educational Requirements

Bachelor's degree required in a related discipline. A Juris Doctor (J.D.) required from an accredited law school and admission to practice law in the State of Connecticut.

Professional Credentials

Possess a minimum of fifteen (15) years of progressively responsible experience in human resources management, particularly in the area of employee and labor relations. First chair experience in labor relations negotiations. Significant ability to foster a culture of mutual respect, innovation, employer/employee balance and continuous improvement in the key areas of employee/labor relations and HR policy development. Significant knowledge of human resources and employment law, regulatory compliance and practices. Ability to think analytically and strategically to build consensus and collaborate with individuals from diverse backgrounds at all levels of the institution. Demonstrated ability to plan, organize, coordinate and direct all employee relations activities of a large, multi-faceted public institution. Proven skills in examining, developing, proposing and re-engineering policy, operations, budgets and procedures. Exceptional communication, interpersonal and conflict resolution skills, as well as strong organizational and management abilities. Ability to build and foster strong trusting relationships, influence leaders, use negotiation skills and develop solutions to achieve results. Preference will be given to candidates with relevant and significant experience with a public institution.

APPOINTMENT TERMS

This is a full-time position. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition waiver at UConn, and a highly desirable work environment.

TO APPLY

Please submit a cover letter, resume, and contact information for three (3) professional references via UConn Jobs, www.jobs.uconn.edu. Please reference Search # 2018487. Review of applications will begin immediately and continue until position is filled. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018487)

Recruiting activities included postings on the UConn Careers website, RecruitMilitary Online; and contacts with colleagues in the field.

13 Total applicants: 6 WM, 3 WF, 2 HM, 1 AF, and 1 UF

9 Unqualified applicants: 3 WM, 2 WF, 2 HM, 1 AF, and 1 UF

- 1 WM did not have the required minimum of 15 years of progressively responsible experience in human resources management, particularly in the area of employee and labor relations.
- 1 WM, 2 WF, 1 HM, and 1 UF did not have the required Juris Doctor (J.D.) from an accredited law school and admission to practice law in the State of Connecticut.
- 1 HM and 1 AF did not submit the required cover letter or references.
- 1 WM was not licensed in the State of Connecticut.

4 Interviewed applicants: 3 WM and 1 WF

- 1 WM did not provide detailed examples of his ability to lead a team on the broader aspects of Employee Relations in a multi-faceted public institution.
- 1 WM's responses to questions regarding his leadership experience were not in-depth and did not answer how he would direct all the employee relations activities of a multi-faceted public institution.
- 1 WM did not provide in-depth responses to questions regarding collaborative skills in teamwork and did not answer how he would build consensus and collaborate within a complex academic and health care environment.

The 1 WF selected had 26 years of legal experience in Labor Relation and Employee Relations which included 16 years in State Government giving her the necessary experience in how to best navigate complex Labor Relations and Employee Relations issues. She also provided in-depth examples of her ability to direct all employee activities of a large multi-faceted public institution and her ability to build consensus and collaborate within a complex academic and health care environment.

Category 2: Faculty – Professor

Hiring goals: 7 WF, 1 BM, 5 BF, 1 HM, 4 HF

Hiring into Category: 4 WM, 3 WF, 2 AM, 1 AF

Goals met: 3 WF

2017085 – Professor – English

12 Total Applicants: 5 WM, 5 WF, 1 HM, 1 AF

2 Unqualified applicants: 1 WM, 1 WF

1 Qualified applicants: 1 WM

9 Interviewed applicants: 3 WM, 4 WF, 1 HM, 1 AF

Hired: 1 WF

This hire achieved a hiring goal.

2017388 – Professor – Digital Media & Design

18 Total Applicants: 8 WM, 2 WF, 2 HM, 4 AM, 2 UM

9 Unqualified applicants: 4 WM, 1 WF, 1 HM, 2 AM, 1 UM

2 Qualified applicants: 1 WM, 1 UM

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

Hired: 1 WF

This hire achieved a hiring goal.

Part-Time to Full-Time:

2 WM, 1 WF, 1 AM moved from part-time to fulltime

The 1 WF achieved a hiring goal.

Search 17291 – Professor – Ecology and Evolutionary Biology

1 WM hired as a preeminent hire in the Department of Ecology & Evolutionary Biology. There was no applicant pool for this search. This candidate was a tenured Professor of Integrative Biology at the University of Texas, Austin. His astounding publication, funding record and research trajectory were National Academy of Science quality.

This candidate has made major contributions to both Ecology and Evolution. In Ecology, he was an early proponent of the idea that within-species diversity profoundly alters population and community dynamics. He also provided key models and data describing how within-species diversity is sustained via evolution. His work has highlighted the reciprocal feedback between ecology and evolution. His work investigates both the evolutionary causes of this variation, and its ecological consequences. Most importantly, he demonstrated that natural animal populations harbor surprising levels of dietary variation among co-occurring individuals. The paper establishing this point remains the most-cited article in *The American Naturalist* (a top journal in the field) among articles published since 2003. This work stimulated an entire conference and numerous symposia.

Much of his recent research focuses on the microevolution of vertebrate immune systems. He has contributed to methodology in transcriptomics and genetic analysis of immune genes. He is investigating the genetic and immunological basis of rapidly evolved gain-of-immunity by vertebrates to tapeworm parasites. He is finding *rapid evolution of protective (but costly) fibrosis that resembles (and involves the same genes as) fibrosis-related diseases in humans*. In addition, he has made substantive contributions to the theory of speciation and empirical studies of the genetics of speciation. He also has research ongoing on the genetic and environmental regulation of gut microbiota in stickleback fish.

The candidate also has a very strong funding history. He received a prestigious *Howard Hughes Medical Institute Early Career Scientist* award (\$3.6M), one of the few evolutionary biologists to have his research supported by HHMI, and a Packard Foundation Fellowship. He has had 4 NSF grants totaling \$2.8M; one of these is current. Additionally, he is the Principal Investigator for two pending awards, an NSF IOS-EDGE grant for \$1.7 million that have been recommended for funding, and another award for \$1.5 million.

He has published 102 papers, 35 first authored, and 30 more as final author. The majority of these are in the top journals in his fields (*Ecology*, *Ecology Letters*, *Evolution*, *American Naturalist*, *Proceedings of the Royal Society of London B*), and he has several in *Nature* and *Proceedings of the National Academy of Sciences*. These publications have garnered over 9600 citations (*h index* = 50), 29 with 100+ citations. He and his coauthors have an additional 12 manuscripts in review, including 2 resubmissions to *Nature* journals, and 6 in preparation.

Because of these research contributions, he is the only scientist to have received all the top young investigator prizes in ecology and evolutionary biology - in Ecology (the *Mercer Award*), Evolution (the *Dobzhansky Prize*), and Evolutionary Ecology (the *Loftus-Hills Young Investigator Prize*). In 2014, he received the prestigious *David Starr Jordan Award* for work in organismal biology (awarded every 3 years by Cornell, Stanford and Indiana Universities). He is also the first organismal biologist to win the Edith and Peter O'Donnell Prize in Science from The Academy of Medicine, Engineering, and Science of Texas (TAMEST).

His teaching record was exemplary, *with a teaching Excellence Award from the University of Texas College of Natural Sciences*, and he is actively involved in pedagogy, teaching a yearly course on Research Methods in the University of Texas UTeach program.

His pioneering work on the evolution and genetics of immune system responses represented an important new research emphasis for the Ecology and Evolutionary Biology department, and was of intense interest broadly across the University's biology and medical communities.

His hire gave the University prominence with a unique researcher at the interface of evolution, ecology, behavior, genetics, and immunology. He was a leader and innovator in many areas, and his research intersected with and complemented that of many faculty in Biology in the broad sense at the University. Moreover, his research on the genomics of immunology in a model organism provided opportunities for linking researchers at Storrs with those at UConn Health Center and Jackson laboratories.

Search 2018269 - Department Head and Professor - Art and Art History

Applications and nominations are invited for the position of Department Head, Department of Art & Art History in the School of Fine Arts at the University of Connecticut. The department seeks a dynamic leader with a distinguished record of creative and scholarly achievement, and a clear vision to lead the faculty in shaping the future of the unit. The new Head should be forward-looking, with a broad knowledge of emerging trends and opportunities in the visual arts, and the imagination and flexibility to respond to the changing needs of students and faculty. Candidates should have a strong record in university education and administration, and a national and international profile in research and/or creative practice deserving appointment as a full, tenured professor in the department.

The University of Connecticut (UConn) is in the midst of 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). We are pleased to continue these investments by inviting applications for the Department Head of Art & Art History.

The Department of Art & Art History has over 170 undergraduate majors, 15 graduate students, and a full-time faculty of 21, along with a number of specialist adjunct faculty and a committed team of staff. The department is dedicated to the cultivation of artists and scholars with a wide-ranging understanding of the concepts, aesthetics, techniques, and social functions of contemporary art practices within broader historical and cultural contexts. It offers the degrees of BFA in Studio Art (with concentrations in graphic design, illustration/animation, painting/drawing, photography/video, printmaking, and sculpture/ceramics), BA in Art History, and a three-year MFA program in Studio Art. All programs are accredited by NASAD. The department is also committed to enriching the wider university and regional community through a range of courses for non-majors, minor programs in Studio Art and Art History, and a variety of offerings at UConn's regional campuses across the state, as well as through major public exhibitions and thematic programming in collaboration with other departments and schools across the university. Additional information about the Department of Art & Art History can be found at: <http://art.uconn.edu>.

The successful candidate will demonstrate excellence in one or more of the department's areas of specialization, which range widely across the visual arts and art history. Applications from candidates with experience of working in a program that combines studio art, design, and art history, and with a proven commitment to interdisciplinary research and practice in a Research I university, are especially welcome.

The new Head will be expected to have a strong commitment to academic excellence in a major research institution, and to fostering diversity and inclusiveness at all levels of the academic enterprise, including faculty and staff hiring and student recruitment. She or he will work collaboratively with the Dean, to whom the Head reports directly, and with other leaders within the School of Fine Arts, particularly the Heads of the other academic departments (Digital Media & Design, Dramatic Arts, and Music), and the directors of the Benton Museum of Art and of the Contemporary Art Galleries, to implement the strategic goals of the School and of UConn's Academic Plan (<http://academicvision.uconn.edu>). The Head will oversee budget, personnel (including faculty promotion and tenure procedures governed by AAUP contract, and management of unionized staff), curriculum, and facilities, and work closely with faculty, staff, students, alumni, donors, and outside constituencies to support and promote the vision and mission of the department.

The Storrs campus is located in a beautiful area of New England, with a moderate cost of living and proximity to major cultural, recreational, and urban centers of the Northeast. The University community provides residents with a rich diversity of cultural, artistic, athletic, and historic experiences, and the surrounding area offers affordable quality housing and top schools for faculty and families.

MINIMUM QUALIFICATIONS

- Earned terminal degree as recognized in candidate's primary field.
- Distinguished record of research and practice in the candidate's primary field of expertise, commensurate with appointment as a tenured full professor at the University of Connecticut.
- Demonstrated success in an administrative leadership role in higher education.
- Record of successful teaching in higher education.

PREFERRED QUALIFICATIONS

- At least 3-5 years of experience in an academic leadership position, such as Department Head, Associate Department Head, Associate Dean, or Center Director.
- Leadership experience in a department or school encompassing studio art, design, and art history.
- Record of initiative in promoting diversity among faculty, staff, and students.
- Record of interdisciplinary collaboration in research and/or curriculum development.
- Demonstrated success in obtaining and managing research funding from external agencies, including major grants and sponsored and entrepreneurial projects.

APPOINTMENT TERMS

This is a full-time, 10-month tenure track position with an anticipated start date of August 23, 2018. The successful candidate's appointment will be at the Storrs campus. Salary will be commensurate with qualifications and experience.

TO APPLY

Applications can be submitted through the University of Connecticut Employment Opportunities website (<http://www.jobs.uconn.edu>). Application packages should be submitted as a single PDF file including: (1) a cover letter; (2) a curriculum vitae; (3) a two-page statement outlining the candidate's personal vision and goals for education and research in the visual arts, and their approach to academic leadership; and (4) names and contact information of five professional references. (Later in the search process shortlisted candidates will be asked to submit additional statements, on teaching, research, and commitment to diversity, as mandated by University policy.)

Review of applications will begin on Monday, January 8, 2018. The position is open until filled. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2018269)

Inquiries concerning the position should be directed to Arielle Hill-Moses, Assistant to the Dean, at arielle.hill-moses@uconn.edu, or tel. (860) 486-1593.

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 postings on the following websites: UConn Careers, Chronicle of Higher Education, Diversejobs, Inside Higher Ed, HERC, College Art Association, National Council of Art Administrators, and the Academic Keys job board.

34 Total applicants: 12 WM, 12 WF, 1 HM, 4 AM, 1 UM and 4 UF

14 Unqualified applicants: 5 WM, 3 WF, 1 HM, 1 AM and 4 UF

- 5 WM, 2 WF, 1 HM, 1 AM and 3 UF application packages did not reflect a distinguished record of research and practice in the candidate's primary field of expertise, commensurate with appointment as a tenured full professor at the University of Connecticut.

- 1 WF and 1 UF submitted incomplete application packages with no cover letter or vision statements.

10 Qualified applicants: 4 WM, 5 WF and 1 AM

- 2 WF and 1 AM did not possess at least 3-5 years of experience in an academic leadership position, such as Department Head, Associate Department Head, Associate Dean, or Center Director.
- 2 WM and 1 WF did not have leadership experience in a department or school encompassing studio art, design, and art history.
- 2 WM and 2 WF's application packages did not exhibit a record of initiatives in promoting diversity among faculty, staff, and students.

10 Interviewed applicants: 3 WM, 4 WF, 2 AM and 1 UM

- 1 AM answered questions precisely but his answers about his leadership experience were not detailed and complete.
- 1 WM research interests were not aligned with the department and his leadership background was not related to Art or Art History.
- 1 WF creative profile and research interests did not align with the department.
- 2 WF and 1 UM had several years less leadership experience than the selected candidate.
- 1 WF did not explain, in her answers to interview questions, how her leadership experience thus far had prepared her for the department head role.
- 1 WM answered questions briefly and did not present a clear vision of his interest in the position.
- 1 AM presented a distinct and diverse vision for the future of the department in some areas but he did not explain and present a clear understanding of how this vision could practically be implemented at the University.

The 1 WM selected was the most consistently impressive across all the qualities required for the position. He has demonstrated success as a department head in a Research 1 institution, as a mentor to faculty and students, and as a teacher. He also had acclaimed creative output of his own. His record in developing collaborative and interdisciplinary research relationships across different schools and institutions showed both ingenuity and persistence. In both his administrative and creative work, he had established a strong record of promoting diversity in a variety of different arenas.

Search 2018025 - Full Professor and Voya Financial Chair - Marketing

The Marketing Department in the School of Business at the University of Connecticut invites applications for the Voya Financial Chair in Marketing starting in the fall of 2018. The successful candidate is expected to be hired at the rank of Full Professor and will be considered for tenure at time of hire. Candidates with research interest in all areas of Marketing are encouraged to apply.

The University of Connecticut (UConn) is entering a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>) and the \$1B Bioscience Connecticut (<http://biosciencect.uhc.edu/>) investments and a bold new Academic Plan: Path to Excellence (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, we are pleased to continue these investments by inviting applications for faculty positions in the Department of Marketing.

The successful candidate is expected to be a leading scholar and continue to contribute to research and scholarship through high quality publications in marketing, participate in prominent national and international academic conferences, and help guide research efforts in their areas of expertise through mentoring and other interactions with department faculty and graduate students. In addition to research, the individual will be expected to teach appropriate courses at the undergraduate, masters, and/or Ph.D. levels, including the supervision of Ph.D. students, and participate in outreach and service initiatives at the school and university. A successful candidate will share a deep commitment to effective instruction. A successful candidate will also be expected to assist the University in its efforts 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 relevant course content; contribute to the development of pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

Minimum Qualifications

- Ph.D. or equivalent in marketing or a related field. Equivalent foreign degrees are acceptable.
- Evidence of publishing in premier marketing journals.
- Evidence of successful graduate level teaching at a university.
- Evidence of service contributions to the school, university and/or discipline.
- A deep commitment to promoting diversity.

Preferred Qualifications

- Evidence of successful teaching at the Ph.D. level.
- Evidence of mentoring doctoral students and junior faculty.
- Demonstrated record of scholarly productivity and an active research agenda.
- Research agenda and teaching experience that complements department needs.
- Demonstrated ability to collaborate with departmental colleagues.

Appointment Terms

This is a full-time, 9-month, tenure-track position with a start date of August 23, 2018. The compensation package will be commensurate with background, qualifications and experience. The successful candidate's primary appointment will be at the Storrs campus with the possibility of assignment at other UConn regional campuses or in on-line instruction.

To Apply

Visit <https://academicjobsonline.org/ajojobs/9462> to complete your application. Please submit the following and include your last name as well as search #2018025 in the document title for each document submitted:

- A **cover letter** specifically addressing your credentials relative to the minimum and preferred qualifications listed above.
- **Curriculum vitae**
- A one-page **teaching statement** with attached teaching evaluations.
- A one-page **research and scholarship statement** (with discussion of your substantive research focus and the methodological approaches that you use to address research, experience in proposal development, mentorship of graduate students, etc.)
- A one-page **commitment to diversity statement** (as related to broadening participation, integrating multicultural experiences in instruction and research and pedagogical techniques to meet the needs of diverse learning styles, etc.)

Evaluation of applicants will begin immediately and continue until the positions are filled. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018025)

For more information regarding the Department of Marketing, please visit <http://Marketing.business.uconn.edu/>.

Inquiries other than applications can be directed to: Professor Robin Coulter via email at robin.coulter@uconn.edu.

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

Recruitment activities included postings on UConn Careers, AcademicJobsOnline.org, Chronicle of Higher Ed, Women in Higher Ed, Academicplacement.ama.org, Academic Keys, higheredjobs.com, Hispanic Outlook web, Journal of Blacks in Higher Ed, ELMAR, Association of Consumer Research, Accreditation Council for Business Schools and Pro, Insight into Diversity, AMA Academic Job Board, Linked in, Diverse Jobs, scholarshipdb.net, <http://www.nabahartford.org/jobs.php>, Association for Women in Communications, AMA-Fairfield County Chapter, American Association of Blacks In Higher Education, HERC and Faculty Recruitment Efforts including 22 professional networking contacts via phone/in person and 58 emails sent.

18 Total Applicants: 1 BM, 1 HM, 14 AM and 2 UM

2 Unqualified Applicants: 2 AM

- 2 AM did not have publications in premier marketing journals.

2 Qualified Applicants: 2 AM

- 1 AM did not provide a demonstrated record of scholarly productivity and an active research agenda in his application package.
- 1 AM did not possess a research agenda and teaching experience that complemented department needs.

14 Interviewed Applicants: 1 BM, 1 HM, 10 AM and 2 UM

- 3 AM and 1 UM areas of focus were narrow and did not have the potential for collaboration and external funding.
- 1 BM and 3 AM research focus was outside the scope of the position.
- 1 HM long-term research plans required infrastructure that the University did not have and would not be able to support.
- 1 UM long-term research direction did not complement goals of the department.
- 3 AM failed to respond to emails regarding interviewing for the position.

The 1 AM selected possessed complimentary research goals to the department. The applicant had a history of scholarly productivity and publication record. The candidate expressed a high likelihood for funding opportunities and collaboration with UConn faculty from various departments (CBE, Material Science, Chemistry, etc.).

Search 2018194 - Scientific Director - Brain Imaging Research Center

The [University of Connecticut](#) invites applications for a full-time, tenure track/tenured faculty position and Scientific Director of the [Brain Imaging Research Center](#) (BIRC). The salary and academic rank will be commensurate with qualifications and experience.

DTUTIES AND RESPONSIBILITIES

Responsibilities will include intellectual leadership and financial management of the Brain Imaging Research Center and active participation in cognitive neuroscience research. The candidate's academic appointment will be in *Psychological Sciences, Speech, Hearing, and Language Sciences, or Education*, and will include teaching at the undergraduate and graduate levels. The Scientific Director should be able to demonstrate leadership and collaboration across disciplines, and have a track record of grant-funded research. The Director should be able to articulate a vision statement and a strategic plan for the BIRC to be an intellectual hub, and will be instrumental in building an interdisciplinary MRI research program. Specifically, the Director will be responsible for the continued development of a nationally prominent collaborative research effort by: 1) promoting funded research in human neuroscience and related fields; 2) the administration of imaging services to the UConn cognitive neuroscience community; 3) broadening the base of BIRC users by mentoring new users, organizing classes, workshops, and symposia on imaging methodology and advanced techniques, establishing partnerships with local and regional organizations, and ensuring that scientists have access to the technical and scientific expertise needed to advance their research; 4); recruiting outstanding investigators and 5) working with the UConn Foundation.

University of Connecticut has dynamic, highly-regarded research programs in cognition and cognitive neuroscience, language, speech, and reading, developmental psychopathology, health psychology, kinesiology, genetics/genome sciences, and others, including the Institutes for the Brain and Cognitive Sciences (IBaCS) and for Collaboration on Health, Intervention, and Policy (InCHIP). UConn's ambitious program of growth in cognitive neuroscience is housed at a 3,200 square foot, research-dedicated neuroimaging center with a Siemens Prisma 3-Tesla scanner, with facilities for simultaneous and standalone EEG, TMS and tDCS.

MINIMUM QUALIFICATIONS

A Ph.D., M.D., or both, with specialization in cognitive science, neuroscience, psychology, psychiatry, biomedical engineering, or related fields. Significant fMRI experience, with a strong track record of funded research and impactful publications, and expertise in techniques relevant to human neuroimaging. Possesses flexibility and expertise to (1) support research across a variety of content areas and (2) coordinate staff to keep BIRC at the cutting edge of neuroimaging. Previous laboratory management experience. Evidence of effective graduate and undergraduate teaching. Excellent communication skills.

PREFERRED QUALIFICATIONS

Evidence of effective graduate or undergraduate teaching of MRI methods. Published research using diffusion imaging, volumetry, susceptibility-weighted imaging, MR spectroscopy, MR relaxometry, cardiovascular and musculoskeletal imaging, EEG, TMS, tDCS, or multi-modal imaging techniques.

APPOINTMENT TERMS

This is a full-time, 10-month position. The salary and academic rank 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 documents as a single PDF file: a **cover letter**; **curriculum vitae**; **teaching statement** (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** (broadening participation, integrating multicultural experiences in instruction and research, etc.); and **names of three references**. For additional information, contact: Inge-Marie Eigsti, Chair of Search # 2018194; Psychological Sciences, U-1020, University of Connecticut; 406 Babbidge Road; Storrs, CT 06269-1020; inge-marie.eigsti@uconn.edu. For more information regarding the BIRC, please visit our website at www.birc.uconn.edu. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018194)

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 activity included postings on the UConn Careers website, Chronicle of Higher Ed, Society for Neuroscience, Academic Careers Online, and Association for Psychological Science, Society for Neurobiology of Language, Human Brain Mapping, COGDOP listserv, Society for the Scientific Study of Reading lister, Amer. Psychological Assoc., Linked-In, Nature-jobs, IEEE, NLPA, and the Assoc. of Black Psychologists.

12 Total Applicants: 3 WM, 4 WF, 3 AM, 1 AF and 1 UM

6 Unqualified Applicants: 1 WM, 2 WF, 2 AM and 1 UM

- 1 WM, 2 AM and 1 UM did not have significant MRI experience, with a strong track record of funded research and impactful publications, and expertise in techniques relevant to human neuroimaging.
- 2 WF withdrew

6 Interviewed Applicants: 2 WM, 2 WF, 1 AM and 1 AF

- 1 AM was focused more on individual lab needs than the center and was unable to articulate a clear coherent focus for his own research that would complement the center's overall research.
- 1 WM work emphasized the development and implementation of advanced methods which were not compatible with the center where much of the user base has little to no neuroimaging experience.
- 1 WM noted that the environment in which he currently works is a very different world from the UConn/BIRC environment and his answers to interview questions did not indicate an ability to grow the BIRC as a core service and as an environment that enhances the intellectual community that has emerged around the center.
- 2 WF withdrew from the interview process.

The 1 AF selected met both minimum and preferred qualifications. Her experience and research would build new connections to engineering, physics, and genetics and would take BIRC in a new direction. She had excellent teaching evaluations and would be able to teach all necessary courses at both the graduate and undergraduate level.

Category 2: Faculty – Associate Professor

Hiring goals: 6 WF, 3 BF, 5 AM, 1 AF

Hiring into Category: 3 WM, 4 WF, 1 BF, 4 AM

Goals met: 4 WF, 1 BF, 4 AM

17297 – Associate Professor - Anthropology

1 Total Applicants: 1 WF

1 Interviewed applicants: 1 WF

Hired: 1 WF

This hire achieved a hiring goal.

18250 – Associate Professor - Education

1 Total Applicants: 1 WF

1 Interviewed applicants: 1 WF

Hired: 1 WF

This hire achieved a hiring goal.

2017626 – Associate Professor – Law Instruction & Research

6 Total Applicants: 1 WF, 2 BM, 2 BF, 1 AM

6 Interviewed applicants: 1 WF, 2 BM, 2 BF, 1 AM

Hired: 1 BF, 1 AM

These hires achieved hiring goals.

2017190 – Associate Professor – Biomedical Engineering

15 Total Applicants: 3 WM, 1 WF, 11 AM

15 Interviewed applicants: 3 WM, 1 WF, 11 AM

Hired: 2 AM

These hires achieved hiring goals.

Part-Time to Full-Time:

2 WM, 2 WF, 1 AM moved from part-time to fulltime

The 2 WF and 1 AM achieved hiring goals.

Search 2018203 – Associate Professor of Electron Microscopy – The Institute of Material Sciences

The Institute of Materials Science (IMS) <http://www.ims.uconn.edu/> at the University of Connecticut (UConn) seeks qualified candidates for an Electron Microscopy faculty position (Assistant/Associate/Full Professor) experienced with the advanced electron microscopy methods. The IMS consists of faculty members in several different departments of the College of Liberal Arts and Sciences and the School of Engineering. The Department appointment will be based on the expertise of the successful candidate.

UConn is in the midst of a transformational period of growth, supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>), the Tech Park initiative (<http://innovation.uconn.edu/tech-park/>) and a bold new Academic Plan (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). We are pleased to continue these investments by inviting applications from eminent scholars who can engage with our IMS faculty members.

DUTIES AND RESPONSIBILITIES

The successful candidate will be expected to contribute to research and scholarship through extramural funding (in disciplines where applicable), high quality publications, impact as measured through citations, performances, and exhibits (in disciplines where applicable), and 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, 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; and provide leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

Successful candidates will teach courses at both the undergraduate and graduate levels, develop internationally recognized, externally-funded research programs, and contribute to the operation and promotion of the Institute, University, and profession through service.

MINIMUM QUALIFICATIONS

1. Applicants must have a Ph.D. in materials science, engineering, physics, chemistry or a related field.
2. Outstanding record of peer-reviewed publications.
3. A history of strong extramurally funded research programs.
4. Experience with teaching courses at the undergraduate and graduate levels.
5. Excellent oral and written communication skills.

PREFERRED QUALIFICATIONS

1. Demonstrated ability to obtain sustained extramural support for research programs.
2. Demonstrated ability to conduct and lead collaborative interdisciplinary research in materials science.
3. Demonstrated ability to work within a research cluster.
4. Excellence in teaching at the undergraduate and graduate levels.
5. Proven commitment to working within a diverse environment.

APPOINTMENT TERMS

This is a full-time (9-month) tenure track position within the IMS. The successful candidate's primary academic appointment will be at the UConn main campus in Storrs, CT, with the possibility of work at UConn's regional campuses across the state. Salary and rank 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 a **cover letter**; **curriculum vitae**, including a full list of publications; **teaching statement** (teaching philosophy, teaching experience, commitment to effective learning, concepts for new course development, etc.); **research and scholarship statement** (innovative concepts, experience in proposal development, mentorship of post-graduate residents, fellows, and/or graduate students, etc.); and a **commitment to diversity statement** (including broadening participation, integrating multicultural experiences in instruction and research and pedagogical techniques to meet the needs of diverse learning styles, etc.). Additionally, please follow the instructions on Academic Jobs Online to direct **three (3) reference writers to submit letters of reference** referencing Electron Microscopy Search # 2018203.

Evaluation of applicants will begin immediately and continue until the position is filled. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018203)

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 include posting on the following: UConn Careers, listserv HERC, Inside Higher Ed., Diverse, MRS Bulletin, C&E News, Academic Keys, UMC Website.

9 Total applicants: 4 WM, 3 AM and 2 AF

9 Interviewed applicants: 4 WM, 3 AM and 2 AF

- 1 WM and 1 AM research focus was too narrow and specific to allow for interdisciplinary collaboration.
- 1 AM presentation was not focused and the subject matter was not innovative or compelling.
- 1 WM and 1 AF proposals for their future projects were not sustainable with external funding.
- 1 WM and 1 AM showed during the phone interview that they had less teaching experience at the undergraduate level than the selected candidates.
- 1 AF was hired at the Assistant Professor level and is reported in that category of the Hiring Goals Analysis.

The 1 WM selected presented a focused and compelling seminar and presentation on his research plans. The subject of his research agenda and focus offered several opportunities for interdisciplinary collaboration. He had extensive research experience with electron microscopy and had experience teaching in all areas of undergraduate and graduate courses offered.

Category 2: Faculty – Assistant Professor

Hiring goals: 17 WM, 28 WF, 12 BF

Hiring into Category: 7 WM, 9 WF, 1 BM, 3 HM, 9 AM, 10 AF

Goals met: 7 WM, 9 WF

2017448 – Assistant Professor – Pharmaceutical Sciences

30 Total Applicants: 6 WM, 3 WF, 2 HM, 15 AM, 4 AF

19 Unqualified applicants: 3 WM, 3 WF, 11 AM, 2 AF

7 Qualified applicants: 1 HM, 4 AM, 2 AF

4 Interviewed applicants: 3 WM, 1 HM

Hired: 1 WM

This hire achieved a hiring goal.

2018097 – Assistant Professor – Agriculture & Natural Resources

21 Total Applicants: 3 WM, 5 WF, 1 HM, 10 AM, 2 AF

21 Interviewed applicants: 3 WM, 5 WF, 1 HM, 10 AM, 2 AF

Hired: 1 WM

This hire achieved a hiring goal.

2018273 – Assistant Professor – Materials Science Institute

169 Total Applicants: 37 WM, 12 WF, 6 HM, 93 AM, 16 AF, 4 UM, 1 UF

124 Unqualified applicants: 26 WM, 9 WF, 3 HM, 72 AM, 12 AF, 2 UM

36 Qualified applicants: 8 WM, 1 WF, 3 HM, 19 AM, 3 AF, 2 UM

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

Hired: 1 WM

This hire achieved a hiring goal.

2018288 – Assistant Professor – Finance

39 Total Applicants: 13 WM, 5 WF, 1 BM, 12 AM, 5 AF, 3 UM

13 Unqualified applicants: 5 WM, 6 AM, 1 AF, 1 UM

21 Qualified applicants: 6 WM, 4 WF, 1 BM, 6 AM, 4 AF

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

Hired: 1 WM

This hire achieved a hiring goal.

18159 – Assistant Professor – Materials Science Institute

1 Total Applicants: 1 WF

1 Interviewed applicants: 1 WF

Hired: 1 WF

This hire achieved a hiring goal.

2017078 – Assistant Professor – Psychological Sciences

371 Total Applicants: 140 WM, 119 WF, 2 BM, 2 BF, 15 HM, 13 HF, 26 AM, 38 AF, 12 UM, 4 UF

323 Unqualified applicants: 125 WM, 97 WF, 2 BM, 2 BF, 15 HM, 13 HF, 21 AM, 34 AF, 10 UM, 4 UF

39 Qualified applicants: 15 WM, 17 WF, 3 AM, 2 AF, 2 UM

9 Interviewed applicants: 5 WF, 2 AM, 2 AF

Hired: 1 WF

This hire achieved a hiring goal.

2017152 – Assistant Professor – History

62 Total Applicants: 17 WM, 27 WF, 2 BF, 2 HM, 2 AM, 5 AF, 6 UM, 1 UF

37 Unqualified applicants: 11 WM, 17 WF, 2 BF, 1 AM, 3 AF, 2 UM, 1 UF

16 Qualified applicants: 3 WM, 6 WF, 2 HM, 1 AM, 1 AF, 3 UM

9 Interviewed applicants: 3 WM, 4 WF, 1 AF, 1 UM

Hired: 1 WF

This hire achieved a hiring goal.

2018117 – Assistant Professor – Ed Curriculum and Instruction

62 Total Applicants: 15 WM, 31 WF, 4 BF, 1 HM, 1 HF, 2 AM, 5 AF, 2 UM, 1 UF

24 Unqualified applicants: 6 WM, 11 WF, 3 BF, 1 HM, 1 AM, 1 AF, 1 UM

29 Qualified applicants: 8 WM, 14 WF, 1 HF, 4 AF, 1 UM, 1 UF

9 Interviewed applicants: 1 WM, 6 WF, 1 BF, 1 AM

Hired: 1 WF

This hire achieved a hiring goal.

2018372 – Assistant Professor – Mechanical Engineering

29 Total Applicants: 5 WM, 3 WF, 3 HM, 13 AM, 2 AF, 3 UM

23 Unqualified applicants: 4 WM, 1 WF, 3 HM, 11 AM, 2 AF, 2 UM

3 Qualified applicants: 1 AM, 1 UM

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

Hired: 1 WF

This hire achieved a hiring goal.

2018385 – Assistant Professor – Dramatic Arts

18 Total Applicants: 9 WM, 7 WF, 2 UF

7 Unqualified applicants: 4 WM, 3 WF,

3 Qualified applicants: 2 WM, 1 WF

8 Interviewed applicants: 3 WM, 3 WF, 2 UF

Hired: 1 WF

This hire achieved a hiring goal.

2018391 – Assistant Professor – Journalism

29 Total Applicants: 12 WM, 7 WF, 1 BF, 1 HM, 3 AM, 3 AF, 1 UM, 1 UF

18 Unqualified applicants: 9 WM, 4 WF, 1 HM, 1 AM, 2 AF, 1 UF

6 Qualified applicants: 3 WM, 2 AM, 1 AF

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

Hired: 1 WF

This hire achieved a hiring goal.

2018502 – Assistant Professor – Art & Art History

13 Total Applicants: 3 WM, 7 WF, 1 BM, 2 AF

6 Unqualified applicants: 1 WM, 2 WF, 1 BM, 2 AF

3 Qualified applicants: 1 WM, 2 WF

4 Interviewed applicants: 1 WM, 3 WF

Hired: 1 WF

This hire achieved a hiring goal.

Part-Time to Full-Time:

1 WM, 1 AM, 1 AF moved from part-time to fulltime

The 1 WM achieved a hiring goal

Search 2017595 – Assistant Professor – Accounting Department

The Accounting Department in the School of Business at the University of Connecticut invites applications for tenure-track positions at the rank of Assistant, Associate or Full Professor to begin in Fall 2018, subject to budget. Candidates for higher ranks may be considered for tenure at hire.

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The successful candidate will be expected to contribute to research and scholarship through high quality publications, 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, including the supervision of Ph.D. students, and participate in outreach and service activities. Successful candidates will share a deep commitment to effective instruction at the undergraduate and graduate levels. Senior level candidates will contribute to the 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. (or equivalent) in Accounting or related field expected by August 22, 2018. Equivalent foreign degrees are acceptable. Applicants should demonstrate a potential to establish a successful research and scholarship record, show promise of excellence in teaching, and have 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.

Preferred Qualifications

Applicants at the ranks of associate and full professor 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, nine-month, tenure-track positions with an anticipated start date of August 23, 2018. 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 or for on-line instruction. Salary will be commensurate with qualifications and experience.

To Apply

Visit Academic Jobs Online at <https://academicjobsonline.org/ajob/jobs/9182> to complete your application. Please submit the following and include your last name as well as search #2017595 in the document title for each document submitted: 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.); **samples of research** such as working papers, journal articles, or books. Additionally, please follow the instructions in Academic Jobs Online to direct three reference writers to submit letters of reference on your behalf.

Evaluation of applicants will begin immediately and continue until the position is filled, however to ensure full consideration, please apply by August 11, 2017. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017595)

For more information regarding the Department of Accounting, please visit the department website at <http://accounting.business.uconn.edu/>. Inquiries other than applications can be directed to: Dr. George A. Plesko, Accounting Department, University of Connecticut, School of Business, 2100 Hillside Road, Unit 1041A, Storrs, CT 06269-1041 or via email to gplesko@uconn.edu (Search #2017595).

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 posting on the following websites: UConn Careers, listserv HERC, Inside Higher Ed., Diverse, American Accounting Association, Accounting Research Network, Chronicle of Higher Ed, and School of Business Minority Serving Institutions.

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

2 Unqualified applicants: 1 WF, 1 AM

- 1 WF, 1 AM withdrew their applications.

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

- 1 WF's presentation and dissertation were focused on areas that did not have the potential for outside funding sources.
- 1 AF had a disjointed presentation and her research topic did not allow for the opportunity to develop research partnerships with faculty and doctoral students.
- 1 UM gave an unfocused research presentation.
- 1 AF and 1 UF research interests were too narrow to complement the department's interests and they did not have experience in teaching students at all grades including at the undergraduate, graduate, and doctoral education level.
- 1 WM declined the positions.

The 1 WM selected had established a track record and brought expertise in text extraction techniques to the department, which was a complementary skill to existing faculty and one that would provide new opportunities for collaborative research. He had shown good teaching evaluations and experience and because of his research focus, he could immediately work with doctoral students. He had shown good teaching evaluations and experience.

The 1 WF selected had research interests in the areas of capital markets that complemented the existing faculty. She had experience teaching financial accounting at the undergraduate, MBA, and Executive MBA levels as well as teaching empirical Ph.D. seminars with excellent

evaluations. She had a strong record of accomplishment of publications with a pipeline of works in progress.

This hire achieved a hiring goal.

The 1 AM demonstrated research success with co-authored publications in a premier journal and had a good set of early work in progress. His very strong econometrics skills and teaching experience in accountancy addressed the developing needs in the department. His research interests complemented existing faculty and incorporated significant doctoral student involvement. Moreover, his teaching portfolio fit the department's needs at all levels.

Search - 2018165-18173 - Assistant Professor– Computer Science & Engineering (CSE)

The Computer Science & Engineering (CSE) Department at the University of Connecticut invites applications for a tenure track faculty position at the assistant professor level. The position is expected to start on August 23, 2018. The department is looking for a Computer Scientist specializing in Machine Learning or Data Mining with applications in manufacturing.

The University of Connecticut (UConn) is entering a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>), the \$1B Bioscience Connecticut (<http://biosciencect.uhc.edu/>) investments, and a bold new Academic Plan: Path to Excellence (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, UConn has hired more than 450 new faculty members at all ranks during the past five years. We are pleased to continue these investments by inviting applications for a new position in Machine Learning or Data Mining. The Department of Computer Science & Engineering harbors a rich environment of instruction and research, offering three rigorous degrees (B.S., M.S., and Ph.D.) in the computing sciences and a world-class research enterprise. Additional information about the department can be found at <http://www.cse.uconn.edu/>.

DUTIES AND RESPONSIBILITIES

Successful candidates will be expected to develop and sustain an internationally-recognized and externally-funded research program in Computer Science with specialization in the fields of Machine Learning or Data Mining, with particular interest in research with applications to manufacturing. Successful candidates must share a deep commitment to effective instruction in Computer Science at the undergraduate and graduate levels as well as development of innovative courses and mentoring of students in research, outreach, and professional development. Successful candidates are also expected to broaden participation among members of under-represented groups; demonstrate through their teaching, research, and/or public engagement the richness of diversity in the learning experience; and provide leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

MINIMUM QUALIFICATIONS

Candidates must have an earned Ph.D. in Computer Science or a related field by the time of appointment; an established record of research in computing sciences with a specialty in Machine Learning or Data Mining with particular interest in applications in manufacturing; demonstrated potential for excellence in teaching; and a commitment to promoting diversity through their academic and research programs. Candidates must also demonstrate a commitment to graduate education.

PREFERRED QUALIFICATIONS

Preferred candidates will possess an outstanding record of scholarship and research contributions in Computer Science, and have accomplishments showing relevance of their research to manufacturing applications; a record of excellence in teaching; the ability to effectively communicate with students in both large and small audiences, and a record of public engagement.

APPOINTMENT TERMS

This is a full-time, 9-month tenure track position. Employment is conditional upon the timely completion of an approved I-9 (Employment Eligibility Verification Form). Candidates are expected to begin work on August 23, 2018. Salary will be commensurate with qualifications.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following: a **cover letter**, **curriculum vitae**, **research and scholarship statement**; **teaching statement** (including teaching philosophy, teaching experience, commitment to effective learning, concepts for new course development, 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 **sample articles or books**. Additionally, please follow the instructions in Academic Jobs Online to direct three reference writers to submit **three professional letters of reference** on your behalf. Screening of applicants will begin immediately and continue until the position is filled. Employment of the successful candidates will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017165)

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

Recruitment activities included postings on the UConn Careers website and AcademicJobsOnline.org.

105 Total Applicants: 36 WM, 6 WF, 1 BM, 1 BF, 2 HM, 40 AM, 11 AF, 4 UM, and 4 UF

68 Unqualified Applicants: 27 WM, 4 WF, 1 BM, 2 HM, 23 AM, 7 AF, 1 UM, and 3 UF

- 27 WM, 4 WF, 1 BM, 2 HM, 23 AM, 7 AF, 1 UM, and 3 UF did not have research related to the fields of Machine Learning or Data Mining.

26 Qualified Applicants: 7 WM, 2 WF, 1 BF, 11 AM, 1 AF, 3 UM, and 1 UF

- 7 WM, 2 WF, 1 BF, 11 AM, 1 AF, 3 UM, and 1 UF's research, though in Computer Science, was not relevant to manufacturing applications.

11 Interviewed Applicants: 2 WM, 6 AM, and 3 AF

- 4 AM applicant's research did not align or complement existing research in the department.
- 1 AM did not have publications in quality professional venues.
- 1 WM's publications were on topics not related to his research.
- 1 AF application was moved to another open search that more closely aligned with her research portfolio.
- 1 AF's lecture performance was unfocused and she did not completely answer questions about details of her research.
- 1 AM declined an offer.

The 1 WM selected had research centered on bioinformatics which complemented the current research in the department and allowed for future collaboration with other departments and disciplines, specifically fulfilling a critical need in bridging the gap with Machine Learning systems. With his excellent teaching evaluations, he would be able to cover the teaching needs of the department. He had a solid scientific record with publications in very good venues.

This hire achieved a hiring goal.

The 1 AF selected possessed a high number of research papers in top tiered publications. Her research projects complimented the strategic long-term department goals. The candidate had generated a large number of grants and networked funding sources in her previous positions. The candidate spoke to her ability to duplicate her successful grantsmanship here at UConn. She received excellent feedback on her lecture performance and ability.

Search 2018241 - Assistant Professor in Digital Media Strategies for Business – School of Fine Arts

The Digital Media & Design Department in the School of Fine Arts at the University of Connecticut (UConn) invites applications for a tenure-track position at the rank of Assistant Professor to begin in Fall 2018. The position will have a focus on Digital Media Strategies for Business including use of digital and social media platforms and course development in content marketing/engagement and digital analytics. The selected candidate will teach undergraduate and graduate level classes and develop and deliver core courses in the areas of: digital marketing, digital consumer behavior, online advertising, social media, mobile platforms, e-commerce, website and video strategies, content marketing and digital analytics. Courses are designed to be experiential in nature, providing students with hands-on experience in developing strategies and plans, and in creating digital communications assets for outside clients. S/he will serve as an advisor to students in the Digital Media Strategies for Business concentration. Excellent communication skills and a collaborative predisposition are essential. The incumbent will also support faculty collaborations conducted through the department and external client relations for purposes of business communications, marketing, branding, advertising and entertainment.

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). We are pleased to continue these investments by inviting applications for the Digital Media & Design Department.

The Digital Media & Design (DMD) department is a uniquely interdisciplinary academic unit lead by faculty from the arts, business, STEM, and humanities fields. Established in 2013, this innovative and evolving department currently has 20 faculty members across two campuses (Storrs and Stamford), 350 undergraduate and 15 graduate students. DMD currently offers BA, BFA, and MFA degrees with the following concentrations:

- 1) Digital Media Strategies for Business (BA, MA)
- 2) Digital Humanities (BA, MA)
- 3) 2D Animation & Motion Graphics (BA, BFA, MFA)
- 4) 3D Animation & Visualization (BA, BFA, MFA)
- 5) Web Design & Development (BA, BFA, MFA)
- 6) Digital Game Design & Development (BA, BFA, MFA)

All of our concentrations place a strong emphasis on balancing theoretical teaching with collaborative, experiential learning. This best prepares our students for the challenges they may face when working in creative and business environments. The department has established strong working partnerships with large and small companies, start-ups, public institutions and charitable nonprofits that give students hands-on opportunities to create strategies and digital assets.

DUTIES AND RESPONSIBILITIES

The successful candidate is expected to contribute to research and scholarship through (in disciplines where applicable): high quality publications, presentations at prominent national and international academic conferences, extramural funding, impact as measured through citations, exhibitions, and/or national recognition as through honorific awards. In the area of teaching, a 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; demonstrate leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

MINIMUM QUALIFICATIONS

- Terminal Degree in business, communications, design, psychology or other appropriate fields. Equivalent foreign degrees are acceptable.
- Demonstrated expertise in brand management and in the integration of digital marketing channels (websites, social media, video, email, apps) with traditional channels (television, print, and radio) in the marketing of products and services for business.
- Evidence of industry experience in the design, development and implementation of marketing plans for a product or suite of services.
- Experience with multicultural and/or cross-cultural marketing strategies for engaging diverse populations and communities.
- Evidence of hands-on industry experience using digital analytics and data in decision making. Experience of teaching how analytics and data are used by marketers, and the how-to application of the latest analytic and social media tools.
- Evidence of industry experience with Google Analytics (or comparable web analytics tool) and intermediate knowledge of search advertising planning and execution (including SEM/SEO).

PREFERRED QUALIFICATIONS

- PhD, MS, MBA, MFA or MA in business management, marketing, advertising, design, digital communications or other appropriate fields.
- A record of distinguished teaching and mentoring at the undergraduate and graduate level.
- Demonstrated professional/commercial experience with innovative digital media strategies for business.
- Familiarity with design principles, branding, graphic design and web design.
- Project management experience or functional knowledge of web/mobile design and development.
- Functional knowledge/usage of creative applications such as Adobe Photoshop, Illustrator, InDesign, Adobe Premiere or their equivalents.
- Evidence of a deep commitment to contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience.
- Active user of social media, especially Instagram, Twitter, Facebook, Snapchat, YouTube, LinkedIn, and Pinterest.

APPOINTMENT TERMS

This is a full-time, 9-month, tenure track appointment with a start date of August 23, 2018. Salary is competitive and based on background, qualifications, and professional experience. The successful candidate's primary appointment will be at the Storrs campus with the possibility of assignment at other UConn regional campuses or in on-line instruction as a part of their ordinary workload.

TO APPLY

Applications can be submitted through the University of Connecticut UConn Jobs website (<http://www.jobs.uconn.edu>). Please submit the following and include your last name as well as search #2018241 in the document title for each document submitted:

1. A **cover letter** specifically addressing your credentials relative to the minimum and preferred qualifications listed above,
2. A complete **curriculum vitae**,
3. A digital **portfolio**,
4. A statement of **teaching philosophy**,
5. A one to two-page **research / scholarship statement**
6. A one-page **commitment to diversity statement**
7. Names and contact information of **three professional references**.

Review of applications will begin on March 30, 2018. We will continue to review applications until the position is filled, but to insure full consideration, application materials should be submitted no later than March 30, 2018. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2018241)

For more information regarding the Department of Digital Media & Design, visit <http://dmd.uconn.edu>. If you have questions related to the search, please send a detailed inquiry to stacy.webb@uconn.edu, with DIGITAL BUSINESS FACULTY SEARCH in the subject line.

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 posting on UConn Careers website and the AcademicJobsOnline.org online job site.

13 Total Applicants: 5 WM, 1 WF, 2 BM, 4 AF, and 1 UM

9 Unqualified Applicants: 4 WM, 1 BM, and 4 AF

- 4 WM and 4 AF did not have a terminal degree in business, communications, design, psychology or other appropriate fields or acceptable equivalent foreign degrees.
- 1 BM did not provide evidence of hands-on industry experience using digital analytics and data in decision making and did not have prior experience of teaching how analytics and data are used by marketers, the how-to application of the latest analytic as well as prior experience with social media tools.

4 Interviewed Applicants: 1 WM, 1 WF, 1 BM, and 1 UM

- 1 WF did not present a focused research plan; instead highlighted four areas of broad interest in which she had not worked as of yet, and did not connect these in any way to her existing body of scholarship.
- 1 WM was solid on foundational principles/concepts students' need and would be well-suited to design and teach a Writing for Digital Media Business W course. However, he

did not demonstrate any knowledge of academic vocabulary that would make his work more broadly intelligible to peers (i.e., diaspora, transnational migration, networked communities, social hierarchies, fostering a service economy, etc.).

- 1 UM had quantitative research outcomes that were more speculative and not as relevant to the strategic vision of the department. Moreover, much of his research required further development before it would be sustainable and fundable

The 1 BM selected offered a presentation that demonstrated both his professional experience and academic experience resulted in being designed and presented well. He spoke about the relevancy of an expectation economy. The candidate exhibited an ability to teach all current classes and develop new courses in storytelling. The applicant aptly integrated his past practice as a copywriter into his courses to improve student writing and was able to design and teach a Writing for Digital Media Business W course.

Search 2017219 – Assistant Professor in Animal Genomics – Department of Animal Science

The Department of Animal Science in the College of Agriculture, Health, and Natural Resources at the University of Connecticut invites applications for a tenure-track faculty position in the area of Animal Genomics.

The appointee will be required to develop an extramurally funded, innovative research program in any aspect of animal genomics. The appointee will be expected to collaborate with colleagues within and outside the Department of Animal Science. It is desired that the appointee's research program incorporates the use of genomics/genetics, proteomics, and/or metabolomics on economic traits, disease resistance/susceptibility, and/or comparative/computational genomics. In addition, responsibilities include teaching introductory animal genetics/breeding course(s) with a focus on domestic animals, developing a graduate level course in their area of expertise, and advising undergraduate and graduate students. Other duties include participation as a collaborative team member in the Department of Animal Science and contribution to the academic community through service at the department, college and/or University levels.

The Department of Animal Science offers A.A.S., B.S., M.S. and Ph.D. degrees and is comprised of 15 faculty members with research interests in food science, physiology, nutrition, molecular genetics, and general animal management. The University of Connecticut is AAALAC accredited. Complete information on the department and its programs can be found at <http://www.animalscience.uconn.edu/>. The Institute for Systems Genomics and the Center for Genome Innovation on the Storrs campus foster a strong collegial atmosphere in genomics and unparalleled infrastructure support for research and training in genetics, genomics, and bioinformatics. The UConn Technology Park, Bioscience Connecticut Initiative, and Next Generation Connecticut, recently approved by the state of Connecticut with funding of \$1.5 billion, will offer exceptional opportunities to establish interdisciplinary collaborations with other investigators and industry partners, particularly in STEM disciplines. In partnership with the Jackson Laboratory, the University has recently developed the Jackson Laboratory for Genomic Medicine, a collaborative nonprofit research institute, which will provide opportunity for valuable collaborations.

Minimum Qualifications

A Ph.D. in animal science or closely related field with research emphasis in genomics, genetics, proteomics, and/or metabolomics. Equivalent foreign degrees are accepted. A background that provides preparation for teaching excellence in undergraduate and graduate courses in the Department of Animal Science. Candidates must have experience in teaching or assisting in teaching at the university level. A demonstrated record of peer-reviewed publications of original research is required. Candidates must have demonstrated excellent skills in oral and written communication and strong interpersonal skills. Candidates must have a deep commitment to promoting diversity through academic and research programs. Candidates must have experience with presentations at national or international scientific meetings.

Preferred Qualifications

Candidates with postdoctoral experience in animal genomics, genetics, proteomics, and/or metabolomics will be given a strong preference. Experience with next generation sequencing and bioinformatics is preferred. Experience with independent research proposal development, ideally with a record of funding from national agencies; demonstrated ability to carry out independent research; an innovative, collaborative, and/or multidisciplinary research approach; active participation in major professional societies and international meetings; a record of effective teaching, such as integrating technology into instruction and online instruction; and the ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience.

Appointment Terms

This is a 9-month, tenure track, research (60%) and teaching (40%) position at the Assistant Professor level. The successful candidate will work at the University of Connecticut's main campus located in Storrs. Anticipated start date is August 23, 2018. Salary will be commensurate with experience.

To Apply

Select "Apply" to submit the following materials: a **cover letter**, **curriculum vitae**, a brief **statement of research interests and teaching philosophy** (maximum two pages), and at least **three letters of recommendation**. Only applications submitted via Academic Jobs Online (<https://academicjobsonline.org/ajo/jobs/8610>) will be accepted. To ensure full consideration, applications should be received no later than September 15, 2017. Evaluation of

applicants will begin immediately and continue until the position is filled. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017219).

For further information on the Animal Genomics position, please contact the search committee chair: Dr. Kristen Govoni kristen.govoni@uconn.edu.

Recruitment activities included posting on the UConn Careers website, HERC, Inside Higher Ed., Diverse, Ability Links Online, Recruit Military Online, AcademicJobsOnline.org, 1890 Schools Mailing, ANSC Department Head Listserv and Department Head mailing, Science HR to place online ad, ASAS Journal Department to place online ad, Chronicle of Higher Ed HR to place online ad, UniversityJobs.com, and the Association of Public and Land Grant University (APLU).

18 Total applicants: 3 WM, 4 WF, 1 BM, 2 HM, 6 AM, and 2 AF

1 Unqualified applicant: 1 HM

- 1 HM withdrew.

17 Interviewed applicants: 3WM, 4 WF, 1 BM, 1 HM, 6 AM, and 2 AF

- 1 WF accepted a position at another institution.
- 1 WM and 1 AM declined the position offer.
- 1 AM presentation did not focus on his potential collaborations or his research plan and did not provide specific examples of how he will use large animals on campus.
- 1 AF did not answer interview questions completely and her research plan did not have evidence of her ability to develop an independent research program.
- 1 AM struggled to communicate efficiently at times and did not explain how to develop an independent research program or secure extramural funds.
- 1 AF experience and research in Genomics was very narrow and it would not be relevant to animal science.
- 1 WM lacked knowledge of the department, had limited teaching experience, and did not have an independent research agenda.
- 1 WF showed technical skills that focused on technology and not on her ability to develop an independent research program. Her research plan was not well focused and her future collaborations and research plans were very broad.
- 1 AM did not have strong publications in peer reviewed journals and his teaching experience was not in related courses.
- 1 WF had research focus unrelated to animal science and was interested in working and collaborating with Jackson Laboratories, which was not in the scope of this position.
- 1 AM did not show ability to secure external funds due to the fact that his current programs were funded by internal funds and his external grants were from collaboration with other investigators at his current institution.
- 1 WM did not demonstrate his ability to secure external funding due to the fact that the majority of his funding was through his previous role in another research center.
- 1 BM and 1 AM presentations were unfocused and disorganized.

- 1 WF had a broad research focus and demonstrated limited knowledge of the department's teaching and research program.

The 1 HM hired had a strong and developed record of publications as well as potential success as an independent scientist due to his current grants and upcoming grants. He demonstrated good teaching skills in various relevant courses and had knowledge of multiple species. He is likely to contribute to the department due to his background as a geneticist.

Search 2018180 - Assistant Professor Higher Education and Student Affairs – Department of Educational Leadership

The Department of Educational Leadership is seeking a candidate for a nine-month tenure-track Assistant Professor for the Higher Education and Student Affairs (HESA) Master's Program beginning August 2018. The HESA program is a nationally recognized master's (MA) program that fosters intellectual and professional development of individuals seeking careers in higher education or student affairs administration. Through a cohort model, the program emphasizes a theory-to-practice approach by exposing students to contemporary research and experiential learning.

The University of Connecticut (UConn) is a comprehensive, land-grant university located two hours from New York City and 90 minutes from Boston. It has a Carnegie Foundation Doctoral Universities: Highest Research Activity classification, and is consistently ranked in the top 20 public universities in the country.

The University of Connecticut is in the midst of 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). We are pleased to continue these investments by inviting applications for a faculty position in the Department of Educational Leadership at the rank of tenure-track Assistant Professor.

The Neag School of Education (<http://education.uconn.edu>) is ranked No. 27 among all graduate schools of education and No. 17 among public graduate schools of education in the nation according to U.S. News and World Report. The Neag School offers programs and courses on the main campus in Storrs and at the Hartford, Avery Point, and Waterbury campuses.

The Department of Educational Leadership has 22 full-time faculty members and offers degree programs at the bachelor's, master's, and doctoral levels. The department offers certificates and/or degrees in educational leadership; education policy; executive leadership; higher education and student affairs; and sport management.

DUTIES AND RESPONSIBILITIES

The successful candidate will be expected to contribute to research and scholarship through extramural funding and high quality publications in the area of higher education and student affairs. The successful candidate will share a deep commitment to effective teaching of master-level graduate students enrolled in HESA courses; advising and mentoring HESA students; and developing and maintaining collegial relationships with program faculty and the program's campus partners. 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; and provide leadership in developing pedagogical techniques designed to meet the needs of diverse learners and intellectual interests. Successful candidates should demonstrate a commitment to issues of [social justice and equity](#).

In addition to being a full-time faculty within the HESA, the position will also be a valuable member of the Department of Educational Leadership with opportunities to recruit and advise PhD students as part of the [Learning, Leadership and Education Policy program](#). The position will also have opportunities to work with and serve on capstone committees for the [EdD program](#) within the department.

MINIMUM QUALIFICATIONS

- An earned doctorate in higher education, student affairs, or closely related field by time of appointment; and
- Professional work experience in higher education, generally, or student affairs, specifically.

PREFERRED QUALIFICATIONS

- Evidence of a critical approach to research and teaching with a focus on social justice and equity in higher education and student affairs;
- Potential for success in teaching graduate-level courses;
- Experience engaging in student advising;
- Evidence of or potential for conducting and disseminating research in higher education/student affairs;
- Evidence of or potential for securing grants in higher education/student affairs;
- A professional identity as evidenced by membership in professional organizations (e.g., ASHE, ACPA, NASPA);
- Demonstrated ability to mentor graduate students;
- Ability to develop collegial relationships and work with a diverse population; and
- Strong interpersonal skills.

APPOINTMENT TERMS

This is a full-time, 9-month, tenure track position with an anticipated start date of August 23, 2018. The successful candidate's academic appointment will be at the Storrs campus. Faculty may also be asked to teach at one of UConn's regional campuses as part of their ordinary workload. Salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to submit a **curriculum vitae**, a **letter of application** that addresses the qualifications, including commitment to diversity (e.g., including broadening participation, integrating multicultural experiences in instruction and research and pedagogical techniques to meet the needs of diverse learners, etc.), and all **academic transcripts**. Please also arrange for the submission of **three letters of reference** that include e-mail and U.S. mail addresses and phone numbers. Please follow the instructions in Academic Jobs Online to direct the **three reference writers** to submit **letters of reference** on your behalf.

Evaluation of applicants will begin immediately and continue until the position is filled; however, to ensure full consideration please apply by November 1, 2017. For more information regarding the Department of Educational Leadership please visit the department website at <http://edlr.education.uconn.edu>. Questions may be addressed to the search committee chair, Dr. Richard Schwab, at richard.schwab@uconn.edu. Employment is contingent upon the successful completion of a pre-employment criminal background check. (Search #2018180)

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 activity included posting on the following websites: UConn Careers, Ability Jobs Online, ASHE Listserv, CSPTALK Listserv, AERA Listserv, Diverse Jobs, Inside Higher Ed, Diverse Issues in Higher Ed, Hispanic Outlook, and The Journal of Blacks in Higher Education.

97 Total Applicants: 20 WM, 25 WF, 11 BM, 8 BF, 4 HM, 6 HF, 7 AM, 12 AF, and 4 UF

21 Unqualified Applicants: 1 WM, 5 WF, 2 BM, 2 BF, 1 HM, 6 AM, and 4 AF

- 1 WF did not possess an earned doctorate in higher education, student affairs, or in a closely related field.

- 1 WM, 4 WF, 2 BM, 2 BF, 1 HM, 6 AM, and 4 AF did not have professional work experience in higher education or in student affairs, specifically.

69 Qualified Applicants: 19 WM, 17 WF, 9 BM, 5 BF, 1 HM, 6 HF, 1 AM, 7 AF, and 4 UF

- 1 AM did not indicate evidence of a critical approach to research and teaching with a focus on social justice and equity in higher education and student affairs in his application materials.
- 19 WM, 17 WF, 9 BM, 5 BF, 1 HM, 6 HF, 7 AF, 4 UF did not provide evidence of or potential for conducting and disseminating research in higher education/student affairs.

7 Interviewed Applicants: 3 WF, 1 BF, 2 HM, and 1 AF

- 3 WF did not have experience teaching graduate courses needed for this position.
- 1 BF and 1 AF's research focused on topics that were very broadly related to higher education and student affairs and thus did not have potential to gain external funding in the future.

The 1 HM selected had a strong publishing portfolio with top tier publications. His research aligned with the department's strategic vision and his lecture presentation was focused and well received.

The 1 HM selected had several external grants as Principal Investigator, and had achieved an impressive volume of publications in top tier sources at this stage of his career. Additionally, his research on the globalization of education had the potential for collaboration across several departments and schools.

Search 2017608 – Assistant Professor – Department of Pathobiology and Veterinary Science

The University of Connecticut is seeking applicants for a tenure-track position in the Department of Pathobiology and Veterinary Science, College of Agriculture Health and Natural Resources at the rank of Assistant Professor. Pathobiology & Veterinary Science is highly regarded for its undergraduate and graduate programs. The undergraduate curriculum is designed for students preparing to enter medical, dental, veterinary, or graduate schools, and students are mentored by faculty who are cutting-edge professionals in their respective fields. Our departmental research profile focuses on infectious diseases of animals and humans, vaccines, veterinary pathology, and wildlife diseases. Many of our faculty are members of the Center of Excellence for Vaccine Research (CEVR), which provides a unifying consortium for vaccine research at UConn. The department also provides service to the University, citizens of the State of Connecticut and the New England region through integration with the Connecticut Veterinary Medical Diagnostic Laboratory (CVMDL). The CVMDL is an integral service, academic and research unit within the Department of PVS and is the only laboratory in New England fully-accredited by the American Association of Veterinary Laboratory Diagnosticians (AAVLD). The CVMDL services the public and enables PVS to capture the scope of disease prevalence in the region relative to the impact and distribution of infectious diseases that affect domestic and wild animals, and human populations. Together, Pathobiology & Veterinary Science provides high quality academics, research, and extension and stands at the forefront of One Health Initiative at UConn. The successful candidate will join a dynamic faculty focused on infectious diseases and pathology.

DUTIES AND RESPONSIBILITIES

The successful candidate will be expected to develop an active extramurally funded research program in the area of infectious disease, teach 1-2 undergraduate/graduate courses, provide a service function in alignment with the CVMDL, and serve as an undergraduate and graduate advisor. Specific areas of research interest include but are not limited to: Emerging Infectious Diseases, Vector-borne Diseases, Ecology of Infectious Diseases, Molecular Epidemiology.

MINIMUM QUALIFICATIONS

PhD degree or equivalent professional degree (i.e., MD or DVM), a minimum of 2-3 years of research experience beyond the doctoral degree, a record of publications on infectious diseases in peer-reviewed journals, and excellent written and oral communication skills. Equivalent foreign degrees are acceptable.

PREFERRED QUALIFICATIONS

Demonstrated ability to develop, or participation in, national/international interdisciplinary collaborations, strategic program building, development or use of quantitative approaches to understand infectious disease dynamics, an interest in developing research projects consistent with the mission of the Connecticut Veterinary Medical Diagnostic Laboratory (CVMDL); commitment to promoting diversity through teaching and research programs.

APPOINTMENT TERMS

This is a full-time, 9-month, tenure track position with an anticipated start date of January 1, 2018. Salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply" and submit the following materials via Academic Jobs Online: a **letter of application** with a statement of interest, **curriculum vitae**, **teaching statement** (including teaching philosophy, experience, and commitment to effective learning); **research and scholarship statement** (describing your area of interest and how you intend to obtain funding to develop and maintain your program); **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 **three (3) letters of reference**. To receive full consideration, complete

application materials should be received by July 21, 2017. The review of applications will begin on that date, however, a hiring decision will continue until a suitable candidate is identified. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017608)

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 posting to the following websites: UConn Careers, HERC, Inside Higher Ed., Diverse, AcademicJobsOnline.org, Science Careers website, Nature Jobs website, and ASM careers.

7 Total applicants: 3 WM, 1 WF, 1 BM, 2 AM

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

- 1 WM declined the interview because he accepted a position elsewhere.
- 1 WM, 1 BM, 1 AM's research topics were narrow and did not have the potential for national/multidisciplinary collaboration.
- 1 WM's research did not align with Connecticut Medical Diagnostic Laboratory (CVMDL) projects.
- 1 WF's publication record on infectious disease in peer-reviewed journals was co-authored and not independently written.

The 1 AM selected had worked with numerous molecular techniques to investigate avian viruses, track their global spread and distribution, and collaborated internationally to improve outbreak detection and in the development of vaccines. His work best aligned with research in the department, and had the best overall collaborative and interdisciplinary projection. He was recognized in his letters of recommendation for being a highly productive faculty member.

Search 2017652 – Assistant Professor of Management – Management Department

The Management Department in the School of Business at the University of Connecticut invites applications for a tenure track position at the rank of Assistant or Associate Professor to begin in Fall 2018.

The University of Connecticut (UConn) is entering a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>) and the \$1B Bioscience Connecticut (<http://biosciencect.uconn.edu/>) investments and a bold new Academic Plan: Path to Excellence (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, we are pleased to continue these investments by inviting applications for faculty positions in the Management Department.

The faculty of the UConn Management Department are a group of scholars, teachers, and people that find professional and personal fulfillment in working with each other and making a difference through research, working with students, and engaging the business community. Our small size (11 tenure track, 4 In-residence) makes for a cohesive yet multidisciplinary program with collaborative efforts across management areas. Our per capita research productivity in premier journals (e.g., *Academy of Management Journal*, *Academy of Management Review*, *Journal of Applied Psychology*, *Strategic Management Journal*, *Organizational Science*, *Management Science*, and *Journal of Management*) ranks among the top management departments worldwide.

The successful candidate will be expected to share a deep commitment to publishing high quality research in premier management journals, to effective instruction at the undergraduate and graduate levels, to the development of innovative courses, and to the mentoring of students in their professional development. In addition, individuals will be expected to contribute to scholarship and outreach targeted at the professional community so as to maintain faculty qualifications under AACSB guidelines. Successful candidates will also be expected to assist the University in its efforts 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 relevant course content; contribute to the development of pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

MINIMUM QUALIFICATIONS

- For Assistant Professor Rank: Completed Ph.D. in management or related field, or expected by August 2018. Equivalent foreign degrees are acceptable.
- For Associate Professor Rank: Completed Ph.D. in management or related field and a record of scholarly productivity that would support appointment to the rank of tenured Associate Professor (with developing national reputation) of Management.
- Publications, or potential to publish, in premier management journals.
- Demonstrated teaching excellence in higher education.
- A deep commitment to promoting diversity through their academic and research programs.
- Excellent interpersonal skills and demonstrated collegiality.

PREFERRED QUALIFICATIONS

- Evidence of pipeline for excellence in research.
- Experience in undergraduate and MBA teaching.
- Ability to contribute through research, teaching and/or service and community engagement to the diversity and excellence of the Department's mission.
- Demonstrated interest in training doctoral students.

APPOINTMENT TERMS

The position is a full-time, nine-month appointment that will be located primarily at the Storrs campus with the possibility of work at UConn's regional campuses across the state. Salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply" to complete your application via Academic Jobs Online. Please submit the following and include your last name as well as search #2017652 in the document title for each document submitted:

- A **cover letter** specifically addressing your credentials relative to the minimum and preferred qualifications listed above.
- **Curriculum vitae**
- A one-page **teaching statement** with attached teaching evaluations.
- A one-page **research and scholarship statement** (innovative concepts that will form the basis of academic career, experience in proposal development, mentorship of graduate students, etc.)
- A one-page **commitment to diversity statement** (as related to broadening participation, integrating multicultural experiences in instruction and research and pedagogical techniques to meet the needs of diverse learning styles, etc.)
- Additionally, please follow the instructions in Academic Jobs Online to direct three reference writers to submit **letters of reference** on your behalf.

Evaluation of applicants will begin immediately and continue until the position is filled. Preference will be given to applications received by September 15, 2017. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2017652).

For more information regarding the Department of Management, please visit the department website at <http://management.business.uconn.edu/>. Inquiries other than applications can be directed to: Pamela Costa, Management Department, University of Connecticut, School of Business, 2100 Hillside Road, Unit 1041A, Storrs, CT 06269-1041 or via email to pamela.costa@business.uconn.edu.

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

Recruiting activities included posting on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, Chronicle of Higher Learning website, Academy of Management website, UConn School of Business website, and through faculty outreach.

4 Total applicants: 1 WM, 1 AM, and 2 AF

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

- 1 WM did not have a pipeline for future significant scholarly contribution in research.
- 1 AF's job talk was very broad and basic and she did not have scholarly publications in the top tier journals of the selected candidate.
- 1 AF's job talk did not clearly explain her research focus.

The 1 AM selected had taken part in a wide variety of research projects. He successfully published a first-authored paper in the Academy of Management Review and had impressive top quality work under review. Colleagues and doctoral students commented on how interesting the candidate's work is, the clear passion for exploration and learning, abilities in interacting with others effectively, and balancing confident competence with genuine curiosity and openness to different perspectives.

Search – 2018050 – Assistant Professor – Chemical & Biomolecular Engineering

The Chemical & Biomolecular Engineering Department at the University of Connecticut invites applications to fill a tenure-track faculty position at the assistant or associate professor level, with an expected start date of August 23, 2018.

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

The successful candidate will be expected to contribute to research and scholarship through extramural funding (in disciplines where applicable), high quality publications, impact as measured through citations, performances and exhibits (in disciplines where applicable), and 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, 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; and provide leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

The research specialty of primary interest is in the area of energy broadly interpreted, with research interests including, but not limited to: advanced energy materials, processes, and systems; combustion science & technology; energy storage and power management; fuels and fuel processing; renewable energy & resources; or bioenergy/biofuels. Other topics in the broad area of energy are also welcome.

DUTIES AND RESPONSIBILITIES

- Teach undergraduate and graduate core curriculum courses and specialty courses in the Chemical & Biomolecular Engineering Department.
- Develop and sustain an externally funded research program in the field of Chemical Engineering, including specialty subfields of interest to the Chemical & Biomolecular Engineering Faculty. These include but are not limited to: biomolecular engineering, advanced manufacturing, materials, energy, fluids, heat/mass transfer, reaction engineering, environmental engineering, nanotechnology, electrochemical engineering, and applied computation in chemical engineering.
- Develop a national and international presence and reputation for excellence in research in Chemical Engineering and the specialty subfield(s) of interest as listed above.
- Advise and mentor undergraduate and graduate students.
- Provide service and leadership to all units of the University of Connecticut, to external academic and scientific communities, and to the general public.

MINIMUM QUALIFICATIONS

1. Completion of all requirements for a Ph.D. in Chemical Engineering or a closely related field by the time of the appointment. Equivalent foreign degrees are acceptable.
2. Research credentials in Chemical Engineering, with a research specialty subfield(s) of interest to the Chemical & Biomolecular Engineering Faculty and that complements existing faculty expertise.
3. A background that provides preparation for teaching excellence in undergraduate and graduate courses in the Chemical & Biomolecular Engineering Department.
4. Excellent oral and written communication skills.
5. Strong interpersonal skills.
6. Demonstrated success in research, including having significant publications in peer reviewed journals.
7. Experience with oral presentations at national or international scientific meetings.

PREFERRED QUALIFICATIONS

1. Research credentials in Chemical Engineering, with a focus on energy, including but not limited to electrochemistry, bioenergy, catalysis, modeling, materials, transport, or advanced manufacturing, that complements existing faculty expertise.
2. Experience as a post-doctoral or industry researcher in a research-competitive environment.
3. Senior candidates should have experience developing research grant applications to US federal funding agencies.
4. Potential for collaboration with industry.

APPOINTMENT TERMS

This is a 9-month tenure-track position with an expected start date of August 23, 2018. The successful candidate's primary academic appointment will be at the Storrs campus with the possibility of work at UConn's regional campuses across the state. Salary and rank will be commensurate with qualifications.

TO APPLY

Please submit your curriculum vitae, a five to ten page research plan, a two to three page teaching plan, and the names and contact information of four references. Interested candidates may apply online, by selecting "Apply Now" at <http://www.jobs.uconn.edu>, Faculty Positions, School of Engineering. The requested submission format is a single PDF file in the order listed. Review of applications will start immediately and will continue until the position is filled. Please reference search #2018050 in your application submission. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018050)

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

Recruitment activities included postings on the UConn Careers and Academic Keys websites.

228 Total Applicants: 50 WM, 13 WF, 2 BM, 8 HM, 1 HF, 115 AM, 20 AF, 15 UM, and 4 UF

140 Unqualified Applicants: 30 WM, 13 WF, 3 HM, 1 HF, 70 AM, 11 AF, 8 UM, and 4 UF

- 6 WM, 5 WF, 15 AM, 5 AF did not satisfy the requirement of having a Ph.D. in Chemical Engineering or a closely related field (including equivalent foreign degrees) by the time of the appointment.
- 10 WM, 2 WF, 1 HM, 15 AM, 2 AF, 4 UM, 1 UF did not have research credentials in Chemical Engineering that included a research specialty subfield in Chemical and Bio-molecular Engineering.
- 6 WM, 4 WF, 1 HM, 22 AM, 3 AF, 3 UM's application packages did not indicate a background that reflected teaching excellence in undergraduate and graduate courses in the Chemical and Bio-molecular Engineering.
- 4 WM, 2 WF, 11 AM, 1 AF, 2 UF's application materials did not convey excellent written communication skills due to grammatical and typographical errors.
- 3 WM, 1 HF, 5 AM, 1 UM, 1 UF's application materials did not demonstrate success in research, by having significant publications in peer reviewed journals.
- 1 WM, 1 HM, 2 AM submitted incomplete application materials (no teaching or research statements) as required in the job posting.

74 Qualified Applicants: 20 WM, 1 BM, 4 HM, 35 AM, 9 AF, and 5 UM

- 7 WM, 1 BM, 2 HM, 21 AM, 6 AF, 2 UM's backgrounds did not include research credentials in Chemical Engineering with a specialty subfield in the area of Advanced Manufacturing.

- 1 WM, 7 AM, 1 UM did not possess experience as a post-doctoral or industry researcher in a research-competitive environment.
- 6 WM, 1 HM, 3 AM, 1 UM have no experience developing research grant applications to US federal funding agencies.
- 1 AM, 1 AF's research focus did not have the potential for collaboration with industry leaders.
- 1 AM research did not match the strategic direction of the department's vision.
- 6 WM, 1 HM, 2 AM, 2 AF, 1 UM's application materials met all the minimum skills but the quality of their publications venues was not as prominent as the interviewed candidates.

14 Interviewed Applicants: 1 BM, 1 HM, 10 AM, and 2 UM

- 3 AM, 1 BM's presentations proved their area of research focus to be outside of the scope of this position.
- 3 AM, 1 UM did not have the experience in successfully obtaining the grants needed to sustain their research agenda.
- 1 UM's long-term research direction was not complimentary to the department goals.
- 3 AM did not respond to a request for an interview.
- 1 HM withdrew his application during the interview process.

The 1 AM selected emphasized catalyst design for energy applications, which was the focus of the position. His interests were complimentary to the department's strategic vision. The candidate demonstrated a robust and lengthy publication history and addressed the potential for funding opportunities and collaboration with UConn faculty from various departments. The candidate met all the minimum and preferred qualifications of the position.

Search 2018229 – Assistant Professor - Music

The Department of Music at the University of Connecticut invites applications for a full-time, tenure-track faculty position in the Department of Music at the rank of Assistant Professor. In addition to serving as conductor of the UConn Wind Ensembles, the position will entail teaching conducting, wind band literature, advanced wind band techniques at the graduate level; participation in the graduate conducting seminar; assistance with the administrative leadership of the woodwind, brass, and percussion areas; and assistance through the coaching of chamber music ensembles, as needed.

We seek a highly motivated and outstanding artist-pedagogue with a particular interest in art music of the late 20th and 21st centuries in order to craft an artistic vision for the UConn Wind Ensembles and to continue their legacy and relevance well into the future. The University of Connecticut Wind Ensembles have a proud history that includes numerous recordings, Downbeat Magazine awards, Carnegie Hall performances, and premieres of works by noted composers, including Michael Torke, Karel Husa, Michael Daugherty, Roshanne Etezady, Joseph Schwantner, and Kenneth Fuchs.

We also seek a highly motivated colleague with strong interpersonal, communication, collaborative and organizational skills who is committed to the recruitment of students and growth of our program, as well as the mission of higher education in diverse musical fields within the context of a school of fine arts at a major research university. The start date for the position is August 23, 2018.

The University of Connecticut (UConn) is in the midst of 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). We are pleased to continue these investments by inviting applications for a faculty position in the Department of Music.

The Department of Music at the University of Connecticut is a fully accredited, institutional member of the National Association of Schools of Music, with 20 full-time faculty members, 25 part-time faculty members, 150 undergraduate students and 40 graduate students. The Department provides a wide range of opportunities for music and intellectual growth with degrees offered at the bachelor's, master's, and doctoral levels. Its faculty takes an interdisciplinary and wide-ranging approach to music teaching and learning, engaging in collaborations across the university. Additional information about the department and its programs can be seen at <http://www.music.uconn.edu>.

The successful candidate will contribute to research and scholarship through high-quality publications and performances, programmatic impact as measured through citations, extramural funding (in applicable disciplines), and national recognition through 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 or teaching techniques, and mentoring of students in research, outreach and professional development. Successful candidates will be strong recruiters capable of broadening participation among members of under-represented groups; will demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience; will integrate multicultural experiences into instructional methods and research tools; and will provide leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

DUTIES AND RESPONSIBILITIES

Serve as the director and conductor of the UConn Wind Ensembles. Teach conducting, wind band literature, and advanced wind band techniques at the graduate level, and participate in the graduate conducting seminar. Assist with the administrative leadership of the woodwind, brass, and percussion areas, and assist through the coaching of chamber music ensembles, as needed. Develop and engage in systematic recruitment activities that include but are not limited to: off-campus high school visitations, on campus clinics and workshops for area high school directors, performances at honors and all-state festivals. Develop and maintain a national research profile through publications or recordings and guest conducting. Serve on department, school, and university committees and advise undergraduate and graduate students. Other duties as assigned.

MINIMUM QUALIFICATIONS

Completed master's degree in a relevant field of music (equivalent foreign degrees are acceptable); documented professional experience and accomplishments as a conductor of wind bands; demonstrated success in college-level teaching; the ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience.

PREFERRED QUALIFICATIONS

Earned doctorate in a relevant field of music by the starting date of the appointment (8/23/2018) or equivalent outstanding record of professional experience; demonstrated interest in the programming and performance of music of the late 20th and 21st centuries; demonstrated success in college-level recruiting. In addition, while not absolutely necessary, experience in applied teaching in a woodwind, brass, or percussion studio is desirable, particularly as such teaching might intersect with recruiting.

APPOINTMENT TERMS

This is a full-time, 9-month, tenure track position with an anticipated start date of August 23, 2018. The successful candidate's academic appointment will be at the Storrs campus, though faculty members may also be asked to teach at one of UConn's regional campuses as part of their ordinary workload. Salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply" to complete your application via Academic Jobs Online. Please submit the following materials:

- **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 undergraduate and 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.)
- **Video and audio recordings demonstrating conducting** should be submitted via Dropbox to music@uconn.edu. Please reference your name, and "Wind Ensembles and Conducting Search" with your electronic submissions.
- Follow the instructions in Academic Jobs Online to direct three reference writers to submit **letters of recommendation** on your behalf

Evaluation of applicants will begin immediately and continue until the position is filled; however, to ensure full consideration please apply by December 8, 2017. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018229)

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 postings on the UConn Careers website, AcademicJobsOnline.org; College Music Society; Chronicle of Higher Education College Band Director's National Association; World Association for Symphonic Bands and Ensemble; Historically Black Colleges and Universities Band; and Women Band Directors International.

60 Total applicants: 45 WM, 4 WF, 2 BM, 4 HM, 4 AM, and 1 UF

8 Unqualified applicants: 5 WM, 1 WF, 1 AM, and 1 UF

- 1 WM did not have the required professional experience and accomplishments as a conductor of wind bands and demonstrated success in college-level teaching as indicated by his application materials.
- 4 WM, 1 WF, 1 AM, and 1 UF did not have the required demonstrated success in college-level teaching as indicated by their application materials.

47 Qualified applicant: 38 WM, 3 WF, 2 BM, 3 HM, and 1 AM

- 1 WM, 1 HM did not have an earned doctorate in a relevant field of music by the starting date of the appointment or equivalent outstanding record of professional experience.
- 4 WM did not have demonstrated interest in the programming and performance of music of the late 20th and 21st centuries as indicated by their application materials.
- 5 WM did not have the preferred qualifications of demonstrated interest in the programming and performance of music of the late 20th and 21st centuries and experience in applied teaching in a woodwind, brass, or percussion studio, particularly as such teaching might intersect with recruiting.
- 1 WM did not have college-level recruiting experience.
- 1 WM, 1 WF did not have demonstrated interest in the programming and performance of music of the late 20th and 21st centuries and demonstrated success in college-level recruiting.
- 14 WM, 1 WF, 2 HM, 1 AM did not have experience in college-level recruiting and experience in applied teaching in a woodwind, brass, or percussion studio, particularly as such teaching might intersect with recruiting.
- 12 WM, 1 WF, 2 BM did not have experience in applied teaching in a woodwind, brass, or percussion studio, particularly as such teaching might intersect with recruiting.

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

- 2 WM, 1 HM, and 1 AM were unable to clearly articulate their goals and strategies, when given the opportunity to describe their vision for 21st century wind band music in society today, and its relation to the structure of the School's band program and needs of the students.

The 1 AM selected for this position met the minimum requirements and was a highly skilled conductor-pedagogue. He was able to clearly articulate his goals and strategies, when given the opportunity to describe his vision for 21 century wind band music in society today, and its relation to the structure of the school's band program and needs of the students.

Search 2018244 – Assistant Professor – Finance Department

The Finance Department in the School of Business at the University of Connecticut invites applications for a tenure-track position at the rank of Assistant/Associate Professor to begin Fall 2018, subject to budgetary approval.

The University of Connecticut (UConn) is entering a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenctuconn.edu/>) and the \$1B Bioscience Connecticut (<http://biosciencect.uchc.edu/>) investments and a bold new Academic Plan: Path to Excellence (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, we are pleased to continue these investments by inviting applications for faculty positions in the Department of 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 PhD 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 PhD by Fall 2018 are encouraged to apply. 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.

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 corporate finance, corporate restructuring, private and entrepreneurial capital, 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

This is a full-time, 9-month, tenure track position with an anticipated start date of August 23, 2018. Candidates may teach in the Undergraduate, Master's and Ph.D. Programs. Salary will be commensurate with qualifications and experience. This position is for a primary academic appointment at the Stamford campus with the possibility of assignment at the Storrs campus or other UConn regional campuses.

TO APPLY

Select "Apply" to submit the following: a **cover letter**, **curriculum vitae**, **evidence of teaching ability** and a **research paper** suitable for presentation at a workshop. Please follow the instructions in Academic Jobs Online to direct three reference writers to submit **letters of reference** on your behalf. Screening of applicants will begin immediately, with full consideration given to applicants who apply by Friday, January 19, 2018 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 3 2018244)

For more information regarding the Department of Finance please visit the department website at www.business.uconn.edu/finance. Inquiries other than applications can be directed to: Dr. Chinmoy Ghosh, Finance Department Head, University of Connecticut, School of Business, 2100 Hillside Road, Unit 1041, Storrs, CT 06269-1041 or via email to Chinmoy.ghosh@uconn.edu. (# 2018244).

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 posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, Chronicle of Higher Education, AcademicJobsOnline.org, FMA.org, SSRN-FEN, and the AFAJOF.org career board.

15 Total applicants: 3 WM, 6 AM, 3 AF, 2 UM, and 1 UF

7 Unqualified applicants: 2 WM, 2 AM, 2 UM, and 1 UF

- 2 WM, 2 AM, 2 UM, and 1 UF accepted positions at other universities.

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

- 1 AF did not submit letters of recommendation, had unfavorable teaching evaluations, and did not address the concerns about her research focus in her interview.
- 1 AM, 1 AF did not fully address the research concerns raised by faculty members that their job talk and their job market papers were not published or accepted for publication.
- 1 AM, 1 AF did not articulate answers to questions about relevant literature in her job market paper.
- 1WM had a poor presentation, did not fully address questions, and did not have a strong comprehension of the literature related to his job market paper.

The 1 AM selected was highly recommended by his doctoral advisor. His job market paper was original and ready for publication in a top finance journal. The topic of his research was relevant and important for the Stamford position. Moreover, he addressed all issues and questions during the seminar completely and professionally.

The 1 AM selected had a job market paper that extended into ongoing research projects. Professional work experience as a senior quantitative portfolio manager gave him the ability to combine real world examples with textbook knowledge in the courses he taught. He had experience teaching both graduate and undergraduate courses at several universities. His recommendations were strong, praising his teaching and advising abilities.

Search 2018387 – Assistant Professor Landscape Architecture – Department of Plant Science & Landscape Architecture

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 \$1.0B *Bioscience Connecticut* (<http://biosciencect.uconn.edu/>) investments as well as a bold new *Academic Plan: Path to Excellence* (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, UConn has hired more than 450 new faculty members at all ranks during the past three years. We are pleased to continue on this path by inviting applications for a faculty position in the Program of Landscape Architecture at the rank of tenure-track Assistant or Associate Professor in the Department of Plant Science and Landscape Architecture (<http://plantscience.uconn.edu>).

The College of Agriculture, Health and Natural Resources (CAHNR) at the University of Connecticut contributes to a sustainable future through scientific discovery, innovation, and community engagement. CAHNR's accomplishments result in safe, sustainable and secure plant and animal production systems, healthier individuals and communities, greater protection and conservation of our environment and natural resources, balanced growth of the economy, and resilient local and global communities. We epitomize the role of a land-grant university, which is to develop knowledge and disseminate it through the three academic functions of teaching, research, and outreach. In so doing, we improve the lives of citizens of our state, region and country.

The Program of Landscape Architecture currently comprises four faculty members, 50 undergraduate students and a small graduate program. It offers a B.S.L.A. and an M.S. with a focus on Landscape Architecture. The bachelor's degree is accredited by the Landscape Architecture Accreditation Board. We are working to develop a full M.L.A. Program. Our graduates work in many of the top landscape architecture firms in Connecticut and across the country. Our location on the Storrs Campus of the University is within a short driving distance to Boston and New York City.

DUTIES AND RESPONSIBILITIES

The successful candidate will have 40% scholarship/research and 60% teaching duties, beginning on August 23, 2018. Responsibilities include development of a significant cross-disciplinary scholarly program, teaching up to three courses per academic year, advising undergraduates, and mentoring graduate students.

The successful candidate will lead and significantly enhance scholarship and research in the Program of Landscape Architecture by securing extramural funding, publishing in high impact journals, and attaining a national reputation in the field. The University of Connecticut prioritizes scholarship in areas that include health and environmental sustainability. The College and University offer significant opportunity for cross-disciplinary, collaborative scholarship in a number of areas including healthy and active communities, shoreline and community resiliency, storm water management and green infrastructure, sustainable cities, landscape ecology, multi-modal transportation, and digital visualization and spatial analysis.

MINIMUM QUALIFICATIONS

A Ph.D. in Landscape Architecture, Environmental Design, Urban Planning, Urban Design or a related field; at least one professional degree in landscape architecture (undergraduate or graduate); excellent oral and written communication skills; excellent training in the area of scholarly interest; and proven ability to work in a collegial manner with colleagues and clientele from diverse disciplines and experience. Equivalent foreign degrees are acceptable.

Preferred Qualifications

A record of attracting significant extramural funding, a record of published scholarly articles of high impact, and advanced training or experience in the area of scholarly interest.

APPOINTMENT TERMS

This is a full-time, nine-month, tenure track position. The successful candidate's primary academic appointment will be at the Storrs Campus. Salary and rank will be commensurate with qualifications and experience.

TO APPLY

Please select "Apply" to submit the following materials via Academic Jobs Online <https://academicjobsonline.org/ajo/jobs/10900>. Submission must include (1) your curriculum vita; (2) graduate transcripts (not necessarily official copies); (3) names and contact information of three references; (4) a letter of interest that includes your vision and programmatic objectives; (5) scholarship samples including written and graphic products for a minimum of 3 selected works in digital form; and (6) commitment to diversity statement (including broadening participation, integrating multicultural experiences in instruction and research, and applying effective pedagogical techniques to meet the needs of diverse learning styles).

To ensure full consideration, applications should be received no later than April 30, 2018. Employment of the successful candidate will be contingent on the successful completion of a pre-employment criminal background check. (Search # 2018387)

Direct inquiries to: Kristin Schwab, Associate Professor of Landscape Architecture (kristin.schwab@uconn.edu).

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

Recruitment activities included website postings in the following: UConn Careers website, International Federation of Landscape Architects, Environmental Design Research Association, Council of Educators in Landscape Architecture, American Society of Landscape Architects, Association of Collegiate Schools of Planning, Earthworks-Jobs.com, Jobs.ScienceCareers.org, Ecological Society of America, Climate Adaptation Knowledge Exchange, HigherEdJobs.com, Nature.com, and LinkedIn.

25 Total Applicants: 8 WM, 3 WF, 1 BM, 4 AM, 4 AF, 1 UM, and 4 UF

13 Unqualified Applicants: 4 WM, 2 WF, 1 BM, 2 AM, 2 AF, 1 UM, and 1 UF

- 2 WM did not possess a Ph.D. in Landscape Architecture, Environmental Design, Urban Planning, Urban Design or a related field.
- 2WM, 2 WF, 1 BM, 2 AM, 2 AF, 1 UM, 1 UF did not have at least one professional degree in landscape architecture (undergraduate or graduate).

5 Qualified Applicants: 1 WM, 1 WF, 1 AF, and 2 UF

- 1 WM, 1 WF, 1 AF, 2 UF's application packages did not indicate a record of attracting significant extramural funding.

7 Interviewed Applicants: 3 WM, 2 AM, 1 AF, and 1 UF

- 1 WM's specialization included transdisciplinary research with his contribution in the area of human dimension and policy and design studio pedagogy which overlapped with current department research.
- 1 WM did not have a background in digital visualization instruction and his program goals did not align with the department's current need.
- 1 UF did not have grant funded research activity and she had taught less studio courses than the selected candidates.
- 1 WM's research project were very narrow in focus.
- 1 AM did not have experience teaching the variety of courses the selected candidates were able to teach.

The 1 AM selected had a specialization in both healthy/active communities and digital visualization, which were needed by the department. In his seminar, he showed an impressive understanding of statistics and had several metric driven publications. His research would lead to collaborating on One Health initiatives around obesity, exercise and safety. His focus has been on safety and exercise in walkable communities and he was currently affiliated with the top academic program in the area at TAMU (a large cross-disciplinary team that has received \$6M in NIH funding in recent years).

The 1 AF selected had a specialization including landscape ecology and spatial analysis. The department program needed a specialist in landscape ecology who can support research in the area of sustainability in regional or community planning, or in planning and designing recreational landscapes with sustainable ecosystems. The applicant was the most skilled of all candidates at building and managing interdisciplinary research teams based on her previous collaborations.

Search 2018145 – Assistant Professor Literacy Education – Department of Curriculum and Instruction

The Department of Curriculum and Instruction in the Neag School of Education at the University of Connecticut invites applications and nominations for a nine-month, Assistant Professor position in Literacy Education to begin August 2018. Reading, writing, early intervention, and new literacies are major areas of scholarly expertise of the literacy faculty in the Neag School of Education.

The University of Connecticut (UConn) is a comprehensive, land-grant university located two hours from New York City and 90 minutes from Boston. It has a Carnegie Foundation Doctoral Universities: Highest Research Activity classification, and is consistently ranked in the top 20 public universities in the country.

The University of Connecticut is in the midst of 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). We are pleased to continue these investments by inviting applications for a faculty position in the Department of Curriculum and Instruction at the rank of tenure-track Assistant Professor.

The Neag School of Education (<http://education.uconn.edu>) is ranked No. 27 among all graduate schools of education and No. 17 among public graduate schools of education in the nation according to U.S. News and World Report. The Neag School offers programs and courses on the main campus in Storrs and at the Hartford, Avery Point, and Waterbury campuses.

The Department of Curriculum and Instruction (EDCI) offers outstanding undergraduate and graduate programs of study for both pre-service and in-service educators. The primary focus of faculty is the preparation of leaders to serve all levels of education. EDCI is the primary department involved in the Neag School's nationally recognized and ranked pre-service teacher education program. According to U.S. News & World Report's 2018 rankings, two of our specialty programs rank among the top 20 in the U.S. – special education and secondary teacher education. The quality and success of our teacher education programs were critical factors in the decision by Carnegie Corporation of New York to select UConn as one of the 11 partner institutions for the national Teachers for a New Era Project (TNE). The Department of Curriculum and Instruction has 30 full-time faculty.

DUTIES AND RESPONSIBILITIES

The successful candidate will teach graduate and undergraduate courses in literacy education; provide instruction and supervision for students seeking specialized reading certifications; conduct research and scholarly activities in areas of expertise; seek extramural funding to support scholarly activities (as appropriate); apply understanding of issues of diversity, equity and social justice to scholarship and teaching; advise students at all levels; work in collaboration with public school partners; and provide service to university and professional communities. 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; and provide leadership in developing pedagogical techniques designed to meet the needs of diverse learners and intellectual interests.

MINIMUM QUALIFICATIONS

- An earned doctorate in education, or a related area, at time of appointment with an emphasis in reading/literacy;

- Expertise in one or more of the following areas: emergent literacy; school-university reading clinics; literacy coaching; literacy and technology, or children's literature; and
- Relevant school-based experience

PREFERRED QUALIFICATIONS

- Evidence of, or potential for, scholarly productivity;
- Expertise in development reading, assessment and remediation procedures in reading and language arts, and literacy instruction for diverse learners;
- Direct experiences in and/or commitment to supporting student learning in culturally and linguistically complex settings, especially with second language learners;
- Ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience of all students;
- Demonstrated competence in college teaching and in writing and implementing grant proposals; and
- Commitment to literacy instruction that promotes social justice.

APPOINTMENT TERMS

This is a full-time, 9-month, tenure track position with an anticipated start date of August 23, 2018. The successful candidate's academic appointment will be at the Storrs campus. Faculty may also be asked to teach at one of UConn's regional campuses as part of their ordinary workload. Salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to submit a **curriculum vitae**, a **letter of application** that addresses the qualifications, including commitment to diversity (e.g., including broadening participation, integrating multicultural experiences in instruction and research and pedagogical techniques to meet the needs of diverse learners, etc.), and all **academic transcripts**. Please also arrange for the submission of **three letters of reference** that include e-mail and U.S. mail addresses and phone numbers. Please follow the instructions in Academic Jobs Online to direct the **three** reference writers to submit **letters of reference** on your behalf.

Questions may be addressed to the search committee co-chair, Dr. Dorothea Anagnostopoulos, at dorothea.anagnostopoulos@uconn.edu.

For more information regarding the Department of Curriculum and Instruction please visit the department website at <http://edci.education.uconn.edu>.

Evaluation of applicants will begin immediately and continue until the position is filled; however, to ensure full consideration please apply by November 1, 2017. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018145)

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 posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., and Diverse.

10 Total applicants: 5 WF, 3 BF, 2 AF

2 Unqualified applicants: 2 BF

- 2 BF withdrew

8 Interviewed applicants: 5 WF, 1 BF, 2 AF

- 1 WF did not have direct experience with second language learners.
- 1 WF had publications and productivity in areas that did not align directly with the existing courses and scholarly directions within the department.
- 1 WF had an underdeveloped record of scholarly productivity in the forms of publications and grants.
- 1 AF, 1 BF had a research focus that overlapped with existing faculty in the department.
- 1 WF's literacy instruction experience and focus did not promote social justice.
- 1 WF does not have a well specified research agenda and has less publications than all applicants

The 1 AF hired has significant experience in a K-2 classroom, in international teaching, and as a reading specialist that has prepared her to fit within the department's existing courses and scholarly direction.

Search 2018195 – Assistant Professor in 2D Animation & Motion Graphics – The Department of Digital Media and Design

The Department of Digital Media and Design at the University of Connecticut (UConn), Storrs campus, invites applications for a full-time, tenure track faculty position in the area of 2D Animation & Motion Graphics at the rank of Assistant Professor. The start date for the position is August 23, 2018. Our ideal applicant has significant creative experience in the area of animation and/or motion graphics and digital film production for the purposes of entertainment, marketing, branding, advertising, artistic expression, or scientific research and visualizations. The successful candidate will teach courses with a creative focus on 2D animation, motion graphics, and cinematic and time-based storytelling. The successful candidate will also be expected to participate in departmental and university service to support curricular and program development, and to advise undergraduate and graduate students in the department.

The University of Connecticut (UConn) is in the midst of a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>) and the \$1B Bioscience Connecticut (<http://biosciencect.uhc.edu/>) investments and a bold new Academic Plan: Path to Excellence (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, UConn has hired more than 450 new faculty at all ranks during the past three years. We are pleased to continue these investments by inviting applications for a faculty position in the Department of Digital Media and Design. Digital Media and Design is a sought-after interdisciplinary department within the School of Fine Arts currently comprised of 280 undergraduate students, 15 graduate students, and 19 faculty members.

The successful candidate will be expected to contribute to research and scholarship through extramural funding, high quality publications, impact as measured through citations, performances and exhibits, and 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. The successful candidate will have the opportunity to develop innovative courses in their area of specialty, as well as to mentor students in creative research 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; and provide leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

MINIMUM QUALIFICATIONS

MFA in Art, Animation, Design, Digital Media, or other appropriate fields; professional experience in Motion Graphics and Animation; demonstrated and current expertise in the Adobe Suite (Photoshop, Illustrator, After Effects, Premiere Pro) and Cinema 4D; a strong digital portfolio showcasing innovative ideation, design, and final project implementation in the field of animation and motion design. Equivalent foreign degrees are acceptable.

PREFERRED QUALIFICATIONS

A record of distinguished teaching and mentoring at the undergraduate and/or graduate level; evidence of engagement in institutional and/or professional service; demonstrated professional/commercial experience working with film or video productions, animation studios, advertising or marketing agencies, entertainment companies, gaming companies, and/or technical visualization agencies; demonstrated expertise in character animation, broadcast graphics, experimental animation, or animation for video games; additional expertise in film and/or video production, graphic design, interactive design, information design, or new genres and emerging technologies; additional expertise in Maya, Nuke, Toon Boom, Adobe Animate, and motion capture; the ability to contribute through research, teaching, and/or public engagement to the diversity and excellence of the learning experience.

APPOINTMENT TERMS

This is a full-time, 9-month appointment with an anticipated start date of August 23, 2018. The successful candidate's primary academic appointment will be at the UConn Storrs campus. Faculty may also be asked to teach at one of UConn's regional campuses as part of their ordinary workload. Salary is competitive and based on qualifications and professional experience.

TO APPLY

Select "Apply" to submit the following materials: a **cover letter**; **curriculum vitae**; **teaching statement** (including teaching philosophy, teaching experience, commitment to effective learning, concepts for new course development, etc.); **creative research and scholarship statement** (innovative concepts that will form the basis of academic career, experience in proposal and creative project development, 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.); a **link to an online portfolio of your creative work** (include a PDF document with links to no more than 20 work samples specifically selected for the search committee); names and contact information for **three professional references**; **publications** (optional); and **examples of student work** (optional).

Review of applications will begin January 2018. Applications will continue to be accepted until the position is filled. Please contact Stacy Webb (stacy.webb@uconn.edu), Administrative Assistant for the Department of Digital Media and Design, with any questions. For more information regarding the Department of Digital Media and Design please visit the department website at <http://dmd.uconn.edu>. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018195)

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 posting job description on the following: UConn Careers website, listserv HERC, Inside Higher Ed., Diverse, Chronicle of Higher Education, AcademicJobsOnline.org, Career Builders website, and Diversity Central website.

7 Total applicants: 2 WM, 3 AM, 1 AF, and 1 UM

3 Unqualified applicants: 1 WM and 2 AM

- 1 WM, 2 AM did not indicate expertise with the digital tools such as Adobe Suite and Cinema 4D.

4 Interviewed applicants: 1 WM, 1 AM, 1 AF, and 1 UM

- 1 UM did not demonstrate a strong ongoing creative research profile at the level of the selected candidate.
- 1 WM, 1 AM had fewer years teaching and creative research experience than the candidate hired.

The 1 AF selected had an impressive record of national and international exhibitions, screenings, awards, and publications that demonstrated a distinguished record of academic achievement and ongoing creative research. She explored social issues and multiculturalism using new and emerging digital tools. Her more than 20 years of teaching experience in a wide range of digital media at numerous institutions had prepared her to excel as a teacher in the 2D Animation and Motion Graphics concentration, as well as support existing curricula and expand the concentration into new areas. Lastly, her portfolio of student work and the

critique of student work she conducted during the campus interview further support her promise as a successful teacher in the 2D Animation and Motion Graphics concentration.

Search 2018203 – Assistant Professor of Electron Microscopy – The Institute of Material Sciences

The Institute of Materials Science (IMS) <http://www.ims.uconn.edu/> at the University of Connecticut (UConn) seeks qualified candidates for an Electron Microscopy faculty position (Assistant/Associate/Full Professor) experienced with the advanced electron microscopy methods. The IMS consists of faculty members in several different departments of the College of Liberal Arts and Sciences and the School of Engineering. The Department appointment will be based on the expertise of the successful candidate.

UConn is in the midst of a transformational period of growth, supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>), the Tech Park initiative (<http://innovation.uconn.edu/tech-park/>) and a bold new Academic Plan (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). We are pleased to continue these investments by inviting applications from eminent scholars who can engage with our IMS faculty members.

DUTIES AND RESPONSIBILITIES

The successful candidate will be expected to contribute to research and scholarship through extramural funding (in disciplines where applicable), high quality publications, impact as measured through citations, performances, and exhibits (in disciplines where applicable), and 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, 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; and provide leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

Successful candidates will teach courses at both the undergraduate and graduate levels, develop internationally recognized, externally-funded research programs, and contribute to the operation and promotion of the Institute, University, and profession through service.

MINIMUM QUALIFICATIONS

1. Applicants must have a Ph.D. in materials science, engineering, physics, chemistry or a related field.
2. Outstanding record of peer-reviewed publications.
3. A history of strong extramurally funded research programs.
4. Experience with teaching courses at the undergraduate and graduate levels.
5. Excellent oral and written communication skills.

PREFERRED QUALIFICATIONS

1. Demonstrated ability to obtain sustained extramural support for research programs.
2. Demonstrated ability to conduct and lead collaborative interdisciplinary research in materials science.
3. Demonstrated ability to work within a research cluster.
4. Excellence in teaching at the undergraduate and graduate levels.
5. Proven commitment to working within a diverse environment.

APPOINTMENT TERMS

This is a full-time (9-month) tenure track position within the IMS. The successful candidate's primary academic appointment will be at the UConn main campus in Storrs, CT, with the possibility of work at UConn's regional campuses across the state. Salary and rank 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 a **cover letter**; **curriculum vitae**, including a full list of publications; **teaching statement** (teaching philosophy, teaching experience, commitment to effective learning, concepts for new course development, etc.); **research and scholarship statement** (innovative concepts, experience in proposal development, mentorship of post-graduate residents, fellows, and/or graduate students, etc.); and a **commitment to diversity statement** (including broadening participation, integrating multicultural experiences in instruction and research and pedagogical techniques to meet the needs of diverse learning styles, etc.). Additionally, please follow the instructions on Academic Jobs Online to direct **three (3) reference writers to submit letters of reference** referencing Electron Microscopy Search # 2018203.

Evaluation of applicants will begin immediately and continue until the position is filled. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018203)

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 include posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, MRS Bulletin, C&E News, Academic Keys, and the UMC website.

9 Total applicants: 4 WM, 3 AM, and 2 AF

9 Interviewed applicants: 4 WM, 3 AM, and 2 AF

- 1 WM, 1 AM's research focus was too narrow and specific to allow for interdisciplinary collaboration.
- 1 AM presentation was not focused and the subject matter was not innovative or compelling
- 1 WM, 1 AF proposals for their future projects were not sustainable with external funding.
- 1 WM and 1 AM showed during the phone interview that they had less teaching experience at the undergraduate level than the selected candidate.
- 1 WM was hired at the Associate Professor level and is reported in that category of the Hiring Goals Analysis.

The 1 AF research seminar was very well-received and her research plans were focused and compelling. Her research had the potential for interdisciplinary collaboration with several departments and she had several anticipated external grants. She had taught at both the undergraduate and graduate level.

Search – 2018207 – Assistant Professor – School of Social Work

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. We are ranked in the top 20% among schools of social work nationally. More than one-third of our 400 students and 27 full time 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 for both research and training.

The UConn School of Social Work is now located in the midst of the new vibrant downtown Hartford campus. This neighborhood campus includes other UConn graduate and undergraduate academic programs and research centers, cultural institutions and state and city government offices. This situates us ideally for carrying out our central academic mission and provides enhanced opportunities for building upon our existing community collaborations and expanding to new ones within a multicultural capital city.

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

DUTIES AND RESPONSIBILITIES

The successful candidate will be prepared to play a central role in the newly launched bachelor in social work program through classroom teaching; curriculum development and implementation; and academic and field advising for students. Collaborate in interprofessional initiatives within the University. Acquire external funding to support an active research and publication agenda, including support and mentorship of doctoral students. Mentor students in research, outreach, and professional development. May serve on doctoral student committees, as appropriate, and participate in university, school, and community level service. Successful candidates are expected to broaden participation among members of under-represented groups; demonstrate through their research, teaching, and public engagement the richness of diversity; integrate multicultural experiences into instructional methods and research tools; and leadership in developing pedagogical techniques to meet the needs of diverse learning styles and intellectual interests.

MINIMUM QUALIFICATIONS

A PhD degree in social work or a related field and an MSW is required. A minimum of 2 years post-MSW practice experience. Evidence of strong research skills, an active scholarly agenda that either fills gaps or strengthens areas in the current research portfolio of the school. The potential to obtain federal, state and/or private grants and contracts. Demonstrated potential for or 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

Prior BSW teaching experience. Demonstrated expertise in areas related to direct practice with groups and families. Demonstrated ability to integrate micro and macro perspectives and practice. Relevance to an urban environment, particularly in the areas of health, mental health, substance abuse and aging. Professional experience related to one of these identified areas of interest. Experience in or commitment to working collaboratively within the school and across the university 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. Experience with or capacity for online and hybrid teaching.

APPOINTMENT TERMS

This is a 9-month, tenure-track position with an expected start date of August 23, 2018. Initial salary commensurate with qualifications, experience, and rank.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following

- An updated CV;
- A **letter of application** that provides a clear statement of your research and funding trajectory and how your agenda aligns with the priorities of this faculty position;
- A **statement that describes previous and 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.**

References will not be contacted without prior permission of the candidate. Review of applications will begin immediately and continue until the position is filled. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018207)

Potential candidates can address questions to:

Edna Comer, Search Committee Co-Chair
University of Connecticut School of Social Work
38 Prospect St.
Hartford, CT 06103-2814
Edna.comer@uconn.edu

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

Recruiting activities included posting on the UConn Careers website, AcademicJobsOnline.org, Job Board posting, Council on Social Work Education (CSWE) job board, CSWE Commission for Diversity and Social Economic, CSWE Council on Disability and Persons with Disabilities, Society for Social Work and Research (SSWR), National Association of Deans and Directors of School, National Association of Black Social Workers (NABSW), National Association of Social Workers (NASW) CT Chapter, and the CSWE Council on Racial, Ethnic and Cultural Divers.

51 Total Applicants: 8 WM, 21 WF, 2 BM, 1 BF, 4 HF, 3 AM, 9 AF, 1 UM, and 2 UF

37 Unqualified Applicants: 5 WM, 14 WF, 2 BM, 4 HF, 2 AM, 8 AF, and 2 UF

- 1 WF, 1 AF did not hold a Ph. D. in social work or a related field and an MSW as required per the job posting.
- 2 WM, 8 WF, 1 BM, 2 HF, 2 AM, 6 AF, 1 UF did not have a minimum of 2 years post-MSW practice experience.
- 1 WM, 2 WF, 1 BM, 1 HF, 1 UF's application packets did not indicate evidence of strong research skills or an active scholarly agenda that either fills gaps or strengthens areas in the current research portfolio of the school.
- 1 WM, 1 WF, 1 HF had not obtained federal, state and/or private grants and contracts.
- 1 WF, 1 AF did not have proficient teaching evaluations.
- 1 WM, 1 WF withdrew their applications after submission.

3 Qualified Applicants: 1 WM, 1 WF, and 1 UM

- 1 WM, 1 WF's application packages did not indicate expertise in areas related to direct practice with groups and families.
- 1 UM did not reference the ability to integrate micro and macro perspectives and practice.

11 Interviewed Applicants: 2 WM, 6 WF, 1 BF, 1 AM, and 1 AF

- 1 WF did not communicate the ability to succeed as an independent scholar/researcher as her research and publications were all collaborative.
- 1 WM did not have independent teaching experience with BSW students and had not conducted independent research.
- 1 AM was inexperienced in teaching BSW students.
- 1 WF had less years professional clinical practice experience and teaching experience in BSW programs than other applicants.
- 1 WF's research was not compatible with that for tenure track position and did not have the potential for sourcing external funding.
- 1 WF's teaching approach and skills were not compatible with the current BSW program.
- 1 WF wanted a greater focus on teaching than research and scholarship and applied for an extension (non-tenure track) position.
- 1 WM, 1 WF withdrew applications during interview process.
- 1 BF declined the offer of employment.

1 AF had numerous externally funded projects in her portfolio. She also had the most publications of the interviewed candidates and her area of research complimented the strategic vision of the department. She had professional clinical experience in mental health and had taught at the BSW level.

Search 2018304 - Assistant Professor of Cello – Department of Music

The Department of Music at the University of Connecticut, Storrs campus, invites applications for a full-time, tenure-track faculty position in the Department of Music at the rank of Assistant Professor. In addition to serving as teacher of applied lessons in cello, the position will entail active participation in coordinating the string area and chamber music, performing with faculty and student ensembles, effective recruitment of undergraduate and graduate students, and further enhancing the visibility and reputation of the string area.

We seek a highly motivated, outstanding artist-pedagogue with strong interpersonal, communication, collaborative, and organizational skills who is committed to our mission of higher education within the context of a school of fine arts at a Research One university. The start date for the position is August 23, 2018.

The successful candidate will contribute to research and scholarship through high-quality performances, appropriate creative activity and/or peer-reviewed publications, external and internal grant funding, and national/international recognition. In the area of teaching, the candidate will be deeply committed to effective undergraduate and graduate instruction, development of innovative courses or teaching techniques, and mentoring students in research, outreach and professional development. Successful candidates will broaden participation among members of under-represented groups; provide a rich and diverse learning experience through their research, teaching, and public engagement; integrate multicultural experiences into instruction and research; and contribute to pedagogical techniques designed to engage diverse intellectual interests and learning styles.

The University of Connecticut is experiencing 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). We are pleased to continue these investments by inviting applications for a faculty position in the Department of Music.

The Department of Music at the University of Connecticut is a fully accredited, institutional member of the National Association of Schools of Music, with 20 full-time faculty members, 25 part-time faculty members, 150 undergraduate students, and 50 graduate students. The Department provides a wide range of opportunities for music and intellectual growth with degrees offered at the bachelor's, masters and doctoral levels. Program concentrations include performance, composition, music history and music theory, preparation for the music education program through the Neag School of Education, and cross-disciplinary dual degrees. Additional information can be found at <http://www.music.uconn.edu>.

DUTIES AND RESPONSIBILITIES

Teach applied lessons in cello at undergraduate and graduate (MM and DMA) levels, including cello majors and music majors pursuing cello as a secondary instrument, with equal emphasis on solo repertoire and chamber music. Serve as rotating coordinator of the string area, including supervision of teaching undergraduate and graduate pedagogy classes for string majors. Share the administration of the chamber music program. Perform regularly with departmental faculty and student ensembles. Maintain an active performing career at local, regional, national, and international levels. Develop and participate actively in systematic recruitment activities that include but are not limited to: off-campus high school visitations, on-campus clinics and workshops for area high school directors, and performance and adjudication at honors and all-state festivals. Develop and maintain a national/international research profile through recordings, appropriate scholarly and/or creative activity, and invited performances and masterclasses. Serve on department, school and university committees, and advise undergraduate and graduate students including theses. Other duties as assigned.

MINIMUM QUALIFICATIONS

Completed master's degree in cello performance by the time of application; demonstrated success in college-level teaching; documented professional experience and accomplishments in cello performance.

PREFERRED QUALIFICATIONS

Completed doctorate by the starting date of appointment (August 23, 2018) or equivalent documented outstanding record of professional experience; established national reputation as pedagogue; demonstrated success in college-level recruiting; national/international reputation in cello performance.

APPOINTMENT TERMS

This is a full-time, 9-month, tenure track position with an anticipated start date of August 23, 2018. The successful candidate's academic appointment will be at the Storrs campus, though faculty members may also be asked to teach at one of UConn's regional campuses as part of their ordinary workload. Salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply" to complete your application via Academic Jobs Online. Please submit the following materials:

- **Cover letter**
- **Curriculum vitae**
- **Teaching statement** (including teaching philosophy, teaching experience, commitment to effective learning, concepts for new course development, 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.).
- **3 letters of recommendation.** Follow the instructions in Academic Jobs Online (AJO) to direct three reference writers to submit letters of recommendation on your behalf. NOTE: these letters must be submitted directly through the AJO portal. If your referees experience any difficulties in submission, please direct them to our administrative assistant (specify "cello search") at music@uconn.edu or 860-486-3728.
- **Video and audio recordings** demonstrating recent cello performances (including solo) should be submitted via Dropbox or Google Drive to music@uconn.edu. Please include your name and "Cello Search" on each portion of your electronic submissions. Do not send teaching videos unless requested.

Evaluation of applicants will begin immediately and continue until the position is filled; however, to ensure full consideration, please apply by February 9, 2018. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018304)

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 posting on the UConn Careers website, and AcademicJobsOnline.org.

53 Total Applicants: 14 WM, 11 WF, 2 BM, 5 HM, 8 AM, 8 AF, 2 UM and 3 UF

36 Unqualified Applicants: 9 WM, 7 WF, 2 BM, 4 HM, 5 AM, 5 AF, 2 UM and 2 UF

- 1 WM and 1 BM did not have a completed Master's degree in cello performance at the time of application.
- 8 WM, 7 WF, 1 BM, 3 HM, 5 AM, 5 AF, 2 UM and 2 UF application packages did not demonstrate success in college-level teaching as well as documented professional experience and accomplishments in cello performance.
- 1 HM withdrew his application after submission.

12 Qualified Applicants: 4 WM, 4 WF, 2 AM, 1 AF and 1 UF

- 1 WM, 1 WF and 1 AF did not possess a completed doctorate by the starting date of appointment or equivalent documented outstanding record of professional experience.
- 3 WM, 3 WF, 2 AM and 1 UF did not have established national reputation as a pedagogue or a national/international reputation in cello performance.

5 Interviewed Applicants: 1 WM, 1 HM, 1 AM and 2 AF

- 1 AM recruiting strategies and plan to grow the studio at UConn were not in line with the school's strategy.
- 1 WM quality playing at his audition was not up to the level that the UConn music department expected.
- 1 AF - the hiring committee carefully considered all aspects of the candidate's playing, teaching and presentation on recruiting and thus reached unanimous consensus that she should be offered the job if our top candidate does not accept the offer to hire.
- 1 HM withdrew his application before the interview process.

The 1 AF's teaching and presentation on recruiting was closely aligned with the school and department's strategic future plans. The candidate performed with exceptional artistry at her audition and received the most positive evaluations on her presentation and performance. She had national recognition as a pedagogue as well as international recognition as a performer.

Search 2018388 – Assistant Professor – Pathobiology and Veterinary Science

Description:

The University of Connecticut is seeking candidates for a tenure-track Faculty Veterinary Anatomic Pathologist in the Department of Pathobiology and Veterinary Science, College of Agriculture, Health and Natural Resources at the rank of Assistant Professor.

DUTIES AND RESPONSIBILITIES

The successful candidate will be expected to contribute to the pathology diagnostic service and development of the discipline, teaching, and to engage in scholarly research. The Department houses and operates the Connecticut Veterinary Medical Diagnostic Laboratory (CVMDL). The successful candidate will be expected to participate in the diagnostic anatomic pathology service including necropsy and biopsies and the training of veterinarians in the combined Residency/Master's Degree program in Veterinary Anatomic Pathology. The CVMDL is fully accredited by the American Association of Veterinary Laboratory Diagnosticians (AAVLD) for all species, and is a member of the National Animal Health Laboratory Network (NAHLN) and the Vet-LIRN program of the FDA. The CVMDL receives diverse animal accessions including agricultural, companion, exotic, wildlife, laboratory, and aquatic species. Case materials are received from State, New England and Federal agencies, veterinary practitioners, institutional veterinarians, aquaria, zoological collections, and marine laboratories. They will teach one undergraduate class per year, advise students, and participate in research projects related to those ongoing in the Department. The undergraduate curriculum is designed for students preparing to enter veterinary, medical, dental or graduate schools/colleges or careers in biomedical laboratories. There will be opportunity for collaborative research with colleagues in the Department and throughout the wider university. Departmental research programs focus on infectious diseases of animals and humans, vaccines, and veterinary pathology. Many Departmental Faculty are members of the Center of Excellence for Vaccine Research (CEVR), which provides a unifying consortium for vaccine research at UCONN. Further information can be found at www.patho.uconn.edu and www.cvmdl.uconn.edu.

MINIMUM QUALIFICATIONS

DVM, VMD, or equivalent degree; 3 years of experience performing diagnostic animal autopsies and histopathological examinations in a veterinary diagnostic laboratory, and preparation of reports for clients; ACVP board certification; a record of scholarly publications appropriate for appointment at the rank of Assistant Professor, excellent written and oral communication skills.

PREFERRED QUALIFICATIONS

A Ph.D. in a relevant scientific discipline; experience with laboratory animal (rodents and rabbits) pathology, and/or molecular pathology and/or advanced morphometric analysis; experience in teaching in undergraduate and/or graduate classes; commitment to promoting diversity through teaching, research and service programs and; commitment to participating in an environment of team approaches.

APPOINTMENT TERMS

This is a full-time, tenure-track, 11 month position with an anticipated start date of August 23, 2018. Salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply" and submit the following materials via Academic Jobs Online. Submission must include a **letter of application** with a statement of interest in the position, **curriculum vitae**, and **three (3) letters of reference**. Evaluation of applicants will begin immediately. For more information regarding the Department of Pathobiology and the Connecticut Veterinary Medical Diagnostic Laboratory, please visit the departmental websites at www.cvmdl.uconn.edu and www.patho.uconn.edu. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018388)

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 posting on UConn Careers Website, AcademicJobsOnline.org, American College of Veterinary Pathologists, American Association of Veterinary Lab Diagnosticians

9 Total Applicants: 1 WM, 4 WF, 3 AM and 1 AF

4 Unqualified Applicants: 2 WF and 2 AM

- 1 WF and 2 AM did not possess ACVP board certification.
- 1 WF did not possess ACVP board certification and did not have a record of scholarly publications appropriate for appointment at the rank of Assistant Professor.

5 Interviewed Applicants: 1 WM, 2 WF, 1 AM and 1 AF

- 2 WF and 1 AM withdrew.
- 1 WM was found to not have a Ph.D. during the interview.

The 1 AF selected had a Ph.D. in Pathology and was ACVP board certified. She had a Master's Degree in veterinary science and over 9 years teaching both undergraduate and graduate students. She had experience in diagnostic pathobiology and experience with a variety of laboratory animals.

Search 2018427 - Assistant Professor in Web and Interactive Design – Digital Media & Design Department/Stamford

The Digital Media & Design Department in the School of Fine Arts at the University of Connecticut invites applications for a full-time, 9-month, tenure-track position at the rank of **Assistant Professor** with a start date of August 23, 2018. This position will have a focus on **Digital Design** with expertise in **Web and Interactive media**. We seek a candidate with a strong professional record, previous teaching experience at the university level, and a commitment to teaching undergraduates of diverse backgrounds. The successful candidate is active in web design with knowledge of its underlying principles such as graphic design, animation, narrative development, creative coding, dynamic typography, and other areas that support the emerging fields of interactive time-based/motion media. The successful candidate will be responsible for teaching undergraduate courses of all levels and will be expected to demonstrate a shared commitment to the development of innovative courses and advising/mentoring of students in research, outreach and professional development.

Finally, the successful candidate will have an opportunity to build upon existing core courses that relate to web and interactive media studies and participate in building collaborations across the disciplines, including the fields within design; education; engineering; marketing; social media; and business. Excellent communication skills and a collaborative predisposition are essential. Additionally, a successful candidate must be able to maintain an active academic agenda of research and/or professional design projects and engage in service activities consistent with a tenure-track position.

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

The UConn Stamford campus is in a vibrant and exciting city – with over 400 restaurants, bars, and entertainment and art venues. With easy access to New York City and home to companies like NBC Sports, WWE, and Blue Sky Studios, Stamford has become a prime location for any practitioner and researcher of Digital Media.

The Digital Media & Design (DMD) department is a uniquely interdisciplinary academic unit lead by faculty from the arts, business, STEM, and humanities fields. Established in 2013, this evolving department currently has 20 faculty members across two campuses (Storrs and Stamford), 350 undergraduate and 15 graduate students. DMD is the second largest major at the Stamford campus and currently offers BFA and BA degrees with the following concentrations:

- 1) Digital Media Strategies for Business (BA)
- 2) Animation & Motion Graphics (BFA, BA)
- 3) Web / Interactive Media Design & Development (BFA, BA)

Building on our corporate relationships and partnerships, DMD Stamford students and alumni have secured internships and full-time jobs at local design agencies and leading digital companies headquartered in Lower Fairfield County. A growing tech community has also given rise to Stamford-based Digital Media startups, the Stamford Global Game Jam, and other hackathon and maker faire events, which allow students and faculty to engage in short and long-term projects within the community.

The UConn Stamford campus embraces its remarkably diverse student community, and in support the School of Fine Arts has activated a strong commitment to achieving diversity among faculty and staff. Therefore, DMD values opportunities to further collaborate with existing internal and external programs that support inclusion initiatives. And we are particularly interested in receiving applications from members of under-represented groups and strongly encourage women and persons of color to apply for this position.

DUTIES AND RESPONSIBILITIES

The successful candidate is expected to contribute to research and scholarship through (in disciplines where applicable): high quality publications, presentations at prominent national and international academic conferences, extramural funding, impact as measured through citations, exhibitions, and/or national recognition as through honorific awards. In the area of teaching, a 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; demonstrate leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

MINIMUM QUALIFICATIONS

- Terminal Degree in Digital Media, Graphic Design, Art, Visual Communication, or other appropriate fields. Equivalent foreign degrees are acceptable.
- Strong portfolio demonstrating professional design practice with an emphasis on web/interactive design.
- Ability to teach at all levels of curriculum from foundation to advanced.
- Expertise in Adobe CC, especially Photoshop, Illustrator and/or InDesign and other industry-standard print and interaction design software.
- Demonstrated fluency with HTML/CSS and/or other relevant supporting technology.
- The ability to contribute to the diversity and excellence of the learning experience through innovative research, teaching, and public engagement.

PREFERRED QUALIFICATIONS

- A record of distinguished teaching and mentoring at the undergraduate and/or graduate level, utilizing active and inclusive pedagogy.
- At least 4 years of professional experience in design and/or 2 years teaching/research experience at the university level.
- Experience with design for advertising, branding and/or social media.
- Demonstrated understanding of current and emerging web development technologies.
- Experience with UI/UX, web design, design for mobile and other digital technologies such as virtual and/or augmented reality.

APPOINTMENT TERMS

This is a full-time, 9-month, tenure-track appointment with a start date of August 23, 2018. Salary is competitive and based on background, qualifications, and professional experience. The successful candidate primary academic appointment will be at the UConn Stamford campus with the possibility of travel to UConn's Storrs campus on occasion and/or online instruction as a part of their ordinary workload.

TO APPLY

Please select "Apply" to submit the following materials via Academic Jobs Online. Please include your last name as well as search #2018427 in the document title for each document submitted:

1. A **cover letter** specifically addressing your credentials relative to the minimum and preferred qualifications listed above,
2. A complete **curriculum vitae**,
3. A **digital portfolio** consisting of personal artwork and web-related student work (minimum of ten student works)
4. Syllabi from any level courses taught;
5. A statement of **teaching philosophy**,
6. A one to two-page **research and scholarship statement**
7. A one-page **commitment to diversity statement**
8. Names and contact information of **three professional references**.

Review of applications will begin on March 30, 2018. We will continue to review applications until the position is filled, but to insure full consideration, application materials should be submitted no later than March 30, 2018. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018427)

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

Recruitment activities included postings on the UConn Careers website and AcademicJobsOnline.org.

14 Total Applicants: 4 WM, 2 WF, 1 HM, 5 AM, 1 AF and 1 UF

8 Unqualified Applicants: 2 WM, 1 WF, 4 AM and 1 UF

- 2 WM, 2 AM and 1 UF did not possess a terminal degree in Digital Media, Graphic Design, Art, Visual Communication, or other appropriate fields with an equivalent foreign degree.
- 1 WF and 1 AM application package did not exhibit a strong portfolio demonstrating professional design practice with an emphasis on web/interactive design.
- 1 AM withdrew his application after submission.

6 Interviewed Applicants: 2 WM, 1 WF, 1 HM, 1 AM and 1 AF

- 1 WM research direction was unclear, experience felt outdated and he did not address key questions in his presentation.
- 1 WM did not answer questions about how technology fit in his portfolio, his diversity statement was not updated, his portfolio did not show mastery for the technology skills referenced in the interview, and his work was highly specialized to a niche market.
- 1 HM area of research overlapped with current faculty in the department.
- 1 WF had the least years of professional experience of the interviewed applicants.
- 1 AM withdrew his application.

The 1 AF selected had consistent research with demonstrated success in securing funding and support and her work had been exhibited at respected institutions. In her presentation, her

responses to questions were strong, and often went beyond the expectation of the initial question. She also demonstrated the technical skills needed for the role in her workshop presentation.

Category 2: Faculty – Remaining Titles

Hiring goals: 3 WM, 2 BM, 2 BF, 1 HM, 1 HF, 2 AM, 1 AF

Hiring into Category: 1 WF, 1 AM

Goals met: 1 AM

2017620 – Assistant Coop Extension Educator – Department of Extension

25 Total Applicants: 10 WM, 4 WF, 1 BM, 1 HF, 5 AM, 2 AF, 1 UM, 1 UF

14 Unqualified applicants: 5 WM, 3 WF, 1 BM, 1 HF, 3 AM, 1 AF

11 Interviewed applicants: 5 WM, 1 WF, 2 AM, 1 AF, 1 UM, 1 UF

Hired: 1 AM

This hire achieved a hiring goal.

Search 2018204 - Extension Professor - School of Social Work

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. We are ranked in the top 20% schools of social work nationally. More than one-third of our 400 students and 27 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 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 for both research and training.

The UConn School of Social Work is now located in the midst of the new vibrant downtown Hartford campus. This neighborhood campus includes other UConn graduate and undergraduate academic programs and research centers, cultural institutions and state and city government offices. This situates us ideally for carrying out our central academic mission and provides enhanced opportunities for building upon our existing community collaborations and expanding to new ones within a multicultural capital city.

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

DUTIES AND RESPONSIBILITIES

The successful candidate will be prepared to play a central role in the newly launched bachelor in social work program through classroom teaching; curriculum development and implementation; and advising/instructing students in field placements. Participate in the pursuit and development of social work training grants. Mentor students in outreach and professional development. Participate in university, School of Social Work, and community level service. The successful candidate will also be expected to broaden participation among members of under-represented groups; to demonstrate through their teaching and/or public engagement the richness of diversity in the learning experience; to integrate multicultural experiences into instructional methods and research tools; and to provide leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

MINIMUM QUALIFICATIONS

An MSW degree in social work is required. A minimum of 5 years post MSW clinical practice experience in one of the following areas: health, mental health, trauma, aging, substance use, violence prevention, or criminal justice. Experience in teaching, supervising staff, and/or providing field instruction to students. Demonstrated ability to work collaboratively within a team. 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

PhD is preferred. Social work practice experience in an urban environment. Ability to integrate micro and macro perspectives and practice. Teaching experience with undergraduate students. Commitment to and/or experience in promoting and fostering a learning environment supportive of individuals from diverse backgrounds. Demonstrated ability to integrate micro and macro perspectives and practice. Experience in or commitment to working collaboratively within the school and across the university on multidisciplinary or inter-professional initiatives. Experience with or capacity for online and hybrid teaching.

APPOINTMENT TERMS

This is an 11-month, non-tenure track position. The position has an anticipated start date of August 2018 with the possibility of an earlier start date. Initial salary commensurate with qualifications, experience, and educational degree.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following:

- An updated CV;
- A **letter of application** that provides a description of: research trajectory and current and pending projects and external funding; and teaching expertise.
- A **statement** that describes previous and/or potential contributions to promoting diversity through teaching and/or service;
- **Names and contact information of three references.**

References will not be contacted without prior permission of the candidate. Review of applications will begin immediately and continue until the position is filled. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018204)

Potential candidates can address questions to:

Dr. Edna Comer, Search Committee Co-Chair
University of Connecticut School of Social Work
38 Prospect St.
Hartford, CT 06103-2814
Edna.comer@uconn.edu
959.200.3649

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

Recruitment activities included posting on the UConn Careers website, Council of Social Worker Educators (CSWE) - Job Board, Society for Social Work and Research (SSWR) – Job Board, National Association of Deans and Directors of Social Workers, National Association of Black Social Workers (NABSW), and the National Association of Social Workers CT Chapter.

19 Total Applicants: 5 WM, 9 WF, 1 BM, 1 BF, 2 HF and 1 AM

10 Unqualified Applicants: 3 WM, 4 WF, 1 BM, 1 HF and 1 AM

- 1 WM, 1 WF, 1 BM, 1 HF and 1 AM did not possess a minimum of 5 years post MSW clinical practice experience in one of the following areas: health, mental health, trauma, aging, substance use, violence prevention, or criminal justice.

- 1 WM and 3 WF did not have experience in teaching, supervising staff, and/or providing field instruction to students.
- 1 WM withdrew his application after submission.

1 Qualified Applicant: 1 BF

- 1 BF did not have social work practice experience in an urban environment.

8 Interviewed Applicants: 2 WM, 5 WF and 1 HF

- 1 WF had the least years experience in social work practice.
- 1 WM and 1 HF did not have experience teaching necessary courses in BSW program.
- 1 WF articulated an unclear and vague teaching strategy for the BSW program.
- 1 WF indicated a greater focus on macro than the clinical SW perspectives and practice necessary for the position in her interview.
- 1 WF did not have independent teaching experience with BSW students.
- 1 WM withdrew his application prior to an interview.

The 1 WF selected has strong teaching ability with experience in online/hybrid capacity, spoke to an ability to integrate macro/micro perspectives, provided evidence of collaborative and inter professional initiatives that may be beneficial to the SSW. The candidate has experience teaching BSW students and has many years of practice experience in an urban environment.


Category 3: Nonteaching Professional – U Staff Prof III

Hiring goals: 1 BM, 1 BF, 1 HM

Hiring into Category: 4 WM, 1 WF

Goals met: No goals met

Search 2018046 – University Staff Professional 3 – Audit, Compliance and Ethics

Visible:	Internal and External	
Description Type:	Job Posting	
Description ID:		
Description:	<p>Under the general direction of the Director of Audit Services, assists in planning, developing and executing the University's IT audit functions. This position has access to a variety of confidential information, including that used in collective bargaining.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none">• Participates in conducting risk assessments of IT areas for audit and advisory services and the overall audit planning with the Director of Audit Services to establish the day-to-day IT audit schedule.• In consultation with the Director of Audit Services, reviews audit findings and recommendations and forwards final reports with the Director's letter of transmittal.• Participates in the development and implementation of policies and procedures for Audit Services, impacting both UConn Storrs and UConn Health Center.• Represents the Director of Audit Services in his/her absence.• Participates in the supervision, evaluation and training of IT Audit Services staff responsible for auditing information systems, platforms, and operating procedures in accordance with regulatory and University standards for accuracy, efficiency and security.• Develops information systems auditing procedures and establishes an audit and/or project plan for each assignment in accordance with professional auditing standards.• Manages and conducts audits (critical reviews, examinations, and appraisals) to protect University assets and other interests and to provide assurance regarding the proper functioning of information technology controls for infrastructure, network, applications and security.• Conducts management analyses, feasibility studies, etc. as requested.• Evaluates existing and proposed systems, IT policies, guidelines and procedures to determine efficiency, effectiveness, risk, and compliance with regulatory requirements, sound accounting and management principles.• Analyzes and evaluates results of audits, reports findings, and makes formal recommendations for a range of corrective actions. Reviews and submits conclusions and audit reports for each audit conducted or supported, confirming that reports accurately reflect audit findings documented in work papers and related risks, conclusions, and recommendations are reasonable and well-supported.• Reviews findings and formal recommendations with appropriate supervisory staff and administrative officials of areas auditing and assists, as appropriate, in implementing corrective action.• Follows up on audit recommendations to appraise and press for implementation of recommended changes.• Performs related duties as required. <p>Minimum Qualifications</p> <ul style="list-style-type: none">• Bachelor's degree in computer science or related field.• Professional IT/Auditing certification from an organization such as: Information Systems, Audit and Control Association (ISACA), Institute of Internal Auditors (IIA), American Institute of CPA's (AICPA)• Five (5) years of professional IT experience including extensive knowledge of information systems security and technical experience with complex data systems.• Experience providing guidance on standards including COBIT and COSO frameworks, internal audit standards, accounting principles, practices and procedures on manual and automated systems.• Ability to regularly exercise independent judgment and initiative with regard to complex technical and auditing functions.• Ability to stay organized and prioritize multiple projects simultaneously.• Excellent oral and written communication skills.• Supervisory experience.	

Preferred Qualifications

- Advanced degree in IT related area.
- Additional IT related certifications.
- Experience as a professional IT auditor.
- One plus year supervisory experience
- Experience in Higher Education and/or Healthcare.

To Apply

Please submit a **letter of application, resume**, and the names and contact information of **three professional references** at www.jobs.uconn.edu . Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018046)

Recruitment activities included posting on the UConn Careers Website, RecruitMilitary, Ability Jobs Online, Career Builders, Diversejobs.net, Insidehighered, Indeed, Institute of Internal Auditors, Association of College and University Auditors, LinkedIn, ISACA, and Internal Healthcare Auditing Professionals.

12 Total applicants: 5 WM, 3 WF, 1 HF and 3 AM

6 Unqualified applicants: 1 WM, 2 WF, 1 HF and 2 AM

- 1 WM, 2 WF, 1 HF and 2 AM did not have a Bachelor's degree in computer science or a related field.

2 Qualified: 2 WM

- 2 WM withdrew their applications from consideration.

4 Total Interviewed: 2 WM, 1 WF and 1 AM

- 1 WM did not have relevant experience for the position.
- 1 WF did not have recent (less than 5 years) professional IT audit experience.
- 1 AM experience was in project management and consulting not in auditing.

The 1 WM selected was an active IT Auditor Manager with twenty years experience in leading a global IT audit team. He had experience conducting IT risk assessments, developing audit plans and performing testing of IT controls. He was a Certified Information Systems Auditor (CISA) and was completing his CISM certification.

Search 2018231 – Associate Director, Code Enforcement & Compliance (USP 3) - Fire Marshal and Building Inspectors Office

Reporting to the Director of Public Safety, the Associate Director (AD), Code Enforcement and Compliance (USP 3) provides overall leadership to the Fire Marshal and Building Inspectors Office (FMBIO) and is responsible for the development, implementation and administration of professional and technical leadership and day-to-day oversight of Building Inspectors and Fire Marshals in the execution of their duties for new and existing buildings and construction projects under the University's jurisdiction statewide. The AD is responsible for University compliance with building and fire code regulations. This position is also responsible for creating, amending, implementing, and enforcing University policies regarding life safety systems.

The Associate D Receives administrative direction from the Director of Public Safety or other designated University officials.

The AD manages, directs and leads all Building Officials and other civilian personnel assigned to the FMBIO. In coordination with the Fire Chief or their designee, directs and leads the day to day work of sworn, uniformed fire personnel assigned to FMBIO to include a University Fire Captain (Fire Marshal), Fire Lieutenants (Deputy Fire Marshals) and Fire Inspectors regarding plan review and code enforcement/compliance activities for construction and renovation.

DUTIES AND RESPONSIBILITIES

1. Oversees staff and day-to-day activities, work assignments, schedules and priorities. Identifies staffing needs and is responsible for staffing, hiring, evaluation and training for all direct reports. Represents management, separately or jointly, at all grievance hearings, fact findings, pre-disciplinary hearings, and other union related issues originating from within the OFMBI.
2. Works with the Fire Chief to clearly delineate and communicate the authority, responsibilities, work assignments, schedules, and actions of sworn fire personnel within the FMBIO, so that stakeholders have clear expectations about reporting lines.
3. Participates in the development and implementation of policies and procedures for the Office of Fire Marshal and Building Inspectors impacting construction for UConn Storrs, UConn Health Center, and all regional campuses.
4. Responsible for the efficient management of the Office permit and business processes, to include interfacing with key University stakeholders to facilitate the application and work-flow of permitted projects.
5. Serves as the primary resource and main point of contact for the FMBIO to both the University community and to the Director of Public Safety. Ensures continuity to the various departments on campus that require inspection services and ultimately inspection permit decisions and enforcement of building and fire codes.
6. Participates in the development and implementation of University-wide goals and objectives to ensure safety for all University constituents that adhere to all state and federal laws and regulations regarding building and fire code compliance.
7. Responsible for developing and managing the operating and capital budgets of the Office; establishes cost controls and reports budget activity to senior administration as requested. Provides direct on-site management oversight of all financial issues to include overtime expenditures.
8. Oversees the prioritization, allocation and coordination of personnel, skills and resources of the Fire Marshal and Building Inspectors as they execute their job responsibilities. Provides management oversight of roles and responsibilities.
9. Develops and formalizes the Office of Fire Marshal and Building Inspectors internal organizational structure for administration of projects, including the standardization of documents, records and coordinated responses to end users.
10. Develops and implements protocols and processes and prepares reports on existing UConn 2000 projects required by the Governor's directive and Legislative Public Act 06-134; responsible for final report review to ensure appropriate content and its accuracy.
11. Serves as liaison with the State Building Inspector and State Fire Marshal and other external constituents involved in the review of the University-wide building and fire code compliance.
12. Represents the University's Division of Public Safety on matters relating to code enforcement and compliance in litigation and mediation.

13. Collaborates with and assists various University departments, regional campuses statewide and the UCHC with the evaluation and development of comprehensive policies and procedures as it relates to code compliance programs and administration of construction projects.
14. Oversees the handling of forms and records to ensure that all personnel matters are properly completed as indicated by University and State of Connecticut procedures for staff; develops organizational charts, job descriptions and related materials and updates as required.
15. Serves as a resource in interpreting all state and federal building and fire code compliance laws and regulations.
16. Develops systems and procedures for tracking and administering construction projects for code compliance. Initiates, develops, and implements internal database and other programs designed for project administration.
17. Creates, suggests amendments, implements and enforces University Policy on life safety systems and physical security systems to include control of data, design standards, security assessments, and coordinates approval of systems on behalf of the Director of Public Safety.
18. Assists the University's Director of Public Safety with special projects as required.
19. Prepares strategic plans, reports, presentations and documents.
20. Serves as University representative at public and committee hearings and conferences; attends and participates in various meetings, regulatory and advisory boards and committees.
21. Maintains state licensure as a Building Official and/or Fire Marshal.
22. Designs, enhances, and maintains the Fire Marshal and Building Inspector Office website.
23. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Advanced degree in architecture, engineering, fire protection, construction management, public administration, or business. A Bachelor's degree with a relevant combination of academic qualifications and six to seven years of experience in construction design, construction management, code enforcement or related compliance/oversight role may be accepted in lieu of an advanced degree.
2. Ten (10) years progressively responsible professional experience in construction design, construction supervision, or administration of professional and construction services including project management, general and sub-contractors and design professional.
3. Licensed by the State of Connecticut as a Building Official or Fire Marshal, at time of application.
4. Thorough knowledge of building codes, fire safety standards, and major trade areas relative to building construction and maintenance.
5. Ability to read, interpret and apply statutes, code and other regulations; and analyze their potential impact on unit and customer goals and objectives.
6. Demonstrated ability to work within, develop, refine, or implement administrative or technological solutions to complex processes.
7. Ability to communicate clearly both verbally and in writing.
8. Demonstrated ability and supervisory skills to train and develop staff.
9. Demonstrated ability to develop and maintain constructive, professional relationships with a wide variety of individuals.

PREFERRED QUALIFICATIONS

1. Five (5) or more years' experience with direct involvement in the application of code or supervising code officials.
2. Experience in an academic institution in a similar code or compliance role.
3. Demonstrated familiarity or experience with life safety system assessments, and installations, and appropriate methods of service and maintenance.
4. Experience working in a unionized environment.

APPOINTMENT TERMS

This is a full time position, located at the Storrs Campus. 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 apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions (Search # 2018231) to submit a letter of application, resume, and the names and contact information of (3) three professional references. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018231)

Recruiting activities included postings on the UConn Careers website and AACE.

16 Total applicants: 11 WM, 2 WF, 1 BM and 2 HM

9 Unqualified applicants: 6 WM, 1 WF and 2 HM

- 1 WM did not have the required advanced degree in architecture, engineering, fire protection, construction management, public administration, or business or a Bachelor's degree with a related combination of academic qualifications and 6 to 7 years of experience in construction design, construction management, code enforcement or related compliance/oversight role.
- 3 WM, 1 WF and 1 HM did not have the required ten years progressively responsible professional experience in construction design, construction supervision, or admin of professional and construction services including project management, gen and sub-contractors and design professional.
- 2 WM and 1 HM did not have the required advanced degree in architecture, engineering, fire protection, construction management, public administration, or business or a Bachelor's degree with a related combination of academic qualifications and 6 to 7 years of experience in construction design, construction management, code enforcement or related compliance/oversight role and 10 years progressively responsible professional experience in construction design, construction supervision, or administration of professional and construction services including project management, general and sub-contractors and design professional.

7 Interviewed applicants: 5 WM, 1 WF and 1 BM

- 1 WM withdrew his application from consideration.
- 1 WM did not provide detailed examples to situational questions.
- 1 WM and 1 BM did not provide detailed examples to situational questions and their responses to job related questions were incomplete.
- 1 WM did not provide detailed examples to situational questions and several times throughout the interview he did not present a positive image of his current employer.
- 1 WF did not provide detailed examples to situational questions, and her response to all of the questions were incomplete, unstructured and not logical.

The 1 WM selected met the minimum requirements and was able to communicate clearly. He provided detailed examples to situational questions and his responses to all of the questions were

complete. He was able to articulate his thoughts in a structured, organized, logical way. He also had experience with the Connecticut Office of State Building Inspector office, which gave him, unparalleled direct experience in the application of code and code compliance and experience working in a unionized environment.

Search 2018268 – Associate Director of Public Safety Emergency Management (USP 3) - UConn Public Safety Division

The University of Connecticut Public Safety Division, located in Storrs, Connecticut, is seeking an experienced individual to serve as the Associate Director of Public Safety Emergency Management (University Staff Professional 3). Reporting to the Director of Public Safety, the Emergency Management Director coordinates the management of the administrative and operational services of the University of Connecticut's Division of Public Safety's Office of Emergency Management, including personnel, budget, and training. This position is responsible for effectively organizing, supervising, operating and managing the University of Connecticut's Emergency Management Program at all its campuses.

JOB DUTIES & RESPONSIBILITIES

1. Responsible for coordinating with University stakeholders on the development, maintenance and implementation of comprehensive all hazard emergency plans and procedures consistent with State, federal and general Higher Education guidance. University plans include:
 - o Emergency Operations Plan
 - o Continuity of Operations Plan
 - o Hazard Mitigation Plans
 - o Recovery Plan
 - o Building Emergency Action Plans
 - o Other department emergency plans, as needed
2. Coordinates and conducts hazard identification, risk assessments and consequence analysis of risks at all campuses and properties of the University of Connecticut.
3. Develops University and operational policies that cross unit and department lines consistent with strategic planning initiatives/goals and regulations.
4. Keeps informed of federal, state and local regulations affecting emergency management and ensures that plans adhere to these regulations.
5. Establishes and maintains cooperative working relationships with the UConn community including University leadership, faculty, staff and students. Serves as a resource regarding information about emergency management, services, policies, and procedures. Attends University meetings, legislative hearings and other University-wide or town forum meetings.
6. Serves as primary University representative to cultivate and maintain external partnerships with town, city, regional and statewide public and private agencies or organizations responsible for emergency planning and response. Acts as the University's liaison with State of Connecticut Emergency Operations Center and appropriate Division of Emergency Management and Homeland Security (DEMHS) Regional Coordinators.
7. Maintains the emergency alert notification system. Develops policies, procedures and guidance for the use of the emergency notification system. Ensures regular testing of the emergency alert notification system.
8. Responsible for the operation of the UConn Emergency Operations Center during planned events and emergency incidents. Develops plans for and maintenance of the infrastructure for the operations of the Emergency Operations Center that is always ready to be activated on short notice. This includes electronic equipment, computer equipment, telephone systems and communication programs within the Emergency Operations Center.
9. Develops strategies and material for public education campaigns regarding University emergency preparedness and response activities.
10. Develops and maintains a training and exercise program to ensure University readiness to implement emergency operations plans and procedures to respond and recover from all hazards emergency situations and to support significant planned events.
11. Collaborates with other offices to prepare and analyze damage assessments following disasters or emergencies, and to prepare materials required by FEMA for reimbursement.
12. Develops a disaster recovery contingency plan for the Division of Public Safety. Develops and maintains an effective process for managing and resolving user hardware and software problems, standard operating procedures, and operational readiness.
13. Responsible for federal grant funding for emergency management related needs and administers and reports on the progress of such grants.
14. Plans and manages a wide range of administrative functions and business operations that include management and information systems, improved business processes, procedures and communications for effective emergency management and disaster recovery operations.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited institution.
2. Ten (10) years of experience in emergency planning and operational and resource management in a large governmental or private organization. Three (3) years of this experience must have been in a supervisory capacity.
3. Excellent attention to detail and outstanding communication skills, both oral and written.
4. Ability to work evening and weekend hours. Must be available for on-call hours during emergency situations, closures or significant events that affect the operation of the University.
5. National Incident Management System (NIMS) and Incident Command Training - ICS 100, 700, 200 and 800 certification.
6. Experience and involvement in the development of public safety procedural standards, plans, practices and operations.
7. Must have valid driver's license.
8. Applicants who are selected must be able to pass a comprehensive criminal history background check.

PREFERRED QUALIFICATIONS

1. Advanced degree in emergency preparedness/homeland security, planning, public administration, business administration or a closely related field.
2. Experience in grant and contract administration.
3. Considerable experience in planning, developing, implementing, monitoring and evaluating comprehensive emergency preparedness, homeland security or statewide public health emergency preparedness plans, procedures or programs.
4. Completion of FEMA NIMS and ICS courses – ICS 300 and 400 certification.
5. Experience working in a University setting in a position related to emergency management.
6. Experience working in a hospital setting in a position related to emergency management.
7. Extensive knowledge of the security and emergency management disciplines, including Incident Command and NIMS training.
8. International Association of Emergency Managers Certified Emergency Manager certification.
9. Knowledge of risk management practice.
10. Knowledge of Connecticut Statutes and Federal, State and local laws applicable to public safety and emergency management.

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-orientation/>

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions. Interested candidates will submit a **cover letter** that demonstrates how you meet all of the minimum qualifications, all additional required qualifications and any preferred qualifications that you may have for this position, a **resume** and a list of contact information for **(3) three professional references** required. Successful candidate must be able to possess and retain a driver's license for the duration of this appointment. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018268).

Recruiting activities included posting on the UConn Careers website.

31 Total applicants: 22 WM, 4 WF, 1 BM, 1 HM, 1 AM and 2 UM

25 Unqualified applicants: 17 WM, 3 WF, 1 BM, 1 HM, 1 AM and 2 UM

- 1 WM did not have the required excellent attention to detail and outstanding written communication skills, based on errors in his application materials.
- 1 WM did not have the required M5-National Incident Management System (NIMS) and Incident Command Training - ICS 100, 700, 200 and 800 certification.
- 9 WM, 3 WF, 1 BM, 1 HM, 1 AM and 1 UM did not have the required ten years of experience in emergency planning and operational and resource management in a large governmental or private organization with three years' experience in a supervisory capacity.
- 6 WM and 1 UM did not have the required Bachelor's degree from an accredited institution.

6 Interviewed applicants: 5 WM and 1 WF

- 1 WM withdrew his application from consideration.
- 3 WM did not provide detailed and appropriate examples to interview questions about emergency management.
- 1 WF did not provide detailed examples to interview questions about emergency management; and her examples included signs of poor interpersonal skills such as one way communication and negative statements.

The 1 WM selected met the minimum requirements and was able to communicate clearly. He provided detailed examples of his statewide emergency management experience and gave examples to illustrate his public speaking experience. His responses to interview questions indicated excellent interpersonal skills and his ability to demonstrate two-way communication. His responses also demonstrated his problem-solving ability to make appropriate emergency management decisions.

Search - 2018520 - Director of Taxation & Compliance - (USP 3) – Office of the Controller

Reporting to the Controller, the Director of Taxation and Compliance, is responsible for all aspects of the University's tax planning and compliance program, including the filing of federal and state tax returns. The Director will be expected to review and interpret information received related to the University's revenues, and other activities, to determine possible taxability under Unrelated Business Income Tax (UBIT) regulations, and to ensure the accuracy and full disclosure of required information in the University's federal and state tax filings. This position supports University leadership with sound tax research, planning and advice. It advises University departments on tax related matters including payroll, imputed income reporting for taxable fringe benefits, form 1042, form 1098T and form 1099 mandatory reporting, taxability of financial aid such as fellowships, etc. The Director reviews, develops, and implements policies and procedures to ensure compliance with federal and state laws. This position is also responsible for recommending and implementing internal corrective action to areas of non-compliance.

MINIMUM QUALIFICATIONS

Combination of Bachelor's degree or MS, MBA, Juris Doctor or CPA with relevant courses in taxation and seven to ten years of experience in taxation; Knowledge of state and federal tax laws; Significant ability in legal/tax research; Excellent written and oral communication skills; Experience in the use of technology and tax research software and/or online tax research resources

PREFERRED QUALIFICATIONS

CPA and/or J.D.; Experience and significant knowledge of non-profit taxation; Tax research experience as it applies to institutions of higher education

APPOINTMENT

This is a full-time position. Salary will be competitive and commensurate with successful candidate's qualifications and experience. A comprehensive benefit package is provided which includes medical, dental and life insurance, pension plans, vacation, sick leave and a tuition waiver.

TO APPLY

Qualified applicants should send a **cover letter, resume** and the names of **three professional references**, including contract information via UConn Jobs, [www.jobs.edu](http://www.jobs.uconn.edu), Staff Positions. Formal consideration of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018520)

For additional information and job detail, please visit: <https://controller.uconn.edu/>, and select the "job posting" link.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 2, 2018.

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 posting on the following websites: UConn Careers, Chronicle of Higher Education, CT Jobs.com, Career Builders, and in the Hartford Courant and Chronicle of Higher Education newspapers.

13 Total Applicants: 8 WM, 4 WF and 1 HM

3 Unqualified Applicants: 1 WM, 1 WF and 1 HM

- 1 HM's application materials did not indicate experience in the use of technology and tax research software and/or online tax research resources.

- 1 WM, 1 WF withdrew their applications after submission.

5 Qualified Applicants: 4 WM and 1 WF

- 4 WM and 1 WF did not possess experience and significant knowledge of non-profit taxation.

5 Interviewed Applicants: 3 WM and 2 WF

- 1 WM responses to interview questions were terse and broad indicating oral communication skills not compatible with this position.
- 1 WF was CPA but did not have a JD as did the selected candidate.
- 1 WM and 1 WF declined the offer to be interviewed.

The 1 WM selected possessed both a CPA and JD with over 10 years of Big 4 accounting and tax experience. He was a senior manager at Ernst and Young, one of the largest professional accounting firms. The candidate exhibited professionalism and correctly answered queries on tax research experience, oversight, and team leading. His answers were more detailed and nuanced than the other candidates.

Search 2017596 – Director of Fiscal & Business Operations (USP 3) – Student Health, Counseling and Wellness Services

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

The Director of Fiscal and Business Operations for UConn Student Health, Counseling, and Wellness Services is responsible and accountable for the effective functioning of the business operations of the unit with direct impact on budget management, financial operations, patient billing revenue cycle, decision support, purchasing and facilities management for Student Health Services, Counseling and Mental Health, and Wellness & Prevention. In addition, this position will provide business development expertise, conduct internal and external financial analyses and benchmarking, oversee financial and operational performance, and manage contracts and purchasing workflow. The ideal candidate has expertise in national and statewide laws and regulations related to finance, healthcare billing, and insurance contracts. This position will create and implement policies and procedures to reflect national and state rules and regulations.

This position provides strategic direction, best practice and oversight through the establishment of protocols to support compliant financial processes for budget and insurance billing revenue cycle functions within the department. The Director reports to the Executive Director of Student Health Services and is responsible for the direct supervision of the following positions/departments: budgets, contracts, insurance and billing, claims and coding, procurement and capital purchases, facilities, and accounts payable/receivable.

DUTIES AND RESPONSIBILITIES

1. Responsible for all State, Federal, University and Departmental regulatory requirements and for creating policies and procedures that adhere to these regulations for budget management, third party insurance billing, accounting, purchasing, capital equipment and the oversight of the student health insurance plan.
2. Responsible for the maintenance of all financial records, budget control and internal record keeping. Designs, implements and monitors accounting systems and procedures for all programs and cost centers and assures adherence to sound accounting principles.
3. Prepares timely budget projections and analyses; analyzes fiscal impact of various policy options and/or new programs; makes recommendations for improved cost effectiveness and budget utilization.
4. Responsible for all State and Federal regulations related to medical billing and FERPA, including all aspects of insurance billing, collections, and revenue cycle operations. Responsible for oversight of appropriate coding diagnoses and procedures, submission of claims to insurance companies, determining patient balances and collecting payments, applying or rejecting payments through remittance processing, collecting payments from third party insurers, and performing utilization review for necessity of medical services.
5. Develops and maintains revenue cycle policies and procedures and ensures adherence to these throughout the revenue capture, billing, receiving and posting processes.
6. Represents the Executive Director in all areas relating to human resources and labor relations; makes independent decisions on the strategic vision provided by the Executive Director; makes recommendations for reorganization that enhance operational efficiencies and reduce financial expenditures.
7. Responsible for determining the Universal Billing Charge Master fees.
8. Supervises staff to ensure compliance and monitoring of functions within the revenue cycle, purchasing, budgeting and inventory departments.
9. Responsible for developing inventory management and capital purchasing policies and procedures to ensure inventory integrity. Ensure compliance with inventory management audit requirements and establishes policies and procedures for capital replacement to ensure patient safety.
10. Responsible for negotiation, contract evaluation, financial impact analysis, issue identification, finalization of contracts and any other function with respect to contracts for Student Health Services in partnership with Procurement. Prepares and executes purchases and other agreements in accordance with University and State regulations.

11. Responsible for the Student Health Insurance Plan and the evaluation of patterns and trends in insurance reimbursement to help determine provision and payment for services to enhance student health.
12. Responsible for the oversight, budgeting and management of personnel for a large department of over 100 employees ensuring proper procedures are followed for hires, leave of absences, terminations and other personnel actions.

MINIMUM QUALIFICATIONS

1. Master's degree with emphasis in accounting, finance, business administration, healthcare administration or related field.
2. A minimum of ten years of experience in budget management, financial management or financial analysis in a health care setting.
3. A minimum of five years of direct supervisory experience.
4. Knowledge of applicable laws, regulations, nationally recognized standards and guidelines related to healthcare finance.
5. Knowledge of computer financial reporting systems.

PREFERRED QUALIFICATIONS

1. Experience with state/government reporting.

APPOINTMENT TERMS

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

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, to submit a **letter of application, 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 # 2017596)

Recruitment activities included postings in UConn Careers Website, Career Builders, American College Health Association-listserver, American College Health Executives-online, DiverseJobs, InsiderHigherEd, HERC, and Healthcare Financial Management Organization

26 Total applicants: 15 WM, 8 WF, 1 HM, 1 AM and 1 UM

19 Unqualified: 9 WM, 7 WF, 1 HM, 1 AM and 1 UM

- 1 WM, 1 WF, 1 AM and 1 UM did not have a Master's degree with emphasis in accounting, finance, business administration, healthcare administration or related field.
- 8 WM, 6 WF and 1 HM did not have a minimum of ten years of experience in budget management, financial management or financial analysis in a health care setting.

3 Qualified applicants: 3 WM

- 1 WM did not have experience in state/government reporting
- 2 WM withdrew from the application pool.

4 Interviewed: 3 WM and 1 WF

- 1 WM did not answer questions fully.
- 1 WM could not expand on his role in budgeting and gave incomplete answers to interview questions.

- 1 WM did not have billing experience or direct oversight of billing staff and did not have familiarity with rules and laws applicable to insurance billing.

The 1 WF selected demonstrated an understanding of healthcare financial operations. She had experience in managing all levels of operations from day to day billing and fiscal operations. She provided a plan to initiate changes and was willing to work with staff to facilitate necessary procedural changes to enable better fiscal efficiency.

Category 3: Nonteaching Professional – U Staff Prof II

Hiring goals: 1 BM, 1 BF, 1 HF, 1 AM, 1 AF

Hiring into Category: 1 WF, 1 BM, 1 HF

Goals met: 1 BM, 1 HF

2017614 – U Staff Professional 2 – Residential Life

23 Total Applicants: 7 WM, 12 WF, 2 BM, 1 BF, 1 AF

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

3 Qualified applicants: 2 WM, 1 WF

9 Interviewed applicants: 2 WM, 5 WF, 1 BM, 1 BF

Hired: 1 BM

This hire achieved a hiring goal.

Search 2018463 - Health Privacy Specialist (USP 2) – Office of Privacy Protection and Management

The University of Connecticut's Office of Privacy Protection and Management seeks applications for two full-time Health Privacy Specialists (University Staff Professional 2). Under the direction of the Associate Vice President/Chief Privacy Officer, the successful incumbents will be primarily responsible for assisting with the implementation of the healthcare-related portions of the University of Connecticut's comprehensive privacy program in the Office of Privacy Protection & Management, including but not limited to privacy incident investigations and breach determination reviews, reporting, monitoring, education, outreach and privacy awareness improvement efforts.

The Health Privacy Specialist will predominantly focus on health-related privacy matters, but may participate in general and education-related privacy matters as assigned.

DUTIES AND RESPONSIBILITIES

- Conducts intake of privacy-related concerns for the Office of Privacy Protection & Management
- Conducts investigations into privacy-related incidents and actual/potential data breaches with minimal oversight in accordance with processes established by the Associate Vice President/Chief Privacy Officer
- Works with all levels of staff, clinicians and administration to conduct privacy reviews, assessments and investigations
- Maintains appropriate documentation related to privacy investigations
- Drafts investigation reports and summaries
- Assists with breach assessments and determinations
- Assists with breach reporting requirements as appropriate
- Assists with conducting privacy-related risk assessments and privacy impact assessments, and with the review of compliance strengths and vulnerabilities shown by such assessments
- Conducts reactive privacy-related monitoring, reviews and audits of University health-related processes and systems in response to complaints or concerns
- Conducts proactive privacy-related monitoring, reviews and audits of University health-related processes and systems with minimal oversight to help assess and ensure compliance with privacy regulations and University policies
- Assists with the review, update and/or creation of privacy and information management language in University policies, forms, notices and contracts as assigned
- Tracks and keeps apprised of changes in, and updates to, relevant federal, state and international laws and regulations and evolving technologies
- Assist with the development and implementation of privacy-related monitoring plans and activities
- Assists with the tracking, review and reporting of monitoring outcomes and trends and participates in the analysis and use of this information to update policies, procedures, training and outreach to improve privacy practices
- Assist with the development and delivery of privacy-related training, awareness and outreach
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Three (3) years' experience working in a healthcare provider privacy, compliance or similar office environment
- Demonstrated knowledge of and experience with information privacy laws and regulations, particularly those related to healthcare
- Experience conducting privacy and/or information security investigations
- Experience conducting privacy monitoring in a healthcare environment
- Demonstrated experience working in highly confidential environment
- Ability to multitask and manage competing priorities comfortably
- Demonstrated ability to work independently with minimal direction
- Demonstrated ability to work creatively with limited resources
- Excellent organizational skills with attention to detail and accuracy
- Excellent written and oral communication, interpersonal and customer service skills

PREFERRED QUALIFICATIONS

- Advanced Degree in a related field
- Five (5) or more years' experience working in a healthcare provider-based privacy, compliance or similar office environment
- Holds at least one relevant privacy certification (e.g., CIPP, CIPM, CHPC, CHPS)
- Experience with, and knowledge of, Epic and other similar HIM systems
- Experience working in an academic medical center environment

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary and outstanding benefits.

TO APPLY

Upload a **cover letter**, **resume**, and contact information for **three (3) professional references** via the UConn Jobs at <http://www.jobs.uconn.edu>. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2018463)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 20, 2018.

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 postings on the following websites, emails, and job boards: UConn Careers, UConn Health and University LinkedIn, Twitter, and Facebook accounts, Educause - Higher Education Chief Privacy Officer, International Association of Privacy Professionals, West Hartford Women's Lawyer Network, and direct email to the Chief of Mohegan Tribe for further distribution, along with emails to 45+ colleagues for further dissemination

50 Total Applicants: 5 WM, 20 WF, 2 BM, 4 BF, 1 HF, 1 AM, 2 AF, 2 UM and 13 UF

40 Unqualified Applicants: 3 WM, 16 WF, 2 BM, 4 BF, 1 AM, 2 AF, 2 UM, and 10 UF

- 1 WM, 3 WF, 1 BM, 1 UM, and 5 UF did not have a Bachelor's degree.

- 1 WF, 1 BF, and 1 AM did not indicate three years experience working in a healthcare privacy, compliance, or similar office environment.
- 9 WF, 1 BF, and 1 AF did not possess experience conducting privacy and/or information security investigations.
- 2 WM, 3 WF, 1 BM, 2 BF, 1 AF, 1 UM, and 5 UF did not have experience conducting privacy monitoring in a healthcare environment.

3 Qualified Applicants: 1 WM, 1 WF, and 1 UF

- 1 UF did not have an advanced degree or five years' experience working in a healthcare provider based privacy, compliance or similar office setting.
- 1 WF did not have five or more years' experience working in a healthcare provider-based privacy, compliance or similar office environment.
- 1 WM withdrew.

7 Interviewed Applicants: 1 WM, 3 WF, 1 HF and 2 UF

- 1 WF did not have the same level of experience (length of time and position held) or specific knowledge of privacy experience as the two candidates selected for hire.
- 1 WF indicated specifically in her interview that she was interested in a position at a higher level than this position, and would prefer not to do the tasks which were part of job duties and primary responsibilities of this position--for example, conducting investigations and performing monitoring activities.
- 2 UF did not have the necessary experience or knowledge of the privacy field to perform the job duties of the position based upon their backgrounds in Health Information Management (HIM) and responses to interview questions.
- 1 WM withdrew his application

The 1 HF selected had extensive knowledge of UConn Health, its systems, policies and procedures and culture. She demonstrated depth of knowledge, experience and skill in conducting investigations, audits, monitoring, risk assessment, training and program implementation. She had conducted several investigations in highly confidential areas and had worked very closely with the Compliance, Privacy and Ethics Department given her familiarity with healthcare provider privacy and regulations.

This hire achieved a hiring goal.

The 1 WF selected had the skill set, knowledge and experience necessary to perform the duties and responsibilities of the Health Privacy Specialist position. She had extensive knowledge of and successful experience in creating, implementing, marketing, advocating for and maintaining compliance programs, particularly focused on privacy in healthcare systems and environments.

She demonstrated depth of knowledge, experience and skill in conducting investigations, audits, monitoring, risk assessment, training and program implementation.

Category 3: Nonteaching Professional – U Staff Professional Other

Hiring goals: 1 WM, 1 BM, 2 BF, 1 HF, 1 AM, 1 AF

Hiring into Category: 4 WF, 1 BF, 1 HM

Goals met: 1 BF

2018613 – U Staff Professional 4 – Athletics

19 Total Applicants: 1 WM, 10 WF, 5 BF, 3 UF

4 Unqualified applicants: 1 WM, 2 WF, 1 UF

3 Qualified applicants: 2 WF, 1 BF

12 Interviewed applicants: 6 WF, 4 BF, 2 UF

Hired: 1 BF

This hire achieved a hiring goal.

Search 2018126 – Human Resources Workforce Solutions (WS) Associate – Human Resources

The University of Connecticut, Department of Human Resources invites applications for a Human Resources Workforce Solutions (WS) Associate. Under general supervision, the successful candidate will perform day-to-day functions associated with staff recruitment, compensation administration and tracking, and the general review of staff classifications. The WS Associate will provide support to University academic and professional administrators on the interpretation and application of collective bargaining provisions related to Human Resource activity and ensures compliance with collective bargaining agreements, state statutes and University policies.

DUTIES AND RESPONSIBILITIES

- Develops relationships with managers and staff to provide guidance and assistance with staffing issues and to interpret, communicate, and ensure compliance with HR programs, policies and procedures, initiatives, and employment laws.
- Advises and consults with University administrators on staffing strategies and organizational effectiveness.
- Serves as a resource, administers and ensures compliance with state and federal human resources, employment and equal opportunity laws, regulations, policies and procedures.
- Reviews required or potential human resource actions for compliance with collective bargaining agreements and University policies.
- Administers the University's and State's compensation programs.
- Assists in implementing and administering the University and the State's classification programs.
- Independently conducts job audit reviews of working level positions, and prepares and revises position classification descriptions.
- Assists in the review of advanced and supervisory position levels and salary benchmarking that requires job market and salary regression analyses, comparisons with peer institutions and report generation.
- Develops opportunities to facilitate recruitment efforts and programs and participates in job fairs, etc.
- Provides counseling to applicants regarding the process for finding and applying for positions at the University.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree and three (3) years of progressively responsible professional human resources experience.
2. At least one year of general experience in one (1) of the following areas: recruitment, job classification analysis, salary benchmarking, or organizational assessment.
3. Analytical and problem solving skills and the ability to independently evaluate and research alternatives.
4. Strong interpersonal skills with the ability to effectively communicate confidential, sensitive and disagreeable information.
5. Strong written communication skills with an emphasis on preparing organized, logical and fact-based reports.
6. Considerable experience with Microsoft Office (Word, Excel & PowerPoint) and Outlook.
7. Demonstrated ability to maintain the highest level of confidentiality with sensitive personnel and organizational information.

PREFERRED QUALIFICATIONS

1. Master's degree in Human Resource Management, Business Administration, Public Policy or related field.
2. Ability to interpret and make evaluative judgments concerning statutes, contracts, collective bargaining agreements and government regulations.
3. Work experience in a collective bargaining environment.
4. Experience using PeopleSoft systems such as Core-CT or similar system.
5. Professional HR experience in higher education.
6. SHRM certified as a Certified Professional (CP) or Senior Certified Professional (SCP).
7. WorldatWork Society Certified Compensation Professional (CCP) designation.

APPOINTMENT TERMS

This is a full-time position located at the Depot Campus in Storrs, CT.

TO APPLY

Please upload a cover letter, resume and the names and contact information of three (3) professional references via UConn Jobs at www.jobs.uconn.edu, Staff Positions. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018126)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 23, 2017.

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 posting on the UConn Careers website, Ability Jobs Online; RecruitMilitary Online, DAS website; Blacks in Higher Education; Hispanics in Higher Education; and SHRM.

32 Total applicants: 8 WM, 11 WF, 2 BM, 1 BF, 2 HM, 3 HF, 1 AF, and 4 UF

24 Unqualified applicants: 6 WM, 8 WF, 1 BM, 1 BF, 1 HM, 3 HF, and 4 UF

- 6 WM, 6 WF, 1 BM, 1 BF, 3 HF, 3 UF did not have the required Bachelor's Degree and three years of progressively responsible professional human resources experience and at least one year of general experience in one of the following areas: recruitment, job classification analysis, salary benchmarking, or organizational assessment.
- 2 WF, 1 HM, 1 UF did not have the required Bachelor's Degree and three years of progressively responsible professional human resources experience.

3 Qualified applicants: 1 WM, 1 HM, and 1 AF

- 1 WM did not have the preferred qualifications of a Master's degree in Human Resource Management, Business Administration, Public Policy or related field; experience using PeopleSoft systems such as Core-CT or similar system; professional HR experience in higher education; SHRM certified as a Certified Professional (CP) or Senior Certified Professional (SCP); and WorldatWork Society Certified Compensation Professional (CCP) designation.
- 1 HM, 1 AF did not have the preferred qualifications of work experience in a collective bargaining environment; experience using PeopleSoft systems such as Core-CT or similar system; professional HR experience in higher education; SHRM certified as a Certified Professional (CP) or Senior Certified Professional (SCP); and WorldatWork Society Certified Compensation Professional (CCP) designation.

5 Interviewed applicants: 1 WM, 3 WF, 1 BM

- 1 WM did not have the preferred qualifications of professional HR experience in higher education; SHRM certified as a Certified Professional (CP) or Senior Certified Professional (SCP); and WorldatWork Society Certified Compensation Professional

(CCP) designation. He had three years of Human Resources Manager experience which was over ten years ago.

- 1 WF withdrew her application from consideration.
- 1 WF's experience in Human Resources was in administrative support rather than direct work in recruitment, classification analysis or organizational assessment.
- 1 BM did not have experience in a collective bargaining environment.

The 1 WF selected for this position met the minimum requirements and had the preferred qualifications of the ability to interpret and make evaluative judgments concerning statutes, contracts, collective bargaining agreements and government regulations; work experience in a collective bargaining environment; and experience using PeopleSoft systems such as Core-CT or similar system. She had over 10 years of experience in a broad array of human resources areas of specialization including recruitment, classification and compensation.

Search 2018159 – Labor Relations Associate (USP 1) – Office of Faculty & Staff Labor Relations

The University of Connecticut, Office of Faculty & Staff Labor Relations has an immediate opening for a Labor Relations Associate. Under the direction and administrative guidance of the Director and/or Assistant Director of the Office of Faculty & Staff Labor Relations, this position is responsible for independently performing a full range of labor relations activities at the University of Connecticut. The focus of this position is to provide assistance with administering provisions of collective bargaining agreements as well as related State and University policies and regulations.

DUTIES AND RESPONSIBILITIES

The Labor Relations Associate is responsible for providing advice and guidance to deans, directors, department chairs, administrators, faculty and supervisors regarding the interpretation and application of the various collective bargaining agreements and University policies that govern University employment including matters involving collectively bargained personnel issues such as discipline and dismissal, promotion and reappointment, family leave, leave without pay, sabbatical leaves, etc.

The position will support labor negotiations with various collective bargaining units; assist with conducting and managing research efforts into pertinent labor relations issues to develop negotiating strategies and identify best practices; coordinate and conduct grievance conferences and other proceedings with departmental administrators and union officials; and draft written findings to resolve grievances and to preserve the integrity of labor agreements.

The Labor Relations Associate is also responsible for facilitating mediation processes as well as harmonious working relationships among parties in grievances and contract disputes; advising supervisors on how to conduct employment-related investigations and assisting supervisors with employee performance issues; providing direct assistance with complex labor relations issues and investigations; and assisting in developing and delivering training programs to ensure effective implementation and administration of collective bargaining agreements.

MINIMUM QUALIFICATIONS

Bachelor's degree in human resources, labor relations, business or public administration or related field and at least two (2) years of experience in public sector personnel administration. Knowledge of collective bargaining, contract administration and interpretation, including bargaining/negotiating experience. Demonstrable experience providing advice on contract interpretation and providing advice and guidance to senior management on contract related issues. Knowledge of relevant State and Federal laws, regulations and guidelines. Knowledge of and experience with personnel administration, affirmative action, etc. Outstanding organizational skills, excellent oral and written communications skills. Must be able to work as a collaborative member of a team, share information and communicate openly requiring strong interpersonal skills and a demonstrated commitment to developing creative, innovative solutions. Working experience with Microsoft Office applications.

PREFERRED QUALIFICATIONS

A graduate degree in human resources, business or public administration or similar field of study from an accredited institution. Knowledge of statewide and University of Connecticut labor contracts, University and State insurance benefits, and related State personnel statutes, policies and procedures. Labor Relations experience preferably in a unionized institution of higher education, government agency or similar organization. Experience developing and/or presenting workshops and related training sessions.

APPOINTMENT TERMS

This is a full-time position. The University offers a competitive salary, outstanding benefits, including employee and dependent child tuition waivers at UConn, and a highly desirable work environment. The salary range for this position is between \$60,000 and \$80,000 annually.

TO APPLY

Please submit a cover letter, resume, and contact information for three (3) work-related references via UConn Jobs, www.jobs.uconn.edu, Staff Positions. It is preferable that one reference be from the immediate supervisor. Please reference Search #2018159. Review of applications will begin immediately and continue until position is filled.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018159)

The job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 5, 2017.

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 posting on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, SHRM, HRACC of Central CT, The Springfield Republican, WRPmarketing@dol.gov Office of Disability Employment, and Minority Inclusion Project.

3 Total applicants: 2 W F and 1 BF

1 Unqualified applicant: 1 WF

- 1 WF withdrew her application.

2 Interviewed applicants: 1 BF and 1 WF

- 1 BF rejected the job offer.

The 1 WF hired met all the minimum and preferred qualifications. She had labor relations experience and some experience with collective bargaining. She had a B.A. in Political Science and History as well as a J.D.

Search 2018370 – Licensing Director – Office of VP Research/Technology Commercialization Services

The Office of the Vice President for Research, Technology Commercialization Services, is seeking an energetic, patent and licensing professional to join our technology-focused Licensing Team.

Under the direction of the Director of Technology Transfer, the Licensing Director will be responsible for managing the evaluation, patenting and licensing of a portfolio of University inventions in the physical sciences and engineering. This includes providing support to startup companies affiliated with the University, evaluating inventions disclosures received in the physical sciences and engineering for patentability and market potential, and assisting in similar evaluations for interdisciplinary inventions when appropriate.

DUTIES AND RESPONSIBILITIES

- Meeting with faculty and staff to aid in invention evaluations and to track progress of continued research related to inventions.
- Participating in team-based review meetings for decisions on patenting and commercialization of inventions and presenting inventions for review as needed.
- Managing patent prosecution for inventions in partnership with inventors and outside counsel.
- Developing and executing invention-specific marketing plans, patent and commercialization strategies to attract potential licensees.
- Negotiating options, licenses, letters of intent, term sheets, material transfer agreements, confidentiality agreement, etc.; and monitoring and managing compliance of such agreements.
- Participating in discussions, advising and supporting decisions pertaining to the formation of University start-up companies.
- Establishing strong relationships with relevant industry executives, investors, entrepreneurs and researchers in Connecticut, the region and beyond.
- Helping develop and support programs devised to aid in the creation of startup companies by faculty and students. May have access to information used in collective bargaining.
- Supporting negotiation of sponsored research agreements as needed.
- Working with other members of the OVPR to achieve the Office's overall goals.
- Performing other related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Electrical Engineering or Computer Science.
2. A minimum of three (3) years of experience which may include a combination of management, marketing, product development, technology development, technology transfer and/or research demonstrating an ability to be entrepreneurial, identify and make effective contacts with industry resulting in partnerships, collaborations or business relationships.
3. Must possess strong interpersonal and communication skills with an ability to distill and articulate technical concepts in order to communicate effectively with both university scientists and industry representatives across a broad range of technologies.
4. Must have a demonstrated ability to understand the industrial relevance of early-stage inventions.

PREFERRED QUALIFICATIONS

1. Advanced degree in Electrical Engineering or Computer Science.
2. Knowledge of intellectual property management and patenting.
3. Knowledge of the formation of equity-based ventures and intellectual property issues.
4. Programming experience, or experience with/knowledge of open-source software.
5. Strong writing and computer skills.
6. Ability to work as both team leader and team member.
7. Ability to set priorities and work within targeted time frames.
8. Ability to be responsive to the academic mission and priorities of the University.
9. Self-starter.

TO APPLY

Applications must be submitted through the UConn Jobs website: <https://hr.uconn.edu/jobs/> , (under Staff Positions), and should include a detailed curriculum vitae, preferred contact information, and the names and contact information for three (3) professional references. Review of applications will begin immediately, with preference given to candidates who apply by March 11, 2018. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2018370)

For confidential inquiries or additional information please contact:

Laurie Pudlo, MPS HRM
Administrative Manager
Office of the Vice President for Research
University of Connecticut
laurie.pudlo@uconn.edu
860-486-4247

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 18, 2018.

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>. (Search # 2018370)

Recruiting activities included posting on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, CT Hires, AUTM website, UIDP LinkedIn, SSTI Corner, and LES Career Center.

7 Total applicants: 1 WM, 1 WF, 4 AM, and 1 UM

7 Interviewed applicants: 1 WM, 1 WF, 4 AM, and 1 UM

- 1 AM did not demonstrate how his experience will help him efficiently handle the daily responsibilities of a UConn Licensing Director and his interests in life sciences were not relevant for the position.
- 1 UM did not demonstrate technical knowledge to work with faculty on a range of technologies.
- 1 AM's work history was related to industrial acquisition of post-production products not in the early stages of invention and collaboration.
- 1 WM indicated during the interview that he did not have the programming experience required for the position.
- 1 AM demonstrated poor communication skills and a lack of interest for the position in her responses to interview questions.
- 1 AM declined the offer due to the offered salary range.

The 1 WF selected had an advanced degree and working knowledge of engineering in electrical and computer science that would enable her to interface with faculty and student inventors. She had experience working in a university administrative position, which provided beneficial contact with faculty. She also had first-hand experience in technology transfer as a student inventor with licensed patents and an engineer in her company, which differentiated her from other candidates.

Search 2018404 – Minor Protection Coordinator – Department of Human Resources

The University of Connecticut seeks an energetic and innovative individual to serve as the Minor Protection Coordinator in the Department of Human Resources. This position resides in the Department of Human Resources and will be accountable for serving as a resource to administration, faculty, and staff on best practices and protocols for the protection and safety of minors participating in University-sponsored programs and activities.

DUTIES AND RESPONSIBILITIES

The Minor Protection Coordinator will be responsible for the review and communication of procedures for compliance with youth related policies, while recommending revisions to current policy based on national trends. Additionally, this position will coordinate and track mandatory training; ensure proper screening of authorized adults; and work with all applicable units of the University to apply standards of conduct designed to safeguard the welfare of minors. This position will have responsibilities at the Storrs, Regional, and UConn Health campuses.

MINIMUM QUALIFICATIONS

Candidates must possess a Bachelor's degree, plus two years' experience related to the area of assignment; experience in youth programming, or risk management; ability to work collaboratively with all levels of faculty, staff, students and outside entities; experience evaluating, developing and conducting training on policy and procedures; excellent interpersonal skills; excellent verbal and written communication skills; ability to handle confidential and sensitive matters; and willingness and ability to travel.

PREFERRED QUALIFICATIONS

An advanced degree; experience with maintaining a minor protection program; experience delivering programs to minors, with an emphasis on assessing program compliance for child protection and safety standards; demonstrated professional experience in a government or regulatory setting; and experience in Higher Education.

APPOINTMENT TERMS

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

TO APPLY

Interested candidates must submit a **letter of application, resume** and contact information for **three (3) professional references** via UConn Jobs, www.jobs.uconn.edu, Staff Positions Search # 2018404. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search 2018404)

This posting is scheduled to be removed at 11:59 p.m. March 5, 2018.

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 postings on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, Ability Jobs Online, Job Board, AcademicJobsOnline.org, and Chronicle of Higher Education.

4 Total applicants: 2 WM and 2 WF

4 Interviewed applicants: 2 WM and 2 WF

- 2 WM answered several interview questions incompletely and did not provide examples of experience in assessment of compliant child protection programs.
- 1 WF was more interested in working with students directly, rather than the administrative responsibilities of the position.

The 1 WF selected met all minimum and preferred qualifications. She had relevant experience in child advocacy and expressed a solid understanding of the scope and responsibilities of the position. She had worked with minors at the collegiate level in an administrative role. She holds a Master's in Social Work and had undergone numerous trainings.

Search 2018049 – EEO & Search Compliance Specialist (USP 1) – Office of Institutional Equity

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

This position is central to the University of Connecticut and UConn Health's efforts to comply with federal and state laws, regulations and related University policies. The EEO & Search Compliance Specialist provides guidance relative to Equal Employment Opportunity, Affirmative Action and the search process and utilizes statistical data for the purpose of planning, publication, benchmarking, program evaluation and compliance with government regulations. The EEO & Search Compliance Specialist will split time between UConn's Storrs campus and UConn Health in Farmington.

DUTIES AND RESPONSIBILITIES

1. Assists with coordinating all aspects of OIE review and evaluation of the unclassified and classified search and hiring process. Reviews search files for compliance with state and federal regulations and University policies and procedures. Working with Hiring Managers, Search Administrators and Human Resources Recruiters, provides guidance and assists in the resolution of identified problems.
2. Responds to inquiries from hiring managers, search committees and administrators, Human Resources and members of the University community related to the search process, AA/EEO issues and departmental procedures and policies. Provides solutions and guidance including referrals to appropriate offices. Assists with developing standards for consistent guidance and responses based on University and departmental policies, procedures and state and federal regulations. Provides excellent customer service and employs good judgment in all communications and interactions with the University community.
3. Assists with the preparation and updating of state and federal Affirmative Action Plans for both Storrs and UConn Health locations. Responsible for collecting and organizing pertinent information, drafting and editing narratives, compiling and analyzing data, and preparing quantitative charts. Applies knowledge and understanding of current state and federal regulations, institutional policies and procedures, and the department's practices relative to the search and hiring process. Works collaboratively with University staff and external auditors to complete Affirmative Action plans.
4. Drafts, reviews and edits narrative reports regarding search activity and secure additional information from search administrators to ensure compliance with current standards of review.
5. Assists in compiling, analyzing and reporting data and information (numerical/statistical/narrative) used to apprise management of the University's workforce profiles, hiring and retention trends, applicant profiles, peer comparisons and progress toward affirmative action and diversity goals and responding to internal and external inquiries. Establishes procedures and meets critical deadlines for collecting and updating required information in a timely and accurate manner.
6. Assists in the planning and coordination of training of search committees and administrators. Participates in workshops with search committee members regarding the search process, AA/EEO compliance and other related topics.
7. Works collaboratively with University departments and external auditors regarding compliance in the search process, Affirmative Action Plan preparation workforce diversity goals and initiatives and other related projects.
8. Maintains and updates computerized and non-computerized data files. Produces daily, weekly, and other scheduled reports and updates. Assists in the design, modification, and documentation of computerized files, forms, and general system requirements.
9. Maintains knowledge of current developments in related areas and participates in professional development conferences and workshops. Conducts research regarding substantive and procedural issues related to Affirmative Action, Equal Employment Opportunity, diversity, and the search process.
10. Performs other functions or special projects which may be on-going or short-term and which require project planning and coordination. Adapts day-to-day work schedule to the requirements of business priorities and urgent special requests.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or the equivalent combination of education and work experience.
2. 3 years of recent relevant work experience.
3. Strong written communication skills.
4. Strong verbal communication skills, including public speaking and presentation skills.
5. Demonstrated proficiency with Microsoft Office, especially Word, Excel and PowerPoint.
6. Strong organizational skills and the ability to work independently in a fast-paced work environment and successfully manage multiple assignments with competing deadlines.
7. Demonstrated excellent interpersonal skills and the ability to work collaboratively.
8. Experience working with diverse populations.
9. Demonstrated problem solving and troubleshooting abilities.

PREFERRED QUALIFICATIONS

1. Master's degree in a related field.
2. Experience in a position leading to familiarity with state and federal affirmative action, equal opportunity employment issues, regulations and laws, particularly as they relate to higher education.
3. Experience in a fast-paced work environment in a customer service or communications role that required sophisticated interactions with diverse groups.
4. Experience conducting relevant trainings for diverse populations.

APPOINTMENT TERMS

Salary commensurate with qualifications and experience. Excellent benefits package is available.

TO APPLY

Candidates must submit **letter of application, resume, and the names of three references** to UConn Jobs at: www.jobs.uconn.edu , Staff Positions. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018049)

Recruitment activities included posting on the UConn Careers website, the American Association for Access, Equity and Diversity job board, with the CT Association of Diversity & Equity Professionals, the LinkedIn Diversity Network, LinkedIn, Society for Human Resource Management, Indeed.Com, and emails to the CRT Board of Regents, contacts at the State University system, and community colleges, DAS, University of Massachusetts, University of Rhode Island, SUNY, the CT Department of Veterans Affairs, and individuals on the EEO Specialist and EEO Manager CT state exam lists.

27 Total applicants: 6 WM, 7 WF, 1 BM, 5 BF, 3 HM, 2 HF, 2 AF, and 1 UF

20 Unqualified applicants: 6 WM, 6 WF, 1 BM, 2 BF, 2 HM, 1 HF, 1 AF, and 1 UF

- 5 WM, 6 WF, 1 BM, 2 BF, 2 HM, 1 AF, and 1 UF did not have at least 3 years of recent, relevant work experience.
- 1 WM submitted an incomplete application.
- 1 HF did not have a Bachelor's degree or the equivalent combination of education and work experience and 3 years of recent relevant work experience.

5 Qualified applicants: 1 WF, 2 BF, 1 HF, and 1 AF

- 1 WF did not have experience in a position leading to familiarity with state and federal affirmative action, equal opportunity employment issues, regulations and laws,

particularly as they relate to higher education and did not have experience conducting relevant trainings for diverse populations.

- 1 BF and 1 AF did not have experience conducting relevant trainings for diverse populations.
- 1 BF and 1 HF withdrew their applications.

2 Interviewed applicants: 1 BF and 1 HM

- 1 BF's EEO experience was limited to state agencies with a significantly smaller population and volume of hiring and training and answers to questions indicated this volume was challenging to maintain.

The 1 HM selected demonstrated strong communication skills through complete and in-depth answers to interview questions. His EEO experience included simultaneously working on projects, Affirmative Action Plans and trainings at multiple state agencies that address a wide spectrum of population, size and volume. He was able to demonstrate effectively his ability to work in a fast-paced environment and to interact with diverse groups through providing concrete examples of such from his experiences in customer service, social services, Human Resources and EEO. In his previous two positions, he had facilitated trainings in HR and EEO related areas.

Category 3: Nonteaching Professional – UC Professional 11

Hiring goals: 1 BM

Hiring into Category: 1 WM, 1 WF

Goals met: No goals met

Part-Time to Full-Time

1 WF moved from part-time to full-time

Search 2018554 – Lead Technology Architect (UCP 11) – AIMS

The University of Connecticut (UConn), Analytics and Information Management Solutions (AIMS) group (<http://aims.uconn.edu>) is seeking to hire a **Lead Technology Architect** to lead the technology team in the implementation of innovative analytics and information management solutions. This position will also support, assist, and advise the leadership on the overall solution architectural design, research best fit technologies, and identify potential technology considerations. This position will be based at the downtown Hartford campus.

UConn AIMS, working with the State of CT's Office of Health Strategy (OHS), is leading the design, development, and implementation of the Core Data Analytics Solution (CDAS), which will leverage leading-edge technologies to curate, process, and enhance large amounts of healthcare data to fuel the analytics to support state-wide healthcare initiatives.

DUTIES AND RESPONSIBILITIES

1. Within broad guidelines, lead complex technical projects to include design/capture technical specifications to develop and deploy HIT solution components, configure/enhance/manage the technology infrastructure, and identify/mitigate significant technical problems to include complex systems integration issues within the state
2. Perform as a senior level resource to guide the agile SDLC around systems configuration, software development, operating systems, networks, data, and cloud infrastructure
3. Develop a comprehensive technology and technology management plan, selects the most appropriate approach to design, develop, and implement technology components in an agile system development lifecycle (SDLC)
4. Develop staff resource requirements and onboarding plans, manage and direct the efforts resources' workloads, and coordinate training to build a world class staff
5. Supervise a technology team that consist of application and data engineers, architects, and developers across multiple projects
6. Works with vendors, users, and management to gather information to develop an understanding of needs to drive potential solutions
7. Identify and develop plans and processes that ensure the minimum risk to services or systems due to errors
8. Manage teams of diverse staff in a dynamic and fast-paced environment
9. Deliver high quality results within established timeline and according to functionality expectations.
10. Outreach and interface with various stakeholders and provide a high degree of customer service focus and excellent written and verbal communication skills
11. Maintain state-of-the-art technical knowledge and the application to innovative solutions
12. Serves as the liaison between the technical, operations, and analytical teams

MINIMUM QUALIFICATIONS

1. Bachelor's degree (or equivalent) in Computer Science, Information Systems, or a related technical discipline, with a major focus in Software Engineering
2. Minimum of four (4) years' experience managing/coordinating diverse teams' work efforts to deliver quality results
3. Experience delivering technology-based solutions following Agile SDLC
4. Five (5) or more years' experience working on information management technology projects, such as master data management (MDM), data systems' interfaces, data transformation, and front end application development
5. Experience working with operations and business teams to identify and communicate risks and impacts to business and technical requirements
6. Technical expertise in cloud infrastructure, such as security, networking, virtual machines, and operating systems (Linux and Microsoft) configuration, management, and administration
7. Demonstrated problem solving ability to address project/system issues through root cause analysis and development of issue mitigation plans
8. Demonstrates responsibility for ongoing personal development, professional growth, and continuing education
9. Applied experience of systems security, health information privacy, and the movement and storage of PHI and PII data
10. Experience with SQL Server and/or equivalent databases
11. Experience using Microsoft Office tools (such as Word, Excel, PowerPoint, and Access)
12. Willingness and ability to work a flexible schedule and hours including occasional evening and weekend hours.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Computer Science, Information Systems, or a related technical discipline, with a Major focus in Software Engineering and a Minor focus in Mathematics or Statistics
2. Minimum of four (4) years' experience in network and infrastructure operations and management in cloud environment (Microsoft Azure)
3. Four (4) or more years' experience working on information management technology projects, with a focus in master data management (MDM), data systems' interfaces, data transformation, analytics, visualizations and dashboards, web portals, and mobile applications
4. Experience configuring, deploying, and using Microsoft SharePoint, Project, and Visio
5. Experience Kanban board using Team Foundation Server and SharePoint
6. Experience installing and configuring infrastructure as a service environment to include sizing requirements and deploying VMs
7. Experience in the procurement, budgeting, forecasting, and management of technology assets
8. Experience in object-oriented programming (C#, Java, and/or equivalent)
9. Experience with JavaScript frameworks (Angular, React, Vue.js, and/or equivalent)
10. Knowledge of Hadoop Hortonworks and Apache toolsets, Informatica MDM and big data management and quality tools, Tableau, and Liferay digital experience platform (DXP)
11. Excellent written and verbal communication skills with the ability to present complex technical information in a clear and concise manner to a variety of audience

APPOINTMENT TERMS

This is a full-time, grant-funded position that is subject to annual renewal depending on available of grant funding and job performance. The typical work schedule is Monday – Friday, 8:30 am – 4:30 pm. Salary will be commensurate on the successful candidate's background and experience. Work location is at the Hartford Campus.

TO APPLY

To apply, please submit an online application that includes a **cover letter**, **resume**, and contact information for **three (3) professional references**, online via UConn Jobs, Staff Positions (www.jobs.uconn.edu). Evaluation of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018554)

Recruiting activities included postings on the UConn Careers website, AcademicJobOnline.org; nutrilink.nutrition.org; careers.chronicle; americancollegeofnutrition; obesity-jobs.careerwebsite; sbm.org; jobs.sneb.org; eatrightpro.org; careers.ift.org; employers.sciencecareers.org; academickeys.com; careercenter.sacnas.org; the-aps.org; American College of Nutrition; Association of SNAP-Ed Nutrition Networks; Hispanic Health Council; Network of Minority Health Research Investigators; American Society for Nutrition; and e-mails sent to the Nutrition of educators list of Academy of Nutrition and various universities.

2 Total applicants: 1 WM and 1 WF

2 Interviewed applicants: 1 WM and 1 WF

- 1 WF was found to not meet the minimum qualification of front end application development which was listed as 7 years programming experience on her resume.

The 1 WM selected met several preferred qualifications including experience working on information management technology projects, with a focus in master data management (MDM), data systems' interfaces, data transformation, analytics, visualizations and dashboards, web portals, and mobile applications. He also had experience using Kanban boards/Team Foundation

Server and SharePoint. Additionally, he had worked in procurement where he was responsible for budgeting and managing all technical assets.

Category 3: Nonteaching Professional – UC Professional 10

Hiring goals: 1 BF, 1 HM, 1 AM

Hiring into Category: 1 WM, 4 WF

Goals met: No goals met

Part-Time to Full-Time:

1 WF moved from part-time to fulltime

Search 2018068 – Facilities Manager (UCP 10) – Facilities Operations & Building Services

Facilities Operations & Building Services is seeking applicants for a Facilities Manager at the Storrs Campus. Under the administrative review of the Director of Facilities Building Trades, the Facilities Manager manages and coordinates the daily activities of the HVACR, Plumbing and Energy Management Systems (EMS), 2nd Shift, and 3rd Shift Shops. This manager serves as the primary contact for University customers with a focus on communicating work order status, the efficient delivery of repair service, preventative maintenance planning, procurement of parts, inventory control, vehicle management and is responsible for the management, coordination and administration of the technical trade staff within the above mentioned shops. When the demand for services exceeds the capacity or skill of existing staff, the Facilities Manager is responsible for managing third party service contractors retained to provide such services.

The Facilities Manager ensures the trade shops are organized in a way that maximizes the strengths of the trade technicians and creates a climate of ownership for work performed. The Facilities Manager is expected to evaluate the type of work being performed and develop a comprehensive University plan to create Mechanical Electrical Plumbing (MEP) improvements aimed at reducing service calls and improving customer comfort. The Facilities Manager collaborates with the Storrs-based support teams including engineers, resource planners, directors, managers, maintenance engineers, trade supervisors, user groups and customers.

The incumbent in this position participates in the selection and hiring of staff and supervises and evaluates technical trade staff. The Facilities Manager is responsible for handling personnel actions utilizing collective bargaining agreements, human resources policies and procedures and University policies.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Engineering or related field, or an equivalent combination of experience and education needed to meet the requirements of the position.
2. Must have at least ten years of progressive responsibility managing multiple crews in related trades that demonstrates the ability to work in the UConn environment described in the background information.
3. Leadership skills and experience that shows significant accomplishments in improving the operational efficiency of a large crew.
4. An exhibited ability to plan and respond to emergency failures in buildings with technically sophisticated systems and infrastructure.
5. Experience executing a planned maintenance program.
6. Must have thorough understanding of failure modes of HVACR and Plumbing components and the consequences of the failures, and a thorough understanding of Planning, Procurement, Scheduling and Field Execution processes.
7. Must be able to create a scope of work, and be able to read and interpret complex engineering/architectural drawings and contract documents.
8. Extensive working knowledge of HVACR, Plumbing, and EMS equipment and computerized systems.
9. Ability to troubleshoot building and mechanical systems problems and the ability to make recommendations to mitigate systemic issues.
10. Demonstrated ability to work without supervision to resolve problems of both a technical and administrative nature.
11. Must be proficient in the use of computers and have skills in MS Office applications such as word processing, spreadsheets, databases, electronic mail, internet applications and computerized maintenance management software programs.

- computerized maintenance management software programs.
12. Must have the ability to positively interact with a variety of individuals through direct and non-direct interactions and communications in order to build relationships with a broad spectrum of customers. Must be able to think and work independently, as well as be a team player, and have sound judgment to delegate effectively. Must be capable of working efficiently under critical deadlines while handling tasks simultaneously in a busy environment.
 13. Must have the ability to communicate effectively in both oral and written communication with a diverse audience both internal and external to the University. Must be able to produce effective maintenance procedures. Must be self-motivated and enthusiastic, have flexibility in thought and style and possess a high tolerance for change, ambiguity and differences of opinion.
 14. Must have the ability to prioritize the importance of assets and maintenance tasks and link the importance of assets to strategic goals.
 15. Must have reliable transportation. Must be willing and able to be on-call to report to work during emergency closures, inclement weather or significant events that effect campus operations.

PREFERRED QUALIFICATIONS

1. Experience working in a unionized environment.
2. Knowledge and the ability to apply the Project Management Institute's project standards.
3. A current Professional Engineer (PE) License.
4. Experience at a large college or university or other organization of similar size and complexity.
5. Familiarity with quality assurance methods.
6. Working knowledge of Key Performance Indicators for maintenance management and productivity.
7. Working knowledge of the management and removal of regulated materials including asbestos, mold, lead and PCBs. Knowledge of applicable laws, regulations, nationally recognized standards and guidelines such as OSHA, NFPA, EPA etc.
8. Familiarity with the International Building Code's mechanical provisions.
9. Working knowledge of AutoCad and the capability to use for take-offs.
10. Demonstrated skill set for estimating resource hours, material and sequencing for maintenance tasks.
11. Line management experience directly supervising trade crews in a 24/7/365 day operation.

PHYSICAL REQUIREMENTS

Incumbent must be able to frequently walk up and down stairs, climb ladders, etc. in a mechanical room and/or construction site setting. Must be able to utilize ladders, scaffolding, high-lifts and enter confined spaces. May be required to wear personal protective equipment (PPE) when necessary. Must be able to inspect and review facilities issues near electrical equipment, rotating machinery and other mechanical systems.

APPOINTMENT TERMS

This is a full-time, permanent position. Work schedule is Monday through Friday and occasionally requires a 7:00 a.m. start time as well as evening and weekend hours. 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. Salary will be commensurate with background and experience. For a full description of the position, please visit the Facilities Operations & Building Services website at <http://fo.uconn.edu/employment-opportunities/>.

TO APPLY

Qualified applicants must submit a **cover letter**, **resume**, **qualifications statement**, and contact information for **three (3) professional references** at www.jobs.uconn.edu. Please identify in your cover letter Search #2018068 and ensure that your qualifications statement demonstrates, point by point, how you meet the stated (15) minimum qualifications and any of the preferred qualifications you may have. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment physical and criminal background check. (Search # 2018068)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 17, 2017.

Recruiting activities included postings on UConn Careers website, Veterans Enterprise, CT Jobs, Career Builders, Willimantic Chronicle, Hartford Courant, Norwich Bulletin, Manchester Journal Inquirer, and other personal networking

13 Total applicants: 10 WM, 1 WF, and 2 HM

8 Unqualified applicants: 7 WM and 1 HM

- 6 WM did not have work experience that would give them a thorough understanding of failure modes of HVACR and Plumbing components and the consequences of the failures, a thorough understanding of Planning, Procurement, Scheduling and Field Execution processes, and extensive working knowledge of HVACR, Plumbing, and EMS equipment and computerized systems.
- 1 WM did not have a Bachelor's degree in Engineering or an equivalent combination of experience and education and at least ten years of progressive responsibility managing multiple crews in related trades.
- 1 HM did not have at least ten years of progressive responsibility managing multiple crews in related trades.

3 Qualified applicants: 2 WM and 1 WF

- 1 WM did not have a current Professional Engineer (PE) License.
- 1 WF did not have working experience in a unionized environment and did not have line management experience directly supervising trade crews in a day operation.
- 1 WM withdrew his application.

2 Interviewed applicants: 1 WM and 1 HM

- 1 HM did not provide complete and appropriate answers to situational questions regarding emergency response to failed building systems and sequencing for maintenance tasks.

The 1 WM selected had a Bachelor's degree and leadership experience with emergency response actions, prioritizing assets and scheduling resources to repair failed equipment. In addition, the candidate provided correct responses to questions regarding safety recognition and implementation methods. He also had experience working in a unionized environment and in a university campus setting.

Search 2018150 –Director of Clinical Data Analytics and Health Information (UCP 10) – Student Health Services

The University of Connecticut, Storrs Campus, Student Health Services, is seeking a full-time Director of Clinical Data Analytics and Health Information (UCP 10). Under the general direction of the Executive Director, applies a very high degree of expertise and specialized knowledge of clinical data abstraction, analysis, and data management techniques in order to develop, implement, organize, and maintain student health and wellness information and reports. Collaborates with the quality team, administrators, physicians/clinicians, and others to design reports that document clinical and programmatic performance related to improving population health outcomes. Compiles data from multiple sources to support the usability, consistency, accuracy, integrity, security, and availability of clinical, population, and survey data to measure and support student health and safety initiatives. This position directly supervises the Health Information and Medical Records department, the Electronic Medical Record information analysts, and clinical data nurse managers, and is a member of the Student Health and Wellness Executive Leadership Team.

DUTIES AND RESPONSIBILITIES

1. Responsible for the development, maintenance and advancement of data initiatives related to improving patient care and wellness in accordance with the direction of the Executive Leadership Team and as defined by national accreditation standards.
2. Oversees the collection, analysis, and reporting of available data to effectively manage care and campus health and wellness outcomes, including the measurement of specific metrics and the impact of interventions.
3. Requiring a high level of problem solving and innovation, develops and recommends solutions/interventions based on analysis of relevant data to determine the most favorable impact on the health and wellbeing of our students.
4. Measures the performance of preventive and clinical guidelines against best practice research; assists in development of new practice guidelines and program development based on current research and government standards.
5. Leads projects by overseeing, coordinating, monitoring, and reporting on project benchmarks. Prepares detailed project plans including measurement of specific metrics and the impact of specific interventions.
6. Responsible for internal and outsourced data management, such as surveys like the CORE survey, ACHA-NCHA survey, CCAPS registry, patient/student satisfaction survey data, clinical data from the medical record, transport data, as well as other data collection projects.
7. Responsible for supervising the Health Information Management (HIM) department, including establishing policies and procedures that comply with federal, state and UConn regulatory requirements for clinical data management, medical records, confidentiality, and privacy.
8. Designs, documents, tests, implements and manages clinical data collection and reporting systems. Defines these requirements and reports conclusions to stakeholders and other interested parties.
9. Works independently to document external data acquisition policies and procedures as well as interface with clinical and external university departments to define and document data needs and specific analysis requirements.
10. Creates and delivers regular reports that clearly communicate the results and/or progress of student health and wellness initiatives at the population level to support overall campus-wide student health.
11. Demonstrates exceptional/advanced understanding of data and data quality standards that allow for the integration of data, information and knowledge to enhance decision support for student health and wellness initiatives.
12. Applies and monitors national benchmarking data to determine overall areas of opportunity at the student population level, in order to recommend, promote and measure interventions for an overall healthier campus.
13. Actively participates in university and national organizations to keep abreast of new developments and technology and makes recommendations for advancing database and data analysis tools.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree and ten to fifteen years of clinical data analytics experience in a healthcare or university setting, or equivalent combination of training and experience.
2. Evidence of direct participation in performance improvement activities using data analysis.
3. Evidence of familiarity with and utilization of clinical databases/registries.
4. Excellent verbal and written communication skills.

PREFERRED QUALIFICATIONS

1. Master's degree in nursing or related field, with ten or more years of clinical data analytics experience.

TO APPLY

Please apply online via UConn Jobs at www.jobs.uconn.edu, Staff Positions, to upload your cover letter indicating Search #2018150, current resume, and the name, address and telephone numbers of three professional references. Incomplete applications will not be considered. Employment is contingent upon the successful completion of a pre-employment criminal background check. (Search #2018150).

This posting is scheduled to be removed at 11:59 p.m. Eastern time on October 30, 2017.

All employee 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 postings on UConn Careers website, Diversity Website, Ct Association of Diversity and Equity Professionals, PRLACC, Women's Center, Rainbow Center, Asian American Cultural Center, African-American Cultural Center, Word of Mouth- Search Committee and Directors, VP Student Affairs

10 Total applicants: 4 WM, 4 WF, 1 BM, and 1 AM

9 Unqualified applicants: 4 WM, 3 WF, 1 BM, and 1 AM

- 4 WM and 2 WF did not have a Bachelor's degree and ten to fifteen years of clinical data analytics experience in a healthcare or university setting, or equivalent combination of training and experience.
- 1 BM and 1 AM did not submit a complete application.
- 1 WF withdrew her application.

1 Interviewed applicant: 1 WF

The 1 WF selected had a Bachelor's degree, experience in higher education and extensive experience in a healthcare setting. The applicant had demonstrated broad healthcare experience using several examples related to the use of data to determine patient satisfaction and health outcomes. The applicant answered questions directly and concisely during the interview process. The applicant had an understanding of the demographics of people who are served, not served and why.

Search 2018467 - Head of Archives & Special Collections (UCP 10) – University Libraries

The University of Connecticut Library seeks an innovative, motivated, and knowledgeable individual to lead its University Archives & Special Collections. Under the general direction of the Assistant University Librarian for University Archives, Special Collections & Digital Curation, the Head of Archives & Special Collections provides direction and leadership to six professional staff and works to develop collaborative partnerships across the Library, University, and external organizations to extend the reach of our collections and address the major issues facing archives & special collections in the current era.

The Head of Archives & Special Collections creates innovation and change while respecting the principles and traditions of the profession, and articulates this vision to internal and external stakeholders. In particular, there will be a focus on the statewide digital preservation repository program (CTDA), the Library's scholarly communications programs, including the Greenhouse Studios | Scholarly Design at UConn, and the Library's conservation and digital capture labs. This position serves a critical role in the research and teaching mission of the University, ensuring development of, and ongoing access to, many of the Library's unique and distinct collections for use by students and researchers.

DUTIES AND RESPONSIBILITIES

1. Provides leadership, vision, and innovation for Archives & Special Collections, actively advancing progress towards the Area's and Library's strategic goals.
2. Directs, plans, and communicates Archives & Special Collections efforts with a focus on:
 - a. Innovative public outreach and services to students, scholars, and citizens;
 - b. Technical and operational workflows designed to increase efficiency and automation in processing unique collections in all formats;
 - c. Developing and stewarding existing collections and identifying and pursuing new collections that reflect and support the institutional mission;
 - d. Pursuing funds necessary to support programs and collections through donor cultivation and support, grant writing, and collaborative projects.
3. Determines Unit priorities and directs annual goal setting for Archives & Special Collections; ensures coordination and alignment of individual and Unit goals to Area, Library, and University priorities, services, and initiatives.
4. Serves as primary resource for other Library units, University offices, academic departments, and outside agencies regarding Archives & Special Collections' services and procedures.

Shared Expectations for Staff Supervisors

1. Assigns, oversees, reviews, and evaluates work of direct reports. Establishes work schedule(s) and approve timecard(s). Maintains supervisory files.
2. Promotes inclusivity and is communicative about priorities, opportunities, and challenges. Encourages new thinking and ideas and actively fosters open communication.
3. Follows the Performance Management Guidelines as outlined by the Library's Office of the Vice Provost, UConn's Department of Human Resources, and the staff member's contractually specified evaluation process.
4. Provides training and assistance to each direct report. Supports involvement in professional development activities and provides internal development opportunities as appropriate to each position.

Shared Expectations for All Staff

1. Participates in Library-wide strategic planning and actively contributes to Area and Unit priorities, initiatives, and/or operations through collaboration and cooperation.
2. Demonstrates reliable and effective written and verbal communication and interpersonal skills.
3. Maintains currency and open communication in ongoing trends and developments related to position responsibilities.
4. Acts independently in the performance of everyday tasks and responsibilities.
5. Works effectively in current office applications, software, and communication tools as set by the Library and/or University of Connecticut.
6. Performs duties parallel to position responsibilities as required.

MINIMUM QUALIFICATIONS

1. A graduate degree in Library and Information Science from a program accredited by the American Library Association, or international equivalent, or a graduate degree in a research-intensive discipline appropriate to the position.
2. Minimum of six years' professional experience in a library, archive, or other cultural heritage environment, filling progressively responsible roles.
3. Minimum of two years' supervisory experience, including planning and change management practices.
4. Demonstrated analytical and problem-solving skills with the ability to think strategically, be forward thinking, and embrace change management strategies.
5. Demonstrated ability to work effectively with a diverse group of researchers, donors, and staff.
6. Knowledge of and experience working with digital repository systems and digital curation.
7. Demonstrated expertise in current archival management practices, policies, and procedures.
8. Demonstrated leadership and excellent oral and written communication skills.
9. Evidence of active involvement in professional activities at the state, regional, or national level.
10. Willingness to travel and work a flexible schedule.

PREFERRED QUALIFICATIONS

1. Experience in an academic research library.
2. Demonstrated ability to actively engage in donor relations, collection solicitation, fundraising, and gift management.
3. Experience managing a budget.

APPOINTMENT TERMS

This is a full time position based in Storrs with an anticipated start date of August 2018. 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.

TO APPLY

Applications must be submitted online using UConn Jobs at <http://www.jobs.uconn.edu>, Staff Positions. (reference search #2018467) and include a **cover letter**, **detailed resume**, and contact information for **three professional references**.

Nominations and inquiries should be sent in confidence to khara.leon@uconn.edu. To ensure full consideration, inquiries and applications should be submitted by May 6, 2018. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018467)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 6, 2018.

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 postings on the following websites and job boards: UConn Careers, iTrack Job Posting at UM School of Information, Boston Library Consortium ListServe, Boston Library Consortium ListServe, UConn Library Social Media and Website, American Library Association Job list, Society of American Archivists Job list, American Association for State and Local History, American Historical Association, American Alliance of Museums, Simmons College GSLIS Job list, Association of Research Libraries Listserv, Coalition of Networked Information Listserv, New England Archivists Listserv, National Council on Public History, ACRL New England Job Board, and the Hartford Public Library/Bridget Quinn-Carey job board.

27 Total Applicants: 8 WM, 15 WF, 1 BM, 2 BF, and 1 AF

15 Unqualified applicants: 4 WM, 7 WF, 1 BM, 2 BF, and 1 AF

- 1 WM, 1 WF, 1 BF, and 1 AF did not possess a graduate degree in Library and Information Science from a program accredited by the American Library Association, or international equivalent, or a graduate degree in a research-intensive discipline appropriate to the position.
- 2 WM, 4 WF, 1 BM, and 1 BF did not have a minimum of six years professional experience in a library, archive, or other cultural heritage environment, filling progressively responsible roles.
- 1 WF application package did not indicate a knowledge of and experience working with digital repository systems and digital curation.
- 1 WM and 1 WF did not have a minimum of two years supervisory experience, including planning and change management practices and management strategies.

8 Qualified applicants: 3 WM and 5 WF

- 3 WM and 3 WF did not have analytical and problem solving skills with the ability to think strategically, be forward thinking, and embrace change management strategies through examples provided in the application materials such as proven accomplishments in emerging areas of archival practices and the methods each applicant took to successfully accomplish these new, strategic initiatives.
- 2 WF withdrew their applications.

4 Interviewed applicants: 1 WM, 3 WF

- 1 WM answers to interview questions regarding supervision and leadership, focused on individual work and preferences and did not communicate a leadership or supervisory style.
- 2 WF withdrew their applications during the interview process.

The 1 WF selected had strong interpersonal, communication, and collaboration skills determined by her responses to interview questions. The candidate demonstrated an understanding of current archival practices and a balanced understanding of both traditional and innovative archival

approaches. The applicant was able to prove past successes based on a proactive approach to problem solving and decision-making.

Search 2018567 – Senior Application Developer – Nursing Instruction & Research

The University of Connecticut (UConn), Analytics and Information Management Solutions (AIMS) group (<http://aims.uconn.edu>) is seeking to hire a **Senior Application Developer** to lead the technical design and development of cross-functional, multi-platform applications for innovative analytics and information management solutions. This position will assist with the analysis of use cases' business/functional drivers, develop technical requirements, design application specifications, and guide and direct the development of applications, such as web portals, mobile apps, business logic processes, web-service application interfaces (API), and other various applications. This position will also support, assist, and advise leadership on the overall solution architectural design, research best fit technologies, and identify potential technology considerations. This position will be based at the downtown Hartford campus.

UConn AIMS, working with the State of CT's Office of Health Strategy (OHS), is leading the design, development, and implementation (DDI) of the Core Data Analytics Solution (CDAS), which will leverage leading-edge technologies to curate, process, and enhance large amounts of healthcare data to fuel the analytics to support state-wide healthcare initiatives.

DUTIES AND RESPONSIBILITIES

1. Lead the application development team across various projects in a dynamic and fast-paced environment following the Agile SDLC.
2. Collaborate with Lead Technology Architect and others to evaluate design considerations and have the ability to make independent decisions and judgment on technical issues.
3. Lead application/software design meetings with stakeholders/users, as required to solicit and capture feedback to agile efforts.
4. Outreach and interface with various stakeholders and provide a high degree of customer service focus and excellent written and verbal communication skills.
5. Perform tasks related with front-end application DDI to aid research projects in visualization of data for operational tasks, data quality reporting, and performance measures.
6. Oversee the presentation of the data using intuitive and responsive UI frameworks including Angular, Asp.NET MVC, and other cutting-edge developments tools and frameworks, such as Liferay DXP and Tableau embedded components.
7. Deliver high quality results within established timeline and according functionality expectations.
8. Work effectively with a wide range of healthcare organizations, state agencies, and professional groups including senior managers, health and social care professionals, and IT staff.
9. Collaboratively resolve overly complex systems integration issues including activities associated with data, web application, and server technologies.
10. Train and educate software developers and users in various complex technical areas or new technologies.
11. Maintain state-of-the-art technical knowledge and the application to innovative solutions.
12. Develop information papers on various innovation technology topics.
13. Perform other duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree (or equivalent) in Software Engineering, Computer Science, Information Systems, or a related Science, Technology, Engineering and Mathematics (STEM) discipline.
2. Minimum of five (5) years' experience managing and coordinating the work efforts of diverse teams of application developers.
3. Experience delivering technology-based solutions following Agile SDLC.
4. Ability to set, follow, guide, and enforce agreed upon coding and naming conventions against defined best practice standards.
5. Experience collaborating with architects, analysts, and technology vendors to design and build innovative solutions for complex business objectives.

6. Experience developing application security and interfaces for web portals.
7. Experience with design and development of service-oriented architecture (SOA) using reusable frameworks to support industry interface standards, such as SOAP and REST.
8. Knowledge and experience in Microsoft C# and/or Java, with a solid understanding of Object Oriented programming, as well as JavaScript frameworks like Angular or React.
9. Ability to proactively identify technical issues and risks and develop alternative techniques and/or solutions.
10. Demonstrated responsibility for ongoing personal development, professional growth, and continuing education.
11. Experience with Microsoft SQL Server development, T-SQL coding and/or equivalent databases.
12. Experience using Microsoft Office tools (such as Word, Excel, PowerPoint, and Access).
13. Willingness and ability to work flexible schedule and occasional evening and weekend hours.

PREFERRED QUALIFICATIONS

1. Bachelor's degree with a focus and/or minor in Mathematics or Statistics with an applied analytics or risk adjustment focus/experience.
2. Knowledge and experience with Source Code Management (SCM) systems, like git, Bitbucket, TFS, SVN, JIRA, etc.
3. Excellent written and verbal communication skills with the ability to present complex technical information in a clear and concise manner to a variety of audience.
4. Ability to develop data models.
5. Ability to develop data extract, transform, and load (ETL) mappings/scripts to process data against defined business logic.
6. Ability to assess team capabilities and develop courses of action to close required skill gaps.
7. Ability to organize and manage teams in a fast-paced environment with changing priorities.
8. Experience with systems security, health information privacy, and the movement and storage of PHI and PII data.
9. Experience using SQL server tools: Management Studio, SSIS, SSRS, SQL Profiler, and/or similar technologies.
10. Utilized Agile software development methodology (such as Kanban) to manage project progress.
11. Experience with DB-SCM for checking in stored procedures and version controlling a database.
12. Knowledge and/or experience with any of the following: Hadoop Hortonworks and Apache toolsets, Informatica MDM and big data management and quality tools, Tableau Server, and Liferay digital experience platform (DXP).
13. Healthcare data and/or analytics experience.
14. Ability to work effectively in a small startup structure.

APPOINTMENT TERMS

This is a full-time, grant-funded position that is subject to annual renewal depending on available of grant funding and job performance. The typical work schedule is Monday – Friday, 8:30 am – 4:30 pm. Salary will be commensurate on the successful candidate's background and experience. Work location is at the Hartford Campus.

TO APPLY

To apply, please submit an online application that includes a cover letter, resume, and contact information for three (3) professional references, online via UConn Jobs, Staff Positions (www.jobs.uconn.edu). Evaluation of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018567).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 25, 2018.

Recruiting activities included posting on Indeed.com, AIMS website. School of Nursing website, Facebook page and Twitter and numerous emails sent by search committee and department staff to contacts in the field.

4 Total Applicants: 1 WM, 1 WF, 1 AM, 1 UM

3 Unqualified Applicants: 1 WM, 1 AM, 1 UM

- 1 WM did not have a minimum of five years' experience managing and coordinating the work efforts of diverse teams of application developers./M3-Experience delivering technology-based solutions following Agile SDLC
- 1 AM did not have experience developing application security and interfaces for web portals and experience with design and development of service-oriented architecture (SOA) using reusable frameworks to support industry interface standards, such as SOAP and REST.
- 1 UM did not possess a Bachelor's degree in Software Engineering, Computer Science, Information Systems, or a related Science, Technology, Engineering and Mathematics (STEM) discipline

1 Interview Applicant: 1 WF

The 1 WF selected possessed experience and knowledge that met and exceeded all thirteen minimum qualification skills required for this job, and had met over eight of the preferred qualifications listed. She had analytics experience with many forms of source code management systems, data model development experience, many years' experience with agile software development.

Category 3: Nonteaching Professional – UC Professional 9

Hiring goals: 9 WF, 2 BF, 1 HF

Hiring into Category: 1 WM, 2 WF

Goals met: 2 WF

2018235 – Procurement Services Sr Spec – Procurement Services

16 Total Applicants: 5 WM, 6 WF, 1 HM, 2 HF, 2 AF

4 Unqualified applicants: 2 WF, 1 HF, 1 AF

5 Qualified applicants: 4 WM, 1 HM

7 Interviewed applicants: 1 WM, 4 WF, 1 HF, 1 AF

Hired: 1 WF

This hire achieved a hiring goal.

2018389 – Center Director – Rainbow Center

27 Total Applicants: 10 WM, 7 WF, 1 BM, 3 BF, 2 HM, 1 HF, 1 AF, 2 UM

18 Unqualified applicants: 6 WM, 5 WF, 1 BM, 2 BF, 1 HM, 1 AF, 2 UM

5 Qualified applicants: 2 WM, 1 WF, 1 HM, 1 HF

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

Hired: 1 WF

This hire achieved a hiring goal.

Search 2018339 – Environmental Compliance Professional (UCP 9) – Office of Environmental Policy

The University of Connecticut is seeking applicants for a full-time Environmental Compliance Professional (UCP 9) to join the Office of Environmental Policy team in order to assure system-wide compliance with environmental laws, regulations, standards and commitments

DUTIES AND RESPONSIBILITIES

The successful candidate will assure UConn's compliance, at the Storrs Campus and system-wide, with environmental regulatory requirements and commitments related to multiple environmental media, and will be responsible for obtaining permits and approvals, managing environmental consultants, coordinating review of documents, advising, directing, and providing technical assistance and training to University staff and managers. Compliance services include monitoring, inspecting, recordkeeping and reporting. Governance duties include developing policies, standards, procedures, and guidance materials, and setting and tracking environmental performance goals and metrics. Although this position will focus on water quality, stormwater, wetlands, site remediation, and waste management of regulated building materials, duties may also include dam safety and compliance issues, SPCC planning and emergency spill cleanup, UST/AST compliance, siting approvals, soil/sediment management; and land use/CEPA reviews, as needed. The position will serve as a primary liaison to specific EPA, DEEP, and other state agency staff regarding compliance matters within their scope of responsibility. This Professional may also participate in environmental sustainability initiatives, resource conservation efforts, green building and infrastructure projects and outreach, and as an environmental advisor to planning activities for campus utilities, construction, transportation & logistics, emergency response, and health & safety programs.

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field and 8 to 15 years of professional experience in environmental compliance; demonstrated project leadership skills and ability to work with staff and managers at a large or complex organization in developing best practices, plans and policies for achieving environmental compliance; strong interpersonal, oral, and written communication skills, as demonstrated by presentations, publications or deliverables; proven ability to assess environmental conditions, analyze risks, costs and benefits, and apply practical environmental experience and knowledge in order to develop and oversee implementation of successful compliance measures; currently certified OSHA 40-hour Hazwoper and DOT Hazardous Material training; strong computer skills.

PREFERRED QUALIFICATIONS

Master's degree in a related field or two additional years of equivalent work experience as an environmental compliance professional; experience with NPDES, FMC and MS4 permitting and reporting; experience managing site remediation projects and/or a CT licensed environmental professional; experience with waste management and remediation of PCBs and other regulated building materials; UST Operator A/B certification. Experience with sustainability tracking, assessment and reporting, or certifying compliance with environmental performance standards and management systems (e.g., LEED, ISO 14001). Relevant licenses and credentials beyond the aforementioned degrees, certifications and training.

APPOINTMENT TERMS

The Environmental Compliance Analyst is a full-time, permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition waivers at UConn, and a highly desirable work environment. Salary will be commensurate with education and experience. For additional information regarding Benefits, please visit <http://www.hr.uconn.edu/docs/enrgde.pdf>

For additional information about the University, visit www.uconn.edu. For detailed information about the Office of Environmental Policy, visit: <http://www.envpolicy.uconn.edu>.

TO APPLY

Interested applicants please apply online using UConn Jobs at www.jobs.uconn.edu. Staff Positions to upload a letter of interest, resume, and a list of 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 # 2018339)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 12, 2018.

Recruiting activities included postings with Monster, Society of Women Environmental Professionals, Environmental Professionals' Organization of Connecticut, Air & Waste Management Association of Connecticut, Connecticut Environmental Forum, and LinkedIn

25 Total Applicants: 16 WM, 4 WF, 1 BF, 1 AM, 2 UM, 1 UF

12 Unqualified Applicants: 4 WM, 4 WF, 1 BF, 1 AM, 2 UM

- 2 WM submitted incomplete applications
- 1 WM, 3 WF, 1 BF, 1 AM, 2 UM were not certified in OSHA 40-hour Hazpower and DOT Hazardous Material training.
- 1 WM did not indicate computer skills in his application materials.
- 1 WF did not possess a Bachelor's degree in a related field and 8 to 15 years of professional experience in environmental compliance.

6 Qualified Applicants: 5 WM, 1 UF

- 3 WM, 1 UF did not have experience with NPDES, FMC and MS4 permitting and reporting, experience with sustainability tracking, assessment and reporting, or certifying compliance with environmental performance standards and management systems, and did not possess relevant licenses and credentials beyond the aforementioned degrees, certifications and training.
- 2 WM did not possess a Master's degree in a related field or two additional years of equivalent work experience as an environmental compliance professional.

7 Interviewed Applicants: 7 WM

- 2 WM did not have the years of experience of the selected candidate.
- 1 WM did not have any hands-on field and on-site work experience; his experience was solely administrative.
- 2 WM did not have work experience with PCB remediation.
- 1 WM's experience was in smaller projects not with large complex organizations and with staff and management.

The 1 WM selected possessed a Bachelor's degree and all necessary certifications and licenses preferred for the position. He had experience with successful PCB and soils remediation. He had ten years of working experience with CTDEEP and had done a broad range of compliance work as a consultant for 5 years. He also had experience in geotechnical work with soil use/management plans.

Category 3: Nonteaching Professional – UC Professional 9 OSD

Hiring goals: 3 WF, 1 BM

Hiring into Category: No hiring activity in this category.

Goals met:

Category 3: Nonteaching Professional – UC Professional 9 U Librarian 3

Hiring goals: 1 BF

Hiring into Category: 1 WF

Goals met: No goals met

Search 2018147 – Head of Licensing & Acquisition/University Librarian 3 (UCP 9) – University Libraries

The UConn Library invites applications and nominations for a new Head of Licensing & Acquisitions. Under the general direction of the Associate University Librarian for Collections & Discovery, the Head of Licensing and Acquisitions envisions, leads, implements, and manages strategies to obtain collections that empower the UConn community's scholarship and learning. This position is responsible for managing and supervising the Licensing & Acquisitions Unit, a unit whose work entails not only licensing and acquiring collections but also the receipt and processing of physical resources and the management, access troubleshooting, and support of evaluation of e-resources. Leveraging this unit's portfolio of responsibilities, the position leads collaborations in the relevant work that occurs across the UConn Library system. Concurrently, the position participates in license review and negotiations and continually develops Unit workflows that ensure collections are acquired in a timely, effective, and fiscally responsible manner. Within all of the contexts that it operates, the position draws upon expertise of collection management principles and practices, a deeply user-focused orientation, and a working style that embraces collaboration in a dynamic work environment.

DUTIES AND RESPONSIBILITIES

1. Supervises, evaluates, and mentors Licensing & Acquisitions Unit staff.
2. Leads and actively participates in the identification, investigation, licensing, purchase, and renewal of UConn Library collections.
3. Envisions and realizes enhancements in the Library's systems and procedures for licensing and acquiring access to collections.
4. Directs, plans, and communicates the Licensing & Acquisitions Unit's efforts and accomplishments. Determines priorities and Unit goals in alignment with Library and Area priorities and services.
5. Participates in the review and negotiation of license agreements to ensure that licenses reflect library best practices and are compliant with UConn and State of Connecticut policies and regulations.
6. Develops methods to support the systematic and ongoing assessment of collections.
7. Leads efforts to maintain, improve, and leverage collaborations with colleagues across UConn to enhance licensing & acquisition efforts.
8. Serves as primary contact for consortia, information providers, and publishers.
9. Serves as primary resource for other operating units, University offices, academic departments, and outside agencies regarding Unit services and procedures.

Shared Expectations for Staff Supervisors

1. Assigns, oversees, reviews, and evaluates work of direct reports. Establishes work schedule(s) and approves timecard(s). Maintains supervisory files.
2. Promotes inclusivity and is communicative about priorities, opportunities, and challenges. Encourages new thinking and ideas and actively fosters open communication.
3. Follows the Performance Management Guidelines as outlined by the Library's Office of the Vice Provost, UConn's Department of Human Resources, and the staff member's contractually-specified evaluation process.
4. Provides training and assistance to each direct report. Supports involvement in professional development activities and provides internal development opportunities as appropriate to each position.

Shared Expectations for All Staff

1. Participates in Library-wide strategic planning and actively contributes to Area and Unit priorities, initiatives, and/or operations through collaboration and cooperation.
2. Demonstrates reliable and effective written and verbal communication and interpersonal skills.
3. Maintains currency and open communication in ongoing trends and developments related to position responsibilities.
4. Acts independently in the performance of everyday tasks and responsibilities.
5. Works effectively in current office applications, software, and communication tools as set by the Library and/or University of Connecticut.
6. Performs duties parallel to position responsibilities as required.

MINIMUM QUALIFICATIONS for Appointment as a University Librarian 2 (UCP 7)

1. A graduate degree in Library and/or Information Science from a program accredited by the American Library Association or international equivalent.
2. Minimum of three years of related experience in a library setting.
3. Demonstrated advanced knowledge of current and emerging best practices, models, and standards for the licensing and acquisition of collections.
4. Demonstrated leadership ability and a collaborative management style that fosters trust, respect, and successful working relationships in a complex and dynamic work environment.
5. Demonstrated analytical and problem-solving skills with the ability to think strategically and display flexibility in adapting to change.
6. Excellent demonstrated organizational, communication, and interpersonal skills.
7. Demonstrated working knowledge of current technology, software, and standards that power library collection management and discovery ecosystems.
8. Evidence of sustained participation in library-related professional development activities.
9. Willingness to travel and work a flexible schedule.

ADDITIONAL MINIMUM QUALIFICATIONS for Appointment as a University Librarian 3 (UCP 9)

1. Minimum of six years of related experience in a library setting.
2. Evidence of sustained participation in library-related professional development activities at a statewide level or higher.

PREFERRED QUALIFICATIONS for Both Appointments

1. Experience supervising personnel in a library or related setting.
2. Demonstrated knowledge of data-informed collection assessment.
3. Demonstrated project management expertise.
4. Experience managing a budget for a department, project, or team.
5. Experience with the Alma library management system.

APPOINTMENT TERMS

This is a full time position based in Storrs with an anticipated start date of January, 2018. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition waivers at UConn and a highly desirable work environment. Salary and rank is dependent upon education, qualifications, and experience.

TO APPLY

Applications must be submitted online using UConn Jobs at <http://www.jobs.uconn.edu>, Staff Positions, and include a cover letter, detailed resume, and contact information for three professional references.

Nominations and inquiries should be sent in confidence to kristen.jones@uconn.edu. To ensure full consideration, inquiries and applications should be submitted by November 7, 2017. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018147)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 7, 2017.

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 posting on the UConn Careers website, UConn Library website, Facebook, and Twitter; BLC HRM; NASIG Jobs; SERIALST; ALCTSCentral; Chronicle of Higher Ed; ALA Job List; SAA Job List; Alma-L; Primo-L; ACQNET-L; BIC “Jobs for Librarians” site and Facebook; ERIL-L/Electronic Resources in Libraries; GLBTRT Facebook/ALA GLBT Round Table; I Need a Library Job; TERMS Facebook; and Indeed.com

11 Total applicants: 3 WM, 5 WF, 1 BF, 1 HM, 1 AM

7 Unqualified applicants: 1 WM, 3 WF, 1 BF, 1 HM, 1 AM

- 1 WM and 1 WF did not have the required graduate degree in Library and/or Information Science from a program accredited by the American Library Association or international equivalent and a minimum of three years of related experience in a library setting.
- 1 WF, 1 BF, 1 AM did not indicate or include evidence of sustained participation in library-related professional development activities at a statewide level or higher in their application materials.
- 1 WF, 1 HM did not have the required three years of related experience in a library setting.

4 Interviewed applicants: 2 WM and 2 WF

- 2 WM withdrew their applications from consideration.
- 1 WF's presentation lacked focus and the content did not convey the required in-depth knowledge of current and emerging best practices, models, and standards for the licensing and acquisition of collections.

The 1 WF selected had a graduate degree in Library Science. She gave a presentation that was focused and with content that conveyed her knowledge and experience of current and emerging best practices, models, and standards for the licensing and acquisition of collections. She had leadership experience with creating, leading, developing and managing programs and initiatives. She also provided detailed examples of her broad experience and leadership style demonstrating her excellent communication skills.

Category 3: Nonteaching Professional – UC Professional 8

Hiring goals: 2 WF, 1 BM, 1 BF, 2 HF

Hiring into Category: 2 WM, 3 WF, 1 HF, 1 AM, 1 AF

Goals met: 2 WF, 1 HF

2018030 – Environ Compliance Analyst – Environmental Policy

36 Total Applicants: 17 WM, 17 WF, 1 AM, 1 UF

22 Unqualified applicants: 11 WM, 10 WF, 1 AM

9 Qualified applicants: 5 WM, 3 WF, 1 UF

5 Interviewed applicants: 1 WM, 4 WF

Hired: 1 WF

This hire achieved a hiring goal.

2018455 – Admissions Director RC– School of Law

14 Total Applicants: 4 WM, 5 WF, 1 BM, 2 BF, 1 HF, 1 AF

8 Unqualified applicants: 3 WM, 2 WF, 1 BM, 1 BF, 1 AF

6 Interviewed applicants: 1 WM, 3 WF, 1 BF, 1 HF

Hired: 1 WF

This hire achieved a hiring goal.

2018138 – Technical Associate – University Libraries

13 Total Applicants: 2 WM, 9 WF, 1 HF, 1 UM

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

3 Qualified applicants: 3 WF

4 Interviewed applicants: 3 WF, 1 HF

Hired: 1 HF

This hire achieved a hiring goal.

Search 2018144 – Senior Machine Shop Engineer (UCP 8) - Physics

The Department of Physics, in the College of Liberal Arts and Sciences, seeks qualified applicants for the position of Senior Machine Shop Engineer (UCP 8). The Department of Physics Machine Shop supports the teaching and research missions of the department through the design, building, and implementation of sophisticated experimental apparatus, and in the training and supervising of faculty, staff, and students who use the shop.

DUTIES AND RESPONSIBILITIES

- Manage all activity that takes place in the Physics Department Machine Shop. Must have expertise in the use of all machines in the shop, including CNC equipment, and be capable of ensuring that they are maintained in safe working order. See that good practices of machine shop hygiene are maintained.
- Assist in the design of equipment, choice of materials, tooling, and fixtures, and make fabrication cost estimates.
- Work in a team environment. Participate in collaborations with outside machine shops and research laboratories for joint projects involving the construction of shared instruments.
- Supervise faculty, graduate and undergraduate students, and staff who are using the machine shop. Devise and supervise a program to train graduate students and faculty in shop procedures and safety. Provide regular access to basic shop equipment and tools to qualified graduate students, faculty, and staff.
- Manage the shop records and inventory. Stock commonly used materials. Order tools, materials and supplies as needed for new projects. Maintain budget and records for the shop. Make recommendations for the yearly supplies budget and request new capital equipment as needed.
- In consultation with the Shop Committee and Department Head, assign priority to shop projects.
- Assist with the design and preparation of appropriate shipping containers for instruments to be used in experiments away from the campus, and with the mechanical installation of major equipment received from off-site.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

- BA/BS degree or equivalent combination of training and experience.
- At least three years of shop experience at level of model maker, with ability to design and fabricate research equipment based on verbal descriptions of performance needs.
- Knowledge of basic principles of mechanics and mechanical design; familiarity with metals, alloys and plastics; ability to design and manufacture research equipment based on oral descriptions of performance needs.
- Thorough knowledge of safety procedures and ability to plan, organize and conduct safety courses.
- Capability to train in various skill trades.
- Ability to collaborate with researchers and effectively deal with large multi-level projects.
- Experience with programming CNC equipment.

PREFERRED QUALIFICATIONS

- Experience working in an academic department.
- Experience maintaining strict tolerances in construction, including familiarity with what tolerances are possible using a given piece of equipment, and what additional time and instrumentation may be required to guarantee them.
- Ability to work with project schedules and juggle multiple projects, and the ability to multi-task.
- Ability to find innovative solutions to design and construction problems that might otherwise not be feasible with existing shop equipment.
- Experience with prototyping and one-of-a-kind work.
- Experience constructing high-vacuum instruments.
- Welding experience, vacuum welding, and aluminum vacuum welding.
- Strong computer skills, ability to work with multiple CAD systems, and transfer design information between them.
- Experience collaborating with non-machinists on designs. Ability to serve clients with a broad range of expertise, from an experienced designer to someone with no prior knowledge of CAD or machining.
- Strong communication skills, including mastery of spoken and written English.
- Fresh ideas for new things that the shop could do to enhance the research and teaching mission of the department, e.g. additive manufacturing capability.

APPOINTMENT TERM

This is a full time, 12-month permanent position with excellent benefits.

TO APPLY

For full consideration, please apply online via UConn Jobs, at www.jobs.uconn.edu, Staff Positions, Search #2018144. Please upload a cover letter outlining your qualifications, resume, and contact information for three professional references. Priority will be given to applications received by November 18, 2017. Applicants must have legal authorization to work in the United States. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018144)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 18, 2017.

Recruiting activities included postings on the UConn Career website, Physics Department website; Monster.com; The Hartford Courant; CareerBuilder; Indeed; LinkedIn; Ziprecruiter; Craigslist; and personal contacts.

15 Total applicants: 13 WM, 1 HM and 1 UM

5 Unqualified applicants: 4 WM and 1 HM

- 1 WM did not have the required BA/BS degree or equivalent combination of training and experience; at least three years of shop experience at level of model maker, with ability to design and fabricate research equipment based on verbal descriptions of performance needs.
- 2 WM and 1 HM did not have the required three years of shop experience at level of model maker, with the ability to design and fabricate research equipment based on verbal descriptions of performance needs.
- 1 WM did not have experience with programming CNC equipment.

5 Qualified applicants: 5 WM

- 1 WM did not have the preferred qualifications of experience working in an academic department; experience constructing high-vacuum instruments; and welding, vacuum welding and aluminum vacuum welding experience.
- 1 WM did not have the preferred qualifications of experience working in an academic department.
- 3 WM did not have the preferred qualifications of experience constructing high-vacuum instruments and welding, vacuum welding, and aluminum vacuum welding.

5 Interviewed applicants: 4 WM and 1 UM

- 1 WM and 1 UM withdrew their applications from consideration.
- 1 WM was a University of Connecticut Professional Employees Association union member with contractual bargaining rights to be interviewed. He did not have experience constructing high-vacuum instruments and working with multiple CAD and transferring design information between them.

- 1 WM was a University of Connecticut Professional Employees Association union member with contractual bargaining rights to be interviewed. His CNC programming experience was solely with solid modeling programs and not in different environment on different machines.

The 1 WM selected had a Bachelor's degree and CNC experience in different environments on different machines, including Fanuc systems, Fagor systems, and Siemens Controls. He also had experience with multiple CAD systems including SolidWorks, Premium & Surfacing, AutoCAD, and CAMWorks. He had prototyping experience and collaboration with non-machinists (medical scientists) on designs including developing drawings from basic ideas, and welding experience.

Search 2018351 – PCI Compliance Administrator (UCP 8) – Information Technology Security

Under the direction of the Chief Information Security Officer, this individual is a key contributor as the information security office continues to develop and formalize a governance, risk and compliance program. This role is primarily responsible for PCI-DSS compliance activities and will work closely with the University Bursar and PCI Merchants. The incumbent will be responsible for establishing a set of defined controls standards and improving UCONN's security controls through periodic assessments against the established standards and industry best practices.

The successful candidate will have a well-rounded set of functional/technical skills and experiences which include expertise in managing and monitoring PCI-DSS compliance. The ideal candidate would possess a familiarity with project management, risk assessment and remediation. The incumbent must work well with customers, vendors, peers and management and must have the ability to work independently, as well as in team environments. 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

- Establish and implement a program to manage and monitor University PCI-DSS compliance.
- Perform, as necessary, PCI-DSS security and risk assessments, or act as a liaison with third parties who are performing these assessments. Drive remediation of issues identified through these assessments.
- Coordinate or participate in risk assessment activities and analyze the output of such activities to produce recommendations to remediate risk in line with business objectives. Assist in the testing of controls and the remediation of any identified deficiencies.
- Research, evaluate and recommend information security related hardware and software. Maintain awareness of external regulations for new or changed requirements. Participate in the development and maintenance of relevant IT Policy.
- Serve as a resource by providing direction, advice and insight in all areas of information security to Faculty, Staff and Students of the University community.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in computer science, information management or a related discipline, or equivalent combination of experience and training.
2. Three to five years of highly technical and progressively responsible experience, with demonstrated experience working specifically in the Information Security, Audit and/or Risk Management arena.
3. Thorough knowledge of current PCI-DSS security requirements.
4. Experience working with 3rd party vendors. Specifically developing statements of work and managing professional services engagements.
5. Demonstrable expertise in threat management and protection protocols.
6. Excellent communication skills and demonstrated ability to successfully interface with administrators, faculty and staff at all University levels.
7. Demonstrable understanding of common security controls (e.g. Firewalls, IPS/IDS, Network Architecture, Vulnerability Scanners, SIEM/SIM).
8. Proven ability to weigh business needs against security concerns and articulate issues to management.
9. The ability to work both independently and as a collaborative teammate.
10. Proven ability to operate under pressure and manage multiple priorities/deadlines.

PREFERRED QUALIFICATIONS

1. Master's degree in computer science, information management or a related discipline
2. CISSP/CISA/CISM/GISP certification
3. Experience in higher education.
4. Project Management experience.

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition waivers 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>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions. Interested candidates should submit a **letter of application** and **resume** that demonstrate how you meet the minimum qualifications and any preferred qualifications you may have for this position, and a list of contact information, including phone numbers for **three professional references**.

Screening will begin immediately. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018351)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on February 14, 2018.

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 job postings on the following: www.career.uconn.edu, listerv HERC, Inside Higher Ed, Diverse, Dice.com, Dice Diversity Partners, UITS website, IT Employee Newsletter.

5 Total applicants: 3 WM, 1 WF and 1 AM

1 Unqualified: 1 WF

- 1 WF did not have 3 to 5 years of highly technical experience.

4 Interviewed: 3 WM and 1 AM

- 1 AM answers to interview questions demonstrated a strong understanding of networking but an insufficient understanding of PCI and security technologies necessary for this position.
- 1 WM responses to interview questions indicated a conceptual familiarity with compliance that did not translate into hands-on coordination and delivery of implementation related deliverables.
- 1 WM did not have specific PCI experience to enable running a project across a large enterprise.

The 1 WM selected had a Bachelor's degree and thorough knowledge of PCI and IT security. He had successfully established a compliance program at a large institution like UConn. He had all of the required certifications and project management experience.

Search 2018152 – Client Services Manager (UCP 8) – Office of the Bursar

Description Job Posting

Type:

Description

ID:

Description:

Office of the Bursar is seeking applications for the position of Client Services Manager. Under the general direction of the University Associate Bursar, the Customer Services Manager is primarily responsible for managing the operations of various functional areas, specifically the Client Service Center (CSC), Student Disbursements, Non-Student Accounts Receivable and Tuition Collections. The Client Services Manager oversees the day-to-day customer service issues with students, parents, other University departments, State and Federal agencies and/or others. These issues include but not limited to short term loan process, late fee appeals, scholarship deferrals, the payment plan process, student refunds, financial aid disbursement and escheatment. The Manager will also oversee all aspects of recovering and collecting past due debt to the University. This position serves as the Bursar's Office main point of contact for marketing and informational/orientation materials and is responsible for managing all training activities and outreach events that occur at the Storrs campus, regional campuses as well as for Bursar Office staff.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in business, accounting, or related field.
2. At least five years' professional experience in a regulatory environment with a demonstrated progression of responsibility.
3. Knowledge of the regulations and policies governing financial control of government and University issued monies.
4. Excellent written and oral communication skills and decision-making ability.
5. Ability to manage and resolve escalated concerns.
6. Demonstrated ability to deal effectively with the general public, internal customers and external constituencies.
7. Prior customer service experience in a call center and/or processing production environment.
8. Outstanding organizational skills, accuracy, detail oriented with strong focus on achieving results with the ability to deliver on multiple projects in a team environment.
9. Ability to effectively present information and respond to questions from individuals and groups.
10. Willingness and ability to travel and work occasional evening and/or weekend hours.

¿PREFERRED QUALIFICATIONS

1. Master's degree in Business Administration, or related field.
2. Knowledge of KFS, PeopleSoft, and Microsoft Office products.
3. Previous experience in a university or college setting.

APPOINTMENT TERMS

This is a permanent full-time position. Salary will commensurate with training and experience.

TO APPLY

Please submit a **letter of application, resume and a list of three names and contact information for professional references** via UConn Jobs, at www.jobs.uconn.edu, Staff Positions. 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 # 2018152).

Recruiting activities included posting on the UConn Careers website, Chronicle of Higher Education, Hartford Courant, CT Jobs.com; and Career Builders.

18 Total applicants: 3 WM, 9 WF, 1 BM, 1 BF, 1 HF, 1 AM, 1 AF and 1 UF

14 Unqualified applicants: 2 WM, 7 WF, 1 BF, 1 HF, 1 AM, 1 AF and 1 UF

- 1 WM and 1 AM did not have at least five years professional experience in a regulatory environment with a demonstrated progression of responsibility and prior customer service experience in a call center and/or processing production environment.
- 1 WF submitted an incomplete application.

- 2 WF and 1 AF did not have the required Bachelor's degree in business, accounting, or related field and prior customer service experience in a call center and/or processing production environment.
- 1 WM, 4 WF and 1 UF did not have the required prior customer service experience in a call center and/or processing production environment.
- 1 BF did not have the required Bachelor's degree in business, accounting, or related field and at least five years professional experience in a regulatory environment with a demonstrated progression of responsibility.
- 1 HF did not have at least five years professional experience in a regulatory environment with a demonstrated progression of responsibility

4 Interviewed applicants: 1 WM, 2 WF and 1 BM

- 1 WM provided responses and examples that were too narrowly focused, based upon one functional area.
- 1 WF provided responses and examples that were focused on the minor day-to-day details instead of being focused on the managing of the various functional areas and she did not have the preferred qualification of knowledge of KFS and PeopleSoft
- 1 BM did not have experience with all Bursar related functions as his previous role was limited to loan processing.

The 1 WF selected for this position met the minimum requirements and all of the preferred qualifications of the position. She held the position of Bursar at the Graduate Office at UConn Health, where she had experience with all Bursar related functions. In her responses to interview questions, she demonstrated excellent communication skills in both speaking and listening effectively. She clearly articulated and provided detailed examples of how she achieved results on multiple projects in a team environment.

Search 2018205 - Information Systems Analyst 3 (UCP 8), Health IT - School of Nursing

The Analytics and Information Management Solutions (AIMS) group (<http://aims.uconn.edu>) within the School of Nursing at University of Connecticut (<http://nursing.uconn.edu/>) is seeking to hire a **Data Architect (Information Systems Analyst 3 - UCP 8)** position, which is grant funded. This position will support Connecticut's Health Information Technology (HIT) initiatives. Under the direction of the AIMS Director, the position will lead and drive the overall solution design, strategy, and roadmap for big data solutions working closely with customer-facing teams, internal practice leaders, and external partners to ingest, model, and visualize large amounts of Healthcare data. The ideal person for this position will have expertise in big data, data integration and harmonization, data transformation, data mining\exploration, and analytics and be detail oriented, self-motivated, strategic and analytical thinker, and possess a strong work ethic. This position will be based at the downtown Hartford Campus.

DUTIES AND RESPONSIBILITIES

- Develops project work plans and staffing models for complex multi-phased projects.
- Provides technical leadership to architect high performance large volume data integration and harmonization processes across multiple data sources within data lakes/ponds, data stores and other back-end services in fully virtualized and distributed cloud environments.
- Design and develop Big Data architecture solutions by analyzing multiple sources of structured and unstructured health systems data for scalability, high availability, fault tolerance, and elasticity.
- Design and develop solutions for the automation of data ingestion, profiling and validation, cleansing and transformation, enhancing and enriching, organization and storage, and retrieval and presentation of data and information into stakeholder portals, self-service visualizations, and dashboards.
- Analyzes program requirements to align and assign staff, manages implementation schedules, monitors work efforts, and reports progress.
- Monitors and controls all aspects of project functions to ensure integrity of the project, identifies risks, and develops mitigation courses of action.
- Develops written procedures, standards, and manuals for effective administration of assigned projects.
- Provides leadership to identify and investigate potential problems and takes action to ensure most effective problem resolution for continuance of project.
- Maintains current and technical expertise in project area through review of professional journals, attendance at conferences and seminars, and other professional activities related to project.
- Mentors junior staff and develops training plans to build and maintain technical industry competencies.
- Selects new products for review and research product upgrades relevant to assigned projects, coordinates testing, recommends acquisitions, and manage implementations.
- Reports progress of projects to users, colleagues, and management through formal written and informal verbal communications.
- Represents the project, computer center, and/or University at internal and external functions related to the project.
- Develops and recommends new policies and policy revisions to management.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Computer Science, Engineering, Mathematics, Management Information Systems, or a related technical field and six (6) years of relevant work experience, or Master's Degree in a related technical field and three (3) years of relevant work experience, or equivalent combination of training and experience.
- Extensive programming and/or systems analysis experience in a large data processing environment.
- Experience in/with:
 - Healthcare data, such as claims, encounters, clinical, and administrative data.
 - Hadoop open source tools, and how they fit into the solution architecture.
 - Apache technologies, such as Hadoop, SPARK, Pig, SQOOP, Kafka, Flume, HBase, Oozie for extracting near real-time data, event messaging, and processing.
 - Design and implementation of Data Lakes, Ponds, Streams, and Puddles.
 - Core capabilities focused around security, data masking, data sharing.
 - Offloading and loading data in RDBMS & HDFS.
 - Data modeling and model management tools, such as Erwin or similar tools.
 - C# and/or Java, with a solid understanding of Object Oriented Programming.
 - Agile SDLC and following established data governance standards and conventions.
 - Develop and maintain documentation on design and implementation of systems.
- Knowledge in/with:
 - Healthcare quality measures such as CQMs, eCQMs, etc.
 - Statistical analysis, data mining and machine learning tools, such as SPSS, R, Weka, Python, or similar tools.
 - Data and information visualization and dashboard tools, such as Tableau, QlikView, or similar tools.
- Exceptional ability to proactively identify and mitigate issues and risks using creative techniques and/or problem solving solutions.
- Experience working with diverse groups in a project team setting.
- Experience providing leadership in project development, management, and administration.
- Extremely high level of leadership, motivation, initiative, independence, and responsibility.
- High level of interest in researching and working with new technologies.
- Able to work with minimal supervision and direction.
- Excellent communication, leadership, and interpersonal skills.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Computer Science, Engineering, Mathematics, Management Information Systems, or a related technical field and six (6) years of relevant work experience, or Master's Degree in a related technical field and three (3) years of relevant work experience.
- Experience with:
 - Extract, transform, and load (ETL) software, such as Informatica or IBM ETL suite of tools.
 - Conducting statistical analysis, data mining and machine learning on large data sets within data lakes and OLTP databases.
 - Developing frameworks and conducting analysis using SSRS, Cognos, or similar pre-populated reporting tools.
 - Agile SDLC for design, development, and implementation (DDI) of solutions.
 - Implementation of virtualized and cloud-based solutions.
 - Installation and/or administration of data security system preferably ACF2.
 - MVS, IBM, JCL, CICS, VMF, or other major operating systems.
 - Network infrastructures and network administration.
 - Administration of data dictionaries in a large data processing environment.
- Extensive knowledge of data base design concepts and experience with file structures such as VSAM, DB2, and FOCUS.
- Extensive programming experience using COBOL or FOCUS or other fourth generation programming language.
- Knowledge of Easytrieve, SAS, and other statistical/graphics software.
- Willingness to work flexible hours.

APPOINTMENT TERMS

This is a full-time, grant-funded position that is subject to annual renewal depending on available funding and job performance. The standard work schedule is Monday – Friday, 8:30 am – 4:30 pm. Salary will be commensurate on the successful candidate's background and experience.

TO APPLY

To apply, please submit an online application, via UConn Jobs (<http://hr.uconn.edu/jobs/>), Staff Positions, which includes a cover letter, a curriculum vitae and contact information for three (3) professional references. Evaluation of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018205)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 27, 2017.

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 posting on the UConn Careers website and Indeed.com.

9 Total Applicants: 2 WM, 1 WF, 2 HM, 2 AM, 1 AF, and 1 UM

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

- 1 WM, 2 HM, and 1 AM did not have experience with healthcare data, such as claims, encounters, clinical, and administrative data.
- 1 WM, and 1 WF application materials did not indicate knowledge of statistical analysis, data mining and machine learning tools, such as SPSS, R, Weka, Python, or similar tools, Data and information visualization and dashboard tools, such as Tableau, QlikView, or similar tools.
- 1 AF application materials did not indicate experience with Agile SDLC for design, development, and implementation (DDI) of solutions.

1 Qualified applicant: 1 UM

- 1 UM did not have a background involving extensive knowledge of data base design concepts and experience with file structures such as VSAM, DB2, and FOCUS.

1 Interviewed Applicant: 1 AM

The 1 AM selected had experience working with Big Data architect solutions surrounding the use of Apache technologies such as Hadoop. He had extensive programming experience in COBOL and FOCUS as well as VSAM, DB2 and cloud security. In his previous position, he was responsible for supporting the data needs of a large health care institution.

Search 2018089 – IT Accessibility Coordinator (UCP 8) – Academic IT

The University of Connecticut is seeking an experienced professional to serve as the IT Accessibility Coordinator. This position provides primary leadership and assistance to the University to ensure compliance with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973 and other relevant federal and state laws pertaining to IT accessibility for individuals with disabilities.

The IT Accessibility Coordinator will have demonstrated knowledge of disability access specific to Information and Communication Technology (ICT) which includes, but is not limited to: University websites, online learning environments, course management systems, electronic books and documents, search engines and databases, classroom technology and multimedia, information kiosks and transaction machines, multifunction office machines, videos, software, and applications.

Responsibilities include collaborative leadership on ICT access, including interpretation and implementation of applicable regulations related to ICT. The IT Accessibility Coordinator will play an integral role in shaping and defining the direction of University compliance in regards to ICT accessibility.

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

- Serve as the University's IT Accessibility Coordinator, ensuring the University's Information Communication Technology (ICT) accessibility, with particular focus on the University's websites and online learning environments.
- In collaboration with appropriate university leadership, monitor University compliance with regulations and regulatory guidance specific to ICT and implement plans for enhancement in collaboration with other administrators, faculty and staff.
- Assist the University community in understanding accessible ICT, including assistance with the drafting and dissemination of policies and educational information reflecting best practices.
- Work with appropriate campus departments to ensure that appropriate processes are in place to respond to identified inaccessible ICT, including online barriers for individuals with disabilities.
- Provide guidance and assistance to campus departments in integrating accessible technology into the classroom and workplace environments and develop and implement staff and faculty training programs related to accessible technology and instruction for students and employees with disabilities.
- Maintain a working knowledge of changing regulations and policies regarding ICT, including the Americans with Disabilities Act (ADA), Section 504 and Section 508 of the Rehabilitation Act, and relevant state statutes, regulations and regulatory guidance pertaining to ICT.
- Compile and prepare ICT accessibility-related reports and guidance documents for the Vice Provost for Information Technology and Chief Information Officer as well as other University leaders, as needed.
- Serve on institutional committees and tasks force as needed, including but not limited to the University's Access and Accommodations Committee and ICT sub-committee.
- Participate in community, statewide or national conferences, committees, task forces and/or networks to promote ICT accessibility.
- Hire, train, and supervise consultants as needed to assist with compliance mandates.
- Other related duties as required

MINIMUM QUALIFICATIONS

1. A Bachelor's degree in information technology, assistive technology, educational technology, or a related field.
2. A minimum of three (3) years of recent experience providing guidance on compliance with the ADA, Section 504 and related disabilities law specific to Information and Communication Technology (ICT) in a complex institutional or public sector environment.

3. Demonstrated leadership in ICT compliance and the ability to effect institutional change to enhance the experience of individuals with disabilities.
4. Knowledge of key legislation (Rehabilitation Act, ADA, state regulations) related to ICT accessibility and the functional impact various disability conditions have on accessing ICT.
5. Demonstrated knowledge and experience with website design, including basic knowledge of HTML and CSS and the Web Content Accessibility Guidelines 2.0.
6. Knowledge and experience with computer and assistive technologies including but not limited to software, printers, scanners, brailers, communication devices, note takers, etc.
7. Excellent written and oral communications skills.
8. Demonstrated ability to teach workshops and create training materials.
9. Ability to work both independently and as a collaborative teammate and meet deadlines.
10. Full proficiency in Microsoft Office.

PREFERRED QUALIFICATIONS

1. Master's degree in information technology, assistive technology, educational technology, or a related field.
2. Five (5) years of recent experience providing guidance on compliance with the ADA, Section 504 and related disabilities law specific to Information and Communication Technology (ICT) in a complex institutional or public sector environment.
3. Demonstrated knowledge of academic and employment accommodations for individuals with disabilities in an academic environment.
4. Demonstrated ability to interact well with people and groups from academically and culturally diverse backgrounds.
5. Relevant professional certification(s).

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition waivers 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>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions. Interested candidates should submit a **letter of application** and **resume** that demonstrate how you meet the minimum qualifications and any preferred qualifications you may have for this position, and a list of contact information, including phone numbers for **three professional references**.

Screening will begin immediately. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form within three days of hire. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018089)

Recruiting activities included posting on the UConn Careers website, Dice.com; Dice Diversity partners; IT Employee Newsletter; Indeed.com; QIAT Leadership listserv; RESNA; ATHEN; and LinkedIn.

22 Total applicants: 13 WM, 2 WF, 1 BM, 2 HM, 1 HF, 1 AF and 2 UM

15 Unqualified applicants: 8 WM, 2 WF, 1 BM, 2 HM, 1 HF and 1 UM

- 8 WM, 1 WF, 1 BM, 2 HM, 1 HF and 1 UM did not have the required minimum of three years of recent experience providing guidance on compliance with the ADA, Section 504

and related disabilities law specific to Information and Communication Technology (ICT) in a complex institutional or public sector environment.

- 1 WF did not have the required experience with website design, including basic knowledge of HTML and CSS and the Web Content Accessibility Guidelines 2.0.

7 Interviewed applicants: 5 WM, 1 AF and 1 UM

- 1 WM withdrew his application from consideration.
- 1 WM responses to interview questions were not coherent and he was also very focused on policies and not the broader procedural role of this position.
- 1 WM was found to not have any relevant professional certification(s).
- 1 WM had a narrow skills set because he was focused only on website development and was unable to provide specific examples of previous experience working as a collaborative teammate.
- 1 WM did not have knowledge of key legislations, and he was not able to provide specific examples of how he would affect institutional change.
- 1 UM skills were in project management and his focus was on developing a new screen reader.

The 1 AF selected for this position met the minimum requirements and all of the preferred qualifications. She had experience working in the disability resource center at a large university, and had an understanding of the challenges and needs. She provided detailed examples of her ability to interact well with people from diverse backgrounds and provided detailed responses to interview questions on academic and employment accommodations for individuals with disabilities. She also recently completed a post-secondary certification in Disability Service.

Category 3: Nonteaching Professional – UC Professional 8 Program Director

Hiring goals: 1 BM, 1 AM

Hiring into Category: 1 WM, 1 BF, 1 AM

Goals met: 1 AM

2018028 – Environ Compliance Analyst – Environmental Policy

15 Total Applicants: 1 WF, 1 BF, 1 HF, 3 AM, 9 AF

8 Unqualified applicants: 1 WF, 1 BF, 1 HF, 5 AF

4 Qualified applicants: 2 AM, 2 AF

3 Interviewed applicants: 1 AM, 2 AF

Hired: 1 AM

This hire achieved a hiring goal.

Search 2018260 - Program Director (UCP 8) – Business School/MS in Financial Risk Management

The School of Business MS in Financial Risk Management Program (MSFRM) is seeking a full-time Program Director (UCP 8). The incumbent will report to the Department Head of Finance and will provide administrative and program management. The position will be based at the Stamford campus, however regular travel to the Graduate Business Learning Center in downtown Hartford will be required. Occasional in-state travel to other School of Business campuses, including Storrs, may be required in support of program needs. Evening and weekend hours will also be required based on program needs.

DUTIES AND RESPONSIBILITIES

- Planning and implementing program services and activities.
- Supervising the day-to-day program operations, administration, and delivery of program content; assisting in developing policies and procedures.
- Engaging in public relations and promotional activities; implementing domestic and international recruiting, promotional and marketing strategies for the program.
- Assessing the unmet educational needs of the business community and recommending courses of action to meet those needs in Stamford, Hartford, and surrounding areas.
- Overseeing the planning and organization of corporate networking events in Stamford and Hartford.
- Planning, administering and overseeing the organization of workshops and course/project offerings; creating the program calendar with the department head, academic director and participating faculty members.
- Managing dual MSFRM/professional programs and Certificate in Global Risk Management program.
- Screening applicants for admission to program and assisting in making admissions decisions; making decisions regarding academic probation, dismissal, eligibility for graduation, transfers and exceptions to program.
- Overseeing the preparation and maintenance of student records.
- Overseeing the planning, coordination and execution of special events such as certificate ceremonies, orientations, and participant feedback sessions.
- Making budget recommendations; managing approved budget for the program; preparing budget reports.
- Participating in planning, developing, designing and evaluating customized programs.
- Selecting, training, supervising and evaluating program staff.
- Overseeing on-going or short-term special projects/operations for the program as necessary.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field and four to five years of relevant experience; or Master's degree and two to four years of relevant experience.
- Demonstrated experience independently implementing educational programs or working in an educational environment.
- Demonstrated knowledge of the program specialty and ability to identify and resolve day-to-day program problems efficiently and effectively.
- Demonstrated administrative and organizational skills and proven experience managing administrative functions responsibly, efficiently, effectively and independently using sound judgment.
- Demonstrated experience coordinating, planning and executing program, center, or school events.
- Demonstrated excellent written, verbal and interpersonal skills and ability to work effectively with faculty, staff, students, administrators as well as external agencies/groups and the public.
- Proven ability to successfully recruit and counsel students, and to interpret educational records/program data and related information.
- Demonstrated experience supervising others.
- Demonstrated proficiency with Microsoft Office products, particularly Excel.
- Willingness and ability to work evenings and weekends as required.
- Willingness and ability to travel in-state, out-of-state and internationally as required.

PREFERRED QUALIFICATIONS

- Master's degree in related field.
- Experience working in a higher education environment in a University setting.
- Understanding of business community to be served by the program.
- Demonstrated proficiency with social media and Microsoft Office products, especially Excel and Word.
- Experience working with graduate level students.
- Demonstrated experience using a student administration system such as Peoplesoft.
- Experience working with international students, programs, or constituents.

APPOINTMENT TERMS

This is a full-time position based in Stamford, CT.

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions (Search # 2018260) to submit a **letter of application**, **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 # 2018260)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 26, 2018.

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

Recruitment activities included postings on: UConn Careers website, www.higheredjobs.com, www.ziprecruiter.com, and www.fairfieldcountyjobs.com

20 Total Applicants: 9 WM, 5 WF, 3 BM, 2 BF and 1 AF

12 Unqualified Applicants: 3 WM, 4 WF, 3 BM, 1 BF and 1 AF

- 2 WM, 2 WF, 3 BM and 1 BF did not possess a Bachelor's degree in a related field and four to five years of relevant experience; or a Master's degree and two to four years of relevant experience.
- 1 WM, 2 WF and 1 AF did not provide a cover letter or references as required in the job posting.

8 Interviewed Applicants: 6 WM, 1 WF and 1 BF

- 1 WF and 1 BF were found to not have an understanding of the business community in Stamford.
- 1 WM's responses to interview questions regarding supervising others indicated a management style that did not align with the department and program goals.
- 1 WM did not directly answer any questions and did not relate his previous experience to the position.
- 1 WM did not have the proven ability to successfully recruit and counsel students.
- 1 WM had four years academic experience, which was less than the selected candidate.
- 1 WM had six years of experience working in a higher education setting, which was less than the selected candidate, and had not directly worked in financial risk management.

The 1 WM selected met all minimum and preferred qualifications. He had an MBA with a concentration in Finance and has experience in corporate engagement. He had eight years of experience working in a university setting with the Financial Risk Management programs and the business community. He had experience supervising others and experience counseling students including international graduate students.

Search 2018644 - Associate Athletic Director for the National “C” Club (UCP 8) - Athletics

The University of Connecticut is accepting applications and nominations for the full-time position of Associate Athletic Director for the National “C” Club. This position will be responsible for developing and implementing a strategic plan to acknowledge and engage alumni and help build exceptional pride in the Husky legacy, while providing opportunities for professional networking, mentoring, internships, employment and career education with former and current student athletes.

DUTIES AND RESPONSIBILITIES

Develop and oversee a marketing strategy to launch and build the National “C” Club; recruit and direct an alumni board with volunteer representatives from all Husky teams; communicate plans and vision with all team coaches and help coordinate any reunions and special anniversary events; organize leadership meetings and establish necessary committees and plans of action; utilize the “Athlete Network” to communicate with alumni and establish an inventory of contact information, advancing opportunities for mentoring, internships, jobs and storytelling; serve on the Athletics Leadership Team and participate with other senior staff in developing goals and priorities; and perform other duties and responsibilities as required, assigned or requested.

MINIMUM QUALIFICATIONS

Bachelor’s degree and a minimum of four (4) years of relevant work experience in a NCAA DI athletics program OR Master’s degree and a minimum of two (2) years of relevant work experience in a NCAA DI athletics program; demonstrates excellent managerial, organizational and leadership skills; ability to think strategically and creatively, balance multiple priorities, organize time efficiently and remain attentive to details; aptitude to create, plan and initiate programs supporting goals and objectives.

PREFERRED QUALIFICATIONS

Master’s degree in Business Management; former student-athlete; ten (10) years of work experience in NCAA DI athletics program; exposure to alumni and athletic booster organizations; direct experience working with student-athletes and coaches.

SALARY

Commensurate with experience.

TO APPLY

Candidates should submit **letter of application, resume, and the names of three professional references** to: UConn Jobs, <http://www.jobs.uconn.edu>, Staff Positions. Screening of applicants will begin immediately and continue until the position is filled. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2018644)

This job posting is scheduled to be removed at 11:59 PM eastern on June 25, 2018.

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

Recruitment activities included postings on the UConn Careers website and UConnHuskies.com websites.

8 Total Applicants: 3 WM, 3 WF, 1 BM, 1 BF

6 Unqualified Applicants: 2 WM, 3 WF and 1 BM

- 2 WM, 3 WF and 1 BM did not have Bachelor’s degree and a minimum of four years of relevant work experience in a NCAA DI athletics program or a Master’s degree and a minimum of two years of relevant work experience in a NCAA DI athletics program.

1 Qualified Applicant: 1 WM

- 1 WM was not a former student-athlete.

1 Interviewed Applicants: 1 BF

The 1 BF selected possessed an outstanding combination of leadership and communication skills that made her the most qualified for this position. As a former student-athlete, she had a deep understanding of the student-athlete experience, and the importance of keeping alums connected with their university. The candidate demonstrated a vision for this position, which matched that of the Division of Athletics, which was focused on better engaging former UConn student-athletes and building an alumni network that will be strongly aligned with the mission of the Division. She also had experience as a coach and successful recruiter, which was essential to comfortably cultivating former student-athletes to enhance their connection with the institution.

Category 3: Nonteaching Professional – UC Professional 7

Hiring goals: 1 WM, 3 BF, 2 AM, 2 AF

Hiring into Category: 5 WM, 12 WF, 1 BM, 1 BF, 1 HM, 1 AM, 1 AF

Goals met: 1 WM, 1 BF, 1 AM, 1 AF

2018045 – Program Specialist 2 – Athletics

17 Total Applicants: 10 WM, 4 WF, 1 BM, 1 AF, 1 UM

7 Unqualified applicants: 5 WM, 1 BM, 1 UM

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

4 Interviewed applicants: 2 WM, 2 WF

Hired: 1 WM

This hire achieved a hiring goal.

2018415 – Asst Dean of Students – Dean of Students

95 Total Applicants: 30 WM, 25 WF, 9 BM, 11 BF, 6 HM, 3 HF, 2 AM, 2 AF, 2 UM, 5 UF

43 Unqualified applicants: 17 WM, 12 WF, 3 BM, 5 BF, 1 HM, 1 HF, 1 AM, 1 AF, 2 UF

32 Qualified applicants: 8 WM, 8 WF, 2 BM, 5 BF, 3 HM, 2 HF, 1 AM, 2 UM, 1 UF

20 Interviewed applicants: 5 WM, 5 WF, 4 BM, 1 BF, 2 HM, 1 AF, 2 UF

Hired: 1 BF

This hire achieved a hiring goal.

2017262 – Oper Sys Prog/Analyst 2– Server Support

30 Total Applicants: 19 WM, 1 BM, 2 HM, 6 AM, 1 AF, 1 UM

10 Unqualified applicants: 8 WM, 1 AF, 1 UM

9 Qualified applicants: 6 WM, 1 BM, 1 HM, 1 AM

11 Interviewed applicants: 5 WM, 1 HM, 5 AM

Hired: 1 AM

This hire achieved a hiring goal.

2018493 – Program Specialist 2 – University Libraries

65 Total Applicants: 12 WM, 46 WF, 2 BF, 2 HF, 1 AF, 2 UF

54 Unqualified applicants: 11 WM, 37 WF, 2 BF, 2 HF, 2 UF

5 Qualified applicants: 5 WF

6 Interviewed applicants: 1 WM, 4 WF, 1 AF

Hired: 1 AF

This hire achieved a hiring goal.

Part-Time to Full-Time:

1 WF moved from part-time to fulltime

Search 2018219 – Program Specialist 2 (UCP 7) – Emergency Management – Public Safety Division

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) (payroll title: UCP 6/Program Specialist 1 or UCP 7/Program Specialist 2). Reporting directly to the Emergency Management Director (EMD), 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 with all levels of management and policy makers. The EMPS must possess 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, business continuity and recovery.
2. Assist in developing hazard/threat analysis and mitigation planning.
3. Coordinate the Office of Emergency Management's (OEM) 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 guides, 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 all University Emergency Operations Centers.
11. Develop policies and procedures for the use of volunteers, may include the establishment of a Community Emergency Response Team (CERT). Develop and provide training for and direction to as well as provide reports on CERT activity and status, act as liaison to Public Safety personnel for CERT.
12. Advise and assist University officials regarding emergency management matters; interpret state and federal requirements and procedures; liaise with state and federal representatives on emergency management issues.
13. Assist University 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. Develop, enhance and maintain industry standard and modern social media communications and related platforms, including readiness programs and publications to University audiences.
17. Ensure emergency management program, including plans, policies and procedures comply with state and federal guidance including the Emergency Management Program Accreditation standards.
18. Work collaboratively in a team environment while maintaining effective working relationships with internal and external personnel.
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.
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 and Reports as necessary.
24. Participate in community outreach initiatives, including but not limited to: Orientations and Open Houses.
25. Act in EMD's absence; provide input and recommendations on management decisions related to budget, supervision, and operations.
26. Collaborate with, train and mentor graduate and undergraduate level interns.
27. Perform other related work as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree or equivalent combination of education and experience.
2. Two years of experience in emergency management, public safety, public administration or related field.
3. 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.
4. Knowledge of principles of management, organization, administration, budgeting, and fiscal planning and control.
5. Knowledge of emergency communications, related computer systems, and applications.
6. 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, make formal presentations, and provide effective training.
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. 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. Minimum of three years of experience in emergency management, public safety, public administration or related field.
3. Certification as International Association of Emergency Management Certified Emergency Manager.
4. Completion of Federal Emergency Management Agency Independent Study 300, 400 and Professional Development Series courses.
5. Previous experience developing and managing Emergency Operation Plans and Emergency Management, Business Continuity and Recovery programs within Institutions of Higher Education.
6. Experience administering WebEOC or similar virtual emergency operations center software.
7. Experience administering Everbridge or similar mass notification platform software.

Candidates with commensurate experience will be considered at the more advanced UCP 7/Program Specialist 2 classification.

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent child tuition waiver 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-orientation/>.

The successful candidate must be able to possess and retain a driver's license for the duration of this appointment. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018219)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 8, 2017.

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 posting job position on: UConn Careers, listerv HERC, Inside Higher Ed., Diverse, Connecticut Emergency Management Association website, International Association of Emergency Managers Jo, DRU listerv, governmentjobs.com.

28 Total applicants: 19 WM, 2 WF, 1 HM, 1 HF and 5 UM

19 Unqualified applicants: 15 WM, 2 WF, 1 HM and 1 UM

- 9 WM, 2 WF, 1 HM and 1 UM did not have 2 years of experience in emergency management, public safety, public administration or a related field.

- 6 WM withdrew.

9 Interviewed applicants: 4 WM, 1 HF and 4 UM

- 1 UM had no direct hands-on emergency management experience.
- 1 WM voiced concern about “on-call status” and did not answer questions correctly about emergency management protocols.
- 1 WM and 2 UM experience and work product were not as strong as other candidates.
- 1 WM and 1 UM did not come to their scheduled interviews.
- 1 HF withdrew.

The 1 WM selected had unique experience in healthcare, military and medical management, project management, and emergency preparation and response. His military medical background and skills were directly translatable to the position. He had experience with virtual software programs and mass software.

Search 2018373 – Program Specialist 2 (UCP 7) – Graduate Education

This position is a part of the Graduate Student and Postdoctoral Affairs (GSPA) team of The Graduate School and reports to the Assistant Dean. The primary responsibilities are coordinating nominations, selection, and award of Jorgensen, Harriott, and Crandall fellowships and developing, directing, and implementing programs to recruit and support a diverse community of graduate students and postdoctoral scholars, including mentoring programs focused on Harriott and Crandall fellowship recipients. In addition, the incumbent will independently administer and manage other services for graduate students and postdoctoral scholars, and will advise senior leadership in The Graduate School on issues relating to graduate students and postdoctoral scholars. This is a full-time regular payroll position based on the Storrs campus.

DUTIES AND RESPONSIBILITIES

- Coordinate nominations, selection, and award of Jorgensen, Harriott, and Crandall fellowships.
- Develop, direct, and implement programs to recruit and support a diverse community of graduate students, including participation in regional and national recruiting events and national events supporting career and professional development of graduate students from underserved communities.
- Track and monitor those receiving funding from The Graduate School or external fellowships.
- Serve as secondary fiscal officer when needed to disburse designated funding.
- Collaborate with University partners including the Dean of Student's Office, the Ombuds Office, the Office of Community Standards, the Center for Students with Disabilities, Counseling and Mental Health Services, and individual schools, colleges, and departments to support community-wide efforts to provide responsive student support.
- Lead efforts to provide support, access to resources, and programming for graduate students and postdoctoral scholars.
- Monitor institutional and national trends and make suggestions for policy and procedure changes related to graduate student and postdoctoral scholar success and wellness with particular attention to supporting those from underserved communities.
- Along with other members of the GSPA team and University partners, advise and assist students and postdoctoral scholars in resolving academic, professional, and personal concerns; monitor student's time to degree and academic standing (incomplete grades, low GPA, low grades); and counsel students on potential University separations.
- Serve on divisional and institutional committees as assigned.
- Assist with other programs or activities of the GSPA team as assigned.

MINIMUM QUALIFICATIONS

1. Master's Degree
2. Three to five years of professional experience in student affairs, graduate education, or related field
3. Demonstrated evidence of ability to support and anticipate the needs of a diverse community
4. Problem-solving and critical-thinking skills
5. Ability to analyze complex issues and effectively plan and organize work
6. Excellent oral and written communication skills

PREFERRED QUALIFICATIONS

1. Experience working with graduate students and/or postdocs in a large research university or demonstrated understanding of a graduate student environment
2. Evidence of ability to create programs designed to benefit graduate students and postdoctoral scholars across a wide range of disciplines
3. Experience with the coordination, selection, and/or administration of fellowships
4. Active involvement in student affairs or graduate education professional organizations

APPOINTMENT TERMS

This is a permanent full-time position with an excellent benefits package.

TO APPLY

Please submit a **letter of application**, **resume** and contact information for **three professional references** via UConn Jobs, www.jobs.uconn.edu, Staff Positions. 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 # 2018373)

Recruiting activities included: the UConn Careers website, Hiredjobs.com; The Chronicle of Higher Education with Diversity Boos; Council of Graduate Schools; and NASPA Administrators in Graduate and Professional.

32 Total applicants: 7 WM, 13 WF, 1 BM, 3 BF, 2 HF, 1 AF, 2 UM and 3 UF

10 Unqualified applicants: 3 WM, 4 WF, 1 HF, 1 AF and 1 UF

- 1 WM and 1 WF did not have the required Master's degree.
- 2 WM, 3 WF, 1 HF, 1 AF and 1 UF did not have the required three to five years of professional experience in student affairs, graduate education, or related field.

11 Qualified applicants: 1 WM, 6 WF, 2 BF, 1 HF and 1 UF

- 1 WM, 3 WF, 1 HF and 1 UF did not have the preferred qualifications of experience working with graduate students and/or postdocs in a large research university or demonstrated understanding of a graduate student environment and active involvement in student affairs or graduate education professional organizations.
- 1 WF did not have the preferred qualifications of evidence of ability to create programs designed to benefit graduate students and postdoctoral scholars across a wide range of disciplines; and experience with the coordination, selection, and/or administration of fellowships.
- 2 WF and 1 BF did not have the preferred qualifications of experience working with graduate students and/or postdocs in a large research university or demonstrated understanding of a graduate student environment and experience with the coordination, selection, and/or administration of fellowships.
- 1 BF did not have the preferred qualifications of experience with the coordination, selection, and/or administration of fellowships and active involvement in student affairs or graduate education professional organizations.

11 Interviewed applicants: 3 WM, 3 WF, 1 BM, 1 BF, 2 UM, and 1 UF

- 1 WM did not have experiences with graduate students and little to no programming experience because the main focus of his previous position was with undergraduate student learning and assessment, which did not include diverse populations.
- 1 UM's main focus of previous positions were with national scholarship competitions so he did not have experience with programming and student affairs.
- 1 WF did not provide clear, complete, detailed responses to interview questions, she did not convey an understanding of post docs and diversity issues and the main focus of her previous position was managing the day-to-day operations and staff not programming.
- 1 WF ideas about programs designed to benefit graduate students and postdoctoral scholars lacked depth or ingenuity, and her thoughts on diversity recruitment were not based upon research or facts.
- 1 WF, with contractual bargaining rights to be interviewed, did not have the preferred qualifications of experience working with graduate students and/or postdocs and did not provide clear and complete answers to interview questions about creating programs

designed to benefit graduate students and postdoctoral scholars across a wide range of disciplines.

- 1 BM, with contractual bargaining rights to be interviewed, did not have experience with coordination, selection, and/or administration of fellowships, was not actively involved in student affairs or graduate education professional organizations and did have experience with graduate students and post docs because the main focus of his position was counseling undergraduate students.
- 1 BF did not provide detailed examples of initiatives that she had created and implemented, especially with non-stem students/postdocs; and her responses to interview questions did not contain the responsibilities and achievements listed on her resume.
- 1 UM's responses to interview questions regarding university structure and faculty culture indicated a lack of understanding because the ideas did not include multi-level concept, i.e. learning atmosphere, leaning, culture, etc., and the relationships needed internally and externally to thrive.
- 1 WM, with contractual bargaining rights to be interviewed, did not have the preferred qualifications of experience working with graduate students or a demonstrated understanding of a graduate student environment as the main focus of his current position was undergraduate and international students.
- 1 UF did not have the preferred qualification of active involvement in student affairs or graduate education professional organizations and was unable to answer interview questions regarding postdocs

The 1 WM selected met the minimum qualifications and provided clear, complete, detailed responses and examples to interview questions. He demonstrated experience in program design, development and implementation for graduate students; showed a developed plan for needs assessment and targeted marketing; and had detailed fact/researched based ideas for diversity recruitment and bias/privilege.

Search 2018461 - Publicity/Marketing Manager (UCP 7) – Center for Career Development

Under the general direction of the Director in the Center for Career Development, the Publicity/Marketing Manager is responsible for marketing and promotional outreach programs designed to acquaint selected potential users with department/University programs and services.

DUTIES AND RESPONSIBILITIES

- Manages the overall operation of the marketing and communication function of the department by setting the strategic direction and researching, collecting and analyzing data for trends to make informed decisions about the strategic vision for marketing.
- Plans and executes a marketing and communication strategy designed to promote department services and programs and increase engagement among student, employers and campus partners.
- Implements and manages strategy initiatives including launching social media and email campaigns, overseeing graphic design and production, coordinating department blog, writing content for distribution to students, faculty, and staff.
- Meets with and advises program managers regarding marketing needs, including design, cost considerations, deadlines, and desired results. Serves as resource to department staff and administrators regarding appropriate use of UConn branding and effective promotional activities.
- Receives and initiates marketing requests utilizing work order system, sets priorities of projects, delegates tasks to student marketing staff, and delivers finalized projects to project manager.
- Develops or supervises the preparation of promotional materials, including designing and illustrating, writing, editing, and printing/publishing.
- Develops policies and procedures regarding marketing and communication to guide department in requesting marketing material and monitoring department outreach efforts.
- Develops semester internal relations communication strategy, generates content for department staff to share with campus partners, manages CRM system, and reports on department's university engagement status.
- Prepares or supervises the preparation of research materials and data collection that illustrate effectiveness of marketing techniques and benchmark best practices and current developments in areas of responsibilities.
- Plans and carries out special interest events or projects designed to increase engagement with target populations.
- Writes timely informational articles for publication by the department, and regional and national organizations; writes press releases distributed to media outlets.
- Recommends student staffing needs, hires appropriate student staff, trains, supervises, and evaluates student staff performance, establishes student work schedules and determines project assignments.
- Maintains effective working relationships with campus partners and outside vendors; keeps informed regarding University marketing initiatives and branding.
- Represents department/university at appropriate regional and national committee meetings and conferences.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in communications, marketing, journalism or related field
2. Minimum 5 years relevant experience
3. Knowledge of the targeted market and community to be served
4. Evidence of excellent writing skills
5. Ability to meet deadlines, take initiative, and make sound judgments
6. Tact and excellent interpersonal/communications skills and techniques

PREFERRED QUALIFICATIONS

1. Demonstrated experience managing professional social media campaigns
2. Experience working in a college or university setting
3. Experience with graphic design
4. Website development and maintenance
5. Experience with Adobe Suite and other creative technologies

TO APPLY

Interested applicants, please upload a cover letter, resume and contact information for three professional references via UConn Jobs, www.jobs.uconn.edu, Staff Positions. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2018461)

APPOINTMENT TERMS

The University offers a competitive salary, outstanding benefits including employee and dependent tuition waiver at UConn, and a highly desirable work environment.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 2, 2018.

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 posting on the UConn Careers website and included the professional networking with emails to contacts in the field and postings on Facebook and other social media.

44 Total Applicants: 14 WM, 25 WF, 2 BF, 1 HF, 1 AF and 1 UM

25 Unqualified Applicants: 7 WM, 15 WF, 1 HF, 1 AF and 1 UM

- 1 WF did not possess a Bachelor's degree in communications, journalism, or marketing.
- 3 WF and 1 HF did not have a minimum of 5 years relevant experience.
- 7 WM, 11 WF, 1 AF and 1 UM did not submit required application materials as per the job posting.

14 Qualified Applicants: 5 WM, 7 WF and 2 BF

- 1 WF application materials did not indicate experience managing professional social media campaigns.
- 2 WM, 5 WF and 2 BF did not have experience working in a college or university setting.
- 3 WM did not possess experience with graphic design.
- 1 WF did not have experience with Adobe Suite and other creative technologies software.

5 Interviewed Applicants: 2 WM and 3 WF

- 1 WM and 1 WF were not able to demonstrate through their answers to the interview questions that they had a long term strategic plan for the direction of the Center for Career Development marketing.
- 1 WF answers to the interview questions were terse and incomplete.

- 1 WF was not able to demonstrate through her answers to the interview questions that she had experience with social media campaigns

The 1 WM selected thoroughly articulated his experience as it pertains to the job duties and showed an understanding of the audience he would be serving. His previous experience with social media and graphic design was in a similar setting.

Search 2018652 – University Accountant 2 (UCP 7) - Accounting

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 include: 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, Jaggaer (Husky Buy), 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 with system implementations.

Appointment Terms:

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition waiver at UConn, and a highly desirable work environment.

To Apply:

Please visit www.jobs.uconn.edu to submit **letter of interest, resume, and list of three (3) references**. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018652)

Recruiting activities included postings on the UConn Careers website, the Hartford Courant; Chronicle of Higher Education; and Career Builders.

18 Total applicants: 4 WM, 11 WF, 1 HF, and 2 AF

6 Unqualified applicants: 2 WM, 3 WF, and 1 HF

- 2 WM, 3 WF, and 1 HF did not have the required 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.

5 Qualified applicants: 4 WF and 1 AF

- 3 WF and 1 AF did not have the preferred qualifications of being a Certified Public Accountant; experience in accounting for higher education and governmental institutions; knowledge of Quali Financial Systems, Jaggaer (Husky Buy), Quali Financial Datamart and WebFocus; prior experience with construction accounting and experience with system implementations.
- 1 WF did not have the preferred qualifications of experience in accounting for higher education and governmental institutions; knowledge of Quali Financial Systems, Jaggaer (Husky Buy), Quali Financial Datamart and WebFocus

7 Interviewed applicants: 2 WM, 4 WF, and 1 AF

- 1 WM stated that he relies on colleagues and his supervisor for help instead of independently analyzing and interpreting accounting practices and he had held 5 jobs in the past 8 years which did not lead to progressively responsible accounting experience.
- 2 WF and 1 AF withdrew
- 1 WF experience was with pension fund investments, and her responses to the interview questions covered topics that were not relevant to this position.
- 1 WF indicated during the interview that she has some familiarity with construction documents from an auditing perspective but did not have direct experience working in a governmental entity and that she was interested in a position to fulfill her community action goals.

The 1 WM selected was a Certified Public Accountant (CPA) in the State of Connecticut and had several years' experience in governmental accounting. He had experience performing audits of clients in the construction industry, which was relevant experience for this position.

Additionally, he had experience preparing financial reports and financial statements, preparing budgets, and monitoring various funds including capital project funds. His knowledge of fund accounting and experience working for a municipal/government entity was highly relevant for this position as well.

Search 2017558 - American Sign Language (ASL) Interpreter (UCP 7) – Center for Students with Disabilities

Under the general supervision of the Associate Director and in collaboration with the Interpreter Coordinator, the American Sign Language (ASL) Interpreter, (UCP 7) provides interpreting and transliterating services for deaf and hard of hearing consumers (e.g., students, faculty, staff, parents, visitors, etc.) at the University of Connecticut in a variety of settings, which may include classrooms, field trips, seminars, counseling sessions, research labs, club meetings, conferences, athletic events, press conferences, faculty/staff meetings, committee meetings, extracurricular activities and other University settings.

The American Sign Language interpreter must be able to listen to another person's words, inflections, and intent and simultaneously render them into the visual language of signs using the mode of communication preferred by the deaf or hard of hearing consumer. The interpreter must also be able to comprehend the signs, inflections, and intent of the deaf or hard of hearing consumer and simultaneously articulate them. The American Sign Language interpreter must be able to adjust to a broad range of consumer preferences for interpretation and be able to function in a multicultural environment. The incumbent will be expected to work irregular, flexible hours including nights and weekends. When not scheduled to interpret, the incumbent will use work time to prepare for scheduled assignments and provide administrative assistance to the Interpreter Coordinator.

Duties and Responsibilities:

1. Facilitates communication through the use of American Sign Language and spoken English within social, academic and University business settings including but not limited to direct conversations, class instruction, lectures, tests, seminars, academic related lab rotations, field trips, staff/faculty meetings, committee meetings, press conferences, etc.
2. Maintains confidentiality of all assignment-related information and adheres to industry code of ethics.
3. Accepts assignments using discretion with regard to skill, setting, and the individuals involved; functions in a manner appropriate to each interpreted situation, demonstrating professional appearance, conduct, and promptness.
4. Prepares for demanding course material by reading course materials, learning frequently used vocabulary, developing new signs in consultation and collaboration with deaf and hard of hearing consumers as necessary.
5. May team interpret as necessary to maintain the interpreter's physical safety and/or to ensure fluent interpretation with minimal errors.
6. Assists the Center for Students with Disabilities' (CSD) leadership in the development of policies and procedures for deaf and hard-of-hearing students.
7. Keeps abreast of new developments in the field through attendance at workshops, seminars, conferences, and training sessions and through interaction with professional colleagues.
8. Assists the Interpreter Coordinator with identifying and evaluating additional qualified interpreters as needed.
9. Maintains professional memberships and certifications in the field.
10. Serves as an authoritative resource to students, parents, the public and the University community (e.g., faculty, staff, administrators) regarding interpreting services and providing visual access to deaf and hard-of-hearing students.
11. Performs special projects as needed or assigned by the Associate Director or Interpreter Coordinator when interpreting duties are slower.

Minimum Qualifications:

- Bachelor's degree or equivalent combination of experience and training.
- One to two years' experience interpreting in a University setting (graduate level coursework preferred).
- Must possess at least **ONE** of the following credentials or equivalent:
 - Registry of Interpreters for the Deaf (RID) Certification:
 - Certificate of Interpreting (CI), or
 - National Interpreter Certification (NIC), or
 - Comprehensive Skills Certificate (CSC)
 - OR
 - National Association of the Deaf (NAD) Interpreter Certification Program:
 - Certificate of Competence Level IV (Advanced), or
 - Certificate of Competence Level V (Master)
- Excellent interpersonal skills, written and oral communication techniques, organizational skills and the ability to work independently and with a team without close supervision.
- Demonstrated ability to deal effectively with students, faculty, staff, the public and external agencies.
- Willingness to work irregular and flexible hours including nights and weekends.
- Knowledge of cultural issues related to constituency to be served.

Appointment Terms

Salary is commensurate with experience. This is a full-time, 12-month position with an anticipated start date in July 15, 2017. This is an end-date position subject to renewal based upon funding.

To Apply

Interested parties must submit a cover letter, resume, and a list of **three (3) professional references**. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search 2017558)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 16, 2017.

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 including posting on the: UConn Careers Website, Conference of Interpreter Trainers (National), Registry of Interpreters for the Deaf (National), CT RID (Regional CT), Cross Cultural Communications (Regional New England), MA, ME. CT Interpreter Lists (Regional New England), Bridge Communications (Regional Mid-West), Tim Mumm, Interpreter Educator/Psychologist (Regional MN), Mount Sac College (Regional CA), Kendra Keller, Interpreter Trainer/CA Mentorship Program (Regional, CA), and the University's social media (Face Book) account.

10 Total Applicants: 3 WM, 6 WF and 1 HM

3 Unqualified Applicants: 3 WM

- 1 WM did not possess a Bachelor's degree or equivalent combination of experience and training.
- 2 WM did not have any of the following credentials or equivalent: RID, CINIC, or CSC or NAD, Certificate of Competence Level IV (Advanced)/Level V (Master).

2 Qualified Applicants: 2 WF

- 2 WF withdrew their applications.

5 Interviewed Applicants: 4 WF, 1 HM

- 1 WF feedback from the Deaf/Hard of Hearing community watching her demonstration, indicated that she is not receptive to feedback and is not willing to adapt to consumer preferences.
- 1 WF interaction with various university constituencies during her signing demonstration indicated she was not able to effectively work with various constituents.
- 1 WF expressed a reluctance to continue interpreting in advanced STEM fields, stated that she struggled with highly technical language and expressed a preference for a set schedule, indicating that she was not willing to work irregular and flexible hours.
- 1 HM did not demonstrate ASL fluency during the in-person interview process, which included English-to-ASL interpreting scenarios and bilingual interview settings and during interpreting scenarios, the candidate was non-responsive to his interpreting team, demonstrating an inability to work effectively with colleagues.

The 1 WF selected possessed a Bachelor's degree. She had previously provided interpretation services for consumers at the university level both for undergraduate and graduate students. The applicant served as an Executive Board member at her union for Staff Interpreters. She also served as a Region Representative for the Registry of Interpreters for the Deaf (RID). She received excellent feedback and exhibited a high degree of fluency in technical language.

Search 2017581 – Manager of Scientific Collections (UCP 7) – Ecology & Evolutionary Biology

Description:

The Department of Ecology and Evolutionary Biology seeks a Manager of Scientific Collections (UCP 7) to curate the CONN herbarium, which houses collections that support the teaching and research activities of a large academic department and other scientific users. The successful candidate will organize, maintain, and manage departmental collections; i.e.: identify, prepare and catalog botanical specimens, including herbarium specimens, paleobotanical specimens, and fluid-preserved plant materials; maintain and update CONN records in relevant databases (such as the Consortium of Northeast Herbaria, GBIF, iDigBio, and Index Herbariorum); maintain the collection's digital database and all associated computer and imaging equipment, including backups, software and antivirus updates, and monthly data updates; provide support to faculty involved in collections-based research; respond to data requests from scientists and other investigators and assist visiting scientists who have been granted access to the collections; interview, hire, and train student workers and volunteers to assist in managing and data basing the collections; facilitate collection growth by initiating and/or processing exchanged and/or donated acquisitions from other institutions; purchase equipment and supplies necessary to maintain the collections; participate in the instruction of the collections course; manage all incoming and outgoing loans, both physically and electronically.

MINIMUM QUALIFICATIONS

- M.S. or PhD degree in botany, or closely related field
- Detailed knowledge of taxonomy and botanical nomenclature, with particular reference to eastern North American groups
- Ability to understand, use and maintain the collection database (BG-Base) and HTML export protocol proficiently
- Detailed knowledge of modern curatorial standards and techniques including pest control, specimen mounting and processing, and digital specimen data basing and imaging
- Prior experience in working with botanical databases

PREFERRED QUALIFICATIONS

- Prior work experience in a herbarium
- Prior experience using BG-Base software
- Experience with using servers, related software (e.g., Windows Server), and networks
- PhD in botany

APPOINTMENT TERMS

This is a full-time, 12-month position and includes full benefits with an excellent healthcare and retirement package.

Recruitment activities included postings on the UConn Careers website, HERC, Diverse, Inside Higher Ed., spnhc.org, herbaria@NACSE.org, Plant Science Bulletin, and the APST Newsletter

12 Total applicants: 4 WM, 4 WF, 1 BF, 1 HM, 1 AM and 1 UM

4 Unqualified applicants: 1 WM, 1 BF, 1 HM and 1 AM

- 1 BF, 1 HM and 1 AM did not indicate knowledge of modern curatorial standards and techniques including pest control, specimen mounting and processing, and digital specimen data basing and imaging in their application materials.
- 1 WM did not provide information directly relevant to the minimum criteria.

4 Qualified applicants: 2 WM, 1 WF and 1 UM

- 1 WM, 1 WF and 1 UM did not have experience with using servers, related software (e.g., Windows Server), and networks.
- 1 WM withdrew his application.

4 Interviewed applicants: 1 WM and 3 WF

- 1 WM did not have the hands on experience in daily management of a herbarium.
- 1 WF had a work focus that was centered on research not management.
- 1 WF withdrew her application.

The 1 WF selected had both the educational background and experience that will help her adapt to the software used to manage the herbarium. She understood the needs of the herbarium facility from her previous position in a similar facility.

Search 2018011 – Occupational Health and Safety Specialist (UCP 7) – Environmental Health and Safety

The Division of Environmental Health and Safety at the University of Connecticut, Storrs is seeking an Occupational Health and Safety Specialist. Please refer to ehs.uconn.edu for full job description(s). The position reports to the Occupational Health and Safety Manager or designee providing specialty technical services for the University in the areas of industrial hygiene and environmental health and safety and is responsible for supporting, developing and implementing the occupational health and safety programs. This position will serve customers in administrative, academic and research units including Facilities Operations and Building Services, Dining Services, Motor Pool, Central Warehouse, Engineering, Agriculture, Athletics, Public Safety, Student Affairs and Fine Arts.

DUTIES AND RESPONSIBILITIES

Program management and oversight of the following occupational health & safety programs: Hazard Communication, Personal Protective Equipment, Respiratory Protection, Silica, Lead, Asbestos, Mold and any other industrial hygiene programs that are developed. In addition, administer technical training programs in these specialty areas for University faculty and staff, as required. Conduct inspections, surveys and assessments of various work environments. Assist in the coordination of abatement actions as necessary. Review proposed construction and renovations for regulatory compliance.

Additional duties performed at the level of Specialist 2: Develop programs and training programs as necessary and as required by regulation. Manage the General Workplace Health and Safety Inspection Program. Conduct ergonomic assessments in industrial and laboratory environments. Conduct project plan reviews. Act as subject matter expert in areas of industrial hygiene and provide consultation to University faculty and staff. Respond to emergencies involving hazardous materials and direct remediation efforts.

MINIMUM QUALIFICATIONS

Bachelor's degree in Occupational Health and Safety or related discipline plus one year experience in occupational health and safety or related field. Knowledge of applicable laws, regulations, nationally recognized standards and guidelines, as related to specialized environmental health and safety functions of the position. Ability to interact and effectively communicate environmental health and safety procedures to faculty, staff, and students. Ability to respond promptly in-person to all campus locations requiring environmental health and safety services, including the regional campuses. Ability to perform tasks requiring manual dexterity.

Additional minimum qualifications to be considered for Specialist 2: Bachelor's degree in Occupational Health and Safety, or related discipline, and four years' experience in occupational health and safety discipline or related field. Knowledge of applicable laws, regulations, nationally recognized standards and guidelines relating to environmental health and safety. Demonstrated experience in recognition, evaluation, and control of environmental health and safety hazards. Excellent communication skills with the ability to interact effectively with a diverse community of University faculty, staff and students. Detail-oriented with a strong working ability with computer applications and database software. Knowledge of Microsoft Office products. Ability to respond promptly in-person to all campus locations, including the regional campuses, requiring environmental health and safety services; response may be outside of normal business hours.

PREFERRED QUALIFICATIONS

Master's degree in Occupational Health and Safety, or related discipline, and two years' experience in occupational health and safety discipline or related field. Experience implementing occupational health and safety programs in industrial, machine shops, visual and performing arts, engineering and technology research and/or agricultural settings. Professional certification from an accredited organization in an environmental health and safety discipline (e.g., CIH, CSP, OHST, CHMM, CIE); or meets qualifications for certification. Demonstrated experience in delivering effective training before small and large groups. Experience conducting indoor environmental quality assessments that include air quality, lighting, and thermal conditions. Experience in conducting ergonomic assessments in

office, industrial and laboratory environments. Experience in an academic research environment. Experience in regulated building material management.

APPOINTMENT TERMS

This is a full-time, permanent position with an excellent benefits package. Rank and salary are commensurate with qualifications and experience. Salary range for the UCP 5 is in the low \$50,000's, range for the UCP 7 is mid to high \$60,000's.

TO APPLY

Applications must be submitted online using UConn Jobs at <https://jobs.uconn.edu>, Staff Positions. To be considered, applications must include a cover letter, resume demonstrating how the qualifications and requirements of the position are met, and contact information for three professional references. An academic recommendation may substitute for one professional reference.

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 #2018011)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time February 26, 2018.

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 posting the job offering on the: UConn Careers Website, listserv HERC, Inside Higher Ed., Divers, Indeed, NSC, AIHA, and EHS Careers.

8 Total applicants: 4 WM, 2 WF and 2 UM

8 Interviewed applicants: 4 WM, 2 WF and 2 UM

- 1 WM answers to interview questions exhibited less attention to detail than needed for the position and also indicated that his experience in an academic research environment was not related to occupational health and safety.
- 1 UM occupational health and safety experience did not include industrial, machine or technical engineering areas.
- 1 UM experience was in environmental/ecological safety with no direct relation to the position.
- 1 WM had experience in physical safety as opposed to industrial hygiene and therefore less directly related to the position.
- 1 WM responses to interview questions regarding implementing occupational safety programs were incorrect.
- 1 WM and 1 WF declined job offers.

The 1 WF selected fulfilled the educational and experience requirements. She had a background in occupational health and safety specifically related to industrial hygiene. She had been responsible for implementing multiple health and safety programs in various environments. Moreover, she demonstrated excellent interpersonal skills as well as critical thinking and attention to detail in her answers to interview questions,

Search 2018120 – Assistant Director of Residence Education (UCP 7) – Residential Life

The Assistant Director of Residence Education (AD) supervises a staff of 4-6 professional Residence Hall Directors (HDs) and is responsible for a residential area of approximately 3000 beds, 65 Resident Assistants (RAs), and several graduate student Assistant Residence Hall Directors. The Assistant Director reports to the Associate Director of Residence Education and is a critical leader in Residence Education. The Assistant Director is primarily responsible for staff supervision and professional development, as well as administrative and managerial duties. The AD assesses, plans for, contributes to, and oversees the implementation and enhancement of student learning outside of the classroom through a wide range of programmatic opportunities, including learning communities and academic initiatives. The AD also works closely with colleagues from the Operations and Housing Services units of the department in providing a comprehensive and outstanding on-campus experience for students.

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

STAFF SUPERVISION AND DEVELOPMENT

1. Supervise, train, and evaluate full-time professional hall directors.
2. Set performance goals with Hall Directors, including short- and long-term professional development plans.
3. Provide on-going indirect supervision and mentoring of all levels of residence hall and clerical staff.
4. Supervise staff programming and relationship development efforts in learning communities and special interests.
5. Assist in the recruitment and hiring of professional staff positions.
6. Collaborate in the development of the residence hall staff training program.

COMMUNITY AND STUDENT DEVELOPMENT

1. Assist in coordinating student leadership and training programs.
2. Responsible for overseeing the quality of advisement of hall council government within one's area.
3. Coordinate and supervise educational, cultural and social events and programs in the residential areas.
4. Coordinate hall staff contributions and relationships regarding learning communities and special interest housing within one's area.
5. Utilize the community standards process to educate students of their responsibilities as community members and supervise charges' administration of community standards.
6. Evaluate trends and develop plans to respond to resident and community needs.
7. Assist staff in dealing with student concerns and parent inquiries.
8. Instruct EPSY 3235 (RA class).

PROFESSIONAL DEVELOPMENT

1. Direct charges' professional development.
2. Develop and attend professional development opportunities.
3. Participate in national and regional professional organizations and activities.
4. Maintain a healthy professional reading regimen.
5. Remain aware of current best practices and trends regarding college student housing.

ADMINISTRATIVE

1. Develop and implement area objectives to support unit and department goals, and assist in the development and formulation of department goals, policies, and procedures.
2. Consistently and frequently tour areas of responsibility.
3. Participate in the preparation and justification of financial plans, oversee area budgets and expenditures and promote fiscal integrity.
4. Serve as a liaison with other university departments and constituents, including Dining Services, Health Services, Counseling and Mental Health, Community Standards, academic departments, and parents.
5. Coordinate the implementation of Residential Life policies and procedures.
6. Lead weekly staff meetings and other meetings as needed.
7. Complete assigned administrative responsibilities, reports, and related tasks.
8. Work closely with colleagues from Operations and Housing Services units in monitoring the residence hall physical facilities and coordinate seamless assignments processes.
9. Assist in the coordination of unit-wide assignments, reports, and records.
10. Chair and/or serve on unit, departmental, and university committees, as directed.
11. Available to respond to campus emergencies.
12. Other responsibilities as assigned.

MINIMUM QUALIFICATIONS

1. A Master's Degree in Student Affairs, Higher Education, or a related field.
2. Three to five years' experience working in a residence hall program.
3. Problem-solving and critical-thinking skills.
4. Ability to analyze complex issues and effectively plan and organize work.
5. Excellent oral and written communication skills.
6. Experience in and awareness of the sensitivity required when interacting with, supervising, and addressing the needs of a diverse community.

PREFERRED QUALIFICATIONS

1. Experience supervising professional residence hall staff.
2. Five to seven years' experience in higher education.
3. Experience working in a large residence hall program.
4. 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 Assistant Director is an UCP 7 position. The University offers outstanding health benefits and employee and dependent tuition waivers at UConn.

TO APPLY

Qualified applicants must submit a cover letter, resume and contact information for three professional references via UConn Jobs at <http://www.jobs.uconn.edu>, Staff Positions. Please identify in your cover letter Search #2018120 and ensure your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred qualifications you may also possess. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018120)

Recruiting activities included posting on the UConn Careers website, Chronicle of Higher Education and Diversity Network.

51 Total applicants: 20 WM, 20 WF, 2 BM, 4 BF, 3 HM, 1 AF and 1 UM

18 Unqualified applicants: 6 WM, 7 WF, 2 BF, 1 HM, 1 AF and 1 UM

- 5 WM, 4WF, 2 BF and 1 UM did not have the required three to five years of experience working in a residence hall program.

- 1 WM, 1 WF and 1 HM did not have the required Master's Degree in Student Affairs, Higher Education, or a related field and three to five years of experience working in a residence hall program.
- 2 WF did not submit the required three references.
- 1 AF did not have the required Master's Degree in Student Affairs, Higher Education, or a related field.

24 Qualified applicants: 12 WM, 8 WF, 2 BM and 2 BF

- 1 WM did not have the preferred qualifications of experience supervising professional residence hall staff; five to seven years of experience in higher education; and experience working in a large residence hall program.
- 1 WM did not have the preferred qualifications of experience supervising professional residence hall staff; and current membership and/or active involvement in related professional organizations.
- 1 WM did not have the preferred qualifications of five to seven years of experience in higher education; and current membership and/or active involvement in related professional organizations.
- 2 WM did not have the preferred qualifications of experience supervising professional residence hall staff; and experience working in a large residence hall program.
- 4 WM and 2 WF did not have the preferred qualifications of experience working in a large residence hall program; and current membership and/or active involvement in related professional organizations.
- 3 WM, 4 WF and 1 BM did not have the preferred qualifications of experience supervising professional residence hall staff; experience working in a large residence hall program; and current membership and/or active involvement in related professional organizations.
- 1 WF, 1 BM and 2 BF did not have the preferred qualifications of experience supervising professional residence hall staff; five to seven years of experience in higher education; experience working in a large residence hall program; and current membership and/or active involvement in related professional organizations.
- 1 WF did not have the preferred qualifications of five to seven years of experience in higher education; experience working in a large residence hall program; and current membership and/or active involvement in related professional organizations.

9 Interviewed applicants: 2 WM, 5 WF and 2 HM

- 1 WM did not provide concrete examples pertaining to the questions asked about his experience supervising professional residence hall staff, and his responses to interview questions were general without details.
- 1 WM did not provide concrete examples to several questions, was very focused on specific aspects of the position and was unable to articulate what skills he could bring to the position.
- 1 WF provided answers that were negative regarding working with students and supervising professional staff and she did not articulate what skills she would bring to

position and only spoke to experiences and examples from several years ago that were outdated.

- 1 WF withdrew her application from consideration.
- 1 WF, in responding to interview questions, did not articulate how she could transfer her current skill set into this role and what she could offer in the position.
- 1 WF did not have the preferred qualifications of experience working in a large residence hall program and she was unable to articulate how she could transfer her skills to that environment.
- 1 HM examples that he provided in response to interview questions were off topic and he made negative comments about UConn.

The 1 WF selected had excellent communications skills. She provided organized and detailed responses to interview questions, which demonstrated her clear understanding of the position and its responsibilities, as well as an overview of her current supervisory experience. She gave concrete examples to support her responses, which demonstrated how her experiences had prepared her for the position. She articulated the responsibilities within her current role and how she could transition those skills to a large institution and working within a team atmosphere.

The 1 HM selected for this position met the minimum requirements. He provided organized detailed responses to interview questions, which demonstrated his clear understanding of the position and its responsibilities, as well as an overview of his current supervisory experience. He gave concrete examples to support his responses, which demonstrated how his experiences have prepared him for the position. He articulated the responsibilities within his current role and how he could transition those skills to a large institution and working within a team atmosphere. His references indicated that he had strong skills in building relationships and maintaining connections with supervisors and supervisees. He was very focused on establishing relationships with those he supervised and with students.

Search 2018256 - Financial Services Analyst (UCP 7) – Sponsored Program Services

Under the direction of the Director of Sponsored Program Services, and working closely with SPS Team Leads and SPS Financial Services Manager, the Financial Services Analyst is responsible for managing a portfolio of student aid fellowship accounts and serving in two other key analyst functions. One as a Team Support Financial Analyst and the other as a Cash Operations Analyst. As a Team Support Analyst, this role analyzes and resolves complex financial and business logistical problems for SPS team activities, and in the Cash Operations Analyst function, the role analyzes, evaluates, and documents financial processes, operational procedures and fiscal control measures in support of Cash and Financial Management Operations at Storrs and UConn Health campuses.

DUTIES AND RESPONSIBILITIES

1. Manage an assigned project portfolio of student and fellowship accounts, as well as a project portfolio of significant complexity, from account setup in KFS and InfoEd throughout the life-cycle of the award including reporting and closeout, requiring an advanced level of knowledge and experience.
2. Provides analyst support in resolving complex and complicated financial and logistical business problems for team activities.
3. Assist with the management of Cash Management/Financial Service functions across all UConn campuses, including the Health Center through business process review and streamlining activities that include the planning, direction, assignment and coordination of staffing in their respective areas of responsibility.
4. Assist the Director in verifying proper fiscal controls are in place and that they are sufficient; assist in aligning business functions (i.e. Letter of Credit, Accounts Receivable, Invoicing, Cash Deposits and Collection) so that they are consistent and streamlined across both Storrs and Farmington campuses, and assist with change management activities resulting from cross campus initiatives.
5. Clarify and streamline processes and implement operational efficiencies resulting in cohesive delivery of services.
6. Assists with the management and maintenance of all financial records, budget control and internal record keeping and signs financial documents as required for normal business activities, assuring adherence to sound accounting principles.
7. Analyze and resolve problems and discrepancies related to financial compliance or availability of funds. Protect against deficits and improper expenditures. Participate and ensure the timely and accurate coordination of billings, collections, letter of credit drawdowns, electronic transmittal of funding, and other receipt of monies related to sponsored research
8. Serve as University-liaison with sponsoring agencies in the negotiation of terms, budget revisions, and change in scope and effort commitments or no cost extensions, as required.
9. Prepare and submit financial reports, invoices, journal vouchers or related transactional documents required for the proper recording of billing and collection or transmittal of funding from sponsors to the University.
10. Responsible for developing, preparing, and maintenance of financial report documentation and work papers that accurately represent UConn's financial expenses to sponsors. Work papers should entail the adjustments, reconciliations, compliance justifications, cost share information, program income and all other facets involved in the accurate reporting of a sponsored project.
11. Responsible for the reconciliation of the University's accounting records with various subsidiary records, including internal accounts receivable subsidiary ledger and Federal record of letter of credit activity.
12. Participate in maintenance of monthly or other billing cycles, including preparation of accounts receivable invoices to sponsors, processed through a variety of invoicing systems. Follows up on outstanding invoices as necessary.
13. Participate in generating financial statements, invoices, aging schedules, and letter of credit quarterly reports, as well as performs analysis as appropriate to meet State, Federal, University and Departmental requirements.
14. Serves as a resource and University liaison regarding fiscal matters and in the resolution of problems.
15. May develop and deliver training for staff and university constituencies.
16. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in accounting, business or related field.
2. One to three years of experience in a position with financial accountability and/or financial analysis responsibilities.
3. Knowledge of financial controls, regulations, policies and operations related to the billing, collection, recording and deposit of monies.
4. Experience with electronic/online financial processing.
5. Excellent accuracy and attention to detail.
6. Excellent interpersonal skills, with customer-service and team orientation.
7. Excellent project management, time management and organizational skills.
8. Excellent verbal and written communication skills.
9. Proficiency with Microsoft Office Suite, including Outlook, Word and Excel.

PREFERRED QUALIFICATIONS

1. Certified Public Accountant, or Master's degree in accounting or a related field with commensurate experience.
2. Familiarity with the financial management, analysis, and controls.
3. Familiarity with GASB/generally accepted accounting principles.
4. Experience working in an institution of higher education.
5. Experience developing and delivering training related to financial services.

APPOINTMENT TERMS

The University of Connecticut offers a comprehensive package of salary and benefits. For a full list of duties and responsibilities please refer to the position description located at www.research.uconn.edu

TO APPLY

Applicants must submit a **letter of interest, resume** and a list of at least **three professional references** via UConn Jobs at <http://jobs.uconn.edu/>, Staff Positions. 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 # 2018256)

For confidential inquiries or additional information please contact:

Laurie Pudlo, Administrative Manager
Office of the Vice President for Research
University of Connecticut
laurie.pudlo@uconn.edu
860-486-4247

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 22, 2017.

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 postings on the UConn Careers website, CT HIRES (CT DOL, US DOL), Indeed.com, and the OVPR website.

23 Total Applicants: 5 WM, 7 WF, 3 BF, 1 HM, 1 HF, 3 AM, 2 AF, and 1 UM

19 Unqualified Applicants: 4 WM, 4 WF, 3 BF, 1 HM, 1 HF, 3 AM, 2 AF, and 1 UM

- 1 WM, 1 AM, and 1 AF did not meet the requirements in experience and knowledge of financial controls, regulation, policies and operations related to collections and deposit of money.

- 1 WF experience was in Auditing, not Finance.
- 1 BF and 1 AM financial experience was not with an institution of higher education.
- 1 WM and 2 WF did not have a Bachelor's degree in accounting, business or a related field.
- 2 WM, 1 WF, 1 HM, 1 HF, 2 BF, 1 AM, 1 AF, and 1 UM submitted incomplete applications.

4 Interviewed Applicants: 1 WM and 3 WF

- 1 WF had a financial background but her experience was not in developing and delivering training related to financial services.
- 1 WM cancelled his interview.
- 1 WF declined an offer.

The 1 WF selected had a financial background and experience with fiscal controls. She had experience in collections and had successfully implemented new software and business processes in her current position. She had experience with student aid and fellowship accounts and demonstrated independence in her role. She was also able to speak to the position and how her experience and skill would align. The applicant has an MBA and is a CPA.

Search 2018291 – Clinical Data Nurse Coordinator (UCP 7) – Student Health Services

Description:

The University of Connecticut, Storrs Campus, Student Health Services (SHS), is seeking a full-time SHS Clinical Data Nurse Coordinator (SHS Nurse Coordinator, UCP 7). Under the direction of the Director of Data Analytics and Health Information, this position provides data and research to support multidisciplinary improvement projects and to measure and improve outcomes related to those projects. Helps to eliminate unnecessary replication of services and variation in outcomes. Uses population level data to enhance student health, counseling and wellness outcomes across the continuum.

DUTIES AND RESPONSIBILITIES

1. Provides ongoing evaluation of program outcomes, facilitates prioritization of improvement activities, and ensures successful implementation of initiatives as defined by leadership. Provides direction to ensure that services are supported by the best evidence available and are provided in accordance with standards established by federal and state regulatory agencies.
2. Draws on expertise in LEAN or root cause analyses continuous improvement methodologies, project management skills, and/or change management skills to drive improvement.
3. Performs complex quality and performance improvement work by providing and interpreting data to identify, develop and promote interventions that support better health outcomes for students at the population health level.
4. Works with team to develop, maintain, and provide standardized resources and reports.
5. Supports the development of new services and programs by participating on committees, attending training workshops, and keeping abreast of best practice models.
6. Develops and maintains milestones for practices using project management principles.
7. Assists with inquiries by outside agencies during audits or reviews.
8. Assists in the development of processes and procedures to ensure quality patient services and compliance of professional standards.
9. Demonstrates the ability to analyze data and facilitate the design, development and implementation of process improvement initiatives based on the findings.
10. Performs concurrent data abstraction from the medical record and other primary and secondary data sets for assigned student populations (and sub-populations) as assigned by the Executive Director.
11. Maintains documents and records according to state and federal health care and university standards.
12. Works closely with leadership in the development and execution of cross-continuum measurement systems that drive improvement, coordination, consistency and innovation.
13. May work weekends or variable shifts, as needed.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Licensure as a Registered Nurse in the State of Connecticut.
2. Experience in quality, performance improvement, databases or public health nursing.
3. Demonstrated ability to coordinate and organize projects.
4. Demonstrated ability of using data to create performance improvement outcomes.
5. Willingness to work flexible hours.

PREFERRED QUALIFICATION

1. Five or more years of progressively responsible experience, preferably in quality and performance improvement activities.
2. Bachelor of Science degree in related field.
3. Five or more years of experience with data collection in a hospital or college health setting.
4. Able to create and navigate Excel spreadsheets.

TO APPLY

Please apply online at UConn Jobs, www.jobs.uconn.edu, Staff Positions, with compatible software as required. Please upload your **cover letter** indicating Search #2018291, current **resume**, and the name, address and telephone numbers of **three professional references**. Incomplete applications will not be considered. Employment is contingent upon the successful completion of a pre-employment criminal background check. (Search #2018291)

Recruiting activities included posting on the UConn Careers website, PRLACC Listserv; Women's Center Listserv; Asian American Cultural Center; Rainbow Center; CT Association of Diversity and Equity Professionals; DiverseJobs; Inside Higher Ed; and HERC.

10 Total applicants: 1 WM, 8 WF, and 1 AF

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

- 1 WM, 2 WF, and 1 AF did not have the required licensure as a Registered Nurse in the State of Connecticut.
- 2 WF did not have the required experience in quality, performance improvement, databases or in public health nursing.

4 Interviewed applicants: 4 WF

- 1 WF outcome data experience was not in quality and performance improvement activities.
- 1 WF did not have the preferred qualification of five or more years of experience with data collection in a hospital or college health setting as she was newly certified in data collection and analysis within the last two years.
- 1 WF's responsibilities and experience in her current position were wide-ranging and not solely focused on data collection and outcome.

The 1 WF selected met the minimum qualifications and all of the preferred qualifications. Her current position aligned with the requirements and duties of this position. She had extensive experience with data collection and analysis.

Search 2018316 - Tax Accountant (UCP 7) – Office of the Controller/Tax Compliance Office

The University Tax and Compliance Office, which resides within the Office of the Controller, is seeking a skilled accountant to perform complex accounting, auditing, budgeting and other fiscal analyses, in accordance with sound accounting practices and principles. The position involves regular meetings and extensive correspondence with students, employees and administrative offices to explain tax obligations and collect and review tax documentation, particularly in the area of nonresident alien (NRA) tax withholding.

DUTIES AND RESPONSIBILITIES

Installs appropriate general accounting systems and controls for a wide variety of tax accounts, in accordance with all applicable laws and regulations and with sound accounting practices.

Coordinates the analysis of financial systems, resolves system problems and implements changes; may conduct analysis of complex financial systems and recommend improvements.

Monitors tax accounts to identify problems of expenditures or obligations; determines most suitable accounting procedures for particular accounts; writes guidelines for such accounts; resolves associated problems.

Analyzes and controls accounts and operations to assure fiscal transactions are in compliance with proper accounting procedures, applicable tax laws and regulations.

Independently prepares reports and analyses, or coordinates and supervises the preparation of such reports, including annual detailed reports for 1099 and 1042-S reporting.

Provides business and project needs analysis.

Prepares analyses which are used in administrative decision-making, with responsibility for accuracy of specific tax forms and returns, and proper application of accounting principles and decisions regarding classification of entries.

Serves as a resource to students, employees, departments and administrative units in interpreting tax policies, regulations and statutes.

MINIMUM QUALIFICATIONS

1. Master's degree in accounting and 3 to 5 years of related experience; or Bachelor's degree in accounting and 5 or more years of progressively responsible related experience.
2. Comprehensive knowledge of sound accounting practices and principles.
3. Ability to work independently and resolve complex accounting problems.
4. Ability to write comprehensive reports and communicate effectively with a wide variety of university and government officials and the public.
5. Ability to coordinate and provide project work.

PREFERRED QUALIFICATIONS

1. Professional experience related to the taxation of nonprofit or educational institutions.
2. Professional experience related to U.S. federal taxation of foreign nationals, NRA tax withholding, IRS Forms 1042 and 1042-S, and/or international tax treaties.
3. Experience (professional, academic or otherwise) in meeting and presenting to students, such as teaching, tutoring or mentorship.

APPOINTMENT TERMS

This is a full-time position located at the Storrs campus.

To Apply

Interested applicants should apply on-line via www.jobs.uconn.edu. Please submit a (i) cover letter, a (ii) resume demonstrating how you meet the minimum qualifications and any of the preferred qualifications you may have, a (iii) writing sample, and (iv) contact information for three professional references. The writing sample should not exceed three pages and need not be related to accounting or the position. 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 #2018316)

Please note that references will not be contacted until later in the search process, after discussion with applicants.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 5, 2018.

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 activity included posting on the following both the websites UConn Careers, Chronicle of Higher Education, and Career Builders website as well as in the print media of the Hartford Courant and the Chronicle of Higher Education respectively.

7 Total applicants: 3 WM, 2 WF, 1 BF, and 1 AF

3 Unqualified Applicants: 1 WF, 1 BF, and 1 AF

- 1 WF, 1 BF, and 1 AF did not have a Master's degree in accounting and 3 to 5 years of related experience; or Bachelor's degree in accounting and 5 or more years of progressively responsible related experience.

1 Qualified Applicants: 1 WM

- 1 WM did not have professional experience related to U.S. federal taxation of foreign nationals, NRA tax withholding, IRS Forms 1042 and 1042-S, and/or international tax treaties.

3 Interviewed Applicants: 2 WM and 1 WF

- 1 WM did not have the academic experience and had less than 30 years of tax experience than the hired candidate.
- 1 WM had some taxation experience, but had less than the 30 years of experience than the hired candidate.

The 1 WF selected was a CPA and had practiced in public accounting as a tax professional for 30 years. She had extensive experience (significantly more than the other candidates did) in governmental and non-profit taxation. She also had tax experience with educational institutions.

Search 2018333 - Business Manager 2 (UCP 7) – Logistics Administration

OPEN TO UNIVERSITY OF CONNECTICUT STORRS, REGIONAL CAMPUSES, AND UCONN HEALTH EMPLOYEES ONLY.

UConn Logistics Administration is seeking a well-qualified individual with the experience and ability needed to run the University's Print and Mail Operations 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, Design & Document Production Center, Mail Services, Motor Pool, Parking Services, and Transportation Services.

Under the general direction of the Director of Logistics Administration, the Business Manager for the Design & Document Production Center (DDPC) and Mail Services serves as the administrative official responsible for providing day-to-day oversight of the University's Print Shop and Mail Operations, including the development of operational policies, procedures, plans and services to effectively manage and meet the University's print and mail needs.

DUTIES AND RESPONSIBILITIES

- Directs staff on all print, production and mail processes
- Hires, supervises, and trains full time staff and student employees
- Manages all staffing requirements for operation that employs approximately 12 full time staff, 20 student employees and 5-10 contracted vendors on a daily basis
- Establishes internal operating procedures for the effective and efficient operation of DDPC and Mail Services and makes improvements as needed
- Assures appropriate systems and processes are in place for the efficient operation of DDPC and Mail Services
- Manages, markets and develops the University's UPRINT program. Coordinates with vendor and University departments in the day-to-day operations of the program
- Negotiates the purchase of equipment and software (price, agreements and contracts)
- Negotiates contracts for services with vendors and the Purchasing Department
- Selects and monitors print vendors based on qualifications, pricing and quality
- Handles all vendor related issues and relations
- Works to solve department and customer problems as they arise
- Assures quality customer service from all employees with the design, print, mail and UPRINT program
- Works with financial staff of Logistics Administration to ensure that charge back functions are accurate and complete
- Works with financial staff of Logistics Administration to create department budget and keep budgets balanced
- Collaborates with the Communications Department for branding and standards for print and electronic media
- Researches and markets new printing products to the University Community
- Assures all areas of responsibility are current on new technology (software and equipment)
- Assures University departments are compliant with USPS regulations requirements and University policy compliance regarding the purchase of print and print equipment (copiers and multi-function devices)
- Assigns, eliminates, and tracks unit addresses as new departments are created or as campus moves occur. Creates and takes responsibility for University street numbers and street names
- Develops and maintains administrative reports, records and correspondence for all departments and programs to University members, vendors and colleagues
- Manages the maintenance, repair and renovation of unit for building space needs and modifications to workflow
- Ensures that the department vehicle fleet is always in good working condition
- Attends seminars and vendor shows to represent the University's best practices regarding print, mail and device information
- Represents Director of Logistics Administration to all levels of University officials, outside agencies, and others
- Performs related duties as required

MINIMUM QUALIFICATIONS

- A current University of Connecticut Storrs, Regional Campus, or UConn Health employee
- Bachelor's degree. An equivalent combination of education and experience may be considered
- Minimum of two years of experience in personnel and administrative management
- Demonstrated ability to resolve administrative and personnel problems
- Good interpersonal skills; ability to effectively work with faculty, staff, students and other University administrators

PREFERRED QUALIFICATIONS

- Experience working in a complex, large environment such as a University
- 10 years of experience working in a print shop environment
- Experience using heavy duty duplicating technology and finishing equipment
- Demonstrated experience using Microsoft Office as well as software related to graphics and duplicating technology
- Demonstrated ability to organize and manage multiple priorities using effective problem solving/resolution skills and a team focus

APPOINTMENT TERMS

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

TO APPLY

Qualified applicants should submit a **cover letter**, **resume**, and the names and contact information for **three professional references** via UConn Jobs at www.jobs.uconn.edu , Staff Positions. Application deadline is January 26, 2018. (Search #2018333)

This job posting is scheduled to be removed at 11:59 PM eastern on January 26, 2018.

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

This position was open to University of Connecticut and UConn Health employees due to the merge of the department between the two campuses. This position was posted on the UConn Careers website.

6 Total Applicants: 2 WM and 4 WF

4 Unqualified Applicants: 2 WM and 2 WF

- 2 WM and 1 WF were not current University of Connecticut or UConn Health employees.
- 1 WF did not possess a minimum of two years of experience in personnel and administrative management.

2 Interviewed Applicants: 2 WF

- 1 WF did not have any experience working in a print shop, where the selected candidate had worked her entire career.

The 1 WF selected had spent her entire career working in the UConn Health Print Shop starting as a student and working her way up to be the supervisor of the department. She had extensive skills in printing and administration and supervisory experience.

Search 2018348 - Grants and Contracts Specialist – (UPC 7) – Sponsored Program Services

The Office of the Vice President for Research, Sponsored Program Services (OVPR-SPS) at the University of Connecticut (UConn) is seeking a Grants and Contracts Specialist with experience processing and monitoring subawards 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.

DUTIES AND RESPONSIBILITIES

Provides assistance to faculty and staff in the setup, financial management and reporting of sponsored project accounts; serves as the University liaison in the negotiation of changes to sponsored research commitments; works closely with staff and key constituencies in the creation, issuance, negotiation and management of subaward and subcontract documents to subrecipients and execution of subaward/contract agreements; collects and monitors subrecipient entity activity to evaluate and mitigate risk; other duties as assigned.

Additional duties performed at the level of Grants and Contracts Specialist 2 (UCP 7) include: routine handling of a project portfolio of significant complexity, requiring an advanced level of knowledge and experience; may coordinate and prioritize team workload; may provide guidance, training and serve as a resource to colleagues both internal and external to Sponsored Program Services; contributes to workflow, process and policy improvements; may develop and present or provide training to University constituencies.

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, written and interpersonal communication 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.

Additional minimum qualifications to be considered for the rank of Grants & Contracts Specialist 2 (UCP 7) include: 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 Circulars A-81 (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.

For a full list of duties and responsibilities please refer to the position descriptions located at www.research.uconn.edu.

TO APPLY

Please submit a **letter of interest, resume** and a list of **three professional references** via UConn Jobs, www.jobs.uconn.edu , Staff Positions. 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 #2018348)

For confidential inquiries or additional information please contact:

Laurie Pudlo, Administrative Manager
Office of the Vice President for Research
University of Connecticut
laurie.pudlo@uconn.edu
860-486-4247

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on February 12, 2018.

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 listing on the following websites: UConn Careers website, RESADM-L listserv, NCURA, HigherEdJobs, OVPR, and the CT Hires (CT DOL and the US DOL job banks).

13 Total Applicants: 4 WM, 6 WF, 2 HF, and 1 AF

10 Unqualified Applicants: 3 WM, 4 WF, 2 HF, and 1 AF

- 2 WM, 3 WF, 2 HF, and 1 AF application packages did not indicate a thorough knowledge of federal laws and regulations regarding grants and contracts.
- 1 WF submitted incomplete application materials
- 1 WM withdrew his application.

3 Interviewed Applicants: 1 WM and 2 WF

- 1 WF had some experience with subaward agreements and understood the lifecycle of a sponsored award but her experience was weighted towards grant writing.
- 1 WM withdrew his application and declined to interview.

The 1 WF selected had efficient experience with issuing agreements which include subaward agreements. She was thoroughly familiar with FAR regulations, which have a large number of similarities with the Uniform Guidance and was translatable with grant management responsibilities. The candidate demonstrated very good communication skills, and she and her references commented on her strong written communication abilities.

Search 2018508 – University Librarian 2 (UCP 7) – School of Law Library

The University of Connecticut School of Law Library, located in Hartford, seeks forward-thinking applicants for the position of Metadata and E-Resources Management Librarian/University Librarian 1 or 2 (UCP 5 or 7). Reporting to the Head of Technical Services, the Metadata Librarian is responsible for describing and providing access to all library resources to all the students, faculty, and staff of the Law School and the University.

DUTIES AND RESPONSIBILITIES

Duties will include: cataloging metadata in all formats; batch loading print and electronic collections from library vendors; coordinating the technical services' workflow of electronic resources; managing the library's EZ Proxy system; monitoring usage statistics for vendors and databases; performing authority work; performing original cataloging; developing new approaches to metadata processes; implementing metadata standards to support discoverability of library collections; and other duties as assigned. The successful candidate may represent the library on law school and university committees.

MINIMUM QUALIFICATIONS

Graduate degree in Library and Information Science from a program accredited by the American Library Association; One (1) to three (3) years of recent cataloging experience; Ability to use and apply MARC21, AACR2, RDA, LCSH, and LC classification schedules; Experience using OCLC Connexion as a bibliographic utility; Familiarity with principles of authority control; Experience with electronic resources management systems; Understanding of electronic resource life cycle activities and the electronic resource environment in an academic library setting; Strong service orientation and awareness of end user needs as related to cataloging policies and procedures; Effective oral, written communication and interpersonal skills; Ability to work evenings and/or weekend hours.

PREFERRED QUALIFICATIONS

Previous experience in an academic library setting; Experience with Ex Libris' Alma/Primo integrated library system; Experience with metadata issues related to the discovery of resources with next-generation discovery platforms and other web-based search engines; Experience with link resolver software; Experience with EZ Proxy; Ability to work successfully in a team environment; Enthusiasm for and ability to facilitate change.

APPOINTMENT TERMS

This is a full-time, permanent position located in Hartford, CT at the UConn School of Law. Position level and salary will be commensurate with experience and training.

TO APPLY

Interested candidates please submit a **letter of application**, **resume**, and contact information for **three professional references** via UConn Jobs, www.jobs.uconn.edu, Staff Positions. Please reference Search #2018508. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2018508).

Recruiting activities included: UConn Careers website, AAALL/TS-SIS Listserv; AAALL/ALL-SIS Listserv; ALA; CLC; Ex Libris/Alma listserv; Ex Libris/Primo listserv; LNE; SNELLA; Simmons College; and Southern Connecticut State University.

11 Total applicants: 3 WM, 6 WF, and 2 HF

5 Unqualified applicants: 1 WM, 3 WF, and 1 HF

- 1 WM did not have the required graduate degree in Library and Information Science from a program accredited by the American Library Association and experience using OCLC Connexion as a bibliographic utility.
- 2 WF and 1 HF did not have the required 1 to 3 years of recent cataloging experience; experience using OCLC Connexion as a bibliographic utility; familiarity with principles of authority control and experience with electronic resources management systems.
- 1 WF did not have the required experience with electronic resources management systems.

6 Interviewed applicants: 2 WM, 3 WF, and 1 HF

- 1 WM did not have original cataloging experience, and at the interview stated he did not know what this position entailed, did not know what position he was interviewing for, and requested the search committee to send him the job posting during the interview.
- 1 WM answers to interview questions did not include patrons or patron services, and explain why it is important for a cataloger to be aware of front facing services.
- 1 WF withdrew her application from consideration.
- 1 WF had errors on her on site cataloging assignment.
- 1 HF did not have experience in original cataloging, and she had only 2 years of part-time experience as a Reference Librarian and Library Assistant which included copy cataloging.

The 1 WF selected met the minimum qualifications; and provided clear, complete, detailed responses and examples to interview questions which demonstrated her excellent communication skills, and willingness to be a team player. She had 5 years of Cataloging Librarian experience, which included copy and original cataloging experience, and her on site cataloging assignment did not have errors.

Search 2018541 – Learning Services Director - Student Athlete Success Program

The Student-Athlete Success Program (SASP) is searching to fill a position for a Learning Services Director. The successful candidate will be responsible for developing and implementing intervention services for student-athletes diagnosed with specific learning disabilities and/or challenges. This individual will work with all athletic teams, acting as a student advocate monitoring academic progress in accordance with NCAA and University rules and working in conjunction with other University personnel and programs to coordinate the development and implementation of academic enhancement programs.

DUTIES AND RESPONSIBILITIES

Develops and implements intervention services for student-athletes diagnosed with specific learning disabilities or ADHD, or considered to be at high risk academically due to their educational background; assesses student-athlete learning needs and implements academic plans and intervention strategies; coordinates the identification of student-athletes who may be at academic risk and determines need for diagnostic testing; schedules assessment and feedback sessions with student-athletes, SASP counselors and other parties as appropriate; accompanies student-athletes to testing as needed; communicates frequently and consistently with SASP academic counselors and SASP Director regarding student-athlete progress, including maintaining meeting notes in SASP Advising online database and preparing summary reports as needed; administers, scores and interprets screening protocol for all incoming student-athletes to assess for risks related to reading skills, attention problems, learning and study strategies, and other areas; prepares academic profile based on screening results and admissions data to assist academic counselors in advising student-athletes; recruits, interviews, hires, trains and monitors Academic Mentors (graduate students who assist in supporting student-athletes); serves as liaison to the Center for Students with Disabilities to facilitate accommodation requests and academic adjustment petitions as needed; and perform other duties and responsibilities as required, assigned or requested.

MINIMUM QUALIFICATIONS

1. Master's Degree in School Psychology, Special Education, Counseling Psychology or Clinical Psychology.
2. At least five years of experience advising and counseling working in public or private school systems preferably with academically at-risk students.
3. Proven ability to apply a range of concepts, techniques and practices to carry out technical program objectives for at risk populations.
4. Proven ability to work effectively with student-athletes from diverse ethnic, educational and cultural backgrounds and familiarity with the academic and social issues faced by students.
5. Knowledge of a wide range of learning strategies, motivation enhancement strategies, and study skills development techniques.
6. Experience in communicating with faculty, staff, and members of the university community.
7. Experience in counseling/advising skills with a range of students at the collegiate level.
8. Specific experience in teaching students strategies to improve/enhance learning, study skills and motivation.
9. Knowledge of and experience with the use of assistive technologies to enhance learning.
10. Demonstrated ability to exercise sound judgment, document work consistently and appropriately, and handle confidential information with discretion and in compliance with all relevant laws and regulations.
11. Available to work non-traditional hours.
12. Excellent verbal and written communication skills.

PREFERRED QUALIFICATIONS

1. Doctoral Degree in School Psychology, Special Education, Counseling Psychology or Clinical Psychology.
2. At least one year of experience working with academically at risk Division I intercollegiate student-athletes.
3. Experience teaching study skills to specific at risk populations.
4. Working knowledge of relevant federal and state laws pertaining to higher education and disability rights.
5. Familiar with academic support services for Division I student-athletes with education-impacting disabilities.
6. Formal training in educational, psychological or neuropsychological assessment and ability to interpret assessment reports and evaluate for quality and compliance with institutional documentation guidelines.

TO APPLY

Candidates must submit **letter of application, resume, and the names of three references to:** UConn Jobs, <http://www.jobs.uconn.edu>, Staff Positions. 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 #2018541)

Recruiting activities included posting on the UConn Careers website, Professional Networking; UConnHuskies.com; NACDA N4A; and the NCAA News.

39 Total applicants: 7 WM, 22 WF, 5 BF, 1 HM, 3 HF, and 1 AF

29 Unqualified applicants: 6 WM, 14 WF, 5 BF, 1 HM, 2 HF, and 1 AF

- 1 WM, 1 WF, and 1 AF did not have the required Master's degree in School Psychology, Special Education, Counseling Psychology or Clinical Psychology and at least five years of experience advising and counseling while working in public or private school systems preferably with academically at-risk students
- 1 WM did not have the required five years of experience advising and counseling working in public or private school systems preferably with academically at-risk students and experience in counseling/advising skills with a range of students at the collegiate level.
- 1 WM did not have the required five years of experience advising and counseling working in public or private school systems preferably with academically at-risk students; experience in communicating with faculty, staff, and members of the university community.
- 3 WM, 5 WF, 3 BF, 1 HM, and 2 HF did not have the required Master's degree in School Psychology, Special Education, Counseling Psychology or Clinical Psychology; five years of experience advising and counseling working in public or private school systems preferably with academically at-risk students; experience in counseling/advising skills with a range of students at the collegiate level.
- 1 WF did not have the required Master's degree in School Psychology, Special Education, Counseling Psychology or Clinical Psychology and experience in counseling/advising skills with a range of students at the collegiate level.

- 1 WF did not have the required five years of experience advising and counseling working in public or private school systems preferably with academically at-risk students; experience in counseling/advising skills with a range of students at the collegiate level.
- 3 WF, 1 BF did not have the required five years of experience advising and counseling working in public or private school systems preferably with academically at-risk students.
- 2 WF did not have experience in counseling/advising skills with a range of students at the collegiate level.
- 1 WF application materials did not indicate knowledge of and experience with the use of assistive technologies to enhance learning.
- 1 BF did not have the required Master's degree in School Psychology, Special Education, Counseling Psychology or Clinical Psychology.

10 Interviewed applicants: 1 WM, 8 WF, and 1 HF

- 1 WM has not worked hands-on with students in years, and he was unable to communicate clearly what his action plan with students would be.
- 1 WF could not speak to how she would work with the students after assessments had been given, and her understanding of the student-athlete cohort and the challenges they face.
- 1 WF worked with students with learning disabilities but did not have experience with the various facets of a job in Athletics, such as academic advising and NCAA rules.
- 1 WF could not speak to how she would work with students on an individual basis in order to assist them with their current caseload and help them with skill development.
- 1 WF experience with student-athletes at the high school level was not the main function of her position, she did not have specific assessment training and could not communicate how she would work with students at the collegiate level.
- 1 WF has a neuropsychology background, which in a different model and position would be extremely helpful. However, given the current model, she was not able to communicate clearly and in-depth how she would work effectively with students and resources on campus on individualized academic plans.
- 1 WF could not clearly communicate how she would work with students who presented with certain learning disabilities and/or gaps. One of the primary components of the position is the ability to develop a strategic plan to assist the student-athletes, and she did not provide in-depth details on how she would build an effective plan.
- 1 WF has the background at the high school level but the day-to-day, hands-on experience with students was not a major function of her experience and she was not able to articulate a clear understanding of the challenges of that student cohort.
- 1 HF experience was focused towards mindfulness training and various counseling strategies that would help support a student who is struggling with learning disabilities but she was unable to convey in-depth knowledge about how to address the learning needs of the cohort.

The 1 WF selected met the minimum qualifications; and she was able to clearly articulate a sound philosophy and strategic plan for managing students' learning disabilities and/or learning gaps. She had a background with academic advising which is extremely important when guiding students with learning disabilities into a successful course load. She was familiar with NCAA

rules surrounding various testing instruments and associated medications. Lastly, in a position such as this, which requires collaboration with campus colleagues and other related experts, she has experience working with the various resources needed to help the students achieve success.

Search 2017480 – Case Manager/Counselor (UCP 7) – Student Services Hartford/Stamford

The University of Connecticut is currently seeking qualified applicants for two Case Manager (UCP 7/Counselor) positions for the Hartford and Stamford regional campuses. Reporting primarily to the Director of Student Services on their respective Campus, the responsibilities of the Case Manager include, but are not limited to, developing, implementing, monitoring, and staffing all aspects of a case management system designed to identify, assess and facilitate referral of students with mental health concerns to appropriate levels of care. This position will also conduct workshops and outreach services on wellness and mental health promotion. Excellent interpersonal skills and experience in mental health consultation, including the ability to develop strong working relationships, positively represent counseling services across diverse communities and interact effectively with both health care professionals and nonprofessionals regarding student mental health concerns. This is a permanent, 12-month position.

DUTIES AND RESPONSIBILITIES

1. Provides brief assessment, support, referral and follow-up to students presenting with or referred with mental health concerns.
2. Develops and monitors a case management system. Prepares required reports in a timely manner and carries on necessary correspondence.
3. Reports to the Executive Director of Student Health Services on the Storrs campus in matters relating to best practices, professional development, and consultation on critical incidents.
4. Maintains and expands a referral resource database, serving as a liaison to local resources that address various student needs.
5. Partners with local agencies to establish positive working relationships with the university.
6. Maintains confidential client records by reviewing case notes; logging events and progress.
7. Provides consultation to faculty, staff, students, other University offices, and family members who are concerned about a student.
8. Shares in the 24-hour emergency on-call service with other Campus staff.
9. Actively participates on the Student Care Team by providing professional consultation to CARE team membership.
10. Participates in training and evaluation of counseling/social work interns.
11. Participates in various committees, advisory groups and Assurance Activities.
12. Conducts workshops and outreach services designed to provide wellness education and mental health promotion to the Regional Campus.
13. Participates in and/or conducts in-service/professional development presentations to colleagues and trainees.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Master's degree in Social Work, Counseling, Marriage and Family Therapy or related field.
2. Must possess licensure within the State of Connecticut (LCSW, LMFT, or LPC), or obtain Connecticut licensure within 6 months of hire.
3. Three years post-graduate experience in providing case management/care management for mental health clients. Additional formal training may be substituted for some experience.
4. Demonstrated ability to make sound analytical/diagnostic judgments and to work without close supervision.
5. Proven track record establishing and maintaining effective work relationships.
6. Excellent verbal and written communication skills.

PREFERRED QUALIFICATIONS

1. Supervisory skills.
2. Experience providing psychotherapeutic counseling and crisis services to adults, especially young adults.
3. Demonstrated understanding of and commitment to diversity issues in the delivery and management of clinical and other counseling center services.

APPOINTMENT TERMS

These are full-time, permanent positions. Salary is commensurate with qualifications and experience and includes a comprehensive benefits package.

TO APPLY

The full position description is available at www.jobs.uconn.edu, Staff Positions. Please apply online with compatible software as required. Please submit a cover letter indicating Search #2017480 and your preference of location (Hartford or Stamford). Please upload your cover letter, current resume, and the name, address and telephone numbers of **three professional references** to UConn Jobs at www.jobs.uconn.edu. Employment is contingent upon the successful completion of a pre-employment criminal background check. (Search #2017480)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 3, 2017.

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

Recruitment activities included postings on the UConn Careers website, HERC, Inside Higher Ed., Diverse, CTjobs.com, Monster, Career Builders, higheredjobs.com, PICC Counseling Center

50 Total applicants: 2 WM, 24 WF, 2 BM, 6 BF, 4 HF, 3 UM, and 9 UF

18 Unqualified applicants: 2 WM, 8 WF, 1 BM, 1 HF, and 6 UF

- 1 WM, 3 WF, 1 BM, and 4 UF did not possess licensure within the state of Connecticut (LCSW, LMFT, or LPC) or qualifications that would enable them to obtain licensure with 6 months of hire.
- 1 WM, 3 WF, and 1 HF did not demonstrate excellent verbal and written communication skills based on grammatical and typographical errors in their application materials.
- 1 WF and 1 UF did not have a Master's degree in Social Work, Counseling, Marriage and Family Therapy or related field.
- 1 WF and 1 UF did not have three years of post-graduate experience in providing case management/care management for mental health clients.

17 Qualified applicants: 10 WF, 2 BF, 2 HF, 1 UM, and 2 UF

- 6 WF, 1 BF, 2 HF, 1 UM, and 1 UF did not indicate supervisory skills or experience on their application materials
- 4 WF, 1 BF, 1 UF did not submit complete applications.

15 Interviewed applicants: 6 WF, 1 BM, 4 BF, 1 HF, 2 UM, and 1 UF

- 3 WF and 1 BF were unable to articulate how their experience and qualifications would transfer to working with young adults.
- 2 BF and 1 UM did not provide clear and complete answers to interview questions.
- 1 WF and 1 BF did not appropriately answer situational questions about her ability to lead others.

- 1 WF and 1 HF previous experience involved counseling mostly adults and young adults infrequently.
- 1 UM did not possess the level of variety in student contact needed for this position to understand the needs of college students and to build comprehensive wellness programming on campus.
- 1 WF withdrew her application.
- 1 UF declined the position.

The 1 BM selected was able to demonstrate his ability to connect with various student groups and help students feel comfortable during crises by sharing examples of successful programming he had initiated. He had worked with young adults in crisis in his previous position. The applicant had established contacts and resources within the community and was familiar with the Hartford community as well.

Category 3: Nonteaching Professional – UC Professional 7 Computer Tech 2

Hiring goals: 1 WF, 1 AF

Hiring into Category: 1 WM

Goals met: No goals met

Search 2018091 – Computer Technical Support Technician 2 (UCP 7) – Academic IT Department

Description:

The University of Connecticut, University Information Technology Services (UITS), is seeking a highly technical and self-motivated Video Conference/Lecture Capture Support Technician. The successful candidate is an energetic IT professional who is excited by delivering "best in class" services.

Under the direction of the Manager of Academic IT AV, this position is responsible for the day-to-day operational support of the University's video conferencing (VTC), lecture capture (LC), and classroom audiovisual (AV) systems.

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 installation, maintenance, and troubleshooting support for information system applications and related peripheral hardware.
- Monitors and responds to hardware and software problems by utilizing a variety of hardware testing tools and techniques.
- Provides software and system troubleshooting and support.
- Provides technical support and training to end-users.
- Provides support for VTC/LC/AV daily operations, including setting up equipment and VTC bridge for VTC sessions, scheduling connection to the remote site(s), operating the equipment, and monitoring meetings.
- Supports installation and configuration of new VTC/LC hardware and reconfiguration of existing hardware.
- Provides maintenance, troubleshooting, and repair services for VTC/LC and conference room systems.
- Troubleshoots, identifies, and corrects any VTC/LC/AV equipment malfunctions.
- Assists in the hiring, training, supervision, and promotion of student workers.
- Creates and distributes support documentation for video conferencing and lecture capture software currently supported by UITS.
- Other related duties as required

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Computer Science or related field or equivalent combination of education and training
2. Three years of related experience.
3. Demonstrated working knowledge of MS Office and other technologies used at the University.
4. Demonstrated teaching, communication, and writing skills with excellent attention to detail.
5. Demonstrated ability to work well with people, handle technical problems, follow directions, perform well under stress, and develop complex plans and strategies.
6. Ability to work well with minimal supervision.
7. Excellent customer service skills.
8. Experience with creating and editing technical documentation.
9. Ability to read blueprints, network diagrams, schemata and technical manuals.
10. Experience troubleshooting network cabling utilizing hand tools, Testers etc.
11. The ability to travel to all University locations.
12. The willingness and ability to work occasional weekends and outside normal work schedule.

PREFERRED QUALIFICATIONS

1. Experience supporting Cisco video conference equipment, CUCM, CMS, VCSE, VCSC, TMS, TCS, etc.
2. Lecture Capture experience, preferably with Kaltura
3. ICIA CTS Certification
4. Cisco CCNA Collaboration Certification
5. Experience with Computer Aided Design and MS Visio software

APPOINTMENT TERMS

This is a full-time, permanent position. The work schedule for this position is approximately 35 hours/week: Fall/Spring semester = Monday – Thursday 10AM to 6PM, Fridays 8:30 AM to 4PM; Summer/Winter Breaks = Monday – Friday 8:30 AM to 4PM.

The University offers a competitive salary, outstanding benefits, including employee and dependent tuition waivers 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>.

TO APPLY

Please apply online at www.jobs.uconn.edu , Staff Positions. Interested candidates should submit a **letter of application** and **resume** that demonstrate how you meet the minimum qualifications and any preferred qualifications you may have for this position, and a list of contact information, including phone numbers for **three professional references**.

Screening will begin immediately. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form within three days of start date. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018091)

This job posting is scheduled to be removed at 11:59 PM eastern on October 20, 2017.

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 postings on the UConn Careers website, Dice, Dice Diversity partners, IT Employee Newsletter, Indeed, Infocomm

14 Total applicants: 12 WM, 1 WF and 1 UM

7 Unqualified applicants: 5 WM, 1 WF and 1 UM

- 3 WM, 1 WF and 1 UM did not have three years of related experience.
- 1 WM did not have a Bachelor's degree in Computer Science or related field or equivalent combination of education and training.
- 1 WM did not have demonstrated working knowledge of MS Office and other technologies used at the University.

5 Qualified applicants: 5 WM

- 3 WM did not have lecture capture experience, ICIA CTS Certification, Cisco CCNA Collaboration Certification and experience with Computer Aided Design and MS Visio software.
- 2 WM withdrew.

2 Total Interviewed applicants: 2 WM

- 1 WM lacked experience in modern videoconference technologies at UConn and his experience was more focused on live event staging.

The 1 WM selected was asked several practical videoconference and classroom technology troubleshooting questions which the candidate was able to answer correctly. The candidate was able to communicate his responses clearly and concisely. He also had lecture capture experience, and ICIA CTS Certification. In his previous position, he worked with MS Visio software and Computer Aided Design.

Category 3: Nonteaching Professional – UC Professional 7 Program Mgr

Hiring goals: 1 BM, 1 HF

Hiring into Category: 1 WM, 1 WF

Goals met: No goals met

Search 2018225 – Assistant Director for Honors Residential and Communities and Programming (UCP 7) – Enrichment Programs

The Assistant Director for Honors Residential Communities and Programming is responsible for all non-academic student services provided by the Honors Program, including management and administrative coordination of co-curricular programs, Honors living learning communities, the Honors first-year experience program, Honors study abroad programs, and supervision of Honors student organizations. Under the general direction of the Assistant Vice Provost and Director of the Honors Program, the incumbent will work collaboratively with faculty, students, and staff from across the university to support and sustain Honors community, facilitate smooth transition to college, encourage professional development and provide opportunities for student engagement, both locally and globally.

The Assistant Director for Honors Residential Communities and Programming is expected to act independently within the goals and objectives of the Honors Program and the guidelines established in implementing and delivering program's activities, services and content.

To see the full job description, including duties and responsibilities, please go to: http://honors.uconn.edu/job_opportunities/.

MINIMUM QUALIFICATIONS

1. Master's degree in a relevant field and 1 – 2 years of experience with Honors education and undergraduate student programming OR a Bachelor's degree and at least 3 to 5 years of experience with Honors education and undergraduate student programming.
2. Experience working with diverse constituencies.
3. Excellent interpersonal skills and ability to work effectively with faculty, staff, students, administrators.
4. Excellent written and oral communication skills.
5. Experience in professional staff supervision.
6. Ability to successfully recruit and counsel students.
7. Excellent administrative and organizational skills including the ability to identify and resolve problems independently.
8. Ability to plan and organize workshops, training courses/curricula and informational materials appropriate to program.
9. Ability to host and participate in programming and events on evenings and weekends.

PREFERRED QUALIFICATIONS

1. Ph.D. or Ed.D. Preferred.
2. Demonstrated experience with residential life issues.
3. Demonstrated ability to independently implement programs, as well as identify and resolve day-to-day program problems.
4. Experience managing short- and long-term projects.
5. Work experience at a large university.
6. Experience working with Honors students.
7. Experience with Honors as either a staff member or an undergraduate student.

APPOINTMENT TERMS

This is a permanent fulltime position.

TO APPLY

For full consideration, upload a **letter of application**, a **resume**, and a list of **3 professional references** with full contact information via UConn Jobs at <http://www.jobs.uconn.edu/>, Staff Positions. Please note that references will not be contacted until later in the search process after discussion with applicants. Include search number on all correspondence (Search # 2018225). Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018225)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on February 6, 2018.

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 posting on: UConn Careers, listerv HERC, Inside Higher Ed., Diverse, NCHC Job Board, Honors website job opportunities page, Honors Program Facebook page, and various other social media accounts.

6 Total applicants: 1 WM, 4 WF and 1 UF

2 Unqualified applicant: 2 WF

- 2 WF withdrew their applications.

4 Interviewed applicants: 1 WM, 2 WF and 1 UF

- 1 WF work with Honors students and professional staff supervision was not a main component of her previous positions.
- 1 WF did not have Honors and co-curricular work experience that was comparable to the programs at UConn.
- 1 UF did not articulate an understanding of the Honors student population and her approach to student organization advising was not in accordance with UConn's philosophy or approach.

The 1 WM selected had relevant experience in Honors education, residential life, leadership, student organization advising, and students in crisis work at other higher education institutions. He fulfilled all the preferred qualifications of having a Ph.D., having experience with residential life issues and managing projects, and a demonstrated ability to work at a university and with Honors students.

Search 2018628 - Admissions & Recruitment Manager (UCP 7) - Waterbury Campus

Under the general direction of the designated supervisor, develops and promotes undergraduate and/or transfer student recruitment and outreach efforts and advises and counsels prospective students on educational and career options. Responsible for the marketing and promotions of the regional campus programs and services and manages the campus Welcome Center and Information Center.

DUTIES AND RESPONSIBILITIES

1. Assumes leadership role in promoting and enhancing University's enrollment target.
2. Designs and develops individual marketing and recruiting strategies and special programs to meet enrollment goals, utilizing current market and demographic data and research techniques.
3. Plans and executes a marketing and communication strategy designed to promote the regional campus services and programs and increase engagement among current and prospective students, employers and campus partners.
4. Implements and manages strategy initiatives including launching social media and email campaigns, writing content for distribution to current students and prospective students, faculty, and staff.
5. Makes budget recommendations and monitors approved budget and expenditures.
6. Manages campus Welcome Center.
7. Manage campus Information Center.
8. Trains, supervises and coordinates the activities of program staff and student employees; determines work schedules and work assignments to most effectively meet Welcome Center and Information Center's needs; recommends staffing needs and assists in selection and evaluation of staff and student employees.
9. Prepares and writes timely campus articles for regular publication and distribution to targeted market and media outlets, exercising sound judgment in developing proper focus to generate desired response.
10. Advises and counsels students, parents, high school guidance counselors, University personnel, and public constituencies regarding admission and/or transfer to the University; interprets University and Admission policies and procedures.
11. Reviews and enforces academic program requirements and enrollment restrictions for all University schools and colleges, special programs and four regional campuses.
12. Counsels prospective applicants regarding admissions requirements, academic eligibility, program options, residency requirements, course equivalencies and alternative educational choices, where appropriate.
13. Designs and edits multi-media informational and promotional materials.
14. Conducts informational interviews, meetings or programs designed to promote admission or higher education.
15. Assumes sole responsibility for the campus Husky Ambassadors.
16. Maintains and updates permanent admission records and other related files, compiles official admission reports.
17. Participates in other University and state committees and advisory groups.
18. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree and at least three years prior admissions or recruitment experience in higher education OR Master's degree and one to two years relevant admissions or recruitment experience.
2. Demonstrated ability to make independent judgments and work under pressure.
3. Demonstrated experience with computer systems, online presence, and managing social media campaigns and platforms.
4. Must be accurate and pay close attention to detail.
5. Excellent written and oral communications skills.
6. Excellent interpersonal skills.
7. Ability and willingness to travel extensively and work irregular and flexible hours.

PREFERRED QUALIFICATIONS

1. Master's degree in related field.
2. At least two years supervisory experience.
3. Website development and maintenance.
4. Experience with Adobe Suite and other creative technologies.

APPOINTMENT TERMS

This is a full-time, twelve month position.

TO APPLY

Qualified applicants should send a **letter of application**, **résumé**, and the names of **three professional references**, including contact information via UConn Jobs, www.jobs.uconn.edu, Staff Positions. Please reference Search # 2018628 when applying. Review of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018628)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 8, 2018.

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 posting on the UConn Careers website and HigherEDJobs.com. The postings was also sent to the following organizations: National Association for College Administration Council (NACAC), New England Association for College Admission Council (NEACAC), American Association of Collegiate Registration and Admissions Officers (AACRAO), and the New England Association of Collegiate Registration and Admissions Officers (NEACRAO).

65 Total Applicants: 17 WM, 22 WF, 4 BM, 6 BF, 2 HM, 5 HF, 1 AM, 2 AF, 4 UM and 2 UF

56 Unqualified Applicants: 14 WM, 19 WF, 4 BM, 6 BF, 1 HM, 5 HF, 2 AF, 3 UM and 2 UF

- 7 WM, 11 WF, 4 BM, 3 BF, 1 HM, 4 HF, 2 AF, 2 UM and 1 UF did not have a Bachelor's degree and at least three years prior admissions or recruitment experience in higher education or a Master's degree and one to two years relevant admissions or recruitment experience in lieu of the Bachelor's degree plus experience.
- 1 WM, 4 WF, 1 BF and 1 UF application materials did not indicate experience with managing computer systems, an online presence, and developing social media campaigns and platforms.
- 3 WM, 3 WF, 2 BF, 1 HF and 1 UM application packages contained spelling, grammar, and punctuation errors that did not indicate excellent written communication skills.
- 3 WM and 1 WF withdrew their applications.

9 Interviewed Applicants: 3 WM, 3 WF, 1 HM, 1 AM and 1 UM

- 1 AM and 1 UM experience managing social media platforms was narrow and specifically for personal use.
- 1 HM responses to the interview questions showed a lack of substance and quality in terms of the position knowledge as well as a lack of respect for the student population.

- 1 WF did not have at least two years supervisory experience.
- 3 WM and 1 WF withdrew their applications.

The 1 WF selected had direct and current experience working with students and had excellent social media and marketing experience using various platforms. She had performed these functions in both a managerial and program planning capacity. The candidate also spoke of UConn's values and commitment to serving the needs of the student body.

Category 3: Nonteaching Professional – UC Professional 6

Hiring goals: 10 WM, 1 BM, 2 AM

Hiring into Category: 3 WM, 9 WF, 1 AM

Goals met: 3 WM, 1 AM

2017687 – Media Producer 1 – Business

59 Total Applicants: 37 WM, 10 WF, 2 BM, 2 BF, 1 HM, 1 HF, 2 AM, 2 AF, 1 UM, 1 UF

48 Unqualified applicants: 29 WM, 10 WF, 2 BM, 2 BF, 1 HM, 1 AM, 1 AF, 1 UM, 1 UF

8 Qualified applicants: 5 WM, 1 HF, 1 AM, 1 AF

3 Interviewed applicants: 3 WM

Hired: 1 WM

This hire achieved a hiring goal.

2018561 – Computer Prog/Analyst 1 – Enterprise Applications

17 Total Applicants: 6 WM, 2 WF, 3 BM, 1 BF, 1 HM, 2 AM, 2 AF

2 Unqualified applicants: 1 WM, 1 BF

10 Qualified applicants: 3 WM, 1 WF, 2 BM, 1 HM, 2 AM, 1 AF

5 Interviewed applicants: 2 WM, 1 WF, 1 BM, 1 AF

Hired: 1 WM

This hire achieved a hiring goal.

2018055 – Media Producer 1 – University Libraries

17 Total Applicants: 9 WM, 5 WF, 1 HF, 1 AM, 1 UF

13 Unqualified applicants: 8 WM, 3 WF, 1 HF, 1 UF

2 Qualified applicants: 1 WM, 1 WF

2 Interviewed applicants: 1 WF, 1 AM

Hired: 1 AM

This hire achieved a hiring goal.

Part-Time to Full-Time:

1 WM moved from part-time to fulltime

This hire achieved a hiring goal.

Search 2018158 – Information Systems Analysts 1 (UCP 6) – Nursing Instruction and Research

Description:

The Analytics and Information Management Solutions (AIMS) group (<http://aims.uconn.edu>) within the School of Nursing at University of Connecticut (<http://nursing.uconn.edu>) is seeking to hire a Senior Business Analyst (Information Systems Analyst 1 (UCP 6)), which is grant funded position. This position will support Connecticut's Health Information Technology (HIT) initiatives. Under the direction of the AIMS Director, the incumbent will collaboratively research data mining and analytics techniques methods that will lead to the design and development of advanced analytics and innovative visualizations and dashboards. This position will work directly with various health care stakeholders to capture and research best fit use cases to drive information management workflows.

DUTIES AND RESPONSIBILITIES

- Assist in conducting needs analyses and feasibility studies, in coordinating computing system purchases and in implementing systems.
- Plan, design, and develop research use cases to define requirements and roadmaps for solutions.
- Provides consulting assistance to system users and acts as a resource for user support.
- Conducts workshops in administrative systems software and in computer center supported products, including such areas as word processing, spreadsheets, data management, mainframe communications and data security.
- Assists in research, review, testing and evaluation of potential new system tools or enhancements; determine best-fit needs for broader solution architecture direction writes summaries and reports recommendations; researches licensing and purchasing arrangements relative to potential products.
- Assists project teams in providing systems analysis and coordination in support of major systems development.
- Performs analysis and coordination activities in support of projects in such areas as data processing, analytics and data security.
- Assists in analyzing needs, designing data analytics, writing programs, enhancing existing programs, writing supporting documentation and implementing production procedures.
- Reports progress of projects to users, colleagues and management through formal written and informal verbal communications.
- Creates requirement documentation and designs visualization and dashboard mockups to follow enable business workflows.
- Conducts research and develops point of view papers to communicate best-fit innovation into solution architectures.
- Develops abstracts and presents at industry conferences.
- Assists to develop other team members and students on advance health analytics methods, technology, and techniques.
- Is responsible for the successful completion of individual projects.
- May participate in the planning, development and implementation of grant proposals.
- Participates in conferences to represent AIMS to external groups.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Mathematics, Bioinformatics, Health Informatics, Information Management or related field OR Master's degree in an intensive health data mining field of study, such as Health Informatics or Genetics and Genomics and two years of experience. An equivalent combination of training and experience may be considered.
- Experience with creating data visualizations with R, Tableau, or other visualization tool.
- Experience with Tableau, SQL, and other statistical tools.
- Knowledge of health care data sets.
- Ability to work in a fast-paced environment with changing priorities.
- MS Project, MS SharePoint, MS Office – Word, Excel, Visio, PowerPoint, and OneNote.
- Excellent written and verbal communication skills.
- High level of motivation, initiative and responsibility.
- Demonstrated experience in training users, consulting with users for problems, or programming in a large data processing environment.
- Demonstrated abilities in analytical reasoning and logical problem solving.
- Knowledge of project management techniques and experience working with diverse groups in a project team setting.

- Experience to include analytics and information management projects with a focus in data organization, data mining, visualizations and dashboard mock-up designs.
- Demonstrated ability to apply a variety of concepts, techniques and practices to broad-based projects in analytics.
- Proven ability to evaluate and produce reliable results, problem-solve and trouble shoot problems.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Mathematics, Bioinformatics, Health Informatics, Information Management or related fields with five or more years applied experiences OR Master's degree in an intensive health data mining field of study, such as Health Informatics or Genetics and Genomics, and at least two years of experience.
- Evidence of extensive applied experience in any of the above mentioned field of study areas/disciplines.
- Experience with stakeholder outreach and communications to gather user requirements to lead research focus.
- Knowledge of advanced analytics, data mining, and machine learning against large data sets.
- Experience working with and organizing large data sets for mining.
- Experience creating methods of enriching and enhancing data before analysis.
- Knowledge of genetics data analysis and convergence with health care clinical and claims based data sets.
- Experience with healthcare clinical and claims based data sets.
- Ability to research and compare different analytic tools and determine how to incorporate these into a broader analytic solution.
- Hands-on implementation of advanced analytics, data mining, and machine learning.
- Experience designing meaningful use/quality analytics to improve patient outcomes.
- Experience creating business flow designs and mockups for system development.
- Knowledge of various healthcare grouper technology.
- Applied experience in Agile SDLC methodology.
- Applied experience working with movement and storage of PHI and PII data.

APPOINTMENT TERMS

This is a full-time, grant-funded position that is subject to annual renewal depending on available funding and job performance. The standard work schedule is Monday – Friday, 8:30 am – 4:30 pm. Salary will be commensurate on the successful candidate's background and experience. Work location is at the Hartford campus.

TO APPLY

To apply, please submit an online application that includes a **cover letter**, a **resume** and contact information for **three (3) professional references** UConn Jobs at www.jobs.uconn.edu, Staff Positions. Evaluation of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018158)

Recruiting activities included posting on the UConn Careers website; indeed.com; aims.uconn.edu; nursing.uconn.edu; School of Nursing Twitter page; School of Nursing Facebook Page; and CADEP listserv.

29 Total applicants: 8 WM, 2 WF, 1 BF, 2 HM, 7 AM, 6 AF, 1 UM, and 2 UF

26 Unqualified applicants: 8 WM, 1 WF, 1 BF, 2 HM, 7 AM, 5 AF, 1 UM, and 1 UF

- 6 WM, 1 WF, 2 HM, 1 AM, 1 AF, and 1 UF did not have the required Bachelor's degree in Math, Bioinformatics, and Health Informatics, Information Management or a Master's degree in an intensive health data mining field of study with 2 years of experience.
- 2 WM, 4 AM, 2 AF, and 1 UM application materials did not indicate experience in training users, consulting with users for problems, or programming in a large data processing environment.
- 1 BF application materials did not indicate knowledge of project management techniques.
- 2 AM and 1 AF did not have the required experience with Tableau, SQL, and other statistical computer software tools.
- 1 AF did not have the necessary experience with creating data visualizations with R, Tableau, or other visualization IT tool.

1 Qualified applicant: 1 UF

- 1 UF's application package did not reference experience designing meaningful use/quality analytics to improve patient outcomes.

2 Interviewed applicants: 1 WF and 1 AF

- 1 AF shared that she possessed an OPT-STEM visa which allows her to work for three years in the U.S. However, the University does not participate in e-verify, which would prevent her from completing an I-9. This would legally prohibit the University from sponsoring an H1B visa for her due to the federally grant funded nature of the position.

The 1 WF selected for the position met the minimum and preferred requirements. She had experience working with stakeholders and had worked within the Health IT aero-space industry, on the EHER Incentive Program. The candidate was also knowledgeable of the Agile SDLC methodology and the management and storage of PHI and PII data as well as data visualizations using Tableau and SQL.

Search 2018187 - Career Consultant (UCP 6) - Center for Career Development

Under the general supervision of the Associate Director in the Center for Career Development and in partnership with other colleagues, the Career Consultant develops, plans and administers career related programs and activities designed to assist undergraduate and graduate students. The Career Consultant advises students on career exploration, professional development, and in the techniques of obtaining employment. Additionally, this individual will conduct outreach to employers and alumni to locate jobs, internships, and other professional opportunities.

DUTIES AND RESPONSIBILITIES

1. Coaches and advises students on major and career exploration, career development, and post-graduation opportunities.
2. Provides guidance and assists students in preparing career planning materials and resources for students.
3. Recruits students to participate in Center for Career Development programs through contact with academic departments, informational meetings, and other outreach activities as appropriate.
4. Develops and maintains liaisons with faculty and staff, student organizations, student media, and off-campus employers.
5. Engages with corporate community to develop relationships, foster job leads, and effectively coordinates employer participation in work experience and/or internship programs for students.
6. Assists in planning employer/student recruiting strategies for students, evaluating their effectiveness and making recommendations for changes.
7. Engages and partners with alumni to connect students to viable career opportunities and meaningful career information, including internships and co-ops and post-graduation opportunities.
8. Develops and writes informational materials for distribution as appropriate to the relevant constituents.
9. Organizes and conducts outreach programs for classes, academic departments, residence halls, and student groups.
10. Designs, administers, and conducts workshops including interviewing, résumé development, job search skills, internships, and LinkedIn.
11. Coordinates and/or participates in professional networks to continually develop and renew career development resources for students.
12. Keeps informed regarding current developments and trends in the job market.
13. Organizes, coordinates, and/or assists as necessary with administrative responsibilities including campus interview program, job fairs, job opening information, publicity to students and faculty, and other special projects as determined by assessing needs.
14. Conducts on-site visits with employers as needed.
15. May supervise and train graduate and/or undergraduate student employees.
16. Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Master's degree in higher education, counseling or related field. An equivalent combination of education and experience may be considered.
2. Minimum of 2 years' professional experience in career planning and placement, academic advising or higher education or business/industrial personnel administration.
3. Experience working with diverse populations.
4. Strong presentation skills; effective in a variety of settings (one-on-one, small group, large group).
5. Excellent written and oral communication skills.
6. Demonstrated proficiency with Microsoft Office products.

PREFERRED QUALIFICATIONS

1. Master's degree in higher education, counseling or related field.
2. Knowledge of tools related to the delivery of career development and placement services: Career Management Software such as Symplicity, Handshake, Purple Briefcase, etc.
3. Experience as a Career Counselor/Coach and with Career Counseling/Coaching assessment tools.
4. Proven ability to evaluate and produce reliable results, trouble shoot and problem-solve.
5. Experience in program development and program assessment.
6. Capacity to establish priorities and to plan and monitor own work plan.

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, résumé, and contact information for three professional references** via UConn Jobs at www.jobs.uconn.edu , Staff Positions. Please reference Search #2018187. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018187)

This job posting is scheduled to be removed at 11:59 PM eastern on October 17, 2017.

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 on the following postings: UConn Careers website, 8 staff posted to personal LinkedIn accts, Wake Forest U Counseling Alumni LinkedIn, EACE LinkedIn Group, Posted to ACPA Commission for Career Services Link, NCDA LinkedIn Group, NACE MLI LinkedIn Group, Shared posting with peers in field through email, and Emailed internship List serve at Messiah.edu – Intel.

51 Total Applicants: 8 WM, 24 WF, 2 BM, 5 BF, 1 HM, 1 HF, 1 AM, 1 AF, 4 UM, and 4 UF

34 Unqualified Applicants: 6 WM, 14 WF, 5 BF, 1 HM, 1 HF, 1 AM, 1 AF, 4 UM, and 1 UF

- 4 WM, 7 WF, 3 BF, 1 AM, and 3 UM did not possess a Master's degree (or an equivalent combination of education and experience) in higher education, counseling or a related field. The applicants also did not have 1 to 2 years of professional experience in career planning and placement, academic advising, or business/industrial personnel administration.
- 3 WF did not exhibit excellent written communication skills due to errors in their application materials.
- 1 WF application materials did not indicate a proficiency with Microsoft Office products.
- 2 WM, 3 WF, 2 BF, 1 HM, 1 HF, 1 AF, 1 UM, and 1 UF did not submit completed application packages as required by the job posting.

9 Qualified Applicants: 2 WM, 5 WF, 1 BM, and 1 UF

- 2 WM, 5 WF, 1 BM, 1 UF did not possess a Master's degree in higher education, counseling or related field and did not indicate knowledge of tools related to the delivery of career development and placement services including Career Management Software such as Simplicity, Handshake, or Purple Briefcase.

8 Interviewed Applicants: 5 WF, 1 BM, and 2 UF

- 1 WF did not answer questions correctly or articulate relevant questions. There were discrepancies in her application dates of employment as compared and contrasted to what she expressed during interview process.
- 1 WF, with collective bargaining rights to be interviewed, did not have a background in presentation and 2 years of career planning with a student population.
- 1 WF's experience was primarily working with displaced workers and not experience working with college students as it pertains to career development.
- 1 BM, 1 UF did not have experience developing corporate relationships, had difficulty articulating the transferable skills of their background as it related to this position and both did not answer a number of questions posed to them during the interview.
- 1 UF did not have experience working with diverse populations and her background was not as a career counselor/coach but more of making employment referrals thus she could not speak to coaching assessment tools and experience.
- 1 WF withdrew her application before the interview process.

The 1 WF selected had experience in the corporate sector in recruiting college students as a University Relations Specialist. She provided key insight in these areas as they related to career development. As a former graduate of UConn, she gave a thorough understanding of the University's vision and mission of serving the student population. She understood diverse populations from both a student and employer perspective. The candidate had presentation experience and her interview presentation on developing a proposal was simple yet effective.

Search 2018208 – Publicity/Marketing Administrator (UCP 6) – Undergraduate Admissions

Description:

The Office of Undergraduate Admissions is seeking an experienced professional to serve as the Publicity/Marketing Administrator. Working under the general supervision of the Associate Director for Marketing and Events, the primary role of this hands-on position will be to serve as coordinator for a portfolio of events; provide advanced level writing and editing for a wide range of email campaigns, websites, and publications; and assist with marketing initiatives that will enable the department to effectively target students in their many stages of the admissions cycle. The successful candidate will be expected to exercise originality, creativity, and to regularly develop his/her own ideas within broad guidelines established by the supervisor. Work is varied and requires a sound understanding of subject and target audience. The individual will stay current with industry marketing trends and provide recommendations for marketing initiatives to support enrollment goals. Incumbent will also provide assistance for other special projects or services necessary to the department.

DUTIES AND RESPONSIBILITIES

- Works with the Associate Director for Marketing and Events to plan cost-effective events and promotional strategies designed to attract prospective students.
- Develops, coordinates, and attends recruitment events designed to promote the University.
- Develops, writes and edits copy, exercising originality, creativity and sound judgment in developing appealing, stimulating and convincing messages and proper focus to generate desired response.
- Proofreads and edits written copy, checking for facts, analysis, grammar and readability; clears written copy with appropriate individuals.
- Maintains working relationship with University Communications in the development of student recruitment materials.
- May coordinate production with outside vendors and/or internal production sources, as required.
- Performs marketing research to evaluate effectiveness, including cost-effectiveness, of promotional efforts.
- Establishes a publication mailing schedule, to ensure maximum efficiency and effectiveness.
- Prepares technical specifications for catalogs, brochures and other materials sent to commercial vendors.
- Monitors performance of vendors and follows-up to resolve problems.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in marketing or related field and two to five years' experience in marketing and publicity or related field OR equivalent combination of experience and training.
2. Demonstrated creativity.
3. Excellent organizational, supervisory and administrative skills.
4. Excellent writing and editorial skills.
5. Ability to be resourceful and work under pressure or deadlines and conflicting priorities.
6. Willingness to work flexible and irregular hours.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Journalism, English, Communications or related field. Master's degree preferred.
2. Experience developing and coordinating complex, large-scale events for higher education.
3. Demonstrated copywriting experience for marketing awareness and engagement
4. Demonstrated understanding of analytics to inform decision making.
5. Familiarity with current trends in marketing for Undergraduate Admissions in higher education.
6. Ability to manage multiple deadline-driven tasks.

APPOINTMENT TERMS:

This is a full-time, permanent position slated to begin in early-February. Salary is commensurate with qualifications and experience and includes a comprehensive benefits package.

TO APPLY

For full consideration, please submit **cover letter, resume**, and contact information for **three professional references** via UConn Jobs at www.jobs.uconn.edu, Staff Positions. Applicants not submitting all of 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. (Search # 2018208)

Recruiting activities included postings on the UConn Careers website, DiverseJobs; Inside Higher Ed; and the Higher Education Recruitment Consortium.

93 Total applicants: 22 WM, 53 WF, 2 BM, 1 BF, 3 HM, 3 HF, 1 AM, 1 AF, 4 UM, and 3 UF

69 Unqualified applicants: 16 WM, 37 WF, 2 BM, 2 HM, 3 HF, 1 AM, 1 AF, 4 UM, and 3 UF

- 5 WM, 15 WF, 2 BM, 1 HM, and 2 UM did not have the required Bachelor's degree in marketing, graphic design or related field and two to five years of experience in marketing and publicity.
- 7 WM, 7 WF, 1 AF, and 1 UM did not have work experience involving organizational, supervisory and administrative skills.
- 4 WM, 15 WF, 1 HM, 3 HF, 1 AM, 1 UM, and 3 UF application materials did not reflect the required excellent writing and editorial skills due to punctuation and grammar errors.

4 Qualified applicant: 2 WM, 1 WF, and 1 BF

- 1 WM did not have experience developing and coordinating complex, large-scale events for higher education venues.
- 1 WM, 1 WF, and 1 BF did not have a Bachelor's degree in Journalism, English, Communications or a Master's degree.

20 Interviewed applicants: 4 WM, 15 WF, and 1 HM

- 3 WM, 2 WF, and 1 HM did not possess experience in developing and coordinating complex, large-scale events
- 1 WM and 2 WF withdrew their applications from consideration.
- 1 WF content writing was limited to a personal blog dealing with small scale museum notifications and she did not speak to her knowledge of graphic design or higher education marketing trends.
- 1 WF lacked hands-on event planning skill, with all recent experience in social media in writing only (i.e. Twitter) and not with writing copy for email campaigns.
- 1 WF wasn't able to provide detailed examples of how to write a successful email campaign.
- 1 WF experience in higher education marketing and events was over 20 years ago and outdated.
- 1 WF had very limited event planning skills as the only event she could speak to was an annual faculty reception with a small number of attendees and she didn't provide detailed examples of how to write a successful email campaign.
- 1 WF did not meet the minimum qualification of 2-5 years of experience in marketing and publicity. The error was discovered during the interview.
- 1 WF lacked current (over 2 years ago) experience in higher education event planning. She also had very little higher education marketing experience and her only higher education marketing experience was volunteering with an alumni program at her alma mater.

- 1 WF marketing strengths were not applicable as they were focused on webinars and trade shows, and did not relate to higher education marketing.
- 2 WF knowledge with current trends in marketing is not in Undergraduate Admissions.

The 1 WF selected for the position met the minimum requirements and all of the preferred qualifications. The applicant had current experience in higher education along with being familiar with current trends in marketing for Undergraduate Admissions in higher education. Her writing sample was descriptive yet concise with a clear focus. The candidate's background included managing numerous campus events that required multiple deadline-driven tasks.

Search 2018242 - Career Consultant (UCP 6) – School of Law

The University of Connecticut seeks applications for the position of Career Consultant (UCP 6) for the UConn School of Law, one of the leading public law schools in the country. Founded in 1921, the Law School offers a high-quality education emphasizing intellectual discipline and development of the professional analytic skills required to meet the challenge of continuing change in the law and society.

The campus, listed on the National Register of Historic Places, is among the most beautiful of any law school in the United States and has one of the largest law libraries in the world. It is located two miles from the center of Hartford in a neighborhood of large Victorian homes, where many students, staff, and faculty live. The location offers easy access to the state Capitol, courts and agencies, and the offices of Hartford's law firms and corporations.

Under the general direction of the Director, Career Planning Center, the Career Consultant will assist with counseling and advising students and alumni in career development and the techniques of obtaining employment, as well as creating, managing and evaluating career development programs and activities. The Law School currently serves over 390 J.D. students, 85 LL.M. students and over 6,000 graduates.

DUTIES AND RESPONSIBILITIES

- Counsels and advises students and alumni on career exploration, career development and employment opportunities.
- Develops, designs, prepares and organizes career development and employment resources and informational and promotional materials, such as career development guides and booklets. Develops and writes informational materials for distribution to the UConn School of Law community.
- Collaborates with the Director or other staff in the promotion and implementation of career development programs, including serving as a team leader for various programs, preparing and recommending program budgets, overseeing management of the specific programs assigned, and establishing procedures necessary to implement such programs.
- Designs, administers and conducts career-related workshops, including interviewing, resume development and job search skills.
- Develops and maintains liaison and consults with academic departments, faculty, staff, student organizations and off-campus employers regarding career development programs, salary statistics, geographic growth areas and job market trends.
- Assists in planning employer/student recruiting strategies and evaluating their effectiveness and makes recommendations for changes.
- Recruits students to participate in the Career Planning Center programs through contact with academic departments, various informational meetings and special programs and other outreach activities.

MINIMUM QUALIFICATIONS

- J.D. or Master's degree in Counseling, College Student Affairs, Student Personnel or related field.
- Two to four year's professional experience or internship in career planning or recruiting, academic advising, higher education or business/industrial human resources, industrial/college relations or higher education career services
- Knowledge of the legal hiring community
- Strong interpersonal skills and communication techniques
- Strong public speaking, writing, and group facilitation skills
- Ability to work effectively and develop relationships with a wide variety of constituencies including students, alumni, faculty, administrators, and legal practitioners;
- Knowledge of technologies related to career development.

PREFERRED QUALIFICATIONS

- J.D. degree
- Two to four year's professional legal experience or law school clinical experience, higher education career services, or other relevant setting
- Admitted to, or eligible to be admitted to the Bar
- Experience in a Law School Career Planning office
- Experience with electronic media and marketing initiatives
- High level of ability and experience using Word, Excel, PowerPoint, specialized career service database software (preferably Symplicity) and online resources.

APPOINTMENT TERMS

This is a full-time position located at the Law School in Hartford. The University offers a competitive salary, outstanding benefits including tuition waiver at UConn, and a highly desirable work environment.

TO APPLY

Applications, submitted via UConn Jobs, <http://jobs.uconn.edu/>, Staff Positions, should include a current resume, contact information for three professional references, and a letter of interest that explains how your skills and experience match the qualifications required and the duties and responsibilities of the position. Please include Search number 2018242 in your materials. Review of applications will begin immediately. Priority will be given to applications received by December 1, 2017. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018242)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 1, 2017.

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 posting on the UConn Careers website, Ability Jobs Online, AcademicDiversitySearch.com, AcademicJobsOnline.org, DSA Husky Veterans, Connecticut Bar Association Jobs Board, National Association for Legal Career Professional, CT Association of Legal Recruitment Administrators, G.W. Crawford Black Bar Association, CT Hispanic Bar Association, and the CT Asian Pacific American Bar Association.

15 Total Applicants: 6 WM, 7 WF, 1 HM, and 1 UM

7 Unqualified Applicants: 3 WM, 2 WF, 1 HM, and 1 UM

- 1 WM and 1 HM did not possess a J.D. or Master's degree in Counseling, College Student Affairs, Student Personnel or related field.
- 1 UM did not have two to four years professional experience or internship in career planning and placement, academic advising, higher education or in business/industrial human resources, industrial/college relations or higher education career services
- 2 WM and 2 WF withdrew their application after submission.

1 Qualified Applicant: 1 WF

- 1 WF did not have experience in a Law School Career Planning office and a background in electronic media and marketing initiatives.

7 Interviewed Applicants: 3 WM and 4 WF

- 1 WM presentation during his interview was not organized.
- 1 WF had less years in career planning and marketing than the selected candidate.
- 2 WM and 2 WF withdrew their applications.

The 1 WF selected had over 8 years' experience in the Connecticut legal market. She had work experience from a small law firm, regional law firms and the legal department of a major corporation. This varied experience gave her the ability to advise students on a variety of career paths.

Search 2018392 – Career Consultant (UCP 6) – Center for Career Development

Under the general supervision of the Associate Director in the Center for Career Development and in partnership with other colleagues, the Career Consultant develops, plans and administers career related programs and activities designed to assist students from the College of Liberal Arts and Sciences (CLAS). The Career Consultant advises CLAS students on career exploration, professional development, and in the techniques of obtaining employment. Additionally, this individual will conduct outreach to employers and alumni to locate jobs, internships, and other professional opportunities for liberal arts and sciences students.

DUTIES AND RESPONSIBILITIES

1. Coaches and advises CLAS students on major and career exploration, career development, and post-graduation opportunities.
2. Provides guidance and assists students in preparing career planning materials and resources for CLAS students.
3. Recruits students to participate in Center for Career Development programs through contact with academic departments, informational meetings, and other outreach activities as appropriate.
4. Develops and maintains liaisons with CLAS faculty and staff, student organizations, student media, and off-campus employers.
5. Engages with corporate community to develop relationships, foster job leads, and effectively coordinates employer participation in work experience and/or internship programs for CLAS and other students.
6. Assists in planning employer/student recruiting strategies for CLAS students, evaluating their effectiveness and making recommendations for changes.
7. Engages and partners with CLAS alumni to connect students to viable career opportunities and meaningful career information, including internships and co-ops and post-graduation opportunities.
8. Develops and writes informational materials for distribution as appropriate to the relevant constituents.
9. Organizes and conducts outreach programs for CLAS classes, academic departments, residence halls, and student groups.
10. Maintains first destination data for CLAS students and conducts follow-up as necessary to determine student placements. Provides regular reports on student first destination to inform senior administration.
11. Designs, administers, and conducts workshops including interviewing, résumé development, job search skills, internships, and summer job opportunities.
12. Coordinates and/or participates in professional networks to continually develop and renew career development resources for CLAS students.
13. Keeps informed regarding current developments and trends in the job market.
14. Organizes, coordinates, and/or assists as necessary with administrative responsibilities including campus interview program, job fairs, Career Resource Library contributions, job opening information, publicity to students and faculty, and other special projects as determined by assessing CLAS needs.
15. Conducts on-site visits with employers as needed.
16. May supervise and train student employees.
17. Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Master's degree in counseling, college student affairs, liberal arts and sciences, or related. An equivalent combination of education and experience will be considered.
2. Two to four years' professional experience in career planning and placement, academic advising or higher education or business/industrial personnel administration.
3. Experience working with diverse student populations including international students.
4. Knowledge of tools related to the delivery of career development and placement services:
 - a. Career Management Software such as Symplicity, Handshake, Purple Briefcase etc.
 - b. Formal Career Counseling/coaching assessment tools.

5. Strong presentation skills; effective in a variety of settings (one-on-one, small group, large group).
6. Excellent written and oral communication skills.
7. Demonstrated proficiency with Microsoft Office products.

PREFERRED QUALIFICATIONS

1. Master's degree in higher education, counseling or related field.
2. Comprehensive knowledge of liberal arts and sciences and demonstrated success in working with this population of students.
3. Proven ability to evaluate and produce reliable results, trouble shoot and problem-solve.
4. Experience in program development and program assessment.
5. Capacity to establish priorities and to plan and monitor own work plan.
6. High degree of individual initiative and strategic approach to tasks.

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 Jobs, www.jobs.uconn.edu , Staff Positions. Please reference Search #2018392. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018392)

This job posting is scheduled to be removed at 11:59 PM eastern on February 26, 2018.

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 posting job description on the following: www.career.uconn.edu, listserv HERC, Inside Higher Ed., Diverse, Internship Network listserv, seven staff personal LinkedIn accounts, Howard University, Hampton University, Hampton University, Florida A&M University, North Carolina A&T State University, North Carolina Central University, The College of Brockport, Staffing Management Association, and shared by numerous staff members.

36 Total applicants: 1 WM, 21 WF, 5 BF, 2 HM, 1 HF, 1 AF, 1 UM, and 4 UF

23 Unqualified applicants: 1 WM, 12 WF, 4 BF, 1 HM, 1 HF, 1 AF, 1 UM, and 2 UF

- 1 WM, 2 WF, 1 BF, and 1 UF did not have a Master's degree in counseling, college student affairs, liberal arts & sciences or a related field or the equivalent combination of education and experience.
- 2 WF and 1 UM did not have experience working with a diverse student population including international students.
- 3 WF did not have excellent written communication skills based on errors in their application materials.
- 5 WF, 3 BF, 1 HM, 1 HF, 1 AF, and 1 UF did not have 2 to 4 years of professional experience in career planning and placement, academic advising or higher education or business/industrial personnel administration.

2 Qualified applicants: 2 WF

- 1 WF did not have a Master's degree in higher education, counseling or a related field.
- 1 WF did not have experience in program development and program assessment.

11 Interviewed applicant: 7 WF, 1 BF, 1 HM, and 2 UF

- 2 WF and 1 HM lacked the communication and interpersonal skills necessary to work with the population the position serves.
- 2 WF were not able to explain how their previous experience would translate to a college setting and Liberal Arts.
- 1 WF and 1 UF were unable to articulate how their career counseling experience would translate to a college setting.
- 1 WF had fewer years of direct career counseling experience in higher education than the selected candidate.
- 1 BF possessed career counseling experience but was not interested in working solely with Liberal Arts.
- 1 UF presentation was tedious and disorganized.

The 1 WF selected had direct career counseling experience with the Liberal Arts population in a university setting. She demonstrated excellent communication skills in her clear and detailed responses to interview questions. Her presentation was developed well and displayed in-depth knowledge of CCD programs and services.

Search 2018498 - Grants and Contracts Specialist 1 (UCP 6) - Sponsored Program Services

The Office of the Vice President for Research, Sponsored Program Services (OVPR-SPS) at the University of Connecticut (UConn) is seeking an energetic, skilled and engaged financial/accounting professional with experience in post-award grant management services to join our Central Services team.

Under the direction of a Team Lead supervisor in the OVPR-SPS, this position provides specialized professional fiscal and administrative guidance, oversight and assistance to faculty, departmental and faculty 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.

DUTIES AND RESPONSIBILITIES

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; performs time-sensitive grant accounting transactions; 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; experience developing budgets, performing financial transactions and preparing financial reports in a timely and accurate manner; 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.

Additional minimum qualifications to be considered for the rank of Grants & Contracts Specialist 2, (UCP 7) include:

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 Circulars A-81 (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 must be submitted through the UConn Jobs website at: <http://hr.uconn.edu/jobs/>, Staff Positions, 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 # 2018498)

Recruiting activities included postings on the UConn Careers website, CT Hires, CT and US DOL Job Banks., HigherEdJobs.com, NCURA and the RESADM-L research administration listserv.

19 Total applicants: 6 WM, 7 WF, 1 BM, 1 HF, 2 AF, and 2 UM

10 Unqualified applicants: 3 WM, 4 WF, 1 BM, 1 AF, and 1 UM

- 1 WM and 3 WF submitted incomplete applications.
- 1 WF did not have eight years of experience in a business organization or government agency.
- 1 BM, 1 AF, and 1 UM did not have experience developing budgets or financial reports.
- 2 WM's application materials did not indicate the number of years of experience in their previous positions.

9 Interviewed applicants: 3 WM, 3 WF, 1 HF, 1 AF, and 1 UM

- 1 WF and 1 UM withdrew.
- 3 WM and 1 AF did not have a thorough understanding of federal regulations and guidelines regarding the management of grants and contract awards based on their responses to interview questions on these topics.
- 1 WF was not able to speak to higher level issues in grant administration.
- 1 HF did not have the ability to produce the complex reports that the selected candidate was able to based on examples of reports she created.

The 1 WF selected demonstrated higher-level knowledge regarding grants and contracts management, thorough knowledge of federal laws and regulations regarding grants and contracts and the ability to write and interpret contract language. She had experience using financial and

records management systems. She detailed the types of reports that she had created. She also had experience developing and delivering training. She was able to relate her current experience to the work of the position in a manner that was not articulated by other candidates.

Search 2018557 - Publicity/Marketing Administrator (UCP 6) - CT Small Bus Development Center

The Connecticut Small Business Development Center in the School of Business is seeking a full-time Marketing Manager (Publicity/Marketing Administrator, UCP 6). The incumbent will report to the CTSBDC Associate Director and will be responsible for publicity and marketing activities designed to promote SBDC programs, events or services – with particular emphasis on electronic and web-based marketing initiatives - aimed at enhancing client recruitment, stakeholder and funder support, and overall acceptance and support for the program among the business, civic, academic and public community. The position will be based in East Hartford, CT. Evening, weekends and in-state and out-of-state travel will be required in support of Center activities.

DUTIES AND RESPONSIBILITIES

- Planning cost-effective marketing strategies and promotional campaigns designed to promote brand awareness, generate requests for assistance inquires and enhance understanding of the program's value within the entrepreneurial and small business support system.
- Working collaboratively to support achievement of the Center's goals and objectives.
- Maintaining working relationship with the public media to promote coverage of the center; arranging feature articles, media coverage, interviews, and related activities.
- Managing and updating content of program website and related electronic communication such as e-newsletters, email campaigns, partnered projects with UConn, etc.
- Evaluating the effectiveness of website and electronic communications for recruitment and education purposes; generating and distributing reports of marketing effectiveness for each program campaign.
- Designing, maintaining, updating and editing existing marketing material.
- Writing copy for press releases, public service announcements, informational listings, etc.
- Developing and maintaining marketing templates for newsletters, web pages, signs/posters, etc.
- Developing, in conjunction with internal staff and/or external resources, content for online courses, webinars and videos.
- Researching new electronic marketing technologies.
- Assisting in the planning and implementation of special interest events or projects.
- Attending conferences and events in support of Center activities.
- Supervising student staff, interns or volunteers engaged in marketing or publicity projects as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in communications, marketing, information technology, web development, graphic design or related field OR equivalent combination of experience and training.
- Two to five years of experience in marketing, publicity, website development or related field.
- Demonstrated experience developing audience-appropriate and effective web content, marketing materials, advertisements, newsletters and other promotional material.
- Demonstrated experience using social media, outlets such as Facebook, Instagram and Twitter, for marketing and outreach in support of a professional organization.
- Demonstrated experience Wordpress or similar programs and best practices in website development and maintenance.
- Demonstrated proficiency with Adobe PhotoShop, Illustrator or similar programs and creating graphics for web use.
- Demonstrated experience using databases for marketing and communications.
- Demonstrated excellent writing and editing skills.
- Demonstrated excellent verbal and interpersonal communication skills and experience effectively interacting with staff, supervisors, clients and business partners.
- Demonstrated experience working collaboratively as part of a team.
- Proven excellent technical knowledge, creative abilities and problem solving skills.
- Demonstrated experience working independently and accurately, taking initiative and exercising sound judgement when making decisions.
- Demonstrated experience with prioritization, supervision, multitasking and meeting deadlines.
- Willingness and ability to work evenings, weekends and travel in-and-out-of-state as needed in support of Center activities.

PREFERRED QUALIFICATIONS

- Bachelor's degree in communications, marketing, information technology, web development, graphic design.
- Prior experience working in a higher education environment.
- Prior experience evaluating and reporting on marketing effectiveness.
- Experience supporting entrepreneurial initiatives or working in an entrepreneurial environment.

APPOINTMENT TERMS

This is a full-time, 12-month, annually renewable position with excellent benefits based in East Hartford, CT.

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions (Search # 2018557) to submit a **letter of application, 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 # 2018557)

Recruiting activities included postings on the UConn Careers website, ziprecruiter.com; higheredjobs.com; americassbdc.org; and School of Business Minority Serving Institutions.

73 Total applicants: 17 WM, 43 WF, 3 BF, 1 HM, 4 HF, 2 AF, and 3 UF

58 Unqualified applicants: 13 WM, 35 WF, 3 BF, 1 HM, 3 HF, 2 AF, and 1 UF

- 10 WM, 30 WF, 3 BF, 1 HM, 3 HF, 2 AF, and 1 UF did not have experience developing audience appropriate and effective web content, marketing materials, advertisements, newsletters and promotional material.
- 3 WM and 5 WF did not have the required two to five years of experience in marketing, publicity, website development or related field.

9 Qualified applicant: 3 WM, 4 WF, 1 HF, and 1 UF

- 2 WM, 2 WF, and 1 HF did not have the preferred qualifications of Bachelor's degree in communications, marketing, information technology, web development, or graphic design.
- 1 WM and 1 UF did not possess experience in evaluating and reporting on marketing effectiveness and experience supporting entrepreneurial initiatives.
- 2 WF did not have prior experience working in a higher education environment.

6 Interviewed applicants: 1 WM, 4 WF, and 1 UF

- 1 WM, 1 WF, and 1 UF did not have experience evaluating and reporting on marketing effectiveness in an entrepreneurial environment or working in a higher education environment.
- 1 WF withdrew her application from consideration.
- 1 WF did not meet the minimum qualification of experience interacting with clients and business partners. The oversight was discovered during the interview process.

The 1 WF selected possessed a Bachelor's degree and over 4 years of related experience in marketing, publicity, and web development. The candidate's prior employment included developing web content and marketing materials for social media platforms. The applicant provided clear, articulate, and concise responses to interview questions and provided detailed examples of her experiences. Her work history included evaluating and reporting on marketing effectiveness in both an entrepreneurial and higher education environment.

Search---2018623---Multimedia Designer/Graphic Designer/Illustrator 3 (UCP 6) – University Communications

University Communications is seeking a talented and collaborative Multimedia Designer to join our team. From creative, to content, to code, you will interact with other designers and copywriters to help shape the UConn story. Under the direction of the Director of Strategic Marketing, the Multimedia Designer will collaborate in the strategy, conception, and design of University web sites, and print and digital marketing projects. The Multimedia Designer will be a key member of a growing University Communications team.

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

MINIMUM QUALIFICATIONS

Bachelor's degree in graphic design or related field, or equivalent experience and training; demonstrated ability to make content and design updates to websites using working knowledge of content management systems, HTML and CSS; ability to interact constructively with production team members, clients and print vendors; at least five years on-the-job experience in multimedia design or related field; evidence of creative ability and technical skills as demonstrated by portfolio.

PREFERRED QUALIFICATIONS

Experience with WordPress, In Design, Photo Shop, Adobe Creative Suite and Illustrator; experience using email marketing software; strategic marketing experience in a university and/or healthcare setting; ability to work independently and coordinate the work of others in bringing project to successful completion and work on multiple projects at one time; ability to collaborate with clients, meet deadlines and work both independently and in collaboration with others; ability to solve complex technical or design problems; knowledge of design and development of email marketing pieces, including testing to ensure deliverability.

APPOINTMENT TERMS

This is a full-time (35 hrs/week) position at the Storrs Campus.

TO APPLY

Please apply through UConn Jobs at www.jobs.uconn.edu, Staff Positions and submit a **cover letter**, **resume**, **3 references**, and any **portfolio links** that support your resume. Preference will be given to resumes received by 06/21/18. No phone calls, e-mails, or faxes please. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2018623)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 21, 2018.

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 posting on the UConn Careers website and the use of professional contacts and networking.

44 Total Applicants: 15 WM, 21 WF, 2 BM, 1 HM, 2 HF, 1 AM, 1 AF, and 1 UF

38 Unqualified Applicants: 13 WM, 18 WF, 2 BM, 1 HM, 1 HF, 1 AM, 1 AF, and 1 UF

- 4 WM, 5 WF, 1 BM, and 1 UF did not possess a Bachelor's degree in graphic design or related field, or the equivalent in experience and training.

- 3 WM, 3 WF, and 1 BM application materials did not reference the ability to make content and design updates to websites using working knowledge of content management systems including HTM and CSS software applications.
- 2 WM, 4 WF, 1 HM, and 1 HF backgrounds did not include at least five years on-the-job experience in multimedia design or a related field.
- 4 WM, 6 WF, 1 AM, and 1 AF portfolios did not exhibit evidence of creative ability and technical skills.

6 Interviewed Applicants: 2 WM, 3 WF, and 1 HF

- 1 WM, 1 WF, and 1 HF's experience in website design and email application models was not related to the high volume webpage access of the University.
- 1 WM and 1 WF gave cursory answers to complex web design questions.

The 1 WF selected had extensive web design and client work experience. She had worked on height volume, high profile webpages in the insurance industry. The applicant spoke of the importance of customer service in the IT industry and was fluent in HTM and CSS and other graphic design software.

Search – 2018680 - Publicity/Marketing Administrator (UCP 6) – Undergraduate Admissions

The Office of Undergraduate Admissions is seeking an experienced professional to serve as the Publicity/Marketing Administrator. Working under the general supervision of the Associate Director for Marketing and Events, the primary role of this hands-on position will be to serve as coordinator for a portfolio of events; provide advanced level writing and editing for a wide range of email campaigns, websites, and publications; and assist with marketing initiatives that will enable the department to effectively target students in their many stages of the admissions cycle. The successful candidate will be expected to exercise originality, creativity, and to regularly develop his/her own ideas within broad guidelines established by the supervisor. Work is varied and requires a sound understanding of subject and target audience. The individual will stay current with industry marketing trends and provide recommendations for marketing initiatives to support enrollment goals. Incumbent will also provide assistance for other special projects or services necessary to the department.

DUTIES AND RESPONSIBILITIES

- Works with the Associate Director for Marketing and Events to plan cost-effective events and promotional strategies designed to attract prospective students.
- Develops, coordinates, and attends recruitment events designed to promote the University.
- Develops, writes and edits copy, exercising originality, creativity and sound judgment in developing appealing, stimulating and convincing messages and proper focus to generate desired response.
- Proofreads and edits written copy, checking for facts, analysis, grammar and readability; clears written copy with appropriate individuals.
- Maintains working relationship with University Communications in the development of student recruitment materials.
- May coordinate production with outside vendors and/or internal production sources, as required.
- Performs marketing research to evaluate effectiveness, including cost-effectiveness, of promotional efforts.
- Establishes a publication mailing schedule, to ensure maximum efficiency and effectiveness.
- Prepares technical specifications for catalogs, brochures and other materials sent to commercial vendors.
- Monitors performance of vendors and follows-up to resolve problems.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in marketing or related field and two to five years' experience in marketing and publicity or related field OR equivalent combination of experience and training.
2. Demonstrated creativity.
3. Excellent organizational, supervisory and administrative skills.
4. Excellent writing and editorial skills.
5. Ability to be resourceful and work under pressure or deadlines and conflicting priorities.
6. Willingness to work flexible and irregular hours.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Journalism, English, Communications or related field. Master's degree preferred.
2. Experience developing and coordinating complex, large-scale events for higher education.
3. Demonstrated copywriting experience for marketing awareness and engagement.
4. Demonstrated understanding of analytics to inform decision making.
5. Familiarity with current trends in marketing for Undergraduate Admissions in higher education.
6. Ability to manage multiple deadline-driven tasks.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Journalism, English, Communications or related field. Master's degree preferred.
2. Experience developing and coordinating complex, large-scale events for higher education.
3. Demonstrated copywriting experience for marketing awareness and engagement.
4. Demonstrated understanding of analytics to inform decision making.
5. Familiarity with current trends in marketing for Undergraduate Admissions in higher education.
6. Ability to manage multiple deadline-driven tasks.

APPOINTMENT TERMS

This is a full-time, permanent position slated to begin in late-August. Salary is commensurate with qualifications and experience and includes a comprehensive benefits package.

TO APPLY

For full consideration, please submit cover letter, resume, and contact information for three professional references via UConn Jobs at www.jobs.uconn.edu, Staff Positions. Applicants not submitting all of 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. (Search #2018680)

This posting is scheduled to be removed at 11:59 p.m. EST on Friday, July 24, 2018.

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 posting on the following websites: UConn Careers, DiverseJobs, Inside Higher Education, and the Higher Education Recruitment Consortium (HERC).

42 Total Applicants: 10WM, 20 WF, 1 BM, 2 BF, 2 HF, 1 AF, 1 UM, and 5 UF

29 Unqualified Applicants: 6 WM, 14 WF, 1 BM, 1 BF, 2 HF, 1 AF, 1 UM, and 3 UF

- 1 WM, 5 WF, 1 BM, 1 BF, 1 HF, 1 AF, 1 UF did not have a Bachelor's degree in marketing or related field and two to five years' experience (or the equivalent combination of education and experience) in marketing and publicity or a related field.
- 5 WM, 9 WF, 1 HF, 1 UM, and 2 UF application materials did not demonstrate creativity and exhibited errors and mistakes indicating poor writing and editorial skills.

6 Qualified Applicants: 2 WM, 3 WF, and 1 BF

- 1 WM and 3 WF did not possess experience developing and coordinating complex, large-scale events for higher education venues.
- 1 BF application package did not demonstrate copywriting experience for marketing awareness and target audience engagement.
- 1 WM application material did not indicate familiarity with current trends in marketing for Undergraduate Admissions in higher education.

7 Interviewed Applicants: 2 WM, 3 WF, and 2 UF

- 1 WM had experience with large events but did not have the corresponding experience of creating large email campaigns to market each event.

- 1 UF only event management experience was as a volunteer at Commencement and at Orientation undergraduate events on a college campus.
- 1 WF was late to the interview and she indicated during the interview that she prefers to work alone and not be disturbed.
- 1 WM events in his portfolio were smaller scale in comparison to the demands of the position and his answers to questions were vague.
- 1 UF did not possess experience with large scale events and examples of her internal content was on a smaller scale such as the college newspaper.
- 1 WF management experience was on a much smaller scale and she did not create the amount of email campaigns that will be expected for this position.

The 1 WF selected had greater experience creating marketing materials and student programs (over 50 per semester). The applicant had created email campaigns to market each event as well as oversaw all logistical functions for a portfolio of events for the undergraduate and graduate populations at a large private university. She also demonstrated the ability to prioritize multiple programming tasks at one time.

Category 3: Nonteaching Professional – UC Professional 6 Admin Serv Asst 4

Hiring goals: 1 WM, 1 BF

Hiring into Category: No hiring activity in this category

Goals met:

Category 3: Nonteaching Professional – UC Professional 6 Program Admin

Hiring goals: 2 WM, 1 HF

Hiring into Category: 1 WM, 2 WF

Goals met: 1 WM

2018426 – Program Administrator – Environmental Policy

63 Total Applicants: 30 WM, 18 WF, 4 BM, 1 BF, 1 HM, 3 AM, 3 AF, 3 UM

40 Unqualified applicants: 16 WM, 10 WF, 3 BM, 1 BF, 1 HM, 3 AM, 3 AF, 3 UM

16 Qualified applicants: 10 WM, 5 WF, 1 BM

7 Interviewed applicants: 4 WM, 3 WF

Hired: 1 WM

This hire achieved a hiring goal.

Search 2017188 - Program Administrator (UCP 6) - Department of Molecular & Cell Biology

The Department of Molecular and Cell Biology (MCB) is a center of excellence in undergraduate and graduate education and research. MCB has a long-standing commitment to collaborative research and teaching. With over 40 faculty members, 170 graduate students, about 1000 undergraduate majors and an annual research budget of over 5 million, the Department has an exciting and challenging intellectual environment.

Under the direction of and in collaboration with the Department Head, the Program Administrator provides program management and administrative leadership. The Program Administrator oversees the areas of finance, research administration, information technology, safety, space and facilities, human resources, academic program administration and external relations.

The incumbent will be involved in long-term planning and policy development, and manage the infrastructure to support the faculty research and student educational programs.

Duties and Responsibilities

Administrative Support

- Managing administrative operations for the MCB Department. Overseeing the department's general day-to-day operations. Conducting regular process optimization and improvement evaluations of administrative, financial, and facility functions. Streamlining processes to reduce resource investment needs.
- Overseeing the department's financial, academic and research operations and administration and making recommendations for resource allocation.
- Supervising and coordinating the activities of all administrative staff, including hiring, disciplining and mentoring.
- Overseeing processing of all faculty and staff personnel actions including faculty and staff hiring and faculty member promotion, tenure and reappointment.
- Attending and participating in planning meetings at the department, College and University level. Responding to a variety of requests and inquiries from faculty and staff on behalf of Department Head. Informing the Head of all pressing and urgent matters.

Program Support

- Overseeing the implementation and process management of graduate and undergraduate programs in accordance with departmental goals and objectives.
- Supervising and coordinating the activities of program support staff.
- Developing course schedules to meet needs of faculty and student populations.
- Developing policies and procedures.
- Serving as a resource to students, faculty, staff and others on matters relating to the MCB programs.
- Analyzing program data and evaluating process effectiveness; identifying problems and making recommendations to Department Head and Associate Department Heads.
- Participating in planning and developing program activities.
- Participating in the planning and developing of program activities.
- Participating in assembling operational data for constructing grant proposals, including training grants. Working closely with College Grant Administration office.
- Developing a reliable interface for sustaining interactions with MCB alumni
- Interfacing with the biology advisory group to provide information to students about professional opportunities
- Assisting with outreach and student recruitment efforts of the department

Technical Support

- Working collaboratively with faculty to define equipment needs.
- Developing budget requests and recommendations for technical equipment.
- Overseeing support for the information technology needs of faculty, staff and students. Acting as liaison to IT management to ensure technology systems. Ensuring necessary hardware, software and network infrastructure technology services are implemented. Participating in developing IT strategy to meet the mission and needs of the organization.
- Initiating action as required.

Facilities Management

- Overseeing facilities management and space utilization including office and laboratory moves and upgrades. Working closely with the Chair and Dean's Office to ensure strategic use of all available space. Coordinating and monitoring building renovations and construction projects.
- Working with building managers and facilities to insure that research and teaching spaces are maintained and maintenance is attended to in a timely manner.

Minimum Qualifications

1. Bachelor's degree in business or appropriate field.
2. Four years of experience in administration involving accounting, budget preparation, personnel management, purchasing or general business management
3. Excellent communications and interpersonal skills.
4. Demonstrated experience in managing a complex environment.
5. Experience with a variety of computer applications including Microsoft office.
6. Demonstrated ability to work independently and exercise sound judgment.

Preferred Qualifications

1. M.A. in management, finance or related field
2. Management experience in a technical or scientific environment.

To Apply

Please submit 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 # 2017188)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 16, 2017.

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>.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Recruitment activities included UConn Careers website, Career Builder, Higher Ed Jobs, Academic Keys, Chronicle of Higher Education, and Insight Diversity website.

49 Total Applicants: 10 WM, 20 WF, 8 BF, 1 HF, 1 AM, 3 AF, and 6 UF

32 Unqualified Applicants: 6 WM, 12 WF, 7 BF, 1 AM, 3 AF, and 3 UF

- 2 WM and 1 WF application materials did not indicate experience with a variety of computer applications including Microsoft Office.
- 2 WF, 1 BF, and 1 UF applications did not reference experience managing a complex environment
- 1 WM, 6 WF, 6 BF, 1 AM, and 1 AF did not possess four years' experience in administration involving accounting, budget preparation, personnel management, and purchasing or general business management.
- 2 WM, 2 WF, 2 AF, and 1 UF did not possess a Bachelor's degree in business or appropriate field.
- 1 WM, 1 WF, 1 UF withdrew their applications after submission.

17 Interviewed Applicants: 4 WM, 8 WF, 1 BF, 1 HF, and 3 UF

- 1 WM, 1 BF, and 1 HF relevant administrative and financial experience was in a very small work environment and not translatable to a complex environment.
- 1 WF did not have any supervisory experience and had a limited financial support background.
- 1 UF did not have experience managing or an understanding of scientific/research environments which is critical to this position.
- 1 UF was not prepared for the Skype interview and had not tested the connectivity prior to the interview and she indicated that she did not want to manage staff.
- 1 WM experience was in managing the dining services of a scientific enterprise.
- 1 WF incorrect responses to interview question showed an unfamiliarity with fiscal, administrative and programmatic functions.
- 1 WM had 3 years less management and administrative experience than the selected candidate.
- 1 WF management experience was only for a brief period in her current position and she stated that she did not want to work in a fast paced high volume environment, which this position was.
- 1 WF had 5 years less of overall management experience than the selected applicant.
- 1 WM, 3 WF, and 1 UF withdrew their application before the interview process.

The 1 WF selected had over ten years' experience in administrative and academic jobs. She was able to engage with the committee during the interview and expanded on attributes that she could bring to the position. The candidate talked about her work with operations project management, grants and contracts, university governance, finance, and her ability to mentor and supervise. She also spoke about the importance of communication in a changing and evolving academic environment, especially in one where she may have to manage up.

Search 2017461 - Program Administrator (UCP 6) – Education Abroad

Under the direction of the Director of Education Abroad and the Assistant Vice President for Global Affairs, coordinates and manages the day-to-day administrative activities and provides program support for the State of Connecticut and the State of Baden-Wurttemberg Exchange Program, and serves as an Education Abroad Advisor.

This position is intended to serve dual functions: administrative support as well as graduate and undergraduate level program support. The focus of the job is on coordinating the day-to-day administrative activities of the Connecticut and Baden-Wurttemberg, Germany Exchange Program as well as Education Abroad Advisor. Incumbents are expected to work with a fair amount of independence, but within the goals and objectives established by the Director of Education Abroad and Assistant Vice President for Global Affairs. Program support means advising program participants, monitoring and coordinating program activities, implementing recruiting strategies, outreaching to student internship sites, and networking with Connecticut institutional stakeholders. Academic decisions, program direction and policy decisions, however, rest with the supervisors.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Coordinates and manages education abroad administrative and technical support for program faculty, staff and students; resolves day-to-day administrative and logistical problems, which may include necessary arrangements for faculty, student and parent concerns, special events and other program needs.
2. Advises students on a select portfolio of education abroad opportunities countries/regions beyond Germany, processes and maintains application materials and works as a team member with Education Abroad to promote, advise and administer study abroad programs at UConn.
3. Performs all Baden-Wurttemberg Exchange Program operations; processes and maintains necessary paperwork, applications, records, including participant data and files required to support program; maintain computerized files and records.
4. Serves as liaison between program and other Connecticut and Baden-Wurttemberg University offices, external organizations and the public; works to develop industry connections to build program opportunities.
5. Works with business and industry partners in Germany to ensure Connecticut students are competitive in their application for internship opportunities.
6. Assists in planning outreach programs, orientation programs for students and parents, conferences, meetings, seminars, with responsibility to make all necessary arrangements, including travel, and coordinates events and details.
7. Responds to inquiries from program participants, students, faculty and others and explains program policies, procedures and requirements, making referrals as appropriate.
8. Compiles program and student data, prepares reports as needed, to aid in evaluating student progress and program effectiveness; recommends changes or improvements.
9. Coordinates recruitment of students or participants into the program; implements recruiting and promotional strategies and works with target population to develop applicant pool consistent with program goals and objectives, in assigned area of responsibility.
10. Assists in advising students or participants regarding academic program planning, course selection, compliance with scholastic standards, plans of study, course and graduation requirements; assists in coordinating course accreditation/certification procedures and grade reports.
11. Monitors compliance with program acceptance requirements; works with supervisor and others in reviewing admissions information, evaluating credits and recommending appropriate action for acceptance to the program.
12. Reviews and updates materials for the Baden-Wurttemberg exchange program and other programs in the portfolio.
13. Performs related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Bachelor's degree in German studies, international affairs, business, counseling, or other related fields.
2. At least four years related experience in education abroad programs, international student services, development, or international business.
3. Near native German language proficiency.
4. Excellent interpersonal skills and written and oral communication skills in both English and German.
5. Ability to perform responsible administrative functions.
6. Demonstrated ability in providing some combination of general educational support, effectively implementing recruiting strategies, advising program participants, interpreting educational records, developing programs, business development or related information.
7. Demonstrated ability to work independently and exercise sound judgment.

PREFERRED QUALIFICATIONS

1. Master's degree in German studies, international affairs, business, counseling, and other related fields.
2. Ability to multi-task, problem solve and think creatively.
3. Demonstrated ability to work as a strong team member.
4. Demonstrated intercultural competence to effectively work with various constituents including domestic and international students, faculty, staff, industry partners and others.
5. Experience working in professional schools, such as business and engineering.

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary and outstanding benefits including employee and dependent child tuition waiver at UConn, and a highly desirable work environment. The position has a tentative start date of July 1, 2017

For additional information regarding benefits visit: <http://hr.uconn.edu/benefits-summaries/>

TO APPLY

Interested candidates should submit a **cover letter** and **resume** that demonstrate how you meet the minimum qualifications and any preferred qualifications you may have for this position, and the contact information, including phone numbers, for **three professional references**. Please reference, Search # 2017461. Employment will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017461)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 15, 2017.

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 includes postings on UConn Careers website, Chronicle of Higher Ed, Inside Higher Ed, NAFSA, and LinkedIn.

30 Total Applicants: 8 WM, 14 WF, 1 BM, 1 BF, 1 AF, 1 UM, and 4 UF

20 Unqualified Applicants: 6 WM, 12 WF, 1 UM, and 1 UF

- 6 WM, 12 WF, and 1 UM did not possess at least four years related experience in education abroad programs, international student services, development, or international business practices.
- 1 UF withdrew her application after submission.

5 Qualified Applicants: 1 BM, 1 BF, 1 AF, and 2 UF

- 1 BM, 1 BF, 1 AF, and 2 UF did not have experience working in professional schools such as business and engineering.

5 Interviewed Applicants: 2 WM, 2 WF, and 1 UF

- 1 WM had taught students, but had not worked in an advising or administrative role.
- 1 UF did not answer many questions with detail and depth and she was not able to adequately articulate how her work experience was transferable to the position.
- 1 WF withdrew her application prior to the interview.
- 1 WM declined the offer.

The 1 WF selected had the most transferable administrative experience than any of the candidates. She was extremely competent and articulate when discussing her current work experience and how it related to the position. She did extensive research prior to her interview and answered questions thoughtfully and thoroughly. She spoke about possessing a very strong work ethic and was familiar with the German higher education system. Her current role encompassed many responsibilities of this position and she gave specific examples of managing competing priorities while providing good attention and compassion for those she will be serving.

Category 3: Nonteaching Professional – UC Professional 6 Program Spec 1

Hiring goals: 1 WM, 1 BM, 1 BF, 1 HM

Hiring into Category: 1 WM, 3 WF, 2 BF, 1 HF, 1 AF

Goals met: 1 WM, 1 BF

2018437 – Program Specialist 1 – Research Compliance

17 Total Applicants: 4 WM, 12 WF, 1 UM

12 Unqualified applicants: 2 WM, 10 WF

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

Hired: 1 WM

This hire achieved a hiring goal.

2018286 – Program Specialist 1 – Career Development Center

26 Total Applicants: 7 WM, 7 WF, 2 BM, 5 BF, 2 HF, 1 AF, 2 UM

21 Unqualified applicants: 6 WM, 5 WF, 2 BM, 4 BF, 2 HF, 1 AF, 1 UM

5 Interviewed applicants: 1 WM, 2 WF, 1 BF, 1 UM

Hired: 1 BF

This hire achieved a hiring goal.

Search 2018310 – Assistant Director of Internship Opportunities (Program Specialist 1) (UCP 6) – Center for Career Development

Under the direction of the Director of Corporate Partner Relations and Regional Campus Career Services, this position supports the Center for Career Development (CCD) activities on the Stamford campus in relation to employer outreach and engagement, specifically targeting internship opportunities for our students. Incumbents in this position are expected to work with a fair amount of independence, but within the goals and objectives established by the supervisor.

DUTIES AND RESPONSIBILITIES

- Assists in the planning, development, design, implementation and evaluation of all corporate partner relations activities on the CCD – Stamford campus with a specific focus on identifying internship opportunities.
- Works with targeted employer populations to identify and develop internship opportunities and create programs to increase student involvement in internships.
- Acts as liaison to local, state and regional businesses to form relationships in order to drive internship and job opportunities and facilitate on-campus student engagement with employers.
- Actively engages with students on a routine basis around internship placement and job search-related topics.
- Meets with students regularly on how to effectively engage with employers and recruiters.
- Manages employer engagement on the Stamford campus including career fairs, tabling events, employer days and other events that include partnering with student clubs and faculty.
- Works with CCD's leadership team to coordinate events and engage employers and others regarding program information, job and internship postings, and career fairs.
- Conducts studies, collects necessary data, evaluates information and prepares analytical reports for CCD-Stamford employer outcomes as they relate to internships and jobs.
- Participates in the planning, development and implementation of corporate sponsorships and grant proposals.
- Plans, develops, and implements methods and techniques of informing and/or educating others, both internally and externally, about internship programs and services.
- May conduct workshops and seminars to instruct, inform and train students on employer activities.
- Responsible for the successful completion of individual projects.
- Responsible for various administrative duties as assigned.
- Partners with CCD staff on various campuses as necessary.
- Represents the department to external groups.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in academic discipline appropriate to the field of specialization or equivalent combination of education and experience.
2. Two to four years' professional experience in employer relations development or a related field.
3. Knowledge of Career Development.
4. Proven ability to evaluate and produce reliable results, problem-solve and trouble shoot problems.
5. Excellent written and oral communication skills.
6. Proven ability to work independently.

PREFERRED QUALIFICATIONS

1. Four or more years' experience in employer relations development or a related field.
2. Exceptional relationship-building skills.
3. Knowledge or experience with CRM tracking systems.
4. Ability to manage time effectively with a flexible schedule.

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**, **résumé**, and contact information for **three professional references** via UConn Jobs at www.jobs.uconn.edu , Staff Positions. Please reference Search #2018310. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018310)

This job posting is scheduled to be removed at 11:59 PM eastern on January 31, 2018.

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 posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, ACPA, NACE, NCDA groups, LinkedIn, and Facebook.

9 Total applicants: 3 WM, 3 WF, 2 BF, and 1 UF

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

- 3 WM and 1 BF did not demonstrate or articulate appropriate experience and skills with student population to qualify for position during interview.
- 2 WF and 1 UF withdrew their applications.
- 1 BF declined the offer for employment.

The 1 WF selected had extensive interactive experience with similar student and employee populations as this position. She had Atrium Baccalaureates in Public Policy and History as well as an MBA in Marketing and International Business. She had over five years experience with developing and implementing marketing strategies in an employer relations department.

Search 2018407 – Program Specialist (UCP 6) – Center for Students with Disabilities Center

The University of Connecticut invites applicants for a Regional Campus Coordinator for Services for Students with Disabilities (Program Specialist 1 – UCP 6) to serve the Stamford campus. Under the general supervision of the Assistant Vice President for Student Affairs and Director of the Center for Students with Disabilities (CSD) at the Storrs campus, this position coordinates accommodations and services for students with permanent and/or temporary disabilities to ensure that all University programs, activities, and services are accessible. The Regional Campus Coordinator has responsibilities at the Stamford campus and is expected to attend bi-weekly meetings at the Storrs campus. The successful candidate is expected to work with a fair amount of independence, within the goals and objectives established by the CSD. The incumbent will be sensitive to and have an understanding of the diverse academic, socio-economic and cultural backgrounds of University students and staff while establishing and maintaining a positive working relationship with relative constituents. The Coordinator assists in ensuring that all University entities comply with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the ADA Amendments Act of 2008 and other relevant state and federal legislation.

DUTIES AND RESPONSIBILITIES

- Manages an assigned caseload of students with permanent and/or temporary disabilities; oversees all activities in ensuring equal opportunity for access to academic, residential and co-curricular programs at the University for assigned students; collects necessary data and evaluates information and prepares analytical reports related to CSD services.
- Responsible for collecting and interpreting medical and educational documentation for assigned caseload in order to identify appropriate accommodations; determines appropriate and effective accommodations, which do not fundamentally alter the program of study.
- Ensures that approved academic and/or residential accommodations that are consistent with their documentation are coordinated in collaboration with students, faculty and staff. The coordination of accommodations may include: exam administration; provision of assistive technology and auxiliary aids; residential accommodations; registration assistance; recruitment/hiring note takers, readers, and/or scribes; alternate media; etc.
- Serves as a liaison and a resource for students with disabilities; provides information to students regarding their legal rights and responsibilities; collaborates and consults with faculty and staff regarding academic and residential accommodations, compliance with legal responsibilities as well as instructional, programmatic and curriculum modifications.
- 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.
- Coordinates outreach to incoming and prospective students and their family members when indicated regarding accommodations and services offered; communicates information regarding program activities and services to the campus community; conducts outreach activities for high school students and parents.
- Collaborates with the Storrs program staff in the outreach and coordination of enhanced services programs.
- Interviews, hires, trains and supervises graduate students to coordinate accommodations and/or provide strategy instruction for students with disabilities; assigns tasks and sets work priorities; evaluates performance.
- May interview, hire, train and supervise part time professional staff to coordinate accommodations; 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 CSD website and social media sites.
- Conducts in-service training for campus faculty, staff and the administration to promote understanding and increase awareness of the needs and concerns of students with disabilities. Plans, develops and implements techniques of informing/educating faculty and staff; prepares information designed to communicate information regarding programs and services to students, staff, faculty, parents and the public.
- 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.

- Maintains current knowledge of pertinent laws and regulations regarding access and services for students with disabilities and their applicability to the University; in collaboration with the CSD and other University departments, serve as a resource to the University community in explaining such laws; respond to requests for interpretation of legal mandates on campus-specific issues.
- Performs related duties and special assignments as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in special education, rehabilitation or other related field or equivalent combination of education and experience.
2. Two to four years' experience working with students with disabilities in higher education, which may include graduate and undergraduate student employment.
3. Extensive knowledge, gained through education and 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 products 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, including the coordination of academic and residential accommodations.
3. Experience and familiarity with the use and applicability of assistive technology for students with disabilities in an academic setting.
4. Excellent counseling skills.

APPOINTMENT TERMS

Salary is commensurate with experience. This is anticipated to be a full time, 12-month position with a start date of May 1, 2018.

This appointment may require weekend or evening hours due to the nature of the work.

TO APPLY

Interested parties should apply online through UConn Jobs, www.jobs.uconn.edu, Staff Positions. For consideration, please submit a cover letter, resume, and a list of three (3) professional references. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018407)

This posting is scheduled to be removed at 11:59 p.m. March 19, 2018.

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 posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., and Diverse.

5 Total applicants: 2 WM, 2 WF, and 1 HF

3 Unqualified: 2 WM and 1 WF

- 2 WM and 1 WF withdrew

2 Interviewed applicants: 1 WF and 1 HF

- 1 HF experience was in counseling students more in the role of a social worker rather than a disability service provider and she stated that she did not have strong technological skills.

The 1 WF selected had the knowledge and skills to do the work of the position and had experience working with students, parents, and faculty. She understood the nuances of the laws that guide disability services in the higher education environment and was computer literate with skills using databases and basic assistive technology. She presented her ideas for addressing the challenges facing the Stamford campus staff while meeting the needs of the students.

Search 2018453 – Program Specialist 1 (UCP 6) – UConn First Star Academy

The Center for Academic Programs at the University of Connecticut is seeking applicants for the position of Program Specialist 1 (UCP 6) for the UConn First Star Academy. First Star Academy is a summer residential and academic year college preparatory program for high school students in Connecticut's foster care system. The purpose of the program is to develop life and leadership skills that help participants gain access to and succeed in college. The successful candidate will be responsible for planning, implementing, and evaluating program services and activities; supervising the day-to-day operations of the program; coordinating recruitment and selection of students; assisting in the planning and administration of a summer residential program and academic year component; assisting with the planning educational, counseling and other needed services; assisting with hiring, training and supervising program staff; monitoring students' progress, coordinating high school and site visits; preparation of reports and additional administrative duties. There is a residential requirement during the four-week summer academic program.

Minimum Qualifications

Bachelor's degree, preferably in counseling or related field or equivalency; two to four years professional experience working with teenagers in a multi-racial environment, in guidance counseling, community work or social agency; comprehensive knowledge of challenges and barriers to higher education for foster and underrepresented students; proven ability to plan and implement program services and activities to meet program goals and objectives; ability to plan and organize workshops/training courses/curricula and training materials appropriate to program to be served; demonstrated ability to work effectively with faculty, staff, students, and administrators as well as external agencies/groups and the public; excellent written and oral communication skills; ability and willingness to travel to target high schools and to work flexible hours and weekends as needed; and ability to make a four week commitment to living in the residence halls with program students during the summer residential program.

Preferred Qualifications

Master's in social work, counseling, or related field; experience working with high school students in the foster care system and understanding the CT Department of Children and Families' policies and procedures; background in advising students regarding higher education and the college application process; experience working within a residential setting; demonstrated supervisory skills; grant writing experience.

Appointment Terms

Salary is in the low 50's and includes full benefits. This is a full time, end-date position, subject to renewals.

To Apply

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions. Applicants must submit a cover letter, resume, and the names and contact information of **three professional references**. Be sure to demonstrate through your application materials that you meet the minimum and any preferred qualifications for this position as outlined above. For full consideration, please apply by March 19, 2018. 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 # 2018453)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 19, 2018.

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 posting job description on the following: UConn Careers website, HERC, Inside HigherEd., Diverse, Connecticut Association of Educational Opportunity, New England Association of Educational Opportunity, UConn Cultural Centers, Windham Regional After-School Programs and Community, Hartford College Consortium Network, Department of Children and Families Listerv, First Star Academy Advisory Board, Connecticut Association of Latinos in Higher Education, CAP Advisory Board (UConn), and the ISS Staff (UConn).

8 Total applicants: 1 WM, 6 WF, and 1 BM

8 Interviewed applicants: 1 WM, 6 WF, and 1 BM

- 1 BM was found to not have experience working with foster youth or DCF experience.
- 1 WM did not have direct, hands-on experience working with foster youth or DCF experience and did not have a Master's degree.
- 2 WF experience with academic advising in higher education was not their primary responsibility in their current positions.
- 3 WF withdrew application after interview.

The 1 WF hired had extensive experience working with high school students, DCF, foster youth, residential life, staff supervision, and academic advising. She had a Master's degree in Social Work and had successfully written and obtained grants.

Search 2018214 – Assistant Director of Fraternity and Sorority Life (UCP 6) – Office of Fraternity and Sorority Life

The Office of Fraternity and Sorority Life at the University of Connecticut announces an opening for the Assistant Director of Fraternity and Sorority Life (Program Specialist 1), UCP 6. Under the direction of the Director of Fraternity and Sorority Life, the Assistant Director provides advising, educational, and program support for the fraternity and sorority community. This position requires a moderately advanced understanding of fraternities and sororities, critical issues concerning risk management, diversity and inclusion, and evidence-based prevention strategies that promote student safety and well-being.

DUTIES AND RESPONSIBILITIES

1. Assists in the planning, development, design implementation and evaluation of activities (programs, services, and initiatives) to achieve the objectives of the department and to support the fraternity and sorority community.
2. Conducts studies, collects necessary data, and prepares reports to aid in the assessment and evaluation of program effectiveness and to recommend changes or improvements.
3. Serves as resource for students, faculty, staff and others (alumni, parents, inter/national fraternity and sorority headquarters staff, and the general public) regarding program information and techniques, requiring a moderately advanced knowledge of fraternity and sorority life.
4. In coordination with program staff, plans, develops and implements methods and techniques of informing/educating students.
5. Oversees communications on fraternity and sorority life, including the development of information and interpreting information to the public.
6. Is responsible for the successful completion of individual projects and initiatives.
7. May conduct workshops and seminars to instruct, inform and/or train others in the area of values-driven leadership, risk management, organizational management, membership development, and peer-to-peer accountability.
8. May be responsible for various administrative duties as assigned to meet department goals.
9. Assist in advising students, chapters and councils on personal and organizational accountability, self-governance, shared standards, and topics as appropriate; Monitor fraternity and sorority compliance with accreditation requirements, and university expectations and standards.
10. May participate in the planning, development and implementation of department budget.
11. Assist in the supervision and training of staff.
12. Perform related duties as required to support the mission of the department, the Division of Student Affairs, and the University, including representing the office on university committees and overseeing the department in the absence of the Director.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and experience
2. Two to four years professional experience advising and supporting college student organizations.
3. Comprehensive knowledge, understanding, and appreciation for the fraternity and sorority community on both a local and national level, and proven ability to apply a range of student development concepts, provide general educational support, effectively implement strategies,

development concepts, provide general educational support, effectively implement strategies, advise program participants, and interpret policies, procedures, and related information as appropriate.

4. Proven ability to evaluate and produce reliable results, problem-solve and trouble shoot problems.

5. Excellent interpersonal skills and demonstrated ability to communicate effectively (oral and written) across cultural boundaries and establish positive and inclusive working relationships with a diverse constituency.

6. Willingness to work flexible and irregular hours, including some nights, weekends, and holidays.

7. Strong knowledge and familiarity with the use of personal computers and basic software programs including Microsoft Office and the Google Suite

PREFERRED QUALIFICATIONS

1. Master's degree in Higher Education and Student Affairs or related field.
2. Experience training, supervising, and developing staff.
3. Strong knowledge of risk management practices.
4. Experience implementing prevention strategies that promote responsible behavior, safety, and well-being.
5. Experience with social justice, diversity and inclusion education and implementing initiatives that shift community and organizational culture.
6. Experience with fraternity, sorority, and student organization conduct and restorative practices.
7. Demonstrated experience with assessment and program-level evaluation and utilizing data to inform planning and program improvement.
8. Membership in the Association of Fraternity/Sorority Advisors and/or an inter/national collegiate fraternity or sorority.

APPOINTMENT TERMS

Each position is a full-time, 12-month position. Anticipated starting salary for this position is low to mid \$50k's.

TO APPLY

Interested candidates please submit a) a **resume**, b) a **letter of application**, that demonstrates how you meet the qualifications and requirements of this position, and c) contact information for **three professional references** using UConn Jobs at www.jobs.uconn.edu, Staff Positions. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018214)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 12, 2018.

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 posting job description on the following: UConn Careers website, listserv HERC, Inside Higher Ed., Diverse, Division of Student Affairs Website, higheredjobs.com, Latinx in Student Affairs, ACPA Latin@/x Network, BLKSAP Black Student Affairs Professionals (BLKSAP), Student Affairs Professionals, Interfraternity Institute (IFI 2014), NASPA Fraternity & Sorority knowledge Community, Buffalo State HESSA, NASPA

Fraternity & Sorority KC New Professionals, and the ACPA Sitting Committee of Bear Awareness (SCoBA).

9 Total applicants: 1 WM, 2 WF, 1 BM, 1 BF, 2 HM, 1 HF, and 1 AM

9 Interviewed applicants: 1 WM, 2 WF, 1 BM, 1 BF, 2 HM, 1 HF, and 1 AM

- 1 WF, 1 BM, and 1 AM withdrew their applications.
- 1 HM had less experience supervising and developing staff than the first choice and did not answer questions correctly regarding risk management practices.
- 1 WM did not demonstrate any student organization conduct experience and her experience supervising staff and implementing prevention programs was on a smaller and less complex scale than this position.
- 1 HM answers to interview questions did not demonstrate knowledge of fraternities and sororities on the local and national level.
- 1 WF and 1 HF declined the offer

The 1 BF selected demonstrated her experience with student organizations, supervising students, and coordinating events and prevention programs. She had a Master's degree in higher education counseling. She also had experience collaborating with members to assess and support students.

Search 2018219 – Program Specialist 1 (UCP 6) – Emergency Management

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) (payroll title: UCP 6/Program Specialist 1 or UCP 7/Program Specialist 2). Reporting directly to the Emergency Management Director (EMD), 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 with all levels of management and policy makers. The EMPS must possess 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, business continuity and recovery.
2. Assist in developing hazard/threat analysis and mitigation planning.
3. Coordinate the Office of Emergency Management's (OEM) 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 guides, 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 all University Emergency Operations Centers.
11. Develop policies and procedures for the use of volunteers, may include the establishment of a Community Emergency Response Team (CERT). Develop and provide training for and direction to as well as provide reports on CERT activity and status, act as liaison to Public Safety personnel for CERT.
12. Advise and assist University officials regarding emergency management matters; interpret state and federal requirements and procedures; liaise with state and federal representatives on emergency management issues.
13. Assist University 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. Develop, enhance and maintain industry standard and modern social media communications and related platforms, including readiness programs and publications to University audiences.
17. Ensure emergency management program, including plans, policies and procedures comply with state and federal guidance including the Emergency Management Program Accreditation standards.
18. Work collaboratively in a team environment while maintaining effective working relationships with internal and external personnel.
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.
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 and Reports as necessary.
24. Participate in community outreach initiatives, including but not limited to: Orientations and Open Houses.
25. Act in EMD's absence; provide input and recommendations on management decisions related to budget, supervision, and operations.
26. Collaborate with, train and mentor graduate and undergraduate level interns.
27. Perform other related work as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree or equivalent combination of education and experience.
2. Two years of experience in emergency management, public safety, public administration or related field.
3. 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.
4. Knowledge of principles of management, organization, administration, budgeting, and fiscal planning and control.
5. Knowledge of emergency communications, related computer systems, and applications.
6. 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, make formal presentations, and provide effective training.
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. 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. Minimum of three years of experience in emergency management, public safety, public administration or related field.
3. Certification as International Association of Emergency Management Certified Emergency Manager.
4. Completion of Federal Emergency Management Agency Independent Study 300, 400 and Professional Development Series courses.
5. Previous experience developing and managing Emergency Operation Plans and Emergency Management, Business Continuity and Recovery programs within Institutions of Higher Education.
6. Experience administering WebEOC or similar virtual emergency operations center software.
7. Experience administering Everbridge or similar mass notification platform software.

Candidates with commensurate experience will be considered at the more advanced UCP 7/Program Specialist 2 classification.

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent child tuition waiver 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-orientation/>.

The successful candidate must be able to possess and retain a driver's license for the duration of this appointment. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018219)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 8, 2017.

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 posting job position on the following: UConn Careers Website, HERC, Inside Higher Ed., Diverse, Connecticut Emergency Management Association website, International Association of Emergency Managers Jo, DRU listerv, and governmentjobs.com.

28 Total applicants: 19 WM, 2 WF, 1 HM, 1 HF, and 5 UM

19 Unqualified applicants: 15 WM, 2 WF, 1 HM, and 1 UM

- 9 WM, 2 WF, 1 HM, and 1 UM did not have 2 years of experience in emergency management, public safety, public administration or a related field.
- 6 WM withdrew their applications.

9 Interviewed applicants: 4 WM, 1 HF, and 4 UM

- 1 UM had no direct hands-on emergency management experience.
- 1 WM voiced concern about “on-call status” and did not answer questions correctly about emergency management protocols.
- 1 WM and 2 UM experience in public administration or emergency management was not as extensive as indicated on their application materials.
- 1 WM and 1 UM did not come to their scheduled interviews.
- 1 WM withdrew his application.

The 1 HF selected had a Master’s of Science and experience with management and planning and operations, leadership and management. She had over ten years’ experience in public administration in various agencies.

Search – 2018001 – Health Educator (UCP 6) – Office of Health Education Coordinator

Description:

Under the direct supervision of the Director and Associate Director/Health Education Coordinator, the Health Educator assists in developing, coordinating, delivering and implementing health, wellness and prevention strategies. Works collaboratively among UConn faculty and staff, and students to address risk factors and promote protective factors associated with student health and safety.

DUTIES AND RESPONSIBILITIES

Works collaboratively with Wellness & Prevention staff, Department of Health Education including but not limited to:

- Provide comprehensive health education to UConn students both on and off campus
- Participate in the development of the Wellness & Prevention Department logic model based on social ecological model
- Assist the Associate Director/Coordinator with data collection and assessment
- Assist in developing health education strategic plan, goals, and measurable objectives for health promotion programs and services
- Assist in developing and delivering educational workshops and programs and assists with community outreach, other educational activities, including updates to website
- Implement programs on topics, including but not limited to, alcohol and other drugs (AOD), sexual health and stress; assist with orientation sessions
- Facilitate alcohol and marijuana one-on-one educational sessions and group educational sessions
- Assist Associate Director/Coordinator with the hiring, training, managing, supervising, and evaluation of paid and/or volunteer student staff, interns, and/or peer educators
- Participate in research and professional writing, publications, and/or presentations
- Assist with development of Department and University development of policies, procedures and publications
- Serve as a resource to the student community on matters related to Health & Wellness
- Consult and collaborates with Wellness & Prevention colleagues and various University Departments as needed
- Attend workshops and conferences and participates on University committees
- May participate in the planning, development and implementation of grant proposals
- Night and weekend flexibility
- Perform other duties related to the department as assigned by the Director and Associate Director/Coordinator

MINIMUM QUALIFICATIONS

- Bachelor's degree in public health, health education or social sciences or equivalent combination of education and experience
- Two years' experience in health education or public health
- Demonstrated knowledge of health promotion, behavior change, and population-based theories and models, in the context of higher education
- Demonstrated knowledge of management strategies/ecological model management of evidence-based health promotion programs/initiatives
- Demonstrated skills in a variety of educational methods including presentations, workshops, trainings, individual behavior change sessions, and small group discussion/facilitation
- Demonstrated ability to work with diverse population of students, faculty, and staff
- Demonstrated ability to work both independently and collaboratively
- Demonstrated excellent written, and oral communication skills and interpersonal skills, including presentation and public speaking
- Proficient in a variety of computer software applications (e.g. word processing, spreadsheet, PowerPoint, statistical software, web design, and graphic design software, etc.)

PREFERRED QUALIFICATIONS

- Certified Health Education Specialist (CHES), Certified in Public Health (CPH), or eligible and intent to become certified
- Evidence of ability to provide leadership and problem-solving skills in analyzing health promotion needs and emerging adults, especially college students
- Demonstrated knowledge of the ACHA Standards of Practice for Health Promotion in Higher Education (SPHPHE)
- Demonstrated experience in public health or health education in Higher Education
- Demonstrated experience in peer education in higher education
- Trained in Brief Alcohol Screening & Intervention for College Students (BASICS)

APPOINTMENT TERMS

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

Recruiting activities included postings to the UConn careers website, HERC, Inside Higher Ed., Diverse, Health Promotion listserv, NEHEN listserv, University of Cincinnati, and the Division of Student Affairs website

50 Total applicants: 7 WM, 32 WF, 3 BF, 2 HF, 4 AF, 1 UM, and 1 UF

47 Unqualified applicants: 6 WM, 31 WF, 3 BF, 2 HF, 3 AF, 1 UM, and 1 UF

- 3 WM, 20 WF, 3 BF, 1 HF, 3 AF, and 1 UF did not have the required two years of experience in health education or public health.
- 2 WM, 9 WF, 1 HF, and 1 UM did not indicate knowledge of health promotion, behavior change, and population-based theories and models, in the context of higher education in their application materials.
- 1 WM and 2 WF did not have a Bachelor's degree in public health, health education or social sciences or equivalent combination of education and experience.

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

- 1 WM had completed his training in Brief Alcohol Screening & Intervention for College Students, but did not have work experience in the area.
- 1 WF did not have strong knowledge of direct content area of health education based on responses to interview questions.

The 1 AF selected was equipped with strong health education skills due to her experience while in higher education. She has content knowledge of programming comparable to the needs of the department. Both her education and work experience closely fit with this position.

Category 3: Nonteaching Professional – UC Professional 5

Hiring goals: 4 WF, 1 AF

Hiring into Category: 7 WM, 12 WF, 2 BM, 2 BF, 1 HM, 1 HF, 1 AM, 1 AF

Goals met: 4 WF, 1 AF

2017518 – Art Museum Registrar – Benton Museum of Art

78 Total Applicants: 15 WM, 48 WF, 2 BM, 1 BF, 2 HF, 1 AM, 1 AF, 2 UM, 6 UF

66 Unqualified applicants: 13 WM, 40 WF, 1 BM, 1 BF, 2 HF, 1 AM, 1 AF, 2 UM, 5 UF

10 Qualified applicants: 2 WM, 7 WF, 1 BM

2 Interviewed applicants: 1 WF, 1 UF

Hired: 1 WF

This hire achieved a hiring goal.

2018280 – Writer/Editor 3 – Athletics Sports Information

74 Total Applicants: 44 WM, 18 WF, 5 BM, 1 BF, 1 HM, 3 HF, 1 UM, 1 UF

53 Unqualified applicants: 29 WM, 14 WF, 4 BM, 1 BF, 1 HM, 3 HF, 1 UM

15 Qualified applicants: 11 WM, 3 WF, 1 BM

6 Interviewed applicants: 4 WM, 1 WF, 1 UF

Hired: 1 WF

This hire achieved a hiring goal.

2018283 – University Accountant 1 – Accounting Office

28 Total Applicants: 8 WM, 12 WF, 1 BM, 1 BF, 1 AM, 4 AF, 1 UM

18 Unqualified applicants: 6 WM, 7 WF, 1 BM, 1 BF, 2 AF, 1 UM

3 Qualified applicants: 1 WM, 1 WF, 1 AM

7 Interviewed applicants: 1 WM, 4 WF, 2 AF

Hired: 1 WF

This hire achieved a hiring goal.

2018332 – Business Services Supervisor – Design and Document Production

6 Total Applicants: 1 WM, 4 WF, 1 BM

4 Unqualified applicants: 1 WM, 2 WF, 1 BM

1 Qualified applicants: 1 WF

1 Interviewed applicants: 1 WF

Hired: 1 WF

This hire achieved a hiring goal.

2018618 – SA Program Coord 2 – Student Activities

43 Total Applicants: 7 WM, 25 WF, 3 BF, 5 HF, 2 AF, 1 UF

23 Unqualified applicants: 4 WM, 15 WF, 4 HF

12 Qualified applicants: 2 WM, 7 WF, 2 BF, 1 AF

8 Interviewed applicants: 1 WM, 3 WF, 1 BF, 1 HF, 1 AF, 1 UF

Hired: 1 AF

This hire achieved a hiring goal.

Part-Time to Full-Time:

1 WM, 1 WF moved from part-time to fulltime

The 1WM hire achieved a hiring goal.

Search 2017400 – Residence Hall Director (UCP 5) – Residence Life

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 14 Schools and Colleges at its main campus in Storrs, four regional campuses throughout the state and our UConn Health Center is a world class recognized institution. The University of Connecticut is a Carnegie Foundation Research University-Extensive Institution, a Land Grant university and a Sea Grant college.

UConn Residential Life enhances students' personal, interpersonal, and intellectual growth by creating safe and inclusive environments, producing innovative programs and services, and fostering meaningful relationships. Our comprehensive, student-centered, residential program houses over 12,000 students. Approximately 70% of the undergraduate student population resides in university-managed housing. We offer our students an array of housing facilities and options to enhance their learning experience, including a variety of learning communities.

The Residence Hall Director, UCP 5 (HD) is responsible for student learning and community development in the residence halls. The HD supervises Resident Assistants (and may also supervise a graduate level Assistant Residence Hall Director) in an area of approximately 400-700 residents. The Hall Director facilitates residential students' personal, interpersonal, and intellectual growth. This is a full time 12 month live in position, with a typical work day being 10:00am-6:00pm. Reports to an Assistant Director of Residence Education.

DUTIES AND RESPONSIBILITIES

Student Learning and Growth

Residence Hall Directors are responsible for facilitating residential students' personal success, interpersonal competence, and intellectual fulfillment by implementing Residential Life's intentional, year-long educational plan.

1. Implement and assess educational plan within area of responsibility.
2. Initiate appropriate referrals regarding students' individual educational concerns.
3. Advise area's Hall Association.
4. Respond to needs of individual area which may include learning community and/or special interest housing.
5. Facilitate a discussion group section of EPSY 3235 (RA Class).
6. Serve as an Investigating Student Conduct Officer.

Community Development

Residence Hall Directors are responsible for developing inclusive living communities that are supportive and respectful of individual differences and rights of others.

1. Promote the standards and expectations for behavior as part of the residential community.
2. Assist community members in managing conflict between individuals and within groups to reach mutually negotiated resolutions.
3. Foster an engaged community in their area of assigned responsibility by being present in the community and building social connections among community members and staff.
4. Address issues related to safety, well-being, facilities, and emergencies by following Residential Life and university protocols.
5. Assume on-call responsibilities as required.

Supervision

Residence Hall Directors provide leadership to their staff by overseeing the operations of their area and developing individual staff members.

1. Provide on-going individual and group supervision for student staff.
2. Evaluate student staff and make recommendations regarding performance.
3. Facilitate training for student staff.
4. Recruit and select applicants for Resident Assistant and Student Worker positions.

Administrative Tasks

Residence Hall Directors effectively manage information and other resources to enhance the mission of Residential Life.

1. Communicate appropriately and in a timely manner with students, staff, faculty and other constituents.
2. Administer departmental processes and procedures and maintain accurate records.
3. Manage budget for area(s) of responsibility.
4. Assist with the selection of departmental professional and graduate staff.
5. Serve on committees and planning groups.
6. Assume assigned summer responsibilities.
7. Collaborate with Residential Services staff to maintain the area and implement strategies to educate residents and promote care of facilities.

Professional Development

Residential Life is dedicated to providing support and encouragement for individual staff members' professional development as it relates to the mission and goals of UConn Residential Life.

1. Participate in training held by Residential Life and the Division of Student Affairs.
2. Participate in national and regional professional organizations.
3. Develop and maintain an individual personal/professional development plan in consultation with supervisor.
4. Assist in departmental research projects.

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. An understanding of, sensitivity to, and desire to live and work with a diverse student population.
4. Experience enhancing students' academic and personal development through advising student groups, providing leadership training and program development.
5. Experience addressing individual student and community behavioral matters.
6. Ability to think critically and effectively plan and organize work.
7. 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.
8. 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

Please submit a letter of application, resume, and a list of three names and contact information for professional references. Please indicate the professional relationship of each reference and at least one of the references must be an immediate supervisor. Applications should be submitted electronically through UConn Jobs. An official transcript will be required if an invitation for an on-campus interview is extended. Applications will be accepted until the position is filled and review of applications will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017400)

Recruitment activities included postings on the UConn Careers website, NEACUHO listserv; higheredjobs.com; ACUHO listserv; Diverse Issues in Higher Education; The National Association of Student Personnel Administrators; and the American College Personnel Association.

153 Total Applicants: 42 WM, 47 WF, 9 BM, 13 BF, 10 HM, 8 HF, 7 AM, 2 AF, 10 UM, and 5 UF.

59 Unqualified applicants: 16 WM, 16 WF, 4 BM, 9 BF, 3 HM, 3 HF, 3 AM, 2 UM, and 3 UF.

- 13 WM, 12 WF, 2 BM, 5 BF, 1 HM, 1 HF, 2 AM, 1 UM, and 1 UF lacked a Master's degree and two years of residence hall experience or a Bachelor's degree and three or more years of professional residence hall experience.
- 3 WM, 4 WF, 2 BM, 4 BF, 2 HM, 2 HF, 1 AM, 1 UM, and 2 UF lacked supervision experience of residence halls or other staff in college or university residence halls or student affairs settings.

2 Qualified applicants: 1 WM and 1 WF.

- 1 WM and 1 WF lacked current membership or active involvement in related professional organizations.

92 Interviewed applicants: 25 WM, 30 WF, 5 BM, 4 BF, 7 HM, 5 HF, 4 AM, 2 AF, 8 UM, and 2 UF

- 10 WM, 18 WF, 2 BM, 1 BF, 3 HM, 2 HF, 1 AM, 1 AF, and 4 UM withdrew.
- 11 WM, 8 WF, 3 BM, 3 BF, 4 HM, 1 HF, 1 AM, 1 AF, 4 UM, and 2 UF were unable to demonstrate an understanding of, and sensitivity to a diverse student population in their responses to situational interview questions and demonstrated an ineffective approach to addressing individual and student community behavioral matters.
- 1 WF and 1 HF were offered positions for employment which they declined.
- 1 WF and 1 AM were hired and explained in the *2016 Affirmative Action Plan for Employment*.
- 3 WM and 2 WF were hired and explained in the *2017 Affirmative Action Plan for Employment*

The 1 WM selected clearly articulated his supervisory style, the strong manner in which he builds relationships with campus partners and spoke about how he would transition to working at a large, public institution His references were all strong. His previous supervisors talked about how he was a strong supervisor, was strong administratively and held staff accountable for shortcomings or deficiencies.

The 1 HF selected was organized and thoughtful in her responses and provided an overview of her current supervisory experience. She gave concrete examples to support her responses and demonstrated how her experiences have prepared her for the position. She exhibited a clear

understanding of the position and its responsibilities. Her references were positive and emphasized how she used theory to practice and was strong professionally.

The 1 AM selected was able to clearly demonstrate theory to practice and how that has been relevant within his graduate school and professional experience. He was able to speak about his experience with diversity and was ready to engage students in tough conversations surrounding various social justice topics. His references were all positive and spoke to how he was team centered and went above and beyond whatever was asked of him.

2017661 – Environmental Health and Safety Specialist 1 (UCP 5) – Division of Environmental Health and Safety

Type:**Description****ID:****Description:**

The Division of Environmental Health and Safety at the University of Connecticut, Storrs is seeking a Laboratory Health and Safety Specialist (Environmental Health and Safety Specialist), UCP 5. This position reports to the Chemical Health and Safety Manager or designee providing specialty technical services for the University in the area of laboratory safety and is responsible for supporting, developing and implementing the laboratory safety program. This position will serve the University community by conducting laboratory safety inspections, providing training to lab personnel, addressing laboratory safety issues and providing day-to-day guidance on laboratory safety matters.

DUTIES AND RESPONSIBILITIES

- Monitoring University compliance with applicable regulations and University policies in the area of laboratory safety through collection of appropriate data and records, and surveys of laboratories and other University facilities and operations, as needed.
- Providing consultation and training to the University community regarding appropriate procedures, controls, regulations and policies regarding safe laboratory practices, activities, equipment and environmental conditions that might have an impact on environmental health and safety.
- Conducts moderately complex surveys of University facilities and operations for existing hazardous conditions.
- Administers technical training programs regarding laboratory safety for University staff, as required by regulation, University policy or departmental directive.
- Participating in the review of standard operating or experimental procedures and the development of safety guidelines, communications, and educational information pertaining to laboratory safety.
- Compiling data and developing reports on laboratory safety and other environmental health and safety information.
- Investigates and submits written reports on incidents involving environmental health and safety matters.
- Responds to emergencies involving hazardous incidents to aid in remediation efforts on-site, as required.
- Potentially supervising professional and student staff.
- Performing related duties as required

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Environmental Health and Safety, Chemistry, Biology, Engineering or other closely related science field plus one years' experience in the field of health and safety or working in a research, teaching, diagnostic/clinical or quality control laboratory, OR Associate's degree in, Environmental Health and Safety, Chemistry, Biology, Engineering or other closely related science field plus three years' experience as noted above;
2. Knowledge of applicable laws, regulations, nationally recognized standards and guidelines relating to environmental health and safety;
3. Detail-oriented with a strong working ability with computer applications and database software; Knowledge of Microsoft Office products.
4. Excellent written and oral communication skills with the ability to interact effectively with a diverse community of University faculty, staff and students;
5. Ability to respond promptly in-person to all campus locations requiring environmental health and safety services, including the regional campuses, which may be outside of normal business hours.

PREFERRED QUALIFICATIONS

1. Professional certification in safety/health/environmental discipline (e.g., CSP, CHMM, etc.) or meets qualifications for certification.
2. Experience in an academic research environment
3. OSHA training (e.g., HAZWOPER) EPA training (e.g., RCRA)
4. Experience in presenting training before small and large groups.

APPOINTMENT TERMS

This is a full-time, 12 month permanent position based in Storrs. 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.

TO APPLY

Applications must be submitted online using UConn Jobs at <http://jobs.uconn.edu>. For full consideration, applications must include a cover letter, resume demonstrating how the qualifications and requirements of the position are met, and contact information for three professional references. An academic recommendation may substitute for one professional reference. 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 # 2017661)

Recruiting activities included postings on Indeed.com; EHS Careers; CSHEMA; and the NSC.

36 Total applicants: 19 WM, 11 WF, 1 BM, 1 BF, 1 HF, 1 AM, 1 AF, and 1 UF

27 Unqualified applicants: 14 WM, 9 WF, 1 BM, 1 HF, 1 AM, and 1 UF

- 1 WM did not have the required Bachelor's degree in EHS, Chemistry, Biology, and Engineering or other closely related science field plus one year of experience in the field of health and safety or working in a research, teaching, diagnostic/clinical or quality control laboratory.
- 3 WM and 3 WF did not have the required knowledge of applicable laws, regulations, nationally recognized standards and guidelines relating to environmental health and safety based on their work history.
- 2 WM and 3 WF's application materials did not indicate the required knowledge of applicable laws, regulations, nationally recognized standards and guidelines relating to environmental health and safety and knowledge of Microsoft Office Products.
- 8 WM, 3 WF, 1 BM, 1 HF, 1 AM, and 1 UF application materials did not indicate knowledge of Microsoft Office Products.

9 Interviewed applicants: 5 WM, 2 WF, 1 BF, and 1 AF

- 1 WM did not have the preferred qualifications of experience in an academic research environment, experience in presenting training before small and large groups and his work experience involved asbestos and lead inspections and abatement.
- 1 WM did not have the preferred qualifications of experience in an academic research environment; OSHA training (e.g., HAZWOPER) and EPA training (e.g., RCRA) and his work experience did not involve chemistry or chemical safety.
- 1 WM and 1 WF withdrew their applications.
- 1 BF did not have the preferred qualifications of experience in presenting training before small and large groups, and her work experience was in air pollution.
- 1 AF did not have the preferred qualifications of OSHA training (e.g., HAZWOPER) and EPA training (e.g., RCRA).
- 1 WF declined the offer.

The 1 WM selected met all requirements. He had experience working with standard operating procedures in quality control labs, and experience teaching. He also had a background in teaching which was transferrable to the training aspect of this position.

The 1 WM selected met all requirements. He had experience in contributing to a Chemical Hygiene Plan, conducting safety training and writing standard operating procedures.

Search 2017679 – Writer/Editor 3 – Engineering Department

Description Job Posting

Type:

Description

ID:

Description:

The University of Connecticut's School of Engineering (UConn Engineering) seeks an experienced Writer/Editor to provide advanced level writing and editing for a wide range of written materials and to assist in the development of an overall communication strategy for the School. Under the general direction of a designated supervisor, the successful candidate will be expected to develop, write and edit news articles, press releases, concept papers, brochures, and website and social media content that are designed to inform target audiences about UConn Engineering programs.

Incumbents are expected to exercise originality, creativity and to regularly develop his/her own ideas and strategies within broad guidelines established by the supervisor. Work is usually difficult, varied and requires a sound understanding of subject and target audience. Work may also 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. At least two years of writing experience in a professional capacity.
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 developing communication strategies for an organization.
2. Experience writing on scientific topics.
3. Experience in writing speeches, video scripts, and collateral pieces.
4. Experience in conceiving Web navigation/architecture as well as web content.
5. Familiarity with social media.
6. Experience in writing nominations for awards and recognitions.
7. Experience in interacting with individuals from diverse backgrounds.
8. Experience working in a university environment.

TO APPLY

Please apply online at UConn Jobs, at www.jobs.uconn.edu, Staff Positions (Search # 2017679) to submit a **cover letter, resume, the names and contact information of three professional references, and two - five writing samples**. Please provide a variety of different types of writing and explain your contribution on each. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017679)

Recruiting activities included postings on the UConn Careers website, New England Science Writers; LinkedIn (alumni, directors, and personal contacts); and Facebook (alumni, directors, and personal contacts).

39 Total applicants: 15 WM, 20 WF, 2 AF, and 2 UM

23 Unqualified applicants: 9 WM, 11 WF, 2 AF, and 1 UM

- 1 WM did not have the required Bachelor's degree in Journalism, English, Communications or related field or equivalent combination of education and experience.
- 4 WM, 3 WF, 2 AF, and 1 UM did not submit the requested cover letter, resume, references, and writing samples.
- 4 WM and 6 WF did not have the required 2 years of writing experience in a professional capacity.

- 2 WF did not have the required advanced writing and grammatical skills, as demonstrated by submitted writing samples.

10 Qualified applicants: 4 WM, 5 WF, and 1 UM

- 1 WM did not have the preferred qualifications of experience of writing speeches, video scripts, and collateral pieces; experience in conceiving Web navigation/architecture as well as web content; experience in writing nominations for awards and recognitions; and experience working in a university environment.
- 1 WM did not have the preferred qualifications of experience developing communication strategies for an organization; experience in conceiving Web navigation/architecture as well as web content; experience in writing nominations for awards and recognitions; and experience working in a university environment.
- 1 WM did not have the preferred qualifications of experience writing on scientific topics; experience in writing speeches, video scripts, and collateral pieces; experience in writing nominations for awards and recognitions; and experience working in a university environment.
- 1 WM did not have the preferred qualifications of experience writing on scientific topics; and experience in writing nominations for awards and recognitions.
- 1 WF did not have the preferred qualifications of experience developing communication strategies for an organization; experience in writing speeches, video scripts, and collateral pieces; experience in conceiving Web navigation/architecture as well as web content; familiarity with social media; experience in writing nominations for awards and recognitions; and experience working in a university environment.
- 1 WF did not have the preferred qualification of experience working in a university environment and her writing samples contained jumbled ideas and gaps of information.
- 1 WF did not have the preferred qualifications of experience in writing speeches, video scripts, and collateral pieces; experience in writing nominations for awards and recognitions; and experience working in a university environment.
- 1 WF did not have the preferred qualifications of experience writing on scientific topics; and experience in writing speeches, video scripts, and collateral pieces.
- 1 UM did not have the preferred qualifications of experience in conceiving Web navigation/architecture as well as web content; experience in writing nominations for awards and recognitions; and experience working in a university environment.
- 1 WF did not have the preferred qualifications of experience in writing speeches, video scripts, and collateral pieces and experience in writing nominations for awards and recognitions.

6 Interviewed applicants: 2 WM and 4 WF

- 1 WM only provided single answer responses to interview questions and was unable to provide detailed examples of his experience.
- 1 WF did not provide clear detailed examples in response to interview questions and was unable to convey the required experience with web and social media communications.

- 1 WF did not provide clear detailed examples in response to interview questions and was unable to convey the required experience for writing and editing a wide range of written materials.
- 1 WF did not have advanced communication skills because she was unable to provide concise and to the point answers to interview questions. She wandered off the point, and this raised concerns about her ability to focus.
- 1 WF responses to interview questions were focused on a business culture and not an academic culture. She did not have experience with higher education and would need training on academic culture.

The 1 WM selected had the preferred qualifications of experience developing communication strategies for an organization; experience writing on scientific topics; experience in writing speeches and collateral pieces; experience in conceiving Web navigation/architecture as well as web content; experience with social media; experience in interacting with individuals from diverse backgrounds; and experience working in a university environment. His writing samples were detailed and organized. He provided clear detailed examples in response to interview questions and he asked pertinent questions which demonstrated his diversity of experience, background, and willing to take on new initiatives.

Search 2018551 - Admissions Officer (UCP 5) – Undergraduate Admissions

The Office of Undergraduate Admissions at the University of Connecticut invites applications for a full-time, twelve-month position of Admissions Officer. Under the supervision of the Senior Associate Director, successful candidate will serve as a representative of the University of Connecticut in assigned territories to prospective students, school counselors and other relevant parties in support of new undergraduate enrollment initiatives. Individual will also participate in application review, which includes assessment of applicants for admission, scholarships, honors and other programs. Out-of-state territories available, to include California, with the possibility to reside in these areas. Admissions Officers perform duties related to the recruitment, admission, and enrollment of undergraduates in accordance with University and departmental policies. Multiple positions are available.

DUTIES AND RESPONSIBILITIES

- Develops and promotes undergraduate student recruitment and outreach efforts for the Office of Undergraduate Admissions.
- Evaluates and processes admissions applications in accordance with University policies, goals and rules on admissibility of undergraduate students.
- Advises applicants regarding admissions requirements, eligibility for admission, program options, residency requirements and other matters related to their admission to the University.
- Serves as team leader for freshman application review for Storrs and regional campuses for assigned region.
- Keeps informed regarding academic program requirements, enrollment restrictions and other issues related to recruiting and admitting students.
- Engages in extensive in-state and/or out-of-state travel to recruit prospective students.
- Assists in maintaining and updating admission records and compiles admissions reports as directed.
- Actively participates in recruiting students through promotional activities such as personal contact with counselors, students individually and in groups, schedule visits to high school and college fairs, panel discussions, presentations and newsletters.
- Conducts territory analysis to identify productive enrollment targets and opportunities within assigned territories.
- Coordinate to ensure UConn representation at college fairs, high school visits, panel presentations and recruitment activities in assigned region.
- Serves as primary contact for the assigned region and as a resource to prospective students, parents, guidance counselors, educators and the University community.
- Interprets admission policies and respond to inquiries about academic programs, campus life and requirements making appropriate referrals as necessary.
- May assume management of various outreach and/or recruitment programs requiring special recruiting efforts and knowledge of particular needs of target groups.
- Provides support and assistance to admission programs as assigned.
- Recognizes and complies with relevant rules and regulations of the National Collegiate Athletic Association (NCAA).
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Experience in some area of student affairs or prior Admissions experience.
- Experience with utilizing technology in work responsibilities.
- Strong organizational, interpersonal, verbal and written communication skills.
- Demonstrated ability to make independent judgments and work under pressure.
- Demonstrated ability for accuracy and attention to detail.
- Willingness to travel in-state and out-of-state, and work flexible and irregular hours.
- Valid driver's license and proof of insurability.
- Familiarity with on-line computer information systems.

PREFERRED QUALIFICATIONS

- Experience working in organizations committed to global diversity.
- Experience in print and electronic communications.

APPOINTMENT TERMS

This is a full-time, permanent position slated to begin in late July. Salary is commensurate with qualifications and experience and includes a comprehensive benefits package.

TO APPLY

For full consideration, please submit **cover letter, resume, and contact information for three professional references** via UConn Jobs at www.jobs.uconn.edu, Staff Positions. Applicants not submitting all of 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. (Search # 2018551)

This posting is scheduled to be removed at 11:59 p.m. EST on Thursday, June 7, 2018.

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

Recruitment activities included postings on the UConn and NACAC websites.

94 Total Applicants: 12 WM, 53 WF, 3 BM, 8 BF, 1 HM, 5 HF, 1 AM, 6 AF, 1 UM, and 4 UF

81 Unqualified Applicants: 9 WM, 49 WF, 3 BM, 8 BF, 1 HM, 4 HF, 3 AF, 1 UM, and 3 UF

- 1 WM and 1 WF did not have a Bachelor's degree.
- 1 WM, 34 WF, 3 BM, 3 BF, 2 HF, 2 AF and 1 UM did not have experience in areas of student affairs or prior Admissions experience.
- 6 WM, 13 WF, 5 BF, 1 HM, 1 HF, 1 AF, and 2 UF submitted incomplete application packages.
- 1 UF did not demonstrate ability for accuracy and attention to detail as exhibited by a poorly written cover letter.
- 1 WM, 1 WF, and 1 HF withdrew their applications after submission.

13 Interviewed Applicants: 3 WM, 4 WF, 1 HF, 1 AM, 3 AF, and 1 UF

- 1 WF responses to interview questions indicated that she did not possess the professional Admissions or related experience as indicated in her application materials.
- 1 WM and 1 UF incomplete answers to interview conveyed a lack of understanding of position requirements and related skills.
- 1 AF did not have an understanding of the position and did not possess the appropriate experience required for the position.
- 1 AF responses to interview questions indicated that she did not have strong communication skills required for the position.
- 1 AF experience was non-traditional in that all of her work was with on-line students for both recruitment and application review.
- 1 AM stated her interest in clinical social work and talent development along with running her own business which would conflict with the duties of this position.

- 1 WM, 1 WF, and 1 HF withdrew their applications.

The 1 WM selected had a strong understanding of position requirements, territory management and understood the mission of competitive recruitment. He possessed strong communication skills and had experience working with global communities

The 1 WF selected had an understanding of the position requirements related to competitive recruitment and financial aid policies. She possessed strong communication skills and demonstrated the ability to work independently as exhibited by her current function in Financial Aid.

The 1 WF selected possessed a strong understanding of job requirements and responsibilities. She had experience working as a regional admissions officer so she understood the mission of out of state recruitment, working independently and meeting goals and deadlines. She also possessed excellent communication skills.

Search 2018364 – Residence Hall Director (UCP 5) – Residential Life

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 14 Schools and Colleges at its main campus in Storrs, four regional campuses throughout the state and our UConn Health Center is a world class recognized institution. The University of Connecticut is a Carnegie Foundation Research University-Extensive Institution, a Land Grant university and a Sea Grant college.

UConn Residential Life enhances students' personal, interpersonal, and intellectual growth by creating safe and inclusive environments, producing innovative programs and services, and fostering meaningful relationships. Our comprehensive, student-centered, residential program houses over 12,000 students. Approximately 70% of the undergraduate student population resides in university-managed housing. We offer our students an array of housing facilities and options to enhance their learning experience, including a variety of learning communities.

The Residence Hall Director (HD) is responsible for student learning and community development in the residence halls. The HD supervises Resident Assistants (and may also supervise a graduate level Assistant Residence Hall Director) in an area of approximately 400-700 residents. The Hall Director facilitates residential students' personal, interpersonal, and intellectual growth. This is a full time 12 month live in position, with a typical work day being 10:00am-6:00pm. Reports to an Assistant Director of Residence Education.

DUTIES AND RESPONSIBILITIES

Student Learning and Growth

Residence Hall Directors are responsible for facilitating residential students' personal success, interpersonal competence, and intellectual fulfillment by implementing Residential Life's intentional, year-long educational plan.

1. Implement and assess educational plan within area of responsibility.
2. Initiate appropriate referrals regarding students' individual educational concerns.
3. Advise area's Hall Association.
4. Respond to needs of individual area which may include learning community and/or special interest housing.
5. Facilitate a discussion group section of EPSY 3235 (RA Class).
6. Serve as an Investigating Student Conduct Officer.

Community Development

Residence Hall Directors are responsible for developing inclusive living communities that are supportive and respectful of individual differences and rights of others.

1. Promote the standards and expectations for behavior as part of the residential community.
2. Assist community members in managing conflict between individuals and within groups to reach mutually negotiated resolutions.
3. Foster an engaged community in their area of assigned responsibility by being present in the community and building social connections among community members and staff.
4. Address issues related to safety, well-being, facilities, and emergencies by following Residential Life and university protocols.
5. Assume on-call responsibilities as required.

Supervision

Residence Hall Directors provide leadership to their staff by overseeing the operations of their area and developing individual staff members.

1. Provide on-going individual and group supervision for student staff.
2. Evaluate student staff and make recommendations regarding performance.
3. Facilitate training for student staff.
4. Recruit and select applicants for Resident Assistant and Student Worker positions.

Administrative Tasks

Residence Hall Directors effectively manage information and other resources to enhance the mission of Residential Life.

1. Communicate appropriately and in a timely manner with students, staff, faculty and other constituents.
2. Administer departmental processes and procedures and maintain accurate records.
3. Manage budget for area(s) of responsibility.
4. Assist with the selection of departmental professional and graduate staff.
5. Serve on committees and planning groups.
6. Assume assigned summer responsibilities.
7. Collaborate with Residential Services staff to maintain the area and implement strategies to educate residents and promote care of facilities.

Professional Development

Residential Life is dedicated to providing support and encouragement for individual staff members' professional development as it relates to the mission and goals of UConn Residential Life.

1. Participate in training held by Residential Life and the Division of Student Affairs.
2. Participate in national and regional professional organizations.
3. Develop and maintain an individual personal/professional development plan in consultation with supervisor.
4. Assist in departmental research projects.

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. An understanding of, sensitivity to, and desire to live and work with a diverse student population.
4. Experience enhancing students' academic and personal development through advising student groups, providing leadership training and program development.
5. Experience addressing individual student and community behavioral matters.
6. Ability to think critically and effectively plan and organize work.
7. 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.
8. 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.

Recruitment activities included postings on the UConn Careers website, with the NEACUHO listserv; higheredjobs.com; ACUHO listserv; Diverse Issues in Higher Education; The National

Association of Student Personnel Administrators; and the American College Personnel Association.

182 Total applicants: 38 WM, 50 WF, 23 BM, 22 BF, 14 HM, 13 HF, 10 AM, 3 AF, 1 UM, and 8 UF

62 Unqualified applicants: 11 WM, 11 WF, 9 BM, 12 BF, 4 HM, 4 HF, 3 AM, 2 AF, 1 UM, and 5 UF

- 10 WM, 10 WF, 8 BM, 12 BF, 4 HM, 4 HF, 3 AM, 2 AF, 1 UM, and 5 UF did not have a Master's degree and two years residence hall experience or a Bachelor's degree and three or more years professional residence hall experience.
- 1 WM, 1 WF, 1 BM submitted incomplete applications.

89 Qualified applicants: 19 WM, 30 WF, 10 BM, 7 BF, 8 HM, 6 HF, 5 AM, 1 AF, and 3 UF

- 15 WM, 27 WF, 6 BM, 4 BF, 6 HM, 4 HF, 2 AM, 1 AF, and 3 UF withdrew
- 1 WM, 1 WF, 1 BM, 3 BF, 1 HM, 1 HF, and 1 AM did not possess a Master's degree in college student personnel, higher education, counseling or at least five years of university residence Hall supervisory experience.
- 3 WM, 2 WF, 3 BM, 1 HM, 1 HF, and 2 AM did not have two or more years of post-Master's residence hall work experience.

31 Interview applicants: 8 WM, 9 WF, 4 BM, 3 BF, 2 HM, 3 HF, and 2 AM

- 6 WM, 2 WF, 3 BM, 2 BF, 1 HM, 2 HF, and 2 AM were scheduled for in-person interviews as the search is still open and ongoing.
- 1 WM, 5 WF, and 1 HF did not provide complete, clear and detailed responses to interview questions.
- 1 WF answers to questions focused on orientation and she did not provide complete answers to questions regarding Residential Life experience.

The 1 WM selected clearly articulated his supervisory style, the strong manner in which he builds relationships with campus partners and spoke about how he would transition to working at a large, public institution. During the Diversity Statement session, the candidate expressed his experiences as a social justice and diversity advocate. The candidate also discussed his own journey with diversity and social justice. The candidate's references indicated he was a strong supervisor and was strong administratively, holding staff accountable for shortcomings or deficiencies.

The 1 WF selected clearly articulated her experiences as they relate to a student centered approach and focus on diversity and inclusion. She also discussed conflict management, and her attention to restorative practices. She spoke to her experience supervising undergraduate and graduate students; to developing an identity-based learning community, and ability to balance administrative responsibilities with building good working relationships. Her references were positive and indicated she was a strong supervisor

The 1 BM selected was organized and thoughtful in his responses to interview questions. He exhibited a clear understanding of the position and its responsibilities and provided an overview of his current supervisory experience. He gave concrete examples to support his responses and demonstrated how his experiences have prepared him for the position. In his responses to questions, he was able to demonstrate clearly how his graduate experience would translate into working as a professional and in a large department. He also clearly indicated that his strength was with supervision and diversity/social justice education.

The 1 BF selected clearly articulated her supervisory style in her responses to interview questions. She discussed the different Learning Communities that she works with and the different strategies that she uses to build relationships and establish partnerships with the faculty that work with these communities. During the Diversity Statement session, the candidate expressed her experiences as a social justice and diversity advocate and discussed how she navigates her current work environment. In her responses to questions, she was able to demonstrate clearly how her graduate experience would translate into working as a professional and in a large department. She also clearly indicated that her strength was with supervision and diversity/social justice education and working with Learning Community/Special Interest Housing.

The 1 HM selected clearly articulated his experiences as they relate to a student-centered approach and focus on diversity and inclusion. He also discussed conflict management, and spoke to his experience supervising undergraduate students at different institutions and his ability to balance administrative responsibilities with building good working relationships. He specifically focused on the ways in which he would integrate himself into a large department/university setting. His references were positive indicating his strengths were in administration and interpersonal relationship building.

Search 2018234 – Purchasing Agent 1 (UCP 5) – Procurement Services

Under the supervision of the Associate Director of Procurement and/or designated supervisor the Purchasing Agent 1 is responsible for independently performing a full range of routine procurement duties involving the purchase of audio visual, telecom, IT hardware, or other assigned commodities requiring specialized technical expertise in limited areas. This position will support the audio visual, telecom and IT hardware needs across all University campuses, including the Health Center in Farmington.

DUTIES AND RESPONSIBILITIES

1. Reviews limited value purchase orders and purchase requisitions for assigned commodities [audio visual, telecom, IT hardware, or other as assigned] for accuracy; determines correct method for procuring goods and services in accordance with state statutes, rules and regulations, and University policies and procedures.
2. Authorizes limited value purchase orders within specified and authorized dollar limits.
3. Solicits competitive bids from vendors; assists in developing specifications to clearly define precise product requirements; develops special terms and conditions, as required, to protect the University's interests relative to contractual obligations.
4. Works with Procurement Sourcing Specialists in evaluating sources that can provide essential goods and services to support the University's needs; analyses and interprets price trends and market conditions which affect assigned commodities and makes recommendations to Associate Director or designated team leader.
5. Monitors vendor and product performance to ensure compliance with contractual obligations; develops vendor database and continually maintains and updates this list to reflect changes relative to new techniques discontinued capabilities, new services added and salient information relative to past vendor performance.
6. In area of assigned commodities [audio visual, telecom, IT hardware, or other as assigned], works with requesting departments recommending procedures that will accomplish their business goals in the most cost-effective manner.
7. May provide staff training for Purchasing Assistants on the buying team; provides training for clients relative to State and University purchasing policies and procedures.
8. Acts as team leader for the acquisition of all assigned commodities during the absence of the Purchasing Agent 2.
9. Assists team leader, as required, with annual performance evaluations for team members.
10. Serves as a liaison between the University, Department of Administrative Services and/or other State agencies, as required.
11. Negotiates settlements as necessary to resolve disputes arising from the purchase of assigned commodities. e.g., product replacements, acceptance of damaged goods with price concessions, out-of-warrant product failures, additional vendors services, etc.
12. Travels to all Regional Campuses and UConn Health, as required.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in discipline appropriate to assigned commodities and one year professional experience in a comparable environment OR equivalent combination of education and experience.
2. Comprehensive working knowledge of topics specific to assigned commodities.
3. Ability to analyze complex proposals.
4. Demonstration of good organizational and interpersonal skills.
5. Experience with computers and Microsoft Office Suite (including Excel, Access, PowerPoint).
6. Dependable transportation and ability to travel.

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 performing purchasing and accounts payable functions.
4. Experience and understanding of the requirements associated with competitive bidding processes, i.e. Requests for Proposals (RFP's), Sole Source Justifications, etc.
5. Knowledge of State procurement laws relative to assigned commodities.
6. Experience in working with vendors in obtaining quotes and/or other pertinent vendor information.

Recruiting activities included postings on the UConn Careers website: MinorityJobs.net, Indeed.com, Connecticut Colleges Purchasing Group (CCPG), National Association of Educational Procurement, Connecticut Minority Supplier Defence Council, Urban League, and UConn – Procurement Services

23 Total Applicants: 9 WM, 12 WF, 1 BM, and 1 AF

11 Unqualified Applicants: 5 WM, 5 WF, and 1 BM

- 5 WM, 5 WF, and 1 BM did not possess Bachelor's degrees in discipline appropriate to assigned commodities and 1 year professional experience in a comparable environment or the equivalent combination of education and experience.

4 Qualified Applicants: 1 WM and 3 WF

- 1 WM, 2 WF did not have experience and understanding of the requirements associated with competitive bidding processes.
- 1 WF did not have experience with KFS or similar electronic financial record system.

8 Interviewed Applicants: 3 WM, 4 WF, and 1 AF

- 2 WF withdrew.
- 1 WM was found to not have IT related procurement experience.
- 1 WM did not have hands-on accounts payable experience.
- 1 WM responses were vague in responses to questions about his knowledge of electronic financial systems.
- 1 WF provided vague answers to questions about State procurement laws.
- 1 AF provided short responses and often indicated that she would refer to supervisor if she was not familiar with a particular task.

The 1 WF selected had over five years of related experience and knowledge of KFS, the bidding process, contracting policies, and contract negotiation experience. The applicant displayed strong work ethic and a high focus on customer service. Her background in procurement, high level in executive support, and proven growth in work track record were indicative of her knowledge and experience required for position, as well as reliability and flexibility to meet constantly changing demands of department and campus community.

Search 2018344 – Veterinary Technician/Animal Care Specialist (UCP 5) – Animal Care Services

Job Posting:

The incumbent will be an integral member of a team of professionals providing general veterinary care for animals used for research and teaching purposes and will work in cooperation with Animal Care Services and research/teaching personnel to ensure compliance with all applicable regulations, approved research and teaching protocols, and standards of good veterinary care and animal husbandry. The incumbent is expected to work with minimal supervision but within the defined procedures, guidelines, and expectations established by the laboratory animal veterinarians.

Under the direction and supervision of laboratory animal veterinarians, the incumbent will participate in the administration of a veterinary care and animal health maintenance program; routinely conduct animal rounds to monitor the health status and well-being of the animals; provide animal treatments; perform routine clinical, diagnostic, and laboratory procedures; provide anesthesia and surgical support; have a major role in the health surveillance programs of rodent and rabbit populations; assist with rodent import/export requests; maintain compliant animal and training records, and prepare reports.

The incumbent will be experienced in performing proper handling and restraint of laboratory animals, inoculation, blood and tissue collection, venipuncture procedure and diagnostic testing. Experience in anesthesia and aseptic surgery will be required for clinical support.

The incumbent will assist with the training of the animal care staff and researchers.

If incumbent does not have ALAT certification currently then certification MUST be obtained within 1 year of start of employment.

The incumbent will interact with all levels of animal research personnel and management and must possess courtesy, tact, patience and the ability to represent the department in a positive and professional manner. The incumbent must be able to maintain confidentiality. Excellent time management, organizational, and communication skills, verbal and written, are essential. This position is considered "Emergency Support."

DUTIES AND RESPONSIBILITIES

1. Be part of a team providing a comprehensive veterinary care program for animals used for research and teaching. Conduct animal rounds and work in cooperation with department and research personnel to ensure compliance with all applicable regulations, approved research and teaching protocols, and standards of good veterinary care. Maintain good communication with department veterinary staff, animal care staff, researchers and students.
2. Perform animal health evaluations, including anesthesia, pre-surgical preparation, post-surgical monitoring, maintenance of compliant animal and training records, quarantine procedures, inoculations, blood and tissue collection, diagnostic testing and documentation.
3. Assist the veterinarians in managing the sentinel program for rodents and other species, and supporting research and teaching protocols. Assist with the import and export of animals to and from other institutions. Receive new animals and ensure animals meet established standards of good health and, in conjunction with the department veterinary staff, make recommendations related to proper standards of animal care.
4. Assist in the training and orientation of animal care staff, researchers and students and under the direction of veterinarian, develop and conduct training related to proper standards of veterinary care.
5. Participate in selection and use of veterinary and other equipment and provide training on the equipment.
6. Must be able to be on call for weekends on a rotating basis and occasional holiday work is required.
7. Maintain vet pharmacy, SDS books in multiple buildings, check monthly procedure room and surgery logs, perform quarterly microbial/spore testing for caging equipment and sanitation efficacy testing.
8. Be a backup for another vet technician and Hazard Communication and SDS trainer.
9. Be able to perform animal husbandry and other duties and tasks as assigned or required.

MINIMUM QUALIFICATIONS

1. Bachelors' degree in animal science, veterinary technology, biology or a related field; or an associate's degree in veterinary technology/technical sciences or related field and equivalent experience

2. Active veterinary technician certification/license (CVT, RVT, LVT, LVMT) in good standing in a least one state within the US
3. At least three years of experience working in a responsible and high level veterinary technician position.
4. Ability to work professionally, cooperatively, and effectively with faculty, technicians, animal care workers, students, inspectors, regulators, and veterinarians. Superior interpersonal skills are essential.
5. Good organization skills with an attention to accuracy and detail; good time management and good problem solving skills.
6. Excellent verbal and written skills with demonstrated computer skills in Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
7. Must be able to be on call for weekends on a rotating basis and occasional holiday work is required.
8. Valid state driver's license.
9. An annual flu shot vaccination may be required.

PREFERRED QUALIFICATIONS

1. AALAS certification at the ALAT level or higher
2. Familiarity with USDA covered species
3. Demonstrated clinical and technical expertise with a variety of species
4. At least two years of working in a responsible and high level veterinary technician position must have been spent in an academic or research environment
5. Knowledge of Federal Animal Welfare Act regulations, IACUC regulations, and the Guide for the Care and Use of Laboratory Animals.
6. Knowledge of standard laboratory practice and research protocols
7. Specialized technical expertise including demonstrated clinical skills and anesthesia/surgical support skills, as required by the veterinarian and/or department to be served.
8. The ability to maintain accurate and compliant records, prepare reports, plan for anticipated needs, and maintain confidentiality.

TO APPLY

Please apply online at UConn Jobs, www.jobs.uconn.edu, Staff Positions. Interested candidates should submit a **letter of application** and **resume** that demonstrate how you meet the minimum qualifications and any preferred qualifications you may have for this position, and a list of contact information, including phone numbers for **three professional references**.

Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018344)

This posting is scheduled to be removed at 11:59 p.m. March 9, 2018.

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 posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, and other job boards.

5 Total applicants: 3 WF, 1 UF, and 1 UM

5 Interviewed applicants: 3 WF, 1 UF, and 1 UM

- 1 WF was unable to fulfill full time employment for the position.
- 1 UM did not answer questions correctly regarding technical and clinical protocols with several species.
- 1 WF and 1 UF declined the offer.

The 1 WF selected had a Bachelor of Science in Veterinary Technology and relevant work experience as a veterinary technician at multiple animal facilities and Tufts University School of

Veterinary Medicine. Her experience showed her knowledge of standard laboratory practices, protocols, clinical skills, and supporting skills.

Search 2018658 - Residence Hall Director (UCP 5) - Residential Life

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 14 Schools and Colleges at its main campus in Storrs, four regional campuses throughout the state and our UConn Health Center is a world class recognized institution. The University of Connecticut is a Carnegie Foundation Research University-Extensive Institution, a Land Grant university and a Sea Grant college.

UConn Residential Life enhances students' personal, interpersonal, and intellectual growth by creating safe and inclusive environments, producing innovative programs and services, and fostering meaningful relationships. Our comprehensive, student-centered, residential program houses over 12,000 students. Approximately 70% of the undergraduate student population resides in university-managed housing. We offer our students an array of housing facilities and options to enhance their learning experience, including a variety of learning communities.

DUTIES AND RESPONSIBILITIES

The Residence Hall Director (HD) is responsible for student learning and community development in the residence halls. The HD supervises Resident Assistants (and may also supervise a graduate level Assistant Residence Hall Director) in an area of approximately 150-300 residents. The Hall Director facilitates residential students' personal, interpersonal, and intellectual growth. This position reports to an Assistant Director of Residence Education.

Duties/essential functions may include, but are not limited to, the following:

Student Learning and Growth

Residence Hall Directors are responsible for facilitating residential students' personal success, interpersonal competence, and intellectual fulfillment by implementing Residential Life's intentional, year-long educational plan.

- a. Implement and assess educational plan within area of responsibility.
- a. Initiate appropriate referrals regarding students' individual educational concerns.
- b. Advise area's Hall Association.
- c. Respond to needs of individual area which may include learning community and/or special interest housing.
- d. Facilitate a discussion group section of EPSY 3235 (RA Class).
- e. Serve as an Investigating Student Conduct Officer.

Community Development

Residence Hall Directors are responsible for developing inclusive living communities that are supportive and respectful of individual differences and rights of others.

- a. Promote the standards and expectations for behavior as part of the residential community.
- b. Assist community members in managing conflict between individuals and within groups to reach mutually negotiated resolutions.
- c. Foster an engaged community in their area of assigned responsibility by being present in the community and building social connections among community members and staff.
- d. Address issues related to safety, well-being, facilities, and emergencies by following Residential Life and university protocols.
- e. Assume on-call responsibilities as required.

Supervision

Residence Hall Directors provide leadership to their staff by overseeing the operations of their area and developing individual staff members.

- a. Provide on-going individual and group supervision for student staff.
- b. Evaluate student staff and make recommendations regarding performance.
- c. Facilitate training for student staff.
- d. Recruit and select applicants for Resident Assistant and Student Worker positions.

Administrative Tasks

Residence Hall Directors effectively manage information and other resources to enhance the mission of Residential Life.

- a. Communicate appropriately and in a timely manner with students, staff, faculty and other constituents.
- b. Administer departmental processes and procedures and maintain accurate records.
- c. Manage budget for area(s) of responsibility.
- d. Assist with the selection of departmental professional and graduate staff.
- e. Serve on committees and planning groups.
- f. Assume assigned summer responsibilities.
- g. Collaborate with Residential Services staff to maintain the area and implement strategies to educate residents and promote care of facilities.

Professional Development

Residential Life is dedicated to providing support and encouragement for individual staff members' professional development as it relates to the mission and goals of UConn Residential Life.

- a. Participate in training held by Residential Life and the Division of Student Affairs.
- b. Participate in national and regional professional organizations.
- c. Develop and maintain an individual personal/professional development plan in consultation with supervisor.
- d. Assist in departmental research projects.

MINIMUM QUALIFICATIONS

- a. Master's Degree and two years of residence hall experience or Bachelor's Degree and three or more years of professional residence hall experience.
- b. Supervision of residence hall or other staff in college or university residence halls or student affairs settings.
- c. An understanding of, sensitivity to, and desire to live and work with a diverse student population.
- d. Experience enhancing students' academic and personal development through advising student groups, providing leadership training and program development.
- e. Experience addressing individual student and community behavioral matters.
- f. Ability to think critically and effectively plan and organize work.
- g. 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.
- h. Willingness to work irregular and flexible hours.

PREFERRED QUALIFICATIONS

- a. Master's degree in college student personnel, higher education, counseling or at least five years of university residence hall supervisory experience.
- b. Two years or more of post Master's residence hall work experience.
- c. 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 apply online using UConn Jobs, Staff Positions via www.jobs.uconn.edu to upload a resume, cover letter and list of three (3) professional references, including names, addresses and telephone numbers. At least one of those references must be an immediate supervisor. Please indicate the professional relationship of each reference to the candidate. An official transcript will be required if an invitation for an on-campus interview is extended. Applications will be accepted until the positions are filled and review of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment background check. (Search # 2018658).

Recruiting activities included postings on the UConn Careers website, NEACUHO listserv; HigherEdJobs.com; ACUHO listserv; Diverse Issues in Higher Education; NASPA online and TPE conference; and the American College Personnel Association.

34 Total applicants: 12 WM, 7 WF, 5 BM, 1 BF, 1 HM, 3 HF, 3 AM, 1 UM, and 1 UF

19 Unqualified applicants: 7 WM, 2 WF, 4 BM, 1 BF, 1 HM, 2 HF, 1 UM, and 1 UF

- 5 WM, 2 WF, 4 BM, 1 HM, 1 HF, and 1 UF did not have the required Master's degree and two years of residence hall experience or a Bachelor's degree with at least three of professional residence hall experience.
- 2 WM, 1 BF, 1 HF, and 1 UM did not have the required experience of supervision of residence hall or other staff in college or university residence halls or student affairs settings and experience addressing individual student and community behavioral matters.

15 Interviewed applicants: 5 WM, 5 WF, 1 BM, 1 HF, and 3 AM

- 3 WM, 1 BM, and 2 AM did not provide in-depth, clear, or organized responses to the interview questions.
- 2 WM had no current experience in residential life having not worked in a residential life positions in over 4 and 5 years respectively with no affiliation to current memberships in professional organizations.
- 1 WF did not provide in-depth responses or examples to interview questions and she focused on negative aspects of her current position.
- 3 WF, 1 HF, and 1 AM withdrew their applications from consideration.

The 1 WF selected met the minimum requirements and had been working for the past 3 years in a residential life position. She provided clear detailed responses and examples to interview questions, which demonstrated her understanding of students, student development theory, residential life, and supervisory style. She also spoke in-depth about the programs she had developed and other initiatives she had taken.

Search 2018682 - University Spirit, Pride, Tradition Coordinator/Head Coach - Student Activities Program

Under the direction of designated administrator, advises and provides support, as well as training and development to the students involved in the University's Spirit, Pride and Tradition programs, including, but not limited to the University Cheerleaders, Dance Team, Mascot, and Jonathan.

DUTIES AND RESPONSIBILITIES

1. Coordinates all programs in assigned area of responsibility, which may from time to time include major undertakings which require extensive planning, negotiation, problem solving and follow-through.
2. Selects, advises, assists, and trains student leaders in their roles as University representatives and participants in these programs.
3. Assists in the establishment, monitoring, and enforcement of program eligibility criteria. Is responsible for thorough knowledge of applicable policies, regulations and laws; monitors compliance with and provides guidance regarding such policies, regulations and laws.
4. Develops and oversees the implementation of recruitment, recognition, retention, and alumni programs and initiatives.
5. Maintains regular contact with students to resolve problems and develop responsible decision-making. Assess student interests, respond to student needs, anticipate student programming / leadership issues.
6. Identifies goals and resources necessary to promote the effectiveness of the groups.
7. Coordinates and assists with the logistical planning of all program activities.
8. Assists in the development and monitoring of budgets. Initiates and oversees the requisition of equipment and supplies for related programs.
9. Acts as a liaison with other University and external groups, including the Department of Athletics, University Alumni Association, Music Department, and student groups.
10. May supervise student staff and an assistant.
11. May be responsible for one or more services or programs which serve the department as a whole.
12. Participates in overall department activities, such as evaluation and development of overall programs and policies, outreach programs or promotional activities and special events; recommends improvements or changes to increase effectiveness or meet changing needs.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in appropriate field and three to five years professional experience in a responsible position related to coaching/instructing cheerleading, dance team and/or spirit programs at the collegiate level, or similar work which demonstrates knowledge of coaching and program management for the assigned student group(s) Excellent leadership, organizational, creative, and programming skills
2. Excellent interpersonal, coaching, counseling and communication skills
3. Willingness to work irregular and flexible hours.
4. Familiarity with planning and coordination of a cheer/dance program(s) at an institution of higher education with a Division-I athletic program
5. Demonstrated knowledge of budgeting and fiscal management.
6. Demonstrated ability to actively foster a campus climate that is welcoming and supportive of University of Connecticut's diverse student body and encourages communication with and among campus constituencies.

PREFERRED QUALIFICATIONS

1. Master's Degree in Student Personnel, Higher Education Administration or other related field.
2. Demonstrated responsible oversight of a comprehensive University cheer/dance program.
3. Demonstrated knowledge and experience in team recruitment, alumni relations, and program promotion strategies.
4. Demonstrated experience with risk management strategies
5. Demonstrated effective planning, organization, budgeting, and administrative skills.
6. Knowledge and familiarity with the use of personal computers and basic software programs including Microsoft Word, Excel, and Outlook.
7. Willingness to work irregular and flexible hours.
8. Demonstrated experience with and ability to effectively manage multiple projects and programs.

APPOINTMENT TERMS

The University offers a competitive salary, outstanding benefits, including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment.

TO APPLY

Candidates must submit **letter of application, resume, and the names of three references** to UConn Jobs via at <http://www.jobs.uconn.edu>, Staff Positions. 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 # 2018682)

This job posting is scheduled to be removed at 11:59 p.m. EST on July 26, 2018.

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 involved posting the position on the UConn Careers website.

20 Total Applicants: 3 WM, 15 WF, 1 BM, and 1 BF

15 Unqualified Applicants: 1 WM, 12 WF, 1 BM, and 1 BF

- 10 WF, 1 BM, and 1 BF did not have a Bachelor's degree in appropriate field with three to five years professional experience in coaching/instructing, cheerleading, dance team, and/or spirit programs at the collegiate level.
- 1 WM and 1 WF application materials did not indicate a familiarity with planning and coordination of a cheer/dance program at an institution of higher education with a Division-I athletic program.
- 1 WF withdrew her application after submission.

5 Interviewed Applicants: 2 WM and 3 WF

- 1 WM had a Bachelor's degree and professional experience coaching cheerleading at the collegiate level, but he did not have a Master's degree.
- 1 WF had familiarity of a cheer/dance program at an institution of higher education in an athletic program however, she did not have familiarity with planning and coordination of a program at Division 1 level. The applicant was not able to correctly answer questions about knowledge with risk management strategies.
- 1 WM did not have experience in budgeting and managing multiple programs at a time.

- 1 WF withdrew her application.

The 1 WF selected had a Master's degree and professional experience coaching cheerleading and at the collegiate level. She had previously worked in a Division 1 athletic program where she was responsible for planning and coordination of a cheer/dance program as well as risk management for the program. She explained how she effectively managed multiple projects at a time. Additionally, she had used basic software programs including the Microsoft Office suite. She gave the best examples of all the applicants of how her experiences drove her expectations of effective planning, organization, budgeting and administrative skills. She was also the only candidate that addressed and formulated a plan to engage alumni relations in the current program actively.

Search – 2018603 - Laboratory Technician 3 - Electrical and Computer Engineering

The University of Connecticut's Department of Electrical and Computer Engineering (ECE) is seeking applicants for the position of Laboratory Technician 3 (UCP 5).

DUTIES AND RESPONSIBILITIES

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 with an anticipated start date of July 20, 2018. Salary is commensurate with experience.

TO APPLY

To apply, please upload a **cover letter**, **resume**, and the names and contact information for **three professional references** via UConn Jobs, www.jobs.uconn.edu, Staff Positions. Please be sure application materials demonstrate how you meet the qualifications for this position. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. Screening will begin immediately. (Search #2018603)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 13, 2018

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 posting on the following websites: UConn Careers, DSA Husky Veterans, Veterans Enterprise, and the ECE. The posting was also sent to the following organizations: UConn Veterans Affairs, the Asian American Cultural Center, and the Puerto Rican/Latin American Cultural Center.

6 Total applicants: 2 WM, 2 BM, 1 HM, and 1 AF

2 Unqualified Applicants: 1 BM and 1 AF

- 1 BM and 1 AF application materials did not indicate knowledge of IT skills for desktops, laptops, servers, and networks.

4 Interviewed Applicants: 2 WM, 1 BM, and 1 HM

- 2 WM did not have experience with imaging and exchange IT server skills and did not demonstrate proficiency with EE lab equipment based on answers to interview questions.
- 1 HM did not have hands on experience with routine maintenance of lab equipment.

The 1 BM selected had both the educational and professional experience with IT and circuit systems. The candidate expressed a fluency in managing servers and networks and providing customer service to all levels of IT users.

Search 2018222 – Admissions Officer (UCP 5) – Undergraduate Admissions

The Office of Undergraduate Admissions invites applications for a full-time, twelve-month position of Admissions Officer. Under the supervision of the Senior Associate Director, successful candidate will serve as a representative of the University of Connecticut in assigned territories to prospective students, school counselors and other relevant parties in support of new undergraduate enrollment initiatives. Individual will also participate in application review, which includes assessment of applicants for admission, scholarships, honors and other programs. Territories available include Texas, California and/or Florida, with the possibility to reside in these areas. Admissions Officers perform duties related to the recruitment, admission, and enrollment of undergraduates in accordance with University and departmental policies. Multiple positions available.

DUTIES AND RESPONSIBILITIES

- Develops and promotes undergraduate student recruitment and outreach efforts for the Office of Undergraduate Admissions.
- Evaluates and processes admissions applications in accordance with University policies, goals and rules on admissibility of undergraduate students.
- Advises applicants regarding admissions requirements, eligibility for admission, program options, residency requirements and other matters related to their admission to the University.
- Serves as team leader for freshman application review for Storrs and regional campuses for assigned region.
- Keeps informed regarding academic program requirements, enrollment restrictions and other issues related to recruiting and admitting students.
- Engages in extensive in-state and/or out-of-state travel to recruit prospective students.
- Assists in maintaining and updating admission records and compiles admissions reports as directed.
- Actively participates in recruiting students through promotional activities such as personal contact with counselors, students individually and in groups, schedule visits to high school and college fairs, panel discussions, presentations and newsletters.
- Conducts territory analysis to identify productive enrollment targets and opportunities within assigned territories.
- Coordinate to ensure UConn representation at college fairs, high school visits, panel presentations and recruitment activities in assigned region.
- Serves as primary contact for the assigned region and 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 necessary.
- May assume management of various outreach and/or recruitment programs requiring special recruiting efforts and knowledge of particular needs of target groups.
- Provides support and assistance to admission programs as assigned.
- Recognizes and complies with relevant rules and regulations of the National Collegiate Athletic Association (NCAA).
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Experience in some area of Student Affairs or prior Admissions experience.
- Experience with utilizing technology in work responsibilities.
- Strong organizational, interpersonal, verbal and written communication skills.
- Demonstrated ability to make independent judgments and work under pressure.
- Demonstrated ability for accuracy and attention to detail.
- Willingness to travel in-state and out-of-state, and work flexible and irregular hours.
- Valid driver's license and proof of insurability.
- Familiarity with on-line computer information systems.

PREFERRED QUALIFICATIONS

- Experience working in organizations committed to global diversity.
- Experience in print and electronic communications.

APPOINTMENT TERMS

This is a full-time, permanent position slated to begin in early-January. Salary is commensurate with qualifications and experience and includes a comprehensive benefits package.

TO APPLY

For full consideration, please submit cover letter, resume, and contact information for three professional references via UConn Jobs at www.jobs.uconn.edu, Staff Positions. Applicants not submitting all of 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. (Search #2018222)

This posting is scheduled to be removed at 11:59 p.m. EST on Friday, December 15, 2017.

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 job position postings on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, National Associations for College Admissions Counsel, Texas Association for College Admission Counseling, Southern Association for College Admissions Counsel, New England Association for College Admission Counseling, along with numerous professional contacts that were networked.

18 Total applicants: 4 WM, 6 WF, 5 BM, 1 BF, 1 AF, and 1 UF

4 Unqualified applicants: 3 WF and 1 BM

- 3 WF and 1 BM withdrew from their applications from the pool.

2 Qualified applicants: 1 WF and 1 BM

- 1 WF and 1 BM could not be contacted for an interview.

12 Interviewed applicants: 4 WM, 2 WF, 3 BM, 1 BF, 1 AF, and 1 UF

- 2 WM, 2 WF and 1 BM were unfamiliar with the post-secondary Admissions recruitment process.
- 1 UF demonstrated a lack on of understanding about position requirements during interview.
- 1 BM demonstrated poor interpersonal skills as evidenced by offensive interaction with search committee members.
- 1 BM did not want to finish his interview.
- 1 AF knowledge of military academy process was incompatible with the traditional four-year public university admissions process.
- 2 WM declined the offer of employment.

The 1 BF selected met the preferred qualifications of having experience with organizations committed to diversity as well as experience with print and electronic communications. She had

several years of experience in higher education. Her communication skills, ability to multi-task, and interest in student development was evident from her clear and focused responses to interview questions.

Category 3: Nonteaching Professional – UC Professional 5 Academic Advisor 1

Hiring goals: 2 BF, 1 HM, 3 HF

Hiring into Category: 3 WF, 1 HF

Goals met: 1 HF

2018129 – Academic Advisor 1 – Engineering Undergrad

57 Total Applicants: 13 WM, 24 WF, 3 BM, 3 BF, 3 HM, 3 HF, 2 AM, 3 AF, 1 UM, 2 UF

37 Unqualified applicants: 8 WM, 17 WF, 1 BM, 3 BF, 2 HM, 1 HF, 1 AM, 2 AF, 1 UM, 1 UF

9 Qualified applicants: 4 WM, 2 BM, 1 AM, 1 AF, 1 UF

11 Interviewed applicants: 1 WM, 7 WF, 1 HM, 2 HF

Hired: 1 HF

This hire achieved a hiring goal.

Search 2018325 – Academic Advisor 1 (UCP 5) – Chemistry Department

The College of Liberal Arts and Sciences invites applications for a full time, twelve-month position of Academic Advisor. Under the general supervision of the CLAS Academic Services Center and the Chemistry Department Head /Associate Head, the successful candidate will advise undergraduate students on obtaining a BA or BS degree in Chemistry, and lead the departmental undergraduate program activities. This position will also provide administrative support in the Chemistry Department's main office.

DUTIES AND RESPONSIBILITIES

- Provide advising support to Chemistry students.
- Work closely with all freshman and sophomore Chemistry majors and minors.
- Act as a first point of contact for student and parental inquiries regarding the undergraduate major/minor and courses in Chemistry.
- Assist students with enrolling in Chemistry courses (maintain informal wait lists for classes students cannot enroll into; identify closed chemistry classes and track need for additional sections; coordinate with the Undergraduate Program Director or the instructors the provision of, e.g., out-of-sequence permissions or permission numbers).
- Assist all students, staff, faculty, UConn administration with questions about undergraduate chemistry courses and curriculum.
- Update of forms/materials (brochures, plan of study forms) related to the undergraduate program and serve on departmental committees.
- Communicate with all undergraduate Chemistry majors regarding departmental and university events and deadlines, as well as job, internship, and summer opportunities.
- Coordinate awards and scholarship applications, and selections with the UG Awards Committee.
- Coordinate efforts and organize the undergraduate awards ceremony.
- Coordinate efforts and organize the Chemistry Department graduation reception in the atrium of the Chemistry Building during spring graduation.
- Oversee the administration of the Undergraduate Research Apprenticeship Program (URAP) program.
- Provide administrative support for any NSF-funded REU Programs in Chemistry.
- Provide general assistance in the Chemistry Department main office.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in a Liberal Arts and Sciences or related field.
2. One to two years of post-bachelor's experience in advising students.
3. Good communication skills and ability to relate well to student, faculty and/or parents.
4. Knowledge of academic programs in liberal arts and sciences.

PREFERRED QUALIFICATIONS

1. Master's degree in Chemistry, Liberal Arts and Sciences, or related field.
2. Two or more years' experience in academic advising in a higher education setting.
3. Knowledge of undergraduate programs and degree requirements at the University of Connecticut.
4. Experience working with Peoplesoft or with other similar Higher Education systems.
5. Ability to communicate effectively with foreign students and scholars whose first language is not English.

APPOINTMENT TERMS

This is a full time permanent position, with excellent healthcare and retirement benefits package.

TO APPLY

For full consideration, please apply online at UConn Jobs, at www.jobs.uconn.edu, Staff Positions. Please upload a well-written **letter outlining your qualifications** for the position, **resume** and a list of **3 professional references** and their contact information. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018325).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on February 28, 2018.

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 posting job description on the following: UConn Careers website, GERC, Inside Higher Ed., Diverse, NACADA, UConn Cultural Centers, N4A, Advising Network, and the Advising Council of College of Liberal Arts and Sciences Listerv.

4 Total applicants: 4 WF

4 Interviewed applicants: 4 WF

- 1 WF previously worked only with first year students and did not have experience with all undergraduate levels.
- 1 WF did not have experience with UConn's undergraduate programs and degree requirements.
- 1 WF did not have experience working with PeopleSoft or any other Higher Education software system.

The 1 WF selected experienced advising students and managing caseloads similar to those at UConn which aligned with the demands of the position. She had worked with all levels of undergraduate students, with a specific focus on Liberal Arts and Sciences. Her experiences working with and collaborating with others, administering and supporting programs with students and faculty, and understanding of academic requirements and processes translated to the needs of this position.

Search 2018414 - Academic Advisor 1 (UCP 5) – College of Agriculture, Health & Natural Resources (CAHNR)

The College of Agriculture, Health and Natural Resources (CAHNR) Office of Academic Programs seeks applicants for a full-time Academic Advisor 1 (UCP 5) who is a highly motivated, independent and team-oriented individual who can support students, faculty, and our academic partners with creative ideas, outstanding interpersonal skills and a can-do attitude. The position entails advising undergraduate students and assisting their faculty advisors regarding complex advising and university regulation concerns, and assisting with activities and events coordinated by the Office of Academic Programs. The incumbent will work flexibly and collegially with a dynamic team of professional advising and administrative staff, as well as with faculty and students across the College and the University.

DUTIES AND RESPONSIBILITIES

1. Serve as resource for students, faculty, parents, and others with questions about programs or academic policies
2. Advise current, readmitted and prospective students regarding coursework and plans of study; audit student records to determine progress toward meeting academic requirements
3. Advise students regarding policies and procedures, including selection or change of major or minor, waiver of requirements/deadlines and related matters
4. Review and make recommendations regarding dismissal, and provide additional counseling to students on academic probation and those with academic difficulties
5. Provide academic advising and procedural assistance to faculty advisors and departmental groups as requested
6. Participate in the admissions process for RHSA, and in making admissions decisions regarding transfer of major within or into the College and School
7. Assist in planning and implementing scheduling and registration activities, orientation programs, commencement, etc.
8. Assist in maintaining the Office's websites and social media outreach
9. Assist in student recruitment and retention activities, including coordination of high school agricultural career development events, open houses, etc.
10. Assist in writing and/or editing informational and publicity materials
11. Perform related duties and special assignments as required

MINIMUM QUALIFICATIONS

1. Bachelor's degree in a related field
2. One to two years of post-baccalaureate experience in advising and/or counseling students or in providing academic support
3. Ability and knowledge to support STEM undergraduate students
4. Excellent interpersonal skills and ability to work in a team setting
5. Ability to independently solve problems by regularly exercising judgment regarding administrative detail and procedures
6. Must have clear, positive, and professional verbal and written communication skills and ability to relate well to students, families, faculty, and other campus partners
7. Ability to organize and efficiently handle multiple tasks simultaneously
8. Ability to meet deadlines and manage time and resources effectively
9. Proficiency using Microsoft Office and common social media platforms
10. Ability to work on occasional nights and weekends and travel occasionally for work purposes

PREFERRED QUALIFICATIONS

1. Master's degree in higher education, counseling, or related disciplinary field
2. Advising experience in postsecondary/higher education institution(s)
3. Three to five years' experience advising students
4. Experience in the interpretation of academic policies, regulations, and procedures
5. Knowledge of relevant academic programs including STEM programs or majors relating to Agriculture, Health and Natural Resources
6. Experience working with people from diverse academic, socio-economic and cultural backgrounds
7. Experience/familiarity with Agricultural Education and Agriscience Programs
8. Knowledge of online student records software, such as PeopleSoft (StudentAdmin)
9. Experience with coordinating academic events

APPOINTMENT TERMS

Salary will be competitive and commensurate with qualifications. For information on the college, please visit our website at www.grow.uconn.edu.

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions to submit a cover letter, resume, and the names and contact information of three professional references. Indicate search number 2018414 on all correspondence. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2018414)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 18, 2018.

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

Recruitment activities included postings on the UConn Careers website as well as the S.A.M.S. Student Affairs Moms and Millennials Search job board.

68 Total Applicants: 11 WM, 40 WF, 1 BM, 6 BF, 4 HM, 2 HF, 3 AF, and 1 UF

38 Unqualified Applicants: 6 WM, 23 WF, 2 BF, 2 HM, 2 HF, and 3 AF

- 1 WM, 6 WF, 1 BF, 1 HF, and 1 AF did not possess one to two years of post-baccalaureate experience in advising and/or counseling students or in providing academic support.
- 5 WM, 15 WF, 1 HM, 1 HF, and 1 AF application materials did not indicate an ability and knowledge to support STEM undergraduate students.
- 1 BF did not have professional written communication skills based on application materials containing spelling, grammar, and punctuation errors.
- 1 AF submitted a cover letter addressed to a different university.
- 2 WF and 1 HM withdrew their applications after submission.

14 Qualified Applicants: 4 WM, 8 WF, 1 BF, and 1 UF

- 1 WF and 1 BF did not possess a Master's degree in higher education, counseling, or a related disciplinary field.

- 2 WM, 1 WF, and 1 UF did not have any advising experience in a postsecondary/higher education institution(s).
- 1 WM, and 3 WF did not indicate in their backgrounds three to five years' experience advising students.
- 2 WF did not have experience in the interpretation of academic policies, regulations, and procedures.
- 1 WM and 1 WF did not possess knowledge of relevant academic programs including STEM programs or majors relating to Agriculture, Health and Natural Resources.

16 Interviewed Applicants: 1 WM, 9 WF, 1 BM, 3 BF, and 2 HM

- 1 WM, 1 WF, 1 BF, and 1 HM answered only in general terms without providing relevant examples about advising philosophies and specific examples.
- 3 WF, 1 BM, and 2 BF relevant advising experiences were not specifically in the STEM or agriculture field.
- 2 WF and 1 HM withdrew their applications during the interview process.
- 1 WF declined an offer of employment.

The 1 WF selected had outstanding skills related to registrar interactions, student affairs, and programming for non-traditional populations. The candidate had experience advising in several STEM areas--- many that overlapped into the agriculture arena.

The 1 WF selected possessed the most program development experience in areas related to STEM programs. She also had direct experience advising students in programs similar to those at the University.

Category 3: Nonteaching Professional – UC Professional 5 Admin Coordinator

Hiring goals: 2 WM, 1 BM, 1 BF, 1 HM

Hiring into Category: 1 WF

Goals met: No goals met

Search 2018403 – Accreditation Coordinator (UCP 5) – UConn Police Service

The University of Connecticut Public Safety Division, located in Storrs, Connecticut, is seeking an experienced individual to serve as the Accreditation Coordinator. This position is responsible for the implementation/coordination of the accreditation and compliance processes in accordance with established Commission on Accreditation for Law Enforcement Agencies (CALEA), International Association of Campus Law Enforcement Administrators (IACLEA), and State of Connecticut standards, policies, and procedures. The Accreditation Coordinator will review, analyze, compile, organize, and upload proofs of compliance to ensure quality compliance with accreditation standards. This position will also assist with Community Outreach and community service programs. This position receives administrative direction from the Chief of Police, Deputy Chief of Police or other Police Department supervisor.

DUTIES AND RESPONSIBILITIES

1. Coordination of compliance programs including but not limited to the Commission on Accreditation for Law Enforcement Agencies (CALEA), the International Association of Campus Law Enforcement Administrators (IACLEA), and Connecticut State Accreditation.
2. Work's with the Community Outreach to develop outreach programs and compiles metrics on the programs for continued development.
3. Serves as a Police Department liaison at community events.
4. Coordinates social media platforms and information for the Police Department.
5. Creates and update's brochures, informational pamphlets, and website content about police services.
6. Maintains a database of documents that demonstrate conformity to accreditation standards and measures.
7. Reviews written policies and procedures for compliance with professional standards and recommend changes.
8. Reviews, tracks, and responds to applications, annual reports, and other documents related to the assigned committees.
9. Conducts regular reviews of file status.
10. Coordinates the organizations sustainability plan for ongoing re-accreditation.
11. Works with staff to collect applicable documentation.
12. Assists with communications statewide, advisor committee meetings, data collection, data analysis, presentations, curriculum content for Power DMS training, and the development of instruments for collection of data.
13. Attends professional workshops, training conferences, and seminars related to professional standards.
14. Develops and conducts training on accreditation and professional standards.
15. Prepares and distributes department Standard Operating Procedures to all employees.
16. Makes recommendations based on accreditation inspections.
17. Participate in strategic planning by developing and attaining goals and objectives for accreditation and other areas as assigned.
18. Perform other duties and projects as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university.
2. One year experience in a responsive administrative support position, which demonstrate knowledge of administrative best practices and methods.
3. Accreditation program experience demonstrating working knowledge of the accreditation process and advanced accreditation requirements, specifically CALEA, IACLEA and POSTC.
4. Has a good knowledge of police department policies, terminologies, and procedures used in the State of Connecticut.
5. Demonstrates ability to utilize personal computer and office software such as Microsoft Suite programs, Adobe, and internet.
6. Ability to coordinate and prioritize routine, specialized, and complex assignments.
7. Knowledge of principles of training development and administration.
8. Develop and present training curriculum and lesson plans.
9. Ability to collect and organize data.
10. Ability to communicate effectively to various audiences, both in writing and verbally.
11. Ability to prepare informative and accurate reports on program process.
12. Demonstrates a genuine respect for diversity.

PREFERRED QUALIFICATIONS

1. Proficiency with LEAS cad/rms software.
2. Experience working with Power DMS suite.
3. Knowledge and experience developing, writing, and interpreting police policies, directives and procedures.
4. CALEA Accreditation Manager Certification.
5. Experience working in a university setting.

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition waiver 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-orientation/>.

TO APPLY

Please apply online at UConn Jobs, www.jobs.uconn.edu, Staff Positions, search #2018403. Interested candidates should submit a **cover letter** that demonstrates how you meet all of the minimum qualifications, all additional required qualifications and any preferred qualifications that you may have for this position, a **resume** and a list of contact information for **(3) three professional references**. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018403)

Successful candidate must be able to possess and retain a driver's license for the duration of this appointment.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on February 26, 2018.

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 posting job position on the following: UConn Careers website, HERC, Inside Higher Ed., and the Diverse job board.

5 Total applicants: 3 WM, 1 WF, and 1 UF

3 Unqualified applicant: 2 WM and 1 UF

- 2 WM and 1 UF did not have experience in accreditation program giving them working knowledge of the accreditation process and advanced accreditation requirements specifically CALEA, IACLEA and POSTC.

2 Interview applicants: 1 WM and 1 WF

- 1 WM withdrew.

The 1 WF selected had over two years' experience in an administrative support role in a university police department, where her main responsibility was to compile and organize policies and documents applicable to the Commission on Accreditation for Law Enforcement Agencies (CALEA), IACLEA and State Accreditation processes. In addition, she had successfully completed training for Accreditation Manager for CALEA and State Accreditation. The applicant expressed her proficiency in LEAS RMS and Power DMS software.

Category 3: Nonteaching Professional – UC Professional 5 Admin Serv Sp 3

Hiring goals: 2 BF, 2 HF

Hiring into Category: 2 WM, 2 WF

Goals met: No goals met

Search 2018075 – Administrative Service Specialist 3 (UCP 5) – Student Health Services

Description Job Posting

Type:

Description

ID:

Description:

The University of Connecticut, Storrs Campus, Student Health Services, is seeking a full-time Administrative Services Specialist 3 (UCP 5). Under the direction of the Executive Director, independently coordinates and provides administrative assistance for clinical database activities, quality improvement, and project management services for the Executive Director, the Department of Data Analytics and Health Information, and the Department of Marketing, Information Technology, and Social Media.

DUTIES AND RESPONSIBILITIES

1. Is responsible for coordinating all aspects of the clinical data registries, quality improvement, and project management administrative functions, including processing paperwork and/or records; reviews for accuracy, completeness and compliance with regulations, policies and procedures; identifies and follows up to resolve problems, knowing which issues need to be referred to a supervisor as unusual or difficult.
2. Prepares narrative and informational reports, as needed or requested; performs research work and summarizes findings. Compiles and organizes information requiring the understanding and evaluation of data sources for special projects. Provides detailed data and information for extensive reports.
3. Extracts data from appropriate databases and data sources. Secures information by completing data base backups. Assembles and interprets data and prepares administrative reports for the directors.
4. Responsible for complex administrative coordination for special projects and regular operations which require planning, coordination and supervision, and which are necessary to the work of predictive data analytics and strategic planning components of Student Health Services.
5. Represents the department/unit to other University and external offices and agencies in administrative matters that affect the operations of the department/unit.
6. Trains, supervises and establishes work schedules of clerical or student staff, with responsibility to assign such staff according to priority needs.
7. Screens correspondence, records and other documents for appropriate action and works with administrators to determine proper response or to resolve problems; makes referrals as appropriate.
8. Responds to requests for information and provides assistance in solving a wide variety of problems, some of which are new and unusual and require interpretation, judgment and initiative.
9. Transmits authoritative information and serves as a resource regarding policies and procedures relating to the data analytics and strategic planning administrative functions, with responsibility to periodically interpret such policies and procedures.
10. Serves as principal administrative contact and liaison with all University constituents and external contacts, typically including government and media agencies, to request or provide information or to clarify procedures.
11. 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.
12. Devises, modifies and/or supervises the maintenance and coordination of complex filing systems, records and/or data systems; responsible to computerize as many functions as possible.
13. Drafts or independently composes and/or edits routine correspondence and other documents for supervisor's review and/or signature; as delegated signs supervisor's name to correspondence, requisitions, vouchers, etc.; makes routine decisions in supervisor's absence.
14. Runs regular meetings with administrative staff from Student Health Services, CMHS, and Wellness and Prevention to communicate policy changes and to ensure quality administrative functioning throughout the three areas. Responsible for coordinating related administrative functions, workflow, and administrative paperwork throughout the three departments to create standardized workflow.
15. Completes projects by assigning work to clerical staff and following up on results.
16. Applies judgment with respect to communications and confidentiality; represents the director(s) by attending meetings in their absence on their behalf.
17. As assigned, assists in planning and carrying out related support activities, such as meetings, conferences, interviews; makes all necessary arrangements, including travel and coordinates details.
18. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and experience, or Associates degree with four to seven years of progressively responsible experience in a healthcare setting.
2. Demonstrated experience providing administrative support for clinical data activities, quality improvement, and project management.
3. Experience with clinical data registries as a user.
4. Work independently to ensure deadlines are met.
5. Ability to interpret policies and procedures.

PREFERRED QUALIFICATIONS

1. Bachelor's degree or Associates degree with experience in a healthcare setting.
2. Excellent organizational and interpersonal skills.
3. Excellent verbal and written communication skills.

TO APPLY

Please apply online via UConn Jobs at www.jobs.uconn.edu, Staff Positions, to upload your cover letter indicating Search #2018075, current resume, and the name, address and telephone numbers of three professional references. Incomplete applications will not be considered. Employment is contingent upon the successful completion of a pre-employment criminal background check. (Search #2018075)

Recruiting activities posted in UConn Careers Website, Website-Diversity, PRLACC, Women's Center, Asisan American Cultural Center, Rainbow Center, African-American Cultural Center, Search Committee and Directors, and the CT Assoc of Diversity and Equity Professionals

44 Total applicants: 7 WM, 27 WF, 1 BF, 2 HM, 2 HF, 3 AF, and 2 UF

35 Unqualified applicants: 6 WM, 20 WF, 1 BF, 2 HM, 2 HF, 3 AF, and 1 UF

- 4 WM, 18 WF, 1 BF, 1 HM, 2 HF, 3 AF, and 1 UF did not have employment experience providing administrative support for clinical data activities, quality improvement, and project management.
- 2 WM application materials did not indicate their experience with clinical data registries as users.
- 2 WF and 1 HM did not have a Bachelors degree or equivalent combination of education and experience, or an Associates degree with four to seven years of progressively responsible experience in a healthcare setting.

5 Qualified applicants: 4 WF and 1 UF

- 4 WF and 1 UF did not exhibit excellent written communication skills as their application packages had grammar, punctuation, and spelling errors.

4 Total Interviewed: 1 WM and 3 WF

- 1 WF past experience was specific to patient safety and not in administrative support.
- 1 WF withdrew her application.
- 1 WF was offered the position and resigned after 1 week of employment.

The 1 WM selected demonstrated an in-depth knowledge and experience with a wide variety of data registries by his detailed answers to interview questions. He had worked extensively with data extraction and quality improvement in various healthcare institutions.

Search 2018448 - Veterans Educational Benefits and Services Coordinator (UCP 5) – Veterans Affairs & Military Programs

Under the direction of the Director of Veterans Affairs and Military Programs, this position is responsible for full range of veteran support services on campus.

DUTIES AND RESPONSIBILITIES

- Conducts VA Certifying Official responsibilities and state of CT veteran and National Guard tuition waiver processing for student veterans at UConn.
- Provide walk-in/call-in veterans educational benefits counseling. Assist veterans, military service members and eligible dependents in the completion of admissions, enrollment, registration, and benefits processes.
- Coordinate outreach to student veterans (i.e. programs, events, activities) and utilize student work study and volunteers to implement these efforts.
- Serve as an advocate to student veterans. Mentor and advise student veterans transitioning to university life and college. May advise the UConn chapter of the Veterans Students Organization.
- Collaborate with campus, VA, and community organizations/departments to assist student veterans to utilize resources that can help them with transition issues.
- Facilitate/teach/develop and implement classes (i.e. SERV, FYE, etc.) to better serve veteran students' needs and to help educate the larger campus community about military and veteran history and culture. Conduct Veteran New/Transfer Student Orientation programs.
- Coordinate training and workshops as necessary to serve the needs of veterans on-campus. Present information to campus community about the Office of Veterans Affairs & Military Programs and help educate students, faculty, and staff about veterans.
- Assist with on-going assessment efforts, which may include, but is not limited to maintaining contact lists and databases containing veteran information.
- Represents the Office of Veterans Affairs & Military programs at orientation, resource fairs, and other meetings and events at UConn, the V.A., and other community functions.
- Helps maintain ongoing online communication (i.e. office website, Facebook, Linked-In, etc.). This includes outreach to Alumni, faculty/staff, and regular newsletter productions.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and experience, or Associate's degree and four to seven years progressively responsible related experience in an administrative support or program manager position.
- Proven ability to effectively work with diverse populations.
- Demonstrated word-processing and computer training and expertise in MS Office, including Excel spreadsheets, Word, and PowerPoint; as well as Social Media communications.
- Exceptional and demonstrated organizational skills and an ability to resolve routine problems professionally, efficiently, effectively, and independently.
- Excellent written and verbal communications skills.
- Ability to work under tight deadlines, manage multiple assignments efficiently, and work independently with minimum supervision.
- Those with prior Uniformed Services experience must have been honorably discharged.

PREFERRED QUALIFICATIONS

- Master's Degree.
- At least 2 years experience providing direct customer service, either in an educational or office setting.
- Experience in higher education working with the student veteran population.
- Experience with certifying VA chapter veteran educational benefits.
- Familiarity with full range of state and federal veteran benefits beyond educational benefits.
- Prior Uniformed Services experience.

APPOINTMENT TERMS

This is a full-time, 12 month position. The University offers a competitive salary with outstanding benefits, and a highly desirable work environment. Salary will be commensurate with the successful candidate's background and experience.

TO APPLY

Interested candidates please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions, to submit a letter of application, resume, and contact information for three professional references. Please reference Search # 2018448. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018448)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 29, 2018.

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

Recruitment activities included postings on the following websites: UConn Careers, US Jobs, Career One Stop (Veterans Job Finder), the VA.gov - Veterans Careers & Employment job board and emails to 35 professional contacts.

49 Total Applicants: 16 WM, 18 WF, 1 BF, 2 HM, 3 HF, 2 AM, 2 AF, 2 UM, and 3 UF

19 Unqualified Applicants: 8 WM, 7 WF, 1 HF, 2 AM, and 1 AF

- 2 WM and 1 HF did not possess a Bachelor's degree or equivalent combination of education and experience, or an Associate's degree and four to seven years' experience in an administrative support or program manager position.
- 6 WM, 7 WF, 2 AM, and 1 AF application materials did not exhibit excellent written communications skills based on grammatical and typographical errors.

20 Qualified Applicants: 4 WM, 7 WF, 1 BF, 1 HM, 2 HF, 1 AF, 2 UM, and 2 UF

- 1 WM, 5 WF, 1 BF, 1 HF, 1 AF, and 2 UM did not possess a Master's Degree.
- 3 WM and 2 UF did not have at least 2 years' experience providing direct customer service, either in an educational or office setting.
- 2 WF, 1 HM, and 1 HF application materials did not indicate any experience in higher education working with the student veteran population.

10 Interviewed Applicants: 4 WM, 4 WF, 1 HM, and 1 UF

- 1 UF experience was specific to recruiting Veterans and high school students interested in ROTC and not in the capacity as a Certifying Official.
- 1 WM experience and knowledge working with student Veterans, specifically for processing Federal and State of Connecticut Veterans educational benefits was not current and was not familiar with the many changes in regulations as the selected applicant.
- 1 WM did not answer interview questions about initiating improvements to internal processes, which are critical for processing VA Educational benefits.

- 1 WM's experience and skills were aligned with outreach and he did not direct experience processing the Federal and State Veterans Educational Benefits.
- 3 WF had not worked with student Veterans previously and did not articulate how they would adapt to working in a new environment with this population in their answers to interview questions.
- 1 WF did not have direct experience processing Veterans Educational Benefits.
- 1 HM indicated in his interview that his expectation of the job position was that it would be more counseling in nature.

The 1 WM selected had many years of experience and advanced knowledge of processing Federal and State of CT Veterans Educational Benefits. It was evident during the interviews that he has the ability to anticipate when there may be larger problems that needed to be addressed when dealing with student complaints, or other issues that arise.

2018535 – Administrative Services Specialist 3 (UCP 5) – International Student and Scholar Services

International Student and Scholar Services at the University of Connecticut seeks an International Advisor to support the international student and scholar populations at the UConn School of Law and UConn Storrs campuses. Under the supervision of the Director of International Student and Scholar Services, the International Advisor provides advising on immigration regulations and immigration processing to international students and scholars at the UConn School of Law (approximately 50%) and coordinates programs and support services to international students and scholars at UConn in Storrs (approximately 50%). Work or travel to other UConn campuses may be occasionally required. This is an annually renewable position.

DUTIES AND RESPONSIBILITIES

- Serves as the ISSS international advisor for F and J visa holders at the UConn School of Law. Also serves as Designated School Official (DSO) for the UConn F-1 program and Alternate Responsible Officer (ARO) for the UConn J-1 program for all campuses.
- Responsible for all routine SEVIS record maintenance and basic updates and reporting for UConn School of Law to help ensure University and individual student compliance.
- Prepares visa documentation and other appropriate documents as they relate to international students and scholars at the UConn School of Law.
- Collaborates with both graduate and JD admission offices at the UConn School of Law to create initial immigration documents for F and J visa holders.
- Provides basic regulatory information to international students and scholars to ensure their status maintenance.
- Serves as a resource to community members concerning international students' and scholars' needs and concerns; makes appropriate referrals.
- Assists and counsels international students with academic, cultural and personal adjustments; provides related support services, including cultural program development and implementation.
- Assists in writing and/or editing informational and publicity materials.
- Prepares narrative and information reports; compiles and organizes information requiring the understanding and evaluation of data sources; may include special projects or extensive reports.
- Performs administrative tasks necessary to support the program including correspondence, reports and information materials; maintains appropriate records.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent combination of education and experience, or Associates' degree and four to seven year progressively responsible related experiences. Excellent interpersonal and written/verbal communication skills. Demonstrated analytical and problem-solving skills with excellent attention to details. Ability to work independently and regularly exercise judgment regarding administrative detail and procedures. Good multi-tasking and organizational skills. Excellent computer skills in basic MS and database applications. Must be a U.S. citizen or a legal permanent resident to serve as DSO/ARO per federal regulations.

PREFERRED QUALIFICATIONS

Master's degree in a related field. Experience working with confidential and/or legal information. Second language proficiency. Experience studying, working, or living in a foreign country. Experience using SEVIS and familiarity with student immigration regulations. Experience using Oracle PeopleSoft system and/or Terra Dotta Software. Experience coordinating programs for international students.

APPOINTMENT TERMS

This is a full time, 12-month, annually renewable position with an expected duration of up to three years. This position will work two days per week at the UConn School of Law and three days per week at the UConn Storrs campus. Travel to other UConn campuses may be required. Evening and weekend work will be occasionally required.

TO APPLY

Please visit the University's online application system at: UConn Jobs, www.jobs.uconn.edu, Staff Positions. For full consideration, submit cover letter, resume, and names and contact information for three professional references. Please include the search number 2018535 with all correspondences. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018535).

Recruiting activities included posting on the UConn Careers website, NAFSA Region XI Listserv; NAFSA CT State Listserv; and HigherEdJobs.

36 Total applicants: 6 WM, 19 WF, 4 BF, 1 HM, 1 HF, 2 AM, and 3 AF

20 Unqualified applicants: 3 WM, 10 WF, 3 BF, 1 HF, 1 AM, and 2 AF

- 2 WM, 3 WF, 1 BF, and 1 AM did not have the required excellent written communication skills based on grammar and spelling errors in their application materials.
- 1 WM and 1 WF application packages did not indicate computer skills in basic Microsoft and database applications.
- 6 WF, 1 BF and 2 AF did not have the required Bachelor's degree or equivalent combination of education and experience, or Associate's degree and four to seven year experiences.
- 1 BF and 1 HF submitted incomplete application materials.

8 Qualified applicants: 1 WM, 6 WF, and 1 BF

- 1 WM, 2 WF, and 1 BF did not have a Master's degree in a related field.
- 2 WF did not have second language proficiency or experience studying, working, or living in a foreign country.
- 2 WF did not possess experience using Oracle PeopleSoft system and/or Terra Dotta Software and experience coordinating programs for international students.

8 Interviewed applicants: 2 WM, 3 WF, 1 HM, 1 AM, and 1 AF

- 1 WM was found to not have the preferred experience utilizing the SEVIS software system.
- 1 WM responses to interview questions and the examples he provided indicated that he did not have experience utilizing SEVIS and experience coordinating programs.
- 2 WF withdrew their applications from consideration.
- 1 HM did not provide in-depth responses to interview questions and did not provide in-depth insight to the population he would be working with.
- 1 AM was unable to articulate and provide detailed responses to interview questions on his ability to resolve problems efficiently and work independently and he was unable to answer one of the interview questions.
- 1 AF was unable to answer all of the interview questions completely or correctly.

The 1 WF selected had the preferred qualifications of a Master's degree in a field directly related to the position; experience using SEVIS and familiarity with student immigration regulations. The candidate had experience coordinating programs for international students. She provided clear, articulate, and concise responses to all of the interview questions and give specific examples which demonstrated her ability to work independently and resolve problems efficiently. The candidate spoke of her organizational and multitasking skills and their importance in this role.

Search 2018696---Administration Services Specialist 3 (UCP 5) – School of Nursing

The School of Nursing is seeking a highly motivated and experienced administrative professional with exceptional attention to detail to support the Associate Dean of Academic Affairs and Associate Dean for Student Affairs and Pedagogy. This position is highly visible within the School and will independently perform a full range of confidential administrative and support activities requiring the ability to work effectively with a wide variety of diverse individuals as well as take direction from internal administrators and collaborate with the School's leadership team.

DUTIES AND RESPONSIBILITIES

Job duties include, but are not limited to:

- Assists the Associate Deans on a wide range of administrative and organizational matters related to School programs and activities and participates in administrative planning and analyzes effect of administrative and/or programmatic changes.
- Provides administrative support and general reception for the two Associate Deans, which includes calendar management, preparing meeting materials and coordinating arrangements for conferences, seminars, workshops, related-travel and reimbursement.
- Serves as the primary administrative contact for accreditation studies and other reports; coordinates the collection and/or development of data and information to prepare reports for the School of Nursing and/or accrediting entities. Meticulously edits documents prepared by the Dean and Associate Deans reflecting excellent judgment and accuracy.
- Collaborates with faculty and staff to assist with compilation, maintenance and tracking of confidential data and information and develops information to prepare administrative reports, analyses and correspondence that may be complex or sensitive and require an understanding of department/unit programs and administrative operations.
- Independently performs office management duties and processes essential to the daily operation of the Associate Deans Offices and Academic Affairs division, including drafting and disseminating routine and complex correspondence, office communications and memos and assisting in the preparation, development and monitoring of various office procedures and programmatic activities.
- Participates or may plan and carry out related support activities, such as meetings, events, conferences and ceremonies such as undergraduate and CEIN Pinning ceremonies, Graduate Award and Undergraduate Commencement Ceremonies which may include arrangements, logistics, correspondence and supervision of event. Prepares script and programming for major events as needed.

MINIMUM QUALIFICATIONS

1. Bachelor's degree with two years related experience or an Associate's degree with four years related experience or seven years progressively responsible administrative experience.
2. Extensive knowledge of and experience with office administration and management, including the ability to multi-task and manage shifting priorities.
3. Evidence writing, designing, editing, and publicizing internal and external communications and reports
4. Demonstrated experience exercising discretion and judgment in the management of confidential matters. Ability to independently resolve problems of unusual difficulty, and represent supervisor regarding administrative detail and procedures.
5. Excellent interpersonal skills with proven ability to work effectively with a wide variety of individuals including faculty, staff, students, University administrators and external constituents.
6. Excellent written and oral communication skills, organizational skills and attention to detail.
7. Demonstrated evidence of working with databases.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in English, Communications, Management, or related field
2. Master's degree
3. Additional two (2) or more years of administrative experience
4. Experience in administration in higher education or similar University setting.
5. One year or more experience in an office involving faculty support.
6. Experience using Microsoft Access, excel, outlook calendars
7. Experience developing and managing databases

APPOINTMENT TERMS

This is a full-time position located at the Storrs campus.

TO APPLY

Please upload a **cover letter**, **resume**, and the names and contact information for **three professional references**. Please provide a **writing sample** and be sure your application materials demonstrate how you meet the qualifications for this position. Include the search number in all correspondence. Screening will begin immediately.

Employment of the successful candidate is contingent up on the successful completion of a pre-employment criminal background check. (Search # 2018696).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 14, 2018.

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 activity included posting on the following job boards and websites: UConn Careers, SON (website, Facebook, Twitter, and Linked In), as well as the Minority Nurse.

19 Total Applicants: 1 WM, 14 WF, 1 BM, 1 BF, and 2 AF

14 Unqualified Applicants: 1 WM, 9 WF, 1 BM, 1 BF, and 2 AF

- 1 WM, 6 WF, 1 BF, and 2 AF failed to provide a writing sample as required by the job posting instructions.
- 3 WF and 1 BM did not provide a cover letter or references as required by the application instructions.

5 Interviewed Applicants: 5 WF

- 1 WF had accreditation experience for the job but her event planning experience was not as comprehensive as needed for the position.
- 2 WF did not have relevant accreditation experience nor sufficient event planning experience.
- 1 WF did not have direct accreditation experience.

The 1 WF selected possessed both accreditation and major event planning experience. She also had prior university employment which included year round events for both the graduate and undergraduate level. The applicant had a managerial oversight role in her coordination background.

Category 3: Nonteaching Professional – UC Professional 5 Dining Serv Asst Mgr

Hiring goals: 2 BM, 1 BF, 2 HM, 1 AM

Hiring into Category: No hiring activity in this category

Goals met:

Category 3: Nonteaching Professional – UC Professional 5 Financial Assistant 2

Hiring goals: 5 WM, 1 BM, 1 AM

Hiring into Category: 1 WM, 1 WF

Goals met: 1 WM

2018088 – Financial Assistant 2 – Fine Arts

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

17 Unqualified applicants: 1 WM, 10 WF, 1 BF, 1 AM, 4 AF

2 Qualified applicants: 1 WM, 1 WF

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

Hired: 1 WM

This hire achieved a hiring goal.

Search 2018517- Financial Assistant 2 (UCP 5) - Information Technology

Under the direction of the Fiscal Manager of the Business Office, this position is responsible for the accounting and bookkeeping functions for the University's Information Technology Services Division. The successful candidate will have well-rounded bookkeeping and accounting skills, excellent problem-solving skills, experience with financial transaction reporting and experience with the technology that supports these activities. The incumbent must work well with customers, vendors, peers, and management and be able to work independently as well as in a team environment. A high degree of accuracy and attention to detail is essential.

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

- Prepares billing for accounts receivable and monitors collection of monies due.
- Verifies and enters details of transactions such as invoices, requisitions, transfers, and other disbursements, following up to resolve problems as they arise.
- Reconciles accounts and compiles/distributes reports.
- Provides data and assists in developing and managing department/division budgets and in maintaining budgetary control over approved budgets.
- Prepares financial reports and makes available timely and accurate financial information, including projections and analysis.
- Monitors expenditures for compliance with university, federal and state regulations.
- Reviews fiscal procedures for duplication, efficiency, effectiveness and compliance with required policies and regulations, making modifications as needed.
- Creates and analyzes IT project costing spreadsheets.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Five to ten years 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 sound judgment.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Accounting or related field and at least four years of accounting or bookkeeping experience; or Associates degree in accounting or bookkeeping with at least six years of accounting or bookkeeping experience.
2. Experience with MS Office with proficiency in Excel.
3. Attention to detail with emphasis on accuracy.
4. Knowledge of bookkeeping and Generally Accepted Accounting Principles.
5. Experience with Accounts Receivable and Accounts Payable.
6. Experience with enterprise-wide financial accounting systems and billing software.
7. Experience with prevailing wage practices and construction/project accounting.

APPOINTMENT TERMS

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

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions. Interested candidates should submit a letter of application and resume that demonstrate how you meet the minimum qualifications and any preferred qualifications you may have for this position, and a list of contact information, including phone numbers for three professional references. Reference search # 2018517. Screening will begin immediately.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018517)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 20, 2018.

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 activity included posting on the following websites: UConn Careers, DiverseJobs, Inside Higher Ed, HERC, Dice.com & Diversity partners, Indeed.com, and the American Institute of Professional Bookkeepers.

28 Total Applicants: 4 WM, 14 WF, 2 BM, 1 BF, 1 HF, 1 AM, 4 AF, and 1 UM

15 Unqualified Applicants: 4 WM, 6 WF, 1 BF, 1 AM, 2 AF, and 1 UM

- 3 WM, 3 WF, 1 AM, and 1 AF did not have five to ten years progressively responsible experience in financial record keeping, supervision and reporting.
- 1 WM, 2 WF, 1 BF, 1 AF, and 1 UM's application packages did not reference the ability to analyze and modify fiscal procedures.
- 1 WF withdrew her application

5 Qualified Applicants: 2 WF, 1 BM, 1 HF, and 1 AF

- 1 WF and 1 HF did not have an Associates' or Bachelor's degree in Accounting or related field and at least four years of accounting or bookkeeping experience.
- 1 AF application materials did not indicate experience with MS Office and proficiency in Excel.
- 1 WF and 1 BM application materials did not indicate experience with prevailing wage practices and construction/project accounting.

8 Interviewed Applicants: 6 WF, 1 BM, and 1 AF

- 1 WF and 1 AF response to questions about how to handle a difficult situation were inappropriate.
- 1 WF did not have any financial reporting experience but rather was provided with those reports from another office in her company.
- 1 WF responses to the interview questions were very basic and she didn't demonstrate as broad a knowledge base in Accounts Receivable, Accounts Payable and billing software as the selected candidate.

- 1 WF did not convey a proficiency in Excel as her responses to several questions were incorrect.
- 1 BM did not respond to requests for an interview.
- 1 WF withdrew her application from consideration.

The 1 WF selected met most of the preferred qualifications. She had extensive experience in accounting practices and procedures and with enterprise wide accounting systems. She was articulate and answered all the questions with thoughtful and clear responses. The applicant conveyed a solid grasp of customer service and she gave a detailed responses as to how to handle a difficult situation with the best outcome. She also stressed the importance of communication and providing timely and accurate data to build trust between the Business Office and the organization.

Category 3: Nonteaching Professional – UC Professional 5 Program Coordinator

Hiring goals: 4 WM, 1 BM, 1 AM

Hiring into Category: 4 WF

Goals met: No goals met

2018027 – Program Coordinator (UCP 5) - University Event and Conference Services

Description:

The Office of University Events and Conference Services is responsible for the management and execution of high-quality events and conferences that support and enhance the University's reputation, its priorities, and its constituents. We do this by providing superior consulting and management services to University departments and external partners.

We are committed and dedicated to working with University departments and external partners to achieve positive results within a range of budget considerations. We act as a one-stop-shop resource to guide customers through the event, conference, and meeting management process in order to create a desired experience, while reaching outlined goals and objectives.

Additionally, we oversee the execution of the Convocation and Commencement ceremonies and reservations for the Rome Commons Ballroom, Dodd Center, Lodewick House, and Wilbur Cross North Reading Room.

Job Summary

Under the direction of the Director and Assistant Director of University Events and Conference Services, coordinates day-to-day activities and provides support for all University Events and Conference Services programs and initiatives.

Duties and Responsibilities

- Coordinates all aspects of events and conferences including, but not limited to, initial concept and design, printed materials, catering, logistics and general operations, protocol, and on-site management.
- Manages workflow, administrative paperwork, records, and invoicing related to events and conferences; prepares correspondence, maintains ongoing contact with program organizers.
- Responds to inquiries from students, faculty, program organizers, planners, and other staff regarding appropriate University and unit policies, procedures, and requirements. This includes other University offices, external organizations, and the public.
- Prepares and monitors event budgets and makes recommendations for expenditures.
- Conducts and attends meetings with program organizers and appropriate University partners as required to facilitate communication and ensure successful operations of programs.
- Uses event management software to assist in managing programs, facilitating communications, and developing accurate invoices.
- Facilitates registration services for programs using web-based applications.
- Compiles data and prepares reports.
- Evaluates and monitors effectiveness of services provided; identifies and recommends enhancements; institutes policy changes.
- Assigns work to support staff and student workers.
- Performs related duties as required.

Minimum Qualifications

1. Bachelor's degree.
2. At least three years related professional experience.
3. Ability to perform in team environment, effectively multi-task, and prioritize workload.
4. Demonstrated computer experience including Microsoft Office applications.
5. Excellent written, verbal, and interpersonal skills; strong attention to detail and accuracy.
6. Willingness to work flexible hours, including evenings and weekends.

Preferred Qualifications

1. Certified Meeting Professional, Certified Collegiate Conference and Events Professional, or other related industry certification.
2. Experience with Regonline, Cvent, or other event management software.
3. Involvement in professional organizations and continuing education and training related to meeting and event management.
4. Sales and marketing experience.
5. Experience working in a University-setting.

Appointment Terms

This is a full-time, 12-month permanent position based in Storrs. 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 posting on the UConn Careers website, HERC, Inside Higher Ed., Diverse, MPI CRV LinkedIn page, and the MPI CRV job board

58 Total applicants: 10 WM, 34 WF, 3 BF, 4 HF, 1 AF, 1 UM, and 5 UF

38 Unqualified applicants: 6 WM, 21 WF, 2 BF, 4 HF, 1 AF, and 4 UF

- 3 WM, 15 WF, 1 BF, 1 HF, and 1 UF did not have at least three years of professional related experience.
- 1 WM, 4 WF, and 1 HF did not have excellent written communication skills as evidenced by spelling and grammatical errors in their application materials
- 2 WM, 1 WF, 1 BF, 2 HF, 1 AF, and 3 UF did not submit complete applications pursuant to the job posting instructions.
- 1 WF did not have a Bachelor's degree.

4 Qualified applicants: 2 WF, 1 BF, and 1 UF

- 2 WF, 1 BF, 1 UF did not have experience with Regonline, Cvent, or other event management software.

16 Interviewed applicants: 4 WM, 11 WF, and 1 UM

- 1 WM and 2 WF withdrew their applications from consideration.
- 1 WF did not respond to communications requesting an interview.
- 1 WM, 1 WF and 1 UM incomplete and disorganized answers to interview questions did not indicate competency in customer service, problem solving, and the use of Microsoft Office software.
- 1 WM experience was more relevant to dining events and banquets as opposed to conferences and business gatherings.
- 1 WF experience was with events on a much smaller scale and not transferable to this position.
- 2 WF were not prepared for the interview and had less years' experience with event planning than the selected candidate.
- 1 WF event planning experience was in a non-traditional setting and she expected more autonomy in her position than this position offered.
- 1 WF experience was in an assistant role and she did not have any experience independently planning events.
- 1 WM had extensive and impressive event management experience in a different field but was not interested in the narrow scope of this position.

The 1 WF selected had experience with Regonline, Cvent, and other event management software, as well as sales and marketing. She was able to prove involvement and continuing education and training relating to meeting and event management. In addition to these achievements and characteristics, she had certifications as a Meeting Professional and experience within a university setting,

The 1 WF selected had experience with Regonline, Cvent, and other event management software, as well as sales and marketing. She was very prepared for the interview and thorough with her answers. She had previously worked in higher education and was very detail oriented.

Search 2018064 – Program Coordinator (UCP 5) – Early College Programs

Description:

The University of Connecticut, Center for Excellence in Teaching and Learning (CETL), Office of Early College Programs (OECF), is seeking a Program Coordinator – Outreach and Evaluation (UCP 5).

Under the direction of the Associate Director of the Office of Early College Programs (OECF) the Program Coordinator for Outreach and Evaluation serves a dual focus: the creative application of program numbers and research for our two largest programs, UConn Early College Experience (UConn ECE) and Pre-College Summer (PCS), and, outreach to our 210 high school partners throughout the State. UConn ECE is the University's oldest and largest academic outreach program, with more than 12,000 annual enrollments. PCS is a residential non-credit academic program for high school students. The Program Coordinator will support the implementation of many academic high school student events, manage the delivery and collection of course evaluations, and support the marketing of both ECE and PCS by creating info graphics and other attractive informational materials.

DUTIES AND RESPONSIBILITIES

Performs site visits to high school partners to maintain close collegial ties with principals, heads of guidance, and instructors. Compiles data, prepares reports, and conducts surveys to aid in evaluating student progress and program effectiveness using Hyperion, Qualtrics, and PeopleSoft Queries. Analyses, assesses, and interprets data individually and as a team. Supports the marketing of UConn ECE and PCS by converting program data into attractive informational materials. Responds to inquiries from students, faculty, and others regarding program policies, procedures, and requirements, making referrals as appropriate. Coordinates directly with the Homer Babbidge Library to maintain close ties and is the direct liaison between UConn ECE and the high school library/media specialists. Represents UConn ECE and PCS at high school events to include, parent nights, UConn Open House, Homecoming, etc. Maintains the UConn ECE website and is the primary liaison with the Center for Excellence in Teaching (CETL) marketing staff. Collaborates with OECF staff to maintain accurate high school records and files and other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in an academic discipline, fine arts, digital media and design, or business/marketing degree; At least three years of professional experience in a related area; Strong analytical and critical thinking skills; Experience converting data into effective and attractive marketing materials; Excellent interpersonal, written, and oral communication skills; Ability to work effectively in team settings; Demonstrated ability to build and develop professional relationships; Proficiency using MS Office (Word, Access, Excel, and PowerPoint); Effective presentation skills and demonstrated experience communicating complex ideas to diverse audiences.

PREFERRED QUALIFICATIONS

Familiarity with secondary and/or post-secondary educational institutions; a strong customer service background; advanced proficiency using Excel functions; and/or, Master's degree and two years of relevant experience.

APPOINTMENT TERMS

This is a full time, permanent position. With salary in high forties and includes an excellent benefits package.

Recruitment activities included postings on the UConn Careers website, Diverse, HERC, Inside Higher Ed., Hartford Courant, Higheredjobs.com, WCET, and the NAECP ListServ,

63 Total applicants: 14 WM, 30 WF, 3 BM, 5 BF, 3 HM, 3 HF, 1 AF, 2 UM, and 2 UF

61 Unqualified applicants: 14 WM, 29 WF, 3 BM, 5 BF, 3 HM, 3 HF, 1 AF, 2 UM, and 1 UF

- 12 WM, 27 WF, 2 BM, 5 BF, 1 HM, 3 HF, 1 AF, 2 UM, and 1 UF did not have at least three years of professional experience in a related area.
- 2 WM, 2 WF, 1 BM, and 1 HM did not have experience converting data into marketing materials.
- 1 HM did not have a Bachelor's degree in an academic discipline related to fine arts, digital media, design, or business/marketing.

2 Interviewed applicants: 1 WF, and 1 UF

- 1 UF was not able to demonstrate proficiency in Microsoft Office (Word, Access, Excel, and PowerPoint) as evidenced by incorrect or incomplete answers to interview questions.

The 1 WF selected displayed proficiency in Microsoft Office (Word, Access, Excel, and PowerPoint). Her experience in web creation showed that her critical thinking skills are to the standards of the department. She also demonstrated her ability to convert data into effective and attractive marketing materials, which was essential for the position. Her detailed presentation showed that she had exceptional communication skills that would enable her to serve the institution's complex and diverse audiences.

Search 2018456 – Program Coordinator (UCP 5) – Enrichment Programs

Under the supervision of the Administrative Manager, the Program Coordinator will coordinate the day-to-day activities for special programs within Enrichment Programs (EP), particularly the pre-professional programs. The Program Coordinator will provide substantive program support to professional advisors, including but not limited to pre-medical/dental advising, pre-law, and other EP units as needed. With direction from professional advisors, the Program Coordinator will also provide support for communication with students, faculty, and academic administrators; the coordination of meetings and projects; and, creating and managing co-curricular programming opportunities.

The Program Coordinator will be an appropriately experienced individual, well-informed about the range of undergraduate courses and programs available at the University. The Program Coordinator must be an effective problem solver, accustomed to working independently, and capable of dealing with academic-related administrative tasks.

For a full job description, please go to https://honors.uconn.edu/job_opportunities/.

MINIMUM QUALIFICATIONS

1. Bachelor's degree with an appropriate plan of study.
2. Three to four years' related experience.
3. Demonstrated ability to perform and coordinate administrative functions.
4. Demonstrated ability to manage complex administrative matters related to academic programs.
5. Professional experience advising undergraduate students on academic matters.
6. Excellent organizational, communication and interpersonal skills.
7. Demonstrated excellent writing skills.
8. Ability to provide general program support, as appropriate to program.

PREFERRED QUALIFICATIONS

1. Academic qualifications in an interdisciplinary field or experience of cross-disciplinary study.
2. Higher degree in appropriate field.
3. Teaching experience.
4. Knowledge of relevant academic programs, including Honors programs, the range and structure of majors, general education, and school and college requirements.
5. Experience with Honors education as a student in an honors program.
6. Experience with Honors education as a staff member or instructor in an honors program.
7. Experience in the interpretation of academic policies, regulations, and procedures.
8. Knowledge of website programs such as WordPress.

APPOINTMENT TERMS

This is a full-time position located at the Storrs campus but may require occasional travel and some evening or weekend hours as needed to support programming activities.

TO APPLY

For full consideration, upload a **letter of application**, a **resume**, and a list of **three (3) professional references** with full contact information via UConn Jobs, <http://www.jobs.uconn.edu/>, Staff Positions. Please note that references will not be contacted until later in the search process after discussion with applicants. Include search number on all correspondence. Screening of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018456)

This posting is scheduled to be removed at 11:59 p.m. March 23, 2018.

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 posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, Honors Program Facebook site, EP Job

opportunities website, individual staff Facebook pages, and the National Collegiate Honors Council job board.

31 Total applicants: 1 WM, 21 WF, 1 BM, 1 BF, 2 HF, 2 AF, and 3 UF

29 Unqualified applicants: 1 WM, 19 WF, 1 BM, 1 BF, 2 HF, 2 AF, and 3 UF

- 1 WM, 5 WF, 1 BF, 1 AF, and 2 UF lacked three to four years related experience.
- 7 WF, 1 BM, and 1 HF did not have professional experience advising undergraduate students on academic matters.
- 7 WF, 1 HF, 1 AF, and 1 UF did not have excellent written communication skills based on typographical errors in their application materials.

2 Interviewed applicants: 2 WF

- 1 WF had advising experience that was limited to first year students of college.

The 1 WF selected had experience that was specific to the honors, pre-med, dental, and law student population. She also had experience with program administration and offered thoughtful ideas about ways to create efficiencies and increase student satisfaction. Her advising experience was varied and dealt with different student populations. She was familiar with WordPress. Graphic Design publication software.

Category 3: Nonteaching Professional – UC Professional 4

Hiring goals: 1 BM, 1 BF, 2 AM

Hiring into Category: 9 WM, 5 WF, 2 AM

Goals met: 2 AM

2018013 – Oper System Prog/Anlyst 1 – IT Server Support

21 Total Applicants: 7 WM, 4 WF, 3 BM, 1 HM, 3 AM, 3 UM

14 Unqualified applicants: 5 WM, 2 WF, 2 BM, 1 HM, 2 AM, 2 UM

2 Qualified applicants: 2 WM

5 Interviewed applicants: 2 WF, 1 BM, 1 AM, 1 UM

Hired: 1 AM

This hire achieved a hiring goal

Search 2018066 – Linux Systems Administrator- Operating Systems Programmer Analyst 1 (UCP 4) – University Information Technology Services

The University of Connecticut, University Information Technology Services (UITS), is seeking an energetic, proactive, self-motivated analyst to fill the position of Linux Systems Administrator (Operating Systems Programmer Analyst 1 - UCP 4). The successful candidate must have an understanding of the routine workings of a large, complex computer operating system and possess the ability to apply basic problem solving and resource management techniques.

Under the direction of the designated manager, this position provides technical support including installation, monitoring, troubleshooting, and problem solving in support of the University's central Linux servers. This position is intended for individuals with working knowledge of Linux Server operating systems. Incumbents in this position are considered "beginners," as it applies to the technical specialty of operating systems. Work is of ordinary difficulty and assignments are somewhat limited in scope. The incumbent will normally work under the guidance of more senior technical staff.

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

- Diagnoses and resolves errors on Linux Servers, and subsystem components; 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.
- Manages accounts, disk space, and other system resources; installs and manages Web services such as Apache and Tomcat; automates routine tasks using batch tools and scripting.
- Installs and manages Linux Server operating systems, including troubleshooting, business continuity and disaster/recovery.
- Supports a production environment during defined maintenance periods as well as outside of normal working hours to ensure minimal impact to users.
- Programs applications to assist with management of computer resources such as database applications.
- Creates documentation about technical and usage procedures and methodologies; consults with and supports end users.
- Participates effectively as a team member on technical projects; assists in the evaluation and selection of program products.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in computer science or related discipline or an equivalent combination of training and experience.
2. Working knowledge and understanding of enterprise Linux Systems and related software.
3. Evidence of good analytical reasoning and problem solving skills.
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.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Computer Science or related field
2. One to two years of technical work experience or training in a computer related field in addition to that required for the degree equivalency in minimum qualification number one.
3. Experience with Red Hat Enterprise Linux
4. Experience with Web Servers (Apache, Tomcat)
5. Experience with MySQL, Postgres or Oracle
6. Familiarity with firewall management
7. Familiarity with TCP/IP Networking
8. Familiarity with automation tools (Red Hat Satellite, Chef, Puppet or Ansible)
9. Familiarity with scripting languages (Bash, Python or Perl)
10. Certifications relevant to this position.

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition waivers 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>.

TO APPLY

Please apply online at www.jobs.uconn.edu , Staff Positions. Interested candidates should submit a **letter of application** and **resume** that demonstrate how you meet the minimum qualifications and any preferred qualifications you may have for this position, and a list of contact information, including phone numbers for **three professional references**. Reference search #2018066. Screening will begin immediately.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018066).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 7, 2017.

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 posted in UConn Careers website, Dice, UITS, and other personal networking

13 Total applicants: 10 WM, 1 WF, 1 AM, and 1 AF

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

- 1 WM, 1 WF, and 1 AF did not have a Bachelor's degree in computer science or related discipline or an equivalent combination of training and experience.
- 3 WM application materials did not indicate working knowledge and understanding of enterprise Linux Systems and related software.

5 Qualified applicants: 5 WM

- 1 WM application materials did not indicate experience with MySQL, Postgres or Oracle, familiarity with firewall management, or familiarity with automation tools (Red Hat Satellite, Chef, Puppet or Ansible) and with scripting languages (Bash, Python or Perl).
- 2 WM did not possess a Bachelor's degree in Computer Science or a related field.

- 2 WM withdrew their applications.

2 Interviewed applicants: 1 WM and 1 AM

The 1 WM selected showed greater technical ability than the other candidates. He was able to answer technical questions with the proper technical responses and posed comprehensive follow up questions. He had experience with scripting languages, automation tools, and had worked with Oracle and MySQL.

The 1 AM selected answered all technical questions correctly. He had experience with Red Hat Satellite, Oracle and My SQL, He had worked with various scripting languages and had advanced understanding of enterprise Linux systems.

This hire achieved a hiring goal

Search 2017694 – Service Desk Administrator (Computer Technical Support Consultant 1) (UCP 4) – School of Business

The School of Business Information Technology Department is seeking a full-time Service Desk Administrator (Computer Technical Support Consultant 1), UCP 4. The incumbent will report to the Service Delivery Manager and support, manage and provide oversight and future planning of the School of Business IT Help Desk. This position is based on the Storrs campus, but may require travel to other UConn campuses including Downtown Hartford and the UConn Stamford campus. Evening and weekend hours will be required as needed.

DUTIES AND RESPONSIBILITIES

- Hiring, training, and managing student technical support for the classroom, staff, and faculty for the School of Business Storrs campus.
- Managing ticket workflow and providing support for other departments using HelpSpot for their workflow.
- Conducting Active Directory and Office 365 account management including creation, suspensions, and the assignments of permissions as part of Helpdesk requests.
- Providing data analysis of trends in tickets and making recommendations based on reports.
- Analyzing and diagnosing computer software, hardware and network communications problems for a variety of computer users.
- Ensuring high levels of service delivery support for all current and new initiatives, including creating service catalog entries and ensuring quality documentation and communications that allows support for technologies to be delivered by Service Desk.
- Assisting with installing, debugging, testing, tracking, and monitoring a wide range of commercially available software and hardware as required for assignment.
- Assisting with the development of plans and processes that ensure the minimum risk to services and systems.
- Utilizing and staying current with new and evolving technologies, in order to install, maintain and troubleshoot technologies adopted by the School of Business or the University, through training and self-guided learning.
- Researching technology, equipment and tools, making recommendations to Service Delivery Manager.

MINIMUM QUALIFICATIONS

- Bachelor's degree in computer science, communications, business or related field, or equivalent combination of training and relevant full-time experience.
- One or more years of experience in computer technical support.
- Considerable knowledge of desktop applications including MS Office and Outlook.
- Demonstrated knowledge of computer equipment, networking and standard operating software.
- Demonstrated experience with video conferencing and distance education software such as Skype for Business, WebEx, and Polycom Bridge hardware.
- Demonstrated experience writing documentation and maintaining knowledge books.
- Excellent written and verbal communication skills including the ability to bridge the gap between technical and non-technical languages.
- Excellent interpersonal skills with demonstrated ability to establish and build cooperative working relationships with others.
- Ability to work independently as well as in a team environment.
- Demonstrated ability to prioritize, multi-task and meet tight timelines within a task-based and project management framework and team setting.
- Must be willing and able to work occasional evening and weekend hours as needed with own transportation for visitation to other School of Business locations.

PREFERRED QUALIFICATIONS

- Experience working in higher education or in an academically-focused technology environment.
- Knowledge of information technology management and issues in a university setting.
- Experience maintaining and repairing AV and/or instructional hardware and software.
- Experience in teaching, training and conducting workshops.
- Experience using imaging software to maintain homogeneous systems throughout the installation base.
- The ability to work calmly and effectively under pressure and tight timelines in a self-driven environment.
- Demonstrated leadership role in a previous position or group.
- Experience in providing training, presentations to various levels of technical abilities.
- Prior experience managing student workers in a technical environment.

APPOINTMENT TERMS

This is a full-time position based in Storrs, CT.

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions (Search # 2017694) to submit a **letter of application**, **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 # 2017694)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 4, 2017.

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 posted on UConn Careers website, HigherEdjobs, Ziprecruiter, and the School of Business Minority Serving Institutions

33 Total applicants: 17 WM, 1 WF, 5 BM, 3 HM, 4 AM, 2 AF, and 1 UM

17 Unqualified applicants: 9 WM, 1 WF, 1 BM, 1 HM, 4 AM, and 1 AF

- 4 WM, 1 WF, 1 HM, 2 AM, and 1 AF did not have at least one or more years of experience in computer technical support.
- 2 WM application materials did not indicate experience with video conferencing and distance education software such as Skype for Business, WebEx, and Polycom Bridge hardware.
- 1 WM and 2 AM application materials did not indicate knowledge of desktop applications including MS Office and Outlook.
- 1 WM application materials did not indicate experience writing and documentation of maintaining knowledge books.
- 1 WM and 1 BM withdrew their applications after submission.

5 Qualified applicants: 1 WM, 3 BM, and 1 AF

- 1 WM and 1 AF did not have experience working in higher education or in an academically-focused technology environment.
- 3 BM did not possess experience maintaining and repairing AV and/or instructional hardware and software.

11 Interview applicants: 7 WM, 1 BM, 2 HM. and 1 UM

- 1 WM and 1 HM did not have experience managing student workers in a technical environment.
- 1 HM answered fewer technical questions correctly than all other candidates.
- 2 WM were found not to have the minimum qualifications of computer networking and operating software based on their answers to interview questions.
- 1 WM did not exhibit excellent verbal communication skills in his incomplete and disorganized answers to interview questions. The candidate was not able to articulate how he could bridge the gap between technical and non-technical languages for a varied consumer audience.
- 1 WM and 1 UM had less hands-on technical experience and customer service experience needed for the position.
- 1 WM and 1 BM withdrew their applications.

The 1 WM selected demonstrated an advanced knowledge regarding technical support as well as hardware and software troubleshooting experience. He had demonstrated communication skills and gave examples of speaking to all levels of customers. He also spoke to his experience with video conferencing and distance education software, such as Skype for Business, WebEx, and Polycom Bridge hardware which other candidates did not have.

Search 2018188 - Computer Technical Support Consultant 1 (UCP 4) - UITS

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 IT support for all of UITS services, including computers, printers, smart devices, software and hardware, accounts, applications, networking, and telecommunications. This includes tasks such as performing hardware, software, desktop, laptop, printer and phone troubleshooting and integration issues. 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 other duties, such as documenting processes.

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.
2. Thorough understanding of computer hardware, peripherals, standard operating systems, and software.
3. Experience with the tools, equipment, cabling environments, methods and procedures common to computer systems.
4. Basic understanding / working level knowledge of Ethernet and IP networks and protocols.
5. Good interpersonal skills with demonstrated ability to work well with people.
6. Detail oriented with good verbal and written communication skills.
7. Demonstrated ability to handle technical problems, work well under stress, and to follow complex plans and strategies.
8. The ability to work independently as well as in a team environment.
9. Experience with office productivity software and databases (MS Office suite, Office 365, MS Visio, SharePoint, and/or SQL databases).
10. Ability to differentiate colors accurately, and lift 30-50 pounds overhead.
11. The willingness and ability to work Holidays, occasional weekends, early mornings, and evenings.

PREFERRED QUALIFICATIONS

1. One or more years of experience in computer technical support, computer consulting, computer programming, and/or computer operations.
2. Certification by CompTIA, Microsoft, SANS, or Cisco.
3. Advanced computer hardware and/or software knowledge.
4. Demonstrated knowledge and applicable use of Microsoft Active Directory Users and Computers (ADUC).
5. Demonstrated knowledge and practice of Microsoft Server NTFS Permission Administration.
6. Demonstrated knowledge and use of Microsoft System Center Configuration Manager (2007 or 2012).
7. Intermediate level knowledge of Ethernet and IP networks and protocols.
8. Working level knowledge of Microsoft SharePoint features and administration.

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition waivers 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>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions. Interested candidates should submit a **letter of application and resume** that demonstrate how you meet the minimum qualifications and any preferred qualifications you may have for this position, and a list of contact information, including phone numbers for **three professional references**.

Screening will begin immediately. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018188)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 5, 2017.

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 posting on UConn Careers website, DICE.com, Dice Diversity Partners, and the IT Employee Newsletter.

21 Total applicants: 12 WM, 3 WF, 3 HM, 1 AM, 1 AF and 1 UM

10 Unqualified applicants: 5 WM, 2 HM, 1 AM, 1 AF and 1 UM

- 4 WM, 2 HM, 1 AM and 1 AF application materials did not indicate experience with the tools, equipment, cabling environments, methods and procedures common to computer systems.
- 1 UM application materials did not indicate experience with office productivity software and databases (MS Office suite, Office 365, MS Visio, SharePoint, and/or SQL databases).
- 1 WM withdrew his application.

4 Qualified Applicants: 4 WM

- 2 WM application materials did not indicate one or more years of experience in computer technical support, computer consulting, computer programming, and/or computer operations.
- 2 WM did not have certification by CompTIA, Microsoft, SANS, or Cisco. Nor experience with use of Microsoft Active Directory Users and Computers (ADUC).

7 Interviewed Applicants: 3 WM, 3 WF and 1 HM

- 1 WF answers during the phone interview indicated that she did not have experience working directly with end users and she was unable to answer a basic network questions.

- 1 WF was found to have been separated during her probation period in the department for not performing her job duties correctly.
- 1 WF was found to not have Windows 10 experience other than for personal use.
- 1 HM answers to interview questions showed that he had little exposure to demanding customers and a fast-paced environment.
- 2 WM withdrew his application.

The 1 WM selected demonstrated the depth of his knowledge during his interview. His references indicated he was knowledgeable, professional and helpful. He had experience with Visio, SharePoint and SQL databases. He had direct customer service and IT services experience in a similar environment.

Search 2018302 - Computer Support Consultant 1 (UCP 4) – Psychological Sciences

The Department of Psychological Sciences at the University of Connecticut seeks qualified applicants for the position of Computer Technical Support Consultant 1. This position provides IT support for the department, including computers, printers, smart devices, software and hardware, accounts, applications, networking, and telecommunications. This includes tasks such as performing hardware, software, desktop, laptop, printer and phone troubleshooting and integration issues.

DUTIES AND RESPONSIBILITIES

- Analyzes and diagnoses computer software, hardware and network problems for a variety of computer users. Troubleshoots and recommends corrective solutions to errors that requires knowledge of current computer applications, networks, hardware and software or refers problems to appropriate technical staff/technicians or support area.
- Records, tracks, troubleshoots, surveys and reports on computer problems.
- Assists with teaching computer related workshops to faculty, students, staff, and other computer users to integrate computing and information technology with the teaching and learning initiative as well as the administrative functions of the University.
- Prepares documentation to improve user knowledge of computing and information technology.
- Facilitates computer usage by the faculty, students, and staff through a wide variety of means that may include surveys, newsletters, web pages, attendance at meetings, exhibitions, conferences, University events (i.e., open house, parent orientation, first year experience) and tours of the computer facilities.
- Assists with installing, debugging, testing, tracking, and monitoring a wide range of commercially available software and hardware for mainframe, midrange, mini-computer or microcomputer technology as required for assignment.
- Assists with the development of plans and processes that ensure the minimum risk to services or systems due to errors.
- Maintains routine security and cleanliness of computing facilities.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Computer Science or related field, or equivalent combination of education and training.
2. Thorough understanding of computer hardware, peripherals, standard operating systems, and software.
3. Experience with the tools, equipment, cabling environments, methods and procedures common to computer systems.
4. Basic understanding / working level knowledge of Ethernet and IP networks and protocols.
5. Good interpersonal skills with demonstrated ability to work well with people.
6. Experience with office productivity software and databases (MS Office suite, Office 365, MS Visio, SharePoint, and/or SQL databases).
7. The willingness and ability to work holidays, occasional weekends, early mornings, and evenings as needed.

PREFERRED QUALIFICATIONS

1. Certification by CompTIA, Microsoft, Apple, SANS, or Cisco
2. Advanced computer hardware and/or software knowledge.
3. Demonstrated knowledge and applicable use of Microsoft Active Directory Users and Computers (ADUC).
4. Demonstrated knowledge and practice of Microsoft Server NTFS Permission Administration.
5. Demonstrated knowledge and use of Microsoft System Center Configuration Manager (2007 or 2012).
6. Intermediate level knowledge of Ethernet and IP networks and protocols.
7. Working level knowledge of Microsoft SharePoint features and administration

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits, including employee and dependent child tuition waivers 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>.

TO APPLY

Please apply online at UConn Jobs, www.jobs.uconn.edu, Staff Positions. Interested candidates should submit a **letter of application** and **resume** that demonstrate how you meet the minimum qualifications and any preferred qualifications you may have for this position, and a list of contact information, including phone numbers for **three professional references**.

Screening will begin immediately. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018302)

This posting is scheduled to be removed at 11:59 p.m. January 23, 2018.

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 involved posting on both UConn Careers and Monster.com websites.

28 Total applicants: 18 WM, 2 WF, 2 BM, 3 HM, 2 AM and 1 UM

18 Unqualified applicants: 11 WM, 1 WF, 1 BM, 2 HM, 2 AM and 1 UM

- 3 WM, 1 HM, 1 AM and 1 UM did not have the required Bachelor's degree in Computer Science or a related field, or the equivalent combination of education and training.
- 7 WM, 1 WF, 1 BM and 1 AM submitted incomplete application materials.
- 1 WM and 1 HM application materials did not indicate work experience that would provide a thorough understanding of computer hardware, peripherals, standard operating systems, and software.

7 Qualified applicants: 5 WM, 1 WF and 1 BM

- 2 WM and 1 WF did not have certification in CompTIA, Microsoft, Apple, SANS, or Cisco.
- 1 WM desktop experience was not current because it was over 5 years ago.
- 1 WM application materials did not reference intermediate level knowledge of Ethernet and IP networks and protocols and advanced computer hardware and/or software knowledge.
- 1 WM application materials did not indicate having advanced computer hardware and/or software knowledge.
- 1 BM did not have familiarity with Microsoft Active Directory Users and Computers (ADUC) along with advanced computer hardware and/or software knowledge.

3 Interviewed applicants: 2 WM and 1 HM

- 1 WM and 1 HM did not provide accurate responses to technical questions, which demonstrated that they did not have the required knowledge, skills, and experience needed for the position.

The 1 WM selected met the minimum qualifications and all of the preferred qualifications. He had previous experience providing computer building and support in a research environment. The applicant provided accurate, detailed responses to technical questions and was experienced in Microsoft System Center Configuration, 2012 edition.

Search 2018447 - Computer Technical Support Consultant 1 (UCP 4) – Student Affairs

Under the supervision of the Client Support Manager, this position provides technical support for the Division of Student Affairs staff. The incumbent is responsible for supporting a wide variety of technologies, including Windows, printing/copying, and other peripherals.

DUTIES AND RESPONSIBILITIES

1. Diagnoses, troubleshoots, and recommends corrective solutions to errors that require knowledge of current computer applications, networking, hardware and software. Uses SAIT's ticketing system to track and communicate resolutions.
2. Responds to requests for information and provide assistance in solving a wide variety of problems, some of which are new or unusual and require interpretation, judgment and initiative. Recommends system and/or workflow updates to achieve increased efficiencies.
3. Assigns routine technical work to SAIT student employees and refers more advanced problems to the appropriate SAIT staff.
4. Responsible for training SAIT student employees to independently trouble shoot and provide quick resolutions for users.
5. Responsible for managing the performance of SAIT student employees, including hiring, training, and progressive counseling.
6. Provides implementation support for SAIT projects. Provides status updates and feedback by project.
7. Assists with installing, testing, and monitoring hardware and software as required. Including, but not limited to, the setup, configuration, and upgrades for Windows, and other technologies used by the Division of Student Affairs. Works with vendors as necessary to resolve issues.
8. Creates and edits internal and end-user technical documentation (both hard copy and on-line documentation) for SAIT services, equipment, and projects.
9. Assists in IT inventory management. Maintains routine security and cleanliness of computing facilities managed by SAIT.
10. Stays up-to-date with ongoing trends and developments related to position responsibilities.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Computer Science or related field or equivalent combination of education, relevant experience and/or training.
2. Minimum of 1 year of experience working in an IT Service/Help Desk environment.
3. Demonstrated ability to analyze and diagnose software, hardware, and network problems; propose solutions, and implement approved actions.
4. Excellent communication and interpersonal skills, including a demonstrated commitment to providing strong customer service.
5. Demonstrated experience with Windows in an Active Directory environment.
6. Ability to organize information and to process details efficiently and accurately.
7. Willingness to complete occasional off-hours and/or off-location travel to Regional Campuses.

PREFERRED QUALIFICATIONS

1. Demonstrated high degree of initiative; ability to be flexible to the changing needs of current technological work environments.
2. Demonstrated experience with technical project implementation.
3. 2+ years of experience working in an IT Service/Help Desk environment.
4. Experience training or supervising staff.

APPOINTMENT TERMS

The University offers a competitive salary, outstanding benefits including employee and dependent tuition waiver at UConn, and a highly desirable work environment.

TO APPLY

Interested candidates should apply online through UConn Jobs, www.jobs.uconn.edu, Staff Positions. For consideration, please submit a cover letter, resume, and a list of three (3) professional references. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018447)

This posting is scheduled to be removed at 11:59 p.m. April 8, 2018.

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 posting on UConn Careers and the HigherEdJobs.com websites.

42 Total Applicants: 28 WM, 6 WF, 3 BM, 2 HM and 3 AM

28 Unqualified Applicants: 17 WM, 3 WF, 3 BM, 2 HM and 3 AM

- 7 WM and 1 AM did not possess minimum of 1 year of experience working in an IT Service/Help Desk environment.
- 4 WM, 2 WF, 2 BM, 1 HM and 1 AM did not possess Bachelor's degrees in Computer Science or the equivalent combination of education, relevant experience, and/or training.
- 2 WM and 1 HM application materials did not indicate experience with Windows operating system in an Active Directory environment.
- 3 WM, 1 WF, 1 BM and 1 AM submitted incomplete applications.
- 1 WM withdrew his application after submission.

10 Qualified Applicants: 7 WM and 3 WF

- 6 WM and 2 WF application materials did not indicate experience with technical project implementation.
- 1 WM did not possess 2 or more years of experience working in an IT Service/Help Desk environment.
- 1 WF did not possess experience training or supervising staff.

4 Interviewed Applicants: 4 WM

- 1 WM withdrew from the search.
- 1 WM did not demonstrate excellent communication skills by using inappropriate language in answering questions asked by the search committee.
- 1 WM did not answer questions about his ability to organize information when asked how he kept track of the equipment he supported.

The 1 WM selected provided thoughtful and deliberate answers to all questions. The examples he gave to support his answers were very practical and were within the scope and expectations required by the position. The candidate demonstrated the most relevant experience working in an IT Help Desk environment in a higher education setting.

Search 2018457 – Laboratory Technician 2 (UCP 4) – The Department of Plant Science and Landscape Architecture

The Department of Plant Science and Landscape Architecture at the University of Connecticut invites applications for a permanent, 12-month position as a Laboratory Technician II. This position provides technical support for the Soil Nutrient Analysis Laboratory with the general supervision of the Laboratory Manager. The person selected will work in close cooperation with the Home and Garden Education Center.

The College of Agriculture, Health and Natural Resources (CAHNR) at the University of Connecticut contributes to a sustainable future through scientific discovery, innovation, and community engagement. CAHNR's accomplishments result in safe, sustainable and secure plant and animal production systems, healthier individuals and communities, greater protection and conservation of our environment and natural resources, balanced growth of the economy, and resilient local and global communities. We epitomize the role of a land-grant university, which is to develop knowledge and disseminate it through the three academic functions of teaching, research, and outreach. In so doing, we improve the lives of citizens of our state, region and country.

The successful candidate will be expected to prepare and analyze soil and plant tissue samples, and report results to farmers, contractors, researchers, professors, commercial growers, landscapers, lawn care companies, and homeowners. Specific duties include: participate in meetings to plan and evaluate lab procedures; identify procedures for intended results and make modifications to incorporate suggestions for improvement; assist in editing and updating lab manuals, and keep current on new procedures and laboratory software; prepare reagents, solutions and other lab supplies or apparatus needed to complete laboratory procedures; assist, and instruct student workers with their duties and with technical problems related to laboratory procedures and equipment; Maintain up-to-date inventory of supplies; set up and maintains laboratory; instruct others in proper and safe use of equipment; answer phone and provide information to customers about interpretation of results or refer customers to Home and Garden Education Center; order lab supplies, chemicals and office supplies using UConn's KFS, purchase orders and Pro-Card; and schedule outside repairs of lab and office equipment as well as perform routine maintenance and minor repair of lab equipment and related apparatus to ensure proper working order. Maintain the Laboratory's Facebook page and perform outreach at Hartford Flower Show annually.

MINIMUM QUALIFICATIONS

B.S. degree in chemistry, geology, biological sciences or other lab oriented scientific discipline and 1-3 years of experience, or equivalent education and experience. Demonstrated knowledge of concepts, practices and standard laboratory procedures used in a soil testing laboratory, including digital handling of laboratory data. Knowledge of standard laboratory safety procedures. Ability to explain laboratory procedures and to edit laboratory manuals. A demonstrated ability to use Microsoft Word and Excel and to maintain a Facebook page. Demonstrated ability to work independently.

PREFERRED QUALIFICATIONS

Ability to program in Microsoft Access; Experience analyzing water or soil extracts using an Inductively Coupled Plasma (ICP), discrete analyzer, or other related analytical instrument; Knowledge about how fertilizer recommendations are developed; Completion of college courses in analytical chemistry.

APPOINTMENT TERMS

This is a full-time position with a competitive salary and a complete benefits package including health insurance, vacation time and retirement benefits. The successful candidate's appointment will be at the Storrs Depot campus. The Soil Nutrient Analysis Lab is located at 6 Sherman Place, Storrs, CT.

TO APPLY

Applicants should submit a **letter of application**, **resume**, **transcripts** (official or unofficial), and a list of contact information for **three (3) professional references** to UConn Jobs at <http://www.jobs.uconn.edu/>. Employment of the successful candidate will be contingent upon

satisfactory completion of a pre-employment criminal background check.(Search # 2018457) Position available June 15, 2018.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 30, 2018.

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

Recruitment activities included postings on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, AcademicJobsOnline.org, Job Board, Antonio Mallarino Iowa State University, USDA Northeastern Soil Testing and Plant Analysis, USDA North Central Soil Testing and Plant Analysis, Leticia Sonon University of Georgia, USDA Southern Extension and Research Activity Info, Soil Science Society of America, and the Society of Soil Scientists of Southern New England.

28 Total applicants: 10 WM, 11 WF, 1 HM, 1 HF, 1 AM, 1 AF, 2 UM and 1 UF

24 Unqualified applicant: 8 WM, 10 WF, 1 HM, 1 AM, 1 AF, 2 UM and 1 UF

- 7 WM, 9 WF, 1 HM, 1 AM, 1 AF, 2 UM and 1 UF application materials did not indicate a knowledge of concepts, practices, and standard laboratory procedures used in a soil testing laboratory including digital handling of laboratory data.
- 1 WM submitted an incomplete application.
- 1 WF withdrew her application after submission.

1 Qualified applicant: 1 HF

- 1 HF application materials did not indicate knowledge about how fertilizer recommendations are developed for consumer usage.

3 Interviewed applicants: 2 WM and 1 WF

- 1 WM responses to interview questions showed a cursory knowledge and understanding about laboratory concepts, practices, and standard laboratory procedures and his answers about digital data indicated a lack of variety of situational and programmatic knowledge.
- 1 WF withdrew her application.

The 1 WM selected was able to detail protocol and procedures relating to the digital handling of laboratory data. His responses to questions about his ability to maintain social media was informative as he offered efficiency suggestions. He had not only completed a course in analytical chemistry, but his answers to specific questions about his knowledge of concepts, practices, and standard laboratory used in soil testing demonstrated his broad experience. Furthermore, he offered more complex and detailed answers about his ability to maintain a Facebook page and demonstrated his thinking about how the social media platform can be used as a tool for increasing awareness about the laboratory services.

Search 2018503 - University Library Assistant 2 Law (UCP 4) - Law Library

The University of Connecticut School Law Library seeks candidates for a full time, permanent University Library Assistant 2-Law (UCP 4). Responsibilities include staffing the main desk, collection maintenance, processing materials for the library, opening and closing the library, and other duties related to the provision of library services.

DUTIES AND RESPONSIBILITIES

Duties will include: assisting library patrons by performing circulation functions and locating library materials using the library's catalog; maintaining and processing patron and bibliographic records, including the processing of overdue and reserve materials; training and supervising student employees; creating and maintaining finding aids, service guides, usage instructions, and directional signage; monitoring the condition of the library building including study rooms, classrooms, stacks, and common areas; opening and closing the library building; participating in stacks management, including shelving and shifting materials; assisting with outreach to a variety of patron groups; maintaining and troubleshooting library equipment such as scanners, microform readers, printers, and copiers; and other duties as assigned. The work schedule is Sunday through Thursday, 2:45pm-10:45pm.

MINIMUM QUALIFICATIONS

A bachelor's degree and one year of related experience, or an equivalent combination; Ability to work independently with computer generated records and extract pertinent information following established library procedures; Ability to communicate effectively with library staff, University faculty and staff and the public regarding straightforward issues and to respond effectively to the needs of the public; Ability to work independently with minimum of supervision; Ability to perform moderately complex tasks that sometimes pose new problems, understanding of the operations of the department is required, keeping in mind the relationship of specific assignments to the goals of the department and the library; Demonstrated ability to keep up-to-date with standard practices, procedures or policies the incumbent must implement.

PREFERRED QUALIFICATIONS

Previous experience working in a law library; Previous experience working in a circulation or access services department; Previous experience using ALMA and PRIMO; Previous experience with web content management systems; Demonstrated knowledge of legal research materials and familiarity with upkeep; Demonstrated ability to work successfully in a team-based environment; Demonstrated ability to work in a fast-paced and evolving environment.

APPOINTMENT TERMS

This is a full-time, permanent position located in Hartford, CT at the UConn School of Law. The work schedule for this position will be Sunday – Thursday 2:45pm – 10:45pm.

TO APPLY

Interested candidates please submit a **letter of application, resume**, and contact information for **three professional references** via UConn Jobs, www.jobs.uconn.edu, Staff Positions. Please reference search #2018503. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. Salary will be commensurate with experience and training. (Search #2018503).

Recruiting activities included posting on the UConn Careers and Simmons Job Line websites.

24 Total applicants: 7 WM, 8 WF, 2 BM, 1 BF, 1 HM, 2 HF, 1 AF and 2 UF

10 Unqualified applicants: 3 WM, 4 WF, 1 BM, 1 HM and 1 AF

- 1 WM, 1 WF and 1 BM did not have the required Bachelor's degree and one year of related experience or an equivalent combination.
- 2 WM, 3 WF, 1 HM and 1 AF application materials did not indicate the required ability to extract pertinent information following established library policies and procedures.

14 Interviewed applicants: 4 WM, 4 WF, 1 BM, 1 BF, 2 HF and 2 UF

- 2 WM, 2 WF, 1 BM, 1 BF and 2 HF did not have the preferred qualifications of previous experience working in a law library.
- 1 WM and 1 UF withdrew their applications.
- 2 WF and 1 UF did not have experience using ALMA and PRIMO library information software systems.

The 1 WM selected met the minimum qualifications and exceeded all of the preferred qualifications. He provided clear, articulate, and concise responses to interview questions, which demonstrated an ability to communicate effectively, and ability to work successfully in a team-based environment as well as in a fast-paced and evolving environment. He also was able to answer questions pertaining to performing complex tasks that pose new problems, while understanding the operations of the department and keeping in mind the relationship of various assignments to the goals of the department and the library.

Search 2018651 - Director of Graphic and Digital Design (UCP 4) - Athletics

The University of Connecticut Division of Athletics is accepting applications and nominations for a full-time position of Director of Graphic and Digital Design.

DUTIES AND RESPONSIBILITIES

This position will be primarily responsible for all major Athletics graphic and digital design initiatives. This individual should be creative and motivated with a proven track record of high-quality design. Communication, organization, and the ability to work quickly and independently are important skills for this position. Duties will include: creating all major design concepts for the Division's marketing and fan engagement activities, including but not limited to: sales collateral, digital ads, e-mail templates, season tickets, social media content, website graphics, video board elements, and other print, digital and traditional media. Work directly with Marketing and other external units within the Division to develop and implement an effective graphics strategy; hire and manage students to assist with graphic design and various social media efforts; create real-time content for home and away games for use across our social media platforms.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Communications, Marketing, Graphic Design or related field OR equivalent combination of training and experience
- Minimum two years of on-the-job and relevant experience in digital media and/or graphic design
- Working knowledge of creative software including: Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Adobe After Effects
- Must demonstrate a strong sense of creativity and an eye for design
- Knowledge of general graphic design principles, typography and color theory
- Knowledge of production process for print and digital media
- Must possess the ability to balance multiple projects and thrive in a fast-paced environment with tight deadlines
- Knowledge of current social and digital media trends and specifications
- Ability to interpret and utilize brand standards

PREFERRED QUALIFICATIONS

- Previous experience in a creative design role within collegiate athletics or professional sports
- Skilled in photography and photo editing software
- High level of accuracy, attention to detail and problem solving skills
- Proficient in motion graphics and Adobe After Effects
- Experience with web design, including HTML and CSS

APPOINTMENT TERMS

Commensurate with experience.

TO APPLY

Candidates must submit the following via UConn Jobs, www.jobs.UConn.edu, Staff Positions: letter of application, resume, the names of three professional references, and either submission of a digital portfolio by web address (please include in your cover letter) or submission of a digital portfolio as an uploaded PDF included with your application. Applications submitted without the requested information, as noted above, may be removed from consideration. 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 # 2018651)

This job posting is scheduled to be removed at 11:59 PM eastern on July 8, 2018.

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 posting on the UConn Careers website, UConnHuskies.com, NCAA News, Professional Networking, and NACMA websites.

56 Total applicants: 24 WM, 17 WF, 3 BM, 1 BF, 2 AM, 4 AF, 3 UM and 2 UF

30 Unqualified applicants: 12 WM, 8 WF, 2 BM, 1 BF, 2 AF, 3 UM and 2 UF

- 4 WM, 1 WF, 1 AF and 1 UM application materials did not indicate knowledge of current social and digital media trends and specifications and failed to indicate abilities to interpret and utilize brand standards.
- 2 WM, 1 BM, 1 AF and 1 UF did not possess a Bachelor's degree in Communications, Marketing, Graphic Design or related field or the equivalent combination of training and experience.
- 4 WM, 2 WF, 1 BF, 2 UM and 1 UF did not possess a minimum of two years of on-the-job and relevant experience in digital media and/or graphic design, or equivalent experience and training.
- 1 WM, 5 WF and 1 BM application materials failed to indicate working knowledge of working with creative software including: Adobe Photoshop, Adobe InDesign, Adobe Illustrator, and Adobe After Effects nor general graphic design principles, typography and color theory.
- 1 WM withdrew his application.

20 Qualified Applicants: 9 WM, 8 WF, 1 BM, 1 AM and 1 AF

- 8 WM, 7 WF, 1 BM, 1 AM and 1 AF did not possess previous experience in a creative design role within collegiate athletics or professional sports.
- 1 WM and 1 WF application materials failed to indicate skill in photography and photo editing software, and failed to indicate proficiency in motion graphics including HTML and CSS.

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

- 1 WM withdrew his application.
- 1 WM did not respond to repeated requests for an interview.
- 1 WF did not clearly answer questions about her ability to effectively collaborate and receive feedback and constructive criticism and she did not explain how she would impact the program.
- 1 AM did not explain his abilities for managing the workload, delegating, staying organized, project management.
- 1 AF did not have experience specifically in college athletics to be able to effectively manage the workload and requests coming from multiple units and departments from an organizational management standpoint.

The 1 WM selected possessed experience working in both sports and the college athletics environment. His portfolio of work was large and having had experience in sports, he understood meeting the needs specific to the department. He spoke to an understanding of

NCAA and higher education compliance, and understood the culture and demands of working in college athletics. Additionally, he shared several examples of the importance and priority for him to stay on top of trends in the college athletics industry.

Search 2018710 - Assistant Equipment Manager/Football (UCP 4) - Athletics

The University of Connecticut is seeking applications for the full-time position of Assistant Equipment Manager for the sport of Football. The applicants responsibilities specific to the equipment area within the Football program will include, but are not limited to; assist in outfitting and equipping the team, coaches and staff on a daily basis; assist in the ordering receiving, inventory and maintenance associated with apparel and equipment used in the Football Equipment Room; assist in the supervision of the student managers, interns, equipment transportation company and game day communications technicians; assist in the design, ordering and proper product placement as it relates to Nike apparel and enforcement of proper use; assist in the fitting of all protective equipment, apparel and footwear to provide maximum protection and comfort; follow all necessary NOCSAE (National Operating Committee for the Standards of Athletic Equipment) guidelines related to reconditioning and recertification standards; work with Sport Medicine staff related to any special equipment needs that may arise; attend all practices and competition (home and away) along with all required training sessions through the year; handle all specific duties as assigned by the Director of Football Equipment; possess knowledge and understanding of compliance related to the NCAA and Conference rules as it pertains to competition, recruiting, equipment, and proper use of logos and trademarks, along with any other duties assigned by the Equipment/Facilities Manager Athletics.

Minimum Qualifications

Bachelor's degree in appropriate field or equivalent combination of training and experience; AEMA (Athletic Equipment Manager Association) certification or certification within one year from date of hire; knowledge of all types of athletic equipment and its proper use; knowledge of OSHA standards for blood-borne pathogens; ability to supervise and detail oriented; basic computer application knowledge; excellent interpersonal, organizational, teamwork and collaboration skills; ability to work flexible and irregular hours including weekend and some travel required.

Preferred Qualifications

Three years' student experience; one year post graduate experience in a Football Equipment Room at the FBS or NFL level.

Appointment Terms

The University offers a competitive salary, outstanding benefits, including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment. Anticipated salary is low to mid- forties.

To Apply

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 # 2018710)

This job posting is scheduled to be removed at 11:59 PM eastern on July 24, 2018.

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 posting on UConn Careers, UConnHuskies.com, NCAA News, the AEMA website along with professional word of mouth networking.

44 Total applicants: 28 WM, 1 WF, 8 BM, 3 HM, 1 AM and 3 UM

26 Unqualified applicants: 13 WM, 1 WF, 6 BM, 3 HM, 1 AM and 2 UM

- 10 WM, 4 BM, 2 HM, 1 AM and 2 UM application materials did not indicate knowledge or familiarity with all types of athletic equipment and its proper use.
- 2 WM and 1 WF application materials did not show familiarity with OSHA standards for blood-borne pathogens.
- 2 BM did not possess a Bachelor's degree in an appropriate field or the equivalent combination of training and experience.
- 1 HM provided references gave poor feedback.
- 1 WM withdrew his application.

13 Qualified Applicants: 10 WM, 2 BM and 1 UM

- 4 WM, 2 BM and 1 UM did not possess at least three years' student athletic experience.
- 6 WM did not possess at least one year of post-graduate experience in a Football Equipment Room at the FBS or NFL level.

5 Interviewed Applicants: 5 WM

- 1 WM withdrew his application.
- 1 WM did not respond to multiple requests to interview.
- 1 WM was not able to convey his vision for the program in response to interview questions.
- 1 WM answers to interview questions did not show appropriate knowledge of equipment or how to handle the responsibilities of the position.

The 1 WM selected had the most number of years' experience. He was very detail-oriented and displayed excellent organizational, teamwork, and collaboration skills. He spoke about his vision for the team year and emphasized the need for communication and feedback both to players and shareholders and holding players responsible for time commitments and game practices.

Search 2018009 – Publicity/Marketing Coordinator (UCP 4) – Information Technology Services

The University of Connecticut, University Information Technology Services, is seeking an energetic, proactive, self-motivated individual to fill the position of Publicity/Marketing Coordinator, (UCP 4) for the Connecticut Education Network (CEN). CEN is part of the State's secure "Nutmeg Network", whose purpose is to deliver reliable, high-speed internet access, data transport, and value added services to its members throughout Connecticut.

Under the direction of the CEN Director, this position assists in planning and carrying out the informational and promotional activities of CEN including marketing and special 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

- Works with the CEN Director and designated staff to plan cost-effective promotional strategies and develop promotional media designed to attract target audiences and generate customer engagement in CEN services & events.
- Assists in the development, coordination, and implementation of comprehensive web, social media, mailing, and digital and print campaigns. Regularly updates and enhances copy, content and announcements on the CEN website & mobile app. Performs volume mailing as well as social media and other digital media resources.
- Self-manages multiple composite tasks against deadlines and shifting priorities in the face of periodic end-user based uncertainty, ambiguity and change. Keeps informed regarding available media products, services and costs.
- Performs marketing research/studies to evaluate effectiveness, including cost-effectiveness, of promotional efforts.
- May write copy for press releases, public service announcements and other print and electronic publicity materials. Collaborates with writers, editors and other production staff to produce a coordinated finished product.
- May be assigned responsibilities for projects, which may be on going or short-term, and which require planning, coordination and supervision.
- Recruits, trains, organizes and supervises a staff of student workers and/or volunteers as necessary to carry out promotional/informational activities or other departmental needs.
- Works in concert with other staff to implement promotional and other activities. Performs necessary administrative functions such as data entry, record keeping, report writing and correspondence and establishes procedures for orderly operations. Maintains internal computerized mailing lists, archival files and other publicity files. Serves as a resource to other department staff regarding effective promotional strategies and problems.
- Assists in the programming, development, planning, and execution of the CEN annual conference.
- Other duties as required

MINIMUM QUALIFICATIONS

1. Associates degree and two to four years' experience in graphic design or related field, or equivalent combination of experience and training.
2. Highly organized, detail oriented, and proactive skillset with a strong ownership sensibility.
3. Proven ability to meet deadlines, take initiative, work independently, and manage multiple tasks to carry out challenging assignments.
4. Ability to be resourceful and willing to find creative solutions in the face of ambiguity.
5. Good recruiting, organizational and supervisory skills.
6. Willingness to work flexible and/or irregular hours as needed.
7. Excellent communication and interpersonal skills.

8. Outstanding creative and terse writing skills, solid grammar, spelling, and punctuation suitable for general and online publication
9. Professional level experience with MS Office products (Word, Excel, Access, PowerPoint, MS Project, One Note)
10. Proficient in Adobe Creative Suite: InDesign, Illustrator and Photoshop
11. Clear, cross-functional understanding of social and digital media sites such as LinkedIn, Twitter, Facebook, Google+, Tumblr, YouTube, Pinterest, Instagram and others – both as a marketer and as a user

PREFERRED QUALIFICATIONS

1. Bachelor's degree in communications, marketing, digital media, or related field.
2. Demonstrated experience utilizing Salesforce and/or other similar CRM products
3. Demonstrated experience with email marketing software/tools such as Constant Contact.
4. Demonstrated experience with CVENT event management software or equivalent.
5. An understanding of legal and regulatory issues for digital media, such as accessibility, online copyright, etc.
6. Demonstrated knowledge of fundamental Search Engine Optimization (SEO) and Search Engine Marketing (SEM) practices
7. Direct experience with social media analytical tools / methods used measuring effectiveness of online content and campaigns
8. Evidence of creative or technical ability as demonstrated by portfolio.
9. Ability to travel in-state and occasionally nationally as needed

APPOINTMENT TERMS

This is a full time, annually renewable (end dated) position. The University offers a competitive salary, outstanding benefits, including employee and dependent child tuition waivers 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://uconn.edu/> and for detailed position information and the job description visit: <http://uitsjobs.uconn.edu/> .

TO APPLY

Please apply online at <http://hr.uconn.edu/jobs/> , Staff Positions. Interested candidates should submit a **letter of application and resume** that demonstrate how you meet the minimum qualifications and any preferred qualifications you may have for this position, and a list of contact information, including phone numbers for **three professional references**. Reference search #2018009. Screening will begin immediately.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018009)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time November 23, 2017.

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

Recruiting activities included postings on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, Dice.com, Dice Diversity Partners, College Central Network, IT Employee Newsletter, and the Educause job board.

88 Total applicants: 17 WM, 49 WF, 4 BM, 6 BF, 1 HM, 2 HF, 1 AM, 1 AF, 1 UM and 6 UF

69 Unqualified Applicants: 15 WM, 37 WF, 4 BM, 4 BF, 1 HM, 2 HF, 1 AM, 1 AF and 4 UF

- 3 WM and 11 WF application materials did not indicate a familiarity or proficiency in Adobe Creative Suite: InDesign, Illustrator and Photoshop.
- 6 WM, 5 WF, 2 BM, 1 BF and 1 UF did not reference experience or training to establish a clear, cross-functional understanding of social and digital media sites such as LinkedIn, Twitter, Facebook, Google+, Tumblr, YouTube, Pinterest, and Instagram both as a marketer and as a user.
- 1 WM, 14 WF, 2 BM, 1 BF, 1 HM, 2 HF, 1 AM, 1 AF and 1 UF did not possess an Associate's degree and two to four years' experience in graphic design or a related field (or an equivalent combination of experience and training).
- 4 WM, 1 WF and 1 BF did not have two to four years' experience in graphic design or a related field.
- 1 WF application materials contained typographical errors.
- 1 WF and 1 UF did not have any professional level experience with MS Office products (Word, Excel, Access, PowerPoint, MS Project, One Note).
- 1 WM, 4 WF, 1 BF and 1 UF withdrew their applications.

19 Interviewed applicants: 2 WM, 12 WF, 2 BF, 1 UM and 2 UF.

- 1 WM and 4 WF were found not to have event management software experience.
- 4 WF and 1 UF did not respond to multiple requests for an interview.
- 1 WM, 3 WF, 2 BF and 1 UF withdrew their applications.
- 1 UM did not keep his interview appointment.

The 1 WF selected had extensive experience in social media, event planning and management, and marketing. She had experience in utilizing social media as a form of marketing and had launched a website. She also had the preferred Bachelor's degree and the computer program skills needed for the position.

Search 2018128 – Publicity/Marketing Coordinator (UCP 4) – School of Pharmacy

The School of Pharmacy at the University of Connecticut seeks candidates for a full time Publicity/Marketing Coordinator (UCP 4) position. Working under the general supervision of the Associate Dean for Admissions & Student Affairs, the Publicity/Marketing Coordinator will, in collaboration with the Associate Dean for Admissions & Student Affairs, implement and evaluate the informational and promotional activities of the School of Pharmacy. Incumbent will also provide assistance for other special projects or services necessary to the School.

DUTIES AND RESPONSIBILITIES

Works with the Associate Dean for Admissions & Student Affairs to plan cost-effective strategies and promotional campaigns designed to attract membership, audiences, and attendance for each event. Designs, schedules, and produces brochures, posters, advertising flyers, newspaper advertisements, and other informational and promotional materials; prepares designs for production, including layouts, paste-up, type specs, and mechanical, as needed; reviews and corrects proofs. Responsible for writing copy for press releases, public service announcements, informational listings and other publicity materials. Schedules and coordinates volume mailings; keeps informed of mailing regulations and cost-saving measures. Maintains working relationship with members of public media to promote coverage of department events; assists with special media events designed to draw attention to school programs. Maintains and updates computerized mailing lists, card files, and other necessary records, and assists in evaluating success of promotional and marketing campaigns; makes recommendations for improvements. Maintains fiscal records of expenditures and income and makes recommendations for more cost-effective publicity activities. Keeps informed regarding available graphic products, services, and costs and University branding guidelines. Responsible for all aspects of planning, coordinating, and executing both small and large events (Commencement, Professionalism Ceremony, etc). May be assigned responsibilities for other school projects, which may be on-going or short-term, and which require planning, coordination, supervision, and resolution of complaints or problems; such assignments are necessary to the work of the unit and may require specialized knowledge such as knowledge of regulations and laws governing a public facility, knowledge of a particular clientele, etc. May recruit, train, organize, and supervise student workers and/or volunteers as necessary to carry out promotional/informational events. Works in concert with other staff to implement promotional and other activities. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Associate's degree and two to four years of experience in graphic design or related field, or an equivalent combination of experience and training.
2. Experience planning and coordinating all aspects of programs and events.
3. Demonstrated abilities with creative graphics software such as Adobe InDesign, Adobe Photoshop and comparable software.
4. Photography experience.
5. Experience updating websites.
6. Excellent verbal and written communication skills including editing skills.
7. Excellent organizational skills.
8. Demonstrated supervisory ability.
9. Knowledge and experience with social media tools.
10. Willingness and ability to work flexible and irregular hours including nights and weekends in support of program activities and events.
11. Willingness and ability to travel in state in support of program activities and events.
12. Experience managing multiple tasks while complying with deadlines.
13. High level of proficiency with Word, Excel, PowerPoint, and Outlook

PREFERRED QUALIFICATIONS

1. Bachelor's degree in communications, marketing, graphic design, art, or related field.
2. Experience developing outreach programs designed to promote programs, events and services.

3. Knowledge of industry standards and/or university branding guidelines in relation to the use of graphics, logos, and proprietary materials.
4. Experience working in higher education.

APPOINTMENT TERMS

This is a 12- month, full-time position. Successful candidate will work full-time, however hours and work schedule are subject to change depending upon program needs. Salary is commensurate with experience and includes full benefits.

TO APPLY

Please upload a **cover letter**, detailing how the minimum and preferred qualifications are met through prior experience, **resume**, and the names and contact information for **three professional references** via UConn Jobs at www.jobs.uconn.edu, Staff Positions. Include the search number (2018128) 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 # 2018128).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 16, 2017.

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 postings on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, School of Pharmacy Twitter page, and was shared by multiple staff in professional circles.

31 Total applicants: 11 WM, 14 WF, 1 BF, 2 HM, 1 AM, and 2 UF

26 Unqualified applicant: 10 WM, 10 WF, 1 BF, 2 HM, 1 AM, and 2 UF

- 2 WM, 2 WF, and 1 BF did not have experience planning and coordinating all aspects of programs and events.
- 1 WM and 3 WF application material did not indicate experience with creative graphics software such as Adobe InDesign, Adobe Photoshop and comparable software.
- 4 WM, 1 WF, 1 HM, and 1 AM did not possess experience updating websites.
- 3 WM, 3 WF, 1 HM, and 2 UF did not provide a cover letter or references.
- 1 WF withdrew her application.

5 Interviewed applicants: 1 WM and 4 WF

- 1 WM did not have the hands-on marketing experience needed for the position.
- 1 WF had more management and supervisor experience than daily work production as required for the position.
- 1 WF had experience that was focused on design strategy and not much event planning.
- 1 WF withdrew from her application.

The 1 WF selected had diverse marketing and communications experience. She had multiple categories of communications experience and was able to speak to all audiences. She had extensive event planning experience from concept to final event. She detailed each step in an event planning process and showed how thoughtful her process was. Her portfolio of work was

at a higher quality than all other candidates and included a broad range of marketing and communication materials.

Search 2018582 - Digital Communications Coordinator – Rudd Center

Under the supervision of Director of Marketing Initiatives and Director of the Rudd Center, the Digital Communications Coordinator will manage the Rudd Center's digital media and communications and assist in developing advocacy outreach materials to disseminate the Rudd Center's mission and work to key audiences.

DUTIES AND RESPONSIBILITIES

- Responsible for website development and maintenance, marketing, publicity, and timely preparation and dissemination of Center communications materials (e.g., monthly newsletter).
- Manage the Center's social media presence on all platforms.
- Provide layout and graphic design support in creating advocacy resources materials to facilitate the timely dissemination of study and report findings to grant funders, advocacy organizations, policy makers and key partners.
- Create and maintain a collection of Center communications resource materials and program information for media and public outreach, and advocacy support.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Communications and 1-3 years' relevant experience, or equivalent combination of education and experience.
- Experience writing for web content, newsletters, and/or other public relations formats.
- Experience in social media promotion on a variety of platforms (Facebook, Twitter, YouTube, Instagram).
- Proficiency in Microsoft Office Suite.
- Familiarity with Adobe Creative Cloud applications, such as InDesign, Photoshop, and/or Illustrator.

PREFERRED QUALIFICATIONS

- Proficiency in marketing/communications tools, such as WordPress, Google Analytics, and email marketing automation software.
- Proficiency in HTML, CSS, and content management systems (CMS).
- Proficiency in Adobe Creative Cloud applications, including InDesign, Photoshop, and/or Illustrator.
- Knowledge of media monitoring services (e.g., Meltwater).
- Experience in responsive web design and web hosting management.
- Experience in creating infographics and photographic editing.
- Knowledge of the fields of obesity, food policy, research and/or media.

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.

TO APPLY

To apply, please submit an online application that includes a **cover letter**, a **resume** and contact information for **three (3) professional references**, online via UConn Jobs, Staff Positions (www.jobs.uconn.edu). Evaluation of applications will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018582)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 18, 2018.

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

Recruitment activities included postings on the following websites: UConn Careers website, AcademicDiversitySearch.com, Ability Jobs Online, and the RecruitMilitary Online job board.

46 Total applicants: 10 WM, 27 WF, 1 BM, 1 BF, 1 HM, 3 AF, 1 UM, and 2 UF

29 Unqualified applicants: 6 WM, 18 WF, 1 BM, 2 AF, 1 UM, and 1 UF

- 2 WM, 6 WF, and 1 AF did not possess a Bachelor's degree in Communications and 1-3 years' relevant experience, or the equivalent combination of education and experience.
- 3 WM, 5 WF, 1 AF, 1 UM, and 1 UF did not have experience writing for web content, newsletters, and/or other public relations formats.
- 1 WM, 2 WF, and 1 BM did not have experience in social media promotion on a variety of platforms (Facebook, Twitter, YouTube, or Instagram).
- 5 WF application materials did not reference familiarity with Adobe Creative Cloud applications, such as InDesign, Photoshop, and/or Illustrator.

10 Qualified Applicants: 3 WM, 5 WF, 1 BF, and 1 HM

- 3 WF application materials did not indicate a proficiency in marketing/communications tools, such as WordPress, Google Analytics, and email marketing automation software.
- 3 WM, 2 WF, 1 BF and 1 HM application materials did not reference proficiency in HTML, CSS, and content management systems (CMS).

7 Interviewed Applicants: 1 WM, 4 WF, 1 AF, and 1 UF

- 1 UF did not express any interest in the mission of the Rudd Center or knowledge about the research in her responses to interview questions.
- 1 WF work in social media and outreach required review by a supervisor before it was posted, needing additional supervision not applicable to this position.
- 1 WF responses to interview questions were not clear, concise, or organized.
- 1 WM responses and communication style was extremely casual which was not appropriate representing the University and the Rudd Center.
- 1 AF had not utilized social media professionally and did not have hands-on experience designing materials and updating websites.
- 1 WF writing samples indicated she would need additional supervision when writing the newsletter to make sure that the writing was clear and concise, which was not applicable to this position.

The 1 WF selected had extensive experience with website management, social media, journalism, and design. The applicant expressed interest in the mission of the Rudd Center and stated that she wanted to use her skills for an organization in whose work she believed. She had spent a lot of time reviewing the website, and offered several suggestions for ways to improve the website design and outreach. Her references were very favorable and she provided excellent writing samples.

Search 2018631 - Publicity/Marketing Coordinator (UCP 4) - Student Health, Counseling and Wellness Services

The University of Connecticut Student Health Services (SHS), Storrs campus, is seeking an experienced Health Communications Specialist (Publicity/Marketing Coordinator) UCP 4.

Under the general supervision of the Executive Assistant, this person will assist in planning and carrying out the informational and promotional activities of the Student Health, Counseling and Wellness Services department. Responsible for other special projects with the goal of enhancing student access to services, improving patient satisfaction, and promoting overall student health and wellness.

DUTIES AND RESPONSIBILITIES

1. Works with supervisor to plan cost-effective strategies and promotional campaigns designed to increase student awareness of health, counseling and wellness services, and to enhance student overall health and wellbeing.
2. Designs, schedules and produces brochures, posters, advertising flyers and newspaper advertisements and other informational and promotional materials; prepares designs for production, including layouts, paste-up, type specs and mechanical, as needed; reviews and corrects proofs.
3. Schedules and coordinates volume mailings; keeps informed of mailing regulations and cost saving measures.
4. Writes copy for press releases, public service announcements, informational listings and other publicity materials.
5. Maintains working relationship with members of public media to promote coverage of department events; assists with special media events designed to draw attention to Student Health, Counseling and Wellness programs.
6. Maintains, updates and maximizes functions of the Collegiate Link UConnTact database, mailing lists, and other necessary records, which may be computerized.
7. Maintains necessary files of promotional activities for each event, and assists in evaluating success of promotional and marketing campaigns; makes recommendations for improvements.
8. May maintain fiscal records of expenditures and income; may prepare analysis of cost and income projections and make recommendations for more cost effective publicity activities.
9. Keeps informed regarding available graphic products, services, costs, and laws and regulations.
10. Recruits, trains, organize and supervises a large staff of student workers and/or volunteers as necessary to carry out promotional/informational activities or other departmental needs.
11. Works in concert with other staff to implement promotional and other activities.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Associates degree and two to four years of experience in graphic design, media services, or related field, or equivalent combination of experience and training.
2. Good organizational skills, able to balance work on multiple projects with competing deadlines.
3. Demonstrated ability to work with others in a team environment.
4. Willingness to work flexible and irregular hours.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in communications, marketing, public relations, or related field and three years of related experience.
2. Desktop Publishing and writing experience for a minimum of one year in a university or healthcare setting.
3. Familiarity with applications in the Adobe Creative Suite, such as Photoshop, Illustrator and InDesign.
4. Familiarity with the AP style book.
5. Familiarity with the UConn brand identity and standards.

APPOINTMENT TERMS

This is a permanent, full-time position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition waiver at UConn, and a highly desirable work environment.

TO APPLY

Please apply online using UConn Jobs, www.jobs.uconn.edu, Staff Positions to upload a cover letter, resume, and names and contact information of three professional references. Incomplete applications will not be considered. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2018631).

Recruiting activities included: UConn Careers website, Asian American Cultural Club; Women's Center; UConn Rainbow Center; African American Cultural Center; and the PRLACC.

28 Total applicants: 7 WM, 15 WF, 1 HM, 2 HF, 1 AF, and 2 UF

15 Unqualified applicants: 9 WF, 1 HM, 2 HF, 1 AF, and 2 UF

- 3 WF did not have the required Associate's degree and two to four years of experience in graphic design, media services, related field, or the equivalent combination of experience and training.
- 6 WF, 1 HM, 2 HF, 1 AF, and 2 UF submitted incomplete applications, without cover letters or references.

6 Qualified applicants: 3 WM and 3 WF

- 2 WM and 1 WF did not have the preferred qualifications of a Bachelor's degree in communications, marketing, public relations, or related field and three years of related experience.
- 1 WM and 2 WF did not have experience utilizing software such as Photoshop or Illustrator and a minimum of one year writing experience in a university or healthcare setting.

7 Interviewed applicants: 4 WM and 3 WF

- 1 WM did not have recent social media platform experience to support the position's target population and he did not provide details about his experience with the preferred design applications.
- 1 WM did not have healthcare related marketing experience with all experience being in sports marketing.
- 2 WM and 1 WF did not provide clear, articulate, and concise responses to interview questions, specifically not providing in-depth examples of their experience with current social media platforms.
- 1 WF was unable to clearly articulate her skills and experience as they would relate to this position and she did not have experience directly dedicated to healthcare marketing.

The 1 WF selected provided clear, articulate, and concise responses to interview questions demonstrating excellent communication skills. She detailed her organizational skills and her ability to be a team player. She offered recommendations for improvement of current data measurement of media use. She also provided in-depth examples of her current experience managing social media platforms directed to target audiences.

Search 2018635 - Laboratory Technician 2 (UCP 4) – Molecular & Cell Biology

The Molecular and Cell Biology (MCB) Department at the University of Connecticut is seeking to fill a 12-month Laboratory Technician 2 (UCP 4) position beginning August 17th, 2018. The successful candidate will provide technical support for high enrollment MCB laboratory courses on the Storrs campus. This position is part of the department's Teaching Laboratory Services unit which supports the undergraduate laboratory courses. The expected work hours would be Monday through Friday from 7am to 3pm which includes one hour for lunch. Incumbent may be expected to work flexible hours.

DUTIES AND RESPONSIBILITIES

1. Prepare and test moderately difficult laboratory experiments for the MCB undergraduate Microbiology and Genetics laboratory courses to ensure students have all the resources to successfully complete the weekly laboratory experiments in a timely manner.
2. Identify and resolve problems with experimental methods and techniques, with occasional recourse to supervisor.
3. Make modifications to standard experiments to incorporate new technology in the undergraduate microbiology and genetics experiments as needed.
4. Establish preparation manuals for the undergraduate laboratory courses including standard operating procedures, experimental check list, and safety documentation.
5. Participate in meetings to plan and evaluate lab experiments for the MCB undergraduate laboratory courses; assists in evaluating procedures for intended results and makes modifications to incorporate suggestions for improvement.
6. Assist with the editing and updating of laboratory manuals for the microbiology and genetics laboratory courses, and keep current on new procedures.
7. Prepare bacterial media, stains, enzymes, reagents, solutions and other lab supplies or apparatus needed to implement the weekly laboratory exercises; Maintain bacterial cultures and stocks; Maintain and collect fruit flies for the genetics laboratory course.
8. On a yearly basis, prepare an accurate inventory of chemicals, bacterial cultures, supplies, and equipment.
9. Setup and maintain equipment for laboratory classrooms including the inspection and cleaning of equipment after student usage.
10. As needed assist with other duties such as cleaning of laboratory classrooms, cleaning glassware, decontaminating waste, and the preparation of reagents and supplies for all MCB laboratory courses.
11. Assist with the enforcement of laboratory safety procedures.
12. Work assigned schedule which could vary by semester.
13. Perform related tasks as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Molecular and Cell Biology or a related field and one to three years of experience, or equivalent education and experience.
2. Demonstrated knowledge of concepts, practices, safety protocols, and standard laboratory procedures in Microbiology and Genetics.
3. Demonstrated ability to clearly explain laboratory procedures and offer technical advice and guidance as needed.
4. Excellent interpersonal, organizational, time-management, and communication skills.
5. Proficient in Microsoft Office (Word and Excel).

PREFERRED QUALIFICATIONS

1. Master's degree in Microbiology or a related field.
2. Laboratory experience in a high volume academic, or clinical, setting.
3. Experience writing and communicating laboratory protocols.

TO APPLY

Please submit a cover letter, resume, and the names and contact information of three professional references via UConn Jobs, www.jobs.uconn.edu, Staff Positions. Indicate search number 2018635 on all correspondence. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018635)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 30, 2018.

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 posting on UConn Careers website, CTJobs.com, Chronicle of Higher Education, Monster, AcademicJobsOnline.org, and the Job Board websites.

20 Total applicants: 2 WM, 9 WF, 1 BM, 1 BF, 2 AM, 1 AF, 2 UM, and 2 UF

11 Unqualified Applicants: 2 WM, 5 WF, 1 BF, 1 AF, 1 UM, and 1 UF

- 2 WM, 4 WF, 1 BF, and 1 AF did not possess a Bachelor's degree in Molecular and Cell Biology or a related field and one to three years of experience.
- 1 WF, 1 UM, and 1 UF withdrew their applications.

1 Qualified applicant: 1 AM

- 1 AM did not possess a Master's degree in Microbiology or a related field.

8 Interviewed Applicants: 4 WF, 1 BM, 1 AM, 1 UM, and 1 UF

- 1 WF, 1 UM, and 1 UF withdrew their applications.
- 1 WF was found not to have any experience in an academic lab setting or working with students and she indicated she preferred not to work in a team setting.
- 1 WF did not answer questions about certain basic lab skills correctly.
- 1 BM work experience was administrative and not hands-on in a Microbiology laboratory.
- 1 AM Microbiology laboratory experience focused on a specific protocol not currently utilized in the department.

The 1 WF selected possessed a Ph.D. in Biochemistry, extensive relevant teaching and research experience in an academic setting, interpersonal and organizational skills, and conveyed her ability to work as a team member. She had prior Microbiology academic lab experience and extensive experience working with students.

Category 3: Nonteaching Professional – UC Professional 4 Admin Asst 3

Hiring goals: 2 BF

Hiring into Category: 4 WF, 1 HM

Goals met: No goals met

Part-time to Full-time

2 WF moved from Part-time to Full-time

Search 2018139 – Administrative Services Assistant 3 (UCP 4) – Education

The Administrative Services Assistant 3 for the ADRFA in the Neag School provides confidential support to maximize the effectiveness of the Associate Dean by coordinating administrative efforts and providing administrative assistance related to faculty and research affairs functions within the Neag School. The person in this position also serves as a liaison for the Dean's office with other executive offices, schools/colleges, departments, faculty, staff and Dean's office visitors.

DUTIES AND RESPONSIBILITIES

In this role the Administrative Services Assistant 3 works to ensure the effectiveness of the Associate Dean performs administrative duties, supports the administration of the Promotion, Tenure and Review process, will also support administration of research affairs, faculty development activities and faculty governance committees. Duties include but are not limited to planning and coordinating meetings, disseminating information, monitoring grant award progress, organizing information and preparing reports, work on special projects as needed and acts as a knowledge resource for related policies and procedures and an interface between the Associate Dean and other faculty and staff, Neag departments, units and other University departments.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and experience including four to seven years experience in a progressively responsible administrative support position.
2. Strong organizational skills.
3. Demonstrated supervisory ability.
4. Excellent interpersonal skills and ability to work effectively with the department/University staff and other individuals and groups.
5. Ability to resolve administrative problems, effectively and independently.

PREFERRED QUALIFICATIONS

1. Experience working in a higher education setting.
2. Demonstrates excellent written and verbal communication.
3. Excellent technology and computer skills including experience with Microsoft programs and PeopleSoft.

Appointment Terms:

This is a full time permanent position, with anticipated hours of Monday through Friday, 9:00 a.m. – 5:00 p.m. Salary is commensurate with experience and includes an excellent healthcare and retirement benefits package.

TO APPLY

For full consideration, please apply online at UConn Jobs, at www.jobs.uconn.edu, [Staff Positions](#). Please upload a well-written letter outlining your qualifications for the position, resume and a list of 3 professional references and their contact information. Screening will begin immediately and the search will remain open until October 18, 2017. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018139).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 18, 2017.

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 posting on UConn Careers website and personal networking amongst staff and colleagues.

60 Total applicants: 9 WM, 42 WF, 1 BM, 2 BF, 2 HM, 1 HF, 1 AM, 1 UM, and 1 UF

51 Unqualified applicants: 9 WM, 34 WF, 1 BM, 1 BF, 2 HM, 1 HF, 1 AM, 1 UM, and 1 UF


- 2 WM, 18 WF, 1 BF, 2 HM, and 1 HF did not submit complete applications including cover letters and references.
- 5 WM, 7 WF, 1 BM, 1 AM, and 1 UM did not have experience in a supervisory capacity.
- 1 WM, 4 WF, and 1 UF did not have four to seven years' experience in a progressively responsible administrative support position.
- 4 WF did not have a Bachelor's degree or the equivalent combination of education and experience.
- 1 WM and 1 WF withdrew their applications from consideration.

9 Interviewed applicants: 8 WF and 1 BF

- 3 WF and 1 BF did not meet the minimum requirement of combination of degree and work experience in a progressively responsible administrative support position. This error of lack of minimum qualifications was determined during the interview process.
- 4 WF did not communicate effectively how her skills and experience aligned with requirements of the position.

The 1 WF selected met all of the minimum and preferred qualifications and had the most tenured administrative experience. In addition, this candidate presented the most advanced and professional sample of her work, which demonstrated her advanced administrative capacity.

Search 2018178 – Administrative Services Assistant (UCP4) – Institute of Materials Sciences

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

The Institute of Materials Science is seeking applicants for a full-time Administrative Services Assistant (UCP 4) for the University of Connecticut. The Institute of Materials Science is an interdisciplinary Institute with a threefold mission fostering education, research and outreach in all areas of the materials sciences. Under the direction of the Assistant Finance Director of the Institute, the incumbent will provide responsible administrative support to the Director, Associate Director, Assistant Finance Director and the Institute of Materials Science as a whole.

DUTIES AND RESPONSIBILITIES

- Provide necessary administrative support to the Director, Associate Director, and Finance Director within the Institute of Materials Science; process reimbursements and other paperwork, faxing, and other administrative matters.
- Manage calendar, correspondence and other various communications on behalf of the Institute Director (as instructed); coordinate meeting requests and manage schedule conflicts; make appointments as requested.
- Serve as the face of the Institute in communications with the community to include, faculty, staff, students, outside constituents, and other university departments/units/officials, which may include disseminating information on policy updates and other key information.
- Respond to requests for information from faculty, staff, and other campus administrators and provide assistance in solving a wide variety of problems that require interpretation, judgement and initiative.
- Serve as Institute resource to individuals and groups on matters relating to the Institute activities and on matters relating to administrative policies, procedures and activities.
- Serve as a resource for Institute visitors, schedule and coordinate visits with outside companies and individuals, which may include arranging lodging and conference.
- Disseminate and serve as a resource on Payroll and HR matters and related information and serve as a unit resource for questions.
- Process all necessary paperwork as it relates to various types of employment transactions, including the processing of temporary employees (student labor/special payroll) employment paperwork and the associated Smart HR Transaction, including time card processing for the department and faculty members. (Approve Student Employee and Special Payroll Employee Time Cards).
- Initiate and process personnel searches, (including student labor, professional, classified, and other) on behalf of the Institute, including drafting of necessary documents, scheduling of interviews, arrangements of employment offers and serve as liaison with Human Resources, ODE and other administrative offices regarding search procedures, remaining cognizant of confidentiality.
- May need to prepare and submit H-1B visa petitions and J-1 visa requests; serve as liaison with the International Student and Scholar Services for J-1 visas, and the Office of General Counsel for H-1B visas; serve as resource on H-1B visa issues for IMS.
- Coordinate and process travel, out of pocket reimbursements, honorariums, fellowships, catering orders for various events, and other related fiscal documents for various faculty, staff, and outside visitors.
- Serve as the public relations coordinator for the Institute, disseminating important and timely information in a clear fashion.
- Respond to requests for information from faculty, staff, and other campus administrators and provide assistance in solving a wide variety of problems that require interpretation, judgement and initiative.
- Coordinate meetings/conferences, and assist visitors and process any necessary paperwork.
- Process Foundation disbursements, updating the Director on alumni gifts to Institute Foundation account(s).
- Prepare annual and periodic reports for supervisor.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and experience
2. 4-8 years' experience in a progressively responsible administrative support position
3. Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative details and procedures.
4. Excellent interpersonal skills and ability to work effectively with department/University staff and other individuals and groups.
5. Strong writing and communication skills.
6. Ability to resolve administrative problems efficiently, effectively and independently.
7. Display strong organizational skills.

PREFERRED QUALIFICATIONS

1. Experience working in a higher education setting.
2. Strong computer and technical skills including experience with Microsoft programs.

APPOINTMENT TERMS

This is a full time permanent position, with excellent healthcare and retirement benefits package. The anticipated salary is low to mid 40's or will be based on experience.

TO APPLY

Please apply online at UConn Jobs, at www.jobs.uconn.edu Staff Positions. For full consideration, please upload a well-written letter outlining your qualifications for the position, resume and a list of 3 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 October 9, 2017. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018178).

Recruiting activities included posting on the UConn Careers website.

36 Total applicants: 8 WM, 22 WF, 1 BM, 1 BF, 1 HM, 1 AM, 1 AF, and 1 UF

31 Unqualified applicants: 7 WM, 19 WF, 1 BM, 1 BF, 1 HM, 1 AF, and 1 UF

- 11 WF, 1 BM, 1 BF, 1 HM, and 1 AF did not have a Bachelor's degree or the equivalent combination of education and experience.
- 3 WM and 3 WF did not exhibit strong written communication skills based on application materials containing grammar and punctuation errors.
- 3 WM and 5 WF did not have four to eight years' experience in a progressively responsible administrative support position.
- 1 WM and 1 UF withdrew their applications from consideration.

5 Interviewed applicants: 1 WM, 3 WF, and 1 AM

- 1 WM was unable to adequately explain his capability and qualifications for the position and provided vague and incomplete answers to questions.
- 1 AM was not able to provide clear examples to the questions asked and provided answers, unrelated to the question asked.
- 1 WF was unable to provide full information and was unable to elaborate and give specific examples speaking to her experience to the questions asked.
- 1 WF did not adequately highlight her communication skills and spoke of her concern in making the transition from a team focus to a single person environment while independently prioritizing her workload.

The 1 WF selected was able to demonstrate her ability to work independently and amongst a team setting. The candidate spoke of her ability to meet the shifting priorities of the position by providing relevant examples. She was able to communicate very clearly and effectively and displayed her ability to keep up with high-volume times in a fast paced environment while faced with daily interruptions; all while maintaining a very professional manner based on experiences. She asked germane and detailed questions about the Institute and the direction of IMS and provided thoughts and ideas as to how she could be an asset to IMS and its growth.

Search 2018482 – Administrative Services Assistant 3 (UCP 4) – Eversource Energy Center

The Eversource Energy Center is seeking applicants for the position of Administrative Services Assistant 3, UCP 4. This is a 12-month, full-time appointment. The successful candidate will serve as a point of contact for the Eversource Energy Center and will perform administrative and financial functions for the Center with funding from private, state, federal grant and contract sources.

DUTIES AND RESPONSIBILITIES

- Maintains and monitors Center and grant budgets; review transactions for accuracy, completeness and compliance with regulations, policies and procedures; monitors and approves expenditures; processes fiscal paperwork.
- Assist faculty Principal Investigators (PI) for grant post award to monitor budgets and ensure compliance with regulations and policies at the University, state and federal levels as well as the requirements of the Sponsored Programs Services (SPS) and funding agencies.
- Responsible for making all necessary arrangements for meetings, conferences and travel; arranges for and implements, as directed, conferences, seminars, committee meetings, assisting as required.
- Record encumbrances and expenditures to process all necessary paperwork, including payroll records, purchasing, disbursements, travel (pre and post trip), following up to resolve problems as they arise.
- Prepares regular financial statements on the condition of the Center and producing timely and accurate financial information, including budget projections and analysis.
- Performs office management duties; directs the workflow and supervises the processing of administrative and personnel paperwork; reviews paperwork for accuracy and adherence to policies and procedures.
- Assists director, manager and others in resolving budget and other business problems related to the Center operations.
- Perform related duties as required, including but not limited to the following: take and transcribe all minutes for Center-related meetings; initiate special payroll authorizations (SPAR), J1 and H1B visa applications; compose offer letters and payroll authorizations for individuals tied to Center accounts; process paperwork for unit's financial transactions, including Procard purchases; and place orders with vendors and follow up to assure timely delivery.
- Schedules appointments and meetings for director.
- Review administrative and internal operation procedures to implement operations and/or fiscal policies.
- Transmits authoritative information and serves as a resource to students and others regarding fiscal and administrative policies and procedures governing the Center.
- Independently composes, prepares and/or edits standard correspondence and reports containing information that requires thorough knowledge of policies, procedures and data sources.
- May represent director to other University offices, the public or outside organizations to gather or transmit information that affects operations of the Center.
- As needed or assigned, may be responsible for special short term or ongoing projects that require planning, coordination and supervision.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and experience including 4-8 years' experience in a progressively responsible administrative position.
2. Demonstrated knowledge of fiscal and/or accounting functions of an organization with multiple fund sources
3. Experience with electronic financial systems and spreadsheets
4. Strong interpersonal skills and ability to work independently and effectively with staff and administrators

5. Excellent time management and organizational skills; demonstrated accuracy and attention to detail
6. Ability to contribute and participate as a team member;

PREFERRED QUALIFICATIONS

1. Knowledge of KFS, Infoed, or Microsoft Office products
2. Previous experience in a university or college setting dealing with fiscal functions
3. Experience working effectively and efficiently with multiple departments
4. Demonstrated ability to clearly communicate both verbally and in writing.

APPOINTMENT TERMS

This is a permanent full-time position. Salary will be commensurate with training and experience.

TO APPLY

Interested applicants, please upload a cover letter, resume and contact information for three professional references via UConn Jobs, www.jobs.uconn.edu, Staff Positions. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2018482)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 26, 2018.

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 postings on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, The Hartford Courant, Commission on Equity and opportunity, Eversource Energy Center website, and the Indeed.com website.

47 Total applicants: 32 WF, 2 BM, 1 BF, 1 HM, 2 HF, 6 AF, and 3 UF

34 Unqualified applicants: 23 WF, 2 BM, 1 BF, 2 HF, 4 AF, and 2 UF

- 3 WF and 1 UF did not possess a Bachelor's degree or the equivalent combination of education and experience including 4-8 years' experience in a progressively responsible administrative position.
- 5 WF, 1 HF, and 1 AF experience and application materials did not indicate knowledge of fiscal and/or accounting functions of an organization with multiple fund sources.
- 15 WF, 2 BM, 1 BF, 1 HF, 3 AF, and 1 UF submitted incomplete applications

4 Qualified Applicants: 3 WF and 1 UF

- 3 WF and 1 UF did not have previous experience in a university or college setting dealing with fiscal functions.

9 Interviewed applicants: 6 WF, 1 HM, and 2 AF

- 1 AF was found to not have knowledge of KFS and InfoEd.
- 2 WF did not answer interview questions completely.
- 2 WF references were not as complementary or positive as those of the selected candidate.

- 1 AF was unable to explain how she would prioritize daily actions and to work independently.
- 2 WF withdrew their applications from consideration.

The 1 HM selected had several years of financial experience, including experience with InfoEd. He spoke to the importance of communications skills and gave examples of his leadership qualities. His work history and references reflected an ability to work independently and he demonstrated a willingness to gain responsibilities and grow in the position.

Category 3: Nonteaching Professional – UC Professional 4 Admin Serv Sp 2

Hiring goals: 2 WF, 1 BM, 2 BF

Hiring into Category: 4 WM, 7 WF, 1 AF

Goals met: 2 WF

2018090 – Admin Services Specialist 2 – Nursing

23 Total Applicants: 2 WM, 19 WF, 1 BF, 1 AF

15 Unqualified applicants: 2 WM, 11 WF, 1 BF, 1 AF

2 Qualified applicants: 2 WF

6 Interviewed applicants: 6 WF

Hired: 1 WF

This hire achieved a hiring goal.

2018429 – Admin Services Specialist 2 – Procurement Services

40 Total Applicants: 1 WM, 27 WF, 6 HF, 1 AF, 1 UM, 4 UF

17 Unqualified applicants: 1 WM, 11 WF, 4 HF, 1 UF

7 Qualified applicants: 6 WF, 1 UF

16 Interviewed applicants: 10 WF, 2 HF, 1 AF, 1 UM, 2 UF

Hired: 1 WF

This hire achieved a hiring goal.

Search 2017681 - Administrative Services Specialist 2 (UCP 4) – Office of the Bursar

The Office of the Bursar is seeking applications for the position of Administrative Services Specialist 2.

DUTIES AND RESPONSIBILITIES

Under the direction of the Billing Manager, the successful candidate will be responsible for assisting with term tuition and fee set up in PeopleSoft; testing new set up and processes; maintaining the New England Regional Program and all student accounts participating in it; verifying, posting and maintaining all types of tuition waivers; assisting with education abroad program set up, testing and billing; designing, scheduling and maintaining the monthly billing calendar; calculating student fee bills of all types; posting deferrals and comments on student accounts; resolving student account discrepancies; manually billing and posting fees for special programs; working closely with other departments to implement new program billing, as well as with assisting the student population; analyzing, reconciling and verifying student accounts and billing transactions in PeopleSoft; processing paperwork for billing transactions and maintaining student billing records; assisting billing team with processing group posts, running late fee processes, loading eBill files and supporting the Bursar Office Client Services Center.

Incumbent in 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 and refunds; and utilize computerized systems and applications to daily performance of job duties.

MINIMUM QUALIFICATIONS

1. Associate 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.

TO APPLY

Please submit a **letter of application**, **resume** and a list of names and contact information for **three professional references**. Applications should be submitted electronically through UConn Jobs at: <http://jobs.uconn.edu> , Staff Positions. 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 # 2017681)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 5, 2017.

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 posting on the following websites: UConn careers website, Diverse, HERC, Inside Higher Ed, Career Builders website, Chronicle of Higher Education, and being published in the Hartford Courant newspaper.

81 Total applicants: 10 WM, 50 WF, 2 BF, 2 HM, 6 HF, 1 AM, 3 AF, 3 UM, and 4 UF

71 Unqualified applicants: 7 WM, 47 WF, 2 BF, 2 HM, 6 HF, 1 AM, 1 AF, 2 UM, and 3 UF

- 7 WM, 45 WF, 2 BF, 2 HM, 6 HF, 1 AM, 1 AF, 3 UF, and 2 UM did not have three to five years of related experience.
- 2 WF application materials did not reference proficiency in Microsoft Excel.

4 Qualified applicants: 1 WM, 1 WF, 1 AF, and 1 UM

- 1 WM, and 1 UM did not have previous experience in a university or college setting.
- 1 WF background and application materials did not indicate the ability to interpret policies and procedures.
- 1 AF did not indicate problem solving skills.

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

- 1 WM withdrew his application from consideration.
- 2 WF, 1 AF, and 1 UM did not answer questions demonstrating experience relating and transferrable to the position.

The 1 WM selected met all minimum and preferred qualifications for the position. He gave examples of his experience working with Microsoft Office, Core-CT and Oracle-based software. He had participated in development and testing new integrative Oracle software which was an important quality for the position. In addition, he had experience in higher education in a similar university setting.

Search 2018349 – Administrative Services Specialist 2 (UCP 4) – The Office of the Vice President for Research/Sponsored Programs

The Office of the Vice President for Research, Sponsored Program Services at the University of Connecticut (UConn) is seeking an outstanding Administrative Services Specialist with experience working in a high-volume professional office to join our growing research enterprise.

Under the direction of the Pre-Award Team Leader, the Pre-Award Assistant will be responsible for the receipt, preliminary review and logging of sponsored research proposals and contracts, and for the time-sensitive processing of grant proposals and contracts to be submitted to sponsors.

DUTIES AND RESPONSIBILITIES

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.

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 www.research.uconn.edu.

TO APPLY

Please submit a **letter of interest**, **resume** and a list of **three professional references** via UConn Jobs, www.jobs.uconn.edu, Staff Positions. 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 #2018349)

For confidential inquiries or additional information please contact:

Laurie Pudlo, Administrative Manager
Office of the Vice President for Research
University of Connecticut
laurie.pudlo@uconn.edu
[860-486-4247](tel:860-486-4247)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on February 1, 2018.

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 posting on the following websites: UConn Careers, HERC, Inside Higher Ed., Diverse, OVPR Website and the CT Hires (CT DOL and US DOL job banks).

20 Total applicants: 3 WM, 15 WF, 1 HF, and 1 UF

14 Unqualified applicants: 1 WM, 11 WF, 1 HF, and 1 UF

- 1 WM, 4 WF, and 1 HF submitted incomplete applications.
- 6 WF and 1 UF did not have three to five years' experience providing customer service, processing and administrative support in a high volume, deadline driven environment.
- 1 WF did not have an Associate's degree or equivalent combination of experience and education.

6 Interviewed applicants: 2 W and 4 WF

- 1 WM, 1 WF declined the interview.
- 1 WF was found not to have the preferred experience in higher education, financial experience, or InfoEd experience.
- 1 WF was not prepared for the interview and did not answer questions succinctly and completely.
- 1 WF answers to interview questions did not demonstrate good customer service skills

The 1 WM selected met all the minimum and preferred qualifications. He had relevant work experience and demonstrated customer service skills. He effectively demonstrated his knowledge in the interview and answered all questions thoroughly and succinctly. He had prior higher education work history and familiarity with working with a student population.

Search 2018665 - Administrative Services Specialist 2 (UCP 4) – Student Activities

Under the supervision of an administrator, the Business Services Specialist (seeking 2 positions) provides a variety of business and accounting services to student organizations and assists in the financial and business operations of the Department of Student Activities. The Business Services Specialist is responsible for performing financial record keeping and accounting functions, and provides business and accounting advice and guidance to student organizations and department staff.

DUTIES AND RESPONSIBILITIES

1. Provide business and accounting services to Student Organizations.
 - Assist in the activities and operations of Business Services, including maintenance of the Student Organizations Fund.
 - Process deposits, disbursements, payroll, and journal entries for student organization accounts.
 - Provide business and accounting advice and guidance to student organizations. Advise and instruct officers in the preparation and maintenance of financial records.
 - Assist in developing fiscal management training programs and written materials to enhance advisement.
 - Advise student organizations on the business and financial aspects of programs and events. Meet with students to determine needs. Create and produce tickets and provide admissions equipment as needed.
 - Ensure compliance with local, state, and federal requirements and regulations. Serve as a resource to students, staff and others regarding University, departmental and related financial policies and regulations.
2. Provide business and accounting services to Student Trustee Organizations.
 - Assist with advising the Student Trustee Organizations.
 - Review contracts, purchase orders and vouchers and ensure appropriate supporting documentation.
 - Monitor financial ledgers. Resolve discrepancies.
 - Assist with developing training for students and staff.
 - Review meeting minutes for approval of financial decisions.
 - Travel to Regional Campuses to meet with students and audit records.
 - Ensure compliance with local, state, and federal requirements and regulations. Serve as a resource to students, staff and others regarding University, departmental and related financial policies and regulations.
3. Support the business and financial operations of the Department of Student Activities and student organizations.
 - Facilitate purchasing and accounts payable functions including but not limited to processing purchase requisitions, purchase orders, and invoices. Assist in obtaining quotes and vendor information as well as responding to various other requests from student organization officers and staff in the department.
 - Track expenditures and compile department financial data and information.
 - Assist in the maintenance of department accounts. Monitor and reconcile accounts including the department credit card account.
 - Assist with the department accounts receivable process. Bill outside vendors and internal customers for goods and services provided by the department. Reconcile accounts. Resolve outstanding collections issues. Serve as a resource to staff and customers. Prepare and process deposits.

4. Review operating procedures for efficiency and effectiveness; recommends improvements and changes.

5. Assist with hiring, training and supervising student office assistants. Assist with payroll functions.

6. Transmits authoritative information. Responds to requests for information and provides assistance in solving a variety of problems of ordinary difficulty.

7. Assist in the development and implementation of financial and business policies and procedures. Assist in developing and distributing printed and web-based materials and publications to provide information to students and the University community to promote designated programs and services. Assist in developing and facilitating student training sessions.

8. Maintain close and cooperative relationship between students and staff in the department, Student Trustee Organizations, internal and external constituents; serves as a resource regarding information about programs and/or services, policies and procedures.

9. Perform special projects and related duties as required.

MINIMUM QUALIFICATIONS

1. Associates degree in business, accounting or related field or equivalent combination of education and experience.
2. Three to five years related experience.
3. Demonstrated knowledge of accounting principles and business practices; ability to interpret and apply policies and procedures.
4. Strong computer skills. Microsoft software applications; outlook, word, excel; financial applications.
5. Strong interpersonal skills and ability to function effectively in a diverse and multi-cultural environment.
6. Demonstrated ability to work effectively with students.
7. Strong organizational, communication, and customer service skills.
8. Ability to independently resolve problems of ordinary difficulty.
9. Willingness to work irregular and flexible hours.

PREFERRED QUALIFICATIONS

1. Bachelors Degree in Business, Accounting or related field.
2. Experience with college student organizations and college student leadership development.
3. Knowledge of payroll processing; experience with HuskyTime and/or Core-CT a plus.
4. Knowledge of website maintenance; experience with Aurora Wordpress a plus.
5. Experience with enterprise-wide financial systems; Quali Financial Systems (KFS) and KFDM a plus.
6. Experience preparing training materials and executing formal training.

APPOINTMENT TERMS

This is a full-time, permanent 12-month position. Anticipated salary is low \$40's with excellent benefits. Anticipated start date is August 31, 2018.

TO APPLY

Interested candidates please submit a **letter of application** and **resume** that demonstrates how you meet the qualifications and requirements of this position, and contact information for **three professional references** at www.jobs.uconn.edu. Screening will begin immediately. (Search#2018665)

This job posting is scheduled to be removed at 11:59pm Eastern time on July 31, 2018.

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 posting on the UConn Careers website.

31 Total applicants: 6 WM, 17 WF, 1 BF, 3 HF, 2 AF, 1 UM, and 1 UF

18 Unqualified applicants: 3 WM, 9 WF, 1 BF, 2 HF, 1 AF, 1 UM, and 1 UF

- 1 AF and 1 UF did not have an Associate's degree in business, accounting or related field or equivalent combination of education and experience.
- 1 WM, 2 WF, and 1 HF did not possess three to five years of related work experience.
- 2 WM, 5 WF, 1 BF, and 1 UM submitted an incomplete application package.
- 2 WF and 1 HF withdrew their applications from consideration.

3 Qualified applicants: 3 WF

- 2 WF did not possess a Bachelor's Degree in Business, Accounting or a related field.
- 1 WF did not have experience with college student organizations and college student leadership development.

10 Interviewed applicants: 3 WM, 5 WF, 1 HF, and 1 AF

- 1 WF did not have direct hands-on experience in website maintenance and no experience with Aurora WordPress and had fewer years' experience with enterprise-wide financial systems than the selected candidates.
- 1 AF answers demonstrated inadequate knowledge of accounting principles and business practices and her previous work with college student organizations was not one of her main responsibilities.
- 1 WF was found to have no knowledge of website maintenance or experience with Aurora WordPress.
- 1 WM had very cursory knowledge of website maintenance, no experience with Aurora WordPress and he stated that he had limited experience preparing training materials and executing formal training.
- 2 WF and 1 HF withdrew their applications from consideration.
- 1 WF declined an employment offer.

The 1 WM selected had 25 years closely related experience. He had a working knowledge of accounting principles and business practices and the ability to interpret and apply policies and procedures. He had several years of significant experience with college student organizations

and college student leadership development. Previously he was responsible for website maintenance and had experience with Aurora WordPress. He had experience with enterprise-wide financial systems including Quali Financial Systems (KFS) and KFDM. His background included preparing training materials and executing formal training.

The 1 WM selected had 7 years closely related experience. His answers to interview questions demonstrated thorough knowledge of accounting principles and business practices and the ability to interpret and apply policies and procedures. He had knowledge of website maintenance and had experience with Aurora WordPress as well as experience with enterprise-wide financial systems including Quali Financial Systems (KFS) and KFDM. He had also previously been responsible for preparing training materials and executing formal training.

Search 2018061 - Admissions and Recruitment Coordinator (UCP 4) – School of Nursing

The University of Connecticut, School of Nursing is seeking an Admissions and Recruitment Coordinator, Administrative Services Specialist 2 (UCP 4)

DUTIES AND RESPONSIBILITIES

Responsible for coordinating and supporting the School of Nursing recruiting function, including processing paperwork; reviewing for accuracy, completeness and compliance with regulations, policies and procedures; identifies and follows up to resolve problems. Manages, monitors and tracks information, computerized files and electronic records (NursingCAS) utilizing databases and spreadsheets; provides assistance and training to users, faculty and staff as needed. Visits community colleges, attends conferences and admission events to speak to prospective transferring and/or petitioning students; provides information and advises prospective, current petitioning and transfer students on admission and program requirements, prerequisite courses, general education needs and alternative academic options. Organizes and attends Open Houses, informational sessions, orientations, admissions fairs and other events throughout the state; reviews and ensures up-to-date marketing and promotional materials are available; and monitors budgets and inventory of promotional items.

Prepares narrative and informational reports; compiles, organizes and evaluates information, including student data, requiring the understanding of program requirements and data sources; evaluates and makes determination of course acceptance prior to committee review. Screens correspondence, records and other documents, including CEIN/BS and graduate applications, for appropriate action. Follows up and works with students and/or administrators to ensure complete applications or to resolve problems, making referrals as appropriate. Advises students as appropriate in the CEIN and undergraduate programs. Provides administrative support to Pre-Licensure Admissions and Graduate committees and Open House committees; attends meetings and conferences as needed. Engages in public relations and promotional activities for the School; facilitates or plans and carries out related support activities, such as meetings, interviews and events e.g. RN day that may include arrangements, logistics, correspondence and supervision of assigned events.

MINIMUM QUALIFICATIONS

Associates degree or equivalent combination of education and experience. Three to five years related experience in academic or educational setting. Demonstrated knowledge of administrative specialty required by department to be served, and ability to independently resolve problems of ordinary difficulty. Excellent organizational and interpersonal skills with ability to establish and foster cooperative working relationships with a diverse population of faculty, staff and students. Must be proficient in the use of computers and have working knowledge and skills in MS office applications such as word processing, spreadsheets, relational databases, electronic mail and internet applications. Demonstrated ability to prioritize, multi-task and meet time sensitive timelines. Effective presentation skills and demonstrated experience communicating complex ideas to diverse audiences. Must be willing and able to work occasional evening and weekend hours as needed, and travel to other locations in and out of state.

PREFERRED QUALIFICATIONS

Baccalaureate degree. Experience in higher education student offices. Demonstrated public speaking experience. Experience in providing training, presentations and technical information to large and small groups of people. Demonstrated experience with NursingCAS, Microsoft Access and PeopleSoft and Microsoft Suite.

APPOINTMENT TERMS

This is a full time, permanent position. Salary commensurate with experience and includes an excellent benefits package.

TO APPLY

Interested applicants should submit a cover letter, resume, and name with contact information for three professional references online via UConn Jobs, Staff Positions, (www.jobs.uconn.edu). Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018061)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 6, 2017.

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 posting on the following websites: UConn Careers, HERC, Inside Higher Ed., Diverse, School of Nursing Website, School of Nursing Facebook, School of Nursing Twitter, and the Minority Nurse.

44 Total applicants: 3 WM, 27 WF, 2 BM, 3 BF, 2 HF, 3 AF, 2 UM, and 2 UF

37 Unqualified applicants: 3 WM, 21 WF, 2 BM, 2 BF, 2 HF, 3 AF, 2 UM, and 2 UF

- 3 WM, 19 WF, 2 BM, 2 BF, 2 HF, 3 AF, 2 UM, and 2 UF did not have 3-5 years of related experience in an academic or educational setting.
- 2 WF withdrew their applications from consideration.

3 Qualified applicants: 2 WF and 1 BF

- 2 WF and 1 BF did not have experience in higher education student offices.

4 Interviewed applicants: 4 WF

- 2 WF withdrew their applications from consideration.
- 1 WF had fewer years of professional experience than the leading candidate.

The 1 WF selected had the skillset that most closely align with the needs of the Admissions and Enrollment office. She has a Bachelor's degree and experience both in higher education and as a trainer. She had used Microsoft Office as well as Nursing CAS software in her previous positions.

Search 2018347 – Administrative Services Specialist 2 (UCP 4) – UConn Law Business Services Office

The University of Connecticut School of Law, located in Hartford, is seeking a full-time Administrative Services Specialist 2 for its Business Services Office. Working under general supervision, the Administrative Services Specialist 2 reports to the School of Law's Finance Director and works in the One Stop Student Services Center. Primary job responsibilities are to act as a regional campus Bursar for the School of Law, administer Special Payroll for the campus, and provide financial support to the Law School's Business Services Office. The incumbent in this position is expected to independently resolve a variety of problems of ordinary difficulty, based on knowledge of the procedures, practices and past experience.

DUTIES AND RESPONSIBILITIES

- Responsible for billing students according to established University policy and regulations that includes receiving, collecting, recording and depositing all monies related to payment of fee bills; reconciles and makes adjustments to student accounts within prescribed limits.
- Provides financial assistance for matters related to student billing, financial aid, accounts receivable/payable, purchasing and special payroll. Processes transactions for invoices, purchases and accounts payable; creates departmental requisitions; and maintains records.
- Serves as a primary Special Payroll resource for Law School faculty, staff and other University departments and is responsible for administering Special Payroll, including the review and acceptance of required documentation, preparing Special Payroll authorization requests and processing all transactions.
- Maintains and monitors financial records and accounts for each unit or cost center. Assists in developing, managing and maintaining budgetary control over approved departmental and unit budgets. Prepares statistical and historical reports for supervisor's information and for inclusion in departmental reports.
- Serves as a resource to students, staff, faculty and others regarding Business Services Office and University policies and procedures. Communicates and interacts with other University departments, other state agencies, students and external offices.
- Performs office management duties; processes administrative paperwork; reviews paperwork for accuracy and completeness. Monitors operating procedures for efficiency, effectiveness and compliance with policies, procedures and regulations; updates, documents and implements approved changes to procedures.

MINIMUM QUALIFICATIONS

1. Associate's degree in accounting, business administration or related field or an equivalent combination of experience and education.
2. Three (3) to five (5) years related work experience.
3. Knowledge of financial management practices and procedures.
4. Knowledge of methods and techniques required in collecting and accounting for money.
5. Excellent organizational, interpersonal, written and oral communication skills.
6. Ability to work with and provide effective customer service to individuals and groups from diverse backgrounds, cultures and locations.
7. Ability to work independently and exercise sound judgment.
8. Working knowledge of MS Office.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in accounting, business administration or related field.
2. Five (5) or more years' professional work experience in accounts payable, receivable, purchasing, and payroll.
3. Experience performing bursar-related job duties and functions.
4. Experience in financial management, record keeping and reporting.
5. Demonstrated experience Kuali Financial Systems (KFS), Peoplesoft and Core-CT.
6. Experience initiating and submitting Special Payroll Authorization Requests.
7. Experience working in a higher education setting.
8. Demonstrated ability or experience supervising staff.

APPOINTMENT TERMS

This is a full-time permanent position located at the Law School in Hartford. Salary will be in the low to mid-forties. This position offers an excellent healthcare and retirement benefits.

TO APPLY

Interested applicants, please upload a **cover letter, resume** and contact information for **three professional references** via UConn Jobs, www.jobs.uconn.edu, Staff Positions. Address correspondence to Donna Gionfriddo, and include Search# 2018347. Screening will begin immediately. Priority will be given to applications received by February 23, 2018. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018347)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on February 23, 2018.

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 job position postings on the following websites: UConn Careers, DiversJobs, InsideHigherEd, HERC, EOP.com, Imdiversity.com, American Association of Blacks in Higher Education Website, and the Journal of Blacks in Higher Education.

27 Total applicants: 2 WM, 14 WF, 3 BF, 2 HF, 1 AM, 2 AF, and 3 UF

21 Unqualified applicants: 2 WM, 11 WF, 2 BF, 2 HF, 1 AM, 1 AF, and 2 UF

- 1 WM, 8 WF, 2 BF, 2 HF, and 1 UF did not possess an Associates' degree in accounting, business administration or related field or the equivalent combination of experience and education.
- 1 WM, 2 WF, 1 AM, 1 AF, and 1 UF did not have three to five years of related work experience.
- 1 WF did not indicate any knowledge of financial management practices and procedures in her application materials.

1 Qualified Applicants: 1 AF

- 1 AF did not have experience performing bursar-related job duties and functions.

5 Interviewed applicants: 3 WF, 1 BF, and 1 UF

- 1 WF and 1 UF did not fully answer interview questions about their experience.
- 1WF did not have the Bursar experience stated in her application materials.
- 1 BF's financial experience was related to collections not transferable to the position.

The 1 WF selected met the minimum and preferred qualifications. She had an understanding of the position and gave a detailed response on how her experience related to it. She had prior Bursar experience and supervised a staff of eight. She has worked with both PeopleSoft and the KFS software systems.

Search 2018411 – Electronic Health Records Specialists (UCP 4) – Student Health Services

The University of Connecticut, Student Health Services, is searching for two (2) Electronic Health Records Specialists, (Administrative Services Specialist 2, UCP 4). These are two 12 month positions located on the Storrs Campus. Under the general supervision of the Student Health Services (SHS) Health Information Coordinator, coordinates and provides assistance in compiling, processing, and maintaining the medical records of UConn students in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of healthcare standards of care. Ensures that the information maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. Uses various classification systems to categorize patient information for databases and to maintain the integrity of patients' medical and treatment histories. Works with SHS Clinical Applications Analyst with programing and building queries and forms.

DUTIES AND RESPONSIBILITIES

1. Assists in auditing student patient records for compliance with regulatory requirements, ensuring that the information maintains its quality, accuracy, accessibility, and security while adhering to best practices for security and patient confidentiality.
2. Abstracts clinical information; compiles and organizes information requiring the understanding and evaluation of data sources. Performs various health record data analyses and compiles data into reports while maintaining data integrity. Works with appropriate departments concerning missing data elements needed for abstraction and regulatory compliance.
3. Acts as the electronic health records super-user for the department by providing training to providers on how to use the EMR; by working with appropriate departments to build queries and electronic forms that convert clinical workflows into electronic systems and optimal documentation processes.
4. Assists in the development of forms, fields, and processes into the electronic medical record (EMR) to support clinical, patient, and administrative needs.
5. Trains and supervises clerical or student staff on established processes and maintenance of the medical record.
6. Transmits information and serves as an authoritative resource regarding policies and procedures relating to the medical record, with responsibility to occasionally interpret such policies and procedures. Discusses patient information with physicians, other providers and insurance professionals.
7. On behalf of the HIM Coordinator, regularly communicates with other University offices and/or outside agencies to request or provide information or to clarify procedures.
8. Is responsible for all aspects of the electronic EMR, including reviewing the EMR for accuracy, completeness and compliance with regulations, policies and procedures; identifies and follows up to resolve problems, referring most new, unusual or difficult problems to supervisor.
9. In assigned area of responsibility, reviews operating procedures for efficiency and effectiveness; recommends changes or improvements in the EMR; participates in planning and decisions regarding new or changed procedures.
10. Devises, modifies and/or supervises the maintenance and coordination of complex systems, records and/or data systems which may be computerized.
11. Perform routine administrative functions of the office, including scanning, assembly, and management of paper components of the medical record; helps to eliminate paper components of the record; coordinates work flow and processes administrative paperwork.
12. May be responsible for coordinating related administrative functions.
13. Supports office assistant at peak times.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Associates degree or equivalent combination of education and experience.
2. Three to five years related experience.
3. Demonstrated knowledge of electronic health records.
4. Good organizational and interpersonal skills.
5. Proficient in computer skills and query building.

PREFERRED QUALIFICATIONS

1. Familiarity with SQL queries.
2. Understanding of spreadsheet functionality.

TO APPLY

Please upload your cover letter indicating Search #2018411, current resume, and the name, address and telephone numbers of three professional references to UConn Jobs, www.jobs.uconn.edu, Staff Positions. Please apply online with compatible software as required. Incomplete applications will not be considered. Employment is contingent upon the successful completion of a pre-employment criminal background check. (Search #2018411)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 5, 2018.

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 postings on the following websites: UConn Careers, HERC, Inside Higher Ed., Diverse, UConn Cultural Centers, American Health Information Management Association, Student Affairs Website, and the OIE Diversiyy Listerv.

19 Total applicants: 2 WM, 12 WF, 1 BF, 1 HM, 1 HF, 1 AF, and 1 UF

10 Unqualified Applicants: 2 WM, 4 WF, 1 HM, 1 HF, 1 AF, and 1 UF

- 1 WM did not have an Associates' degree or the equivalent combination of education and experience.
- 1 WM, 4 WF, 1 HM, and 1 AF did not have three to five years of related experience.
- 1 HF submitted an incomplete application with no cover letter or references.
- 1 UF withdrew her application

9 Interviewed: 8 WF and 1 BF

- 1 WF did not answer questions correctly about her proficiency in query building.
- 3 WF did not demonstrate proficiency in query building and spreadsheet functionality in their responses to interview questions.
- 1 WF stated that she did not want to perform tasks related to technical areas of electronic health records management.
- 1 WF could not answer basic questions regarding her knowledge of electronic health records.
- 1 BF did not keep her interview appointment.

The 1 WF selected had experience in medical administration. She clearly explained how her experience was related to the position. She had experience with electronic health records, multiple electronic health record systems, and the ability to work with spreadsheets.

The 1 WF selected had experience with electronic health records and had worked with multiple systems. She had worked extensively with queries and advanced spreadsheet functions. She correctly answered all questions regarding electronic record keeping and spreadsheets.

Search 2018434 – Administrative Services Specialist (UCP 4) – School of Engineering Dean’s Office

The School of Engineering at the University of Connecticut seeks applicants for the position of Administrative Services Specialist 2 (UCP 4) in the Dean's office. Under the general direction of the School's Fiscal Officer, the successful individual will independently perform administrative and financial functions for the Dean's office with funding from private, state and federal grant and contract sources. Knowledge of grants and expenditure planning is essential, as is the ability to coordinate logistics of meetings, workshops and seminar series; prepare various narrative and informational reports; and perform other duties as required.

DUTIES AND RESPONSIBILITIES

- Maintains and monitors assigned grant and other account budgets; reviews transactions for accuracy, completeness and compliance with regulations, policies and procedures; monitors and approves expenditures; processes fiscal paperwork.
- Assists faculty Principal Investigators (PI) for assigned grants with grant post award to monitor budget and ensure compliance with regulations and policies at the University, state and federal levels, as well as the requirements of the Sponsored Programs Services (SPS) and funding agencies.
- Supports and coordinates administrative components of assigned projects which may include making all necessary arrangements for meetings, conferences, and seminars.
- Record encumbrances and expenditures to process all necessary paperwork, which may include payroll records, purchasing, disbursements, graduate fellowship awards, and undergraduate research awards, following up to resolve problems as they arise.
- Assembles and interprets data, prepares regular financial and narrative reports, including budget projections and analysis.
- Transmits authoritative information and serves as a resource to students and others regarding fiscal and administrative policies and procedures.
- Independently composes, prepares and/or edits standard correspondence and reports containing information that requires thorough knowledge of policies, procedures and data sources.
- May represent PI or Fiscal Officer to other University offices, the public or outside organizations to gather or transmit information related to assigned duties.
- As needed or assigned, may be responsible for special short term or ongoing projects that require planning, coordination and supervision.
- Perform other duties as may be required.

MINIMUM QUALIFICATIONS

1. Associate's degree or equivalent combination of education and experience.
2. Three to five years administrative experience with demonstrated knowledge of budgeting, financial record keeping, creating reports and draft correspondence with time sensitive data.
3. Demonstrated ability to work independently with problem-solving skills and attention to detail.
4. Experience in event planning such as conferences, seminars, field trips, luncheons, advisory board meetings and similar
5. Excellent communication, time management, organizational, writing and interpersonal skills.
6. Ability to efficiently multitask and prioritize workload.
7. Proficient in the use of all MS Office applications.
8. Ability to contribute and participate as a team member.

PREFERRED QUALIFICATIONS

1. Bachelor's degree
2. Knowledge of KFS, Infoed or similar systems.
3. Ability to work effectively with diverse staff, internal and external customers, and an array of program partners and groups.
4. Knowledge of grant and contracts administration

APPOINTMENT TERMS

This is a full-time, end-date position subject to annual renewal. The University offers a full range of health/retirement benefits. Salary is commensurate with experience.

TO APPLY

Upload a cover letter, resume and contact information for three professional references to UConn Jobs at: <http://www.jobs.uconn.edu> , Staff Positions (search #2018434). Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2018434)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 12, 2018.

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

Recruitment activities included postings on the following websites: UConn Careers, HERC, Inside Higher Ed., Diverse, School of Engineering website, and the School of Engineering Social Media Sites.

15 Total applicants: 12 WF, 1 BF, 1 AF, and 1 UF

10 Unqualified applicants: 8 WF, 1 BF, and 1 UF

- 4 WF did not have three to five years of administrative experience involving budgeting, financial record keeping, creating reports and draft correspondence with time-sensitive data.
- 1 WF and 1 UF did not have experience in event planning such as conferences, seminars, field trips, luncheons, advisory board meetings and similar functions.
- 3 WF and 1 BF submitted incomplete applications.

2 Qualified applicants: 1 WF and 1 AF

- 1 WF and 1 AF did not have experience with the KFS computer software system.

3 Interviewed applicants: 3 WF

- 1 WF experience with grants was solely related to recordkeeping and data entry.
- 1 WF did not have experience with the financial management of grants.

The 1 WF selected had experience with developing and managing of grant projects. She had previous experience with coordinating events, seminars, and travel for speakers. She also had experience creating marketing and informational materials related to programs. Additionally, she previously utilized the KFS computer software system.

Search 2018210 – Admin Service Specialist 2 – Student Health Services

Description Job Posting

Type:

Description

ID:

Description:

The University of Connecticut, Storrs Campus, Student Health Services, is seeking a full-time Administrative Services Specialist 2 (UCP4). Under the general supervision of the Student Health Services office manager, coordinates and provides assistance in carrying out the accurate and timely pre-authorization/authorization of insurance coverage and benefits for students requiring a medical referral. Provides administrative support for the clinical ancillary areas, including pharmacy, phlebotomy, and radiology.

DUTIES AND RESPONSIBILITIES

1. Is responsible for coordinating all aspects of the pre-authorization/authorization process, including ensures the appropriate and timely processing of paperwork and/or health records; reviews for accuracy, completeness and compliance with regulations, policies and procedures; identifies and follows up to resolve problems, referring most new, unusual or difficult problems to supervisor.
2. Obtains insurance information from students and determines if authorization is necessary for the services that are needed. Confirms insurance coverage and communicates benefits to the patient.
3. Gathers all the necessary medical information required for approval and contacts the insurance company involved. This contact may be made by phone, mail, or electronic communications, so it is important to be proficient in all of these modes.
4. Communicates effectively with clinicians, insurance payers and clients to facilitate the business process and insurance/authorization process. Duties include understanding all authorization procedures and assisting clinicians in getting treatment plans to insurance companies within the guidelines of the authorization process. Manages payer and error reports to ensure correct funding sources can be billed in a timely fashion.
5. Works collaboratively with the clinical providers to understand medical necessity requirements and medical coding, such as CPT and ICD-10 codes.
6. Provides support to the Accounts Receivable and Accounting office to ensure the correct funding sources will be billed. Accurately maintains data entry and records for the department. Prepares informational reports, as needed or requested; compiles and organizes information requiring the understanding and evaluation of data sources.
7. Customer service skills are essential for communicating with patients, insurance representatives and providers.
8. Provides administrative support for the clinical ancillary areas, including pharmacy, radiology and phlebotomy, including screening correspondence, records and other documents for appropriate action and works with administrators to resolve problems.
9. 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.
10. Transmits authoritative information and serves as a resource regarding policies and procedures relating to the clinical ancillary areas and authorization administrative functions, with responsibility to occasionally interpret such policies and procedures.
11. Regularly communicates with other University offices and/or outside agencies to request or provide information or to clarify procedures.
12. In authorization and clinical ancillary areas, 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.
13. Devises, modifies and/or supervises the maintenance and coordination of complex filing systems, records and/or data systems which may be computerized.
14. May draft or independently compose and/or edit routine correspondence and other documents for supervisor's review and/or signature; as delegated signs supervisor's name to correspondence, requisitions, vouchers, etc.; makes routine decisions in supervisor's absence.
15. Perform routine administrative functions for the clinical ancillary areas; coordinates work flow and processes administrative paperwork.
16. May be responsible for coordinating related administrative functions, including processing purchase orders, checking inventory, confirming payments and receivables.
17. May assist in planning and carrying out related support activities, such as meetings, conferences, interviews; makes all necessary arrangements and coordinates details.
18. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Associates degree or equivalent combination of education and experience.
2. Three to five years of experience in a medical office setting.
3. Demonstrated knowledge of medical office practices.
4. The ability to independently resolve problems of ordinary difficulty.
5. Good organizational and interpersonal skills.

PREFERRED QUALIFICATIONS

1. Knowledge and experience in medical coding.
2. Demonstrated excellent verbal and written communication skills.
3. Knowledge and experience working in computerized data systems.

TO APPLY

Please apply online at UConn Jobs, www.jobs.uconn.edu, Staff Positions, with compatible software as required. Please upload your cover letter indicating Search #2018210, current resume, and the name, address and telephone numbers of three professional references to UConn Jobs at www.jobs.uconn.edu. Incomplete applications will not be considered. Employment is contingent upon the successful completion of a pre-employment criminal background check. (Search #2018210)

Recruiting activities included posting on the following sites: Job Board, UConn Careers Website, PRLACC, Women's Center, and Asian- American Cultural Center, Rainbow Center, CT Association of Diversity and Equity, and Word of Mouth from the Search Committee.

18 Total applicants: 15 WF, 2 AF, 1 UF

12 Unqualified: 10 WF, 1 AF, and 1 UF

- 7 WF and 1 AF did not have at least three to five years of experience in a medical office setting.
- 2 WF and 1 UF did not have an Associates' degree or the equivalent combination of education and experience.
- 1 WF applicant's materials had punctuation and grammar errors.

2 Qualified: 2 WF

- 2 WF did not have knowledge and experience in medical coding.

4 Interviewed: 3 WF and 1 AF

- 1 WF was not able to answer questions about and explain the authorization process, and developing tracking processes.
- 1 WF had experience in only in precertification related to medical coding.
- 1 WF candidate provided very vague answers to most questions and asked questions not related to the position.

The 1 AF selected had a current position related to all of the duties required of this position. She had experience in all aspects of medical coding. The candidate provided examples in the interview that demonstrated how to handle multi-leveled and stressful situations.

Category 3: Nonteaching Professional – UC Professional 4 Program Assistant 2

Hiring goals: 3 WM, 1 BM, 2 HF

Hiring into Category: 4 WM, 4 WF

Goals met: 3 WM

2018267 – Program Assistant 2 – InChip

29 Total Applicants: 6 WM, 18 WF, 1 HF, 1 AF, 1 UM, 2 UF

20 Unqualified applicants: 5 WM, 13 WF, 1 HF, 1 UM

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

Hired: 1 WM

This hire achieved a hiring goal.

2018330 – Program Assistant 2 – Global Affairs

33 Total Applicants: 7 WM, 16 WF, 1 BM, 2 HM, 2 HF, 1 AM, 2 UM, 2 UF

25 Unqualified applicants: 5 WM, 11 WF, 1 BM, 2 HM, 2 HF, 1 AM, 2 UM, 1 UF

8 Interviewed applicants: 2 WM, 5 WF, 1 UF

Hired: 1 WM

This hire achieved a hiring goal.

2018538 – Program Assistant 2 – Athletic Facilities

10 Total Applicants: 8 WM, 1 WF, 1 BM

7 Unqualified applicants: 5 WM, 1 WF, 1 BM

3 Interviewed applicants: 3 WM

Hired: 1 WM

This hire achieved a hiring goal.

Part-Time to Full-time

1 WF moved from part-time to full-time

Search 2018707 - Assistant Director of Ticket Operations (Program Assistant 2/UCP 4) - Athletics

The University of Connecticut is accepting applications and nominations for the full time position of Assistant Director of Ticket Operations. Under the direction of the Associate Director of Athletics/Ticket Operations, this position will be responsible for assisting with all daily work activities of the athletics ticket office, to include compliance with institutional, NCAA and Conference policies, financial accountability including the review of all ticket office transactions to ensure fiscal accuracy and providing a high-level of customer satisfaction for all Husky Athletic Fund donors, season ticket holders and external/internal constituents. Primary ticket office administrator for men's ice hockey along with men's and women's soccer. Assists with game day ticketing activities for football and men's basketball as needed, while supporting all sales initiatives and group sales. Serves as a key ticket office administrator for event and manifest creation, online sales setup and data base reporting using Paciolan's products and services. Schedules and processes payroll for part-time office staff and game day ticketing staff for up to 90 events per academic year.

MINIMUM QUALIFICATIONS

Bachelor's degree; three years of ticket operations experience in a Division I athletics ticket office; demonstrated experience with Paciolan's products and services to include tRes, eVenue and PAC 7 or other contemporary ticketing software.

PREFERRED QUALIFICATIONS

Demonstrated and/or related ticket operations experience with men's ice hockey, m/w basketball, m/w soccer, and/or FBS football; demonstrated experience with data base reporting, event and manifest creation, online sales setup and management of an e-commerce site; demonstrated experience with Jump Forward's player-guest ticketing platform; demonstrated experience with Ballena Technologies Seats 3D Venue Visualization and Seat Relocation Management System; demonstrated experience scheduling and processing payroll for part-time and game-day personnel; experience with reviewing deposits and ticket office transactions to ensure fiscal accuracy.

SALARY

Commensurate with experience

TO APPLY

Candidates must submit **letter of application, resume, and the names of three references** to: UConn Jobs, <http://www.jobs.uconn.edu>, Staff Positions. 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 #2018707)

This job posting is scheduled to be removed at 11:59 PM eastern on July 20, 2018.

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 posting on the following websites: UConn Careers, UConnHuskies.com, and the NCAANEWS.ORG job board.

21 Total applicants: 15 WM, 2 WF, 1 BM, 2 BF, and 1 UM

16 Unqualified applicants: 10 WM, 2 WF, 1 BM, 2 BF, and 1 UM

- 9 WM, 2 WF, 1 BM, 2 BF, and 1 UM did not have three years of ticket operations experience in a Division I athletics ticket office.
- 1 WM withdrew his application from consideration.

2 Qualified applicants: 2 WM

- 2 WM application materials did not indicate experience with Jump Forwards player-guest ticketing platforms.

3 Interviewed applicants: 3 WM

- 1 WM had fewer years' experience in ticket sales, service, operations, retention and technical proficiency with Paciolan's ticketing system and database reporting.
- 1 WM withdrew his application.

The 1 WM selected demonstrated his technical proficiency working with the Paciolan's ticketing system including the PAC 7 platform along with Ballena Technologies Seat Relocation Management System and database reporting. These computer specific skills and years of experience set him apart from the field of competitors. Additionally, he had previous experience managing ticket sales, service and season ticket account retention.

Search 2018111 – Program Assistant 1 (UCP 4) – Journalism Department

Description Job Posting

Type:

Description

ID:

Description:

Under the general direction of the Department Head, and in consultation with the College of Liberal Arts and Sciences' Business Services Center, this position provides responsible administrative support and program support for the Journalism Department. The incumbent will provide leadership in general department and educational administration. Unusually, Journalism is separately accredited from the University, and this position will be critical to this process by developing a database to collect the accreditation materials and staying up-to-date on requirements.

DUTIES AND RESPONSIBILITIES

Department administration:

1. Assists the Department Head with preparing and managing the department course schedule and College Staffing Plan; identifies areas of conflict and works to resolve these issues; produces final versions and transmits to the registrar; ensures that required courses are scheduled; works with individual faculty members to understand their desired schedule and courses and ensure they are teaching the appropriate number of courses; coordinates room scheduling, ordering textbooks, and the final exam schedule; works with other departments and Colleges to insure that the scheduling needs of their students are met and to avoid student schedule conflicts; develops faculty master schedule to assist students in contacting their faculty.
2. Works with the Department Head on faculty searches, drafting offer letters, promotion and tenure cases, as well as preparation of the Annual Report and collection of data to be included.
3. Coordinates outreach programs, conferences, meetings, and seminars, with responsibility to make all necessary arrangements including travel, lodging, and coordinating events and details. Process payment and reimbursement requests for faculty, staff, graduate students, and visitors to the Department.
4. Serves as a resource to students, staff, and others on matters relating to the Journalism Undergraduate program; acts as primary departmental contact for those who will be visiting the department, including coordinating visits with outside companies and individuals.
5. Exercises general supervision over office student workers and office functions; processes and maintains necessary paperwork, records and files to support program, including fiscal, personnel and student records.
6. Responds to requests for information, and provides assistance in solving a wide variety of problems, some of which are new and unusual and require interpretation, judgment, and initiative.
7. Serves as a liaison to the CLAS Business Services Center, and ensures all fiscal paperwork is processed in a timely manner.
8. Represents Department to other University offices.
9. Manages special projects and performs related duties as required.

Accreditation administration:

1. Assist the Department Head in developing all accreditation materials for a 6-year cycle.
2. Develop database to collect accreditation information.
3. Work with officials to understand changes and requirements.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in related field.
2. At least three years of 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. Strong Technical skills including MS Office Applications.

PREFERRED QUALIFICATIONS

1. Master's degree
2. Knowledge of Peoplesoft and Quali Financial System

APPOINTMENT TERMS

This is a full-time, 12-month position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition waiver at UConn, and a highly desirable work environment. Salary will be commensurate with successful candidate's background and experience.

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions (Search # 2018111) to submit a letter of application, 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 # 2018111)

Recruiting activities posted on UConn Careers website, HigherEdJobs, WCSU Career Services, SCSU Career Services, ECSU Career Services, CCSU Career Services, Academic Keys, and Insight Into Diversity.

30 Total applicants: 7 WM, 18 WF, 1 BM, 2 BF, and 2 AF

25 Unqualified applicants: 6 WM, 14 WF, 1 BM, 2 BF, and 2 AF

- 4 WM, 4 WF, 1 BM, 1 BF, and 1 AF did not have three years of related administrative work experience.
- 2 WM and 6 WF did not exhibit excellent writing skills as their application materials had grammar and punctuation errors.
- 4 WF and 1 BF application materials did not indicate experience with, or the ability to, provide program support.
- 1 AF did not have a Bachelor's degree in a related field.

5 Total Interviewed: 1 WM and 4 WF

- 1 WM was found not to have the Bachelor's degree as was indicated in his application materials.
- 1 WF could not explain how she would organize her day and prioritize tasks efficiently.
- 1 WF stated that she preferred to work in a team not independently.
- 1 WF were unable to provide correct answers to technical questions about Excel and other Microsoft Office applications.

The 1 WF selected had a background in journalism. She was able to answer questions about her database, technology and customer service experience. In her previous position, she worked in a high volume, fast paced environment with frequent interruptions and deadlines. She was able to explain how she balanced her work load and how she was able to communicate up to senior leaders to get a task done.

Search 2018240 – Program Assistant 2 (UCP 4) – The Office of First Year Programs and Learning Communities

The Office of First Year Programs and Learning Communities (FYP&LC) is seeking a versatile and organized professional passionate about engaging and supporting undergraduate students to join its team. Reporting to the Assistant Director of the Learning Community Program, the Program Assistant 2 (UCP 4) will provide responsible administrative support as well as significant program support for the vibrant Learning Community program and other department initiatives.

FYP&LC programs are designed to assist students in their transition from high school to college and to aid in their persistence, success, and retention at the University of Connecticut. Students can participate in one of several exciting Learning Communities such as Global House or Human Rights & Action House where they live together, complete courses, and participate in activities. Students learn to navigate campus and identify opportunities relevant to their interests and talents early in their college career. Each community is led by a team of faculty and student leaders and provides a supportive community experience for students on a large diverse and dynamic campus with a culture of innovation.

The Program Assistant 2 (UCP 4) will assist with the day-to-day operation and programming activities of the Learning Community program.

DUTIES AND RESPONSIBILITIES

- Provides administrative coordination and program support for departmental initiatives; coordinates program logistics and administrative support for program staff;
- Acts as a resource on matters relating to program activities and on matters relating to administrative policies and procedures;
- Develops and maintains accurate departmental records, lists and resource materials and program information; manages department mailings and listservs;
- In collaboration with campus partners, prepares Learning Community spaces across campus for the start of each semester; manages space reservation, event/technical arrangements, signage, inventory, and access to learning communities; Assists with administrative tasks associated with recruiting, enrolling and supporting students in programs, events and activities throughout the year, including outreach, and fundraising initiatives and activities, and represents programs at various events.
- Performs office management duties; directs the workflow and processes administrative paperwork including fiscal, personnel and student records; may assist in the preparation of budgets and control of expenditures and search administration;
- Assists in maintaining websites and social media presence;
- Composes and updates documents that are primarily electronic, such as emails, letters, reports, flyers, brochures and posters;
- Assists with projects based on evolving department needs and initiatives which may be short-term or on-going and which require technical knowledge and understanding of program specialty and subject area.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Human Services, Communications, Management, Human Development and Family Studies, Counseling, or related field
2. Three to five years related experience
3. Demonstrated experience performing progressively responsible administrative functions with attention to accuracy and detail
4. Experience working independently and within a team-driven environment
5. Excellent organizational and time management skills, including handling multiple assignments simultaneously
6. Excellent and creative written and oral communication and interpersonal skills
7. Knowledge of, and ability to learn and effectively apply technology as a means to communicate, manage and share information, including working knowledge of Microsoft Office programs specifically Excel, Access, Word and PowerPoint

8. Ability and willingness to foster a campus climate that is welcoming and supportive of the University of Connecticut's diverse student body and encourages communication with and among campus constituencies
9. Ability and willingness to work irregular and flexible hours, including occasional evening and weekend hours

PREFERRED QUALIFICATIONS

1. Experience working in higher education
2. Experience working directly with students and/or supervising or mentoring students
3. Experience in website design and maintenance in platforms such as Wordpress
4. Experience utilizing social media as a marketing and communications tool

APPOINTMENT TERMS

This is a full-time, 12-month position with excellent benefits.

TO APPLY

Please apply via UConn Jobs, www.jobs.uconn.edu, Staff Positions, to submit a **letter of application**, **resume**, and the names and contact information of **three professional references**. For full consideration, please apply by January 21, 2018. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018240)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 21, 2018.

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 posting job description on the following websites: UConn Careers, HERC, Inside Higher Ed, and Diverse.

50 Total applicants: 4 WM, 34 WF, 1 BM, 3 BF, 2 HM, 1 HF, 1 AM, 2 AF, and 2 UF

35 Unqualified applicants: 2 WM, 26 WF, 1 HM, 1 HF, 1 AM, 2 AF, and 2 UF

- 1 WM, 9 WF, 1 AM, and 1 AF did not possess three to five years' work related experience.
- 6 WF, 1 UF application materials did not indicate experience performing progressively responsible administrative functions.
- 1 WF and 1 AF application materials did not indicate working knowledge of Microsoft Office applications.
- 7 WF, 1 HM, 1 HF, and 1 UF submitted incomplete application packages
- 1 WM and 3 WF withdrew their applications from consideration.

5 Qualified Applicants: 1 WM, 1 WF, 1 BM, 1 BF, and 1 HM

- 1 WM and 1 WF did not have experience working in higher education.
- 1 BM, 1 BF, and 1 HM did not have experience in website design and maintenance in platforms such as WordPress.

10 Interviewed applicants: 1 WM, 7 WF, and 2 BF

- 2 WF did not answer questions completely and did not provide relevant examples to situational questions.
- 1 WF did not demonstrate an understanding of the position based on her answers unrelated to the interview questions asked.
- 1 BF stated she was interested in higher level program support than the position required.
- 1 BF work in program support but it had not been a primary responsibility in her previous positions and she was not experienced in all aspects of program support.
- 1 WM and 3 WF withdrew their applications.

The 1 WF selected had a strong understanding of the position and the responsibilities of the job. She had varied programing and administrative experience working in higher education and with different platforms as a means of communication and marketing. She was proficient in Microsoft Office applications, specifically Excel and with WordPress.

Search 2018432 – Program Assistant 2 (UCP 4) – Department of Mathematics

Under the direction of a designated faculty member, the Program Assistant provides responsible administrative support as well as significant program support for the Association for Symbolic Logic (ASL) in the Department of Mathematics. This position requires the ability to regularly exercise independent judgment within known practice and to independently resolve a wide variety of administrative problems. The ASL was founded in 1936. Its office is moving to UConn this spring with the expectation of remaining at UConn for at least 5-10 years.

DUTIES AND RESPONSIBILITIES

- Performs office management duties; directs the workflow and supervises the necessary administrative paperwork; records, complex filing system to support program, including fiscal, personnel and membership records.
- Coordinates program logistics and administrative support for program staff, making adjustments to accommodate changing priority needs.
- Assists in outreach programs and conference planning, coordinating arrangements and preparing related meeting materials including determining the eligibility of abstracts.
- Assists in the preparation of budgets and control of expenditures including travel and reimbursement requests, and prepares monthly reports.
- Writes and/or edits informational, promotional and/or technical requiring an understanding of the subject matter.
- Serves as a resource to individuals and groups on matters relating to program activities and on matters relating to administrative policies and procedures.
- Assembles data, prepares and reviews reports, requiring understanding of the program and evaluation of data sources
- Processes and maintains necessary paperwork relating to ASL membership, records and files to support programs.
- Serves as a resource to students, staff and others on matters relating to administrative procedures and matters relating to the Association for Symbolic Logic.
- Acts for the supervisor/administrator in matters of administrative detail.
- Maintains a collection of resource materials and program information.
- May perform office support functions.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree.
2. At least three years of related experience, which demonstrates considerable knowledge of administrative methods and subject areas.
3. Knowledge of accounting or bookkeeping methods.
4. Demonstrated ability to independently provide significant program support.
5. Experience with Microsoft Word, Excel, and Outlook; FileMaker; and web-based content management systems.
6. Demonstrated ability to multi-task with proven attention to detail.
7. Good written communications skills including proof-reading and editing.
8. Good interpersonal and diplomatic skills.

APPOINTMENT TERMS

This is a full-time, annually renewable position with a full range of health and retirement benefits. The salary will be in the mid to upper \$40K range depending on skill level and experience.

TO APPLY

Interested applicants, please upload a **cover letter, resume** and contact information for **three professional references** via UConn Jobs, www.jobs.uconn.edu, Staff Positions. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2018432)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 26, 2018.

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

Recruitment activities included postings on the following websites: UConn Careers, HERC, Inside Higher Ed., Diverse, Indeed.com, Diversejobs.net, and Recruit Military Online.

17 Total applicants: 2 WM, 14 WF, and 1 HF

11 Unqualified applicants: 2 WM, 8 WF, and 1 HF

- 2 WF and 1 HF did not have a Bachelor's degree.
- 2 WM and 6 WF did not have three years of related experience.

6 Interviewed applicants: 6 WF

- 2 WF experience was mainly in a managerial capacity and not with office administration.
- 2 WF had financial work experience only in payroll.
- 1 WF financial background was on tax issues and preparation rather than on financial office management.

The 1 WF selected had financial academic experience. She had worked with academic reimbursement rules that included the reconciliation processes. She communicated articulately and demonstrated her knowledge of different software systems.

Category 3: Nonteaching Professional – UC Professional 3

Hiring goals: 2 WM, 1 BM, 1 HF, 1AM

Hiring into Category: 2 WM

Goals met: 2 WM

2018474 – Technical Records Coordinator – Research Compliance

21 Total Applicants: 6 WM, 14 WF, 1 AF

13 Unqualified applicants: 4 WM, 8 WF, 1 AF

8 Interviewed applicants: 2 WM, 6 WF

Hired: 1 WM

This hire achieved a hiring goal.

2017507 – Network Technician 1 – Network Engineering and Design

79 Total Applicants: 54 WM, 7 WF, 5 BM, 4 HM, 4 AM, 5 UM

62 Unqualified applicants: 42 WM, 7 WF, 4 BM, 2 HM, 4 AM, 3 UM

17 Interviewed applicants: 12 WM, 1 BM, 2 HM, 2 UM

Hired: 1 WM

This hire achieved a hiring goal.

Category 3: Nonteaching Professional – UC Professional 3 Program Assistant 1

Hiring goals: 11 WM, 1 BM, 1 HM, 1 HF, 1 AM

Hiring into Category: 3 WM, 13 WF, 2 BM, 1 HM

Goals met: 3 WM, 1 BM, 1 HM

2018320 – Program Assistant 1 – Early College Experience

63 Total Applicants: 11 WM, 37 WF, 1 BM, 2 BF, 3 HM, 3 HF, 2 AM, 1 AF, 3 UF

60 Unqualified applicants: 10 WM, 35 WF, 1 BM, 2 BF, 3 HM, 3 HF, 2 AM, 1 AF, 3 UF

3 Interviewed applicants: 1 WM, 2 WF

Hired: 1 WM

This hire achieved a hiring goal.

2018401 – Program Assistant 1 – Statistics

41 Total Applicants: 12 WM, 20 WF, 2 BF, 1 HF, 3 AF, 1 UM, 2 UF

33 Unqualified applicants: 11 WM, 13 WF, 2 BF, 1 HF, 3 AF, 1 UM, 2 UF

1 Qualified applicants: 1 WF

7 Interviewed applicants: 1 WM, 6 WF

Hired: 1 WM

This hire achieved a hiring goal

2018515 – Program Assistant 1 – UConn Recreation

16 Total Applicants: 8 WM, 2 WF, 3 BM, 1 HM, 1 HF, 1 UF

13 Unqualified applicants: 7 WM, 1 WF, 3 BM, 1 HF, 1 UF

3 Interviewed applicants: 1 WM, 1 WF, 1 HM

Hired: 1 WM, 1 HM

These hires achieved hiring goals

Part-Time to Full-Time:

1 WF moved from part-time to full-time

Search 2018518 - UConn Recreation Coordinator-Competitive Sports/Program Assistant 1 (UCP 3) – Student Affairs

UConn Recreation announces two openings for full-time Program Assistant 1, UCP 3 positions. The positions will have primary responsibility for the implementation of programs and services for either: 1. Intramurals or 2. Club Sports. Please indicate in your cover letter which position you are applying for (or both).

They will also serve as a member of UConn Recreation's Student Personnel Development Team. UConn is consistently ranked the top public university in New England by U.S. News and World Report and among the best in the nation. With a total undergraduate enrollment of 19,241 and 70% living on-campus, UConn is a vibrant, diverse and exciting community. UConn Recreation is an integral department within the Division of Student Affairs, and with over 650,000 annual participations, plays an essential role on campus enhancing student wellness and success. This position will be a cornerstone during a period of dynamic growth as UConn Recreation opens a new 200,000 square foot, \$100 million recreation center in the summer of 2019. The future expansion of competitive sports programs includes; a new four-court (4) gymnasium, multi-purpose MAC gym and turf field complex.

Under the general supervision of the Assistant Program Director, manages the daily implementation of a wide range of UConn Recreation programming and services. Provides leadership and direct supervision of student personnel within departmental area. Implements departmental policy, procedure, risk management and assessment in the execution of programming; ensuring the highest quality of customer service and safety for the UConn community. Weekend and evening work is required to meet the needs of the position.

DUTIES AND RESPONSIBILITIES

Personnel Management – 50%

1. Recruit, interview and train program area student personnel
2. Supervise student employees in the performance of their daily responsibilities
3. Coordinate and provide on-going student employee training and development programs
4. Evaluate student employee performance, providing written evaluations on an annual basis
5. Promote and maintain high quality performance standards for program area student personnel
6. Coordinate employee scheduling, monitor for accuracy, and provide payroll verification

Program Management – 30%

1. Provide on-site leadership, supervision and facilitation of intramural or club sports programming
2. Plan, develop, promote and execute a comprehensive ongoing schedule of intramural or club sport programming
3. Implement departmental risk management policy and procedure for all program activities
4. Provide timely and accurate incident, accident, risk management, financial and maintenance reporting
5. Maintain accurate inventory of all associated program resources
6. Develop and expand professional knowledge of intramural or club sports programming in order to ensure quality and provide a wide range of activities that meet the needs of students, faculty and staff

Planning & Assessment - 10%

1. Recommend annual equipment, facility, maintenance, policy and budgetary needs
2. Provide timely and accurate reporting of participant usage data in program area
3. Recommend operational and programmatic changes based on on-going need assessment

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Recreation, Health, Physical Education, Exercise Science, Leisure Services, Sports Management or related field. An equivalent combination of education and experience may be considered.
2. Minimum of one year of experience managing intramural or club sports programming or equivalent athletic programming.
3. Excellent interpersonal, organizational, written and verbal communication skills
4. Current Adult CPR/AED Certification
5. Valid driver's license and ability to acquire Connecticut Passenger "A" endorsement or equivalent
6. Proficient with IM Leagues sport management system

PREFERRED QUALIFICATIONS

1. Master's degree in Recreation, Health, Physical Education, Exercise Science, Leisure Services, Sports Management or related field
2. Two (2) years documented experience managing collegiate recreation intramural or club sports programming
3. One (1) or more officiating certifications related to applicable sports, or in club sports operations
4. Demonstrated experience facilitating in-house development programs for sport officials or club sports staff
5. Proficient with software applications related to employee scheduling (Sub-it-Up preferred) and recreation program management
6. First-Aid/CPR/AED Instructor Certification

APPOINTMENT TERMS

Position offers salary commensurate with experience and excellent benefits including health care and retirement. Position is an UCPEA 12-month end-date appointment subject to renewal.

TO APPLY

Please apply through UConn Jobs (<http://hr.uconn.edu/jobs/>), Staff Positions - Job ID # 2018518. Candidates must submit **letter of application**, **resume**, and the names of three **professional** references. Please indicate which position(s) you are applying for in your cover letter. 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 # 2018518)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May, 18, 2018.

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

Recruitment activities included postings on the UConn Careers and NIRSA websites.

83 Total Applicants: 46 WM, 16 WF, 11 BM, 2 BF, 1 HM, 2 HF, 2 AM, and 3 UM

61 Unqualified applicants: 33 WM, 10 WF, 9 BM, 1 BF, 1 HM, 2 HF, 2 AM, and 3 UM

- 2 WM did not possess a Bachelor's degree in Recreation, Health, Physical Education, Exercise Science, Leisure Services, Sports Management or related field or an equivalent combination of education and experience.
- 15 WM, 3 WF, 5 BM, 1 HF, 1 AM, and 2 UM did not have a minimum of one year of experience managing intramural or club sports programming or equivalent athletic programming.

- 8 WM, 1 WF, 3 BM, 1 HM, and 1 UM applications did not indicate current Adult CPR/AED Certification.
- 5 WM, 4 WF, 1 BM, 1 BF, 1 HF, and 1 AM experience did not reflect a proficiency with an IM Leagues sport management system.
- 3 WM and 2 WF withdrew their applications.

2 Qualified applicants: 1 WM and 1 BF

- 1 WM did not have a Master's degree in Recreation, Health, Physical Education, Exercise Science, Leisure Services, Sports Management or related field.
- 1 BF did not have two years documented experience managing collegiate recreation intramural or club sports programming.

20 Interviewed applicants: 12 WM, 6 WF, and 2 BM

- 1 WM did not elaborate clearly on managing a large staff of student officials and handling administrative tasks.
- 1 WM was unable to explain/demonstrate his knowledge of staff scheduling software in his responses to interview questions.
- 3 WM were unable to demonstrate their knowledge of staff scheduling software and the officiating skills required to properly train student officials.
- 2 WM did not have experience facilitating in-house development programs for student staff.
- 1 WM, 1 WF, and 1 BM did not have experience managing and operating day-to-day Intramural duties.
- 1 WF did not answer questions completely about her experience managing scheduling software and planning and executing staff training.
- 1 WM did not have professional experience managing the day-to-day operations of an Intramural program of UConn's size.
- 1 WF did not properly answer questions about managing and operating day-to-day Club Sport duties.
- 3 WM and 2 WF withdrew their applications

The 1 BM selected was able to fully articulate the knowledge and skill set to effectively manage day-to-day operations of an Intramural program of UConn's size. He had experience at multiple schools that reflected UConn's Intramural program in operational scope. He also had an officiating background combined with educational experience to provide a strong foundation for developing student personnel.

This hire achieved a hiring goal.

The 1 WF selected was able to fully articulate a broader level of thinking and concepts related to the Club Sports program. She had previous experience managing day-to-day operations of a program at another university comparable to UConn's Club Sports program. She provided specific examples related to her vision for club sports that aligned well the direction of UConn's programs.

Search 2018081 – Program Assistant 1 (UCP 3) – Art and Art History Department

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The Department of Art and Art History 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 1 (UCP 3) position within the Art and Art History Department Office. The Department offers degrees at the masters, and undergraduate levels, and it manages a full calendar of classes, exhibitions/shows, visiting artists and scholars, and student recruiting activities. Under the direction of the Department Head, the Program Assistant 1 - (UCP 3) position will provide administrative and programmatic support to a broad base of undergraduate, graduate and operational functions of the Department and high level administrative functions for the Department Head.

Duties and Responsibilities

1. 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.
2. Schedules appointments and meetings for Department Head; screens incoming mail and telephone calls, making referrals as appropriate.
3. Assists Department Head and Promotion, Tenure, and Reappointment (PTR) committee with execution of PTR procedures.
4. Monitors and reviews personnel actions for accuracy and compliance with policies and procedures and resolves related problems as they arise.
5. Assists Department Head with annual reporting within the University and to the National Association of Schools of Art and Design.
6. Assists Associate Department Head, Coordinators, and Department Committees in coordinating student registration, scheduling of classes, and other important administrative work of the Department.
7. 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 faculty technology; coordinates maintenance of Art Complex spaces with Facilities, Surplus, Landscaping, and Locksmith Services.
8. Assists with the coordination of Open House, Portfolio Review Days, and other student recruiting events; Acts as primary point of contact for inquiries from prospective students and parents regarding Departmental programs and application/portfolio process.
9. Provides the Department of Art and Art History with logistical and operational support in managing the Department's academic programs, including responding to inquiries from students, faculty, and the public regarding policies and procedures governing the Department;
10. Performs office management duties for Department's office, supporting 21 faculty and 180 students. Directs the workflow and supervises the processing of administrative and personnel paperwork. Supervises and trains special payroll and student administrative support staff, determines work assignments and work schedules, adjusting clerical assignments to accommodate.
11. May write and/or edit and disseminate informational and/or promotional materials to support department activities.
12. Other related duties, as required.

Minimum Qualifications

1. Bachelor's degree or equivalent combination of education and experience.
2. 1-3 years' experience in a progressively responsible administrative support position.
3. Excellent interpersonal skills and ability to work effectively with the Department/University staff and other agencies, individuals or groups.
4. Superior organizational and/or supervisory ability.
5. Ability to resolve administrative problems efficiently, effectively, and independently.
6. Excellent judgment, discretion, and confidentiality.
7. Outstanding communication and critical thinking skills.
8. Excel at coordinating complex tasks with organization and attention to detail.
9. Strong skills in Microsoft Office Suite, including mastery of large, complex spreadsheets.

Preferred Qualifications

1. Understanding of studio art practices and degree programs at academic institutions.
2. Understanding of art history academic practices and degree programs at academic institutions.
3. Knowledge of and facility in Student Administration System software by ORACLE/PeopleSoft.
4. Experience working with professionally applied social media (Twitter, Instagram, FaceBook)
5. Experience working with content entry and organization of WordPress websites

APPOINTMENT TERMS

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

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions (Search # 2018081) to submit a **letter of application, 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 # 2018081)

Recruiting activities included postings on UConn Careers Website, Inside Higher Education, Higher Education Recruitment Consortium (HERC), Diverse, CT Commission on Equity and Opportunity, CT Association of Diversity and Equity Professional, and HigherEdJobs.

68 Total applicants: 8 WM, 42 WF, 4 BF, 1 HM, 5 HF, 3 AM, 2 AF, 1 UM, the 2 UF

56 Unqualified applicants : 7 WM, 35 WF, 1 BF, 1 HM, 4 HF, 3 AM, 2 AF, 1 UM, and 2 UF

- 7 WM, 21 WF, 1 BF, 1 HM, 1 HF, 3 AM, 1 AF, and 1 UF did not have 1-3 years of experience in a progressively responsible administrative position.
- 9 WF, 3 HF, 1 AF, 1 UM, and 1 UF did not submit complete applications as per the job posting.
- 1 WF included a cover letter to the wrong school and job position in her application materials.
- 2 WF did not indicate skills in Microsoft Office Suite in their application materials.
- 2 WF did not demonstrate outstanding written communication skills based on errors in their application materials.

5 Qualified applicants: 1 WM, 2 WF, and 2 BF

- 1 WM, 2 WF, and 1 BF did not indicate knowledge or familiarity with PeopleSoft in their application materials.
- 1 BF withdrew her application from consideration.

7 Interviewed applicants: 5 WF, 1 BF, and 1 HF

- 1 WF was found to not have supervisory experience.
- 1 WF, and 1 HF did not have knowledge of Student Administration Software by ORACLE/PeopleSoft and did not answer questions correctly about content entry and the organization of WordPress websites.
- 1 WF previous experience in studio art was not at an academic degree granting program.
- 1 WF experience with social media was not in the professional arena.
- 1 BF did not have hands on experience with PeopleSoft and WordPress.

The 1 WF selected had a strong understanding of studio art practices and degree programs at academic institutions from a previous position at the Rhode Island School of Design. She had experience designing marketing and publication materials and had worked extensively with WordPress. She also had administrative experience working in administrative and programmatic support for executive level administrators.

Search 2018148 – Program Assistant 1 (UCP 3) – Physiology and Neurobiology Department

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

The College of Liberal Arts & Sciences seeks applicants for a full-time position as a Program Assistant 1 (UCP 3) for the Department Physiology & Neurobiology. Under the direction of the CLAS Business Services Center, provides programmatic and administrative support to the Physiology & Neurobiology Department including personnel actions and graduate admissions. The incumbent is expected to work independently, within the defined guidelines established by the program and the supervisor.

DUTIES AND RESPONSIBILITIES

1. Conducts personnel searches, including drafting of necessary documents, scheduling of interviews, arrangements of employment offers and serves as liaison with Human Resources, OIE and other administrative offices regarding search procedures.
2. Oversees and directs temporary employees (student labor/special payroll) employees and the associated Smart HR Transaction and time card processing for the department and faculty members.
3. Maintains and analyzes statistics and data on the progress of majors, undergraduate students, graduate students and postdoctoral trainees as well as other departmental data needs necessary to report to accrediting agencies and apply for external funding.
4. Initiate and process professional, classified, graduate, special payroll and student employment paperwork for the department in consultation with the CLAS Business Services Center and Grant Management Services.
5. Serve as liaison with the International Student and Scholar Services for J-1 visas, and the Office of General Counsel for H-1B visas including the Preparation and submission H-1B visa petitions and J-1 visa requests;
6. Coordinates the graduate admissions functions; disseminates information, collects application materials for the department's graduate certificate and professional master's programs. Maintains organized files of applicants, assists in the processing of applications for admissions, and writing offer and rejection letters to candidates.
7. Acts as the departmental liaison with the Graduate School for graduate certificate and professional master's programs and advises students on rules and regulations of the Graduate School, department, College and University. Facilitates the processing of forms, course registration, and the meeting of program requirements in the department's Intraoperative Neuromonitoring program.
8. Coordinates and oversees activities and programs conducted by the department.
9. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree 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 and program support details and procedures.
4. Strong Technical skills including MS Office Applications.
5. Good interpersonal and organizational skills.
6. Good writing and communication skills.

PREFERRED QUALIFICATIONS

1. Experience with online student record systems
2. Experience with online student admissions systems.
3. Experience with online personnel records and recruiting systems.

TO APPLY

Please submit a cover letter, resume and contact information for three professional references via UConn Jobs at www.jobs.uconn.edu, Staff Positions. Indicate search number 2018148. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018148)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 9, 2017.

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 postings on the UConn Careers website, ECSU and other local institutions of higher education, Career Builder and Monster

35 Total applicants: 7 WM, 18 WF, 2 BM, 1 HM, 3 AF, 1 UM, and 3 UF

24 Unqualified applicants: 4 WM, 15 WF, 1 BM, 2 AF, and 2 UF

- 8 WF and 2 UF did not indicate technical skills including MS Office Applications on their application materials.
- 2 WF did not have a Bachelor's degree or equivalent combination of education and experience.
- 4 WM, 1 WF, 1 BM, and 2 AF did not have one to three years' experience in a responsible administrative support position which demonstrated knowledge of administrative methods.
- 4 WF did not exhibit excellent written communication skills based on errors in their application materials.

11 Interviewed applicants: 3 WM, 3 WF, 1 BM, 1 HM, 1 AF, 1 UM, and 1 UF

- 1 AF and 1 UF withdrew their applications from consideration.
- 1 WM indicated he was interested in a more Student Affairs related position.
- 1 WM answers to interview questions were not clear and descriptive and he often did not answer the questions asked.
- 1 WM did not want to work in a fast-paced high-volume environment which was the environment of this position.
- 1 WF indicated a weakness of relinquishing control which is not in the best interest of this team dependent role.
- 1 WF experience was in Accounts Payable and more financial than administrative.
- 1 BM experience, while student related, did not include online student record and admissions systems.
- 1 HM response to interview questions did not include work related examples and did not include substantive information.
- 1 UM did not answer interview questions completely and answered questions incorrectly before the question was asked in full.

The 1 WF selected had a higher education administrative background and had experience with putting systems in place and providing more efficiencies. In her previous position, she had

worked in a high-volume fast-paced environment and was able to explain how her experience would translate to this position. Her clear, precise and in depth answers to interview questions indicated that she had good communication skills and was able to modify the content and language to ensure the conversation was effective. In previous positions, she had been responsible for student records and had worked with two different online admissions systems.

Search 2018182 – Program Assistant 1 (UCP 3) – Ecology and Evolutionary Biology Department

The College of Liberal Arts and Sciences seeks applicants for a full-time position as a Program Assistant 1 (UCP 3) for the Department of Ecology and Evolutionary Biology. Under the direction of the CLAS Business Services Center, provides programmatic and administrative support to the Ecology and Evolutionary Biology Department including personnel actions and graduate admissions. The incumbent is expected to work independently, within the defined guidelines established by the program and the supervisor.

DUTIES AND RESPONSIBILITIES

1. Coordinates the graduate admissions functions; disseminates information, collects application materials for the graduate programs and graduate student awards. Maintains organized files of applicants, assists in the processing of applications for admissions, writing offer and rejection letters to candidates.
2. Acts as the departmental liaison with the Graduate School and advises students on rules and regulations of the Graduate School, department, College and University. Facilitates the processing of forms, course registration, and the meeting of program requirements.
3. Coordinates communication between the Department and the Office of the Registrar, the Office of Admissions, Graduate School, the CLAS Academic Services Center, the Office of Student Services and Advocacy and other UConn offices in academic matters regarding Graduate and Undergraduate students and departmental needs.
4. Maintains program statistics, internally, for the purpose of monitoring the progress of students and acquiring program support, and externally, to report to accrediting agencies or others from whom we seek funding or support of the graduate programs.
5. Oversees and directs temporary employees (student labor/special payroll) employees and the associated Smart HR Transaction and time card processing for the department and faculty members.
6. Conducts personnel searches, including drafting of necessary documents, scheduling of interviews, arrangements of employment offers and serves as liaison with Human Resources, OIE and other administrative offices regarding search procedures.
7. Initiate and process professional, classified, graduate, special payroll and student employment paperwork for the department in consultation with the CLAS Business Services Center and Grant Management Services.
8. Serve as liaison with the International Student and Scholar Services for J-1 visas, and the Office of General Counsel for H-1B visas including the Preparation and submission H-1B visa petitions and J-1 visa requests;
9. Processes faculty travel and reimbursements and other related fiscal documents.
10. Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and experience.
- One to three years' experience in a responsible administrative support position which demonstrates knowledge of administrative methods.
- Ability to work independently and regularly exercise judgment regarding administrative and program support details and procedures.
- Strong Technical skills including MS Office Applications
- Good interpersonal and organizational skills.
- Good writing and communication skills.

PREFERRED QUALIFICATIONS

- Experience with online student record systems
- Experience with online student admissions systems
- Experience with online personnel records and recruiting systems

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions to submit a cover letter, resume, and the names and contact information of three professional references. Indicate search number 2018182 on all correspondence. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #

Recruiting activities included postings on the UConn Careers website, Diversity, College online job boards, Monster, and Career Builder.

28 Total applicants: 8 WM, 18 WF, 1 BM, and 1 AF

13 Unqualified applicants: 6 WM and 7 WF

- 1 WM and 4 WF did not indicate technical skills including MS Office Applications on their applications materials.
- 5 WM and 3 WF did not have one to three years' experience in a responsible administrative support position which demonstrated knowledge of administrative methods.

8 Qualified applicants: 8 WF

- 2 WF did not have experience with online student record systems nor online student admissions systems
- 1 WF did not have experience with online student admissions systems.
- 5 WF withdrew their applications.

7 Interviewed applicants: 2 WM, 3 WF, 1 BM, and 1 AF

- 1 WF stated her frustration on having to switch between working as a team and working independently, which was a main function of this position.
- 1 AF experience was with donors and donor relations versus overall program administration and she stated that she believes in confrontation and would not hesitate to tell another employee if they were not doing a good job.
- 1 WF administrative experience was in event organization and not student and program focused.
- 1 WM stated during the interview that his passion was library science and he just wanted a job and he did not speak to what he could bring to the position in terms of his skills,
- 1 WM was found to not have experience with online recruiting systems.

The 1 WF selected has a very extensive writing back ground and administrative experience from her two previous positions. She had worked with online recruiting systems in her previous position when her main responsibility had been recruitment and personnel. She answered all interview questions completely and with detailed examples.

The 1 BM selected talked about his ability to work independently and his strength to go above and beyond. He had administrative experience working with students and online systems related to student records and admissions. He provided details on his customer service, organization and time management abilities which aware essential to the position.

Search 2018465 – Program Assistant (UCP 3) – Department of Communication

The College of Liberal Arts & Sciences seeks applicants for a full-time position as a Program Assistant 1 (UCP 3) for the Department of Communication. Under the direction of the Administrative Coordinator and the CLAS Business Services Center, provides programmatic and administrative support to the Department of Communication, including purchasing and accounts payable, personnel actions and graduate admissions. The incumbent is expected to work independently, with the defined guidelines established by the program and the supervisor.

DUTIES AND RESPONSIBILITIES

1. Coordinates the graduate admissions functions; disseminates information, collects application materials for the department's graduate programs. Maintains organized files of applicants, assists in the processing of applications for admissions, and writing offer and rejection letters to candidates.
2. Oversees and directs temporary employees (student labor/special payroll) and the associated Smart HR Transaction and time card processing for the department and faculty members.
3. Coordinates communication between the department and other campus units in academic and fiscal matters.
4. Processes faculty travel and reimbursements and other related fiscal documents and serves as a resource for faculty and graduate students on travel and reimbursement policies and procedures.
5. Processes the purchasing of research equipment and services through online fiscal systems, coordinating with vendors as needed.
6. Maintains the departmental website and social media accounts.
7. Coordinates and oversees activities and programs conducted by the department.
8. Researches and assembles data for budget planning and monitoring.
9. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree 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 and program support details and procedures.
4. Strong technical skills including MS Office Applications.
5. Good interpersonal and organizational skills.
6. Good writing and communication skills.

PREFERRED QUALIFICATIONS

1. Experience working in a higher education setting.
2. Experience with online student record systems.
3. Experience with online student admissions systems.
4. Experience with online personnel records and recruiting systems.

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions to submit a **cover letter**, **resume**, and contact information for **three professional references**. Indicate search number 2018465. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018465)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 20, 2018.

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 posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, and Monster.com.

51 Total applicants: 6 WM, 33 WF, 1 BM, 1 BF, 4 HF, 5 AF, and 1 UF

29 Unqualified applicants: 4 WM, 17 WF, 1 BM, 1 BF, 2 HF, 3 AF, and 1 UF

- 2 WF withdrew their application.
- 3 WF and 1 HF did not have a Bachelor's degree or the equivalent combination of education and experience.
- 3 WM, 6 WF, 1 BM, 1 BF, and 3 AF did not have one to three years' administrative support experience.
- 2 WF and 1 UF did not have good written communication skills based on errors in their application materials.
- 1 WM, 4 WF, and 1 HF application materials did not indicate technical skills including MS Office applications.

15 Qualified applicants: 2 WM, 11 WF, and 2 HF

- 2 WM, 11 WF, and 2 HF did not have experience working in a higher education setting.

7 Interview applicants: 5 WF and 2 AF

- 2 WF withdrew their applications from consideration.
- 1 WF did not explain her relevant administrative experience and did not provide thorough answers to interview questions.
- 1 WF indicated that she was looking for a role in school counseling and her experience was mainly in reception, not administration.
- 1 AF answers to interview questions were not on topic and several were not coherent.
- 1 AF was interested in a supervisory position and answered interview questions very quickly and briefly.

The 1 WF selected provided comprehensive examples and answers about her experience. She exhibited her good decision-making qualities from the examples she used in the interview. She had experience in higher education administrative support from working in a cultural center. She answered all technical questions correctly and was familiar with online student systems.

Search 2018218 – Program Assistant 1 (UCP 3) – Psychological Sciences Department

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

This Program Assistant will assist in the coordination of an interdisciplinary PhD training program that brings together PhD students and faculty from cognitive and biological domains related to the science of learning (clinical, cognitive, developmental, and educational psychology; genetics; linguistics; neuroscience; and speech, language & hearing sciences). The Program Assistant will assist the principal investigator and other faculty in day-to-day administration of the training program, as well as with several important annual events and tasks.

DUTIES AND RESPONSIBILITIES

As directed, the Program Assistant assists faculty and PhD students in the performance of program activities: coordinates program logistics and administrative support for program staff, making adjustments to accommodate priority needs; assists in outreach programs, conference planning, and visits by external guests (advisory panelists, speakers) and makes necessary arrangements for these activities; writes and/or edits and disseminates informational, promotional and occasional technical materials to support program activities; serves as a resource to students, staff and others on matters relating to administrative procedures and on some matters relating to program specialty; processes and maintains necessary paperwork, records and files to support program, including fiscal and personnel records, both for internal purposes and for reporting to external funding agencies; acts for the supervisor/administrator in matters of administrative detail; assists in preparation of budgets and monitors expenditures; assembles data, writes and/or edits reports, requiring a general knowledge of subject area; may coordinate or supervise some specialized non-academic aspects of the program; maintains a collection of resource materials and program information; may perform office support functions and performs related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in subject area related to program specialty, or equivalent combination of education and experience; one to three years' experience in a responsible administrative support position, which demonstrates knowledge of administrative methods; demonstrated 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.

PEFERRED QUALIFICATIONS

Advanced or professional degree in science or education; Communications training; experience working in a higher education setting; website development or maintenance skills; experience with a variety of computer applications, including MSOffice and event planning experience.

APPOINTMENT TERMS

This is a full-time, 12-month end date position. Renewal of position will be contingent upon funding availability.

TO APPLY

Please apply online at UConn Jobs, www.jobs.uconn.edu, Staff Positions, to submit a cover letter, resume, and the names and contact information of three professional references. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018218)

Recruiting activities posted on the UConn Careers website, Diversity, General, and Monster.

26 Total applicants: 3 WM, 16 WF, 2 BM, 1 BF, 1 AM, 2 AF, and 1 UF

15 Unqualified applicants: 2 WM, 7 WF, 2 BM, 1 BF, 1 AM, and 2 AF

- 1 WF did not have a Bachelor's degree in a subject area related to program specialty, or the equivalent combination of education and experience.

- 4 WF and 1 AF did not exhibit excellent written communication skills based on typographical and grammatical errors in their application materials.
- 1 WM, 2 WF, 2 BM, 1 BF, 1 AM, and 1 AF did not have at least one to three years of experience in a responsible administrative support position which demonstrates knowledge of administrative methods.
- 1 WM application materials did not indicate experience or ability to provide entry-level program support.

2 Qualified applicants: 1 WM and 1 WF

- 1 WM and 1 WF did not have an advanced or professional degree in science or education.

9 Total Interviewed: 8 WF and 1 UF

- 2 WF and 1 UF withdrew their applications from consideration.
- 1 WF did not answer interview questions completely, provided short answers and did not elaborate fully to explain her answers to situational questions.
- 1 WF's experience was in a lab setting and found to be more technical than administrative.
- 2 WF had higher education experience that was related to student support not administrative support
- 1 WF had one year less higher education experience than the selected candidate.

The 1 WF selected met all of the preferred qualifications of the position. She had the most experience in higher education of all candidates. She had been previously responsible for website management and had advanced skills in MS Office applications.

Search 2018326 – Program Assistant 1 (UCP 3) – Educational Leadership Department

The Program Assistant 1 for the Educational Leadership Department in the Neag School provides confidential support to maximize the effectiveness of the department by coordinating administrative efforts and providing professional administrative assistance. Working collaboratively with the Dean's Office personnel, Business Services Center, faculty, professional staff and others, the Program Assistant performs a variety of entry level professional administrative support of an academic unit to ensure the effective implementation of its programs and/or activities.

DUTIES AND RESPONSIBILITIES

The duties of the department program assistant are established by the Department Head. The specific areas of responsibilities include, but are not limited to, assistant to the Department Head, fiscal and business support, communications, marketing and publicity.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and experience including one to three years' experience in responsible administrative support position which demonstrate knowledge of administrative methods.
2. Good interpersonal and organizational skills.
3. Good writing skills with attention to detail.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in business related field.
2. Experience working in a higher education setting.
3. Demonstrated excellent written and verbal communication.
4. Experience in finance, marketing or communication.
5. Excellent technology and computer skills including experience with Microsoft programs and PeopleSoft.

APPOINTMENT TERMS

This is a full time permanent position, with excellent healthcare and retirement benefits package.

TO APPLY

For full consideration, please apply online at UConn Jobs, at www.jobs.uconn.edu, Staff Positions. Please upload a well-written letter outlining your qualifications for the position, resume and a list of 3 professional references and their contact information. Screening will begin immediately and the search will remain open until January 24, 2018. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018326).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 24, 2018.

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 posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, and through professional staff networking.

37 Total applicants: 6 WM, 23 WF, 1 UM, and 7 UF

31 Unqualified applicants: 5 WM, 18 WF, 1 UM, and 7 UF

- 4 WM, 7 WF, and 4 UF did not have a Bachelor's degree or the equivalent combination of education and experience.
- 1 WM, 11 WF, 1 UM, and 3 UF submitted application materials with errors or submitted incomplete applications.

6 Interview applicants: 1 WM and 5 WF

- 1 WM and 1 WF withdrew their applications from consideration.
- 1 WF did not provide specific work experience examples in response to interview questions and did not explain how she met the qualifications of the position.
- 1 WF experience in higher education was only as a student and she did not provide in depth responses to interview questions about her work experience and understanding of the position requirements.
- 1 WF previous administrative experience was narrow and specific to customer service support.

The 1 WF selected had a solid administrative support background as well as experience in higher education in a business office setting. She demonstrated a clear understanding of the position requirements and demands when she effectively articulated the requirements of the job. The project management example she shared clearly demonstrated her ability to think about the broader department by taking initiative in seeking out additional sources of information and presenting recommendations to management.

Search 2018519 - UConn Recreation Manager – UConn Recreation Facility Operations

This position is a core member of the UConn Recreation Facility Operations team having primary responsibility for the management of the student recreation center and satellite facilities. The position also serves as a member of UConn Recreation's Student Personnel Development Team. UConn is consistently ranked the top public university in New England by U.S. News and World Report and among the best in the nation. With a total undergraduate enrollment of 19,241 and 70% living on-campus, UConn is a vibrant, diverse and exciting community. UConn Recreation is an integral department within the Division of Student Affairs, and with over 650,000 annual participations, plays an essential role on campus enhancing student wellness and success. This position will be a cornerstone during a period of dynamic growth as UConn Recreation opens a new 200,000 square foot, \$100 million recreation center in the summer of 2019.

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Assistant Program Director, manages daily operations of the Student Recreation Center and satellite facilities. Provides leadership and direct supervision of student personnel within departmental area. Implements departmental policy, procedure, maintenance services, risk management and assessment in the execution of duties; ensuring the highest quality of customer service and safety for the UConn community. Weekend and evening work is required to meet the needs of the position.

Personnel Management – 40%

1. Recruit, interview and train facility operations student personnel
2. Supervise student employees in the performance of their daily responsibilities
3. Coordinate and provide on-going student employee training and development programs
4. Evaluate student employee performance, providing written evaluations on an annual basis
5. Promote and maintain high quality performance standards for facility operations student personnel
6. Coordinate student employee scheduling, monitor for accuracy, and provide payroll verification

Facility Management – 40%

1. Serve as Recreation Center Manager on Duty ensuring facility policy, maintenance, safety and customer service needs are met
2. Oversee maintenance and custodial services for all UConn Recreation facilities and equipment
3. Implement risk management policy and procedure for all facility activities
4. Provide exceptional delivery of event services hosted by UConn Recreation
5. Provide timely and accurate incident, accident, risk management, financial and maintenance reporting
6. Maintain accurate and accessible records related to all facility operations
7. Reconcile daily cash operations
8. Maintain accurate inventory of all facilities equipment and operational resources
9. Develop and expand professional knowledge of facility and maintenance operations in order to ensure quality and meet the needs of students, faculty and staff

Planning & Assessment - 10%

1. Recommend annual equipment, facility, maintenance, policy and budgetary needs
2. Provide timely and accurate reporting of recreation facility participant usage data
3. Recommend operational changes based on facility need assessment

Additional Duties – 10%

1. Provide leadership for assigned departmental programs and events
2. Instruct CPR/First Aid classes for student employees and the UConn Community
3. Serve on department or university assigned committees
4. Additional duties as requested by supervisor or departmental leadership

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Recreation, Health, Physical Education, Exercise Science, Leisure Services, Sports Management or related field. A combination of education and experience may be considered.
2. Minimum of one year of documented experience managing recreational facilities
3. Excellent interpersonal, organizational, written and verbal communication skills
4. Current Adult CPR/AED Certification
5. Valid driver's license and ability to acquire Connecticut Passenger "A" endorsement or equivalent

PREFERRED QUALIFICATIONS

1. Master's degree in Recreation, Health, Physical Education, Exercise Science, Leisure Services, Sports Management or related field
2. Two (2) years of documented experience managing collegiate recreation facilities
3. Demonstrated experience facilitating in-house development programs for operations personnel
4. Proficient with software applications related to employee scheduling (Sub-it-Up preferred) and recreation program management
5. First-Aid/CPR/AED Instructor Certification
6. Certified Pool Operator

APPOINTMENT TERMS

Position offers salary commensurate with experience and excellent benefits including health care and retirement. Position is an UCPEA 12-month end-date appointment subject to renewal.

TO APPLY

Please apply through UConn Jobs (<http://hr.uconn.edu/jobs/>, Staff Positions - Job ID # 2018519. Candidates must submit **letter of application**, **resume**, and the names of **three professional references**. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018519)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May, 25, 2018.

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 posting on the UConn Careers website and NIRSA websites.

43 Total Applicants: 21 WM, 13 WF, 6 BM, 2 BF, and 1 HF

31 Unqualified Applicants: 18 WM, 6 WF, 4 BM, 2 BF, and 1 HF

- 5 WM, 1 WF, and 2 BM did not possess a Bachelor's degree in Recreation, Health, Physical Education, Exercise Science, Leisure Services, Sports Management or related field.
- 10 WM, 2 WF, 2 BM, 1 BF, and 1 HF did not have a minimum of one year of documented experience managing recreational facilities.
- 1 WM's application materials contained errors and did not demonstrate excellent written communication skills.
- 2 WM., 1 WF, and 1 BF did not indicate current Adult CPR/AED certification.
- 2 WF withdrew their applications.

12 Interviewed applicants: 3 WM, 7 WF, and 2 BM

- 1 WM and 1 BM did not answer questions correctly to indicate knowledge of staff scheduling software.
- 1 WM and 2 WF did not explain their experience facilitating in-house development programs for student staff.
- 1 WM, 1 WF, and 1 BM did not answer questions completely about their experience managing and operating day to day facility duties.
- 2 WF withdrew their applications during the interview process.
- 1 WF declined the offer of employment.

The 1 WF selected articulated experience in the training of student personnel that significantly aligned with desired outcomes and expectations for the position. She detailed her experience with facility software management and systems, including overseeing a recent implementation of a new software platform with her current employer. She also had proven experience with group and event management, centered on sport league play, was a pivotal component to success in day-to-day requirements of the position.

Search 2018516 - UConn Recreation Coordinator – UConn Recreation

This position has primary responsibility for the implementation of group exercise programs and services, and serves as a member of UConn Recreation's Student Personnel Development Team. UConn is consistently ranked the top public university in New England by U.S. News and World Report and among the best in the nation. With a total undergraduate enrollment of 19,241 and 70% living on-campus, UConn is a vibrant, diverse and exciting community. UConn Recreation is an integral department within the Division of Student Affairs, and with over 650,000 annual participations, plays an essential role on campus enhancing student wellness and success. This position will be a cornerstone during a period of dynamic growth as UConn Recreation opens a new 200,000 square foot, \$100 million recreation center in the summer of 2019. The future expansion of group exercise programs includes five (5) new fitness studios (two (2) multipurpose, cycling, mind/body, and functional training.)

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Associate Director for Programs, manages the daily implementation of a wide range of UConn Recreation programming and services. Provides leadership and direct supervision of student personnel within departmental area. Implements departmental policy, procedure, risk management and assessment in the execution of programming; ensuring the highest quality of customer service and safety for the UConn community. Weekend and evening work is required to meet the needs of the position.

Personnel Management – 50%

1. Recruit, interview and train group exercise/fitness student personnel
2. Supervise student employees in the performance of their daily responsibilities
3. Coordinate and provide on-going student employee training and development programs
4. Evaluate student employee performance, providing written evaluations on an annual basis
5. Promote and maintain high quality performance standards for programming area student personnel
6. Coordinate employee scheduling, monitor for accuracy, and provide payroll verification

Program Management – 30%

1. Provide on-site leadership, supervision and facilitation of group exercise programming
2. Plan, develop, promote and execute a comprehensive ongoing schedule of group exercise programming
3. Implement departmental risk management policy and procedure for all program activities
4. Provide timely and accurate incident, accident, risk management, financial and maintenance reporting
5. Maintain accurate inventory of all associated program resources
6. Develop and expand professional knowledge of group exercise programming in order to ensure quality and provide a wide range of activities that meet the needs of students, faculty and staff

Planning & Assessment - 10%

1. Recommend annual equipment, facility, maintenance, policy and budgetary needs
2. Provide timely and accurate reporting of participant usage data in program area
3. Recommend operational and programmatic changes based on on-going need assessment

Additional Duties - 10%

1. Provide leadership for assigned departmental programs and events
2. Instruct CPR/First Aid classes for student employees and the UConn Community
3. Serve as Student Recreation Center Manager on Duty as required
4. Serve on department or university assigned committees
5. Additional duties as requested by supervisor or departmental leadership

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Recreation, Health, Physical Education, Exercise Science, Leisure Services, Sports Management or related field. An equivalent combination of education and experience may be considered.
2. Minimum of one year of documented experience managing group exercise programming
3. Excellent interpersonal, organizational, written and verbal communication skills
4. Current Adult CPR/AED Certification
5. Valid driver's license and ability to acquire Connecticut Passenger "A" endorsement or equivalent
6. One (1) group fitness instructor certification from a nationally accredited organization (ACSM, AFAA/NASM, ACE, NETA)
7. One (1) specialty group exercise certification from a nationally recognized organization (SPINNING/Cycling, ZUMBA, Yoga, TRX, Kickboxing, Pilates)

PREFERRED QUALIFICATIONS

1. Master's degree in Recreation, Health, Physical Education, Exercise Science, Leisure Services, Sports Management or related field
2. Two (2) years of documented experience managing collegiate recreation group exercise programming
3. Demonstrated experience facilitating in-house development programs for group exercise instructors
4. Two (2) or more specialty group exercise certifications from a nationally recognized organization (SPINNING/Cycling, ZUMBA, Yoga, TRX, Kickboxing, Pilates, etc.)
5. Proficient with software applications related to employee scheduling (Sub-it-Up preferred) and recreation program management
6. First-Aid/CPR/AED Instructor Certification

APPOINTMENT TERMS

Position offers salary commensurate with experience and excellent benefits including health care and retirement. Position is an UCPEA 12-month end-date appointment subject to renewal.

TO APPLY

Please apply through UConn Jobs (<http://hr.uconn.edu/jobs/>, Staff Positions - Job ID #2018516). Candidates must submit **letter of application**, **resume**, and the names of **three professional references**. Screening of applicants will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018516)

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

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May, 18, 2018.

Recruitment activities included posting on both the UConn Careers and NIRSA websites.

22 Total applicants: 4 WM, 10 WF, 1 BM, 3 BF, 1 AM, 1 UM, and 2 UF

16 Unqualified applicants: 3 WM, 7 WF, 1 BM, 1 BF, 1 AM, 1 UM, and 2 UF

- 1 WM did not have a Bachelor's degree in Recreation, Health, Physical Education, Exercise Science, Leisure Services, Sports Management or related field nor the equivalent combination of education and experience.
- 2 WM, 5 WF, 1 BM, 1 BF, 1 AM and 1 UM, and 2 UF did not possess a minimum of one year of documented experience managing group exercise programming.

- 1 WF application materials did not indicate group fitness instructor certification from a nationally accredited organization (ACSM, AFAA/NASM, ACE, NETA)/P1-
- 1 WF withdrew her application after submission.

6 Interview Applicants: 1 WM, 3 WF, and 2 BF

- 1 BF did not answer questions clearly and completely regarding how to prioritize and manage her daily work flow in a typical day.
- 1 BF had less experience using recreation program management software than top candidate and she had not yet completed her Master's degree.
- 1 WF did not correctly explain the needs of programming and management group fitness in campus recreation.
- 1 WM reference checks revealed information inconsistent with the applicant's provided information.
- 1 WF withdrew her application.

The 1 WF selected expressed a clear understanding of programming and managing Group Fitness at the collegiate level, including detailed strategies for the organization of class scheduling. The candidate had instructional and management experience in many fitness program formats. She was proficient with software applications related to recreation program management. In addition, she presented detailed ideas of training for student group fitness instructors.

Search 2018533 - Program Assistant 1 (UCP 3) - Werth Institute

The Peter J. Werth Institute for Entrepreneurship & Innovation at the University of Connecticut is seeking applications for a full-time experienced administrative professional to perform the duties of a full-time Program Assistant 1 (UCP 3). The Werth Institute was created pursuant to a philanthropic gift from Peter J. Werth in January 2018, and is the evolution of the Entrepreneurship & Innovation Curriculum. Under the direction of the Director of the Werth Institute, the Program Assistant 1 (UCP 3) position will provide administrative and programmatic support to a broad base of students, faculty, staff, and innovative projects. This position will support the Werth Institute team members as they work towards a comprehensive program of entrepreneurship and innovation programming for UConn students. The Werth Institute will interact regularly with student creators, and this position will serve the team members and affiliate programs in the development of processes and procedures which improve the quality and quantity of UConn related programming.

DUTIES AND RESPONSIBILITIES

- Assists in all aspects of planning events and activities for the Institute, including scheduling, organizing catering requests, preparing agendas, managing travel, etc.
- Writes and/or edits and disseminates informational, promotional and occasional technical materials to support Institute programs.
- Serves as a resource to students, staff, faculty and external partners on matters relating to administrative procedures and Institute activities; serves as receptionist, responds and directs calls and emails as appropriate.
- Exercises general supervision over office functions; processes and maintains necessary paperwork, records and files to support program, including fiscal and personnel records; coordinates travel and travel reimbursement; coordinates schedule for Director.
- Acts on behalf of the Institute Director in matters of administrative detail.
- Assists in preparation of budgets and monitors expenditures.
- Assists in processing hiring and appointments for students, faculty, and staff associated with the Institute.
- Assembles data, writes and/or edits reports, requiring a general knowledge of business, engineering, and/or entrepreneurship.
- May coordinate or supervise some specialized non-academic aspects of the program.
- Manages administrative details for programs and activities such as workshops, call for proposals, etc.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and experience.
2. 1-3 years' experience in a progressively responsible administrative support position.
3. Excellent interpersonal skills and ability to work effectively with the Department/University staff and other individuals or groups.
4. Superior organizational and/or supervisory ability.
5. Ability to resolve administrative problems efficiently, effectively, and independently.

PREFERRED QUALIFICATIONS

1. Bachelor's degree or advanced study in business or engineering
2. Knowledge of financial accounting and human resource management systems such as KFS, Peoplesoft, etc.

APPOINTMENT TERMS

This is a full-time, 12-month, position with excellent benefits.

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions, to submit a **letter of application, 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 # 2018533)

Recruiting activities included postings on the UConn Careers website and various entrepreneurial and social media sites.

28 Total applicants: 4 WM, 19 WF, 2 BF, and 3 UF

17 Unqualified applicants: 4 WM, 11 WF, 1 BF, and 1 UF

- 2 WM and 4 WF did not have the required Bachelor's degree or equivalent combination of education and experience and 1-3 years of experience in a progressively responsible administrative support position.
- 2 WM, 7 WF, 1 BF, and 1 UF did not have the required 1-3 years of experience in a progressively responsible administrative support position.

11 Interviewed applicants: 8 WF, 1 BF, and 2 UF

- 1 WF withdrew their applications from consideration.
- 1 WF did not provide clear detailed responses to interview questions on organizational ability.
- 1 WF provided extra, unrelated information in her responses to interview questions and examples.
- 1 WF was unable to provide detailed responses to interview questions regarding the preferred qualifications of financial accounting and human resource management systems.
- 1 WF did not articulate her ability to resolve administrative problems efficiently in her responses to interview questions or in the examples she provided.
- 1 WF examples that she provided regarding her communication style and interpersonal skills would not work effectively with University staff and other individuals or groups.
- 1 WF did not respond to an invitation to interview.
- 1 BF responses to interview questions and the examples she provided indicated that she would not work independently in a complex environment like UConn.
- 1 UF did not articulate her ability to resolve problems independently in her responses to interview questions or in the examples she provided.
- 1 UF expressed difficulty working independently in a stressful environment.

The 1 WF selected provided clear, articulate, concise responses which demonstrated her ability to work effectively with Department/University staff and other individuals or groups. She articulated her ability to resolve administrative problems efficiently in her responses to interview questions and in the examples she provided, such as her successful experience working in a governmental unit that had a complex set of interrelationships with other units. Furthermore, she provided detailed responses to interview questions regarding financial accounting and human resource management systems. She provided clear detailed responses to interview questions on organizational ability, which demonstrated her superior organizational abilities.

Search 2018589 - Program Assistant 1 (UCP 3) – Department of Molecular & Cell Biology

The College of Liberal Arts & Sciences seeks applicants for a full-time position as a Program Assistant 1 (UCP 3) for the Department of Molecular & Cell Biology. Under the direction of the Department Administrator, provides programmatic and administrative support to the Molecular & Cell Biology department including personnel actions and graduate admissions. The incumbent is expected to work independently, with the defined guidelines established by the program and the supervisor.

DUTIES AND RESPONSIBILITIES

1. Coordinates the graduate admissions functions; disseminates information, collects application materials for the graduate programs and graduate student awards. Maintains organized files of applicants, assists in the processing of applications for admissions, writing offer and rejection letters to candidates.
2. Acts as the departmental liaison with the Graduate School and advises students on rules and regulations of the Graduate School, department, College and University. Facilitates the processing of forms, course registration, and the meeting of program requirements.
3. Coordinates communication between the Department and the Office of the Registrar, the Office of Admissions, Graduate School, the CLAS Academic Services Center, the Office of Student Services and Advocacy and other UConn offices in academic matters regarding Graduate and Undergraduate students and departmental needs.
4. Maintains and analyzes statistics and data on the progress of majors, undergraduate students, graduate students and postdoctoral trainees as well as other departmental data needs necessary to report to accrediting agencies and apply for external funding.
5. Oversees and directs temporary employees (student labor/special payroll) employees and the associated Smart HR Transaction and time card processing for the department and faculty members.
6. Initiate and process professional, classified, graduate, special payroll and student employment paperwork for the department in consultation with Grant Management Services.
7. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree 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 and program support details and procedures.
4. Strong technical skills including MS Office applications.
5. Positive outlook, excellent interpersonal and organizational skills.

PREFERRED QUALIFICATIONS

1. Experience with online student record systems such as PeopleSoft.
2. Experience with online student admissions systems such as Hobson's.
3. Experience with online payroll, personnel records and recruiting systems.

TO APPLY

Upload a cover letter, resume and contact information for three professional references via UConn Jobs, www.jobs.uconn.edu, Staff Positions, and include search number 2018589. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check (Search #2018589).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 2, 2018

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

Recruitment activities included postings on the following websites: UConn Careers website, Monster.com, CareerBuilder, and the Higher Ed job board.

24 Total applicants: 3 WM, 15 WF, 2 BF, 2 HM, 1 AF, and 1 UF

14 Unqualified applicants: 2 WM, 9 WF, 2 BF, and 1 HM

- 1 WM, 6 WF, 1 BF, and 1 HM did not possess a Bachelor's degree or the equivalent combination of education and experience.
- 1 WM and 2 WF did not have one to three years' experience in a responsible administrative support position which demonstrates knowledge of administrative methods.
- 1 WF and 1 BF application materials did not indicate technical skills including MS Office applications.

2 Qualified applicants: 1 WM and 1 WF

- 1 WM did not have experience with online student record systems such as PeopleSoft.
- 1 WF did not possess experience with online payroll, personnel records and recruiting systems.

8 Interviewed applicants: 5 WF, 1 HM, 1 AF, and 1 UF

- 1 HM was interested in exploring a science education field, working with students and was pursuing a Masters in MCB to become an advocate for the STEM disciplines, but could not articulate in what capacity beyond mentoring.
- 1 WF indicated this may be a gap year and would like to get her Masters' in genetic counseling within a few years.
- 1 UF indicated she was concerned with the sameness of the position's tasks and responsibilities and the volume and intensity of the work.
- 1 WF responses to interview questions and examples she presented, indicated she needed much supervision and guidance and did not have the ability to work independently.
- 1 WF administrative experience was related solely to customer services and she did not have hands-on experience with records, payroll and recruiting systems.
- 1 WF was late for the interview and had experience as an intern over the past two years in laboratory settings where the administrative needs were not relevant to this position.
- 1 AF answered interview questions very quickly and briefly without providing detail and her administrative experience was in a lower volume environment that did not translate to the larger volume of the department.

The 1 WF selected had extensive experience in administrative tasks along with customer service. Her prior work experience had been in fast-paced, high-intensity atmospheres. She gave good examples of handling multi-tasking and prioritization. Her prior experience with help desk, registration, classes, scheduling, data input, and data analysis will transfer well into the high volume environment.

Search 2018629 - Program Assistant 1 (UCP 3) – Asian American Studies/Women’s, Gender & Sexuality Studies Institute

Under the general supervision of the Director for Asian and Asian American Studies & Women’s, Gender, and Sexuality Studies Institute in the College of Liberal Arts & Sciences, the incumbent will provide general administration to both programs.

DUTIES AND RESPONSIBILITIES

1. Serves as point of contact for office and Institute Directors
2. Under the general direction of the Institute Directors, provides responsible administrative support as well as entry-level program support for the Institutes
3. Hire, train and supervise student workers
4. Manage Institute’s event calendar, including conferences, speaker visits, and committee meetings, create and distribute agendas and minutes.
5. Manage Institute’s course scheduling process and liaise with other departments regarding cross-listed courses and offerings
6. Assist with technical aspects of setting up meetings (laptops, computers, access in tech rooms)
7. Draft and distribute official correspondence on behalf of the Institute Directors to College and University members
8. Coordinates office orders (liaisons with contracted vendors, evaluates costs)
9. Compiles data and reports for Institute Directors as requested
10. Coordinates aspects of special events and outreach programs, including making speaker travel arrangements, creating itineraries, and assisting in advertising efforts
11. Processes faculty travel and reimbursements and other related fiscal documents.
12. Liaisons with undergraduates, parents, faculty, staff, administrators, and outside parties regarding institute information
13. Assists with personnel searches, including drafting of necessary documents, scheduling of interviews, arrangements of employment offers
14. Maintains files and records, as well as resource materials and program information
15. Performs related duties as required
16. Maintains and analyzes statistics and data on the progress of majors, undergraduate students, graduate students and postdoctoral trainees as well as other departmental data needs necessary to report to accrediting agencies and apply for external funding

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 judgement regarding administrative detail and procedures.
4. Ability to provide entry-level program support.
5. Good interpersonal and organizational skills

PREFERRED QUALIFICATIONS

1. Excellent computer skills including Microsoft Word, Excel, Outlook and Access
2. Excellent attention to detail
3. Ability to multi-task
4. Experience working in an academic environment

TO APPLY

Upload a cover letter, resume and contact information for **three professional references** via UConn Jobs, www.jobs.uconn.edu, Staff Positions, and include search number 2018629. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018629)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 22, 2018.

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 posting on the following websites: UConn Careers, Higher Ed Jobs, Monster.com and Career Builder.com.

34 Total Applicants: 2 WM, 25 WF, 1 BF, 1 HF, 2 AF, and 3 UF

22 Unqualified Applicants: 2 WM, 18 WF, 1 HF, and 1 UF

- 1 WM and 3 WF did not have a Bachelor's degree in a subject area related to a program specialty, or the equivalent combination of education and experience.
- 1 WM, 14 WF, and 1 HF did not possess one to three years' experience in a responsible administrative support position.
- 1 UF application materials did not reflect an ability to provide entry-level program support to a department.
- 1 WF withdrew her application.

3 Qualified Applicants: 2 WF and 1 UF

- 2 WF and 1 UF did not have experience working in an academic environment.

9 Interviewed Applicants: 5 WF, 1 BF, 2 AF, and 1 UF

- 1 WF indicated that she was interested in a position more related to student affairs vs department administration.
- 1 WF responses to interview questions indicated that she did not understand the needs of accommodating different supervising styles and the need to reduce any administrative burdens.
- 1 WF did not provide examples of how she would handle certain tasks in an administration role.
- 1 UF did not provide examples of how she could be successful in a job position that required a great deal of independence, motivation, and self-direction.

- 1 AF stated that she was very interested in the hierarchy of operations instead of taking the lead on projects and would need a lot of hand holding and she gave vague answers about her ability to meet tight deadlines or manage competing priorities.
- 1 BF was late to the interview and expressed disinterest in certain administrative tasks necessary for the position.
- 1 AF indicated that she liked a hands-on supervisor and would need a lot of direction in her tasks.
- 1 WF withdrew her application.

The 1 WF selected had a strong interview and brought ideas and examples to the interview on website changes/updates along with ways she could do manage outreach and engage the student population in the programs. She was very prepared for the interview and was able to elaborate on all questions asked of her and provided very specific examples. She demonstrated her ability to be a self-driven worker who knew how to alleviate the administrative burden from faculty and earn their trust. She also talked about working with a diverse group of people and her customer service abilities.

Category 3: Nonteaching Professional – UC Professional 1

Hiring goals: 8 WF, 2 BF

Hiring into Category: 1 WM, 9 WF, 1 BF, 1 AF

Goals met: 8 WF, 1 BF

2018103 – Financial Assistant 1 – Social Work

46 Total Applicants: 12 WM, 19 WF, 2 BM, 3 BF, 2 HM, 2 HF, 1 AM, 3 AF, 2 UF

23 Unqualified applicants: 9 WM, 8 WF, 1 BM, 1 BF, 1 HF, 2 AF, 1 UF

16 Qualified applicants: 3 WM, 8 WF, 1 BM, 1 HM, 1 HF, 1 AM, 1 AF

7 Interviewed applicants: 3 WF, 2 BF, 1 HM, 1 UF

Hired: 1 WF

This hire achieved a hiring goal

2018190 – Financial Assistant 1 – Sponsored Programs

25 Total Applicants: 5 WM, 10 WF, 1 BM, 1 BF, 2 HF, 1 AM, 3 AF, 2 UM

19 Unqualified applicants: 4 WM, 8 WF, 1 BF, 1 HF, 3 AF, 2 UM

2 Qualified applicants: 1 WM, 1 HF

4 Interviewed applicants: 2 WF, 1 BM, 1 AM

Hired: 1 WF

This hire achieved a hiring goal

2018216 – Program Aide – International Student and Scholar Services

38 Total Applicants: 12 WM, 12 WF, 1 BM, 2 BF, 1 HM, 2 HF, 1 AM, 4 AF, 1 UM, 2 UF

11 Unqualified applicants: 5 WM, 2 WF, 1 BM, 2 BF, 1 AF

21 Qualified applicants: 7 WM, 6 WF, 1 HM, 2 HF, 1 AM, 2 AF, 1 UM, 1 UF

6 Interviewed applicants: 4 WF, 1 AF, 1 UF

Hired: 1 WF

This hire achieved a hiring goal

2018305 – Financial Assistant 1 – Chemistry

42 Total Applicants: 7 WM, 18 WF, 1 BM, 2 BF, 4 HF, 1 AM, 8 AF, 1 UF

18 Unqualified applicants: 3 WM, 9 WF, 1 BF, 3 HF, 1 AF, 1 UF

13 Qualified applicants: 3 WM, 3 WF, 1 HF, 1 AM, 5 AF

11 Interviewed applicants: 1 WM, 6 WF, 1 BM, 1 BF, 2 AF

Hired: 1 WF

This hire achieved a hiring goal

2018368 – Financial Assistant 1 – Nursing

30 Total Applicants: 8 WM, 16 WF, 1 BF, 2 HF, 1 AM, 2 AF

20 Unqualified applicants: 7 WM, 8 WF, 1 BF, 2 HF, 1 AM, 1 AF

5 Qualified applicants: 1 WM, 3 WF, 1 AF

5 Interviewed applicants: 5 WF

Hired: 1 WF

This hire achieved a hiring goal

2018522 – Financial Assistant 1 – Liberal Arts & Sciences

22 Total Applicants: 5 WM, 13 WF, 1 BM, 1 HF, 1 AM, 1 AF

18 Unqualified applicants: 3 WM, 12 WF, 1 HF, 1 AM, 1 AF

4 Interviewed applicants: 2 WM, 1 WF, 1 BM

Hired: 1 WF

This hire achieved a hiring goal

2018541– Financial Assistant 1 – Liberal Arts & Sciences

37 Total Applicants: 7 WM, 21 WF, 5 BF, 1 HM, 2 HF, 1 AF

27 Unqualified applicants: 6 WM, 13 WF, 5 BF, 1 HM, 1 HF, 1 AF

10 Interviewed applicants: 1 WM, 8 WF, 1 HF

Hired: 1 WF

This hire achieved a hiring goal

2018664 – Financial Assistant 1 – Internal Studies Association

9 Total Applicants: 2 WM, 5 WF, 1 HM, 1 HF

3 Unqualified applicants: 1 WM, 2 WF

1 Qualified applicants: 1 WM

5 Interviewed applicants: 3 WF, 1 HM, 1 HF

Hired: 1 WF

This hire achieved a hiring goal

2018233 – Program Aide – Nursing Instruction & Research

11 Total Applicants: 1 WM, 4 WF, 4 BF, 1 AF, 1 UF

7 Unqualified applicants: 1 WM, 3 WF, 3 BF

2 Qualified applicants: 1 WF, 1 UF

2 Interviewed applicants: 1 BF, 1 AF

Hired: 1 BF

This hire achieved a hiring goal

Search 2017685 – Financial Assistant 1 (UCP 1) – Department of Education

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

The Neag School of Education at the University of Connecticut seeks candidates for a Financial Assistant I (UCP 1) position for the Business Services Center at the UConn Storrs campus. Under the general direction of the Assistant Dean/Chief Financial Officer and Assistant Finance Director this position is responsible for processing financial and administrative transactions and maintaining records of financial transactions for a department.

DUTIES AND RESPONSIBILITIES

Verifying and processing paperwork for department financial transactions such as invoices, requisitions, travel reimbursements, deposits, personal service agreements and other disbursements; placing orders with vendors and following up to resolve problems and assure timely delivery; processing payroll transactions; balancing and reconciling accounts; providing data to assist budget preparation and monitors expenditures for compliance with approved budget limits and university policies; monitors work orders for University services and follows up resolve problems and assure timely action; prepares ad hoc and standard reports, grant reports and general financial reports as needed; prepares reports as appropriate to meet University, State, Federal and department/division requirements; acts as a resource for faculty and staff regarding financial processes and University financial policies and procedures; providing administrative support and providing administrative support for the Business Services Center.

MINIMUM QUALIFICATIONS

1. Associates degree in accounting or bookkeeping and two-year's experience in accounting or bookkeeping;
2. Strong computer skills including spreadsheets, financial software and Microsoft Office programs;
3. Excellent communication and customer service skills;
4. Demonstrated ability to effectively communicate with all levels within the organization;
5. Ability to work independently and ability to provide entry-level administrative support;
6. Good interpersonal and organizational skills.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in accounting, finance, business or related field;
2. Experience working in a higher education setting;
3. Experience with Quali, KFDM Data Mart or HCM Core-CT.

APPOINTMENT TERMS

This is a full time, permanent appointment with anticipated hours of Monday through Friday, 9:00 a.m. – 5:00 p.m. Salary is commensurate with experience and includes full benefits.

TO APPLY

Please upload a **cover letter**, **resume**, and the names and contact information for **three professional references** via UConn Jobs at www.jobs.uconn.edu, Staff Positions. Please be sure your application materials demonstrate how you meet the qualifications for this position. Include the search number in all correspondence. Screening will begin immediately. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017685)

This job posting is scheduled to be removed at 11:59 PM eastern on August 11, 2017.

Recruitment activities included posting on the UConn Careers website and the utilization of professional networking contacts.

43 Total applicants: 10 WM, 16 WF, 3 BM, 4 BF, 2 HM, 2 HF, 2 AM, 2 AF, 1 UM, and 1 UF

31 Unqualified applicants: 8 WM, 11 WF, 1 BM, 3 BF, 1 HM, 2 HF, 2 AM, 1 AF, 1 UM, and 1 UF

- 6 WM, 6WF, 2 BF, 1 HM, 1 HF, 2 AM, 1 AF, and 1 UF did not have excellent written communication skills based on typographical and grammatical errors in their application materials.
- 2 WM, 5 WF, 1 BM, 1 BF, 1 HF, and 1 UM did not have at least an Associate's Degree in accounting or bookkeeping and two years of experience in accounting or bookkeeping.

2 Qualified: 1 BM and 1 BF


- 1 BM and 1 BF did not have experience working in a higher education setting and did not have experience with Quali, KFDM Data Mart or HCM Core-CT.

10 Interviewed applicants: 2 WM, 5 WF, 1 BM, 1 HM, and 1 AF

- 2 WF withdrew their applications.
- 1 WM did not have the direct accounting and finance experience needed for the position.
- 1 WF and 1 AF administrative experience was not as extensive as indicated on application materials.
- 1 WF indicated that she preferred to work with greater supervision and direction than the position required.
- 1 WF did not respond clearly and completely to the questions making it difficult to ascertain her skill level and interpersonal skills.
- 1 HM did not explain how his higher education experience would relate to this position.
- 1 BM responses to interview questions regarding financial software and spreadsheet functions indicated that he was not experienced in their use.

The 1 WM selected was employed in a higher education setting in an accounting capacity. He was very effective at communicating his abilities and skills and how they would apply to the position. The candidate had strong interpersonal skills and demonstrated that he was organized and prepared for the interview based on his clear and concise answers to the interview questions.

Search 2018084 – Financial Assistant 1 (UCP 1) – Institute for Collaboration on Health, Intervention, and Policy

Visible:	Internal and External	
Description Type:	Job Posting	
Description ID:		
Description:	<p>Under the general supervision of the Administrative Manager of the Institute for Collaboration on Health, Intervention, and Policy (InCHIP) this entry level position and is responsible for carrying out institute specific administrative services and business-related transactions of the institute.</p> <p>DUTIES AND RESPONSIBILITIES</p> <p>Prepare, process and monitor all transactions and records for payroll and other fiscal/grant records as needed. Maintain organized fiscal records.</p> <p>Assist in developing and monitoring grant related budgets including monitoring expenditures for compliance within approved budget limits.</p> <p>Perform routine administrative office functions and handling facility related issues.</p> <p>Performs other related duties as required.</p> <p>MINIMUM QUALIFICATIONS</p> <ol style="list-style-type: none">1. Associates degree in business administration or related field.2. A minimum of two years of experience in an office/administrative role.3. Excellent organizational, interpersonal, and communication skills including demonstrated ability to work collaboratively as a team member.4. Familiar with online financial records systems. <p>PREFERRED QUALIFICATIONS</p> <ol style="list-style-type: none">1. Bachelor's degree in business or related field.2. Experience working in higher education setting.3. Experience working with federal funds.4. Excellent computer skills using Microsoft Office with strong skills in excel using formulas and pivot tables.5. Willingness and ability to independently resolve problems. <p>APPOINTMENT TERMS</p> <p>This is full-time, permanent position and offers a full range of health/retirement benefits. The salary is in the low to mid \$40K range depending on skill level and experience. The work location is primarily in Storrs, Connecticut.</p> <p>TO APPLY</p> <p>For full consideration, please upload a cover letter, resume, and the names and contact information for three professional references via UConn Jobs at www.jobs.uconn.edu, Staff Positions. Note that incomplete application packets will not be considered. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018084)</p> <p>This job posting is scheduled to be removed at 11:59 PM eastern on October 2, 2017.</p>	

Recruitment activities included postings on the UConn Careers website, HERC, Diverse, Inside Higher Ed, and other professional personal networking.

30 Total applicants: 6 WM, 16 WF, 1 HM, 2 AM, and 5 AF

21 Unqualified: 6 WM, 10 WF, 1 HM, 1 AM, and 3 AF

- 1 WF did not have an Associate's degree in business administration or a related field.

- 6 WM, 2 WF, 1 HM, 1 AM, and 1 AF did not have two years' experience in an office/administrative role.
- 2 WF and 2 AF did not have excellent written communication skills based on errors in their application materials.
- 5 WF did not indicate familiarity with online financial records systems in their application materials.

4 Qualified applicants: 3 WF and 1 AF

- 2 WF did not have a Bachelor's degree in business or a related field
- 1 WF and 1 AF did not have experience working in a higher education setting.

5 Interview applicants: 3 WF, 1 AM, and 1 AF

- 1 WF stated that she was weak in Excel and was looking for a greater leadership role.
- 1 AM was found to not have experience with grants or federal funds from his answers to interview questions.
- 1 WF did not answer questions correctly about grant financials or payroll processing.

The 1 WF selected had relevant experience in higher education evaluating business processes and implementing new procedures relative to federal grants. She had previously worked in payroll and financial offices. Her answers to questions regarding Excel indicated knowledge of advanced functions and pivot tables.

The 1 AF selected had higher education experience with grants, both financial and programmatic and with grant accounting and effort reporting. She demonstrated her mastery of Excel, specifically pivot tables, in her answers to situational questions.

Category 3: Nonteaching Professional – Academic Assistants

Hiring goals: 2 WF, 1 BM, 2 BF, 1 HM, 1 AF

Hiring into Category: 1 WF

Goals met: 1 WF

18139 – Academic Assistant 1 – Anthropology

1 Total Applicants: 1 WF

1 Interviewed applicants: 1 WF

Hired: 1 WF

This hire achieved a hiring goal.

Category 3: Nonteaching Professional – Specialist 1A

Hiring goals: 5 WM, 2 BM, 2 BF

Hiring into Category: 8 WM, 4 WF, 5 BM, 1 BF

Goals met: 5 WM, 2 BM, 1 BF

2018358 – Specialist 1A – Men’s Football

73 Total Applicants: 50 WM, 14 BM, 1 HM, 3 AM, 5 UM

44 Unqualified applicants: 31 WM, 8 BM, 1 HM, 2 AM, 2 UM

26 Qualified applicants: 16 WM, 6 BM, 1 AM, 3 UM

3 Interviewed applicants: 3 WM

Hired: 1 WM

This hire achieved a hiring goal.

2018412 – Specialist 1A – Men’s Football

48 Total Applicants: 37 WM, 8 BM, 2 HM, 1 AM

26 Unqualified applicants: 18 WM, 5 BM, 2 HM, 1 AM

21 Qualified applicants: 18 WM, 3 BM

1 Interviewed applicants: 1 WM

Hired: 1 WM

This hire achieved a hiring goal.

2018490 – Specialist 1A – Men’s Basketball

106 Total Applicants: 67 WM, 1 WF, 29 BM, 3 HM, 2 AM, 4 UM

99 Unqualified applicants: 63 WM, 1 WF, 27 BM, 2 HM, 2 AM, 4 UM

6 Qualified applicants: 3 WM, 2 BM, 1 HM

1 Interviewed applicants: 1 WM

Hired: 1 WM

This hire achieved a hiring goal.

2019026 – Specialist 1A – Men’s Hockey

4 Total Applicants: 4 WM

2 Unqualified applicants: 2 WM

1 Qualified applicants: 1 WM

1 Interviewed applicants: 1 WM

Hired: 1 WM

This hire achieved a hiring goal.

2019057 – Specialist 1A – Athletic Sports Medicine

14 Total Applicants: 6 WM, 4 WF, 1 AM, 2 AF, 1 UM

6 Unqualified applicants: 3 WM, 2 WF, 1 AF

5 Qualified applicants: 2 WM, 2 WF, 1 AF

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

Hired: 1 WM

This hire achieved a hiring goal.

2018654 – Specialist 1A – Men’s Basketball

20 Total Applicants: 8 WM, 7 BM, 2 HM, 3 UM

16 Unqualified applicants: 7 WM, 5 BM, 2 HM, 2 UM

2 Qualified applicants: 1 WM, 1 BM

2 Interviewed applicants: 1 BM, 1 UM

Hired: 1 BM

This hire achieved a hiring goal.

2018700 – Specialist 1A – Athletic Sports Medicine

37 Total Applicants: 11 WM, 19 WF, 2 BM, 1 AM, 1 AF, 2 UM, 1 UF

13 Unqualified applicants: 4 WM, 8 WF, 1 AM

20 Qualified applicants: 7 WM, 10 WF, 1 AF, 1 UM, 1 UF

4 Interviewed applicants: 1 WF, 2 BM, 1 UM

Hired: 1 BM

This hire achieved a hiring goal.

2018521 – Specialist 1A – Women’s Basketball

13 Total Applicants: 8 WM, 1 WF, 2 BM, 1 BF, 1 AM

12 Unqualified applicants: 8 WM, 1 WF, 2 BM, 1 AM

1 Interviewed applicants: 1 BF

Hired: 1 BF

This hire achieved a hiring goal.

Search 2018491 – Director of Men’s Basketball Operations - Specialist 1A - Athletics

The University of Connecticut is accepting applications and nominations for the full-time position of Director of Men’s Basketball Operations.

DUTIES AND RESPONSIBILITIES

Assisting the Head Men’s Basketball Coach in a variety of duties including coordinating practice arrangements; serving as liaison to all Division offices/departments including, but not limited to, NCAA Compliance, Athletics Facilities/Operations, Tickets and Equipment Services; coordinating on campus recruiting visits and recruiting paperwork; coordinating team travel arrangements; monitoring the basketball budget; and performing other program duties as assigned by the Head Men’s Basketball Coach.

MINIMUM QUALIFICATIONS

Bachelor’s degree; experience as a Director of Men’s Basketball Operations for a Division 1 program; 1-2 years of experience working with or participating in a Division I basketball program; a demonstrated working knowledge of the correct application of NCAA regulations; strong commitment to the academic goals of the University; and excellent organizational, communication, and public relations skills.

PREFERRED QUALIFICATIONS

Master’s degree; knowledge of and prior experience with administration of collegiate team travel; prior experience working as a liaison with Athletics offices/departments including NCAA Compliance, Athletics Facilities/Operations, and Community Outreach efforts; and experience as a collegiate student-athlete.

APPOINTMENT TERMS

Salary is commensurate with experience.

TO APPLY

Please apply online at UConn Jobs, at www.jobs.uconn.edu, Staff Positions, to submit a letter of application, resume, and the names and contact information of three professional references. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018491)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 5, 2018.

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 activity included posting the job description on the following: UConn Careers website, Herc, Inside Higher Ed., Diverse, and UConnHuskies.com.

85 Total applicants: 44 WM, 1 WF, 26 BM, 2 BF, 4 HM, 6 UM, and 2 UF

80 Unqualified applicants: 40 WM, 1 WF, 25 BM, 2 BF, 4 HM, 6 UM, and 2 UF

- 3 WM, 3 BM, and 1 BF did not have a Bachelor’s degree.
- 37 WM, 1 WF, 22 BM, 1 BF, 4 HM, 6 UM, and 2 UF did not have experience as a Director of Men’s Basketball Operations for a Division 1 program.

4 Qualified applicants: 3 WM and 1 BM

- 1 BM did not have a Master’s degree.
- 3 WM did not have experience as a collegiate student-athlete.

1 Interview applicant: 1 WM

The 1 WM selected was the only applicant who met all of the minimum and preferred qualifications. His experience as a student-athlete in a similar program lent well to his ability to relate to the current student-athletes when dealing with day-to-day operations of the program. The sum of his qualifications and experience allowed him to transition in to this position seamlessly.

2018524 – Director of Men’s Basketball Strength and Conditioning Specialist 1A – Athletics

The University of Connecticut is seeking applications and nominations for the full time position of Director of Men’s Basketball Strength and Conditioning. Responsibilities will include: the development and administration of the strength/conditioning program for the UConn men’s basketball team; assistance with practice and game-day duties including pre-game/practice warm-ups; collaboration with Athletic Training staff as to the monitoring and rehabilitation of student-athletes with injuries; assistance with communication of strength program organization to prospective student-athletes and parents; and strict compliance with NCAA regulations and policies of the University and the American Athletic Conference.

MINIMUM QUALIFICATIONS

Bachelor’s degree in exercise science; five years of experience as a strength-and-conditioning coach at the collegiate and/or professional level; experience creating and implementing detailed development plans for athletes; demonstrated knowledge and experience conducting various performance tests and fitness evaluations; Certified Strength and Conditioning Specialist (CSCS) certification; and demonstrated knowledge of the correct application of NCAA regulations.

PREFERRED QUALIFICATIONS

Experience as a Director of Strength & Conditioning/Sports Performance or Head Coach of Sports Performance at the collegiate level; experience training professional athletes; and demonstrated experience with the use of effective technologies and techniques to improve player performance.

APPOINTMENT TERMS

This is an 11 month position subject to annual renewal. Salary is commensurate with experience.

TO APPLY

Candidates must submit **letter of application, resume, and the names of three professional references** to: UConn Jobs, <http://www.jobs.uconn.edu>, Staff Positions. 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 # 2018524)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 22, 2018.

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 posting job description on the following: UConn Careers website, Inside Higher Ed., Diverse, and UconnHuskies.com.

6 Total applicants: 5 WM and 1 HM

1 Unqualified applicants: 1 WM

- 1 WM withdrew his application from consideration.

5 Interviewed applicants: 4 WM and 1 HM

- 1 WM had not worked with collegiate athletes in the past four years and his experience with managing and coordinating and overseeing programs was not specific to basketball student-athletes.
- 1 WM possessed less work experience in the field than other candidates and did not have experience with various technologies for player performance.

- 1 WM current work focused on nutrition, not performance development.
- 1 HM did not express a team-focused approach to his conditioning programs.

The 1 WM selected met all minimum and preferred qualifications and had extensive experience working with athletes at the professional and collegiate level across multiple sports. His combined approach to strength and conditioning used traditional techniques and new emerging technologies to provide the best training experience for student-athletes.

Search – 2018656 - Director of Football Video Services (Specialist 1A) - Athletics

The University of Connecticut is accepting applications and nominations for the full-time position of Director of Football Services.

DUTIES AND RESPONSIBILITIES

Responsibilities include assisting the football coaching staff with practice and game preparation through the collection and organization of videos to be used for performance analysis, creation of individual player and position unit video clips, and preparation of videos for examination of team and opponent tendencies. This position will also assist the coaching staff in guiding/developing student-athletes through regular, ongoing and consistent teaching with video analysis, and will maintain an organized video library that can be easily accessed by the staff as needed. The successful candidate will be present at all team practices as well as all home, away and postseason contests, will assist coaches with their recruiting efforts as related to review of prospect videos, and will perform other program duties as assigned by the Head Football Coach.

MINIMUM QUALIFICATIONS

Bachelor's Degree; 1-to-2 years of full-time experience in video services for a collegiate FBS or FCS football program, or for a professional team (NFL); ability to assist coaches in guiding and developing student athletes; demonstrated experience with XOS video software; an understanding of the correct application of NCAA regulations; and excellent organizational, communication and public relations skills.

PREFERRED QUALIFICATIONS

Three years of video services coordinator experience for a FBS or FCS football program, including managing the football video services unit; supervision of students or other staff who assist with football video services; demonstrated experience supporting coaches in practice preparation, game plan preparation and developing student-athletes through video analysis.

APPOINTMENT TERMS

Salary commensurate with experience.

TO APPLY

Please apply online at UConn Jobs, at www.jobs.uconn.edu, Staff Positions, to submit a **letter of application, resume**, and the names and contact information of **three professional references**. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2018656)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 27, 2018.

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 activity included posting on the UConn Careers website, NCAA News, and the UConnHuskies.com websites.

14 Total Applicants: 9 WM, 1 WF, 2 BM, and 2 HM

7 Unqualified Applicants: 4 WM, 1 WF, and 2 BM

- 1 BM did not have 1-to-2 years of full-time experience in video services for a collegiate FBS or FCS football program, or for a professional team (NFL).
- 1 WM application materials did not indicate experience with XOS video software.

- 3 WM, 1 WF, and 1 BM application materials had errors and did not exhibit excellent written communication skills.

2 Qualified Applicants: 1 WM and 1 HM

- 1 WM and 1 HM were given poor feedback by the references they provided.

5 Interviewed Applicants: 4 WM and 1 HM

- 1 HM did not articulate an effective vision for developing student-athletes through video analysis.
- 1 WM did not demonstrate a clear plan for enhancing the services provided to the coaches or a vision for development of the student-athletes.
- 1 WM was knowledgeable about the video field but was not able to convey a plan for organizing the video unit or hiring a staff of student workers and did not demonstrate a coaching and student-athlete development philosophy that was consistent with the goals of the football program.
- 1 WM did not articulate his goals for the position or a vision which was consistent with the philosophy of the football program and his questions on the level of staffing support indicated his inability to effectively operate the video unit.

The 1 WM selected emerged as the top candidate based on his comprehensive knowledge of video technology, his demonstrated ability to manage a video unit and staff, and his vision for effectively working with the coaching staff to develop student-athletes. The candidate conveyed his overall skills in developing a video library that is organized and easily accessible. He had experience from multiple Division I institutions and the NFL

Search 2018327 – Assistant Women’s Soccer Coach – (Specialist 1A) - Athletics

Description

ID:

Description:

The University of Connecticut is accepting applications and nominations for two full-time Assistant Women’s Soccer Coach positions.

DUTIES AND RESPONSIBILITIES

Assisting the Head Women’s Soccer Coach in planning and organizing all phases of a Division 1 women’s soccer program including evaluation and recruitment of prospective student-athletes; overall development of student-athletes; game preparation/video analysis; marketing and community involvement; and other administrative duties as assigned by the Head Women’s Soccer Coach.

MINIMUM QUALIFICATIONS

Bachelor’s degree; three years of Division 1 collegiate coaching experience including demonstrated experience in the recruiting process of qualified student-athletes; demonstrated working knowledge of the correct application of NCAA regulations; strong commitment to the academic goals of the University; and excellent organizational, communication and public relations skills.

PREFERRED QUALIFICATIONS

Collegiate playing experience; experience in video analysis and preparation of scouting reports; experience with coaching of goalkeepers; experience with team operational functions, such as travel, budgeting, and organization of recruiting visits; and experience in marketing and community involvement through youth soccer programs.

APPOINTMENT TERMS

Salary commensurate with experience.

Recruitment activities included postings on the UConn careers website, Diverse, Inside Higher Ed., HERC, Uconnhuskies.com, NCAA news.

85 Total Applicants: 55 WM, 15 WF, 4 BM, 7 HM, 1 HF, 1 UM, and 2 UF

63 Unqualified applicants: 41 WM, 8 WF, 3 BM, 7 HM, 1 HF, 1 UM, and 2 UF

- 40 WM, 8 WF, 3 BM, 6 HM, 1 HF, 1 UM, and 1 UF did not have the required three years of Division 1 collegiate coaching experience including demonstrated experience in the recruiting process of qualified student athletes.
- 1 WM, 1 HM, and 1 UF did not have excellent written communication based on errors in their applications materials.

18 Qualified applicants: 12 WM, 5 WF, and 1 BM

- 9 WM, 4 WF, and 1 BM did not have experience coaching goaltenders.
- 3 WM and 1 WF had references that expressed their belief that the candidate would not be a good fit for the position.

4 Interviewed applicants: 2 WM and 2 WF

- 1 WM did not have interest in the coaching of goalkeepers.
- 1 WM was not willing to conduct operational functions such as travel, budgeting, and organization of recruiting visits.

The 1 WF selected met all of the minimum and preferred qualifications. She possessed nearly 10 years of experience as a coach at the Division I level, having coached at UConn from 2003-11. She was a knowledgeable and effective recruiter of prospective student-athletes. The candidate had a successful soccer coaching strategy and had experience working with goalkeepers. She was familiar with NCAA regulations and the operational functions necessary to operate a successful soccer program. Her vision for the overall development of student-athletes matched that of the head coach and the Division of Athletics.

The 1 WF selected had a vision for student-athlete development, combined with an intense focus on goalkeeping. Her coaching philosophy for student-athlete development matched closely with that of the current head coach. In terms of goalkeeping, her personal playing experience as a goalkeeper combined with her varied experiences both coaching and working camps helped make her stand above the other candidates.

Search 2018531 – Assistant Women’s Ice Hockey Coach (Specialist 1A) – Athletics

The University of Connecticut is accepting applications and nominations for a full-time position of Assistant Women’s Ice Hockey Coach.

DUTIES AND RESPONSIBILITIES

Assisting the Head Women’s Ice Hockey Coach in planning and organizing all phases of a Division I women’s ice hockey program including coordinating 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 Ice Hockey Coach.

MINIMUM QUALIFICATIONS

Bachelor’s degree; one year collegiate hockey coaching experience (within the past five years) including demonstrated experience in the recruiting process of qualified student-athletes; a demonstrated working knowledge of NCAA regulations; knowledge of and prior experience with collegiate team travel; strong commitment to the academic goals of the University; and excellent organizational, communication and public relations skills.

PREFERRED QUALIFICATIONS

Previous women’s hockey coaching experience; collegiate playing experience; and prior experience with video review/editing and preparation of scouting reports.

SALARY

Commensurate with experience.

TO APPLY

Candidates must submit letter of application, resume, and the names of three references to: UConn Jobs, <http://www.jobs.uconn.edu>, Staff Positions. 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 # 2018531)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 4, 2018.

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 posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, UConnHuskies.com, Professional Networking, and Collegiate Hockey Coaches Database.

3 Total applicants: 3 WF

3 Interviewed applicants: 3 WF

- 1 WF has less years NCAA collegiate coaching experience than the selected candidate.
- 1 WF did not demonstrate preferred qualification of video editing and review experience.

The 1 WF selected met all the minimum and preferred qualifications. She had excellent experience in collegiate coaching and in the recruiting process of qualified athlete-students. She demonstrated significant understanding and knowledge of NCAA regulations and communicated her strong commitment to the academic goals of the University through her excellent communication, organizational, and public relations skills. She had experience as both a women’s collegiate player and women’s collegiate ice hockey coach.

Search 2019040 - Assistant Softball Coach (Specialist 1A) - Athletics

The University of Connecticut is accepting applications and nominations for the full-time position of Assistant Softball Coach.

DUTIES AND RESPONSIBILITIES

The responsibilities include: assisting the Head Softball coach in planning and organizing all phases of a Division 1 softball program, preferred skill development of pitchers and catchers; coordination of on and off campus recruiting efforts; overseeing camps and clinics; coordinating scouting of opponents; ability to throw batting practice; and assisting with administrative responsibilities with the program including team travel, marketing, program operations, game management, and other duties as assigned by the Head Softball Coach.

MINIMUM QUALIFICATIONS

Bachelor's degree; collegiate playing experience; 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

Master's degree; coaching at the collegiate or professional level; collegiate coaching experience working with pitchers and catchers; NCAA recruiting certified; and basic film, editing and analytical abilities.

APPOINTMENT TERMS

Salary will be commensurate with experience.

TO APPLY

Candidates should submit **letter of application, resume, and the names of three professional references** to: UConn Jobs, <http://www.jobs.uconn.edu>, Staff Positions. Screening of applicants will begin immediately and continue until the position is filled.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2019040)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 20, 2018.

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 posting on the following websites: UConn Careers, UConnHuskies.com, NFCA, and the NCAA News job board.

34 Total applicants: 5 WM, 24 WF, 3 BF, 1 HM, and 1 AM

18 Unqualified applicants: 4 WM, 9 WF, 3 BF, 1 HM, and 1 AM

- 1 WF did not have a Bachelor's degree.
- 4 WM and 1 HM did not possess any collegiate playing experience.
- 4 WF and 1 AM did not have working knowledge of NCAA regulations based on their previous positions.
- 3 BF application packages did not indicate excellent written communication skills based on typographical and grammatical errors.

- 4 WF withdrew their applications after submission.

5 Qualified applicants: 5 WF

- 2 WF did not possess a Master's degree.
- 3 WF did not have any collegiate coaching experience working with pitchers and catchers.

11 Interviewed applicants: 1 WM and 10 WF

- 1 WM had experience pitch calling, developing pitchers, and demonstrated a strong knowledge of coaching pitchers but did not have coaching experience directly working with pitchers and catchers.
- 1 WF did not have direct experience working with pitchers and catchers.
- 1 WF had less years' experience at a competitive Division 1 level than the lead candidate and she did not effectively communicate her knowledge of working with pitchers and catchers in a game, specifically pitch calling and pitcher development.
- 2 WF were not able to articulate their vision for the program or answer questions about their ability to work with the pitchers and catchers effectively.
- 1 WF had less years' experience at the Division 1 level than that of the lead candidate and did not have direct experience working with pitchers and catchers.
- 4 WF withdrew their applications during the selection process.

The 1 WF selected had experience as a starting pitcher at the collegiate level and as a Pitching Coach in Division 1. She had an understanding of the UConn philosophy and presented a well-articulated plan in the development of student-athletes that would fill the needs of the program.

2018483 – Assistant Men’s Basketball Coach (Specialist 1A) – Athletics

The University of Connecticut is accepting applications and nominations for two full time positions of Assistant Men’s Basketball Coach.

DUTIES AND RESPONSIBILITIES

Assist and support the Head Men’s Basketball Coach in the organization and administration of all phases of a high major Division 1 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; three years of full-time experience working within a men’s collegiate basketball program; 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

Five years’ experience coaching at a men’s collegiate basketball program; former playing experience at the collegiate level; coaching experience at the Division 1 level; experience in overall basketball operations at the collegiate level, including a demonstrated understanding of team travel, schedule and budget; and involvement in student-athlete community service activities.

APPOINTMENT TERMS

Salary commensurate with experience.

TO APPLY

Candidates must submit letter of application, resume, and the names of three professional 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 # 2018483)

Recruiting activities included posting on the UConn Careers website and UConnHuskies.com.

83 Total applicants: 30 WM, 38 BM, 6 HM, 5 AM, and 4 UM

70 Unqualified applicants: 27 WM, 29 BM, 6 HM, 4 AM, and 4 UM

- 18 WM, 17 BM, 3 HM, 3 AM, and 3 UM did not have the required three years of full-time experience working within a men’s collegiate basketball program.
- 1 WM, 2 BM, and 1 HM did not have the required working knowledge of the correct application of NCAA regulations.
- 8 WM, 10 BM, 2 HM, 1 AM, and 1 UM did not have the required three years of full-time experience working within a men’s collegiate basketball program; and working knowledge of the correct application of NCAA regulations.

10 Qualified applicants: 2 WM, 7 BM, and 1 AM

- 1 WM and 1 BM did not have the preferred qualifications of five years' experience coaching at a men's collegiate basketball program.
- 1 WM, 1 BM, and 1 AM did not have the preferred qualification of coaching experience at the Division 1 level.
- 3 BM did not have the preferred qualifications of five years' experience coaching at a men's collegiate basketball program; and coaching experience at the Division 1 level.
- 1 BM did not have the preferred qualification of former playing experience at the collegiate level.
- 1 BM did not have the preferred qualification of experience in overall basketball operations at the collegiate level, including team travel, scheduling, and budget.

3 Interviewed applicants: 1 WM and 2 BM

- 1 WM declined the offer.

The 1 BM selected met the minimum requirements and all of the preferred qualifications. He had worked for 13 years under Coach Jim Calhoun's coaching program. The last 2 years he had been an associate head coach in Division 1 program, and he worked for a year at the University of Rhode Island.

The 1 BM selected met the minimum requirements and all of the preferred qualifications. He had 9 years of experience coaching at the Division 1 level, which included ties to the northeast aligning with the direction and needs of the men's basketball program.

Search 2018624 - Assistant Women's Track and Field Coach (Specialist 1A) - Athletics

The University of Connecticut is accepting applications for a full time position of Assistant Women's Track and Field Coach. This individual will be primarily responsible for working with student-athletes in the sprints, jumps and hurdles, and will also assist in managing selected operational functions for the team. In addition to coaching sprints, jumps and hurdles, the successful candidate will work with the coaching staff to develop a strategic recruiting plan in all event areas, assist in preparing daily practice schedules and other duties as assigned by the Head Women's Track and Field Coach.

MINIMUM QUALIFICATIONS

Bachelor's degree; minimum 3 years of track and field experience coaching sprinters at a collegiate institution; demonstrated experience in the recruitment of prospective student-athletes; demonstrated ability to work with and develop student-athletes; prior experience performing administrative duties in an intercollegiate athletics setting, such as team travel and recruiting coordination; experience dealing with the correct application of NCAA regulations; strong commitment to the academic goals of the University; and excellent organizational, communication and public relations skills.

PREFERRED QUALIFICATIONS

Coaching experience at the NCAA Division 1 level; minimum 5 years' experience coaching sprinters at a collegiate institution; experience coaching jumps and hurdles; coaching and/or participation experience at NCAA Championship competition and/or other similar nationally or internationally recognized events.

APPOINTMENT TERMS

Salary is commensurate with experience.

TO APPLY

Candidates must submit **letter of application, resume**, and the names of three professional references through UConn Jobs, <http://www.jobs.uconn.edu>, Staff Positions. 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 # 2018624)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 13, 2018.

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

Recruitment activities included postings on the following websites: UConn Careers, NCAA News, and UConnHuskies.com.

59 Total Applicants: 19 WM, 3 WF, 22 BM, 8 BF, 4 HM, 1 AM, and 2 UF

42 Unqualified Applicants: 14 WM, 2 WF, 16 BM, 5 BF, 4 HM, and 1 AM

- 4 WM, 2 WF, 6 BM, 3 BF, and 2 HM did not have a minimum of 3 years of track and field experience coaching sprinters at a collegiate institution.
- 1 WM and 1 HM application materials did not indicate experience in the recruitment of prospective student-athletes.
- 1 BM did not have prior experience performing administrative duties in an intercollegiate athletics setting, such as team travel and recruiting coordination.
- 9 WM, 8 BM, 2 BF, 1 HM, and 1 AM application materials did not reference experience dealing with the correct application of NCAA regulations.

- 1 BM did not have good written communication skills based on errors in application materials.

1 Qualified Applicants: 1 UF

- 1 UF did not possess experience coaching or participating in NCAA Championship competitions or other similar nationally or internationally recognized events.

16 Interviewed Applicants: 5 WM, 1 WF, 6 BM, 3 BF, and 1 UF

- 1 BM did not show sufficient knowledge and experience in managing the needs of student-athletes with varying personalities.
- 1 BF did not demonstrate sufficient experience coaching sprinters and jumps at the Division 1 level, and did not articulate an ability to lead a group of student-athletes in order to effectively create a successful unit.
- 1 BM had less successful experience in coaching the sprinters and jumps as the selected candidate.
- 1 BM the applicant was not able to articulate his vision for the program to create a cohesive, successful unit.
- 1 BM did not articulate an organized recruiting plan, most of his recent experience was at the high school level.
- 1 WM did not demonstrate a vision for the program which matched with the goals of the UConn program.
- 1 BM did not articulate how his experience and plan would make the track program more successful.
- 1 BF admitted that she possessed limited knowledge in the horizontal jumps.
- 1 WF did not articulate her strategies for conflict resolution when team issues arose.
- 1 BF received a negative reference.
- 1 WM's experience at the Division 1 level was narrow and did not give him the experience or the ability to enhance the success of sprinters/jumpers/hurdlers.
- 1 WM he did not effectively communicate sufficient knowledge in coaching the sprinters and jumps in his responses to interview questions.
- 2 WM and 1 UF withdrew their applications during the interview process.

The 1 BM selected had previous experience in developing outstanding sprinters/jumpers/hurdlers. In his responses to interview questions, he conveyed a vision for enhancing the success of the program. He effectively articulated a strategic plan for improving performance and also showed an ability to lead/manage a group of student-athletes with varying personalities. His recruiting history and communication style matched the needs if the program.

Category 3: Nonteaching Professional – Specialist 2A

Hiring goals: 3 WF, 1 BF, 1 HM, 1 AM

Hiring into Category: 4 WM

Goals met: No goals met

Search 2018329 – Assistant Football Coach/Offensive Coordinator – Athletics

The University of Connecticut is accepting applications and nominations for the full time position of Assistant Football Coach/Offensive Coordinator.

DUTIES AND RESPONSIBILITIES

Assist the Head Football Coach in the organization and administration of all phases of a Division I 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; minimum of five years' experience as a football coach at the collegiate FBS, or NFL within the past 10 years; 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

Seven years of experience as a football coach at the collegiate and/or professional level.

APPOINTMENT TERMS

Commensurate with experience.

TO APPLY

Candidates must submit **letter of application**, **resume**, and the names of **three references** to: UConn Jobs, <http://www.jobs.uconn.edu>, Staff Positions. 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 #2018329)

This job posting is scheduled to be removed at 11:59 PM eastern on January 11, 2018.

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 posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, UConnHuskies.com, and sharing position through professional networking.

4 Total applicants: 2 WM, 1 BM, and 1 HM

3 Unqualified applicants: 1 WM, 1 BM, and 1 HM

- 1 WM, 1 BM, and 1 HM did not have a minimum of five years experience as a football coach at the collegiate FBS or BFL with the past ten years.

1 Interviewed applicant: 1 WM

The 1 WM selected possessed extensive football experience on the offensive side of the ball and had experience at both collegiate and professional levels. He was involved in coaching various offensive positions, including quarterbacks, wide receivers, and tight ends. His philosophy regarding offensive efficiency integrated into the overall vision of the football program. He had

proven to be an excellent recruiter with outstanding classes at his most recent job, including commitments from a five-star recruit for three consecutive years. He demonstrated his knowledge of and commitment to NCAA regulations and student-athlete academic success by having worked for several years at multiple FBS institutions.

Search 2018357 – Assistant Football Coach/Offensive Line (Specialist 2A) – Athletics

The University of Connecticut is accepting applications and nominations for a full-time Assistant Football Coach (Offensive Line).

DUTIES AND RESPONSIBILITIES

Assist the Head Football Coach in the organization and administration of all phases of a Division I 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; three years' experience as a football coach at the collegiate FBS, FCS or NFL within the past 10 years; 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

Five years of collegiate coaching experience at the Division 1 level.

APPOINTMENT TERMS

Commensurate with experience.

TO APPLY

Candidates must submit letter of application, resume, and the names of three references to: UConn Jobs, <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 # 2018357)

This job posting is scheduled to be removed at 11:59 PM eastern on January 24, 2018.

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 posting the job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, UConnHuskies.com, and through professional networking.

4 Total applicants: 3 WM and 1 AM

4 Interviewed applicants: 3 WM and 1 AM

- 1 WM did not present a coaching and student-athlete development philosophy that was consistent with the goals of the football program.
- 1 WM did not have a background in recruiting the geographical footprint that the football program will be utilizing.
- 1 AM had an offensive background and a coaching and student-athlete development philosophy that was not consistent with the direction of the football program.

The 1 WM selected met or exceeded all the qualifications for the position. He demonstrated outstanding interpersonal skills during the interview. His coaching experience in the NFL and

college provide him a unique foundation on which to develop student-athletes both athletically and academically. He brought a strong recruitment presence to the University through his network of contacts in the football community.

2018381 – Assistant Men’s Football Coach – (Specialist 2A) - Athletics

Description

D:

Description:

The University of Connecticut is accepting applications and nominations for a full-time Assistant Football Coach.

DUTIES AND RESPONSIBILITIES

Assist the Head Football Coach in the organization and administration of all phases of a Division 1 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; seven years' experience as a football coach at the collegiate FBS, FCS or NFL level within the past eleven years; previous experience coaching special teams; 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

Eight years of collegiate coaching experience at the Division 1 FBS or FCS level.

APPOINTMENT TERMS

Commensurate with experience.

Recruitment activities included posting on the UConn careers website, Diverse, HERC, Inside Higher Ed., UConnhuskies.com, and extensive professional networking

9 Total Applicants: 4 WM, 4 BM, and 1 AM

7 Unqualified applicants: 2 WM, 4 BM, and 1 AM

- 2 WM, 4 BM, and 1 AM did not have the required seven years of experience as a football coach at the collegiate FBS, FCS or NFL level within the past eleven years.

1 Qualified applicants: 1 WM

- 1 WM did not have eight years of collegiate coaching experience at the Division 1 FBS or FCS level.

1 Interviewed applicant: 1 WM

The 1 WM selected had eight years of collegiate coaching experience at the Division 1 FBS or FCS level. He demonstrated outstanding communication skills during his interview. His special teams coordinating experience, history of recruiting in the geographic footprint provides him a unique foundation on which to develop student-athletes. He brought a unique perspective to the special teams unit.

Search 2018483 – Assistant Men’s Basketball Coach (Specialist 2A) – Athletics

The University of Connecticut is accepting applications and nominations for two full time positions of Assistant Men’s Basketball Coach.

DUTIES AND RESPONSIBILITIES

Assist and support the Head Men’s Basketball Coach in the organization and administration of all phases of a high major Division 1 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; three years of full-time experience working within a men’s collegiate basketball program; 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

Five years’ experience coaching at a men’s collegiate basketball program; former playing experience at the collegiate level; coaching experience at the Division 1 level; experience in overall basketball operations at the collegiate level, including a demonstrated understanding of team travel, schedule and budget; and involvement in student-athlete community service activities.

APPOINTMENT TERMS

Salary commensurate with experience.

TO APPLY

Candidates must submit letter of application, resume, and the names of three professional 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 # 2018483)

Recruiting activities included posting on the UConn Careers website and UConnHuskies.com.

83 Total applicants: 30 WM, 38 BM, 6 HM, 5 AM, and 4 UM

70 Unqualified applicants: 27 WM, 29 BM, 6 HM, 4 AM, and 4 UM

- 18 WM, 17 BM, 3 HM, 3 AM, and 3 UM did not have the required three years of full-time experience working within a men’s collegiate basketball program.
- 1 WM, 2 BM, and 1 HM did not have the required working knowledge of the correct application of NCAA regulations.
- 8 WM, 10 BM, 2 HM, 1 AM, and 1 UM did not have the required three years of full-time experience working within a men’s collegiate basketball program; and working knowledge of the correct application of NCAA regulations.

10 Qualified applicants: 2 WM, 7 BM and 1 AM

- 1 WM and 1 BM did not have the preferred qualifications of five years' experience coaching a men's collegiate basketball program.
- 1 WM, 1 BM, and 1 AM did not have the preferred qualification of coaching experience at the Division 1 level.
- 3 BM did not have the preferred qualifications of five years' experience coaching at a men's collegiate basketball program; and coaching experience at the Division 1 level.
- 1 BM did not have the preferred qualification of former playing experience at the collegiate level.
- 1 BM did not have the preferred qualification of experience in overall basketball operations at the collegiate level, including team travel, scheduling, and budget.

3 Interviewed applicants: 1 WM and 2 BM

- 2 BM were hired at the Specialist 1A level and are included in that job category of the Hiring Goals Analysis.

The 1 WM selected met the minimum requirements and all of the preferred qualifications. He has unparalleled knowledge of the University of Connecticut Men's Basketball Program having previously spent 13 seasons as an assistant coach for the Huskies from 1995-2006. He helped to build UConn into a national powerhouse and played a major role in guiding the Huskies to National Championships in 1999 and 2004. He was recognized as one of the top recruiters and evaluators of talent in the country. He had recruited or coached numerous NBA players. He was also credited with leading the greatest turnaround of any team in NCAA Division I during his first three years as head coach.

Category 3: Nonteaching Professional – Specialist 3-4A

Hiring goals: 1 BM, 1 BF, 1 HM

Hiring into Category: 1 WM

Goals met: None

Search 2018471 – Head Men’s Basketball Coach – Athletics

Recruitment activities included posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, and sharing position through professional networking.

7 Total applicants: 1 WM and 6 UM

1 Unqualified applicants: 1 UM

- 1 UM withdrew from consideration

6 Interviewed applicants: 1 WM and 5 UM

- 1 UM accepted another position.
- 1 UM did not have enough recent coaching experience.
- 1 UM lacked a national profile.
- 1 UM was committed to a private recruiting process that did not align with the philosophy of the program.
- 1 UM did not have enough recruiting experience in the Northeast for the position.

The 1 WM hired presented a detailed and thorough vision for the University and the program which aligned with the need of the program. He has an exceptional proven track record in rebuilding a basketball program. He is committed to the development of student-athletes, academic achievement, NCAA compliance, and a desire to ensure that UConn men’s basketball remains among the most prominent programs in the nation.

Category 3: Nonteaching Professional – Remaining Titles

Hiring goals: 14 WM, 1 BM, 2 BF, 1 HM, 1 AM

Hiring into Category: 1 WM, 10 WF

Goals met: 1 WM

2016621 – University Arborist – Facilities Landscape Services

24 Total Applicants: 19 WM, 1 HM, 1 AM, 2 UM, 1 UF

9 Unqualified applicants: 7 WM, 1 HM, 1 UF

5 Qualified applicants: 4 WM, 1 AM

10 Interviewed applicants: 8 WM, 2 UM

Hired: 1 WM

This hire achieved a hiring goal

Part-Time to Full-Time:

3 WF moved from part-time to fulltime

Search 2017636 – Human Resources Assistant – Human Resources

The Department of Human Resources invites applications for a Human Resources Assistant (UEA 3) to join the Employee Benefits and HR Services team. The successful candidate will serve as a collaborative member of this team which manages job advertisements, benefits enrollment, pre-employment criminal background checks, HR guest relations, retirement information and special payroll processing as well as special projects as needed. Under the direction of the Team Manager, the HR Assistant is responsible for supervising and administering a number of human resources administrative functions and serves as a resource to University departments and other constituents requiring a strong emphasis on customer service. Incumbents in this position are expected to make independent decisions within prescribed guidelines, exercise judgment and resolve issues that impact the overall operation.

DUTIES AND RESPONSIBILITIES

Reviews, monitors and processes a variety of human resources transactions and documents including administrative and personnel paperwork. Coordinates administrative processes and provides assistance with training, communication, and the evaluation of processes. Answers the main HR phone line and assists in the management of central HR e-mail box. Provides information to employees regarding employee benefits, separation, position openings, tuition benefits and/or employment policies and procedures. Greets, monitors and assists guests and visitors entering the building. Responds to inquiries by gathering information and composing routine correspondence. Assists in updating and maintaining central repository of reference/resource information. Researches, collects and compiles data and assists with preparing confidential reports that may be used in collective bargaining; records confidential data in mainframe database. May be assigned to one or more specialized human resources operations, processes or programs and serve as a liaison to vendor(s). Participates in cooperative efforts to provide administrative support to HR Department managers and staff members as needed. May assist human resources professionals with special projects.

MINIMUM QUALIFICATIONS

1. An Associate's Degree and two (2) years of relevant work experience.
2. Demonstrated computer software experience - MS Office Professional Suite with advanced knowledge of Excel and Word.
3. Strong written and verbal communication skills.
4. Demonstrated ability to provide excellent customer service to a wide variety of diverse individuals including faculty, staff, students, University administrators and external constituents.
5. Demonstrated ability to independently manage assigned projects within other daily responsibilities.
6. Excellent organizational and administrative proficiency with attention to detail.
7. Demonstrated critical thinking and ability to resolve routine problems efficiently, effectively and independently.
8. Ability to preserve confidential information and must have awareness of data integrity protocols.

PREFERRED QUALIFICATIONS

1. Bachelor's degree and at least one year of related professional experience.
2. Experience working with PeopleSoft.
3. Working knowledge and experience with MS OneNote and Visio.
4. Experience accurately entering data into a mainframe system.
5. Experience working in a unionized environment.
6. Experience working at a university or in a higher education or similar environment.

APPOINTMENT TERMS

This is a full-time, twelve month, confidential/exempt position, requiring the successful candidate to work 40 hours per week. Salary is commensurate with education and experience.

TO APPLY

Applicants interested, please apply on-line and submit a **cover letter**, **resume**, and contact information for **three (3) work-related references** using the University's Career applicant system at <http://jobs.uconn.edu>. It is preferable that one reference be from the immediate supervisor. Please reference Search #2017636. Screening will begin immediately. Anticipated start date is August 2017.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2017636)

The job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 27, 2017.

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 posting the job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, Ability Jobs Online, Recruit Military Online, HRACC, and SHRM.

119 Total applicants: 13 WM, 68 WF, 3 BM, 16 BF, 1 HM, 9 HF, 3 AM, 3 AF, and 3 UF

75 Unqualified applicants: 12 WM, 40 WF, 2 BM, 7 BF, 1 HM, 6 HF, 2 AM, 3 AF, and 2 UF

- 10 WM, 21 WF, 1 BM, 3 BF, 1 HM, 4 HF, 3 AF, and 1 UF did not have an Associate's degree and two years of relevant work experience
- 5 WF, 2 BF, and 1 HF application materials did not indicate computer software experience with advanced knowledge of Excel and Word
- 2 WM, 13 WF, 1 BM, 2 BF, 2 AM, and 1 UF did not have strong written communication skills based on errors in their application materials.
- 1 WF and 1 HF submitted incomplete applications packages.

27 Qualified applicants: 18 WF, 1 BM, 5 BF, 1 HF, 1 AM, and 1 UF

- 2 WF, 1 BM, 2 BF, and 1 AM withdrew their applications.
- 2 WF, 1 BF, and 1 UF did not have a Bachelor's degree and at least one year of related professional experience.
- 13 WF, 2 BF, and 1 HF did not have experience working with PeopleSoft.
- 1 WF did not have experience working in a unionized environment.

17 Interviewed applicants: 1 WM, 10 WF, 4 BF, and 2 HF

- 1 WF and 1 BF responses missed key points on customer service questions
- 2 WF and 1 BF did not provide complete or comprehensive responses to interview questions.
- 2 BF were interested in HR functions that were not in line with role of the position,

- 1 WF lacked understanding of the position and had corporate HR experience that was not transferable.
- 1 WF responses to interview questions regarding working with diverse individuals indicated difficulties with authority and directives given from management.
- 1 WF did not understand the HR role and processing nature of the position.
- 1 WF and 1 HF were not able to articulate how their backgrounds and experience met the needs of the position.
- 1 WM did not provide complete answers questions asked and had to be prompted for more information.
- 1 HF answer to interview questions indicated that she did not understand team philosophy and customer service model.

The 1 WF selected offered in-depth and comprehensive answers that showed her HR and higher education experience. She had experience with ATS and HR systems including People Fluent, Recruit Max and PeopleSoft.

The 1 WF selected demonstrated flexibility to take on various roles and responsibilities of the position. She had the most administrative and customer experience of all applicants. She had over 15 years of experience in higher education in various roles, including four years in human resources. Additionally, she had experience with PeopleSoft.

The 1 WF selected had higher education experience, specifically in customer service role in Human Resources. She had experience with both Microsoft Office and PeopleSoft and had data entry experience. Additionally, she had worked in a unionized environment.

Search 2017639 – Front Office Coordinator – Provost Academic Affairs

The Office of the Provost is seeking a motivated, engaging, and enthusiastic individual to ensure stable, welcoming and efficient operation of the main administration building front office/reception. The Front Office Coordinator reports to the Vice Provost for Academic Operations and independently performs a wide range of confidential receptionist activities, requiring a general understanding of operations of the Office of the Provost and the University.

The Front Office Coordinator functions as the first point of contact for the University's administration building which encompasses the offices of the President, the Provost and Executive Vice President for Academic Affairs, the Executive Vice President for Administration/Chief Financial Officer and the Office of Governmental Relations. The Front Office Coordinator greets visitors warmly, ensures that they are comfortable, and directs them appropriately as well as answers incoming telephone calls and routes appropriately. The Front Office Coordinator is expected to maintain positive public relations and serves as a resource to the University community requiring discretion, sound judgment, and acumen in obtaining and providing confidential and factual information that will pertain to collective bargaining activity and negotiations.

DUTIES AND RESPONSIBILITIES

- Serves as receptionist to the administration building by greeting guests and visitors appropriately and providing direction to the appropriate individuals or offices or other units on campus.
- Answers telephones and refers appropriately.
- Handles incoming and outgoing mail for administrators and staff in the Office of the Provost.
- Serves as a resource on general information, unit policies, procedures and general inquiries.
- Monitors and orders office and kitchen supplies and ensures a tidy reception area.
- Manages, schedules, and maintains the Provost's conference room, the Provost's Office State vehicle, and the Gulley Hall visitor's log.
- Updates contact information in University phone book and internal office lists.
- Manages Provost's Office facility maintenance issues and prepares work order requests.
- Assists with routine scheduling, managing equipment, ordering and retrieving meals, and assembling materials as requested.
- Arranges office-related events as directed and handles all relevant logistics associated with events.
- Triage and responds to general Office of the Provost emails.
- Produces and disseminates routine communications such as memos, notices, emails, and letters, reflecting excellent judgment, accuracy and in advance of deadlines.
- Processes UConn Foundation fund pre-approvals and requests for disbursements as directed.
- Assists in gathering confidential and factual information that pertains to collective bargaining activity and/or negotiations.
- Assists in the maintenance of the office filing system (paper and electronic).
- Assists with the general daily functioning of the office.
- Assumes additional duties and responsibilities as required and assigned.

MINIMUM QUALIFICATIONS

- Associate's Degree or equivalent combination of experience and training.
- Strong oral and written communication and interpersonal skills.
- Competence with Microsoft Office Suite, including Outlook, Word, PowerPoint and Excel.
- Ability to skillfully multi-task while remaining calm.

- Excellent organizational and problem-solving skills and attention to detail.
- Proven ability to interact with people and be socially skilled in handling a wide variety of individuals, situations and requests.
- Proven ability to independently work and manage duties and solve conflicts with minimal supervision.

PREFERRED QUALIFICATIONS

- Bachelor's Degree.
- Demonstrated professional work experience in a higher education setting.
- Ability to manage website content.
- Experience coordinating events such as receptions, luncheons, or seminars.
- Knowledge of the University's organizational structure, and UConn policies and procedures.
- Three years of experience as a receptionist or office coordinator with experience in answering phones, routing calls appropriately, and familiarity in greeting and responding to the public in an engaging demeanor.

APPOINTMENT TERMS

This is a full-time, 12-month position, requiring the successful candidate to work 40 hours per week. Target salary is in the mid-\$40s and is commensurate with education and experience.

TO APPLY

Interested applicants should upload a **cover letter**, which expands on personal experience in a professional office culture and its relevance to this role, interest and desire in working in a University setting, and how the applicant best fits the role described, a **resume**, and **three work-related references** with contact information to the UConn Jobs website at <http://jobs.uconn.edu>. Screening will begin immediately. For full consideration, please apply by August 17, 2017. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2017639)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 17, 2017.

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 posting job description on the following: UConn Careers website, HERC, Inside Higher Ed., Diverse, Ability Jobs Online, AcademicDiversitySearch.com, Diversity Network, and Indeed.

120 Total applicants: 10 WM, 74 WF, 3 BM, 2 BF, 2 HM, 10 HF, 1 AM, 7 AF, 1 UM, and 10 UF

66 Unqualified applicants: 5 WM, 36 WF, 3 BM, 1 BF, 2 HM, 6 HF, 1 AM, 3 AF, 1 UM, and 8 UF

- 1 HF did not possess an Associate's degree or the equivalent combination of experience and training.
- 5 WM, 33 WF, 3 BM, 2 HM, 4 HF, 1 AM, 1 AF, 1 UM, and 8 UF did not demonstrate strong written communication skills based spelling, grammar, and punctuation errors in their application materials.
- 3 WF, 1 BF, 1 HF, and 2 AF applications did not indicate any competence with Microsoft Office Suite, including Outlook, Word, PowerPoint and Excel.

47 Qualified applicants: 5 WM, 31 WF, 1 BF, 4 HF, 4 AF, and 2 UF

- 1 WM, 13 WF, 2 HF, and 2 AF did not possess a Bachelor's degree.
- 1 WM, 17 WF, 1 BF, 1 HF, 2 AF, and 2 UF did not have professional work experience in a higher education setting.
- 3 WM, 1 WF, and 1 HF application materials did not indicate any experience coordinating events such as receptions, luncheons, or seminars.

7 Interviewed applicants: 7 WF

- 2 WF had no experience working as a receptionist or front office person.
- 1 WF did not articulate why she wanted to work in the Provost's Office and did not fully answer interview questions.
- 1 WF answered questions unclearly and her work experience was in a small office environment, which did not translate to the size and volume of the Provost's office.
- 1 WF professional experience was not in reception as indicated on her application materials.
- 1 WF relevant work experience was less than the three years preferred for the position,

The 1 WF selected thoroughly and thoughtfully answered the interview questions and was well prepared. She asked good follow-up questions about the position, which indicated her interest in the position and office. She clearly understood the role of the Office of the Provost. She had the most years of receptionist and secretarial experience of all the candidates.

Search 2018365 – Program Assistant-Education Outreach (UCP 2) – North Haven Extension Center

The College of Agriculture, Health and Natural Resources at the University of Connecticut provides for a global sustainable future through scientific discovery, innovation, and community engagement. Our accomplishments result in safe, sustainable and secure plant and animal production systems, healthier individuals and communities, greater protection and conservation of our environment and natural resources, balanced growth of the economy, and resilient local and global communities. We epitomize the role of the land-grant university which is to develop knowledge and disseminate it through the three academic functions of teaching, research, and outreach education. In so doing, we work to improve the lives of citizens of our state, region and country. At present, our workforce consists of 315 faculty and staff. We serve 2,406 undergraduate and graduate students. We invite applications from people who share the same vision of academic excellence and customer service.

The UConn Extension Center located in North Haven, CT is seeking applications for a full-time Program Assistant-Education Outreach (UCP 2). The Program Assistant will be responsible for promoting and carrying out community based nutrition, outreach and youth development programs with limited resource families and youth in New Haven County (in a designated geographic area). This position will provide 60% community field work and 40% administrative computer data entry assistance for the unit. The Program Assistant will work under the general supervision of the Expanded Food Nutrition Education Program (EFNEP) supervisor. Evening and weekend hours will also be required based on program needs.

DUTIES AND RESPONSIBILITIES

1. Works with supervisor to plan, organize and implement regional program activities, as directed, which may include working evening and weekend hours. Monitors day-to-day activities at each site.
2. Works with supervisor to develop and implement a recruitment program.
3. Collaborates with community agencies to establish partnerships.
4. Under direction of supervisor, administers evaluation tools and conducts needs assessments.
5. Writes reports as directed.
6. Serves as contact with community and provides for informational needs such as publications, project program materials and educational opportunities.
7. Promotes community based nutrition outreach and youth development programs through media and group presentations; recruits and provides educational opportunities for program members.
8. May serve as project liaison to University offices/departments, public school officials and community agencies.
9. May assist supervisor to provide academic, personal and financial advisement and to help maintain program caseload.
10. Assists with identifying opportunities for grants and may assist with grant writing.
11. Participates in staff meetings and in-service training, which may include evening and/or weekend hours.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in community nutrition or related field.
2. Demonstrated background in community health and wellness, that includes experience working with youth or other disciplines related to program needs.
3. Strong evidence of interpersonal, written and oral communication skills.
4. Strong technology skills that includes demonstrated use of Microsoft office and experience with data entry.
5. Demonstrated experience with social media outreach.
6. Willingness and ability to work weekend and evening hours as needed.
7. Willingness and ability to travel within New Haven County for programming activities and related meetings.
8. Must have a valid driver's license.

PREFERRED QUALIFICATIONS

1. Oral and written fluency in Spanish language.
2. At least two years demonstrated experience with social media outreach.

APPOINTMENT TERMS

This is a full-time (100%) position located at the New Haven Extension Center. This position is grant-funded and has an end-date that is subject to annual re-appointments contingent upon satisfactory performance and funding availability. The position will be based at the NH Extension Center, however regular travel within the region will be required. Occasional in-state travel to other UConn campuses, including Storrs, may be required in support of program needs. This position includes an outstanding full benefit package. Salary will be commensurate with successful candidate's background and experience.

TO APPLY

To apply, please submit an online application that includes a **cover letter**, a **resume** and contact information **for three (3) professional references** via UConn Jobs at www.jobs.uconn.edu, Staff Positions. Please reference Search #2018365. 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 #2018365)

Recruiting activities included postings on UConn Careers website, the New Haven Register, Facebook, and fellow college departments.

39 Total applicants: 1 WM, 24 WF, 4 BF, 8 HF, 1 AM, and 1 UF

30 Unqualified applicants: 1 WM, 17 WF, 4 BF, 6 HF, 1 AM, and 1 UF

- 1 WM, 5 WF, and 1 BF did not have the required Bachelor's degree in community nutrition or related field; and demonstrated background in community health and wellness, that includes experience working with youth or other disciplines related to program needs.
- 2 WF, 2 BF, 4 HF, and 1 AM did not have the required Bachelor's degree in community nutrition or related field; and demonstrated background in community health and wellness, which includes experience working with youth or other disciplines related to program needs; and demonstrated experience with social media outreach.
- 2 WF and 1 HF did not have the required Bachelor's degree in community nutrition or related field.
- 1 WF did not have experience with data entry and demonstrated experience with social media outreach.
- 1 WF did not have the required demonstrated background in community health and wellness, that includes experience working with youth or other disciplines related to program needs.
- 6 WF did not have the required demonstrated background in community health and wellness, which includes experience working with youth or other disciplines related to program needs; and experience with social media outreach.
- 1 BF and 1 UF did not have the required demonstrated experience with social media outreach.

- 1 HF did not have the required Bachelor's degree in community nutrition or related field; demonstrated experience with social media outreach.

9 Interviewed applicants: 7 WF and 2 HF

- 1 WF did not have the preferred qualification of at least two years of demonstrated experience with social media outreach and her experience was with human services rather than direct community nutrition education.
- 1 WF did not have the preferred oral and written fluency in Spanish language.
- 1 WF did not have the preferred oral and written fluency in Spanish language; and her experience was with policy and systems management rather than direct community nutrition education.
- 1 WF did not have the preferred oral and written fluency in Spanish language; and her experience was with systems management rather than direct community nutrition education.
- 1 WF did not have the preferred oral and written fluency in Spanish language; and did not provide detailed examples of her experience with social media outreach creation, development and promotion.
- 1 WF and 2 HF withdrew their applications from consideration.

The 1 WF selected met the minimum and preferred qualifications. She had experience with direct nutrition education in a community setting with low income, limited resource youth, adults and families. She had created, developed and promoted social media content for programming outreach. She had worked in the New Haven community, partner organizations and school systems. She had a Bachelor's degree in Nutrition and graduate level coursework in Health and Human Rights, Public Health Agencies. Additionally, she was fluent in Spanish.

Search 2018578 - Executive Assistant (UEA 1) – Government Relations

Under the general supervision of the Senior Director of Governmental Relations, this position independently provides a wide range of administrative and support services, requiring an advanced level of accountability and problem-solving while preserving the confidentiality of administration by exercising discretion in performing assigned responsibilities.

DUTIES AND RESPONSIBILITIES

1. Direct workflow and supervise the processing of administrative, business and personnel paperwork; review and have signatory authority on paperwork for accuracy and adherence to policies and procedures.
2. Monitors and stays informed of current legislative and governmental events, hearings, elections, general/special sessions and respective highlights, decisions and outcomes.
3. Independently composes, prepares and/or edits correspondence, testimony and reports containing information which requires a thorough knowledge of policies, procedures and data sources.
4. Coordinates a wide range of administrative functions for Office of Governmental Relations, including arranging special events, managing calendars, planning complex meetings, travel and itineraries in collaboration with faculty, staff and industry leaders.
5. Assists in the management and monitoring of approved budget.
6. Develops, communicates, and distributes sensitive and confidential information related to collective bargaining and/or other sensitive matters.
7. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree with five years' experience in a responsible office support position; or an equivalent combination of education and experience.
2. Superior writing and editing skills.
3. Excellent interpersonal and communication skills with the ability to develop strong working relationships with external collaborators.
4. Excellent organizational skills with the ability to resolve administrative problems efficiently, effectively, and independently.
5. The ability to approach assignments innovatively.
6. Ability to work nights and weekends when necessary.
7. Proficient in Microsoft Excel, PowerPoint and Word, and a familiarity with the entire Microsoft Office suite.

PREFERRED QUALIFICATIONS

1. Experience in a responsible administrative support position in governmental relations/affairs.
2. Familiarity with Federal Lobbying Disclosure and Federal Contribution reporting.
3. Working knowledge of and ability to research Connecticut General Assembly on-line repository for Statutes, Public Acts and Bills.
4. Thorough understanding of the State Legislative process.
5. Familiarity with University policies and procedures.
6. Demonstrated proficiency in the management and execution of high-quality events.

APPOINTMENT TERMS

This is a full-time, 12 month, confidential/exempt position.

TO APPLY

Please apply through UConn Jobs at www.jobs.uconn.edu, Staff Positions (Job ID #2018578). Candidates must submit a cover letter, resume, and (3) professional references. No phone calls, e-mails, or faxes please.

This posting is scheduled to be removed at 11:59 p.m. EST on May 25, 2018.

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 posting on the following websites: UConn Careers, Indeed.com, LinkedIn.com, AAEEED, and distribution to the diversity organization CADEP.

40 Total Applicants: 7 WM, 28 WF, 2 BF, 1 HF, and 2 UF

25 Unqualified applicants: 7 WM, 13 WF, 2 BF, 1 HF, and 2 UF

- 4 WM, 8 WF, 1 BF, and 2 UF did not possess a Bachelor's degree with five years of experience in a responsible office support position, or an equivalent combination of education and experience.
- 1 WF application materials did not demonstrate superior writing and editing skills based on grammatical errors.
- 3 WM, 4 WF, 1 BF, and 1 HF did not include a cover letter, references, or both as per the instructions in the job posting.

7 Qualified applicants: 7 WF

- 7 WF did not have experience in a responsible administrative support position in governmental relations/affairs.

8 Interviewed applicants: 8 WF

- 1 WF primary experience was related to legislative process and managing a legislative office, not administrative support.
- 1 WF had a history of job changes which indicated an unstable work history.
- 1 WF had administrative support experience but not state legislative or government relations experience.
- 1 WF administrative support experience was more than 10 years old.
- 1 WF primary experience was not in the administrative support role, but in legislative policy, the legislative process and managing staff.
- 1 WF did not have experience in the management/execution of events.
- 1 WF did not have state government/legislative experience.

The 1 WF selected possessed the preferred qualification of a working knowledge of the Connecticut General Assembly on-line repository for Statutes, Public Acts and Bills and a thorough understanding of the State Legislative process. She also demonstrated proficiency in the management and execution of high quality events. This candidate offered good examples of how to approach assignments innovatively.

Search 2018677 – University Education Assistant 3 – Faculty and Staff Labor Relations

The Department of Human Resources seeks an energetic, motivated individual to perform a wide range of administrative and business management functions and activities for the Employee Relations team.

DUTIES AND RESPONSIBILITIES

Under general supervision, the successful candidate will: provide office support under established policies and procedures; research highly sensitive and confidential topics and issues relating to human resources, labor relations and/or the collective bargaining process as well as contract negotiation; maintain confidential data in case management database; screen correspondence, records, documents, and recommend appropriate action, authorize purchases and payments within prescribed limits of authority and ensure expenditures and encumbrances are within appropriate limits; review routine expenditures for compliance with itemized budgets; processes purchase orders and requisitions and assists in preparation of financial statements; represent management to the public, University offices, and external contacts on a variety of issues; and perform other related duties as required.

MINIMUM QUALIFICATIONS

1. A bachelor's degree and two years' experience in a progressively responsible administrative support position; or an equivalent combination of education and experience.
2. Proficiency with office administration and coordination of general office business functions.
3. Proficiency in coordinating large meetings and conferences.
4. Demonstrated excellent written and verbal skills.
5. Excellent interpersonal skills with ability to establish good working relationships within work groups as well as with external constituent and effectively and professionally respond to client concerns.
6. Effective organizational skills and the ability to work on multiple projects in a time sensitive environment.
7. Proven ability to use computers at an advanced level for word processing, report preparation, and budget management.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Human Resources.
2. Experience in a higher education setting.
3. Experience in supporting contract negotiations, administration, and/or collective bargaining issues.
4. Experience in a unionized environment.
5. Demonstrated supervisory ability.
6. Proficiency in using Microsoft Office products.

APPOINTMENT TERMS

This is a full time, 12- month position. The starting salary is in the low \$50's with a full benefits package.

TO APPLY

Please visit UConn Jobs, www.jobs.uconn.edu, Staff Positions to submit a **cover letter**, **resume**, and the names and contact information for **three work-related references**. Please reference: Search #2018677. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018677)

Recruiting activities included postings on the UConn Careers website and the Hartford Courant/Jobnetwork.com.

70 Total applicants: 3 WM, 46 WF, 1 BM, 6 BF, 1 HM, 3 HF, 3 AM, 3 AF, 1 UM, and 3 UF

62 Unqualified applicants: 3 WM, 40 WF, 1 BM, 5 BF, 1 HM, 3 HF, 3 AM, 2 AF, 1 UM, and 3 UF

- 2 WM, 25 WF, 1 BM, 2 BF, 1 HM, 1 HF, 1 AM, 2 AF, 1 UM, and 2 UF did not submit all the required materials (resume, cover letter, 3 references).
- 1 WM, 15 WF, 2 BF, 2 HF, 2 AM, and 1 UF did not have the required Associate's degree and two to four years of experience in graphic design, media services, or related field, or equivalent combination of experience and training.
- 1 BF did not have experience that would provide the required proficiency with office administration and coordination of general office business functions.

8 Interviewed applicants: 6 WF, 1 BF, and 1 AF.

- 3 WF withdrew their applications from consideration.
- 1 WF has not been working in an administrative support position for the past 3 years, therefore her current experience is not as relevant as selected candidate. She also did not have experience managing calendars.
- 1 WF primary experience was in customer service and sales and she did not have experience providing administrative support, such as drafting correspondence, calendar management, and the preferred qualification of supervising.
- 1 BF did not provide clear and complete answers to interview questions.
- 1 AF experience was as a financial assistant and she did not have experience providing administrative support such as drafting correspondence, calendar management.

The 1 WF selected had 25 years of administrative support experience in a law office which included the preferred qualifications of supervising and proficiency in using Microsoft Office products. She also had experience drafting correspondence and managing calendars via Microsoft Outlook.

Category 7: Maintenance/Service – Protective Services

Hiring goals: 1 BM, 1 BF, 3 HM, 1 AM, 1 AF

Hiring into Category: 9 WM, 2 WF

Goals met: No goals met

Part-Time to Full-Time

2 WM and 1 WF moved from part-time to full-time

Search 2017389 – Protective Services Trainee (Police) – Police Department

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. Possess excellent written communication skills.
3. Possess excellent interpersonal communication skills.
4. 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=6945>

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.

Appointment Terms

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 <https://www.policeapp.com/> to learn about CPCA exam dates.

Recruitment activities included advertisements with the UConn Jobs website, PoliceApp.com; and the announcement was sent to the P.O.S.T. Certified police officer lists.

176 Total applicants: 97 WM, 17 WF, 14 BM, 2 BF, 20 HM, 1 HF, 3 AM, and 22 UM.

1 Unqualified applicant: 1 UM

- 1 UM did not possess a valid CPCA exam score.

97 Qualified applicants: 56 WM, 9 WF, 9 BM, 2 BF, 10 HM, 2 AM, and 9 UM.

- 56 WM, 9 WF, 9 BM, 2 BF, 10 HM, 2 AM, and 9 UM lacked volunteer work in the community and United States Military Service.

78 Interviewed applicants: 41 WM, 8 WF, 5 BM, 10 HM, 1 HF, 1 AM, and 12 UM.

- 10 WM, 2 WF, 1 BM, 5 HM, and 2 UM withdrew from consideration for the position.
- 1 WF declined an offer of employment in the department.
- 17 WM, 4 WF, 2 BM, 2 HM, 1 HF, 1 AM, and 8 UM lacked excellent interpersonal communications skills as evidenced by inadequate responses to job related questions focused on the awareness and sensitivity required when interacting with and addressing the needs of a diverse community.
- 10 WM, 2 WF, 1 BM, 3 HM, and 2 UM provided inadequate responses to law enforcement questions and made procedural errors in describing standard law enforcement approaches to various hypothetical situations.
- 3 WM and 1 BM were offered the position. These hires were explained in the *2017 Affirmative Action Plan*.

The 1 WM selected possessed a valid CPCA exam score. He had excellent communication skills and answered all interview questions completely and correctly. Additionally, he had experience in, and awareness of, the sensitivity required when interacting with and addressing the needs of a diverse community.

Search 2018197 – Firefighter – Fire Department

Description:

The University of Connecticut Fire Department is seeking candidates for the position of Firefighter who have already completed basic recruit training at the Connecticut Fire Academy or other comparable/equivalent recruit firefighter training program which meets or exceeds the requirements of NFPA 1001. There two primary duty stations (Storrs and Farmington) and a firefighter may be assigned permanently, temporarily or on an as-needed basis to either or both locations. 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. Duties include: 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.

MINIMUM QUALIFICATIONS

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. Firefighter II certification, Hazardous Materials Operational Level certification, Emergency Medical Technician – Basic (EMT-B); and must possess a valid Motor Vehicle Driver's License with a Class Q endorsement or other qualification allowing the operation of fire apparatus.

PREFERRED QUALIFICATIONS

State of Connecticut or National Registry licensed Paramedic (NREMT-P) or currently enrolled in paramedic school, completion of the Candidate Physical Agility Test (CPAT) within 1 year of application, college degree from an accredited college or University, Hazardous Materials Technician Certification pursuant to NFPA 472 (NPQS and or IFSAC) or EPA Hazardous Materials Technician; Pump Operator and Aerial Operator certification pursuant to NFPA 1002, current or honorably discharged member of a United States military service, successful completion of vocational school or trade school, experience in the fire or emergency medical services field.

Physical and Background Requirements

Position requires general good health and incumbent must possess and retain sufficient strength, stamina, agility, visual and auditory acuity necessary to perform the duties of the class and NFPA 1582. 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 #2018197)

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 \$59,037.00 per year in addition to a comprehensive benefits package that includes hazardous duty retirement and full medical/dental insurance benefits.

Incumbents in this class may be exposed to some danger of injury or loss of life during firefighting and rescue operations, significant mental stress of responding to life and death emergencies and disagreeable conditions including exposure to weather, loud noises and chemicals.

TO APPLY

Qualified applicants should apply online at UConn Jobs, <http://jobs.uconn.edu/>, Staff Positions. For full consideration, the following documents are required to be uploaded with the application:

Upload 1: (Verification of Minimum Qualifications) Recruit Training Program Certificate of Completion, Firefighter II Certification, HazMat Operational Level Certification, EMT Certification, Driver's License showing applicant's certification/capability 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.

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.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 10, 2017.

Recruiting activities included postings on the UConn Careers website, the UCFD website and Facebook page, Public Safety Facebook page, CT Fire Academy distribution list, CT Fire Chiefs mailing list, Tolland County Fire Mailing list, and the CT Career Chiefs mailing list.

46 Total applicants: 37 WM, 1 WF, 1 BM, 4 HM, 1 AM, and 2 UM

18 Unqualified applicants: 14 WM, 1 WF, 1 BM, and 2 HM

- 14 WM, 1 WF, 1 BM, and 2 HM did not complete the CT Fire Academy Recruit Program or other comparable recruit/firefighter training program.

28 Interview applicant: 23 WM, 2 HM, 1 AM, and 2 UM

- 2 WM withdrew their applications from consideration.
- 1 HM did not have EMT certification.
- 1 WM did not show for his interview.
- 1 WM did not complete a program comparable to the CT Recruit Program.
- 1 WM did not disclose unacceptable disciplinary action in his former personnel record.
- 1 WM had an unstable work history.
- 5 WM and 1 HM did not answer questions to support their qualifications.
- 8 WM, 1 AM, and 2 UM did not provide complete answers to interview questions.

- 1 WM did not provide appropriate answers to situational questions

The 1 WM was selected had experience in a large multi-station with extensive training. He provided complete and appropriate answers to situational interview questions.

The 1 WM selected had all the preferred qualifications. He provided the most complete answers to situational questions.

The 1 WM had experience in firefighting from the military. He possessed all of the required and preferred certifications and provided complete answers to all situational interview questions.

Search 2018296 – Protective Services Trainee (Fire) – Fire Department

Search	RS	Previous Title	New Title	Department	Goal
2018296	WM	UCP 08-Comp Tech Sup Cons 3	Firefighter	Fire Department	N



The University of Connecticut Fire Department with locations in Farmington and in Storrs, is seeking candidates for the position of Protective Services Trainee (Fire) sometimes referred to as an Entry-level Firefighter position. Successful candidates will be responsible for taking a prescribed formal academic and on-the-job training course in firefighting, emergency medical services, and hazardous materials response. Upon successful completion of training and probationary requirements, Protective Services Trainees will be eligible for appointment to the position of Firefighter.

In order to be considered for this position, **a written examination will be held on December 21st, 2017** at the UConn Storrs Campus. More details regarding time and exact location will be provided at a further date. There will be no make-up examination date and no refunds - you must plan accordingly. Questions about this can be directed to UConn Department of Human Resources via email to workforce@uconn.edu.

POSITION OVERVIEW

Firefighters work 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.

Duties include: firefighting, technical rescue, fire prevention, emergency medical services, hazardous materials emergency response, equipment maintenance and communications. Receives continued 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 to Apply:

- MQ1. Must be a United States Citizen by date of appointment
- MQ2. Must have a High School Diploma or GED certification by time of application.
- MQ3. Must currently possess and retain a valid Motor Vehicle Operator's license
- MQ4. Applicants must have reached their 18th birthday by time of application.
- MQ5. Ability to follow oral and written instructions
- MQ6. Ability to evaluate emergency situations and develop effective courses of action
- MQ7. Sound communication skills with the ability to deal effectively with those contacted in the work

Preferred Qualifications:

- PQ1. Successful completion of a Firefighter 1 or 2 training program which meets or exceeds the requirements of NFPA 1001
- PQ2. Successful completion of the CT Fire Academy Recruit Firefighter Training Program or other comparable/equivalent recruit firefighter training program.
- PQ3. Currently possesses and can maintain licensure as an Emergency Medical Technician - Paramedic issued by the State of CT or the NREMT.
- PQ4. Currently matriculated or enrolled in a paramedic program
- PQ5. Currently possesses and can maintain licensure as an Emergency Medical Technician - Basic issued by the State of CT or the NREMT
- PQ6. Successful completion of the Candidate Physical Agility Test (CPAT) within 1 year prior to the date of application
- PQ7. Currently possesses Hazardous Materials Technician Level certification pursuant to OSHA 1910.120 or NFPA 472.
- PQ8. Successful completion of a college degree program
- PQ9. Current or honorably discharged member of a United States military service.

Special Requirements:

1. Protective Services Trainees (Fire) will be required to complete a skills validation or training program as authorized or directed by the Fire Chief, which may include courses prescribed by the Connecticut Fire Department Instructors Association, Connecticut Fire Academy, State Board of Education, and/or an Emergency Medical Training Course.
2. Must be able to obtain and retain certification as an Emergency Medical Technician - Basic granted by the State of CT or the National Registry of Emergency Medical Technicians (NREMT)
3. 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 to perform the duties of the class.

4. A comprehensive medical examination in accordance with NFPA 1582, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment. In addition to the checking of references and of facts stated in the application, a thorough background investigation and psychological exam of each candidate may be made before persons are certified for appointment.

This is a full-time permanent position. If attending the recruit firefighter training program, Protective Services Trainees will be assigned to the CT Fire Academy starting Monday morning until Friday night or as designated by the CT Fire Academy curriculum and schedule. Any additional classes following the recruit training will be subject to the schedule of the respective class and as directed by the Fire Chief. Trainees will be expected to have on-the-job training at both fire stations in Farmington and Storrs. Upon successful completion of all required initial training, Trainees may be assigned permanently, temporarily, or on an as-needed basis to either station. Work schedules of Trainees who have completed initial training, on-the-job training, and who are assigned to a working shift but have not yet been appointed to the Firefighter classification may be assigned the same work schedule as the Firefighter job class which is 2 (two) 10 hour day shifts, 2 (two) 14 hour night shifts followed by four days off. The starting salary for Protective Services Trainees is \$40,226 per year in addition to a comprehensive benefits package that includes hazardous duty retirement and full medical/dental insurance benefits. Once the training and probationary training period is successfully completed, the starting salary for the Firefighter position is \$59,037 per year.

Candidates who submit incomplete applications may be removed from employment consideration. Application deadline is Friday, December 15.

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

This job posting is scheduled to be removed at 11:59 PM Eastern on December 15, 2017.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Recruiting activities included posting on the UConn Careers website, FirefighterApp, FirefighterApp Twitter, FirefighterApp Facebook, Fire Department website, Fire Department Facebook, International Association of Black Professional Firefighters Facebook, National Association of Hispanic Firefighters Facebook and the Northeast regional Internal Association of Black Professional Firefighters Facebook.

473 Total applicants: 314 WM, 32 WF, 35 BM, 5 BF, 49 HM, 4 HF, 18 AM, and 16 UM

128 Unqualified applicants: 76 WM, 9 WF, 14 BM, 3 BF, 11 HM, 2 HF, 10 AM, and 3 UM

- 74 WM, 9 WF, 12 BM, 3 BF, 11 HM, 2 HF, 10 AM, and 3 UM did not show for the required examination.
- 1 WM and 2 BM did not pass Part 1 of the examination.
- 1 WM did not pass the written examination with a score of 58.57.

304 Qualified applicants: 210 WM, 18 WF, 18 BM, 2 BF, 36 HM, 2 HF, 6 AM, and 12 UM

- 210 WM, 18 WF, 18 BM, 2 BF, 36 HM, 2 HF, 6 AM, and 12 UM scored lower than 96. Applicants scoring 96 or higher were interviewed.

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

- 3 WM, 1 HM, and 1 AM withdrew their applications.
- 15 WM, 2 WF, 1 BM, 1 HM, 1 AM, and 1 UM answered interview questions with incomplete responses and without detail.
- 1 WM and 1 WF did not show for their scheduled interview.
- 2 WM did not indicate knowledge of the UConn Fire Department in responses to interview questions.
- 1 WM was found to have incorrectly indicated having preferred qualifications on his application.
- 1 BM did not answer multipart questions fully.
- 2 WM did not answer problem solving and situational questions correctly.
- 1 WM did not pass the physical assessment.
- 1 WM and 1 BM did not pass the background check.
- 1 WF had not worked as a paramedic in over 7 years and had less fire experience than the selected candidates.
- 1 WM was employed as a professional staff member (UCP 8) and was hired. He provided comprehensive and appropriate answers to all interview questions. He was knowledgeable about the fire department and had researched the UConn Fire Department. He had EMS experience and was enrolled in a paramedic certification program. (Please note this hire is indicated in a separate line in the Employment Process Analysis)

The 1 WM selected provided comprehensive and appropriate answers to all interview questions. He was Fire Fighter 1 certified and was a volunteer fire fighter. He also had medical training from his military service.

The 1 WF selected provided comprehensive and appropriate answers to all interview questions. She was a certified EMT, had completed Fire Fighter 1 with Fire Fighter 2 in progress. She had experience as a volunteer firefighter and had worked as an EMT for 2 years.

Search 218428 – Firefighter – Fire Department

The University of Connecticut Fire Department is seeking candidates for the position of Firefighter who are current state employees, meeting the minimum qualifications of the DAS Firefighter job description, and who have experience in providing fire/EMS and fire prevention activities in healthcare or educational settings. There two primary duty stations (Storrs and Farmington) and a firefighter may be assigned permanently, temporarily, or on an as-needed basis to either or both locations. 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.

Duties include: 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.

Minimum Qualifications

1. Currently on the State Transfer List
2. 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
3. Qualifications (ProBoard) or the International Fire Services Accreditation Congress (IFSAC)
4. 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.
5. 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)
6. 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.

Preferred Qualifications

1. Significant state agency firefighting experience (5yrs+)
2. Experience in basic emergency ambulance transport
3. Experience with ambulance interfacility transfers
4. Experience with the fire and emergency medical services delivery in healthcare or educational occupancy settings
5. Experience with conducting fire drills and general fire safety inspections of healthcare occupancies and documenting/reporting concerns or results to the fire marshal and/or appropriate official who is responsible for compliance with Joint Commission regulations or Department of Public Health regulations
6. Experience with the operation of and testing of fire alarm systems and fire suppression systems
7. Currently possesses licensure as an Emergency Medical Technician - Paramedic issued by the State of CT or the NREMT.

Appointment Term

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, or if the employee is currently classified as a firefighter, their current rate of pay, in addition to a comprehensive benefits package that includes hazardous duty retirement and full medical/dental insurance benefits.

- **Upload 1:** (Verification of Minimum Qualifications) Firefighter II Certification, HazMat Operational Level Certification, EMT Certification, Driver's License showing applicant's certification/capability 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 # 2018428)**

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 postings on the UConn Careers website and the DAS website.

3 Total applicants: 3 WM

3 Interview applicants: 3 WM

- 1 WM withdrew his application.

The 1 WM selected provided comprehensive and appropriate answers to situational questions. He had eleven years of experience as a career Firefighter, was certified as Firefighter 2 and had six years as a volunteer. He was a certified EMT.

The 1 WM selected provided comprehensive and appropriate answers to situational questions. He had four years of experience as a career firefighter and three years as a volunteer. He was a certified EMT and had experience inspecting and testing fire alarms and suppression systems.

Category 7: Maintenance/Service – Protective Services Police Officer

Hiring goals: 3 BM

Hiring into Category: 4 WM, 1 BF, 2 HM

Goals met: No goals met

Search 2017460 – Police Officer – Police Department/Stamford

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 Stamford Campus. Applicants must be willing to work in a fast paced, diverse community. UConn Police Officers provide a wide range of police services along with investigation of criminal incidents, preparation of arrest and search warrant affidavits, enforcement of motor vehicle and criminal laws, and management of public demonstrations and large gatherings. Officers may patrol in cruisers, motorcycles, or bicycles. UConn Police Officers work a challenging schedule that includes major University events, NCAA athletics events, dignitary visits and other complex assignments.

MINIMUM QUALIFICATIONS

In order to be considered for employment as a 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. Possess excellent written communication skills.
3. Possess excellent interpersonal communication skills.
4. Be available to work at the Stamford Campus.
5. Experience in Community Policing and Outreach as well as awareness of the sensitivity required when interacting with and addressing the needs of a diverse community.

PREFERRED QUALIFICATIONS

1. A degree in any field of study from an accredited college/university.
2. Volunteer work in the community.
3. Experience working in community relations or community policing units.

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>

APPOINTMENT TERMS

Applicants must be a certified Police Officer in the State of Connecticut through the Police Officers Standards and Training Council.

These are full time, permanent positions with rotating shifts. The University of Connecticut offers a comprehensive benefits package that includes hazardous duty retirement and full medical and dental benefits.

TO APPLY

Qualified applicants must apply online using <https://www.policeapp.com/>. To be eligible, you must submit a resume, references and a cover letter that includes why you want to become a Police Officer at the University of Connecticut Stamford Campus; your expectations of the job and what skillsets you can bring to the Police Department. Refer to: <https://www.policeapp.com/> for more information.

Employment of the successful candidate will be contingent upon successfully completing Polygraph, Psychological, Background, Pre-Employment physical and criminal background check. (Search # 2017460)

Recruiting activities included postings on the UConn Careers website, with the Police Officers Standards and Training Council, and various Police Departments in the Stamford vicinity including Norwalk Police Department, Greenwich Police Department, Darien Police Department, New Canaan Police Department, Westport Police Department, Stratford Police Department, and the Trumbull Police Department.

32 Total applicants: 18 WM, 2 WF, 3 BM, 5 HM, 1 AM, and 3 UM

32 Interviewed applicants: 18 WM, 2 WF, 3 BM, 5 HM, 1 AM, and 3 UM

- 7 WM, 1 BM, 1 HM, and 1 AM withdrew their applications.
- 1 BM did not show for his scheduled interview.
- 1 WM did not pass his background check.
- 4 WM and 1 HM responses to situational questions and law enforcement questions were inadequate and not complete or detailed.
- 1 WM and 1 HM did not have the preferred qualifications of a degree in any field of study from an accredited college/university; volunteer work in the community; and experience working in community relations or community policing units.
- 2 WM, 1 WF, 1 HM, and 1 UM did not have the preferred qualifications of volunteer work in the community; and experience working in community relations or community policing units.
- 1 WM, 1 BM, and 1 UM it was discovered during the interview that they did not have the minimum qualification of being a current Certified Police Officer through the police Officers Standards and Training Council.
- 1 UM did not have the preferred qualification of experience working in community relations or community policing units.
- 1 WM and 1 WF were offered positions, explained in the *2017 Affirmative Action Plan*.

The 1 WM selected had a Master's degree in Criminal Justice. He had 3 years' experience as a Police Officer in a large town. He provided appropriate and well thought-out responses to questions regarding law enforcement and community policing.

The 1 HM selected had a degree in Psychology. He had 20 years' experience in a city Police Department. He also had training and four years' experience as a military police officer and experience teaching at the Bridgeport Police Academy.

Search 2018374 – Police Officer – Police Department

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 Farmington Campus at the University of Connecticut Health Center. Applicants must be willing to work in a fast paced, diverse community. UConn Police Officers provide a wide range of police services along with investigation of criminal incidents, preparation of arrest and search warrant affidavits, enforcement of motor vehicle and criminal laws, and management of public demonstrations and large gatherings. Officers may patrol in cruisers, motorcycles, or bicycles. UConn Police Officers work a challenging schedule that includes major University events, NCAA athletics events, dignitary visits and other complex assignments.

MINIMUM QUALIFICATIONS for 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. Possess excellent written communication skills.
3. Possess excellent interpersonal communication skills.
4. Be available to work at the Farmington Campus.
5. Experience in Community Policing and Outreach as well as awareness of the sensitivity required when interacting with and addressing the needs of a diverse community.
6. Incumbents in this class must possess and maintain a valid motor vehicle operator's license.

PREFERRED QUALIFICATIONS

1. A degree in any field of study from an accredited college/university.
2. Volunteer work in the community.
3. Experience working in community relations or community policing units.

For more information on state class specification (job description), minimum qualifications and pay plans, go to: <https://www.jobapscloud.com/CT/specs/classspecdisplay.asp?ClassNumber=9036PS&R1=&R3=>.

APPOINTMENT TERMS

Applicants must be a certified Police Officer in the State of Connecticut through the Police Officers Standards and Training Council.

These are full time, permanent positions with rotating shifts. The University of Connecticut offers a comprehensive benefits package that includes hazardous duty retirement and full medical and dental benefits.

TO APPLY

Qualified applicants must apply online using <https://www.policeapp.com/> . To be eligible, you must submit a **resume**, **references** and a **cover letter** that includes why you want to become a Police Officer at the University of Connecticut Farmington Campus; your expectations of the job and what skillsets you can bring to the Police Department. Application deadline is **February 15, 2018**. Refer to: <https://www.policeapp.com/> for more information.

Employment of the successful candidate will be contingent upon successfully completing Polygraph, Psychological, Background, Pre-Employment physical and criminal background check. (Search # 2018374)

Recruiting activities included posting on the UConn Careers website, Policeapps and the Police Officers Standards and Training Council.

12 Total applicants: 11 WM and 1 BF

12 Interview applicants: 11 WM and 1 BF

- 2 WM withdrew their applications.
- 2 WM's answers to interview questions were short and did not have detail about appropriate responses to policing situations.
- 1 WM was focused on militarization of policing not community policing in his responses to interview questions.
- 1 WM was not prepared for the interview, did not provide details in his answers to interview questions and did not have knowledge about the UConn Police Department or UConn Health.
- 1 WM's answers to situational interview questions were not adequate and were inappropriate.
- 1 WM had applied to and was selected for search #2017460.
- 2 WM were offered and declined the position.

The 1 WM selected had twelve years of experience as a Police Officer. He had a Bachelor's degree. He had experience with community policing and had numerous volunteer roles in the community. He provided complete and appropriate responses to situational questions.

The 1 BF selected had twenty years' experience as a Police Officer. She had previous experience as a Community Services Officer and a School Resource Officer and held various volunteers roles in the Hartford community. She provided complete and appropriate responses to situational questions.

Search 2018393 – Police Officer – Police Department

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 Avery Point Campus. Applicants must be willing to work in a fast paced, diverse community. UConn Police Officers provide a wide range of police services along with investigation of criminal incidents, preparation of arrest and search warrant affidavits, enforcement of motor vehicle and criminal laws, and management of public demonstrations and large gatherings. Officers may patrol in cruisers, motorcycles, or bicycles. UConn Police Officers work a challenging schedule that includes major University events, NCAA athletics events, dignitary visits and other complex assignments.

MINIMUM QUALIFICATIONS for 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. Possess excellent written communication skills.
3. Possess excellent interpersonal communication skills.
4. Be available to work at the Avery Point Campus.
5. Experience in Community Policing and Outreach as well as awareness of the sensitivity required when interacting with and addressing the needs of a diverse community.
6. Incumbents in this class must possess and maintain a valid motor vehicle operator's license.

PREFERRED QUALIFICATIONS

1. A degree in any field of study from an accredited college/university.
2. Volunteer work in the community.
3. Experience working in community relations or community policing units.

For more information on state class specification (job description), minimum qualifications and pay plans, go to: <https://www.jobapscloud.com/CT/specs/classspecdisplay.asp?ClassNumber=9036PS&R1=&R3=>

APPOINTMENT TERMS

Applicants must be a certified Police Officer in the State of Connecticut through the Police Officers Standards and Training Council.

These are full time, permanent positions with rotating shifts. The University of Connecticut offers a comprehensive benefits package that includes hazardous duty retirement and full medical and dental benefits.

TO APPLY

Qualified applicants must apply online using <https://www.policeapp.com/> . To be eligible, you must submit a **resume**, **references** and a **cover letter** that includes why you want to become a Police Officer at the University of Connecticut Avery Point Campus; your expectations of the job and what skillsets you can bring to the Police Department. Application deadline is February 28, 2018. Refer to: <https://www.policeapp.com/> for more information.

Employment of the successful candidate will be contingent upon successfully completing Polygraph, Psychological, Background, Pre-Employment physical and criminal background check. (Search # 2018393)

Recruiting activities included posting on the UConn Careers website, Policeapps and the Police Officers Standards and Training Council.

12 Total applicants: 10 WM, 1 WF, and 1 HM

12 Interview applicants: 10 WM, 1 WF, and 1 HM

- 1 HM withdrew their applications.
- 2 WM and 1 WF answers to interview questions were short and did not have detail about appropriate responses to policing situations.
- 1 WM was focused on militarization of policing not community policing in his responses to interview questions.
- 1 WM gave incorrect answers to 3 situational interview questions.
- 1 WM answers to 3 interview questions were incomplete and did not provide detail.
- 1 WM experience as a Police Officer was not focused on community policing.
- 1 WM was offered a position under search #2018374, which he declined.
- 1 WM was hired under search #2018374.

The 1 WM selected had 20 years' experience as a Police Officer. He had a Master's degree in Education. He also had previous experience as a School Resource Officer and held various community volunteer roles. He provided complete and appropriate responses to all situational questions.

The 1 WM selected had 20 years' experience, rising to the rank of Sergeant in a municipal Police department. He had a Bachelor's degree in Business Administration. He had worked as a Community Police Sergeant and Commander as well as and a School Resource Officer. He had volunteered for numerous community positions and had multiple certifications. He provided complete and appropriate responses to all situational questions.

Search 2018018 – Police Officer – Police Department

Description:

The University of Connecticut Police Department, an internationally accredited agency through CALEA, is inviting applicants with a valid P.O.S.T. Certification to apply for Police Officer vacancies currently available at our Hartford Regional Locations. Applicants must be willing to work in a fast paced, diverse community. UConn Police Officers provide a wide range of police services along with investigation of criminal incidents, preparation of arrest and search warrant affidavits, enforcement of motor vehicle and criminal laws, and management of public demonstrations and large gatherings. Officers may patrol in cruisers, motorcycles, or bicycles. UConn Police Officers work a challenging schedule that includes major University events, NCAA athletics events, dignitary visits and other complex assignments.

MINIMUM QUALIFICATIONS for 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. Possess excellent written communication skills.
3. Possess excellent interpersonal communication skills.
4. Be available to work at the Hartford Regional Campuses.
5. Experience in Community Policing and Outreach as well as awareness of the sensitivity required when interacting with and addressing the needs of a diverse community.

PREFERRED QUALIFICATIONS

1. A degree in any field of study from an accredited college/university.
2. Volunteer work in the community.
3. Experience working in community relations or community policing units.

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>

APPOINTMENT TERMS

Applicants must be a certified Police Officer in the State of Connecticut through the Police Officers Standards and Training Council.

These are full time, permanent positions with rotating shifts. The University of Connecticut offers a comprehensive benefits package that includes hazardous duty retirement and full medical and dental benefits.

TO APPLY

Qualified applicants must apply online using <https://www.policeapp.com/> . To be eligible, you must submit a resume, references and a cover letter that includes why you want to become a Police Officer at the University of Connecticut Hartford Regional Campuses; your expectations of the job and what skillsets you can bring to the Police Department. Application deadline is August 4, 2017. Refer to: <https://www.policeapp.com/> for more information.

Employment of the successful candidate will be contingent upon successfully completing Polygraph, Psychological, Background, Pre-Employment physical and criminal background check. (Search #2018018)

Recruiting activities posted in UConn Careers Website, P.O.S.T.C. and PoliceApp

8 Total applicants: 3 WM and 5 HM

8 Interview applicants: 3 WM and 5 HM

- 1 WM and 1 HM withdrew their applications.
- 1 WM and 3 HM answers to interview questions did not have detail and appropriate responses to policing situations.
- 1 WM declined the offer.

The 1 HM selected was articulate and had excellent responses to interview questions. He provided complete and appropriate responses to all situational questions. He had experience with community policing and had numerous volunteer roles successfully completed background, polygraph, psychological and pre-employment physical.

Category 4: Secretarial/Clerical – Administrative Assistant

Hiring goals: 1 WM, 1 BF

Hiring into Category: No hiring activity in this category

Goals met:

Category 4: Secretarial/Clerical – Secretary 2

Hiring goals: No goals set

Hiring into Category: No hiring activity in this category

Goals met:

Category 4: Secretarial/Clerical – Secretary 1

Hiring goals: 1 HF

Hiring into Category: No hiring activity in this category

Goals met:

Category 4: Secretarial/Clerical – Office Assistant

Hiring goals: 3 WM, 1 HM, 1 HF

Hiring into Category: 1 WF

Goals met: No goals met

Part-Time to Full-Time

1 WF moved from part-time to full-time

Category 4: Secretarial/Clerical – Clerk Typist

Hiring goals: 1 BF, 1 HF

Hiring into Category: 3 WF

Goals met: No goals met

Search 2018275 - Clerk Typist - Dining Services

Introduction

UConn Department of Dining Services has an opening for a permanent, full-time, Clerk Typist position. The work schedule is Monday through Friday, 8:00am to 5:00pm and offers a full benefits package including medical and dental insurance. Employment of the successful candidate will be contingent upon the successful completion of a criminal background check.

Selection Plan

For full consideration, qualified applicants must meet the minimum qualifications as listed on the job opening and specify your qualifications on your application. Also, please submit a cover letter, resume and names, email addresses and phone numbers of three professional individuals associated with the candidate. State employee must include copies of their two most recent performance appraisals. Applicants not submitting all the requested documentation will not be considered further in the application process.

Purpose of Job Class (Nature of Work)

Under the direction of the Assistant Director of Finance, this position will assist Business Operations with deposits and billing.

Example of Duties

1. TYPING: Using a typewriter, personal computer and other electronic equipment types a variety of materials from rough copy or electronic recording device including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; enters and retrieves data on personal computers and computer terminals.
2. FILING: Maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information.
3. CORRESPONDENCE: Prepares and sends out standard form letters making minor revisions or additions.
4. REPORT WRITING: Compiles information from standard sources and prepares reports.
5. INTERPERSONAL: Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk).
6. PROCESSING: Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; does routine posting to ledgers, account books or other records; receives payments for licenses, bills, applications, fines and fees, etc.; prepares, totals and balances receipts; prepares cash transmittal/deposit slips; types and prepares purchase requisitions, orders or billing invoices according to established procedures; assists in or maintains inventory and orders supplies; performs related duties as required.

Knowledge, Skill and Ability

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

Minimum Qualifications – General Experience

Six (6) months as a Typist or its equivalent.

Minimum Qualifications – Substitutions Allowed

Graduation from high school with coursework in typing.

Preferred Qualifications

Experience working with Empower Software Solutions and six months experience working in a college environment. Demonstrate an appreciation and willingness to work in a fast paced university environment with a college age student population.

To Apply

To apply for this position, please visit <https://www.jobapscloud.com/ct/> and reference recruitment number #180131-2008CL-001. By doing so, you will be redirected out of the University of Connecticut's recruiting website to the State of Connecticut's JobAps recruiting website. Note: To review any submitted applications, you will need to navigate to JobAps.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on February 16, 2018.

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 posting on the UConn Careers website, the State of CT DAS website in JobAps and the Dining Services Employment Page.

188 Total applicants: 23 WM, 109 WF, 3 BM, 15 BF, 6 HM, 19 HF, 2 AM, 3 AF, 1 UM, and 7 UF

84 Unqualified applicants: 17 WM, 41 WF, 1 BM, 9 BF, 5 HM, 9 HF, 1 AM, and 1 UF

- 17 WM, 41 WF, 1 BM, 9 BF, 5 HM, 9 HF, 1 AM, and 1 UF did not meet the minimum qualifications as required in the job posting.

69 Qualified applicants: 3 WM, 45 WF, 2 BM, 4 BF, 6 HF, 1 AM, 3 AF, 1 UM, and 4 UF

- 3 WM, 45 WF, 2 BM, 4 BF, 6 HF, 1 AM, 3 AF, 1 UM, and 4 UF did not have the preferred qualifications of experience working with Empower (Human Resource software) and Quali (financial software); and six months experience working in a college environment.

35 Interviewed applicants: 3 WM, 23 WF, 2 BF, 1 HM, 4 HF, and 2 UF

- 1 WM, 10 WF, 1 BF, 4 HF, and 2 UF withdrew their applications.
- 1 WM did not provide complete answers to interview questions and was found not to have experience with Empower.
- 1 WM office experience was as a student and he did not have the preferred qualifications of experience working with Empower and Quali as indicated on his application materials.

- 3 WF did not clearly articulate how their previous experience would transfer to Dining Services and they did not have the preferred qualifications of experience working with Empower and Kualu as indicated on their application materials.
- 1 WF did not provide complete answers to interview questions therefore, it was difficult to ascertain whether she had the experience necessary for this position and she did not have the preferred qualification of six months experience working in a college environment as indicated on her application materials.
- 4 WF and 1 HM did not provide complete answers to interview questions therefore, it was difficult to ascertain whether they had the experience necessary for this position and they did not have the preferred qualifications of experience working with Empower and Kualu as indicated on their application materials.
- 2 WF did not have the preferred qualifications of experience working with Empower and Kualu as indicated on their application materials
- 2 WF did not have the preferred qualifications of experience working with Empower and Kualu and six months experience working in a college environment as indicated on their application materials.
- 1 BF indicated that she was not used to working in a fast paced, stressful setting, and she did not have the preferred qualifications of experience working with Empower and Kualu as indicated on her application materials.

The 1 WF selected for this position met all of the minimum and preferred requirements. She provided clear detailed examples of her strong organizational and interpersonal skills. She specifically explained her skills in creating and keeping deadlines; problem solving; multitasking; flexibility, dependability, and patience. She gave many detailed examples of prior work functions that coincided with the position responsibilities. She had previous experience in several college environments and had worked with both Empower and Kualu.

Search-2018530 - Clerk Typist – Office of Undergraduate Admissions

To apply for this job opening, visit <https://www.jobapscloud.com/CT/SUP/BulPreview.asp?R1=180503&R2=2008CL&R3=002>. Only online applications submitted through this link will be considered.

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>.

Information concerning the University's policies regarding the Cleary Act Statement, Non-Discrimination Policy, Accommodations for Applicants with Disabilities and Recruiting Veterans can be found on UConn's Job page at: <https://hr.uconn.edu/jobs/>.

Clerk Typist

Office of Undergraduate Admissions-UConn

Recruitment #180503-2008CL-002

Location	Mansfield, CT
Date Opened	5/7/2018 12:00:00 AM
Salary	\$36,671 - \$46,355/year
Job Type	Open to the Public
Close Date	5/23/2018 11:59:00 PM

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INTRODUCTION



UConn's Office of Undergraduate Admissions has an opening for a permanent, full-time, Clerk Typist position. The work schedule is Monday through Friday, 8:00am to 5:00pm and offers a full benefits package including medical and dental insurance. Employment of the successful candidate will be contingent upon the successful completion of a criminal background check.

SELECTION PLAN

In order to be considered for this job opening, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application. If selected for an interview, you will be asked to provide the following: last two (2) performance appraisals and attendance records for the last two (2) years (current state employees only) OR the names, titles and phone numbers of three, current professional references (non-state employees).

Applicants are required to upload requested material(s) with their submission (NOTE: in order to upload documents you must ensure that your internet browser's 'pop-up' blocker is off. Failure to do so may prevent you from being able to upload documentation into JobAps.). Questions about these required documents should be directed to UConn HR's Services Unit phone number, 860-486-3034.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency, this class is accountable for performing a full range of general clerical functions including basic processing, reception, filing, record keeping, bookkeeping and typing.

EXAMPLES OF DUTIES

1. **TYPING:** Using a typewriter, personal computer and other electronic equipment types a variety of materials from rough copy or electronic recording device including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; enters and retrieves data on personal computers and computer terminals.
2. **FILING:** Maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information.
3. **CORRESPONDENCE:** Prepares and sends out standard form letters making minor revisions or additions.
4. **REPORT WRITING:** Compiles information from standard sources and prepares reports.
5. **INTERPERSONAL:** Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk).
6. **PROCESSING:** Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; does routine posting to ledgers, account books or other records; receives payments for licenses, bills, applications, fines and fees, etc.; prepares, totals and balances receipts; prepares cash transmittal/deposit slips; types and prepares purchase requisitions, orders or billing invoices according to established procedures; assists in or maintains inventory and orders supplies; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer

terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) months as a Typist or its equivalent.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

Graduation from high school with coursework in typing.

PREFERRED QUALIFICATIONS

Familiarity with Enterprise System Software programs, such as PeopleSoft, Perceptive Content and/or Slate; prior Admissions or related experience; high level of motivation and initiative; and ability to work under pressure.

CONCLUSION

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>

Information concerning the University's policies regarding the Cleary Act Statement, Non-Discrimination Policy, Accommodations for Applicants with Disabilities and Recruiting Veterans can be found on UConn's Job page at: <https://hr.uconn.edu/jobs/>

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Recruitment activity included posting on the UConn Careers website and the State DAS website and JobAps.

305 Total applicants: 32 WM, 163 WF, 9 BM, 35 BF, 6 HM, 31 HF, 4 AM, 6 AF, 2 UM, and 17 UF

11 Unqualified applicants: 2 WM, 7 WF, 1 HM, and 1 HF

- 2 WM, 7 WF, 1 HM, and 1 HF did not meet the minimum qualifications as required in the job posting.

254 Qualified Applicants: 28 WM, 131 WF, 9 BM, 32 BF, 5 HM, 26 HF, 3 AM, 4 AF, 1 UM, and 15 UF.

- 9 WM, 65 WF, 7 BM, 6 BF, 2 HM, 10 HF, 1 AM, 3 AF, and 6 UF application materials did not indicate any familiarity with Enterprise System Software programs, such as PeopleSoft, Perceptive Content and/or Slate; and prior admissions or related experience.
- 10 WM, 41 WF, 1 BM, 8 BF, 1 HM, 10 HF, 1 AM, 1 AF, and 6 UF applicants did not respond to the referral questions as per the application instructions.
- 6 WM, 11 WF, 1 BM, 9 BF, 1 HM, 3 HF, 1 AM, 1 UM, and 1 UF applicants did not have prior Admissions or related experience.
- 3 WM, 14 WF, 9 BF, 1 HM, 3 HF, and 2 UF application materials did not indicate any familiarity with Enterprise System Software programs, such as PeopleSoft, Perceptive Content and/or Slate.

40 Interviewed Applicants: 2 WM, 25 WF, 3 BF, 4 HF, 1 AM, 2 AF, 1 UM, and 2 UF

- 14 WF, 4 HF, 1 AF, and 1 UF did not have familiarity with Enterprise System Software programs, such as PeopleSoft, Perceptive Content and/or Slate as indicated by their application materials.
- 1 WM, 2 WF, 1 BF, 1 AF, and 1 UF did not provide comprehensive answers to the interview questions.
- 1 WF and 1 BF provided inappropriate and incorrect responses to interview questions.
- 1 UM stated that he did not like repetitive tasks which were included in this position.
- 1 WF provided vague and conflicting answers to interview questions.
- 1 WF was interested in a position in which she can work independently and make decisions which was not applicable to this position which worked in a team environment and reported to the Associate Director for Marketing and Events.
- 3 WF did not respond to requests to schedule an interview.
- 1 WM, 1 WF, 1 BF, and 1 AM withdrew their applications from consideration.

1 WF was selected as she had the most experience dealing with the public in her current role at the Department of Transportation (DOT). She offered many examples of how she was able to work under pressure. She also had experience with PeopleSoft and Perceptive Content.

1 WF was also selected as she had a great deal of experience in a high volume call center and related Admissions experience. She provided detailed examples of organizational and problem solving skills. She had prior higher education experience in an Admissions office and had utilized PeopleSoft and Perceptive Content.

Category 4: Secretarial/Clerical – Remaining Titles

Hiring goals: 1 BF, 1 AF

Hiring into Category: No hiring activity in this category

Goals met:

Category 5: All Titles

Hiring goals: 3 WF, 1 BM, 1 BF

Hiring into Category: No hiring activity in this category

Goals met:

Category 6: Qualified Craft Workers – All Titles

Hiring goals: 4 BM, 4 HM, 1 HF

Hiring into Category: 5 WM

Goals met: No goals met

Search 2018350 – Qualified Craft Worker- HVACR – Facilities Operations & Building Services

UConn's Facilities Operations & Building Services Department has an opening for a second shift, Qualified Craft Worker (QCW) – HVACR position. This is a permanent, full-time position, Tuesday – Saturday with work hours of 3:00pm – 11:00pm. For new employees, the hourly salary is \$25.71 (non-negotiable), qualifies for additional weekend and shift differential pay and offers a full benefits package including medical and dental insurance. **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 candidates will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check. Current, permanent/durational, UConn NP-2 employees will be given preference in the hiring process.

SELECTION PLAN

In order to be considered for these job openings, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your **application**. Also, please submit a **cover letter** and the names, titles and phone numbers of **three, current professional references**.

PURPOSE OF JOB CLASS (NATURE OF WORK)

This class is accountable for performing a full range of highly skilled duties in the heating, ventilation and refrigeration trade area.

EXAMPLE OF DUTIES

Performs highly skilled tasks in accordance with standard trade practices and codes on air systems used in heating, ventilating and refrigeration; operates, maintains, repairs, installs, modifies and assembles air conditioning and refrigeration equipment and systems which may use Freon or chilled water for air cooling means and air or water for condenser means; determines required cooling capacity of units needed for small areas; uses and interprets a psychometric chart; controls and measures air flow, room air changes and room pressurizing; monitors computerized control systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may install, modify, repair and assemble electrical or pneumatic controls for this type of equipment; may inspect and repair steam traps fed by main system at various locations; may remove pipe insulation materials associated with repair of pipes and fittings using OSHA approved methods.

KNOWLEDGE, SKILL AND ABILITY

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

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE

Must have **and** maintain an active Heating, Piping, or Cooling License throughout your employment as a QCW HVACR at UConn, in addition to four (4) years of experience in the HVACR trade area.

Minimum Qualifications – Substitutions Allowed

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years of experience as a Qualified Craft Worker Intern in a designated maintenance trade area may be substituted for the General and Special Experience.
3. Experience performing technical duties within a designated maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General and Special Experience on a year for year basis.

PREFERRED

1. An active S-2 or S-1 license
2. Extensive knowledge and experience in the air conditioning and refrigeration field
3. Current "universal" certificate for refrigerant transition and recovery

SPECIAL REQUIREMENTS

1. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications including possession and retention of an Unlimited Journeyman's license in the trade area indicated by the parenthetical title.
2. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

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

To Apply

To apply for this position, please visit <https://www.jobapscloud.com/ct/> and reference recruitment number #180214-6823TC-001. By doing so, you will be redirected out of the University of Connecticut's recruiting website to the State of Connecticut's JobAps recruiting website.

Note: To review any submitted applications, you will need to navigate to JobAps.

Recruiting activities included posting on the UConn Careers website, Willimantic Chronicle; Hartford Courant; Manchester Journal Inquirer; CT Jobs.com; and Career Builder.

7 Total applicants: 3 WM, 2 HM, 1 AM, and 1 UM

5 Unqualified applicants: 2 WM, 2 HM, and 1 UM

- 2 WM, 2 HM, and 1 UM did not have the required active heating, piping, or cooling license.

2 Interviewed applicants: 1 WM and 1 AM

- 1 AM was selected for another QCW position at UConn.

The 1 WM selected met the minimum qualifications. He demonstrated that he was very knowledgeable in the area of A/C troubleshooting based on his accurate detailed responses to the interview questions. He also had an active S1 license and a Universal EPA Certificate.

Search 2018472 - Qualified Craft Worker Intern – Automotive and Mechanical Equipment

Qualified Craft Worker Intern – Automotive and Mechanical Equipment

University of Connecticut, Facilities Operations & Building Services

To apply for this job opening, visit <https://www.jobapscloud.com/CT/SUP/BulPreview.asp?R1=180504&R2=6819FM&R3=001>. Only online applications submitted through this link will be considered.

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>.

Information concerning the University's policies regarding the Cleary Act Statement, Non-Discrimination Policy, Accommodations for Applicants with Disabilities and Recruiting Veterans can be found on UConn's Job page at: <https://hr.uconn.edu/jobs/>.

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Qualified Craft Worker Intern (40 Hour) (Automotive & Mechanical)

Facilities Operations & Building Services Department-UConn

Recruitment #180504-6819FM-001

Location	Mansfield, CT
Date Opened	5/4/2018 12:00:00 AM
Salary	\$44,542.26 - \$58,167.24/year

Job Type Open to the Public

Close Date 5/23/2018 11:59:00 PM

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INTRODUCTION

UConn's Facilities Operations & Building Services Department has an opening for a QCW Intern – Automotive and Mechanical Equipment position within the Motor Pool Unit. This position will receive on-the-job training and vocational education in order to complete the requirements of a QCW Automotive and Mechanical Equipment job classification within a period of time not to exceed two years. The QCW Intern will be required to obtain a CDL B license with air brakes and passenger endorsements and become certified to work on air brakes within the two year period.



This is a permanent, full-time position, Monday - Friday, 40 hours/week. The work hours are 7:00am to 3:30pm with a 30 minute unpaid lunch. The hourly salary is \$21.34 (non-negotiable). This position offers a full benefits package including medical and dental insurance. 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. A current motor vehicle license is required.

SELECTION PLAN

In order to be considered for these job openings, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application. If selected for an interview, you will be asked to supply the names, titles and phone numbers of three, work related references which must include one current or previous supervisor. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

Please upload a copy of diploma from a vocational or Technical school and/or official transcript stating automotive as the course of study.

Motor Vehicle license. 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.

Applicants are required to upload requested material(s) with their submission (NOTE: in order to upload documents you must ensure that your internet browser's 'pop-up' blocker is off. Failure to do so may prevent you from being able to upload documentation into JobAps.). Questions about these required documents should be directed to UConn HR's Services Unit phone number, 860-486-3034.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for receiving on-the-job training in a specific trade area.

EXAMPLES OF DUTIES

In general receives training to perform tasks as outlined in specification for the class of Qualified Craft Worker; receives on-the-job training to supplement prior vocational or technical training in

respective trade area; performs increasingly difficult and skilled tasks requiring application of trade skills, codes and standard trade practices under supervision; assists in estimating time, personnel and material needs on assigned projects; assists in maintenance of necessary records, logs, etc.; performs duties related to trade or similar trade areas as required; at state owned airports may be required to stand by for and respond to fire and/or crash emergency situations; may be required to assist in snow removal operations during emergency situations; performs related duties as required.

At UConn the QCW Intern will receive training in automotive, truck and equipment repair for diesel and gas powered vehicles. The QCW Intern will learn to diagnose failure in all types of automotive and heavy mobile equipment as well as gain experience in servicing, dismantling, overhauling, and reassembling front ends, engines, standard and automatic transmissions, rear ends, hydraulic systems, automotive electrical systems, suspensions, hydraulic brake systems, and exhaust systems. The QCW Intern will learn to construct and repair parts, weld or braze parts by oxyacetylene torch or electric welding and will be instructed in how to operate brake lathes, wheel balances, tire changers, and engine analyzers. As the QCW Intern begins to gain experience in this position, he/she will work alongside of a QCW Automotive and Mechanical Equipment employee to perform preventive maintenance tasks on equipment, assist customers with minor repairs, perform small engine repairs on equipment such as lawn mowers, snow blowers, portable generators etc., and perform normal maintenance service including tune-ups, belt replacements, tire changing, cooling system repairs and other vehicle repairs.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of standard tools, materials, methods and practices of particular trade area; some interpersonal skills; some oral and written communication skills; ability to perform on a skilled level in particular trade; ability to make estimates and keep shop records; ability to follow written and oral instructions; some ability to utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Graduation from a vocational or technical school with a diploma designating completion of the subject requirements in the respective maintenance trade area.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

An Associate's or Bachelor's degree in automotive, plumbing, construction, electrical, HVAC or a related field may be substituted for the General Experience.

PREFERRED QUALIFICATIONS

CDL Class B License with air brake and passenger endorsements; familiarity with mig welding and/or arc welding; familiarity with snow and ice equipment such as Kubota Tractors, Bobcats/Skid Steers, and Salty Dog Sanders; familiarity with medium duty vehicles and/or transit busses.

SPECIAL REQUIREMENTS

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

CHARACTER REQUIREMENTS

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

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

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

CONCLUSION

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>

Information concerning the University's policies regarding the Cleary Act Statement, Non-Discrimination Policy, Accommodations for Applicants with Disabilities and Recruiting Veterans can be found on UConn's Job page at: <https://hr.uconn.edu/jobs/>

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Recruitment activities included postings on the UConn Careers website, Career Builders, CT Jobs.com, and an ad in the Willimantic Chronicle newspaper.

24 Total applicants: 22 WM, 1 HM, and 1 UM

16 Unqualified applicants: 15 WM, and 1 UM

- 15 WM and 1 UM did not meet the minimum qualifications as required in the job posting.

5 Qualified applicants: 4 WM and 1 HM

- 4 WM and 1 HM did not possess a CDL Class B License with air brake and passenger endorsements.

3 Interviewed Applicants: 3 WM

- 1 WM did not have experience and knowledge in large equipment and vehicle tire changes, his experience in diesel engines was specific to replacing “glo” plugs and replacing gaskets and he stated that he had not ever changed king-pins which is a common part on larger equipment.
- 1 WM did not have a passenger endorsement on his CDL, was familiar with school buses but had not worked on transit buses and his experience operating a wheel balance was for small passenger vehicles but not in larger truck or bus tires.

The 1 WM selected met all of the minimum qualifications and most of the preferred qualifications. He provided accurate and detailed responses to the interview questions demonstrating his extensive knowledge and experience in the automotive and mechanical trade. He was capable of performing all of the repairs on a diesel engine. Also, he had performed a large volume of rebuilds on multiple models/makes of equipment. He worked with all aspects of welding including mig, tig, braze, solder and stick in previous positions. He had experience in automatic and manual transmissions including clutches, seals and has changed filters. He had been trained in Snap On Scan Tool and owned his own scan tool. He had experience operating a wheel balance for small passenger vehicles, larger trucks and bus tires. He had his CDL with passenger and air brake endorsements. He had experience working on transit style buses.

Search 2018570 – Qualified Craft Worker/Plumber/Steamfitter – Facilities Operations Department

INTRODUCTION



UConn's Facilities Operations Department is seeking QCW Plumber/Steamfitters to perform highly skilled journeyman level tasks in accordance with standard trade practices. The QCW Plumber/Steamfitter must have considerable knowledge of plumbing and steam systems. The QCW Plumber/Steamfitter will perform work primarily at the Storrs campus but may, on occasion, perform work at other campus locations. These are permanent, full-time (37.5 hrs./wk.) positions. The work schedules for the two 3rd Shift positions are Tuesday - Saturday, 11:00pm to 7:00am or Sunday - Thursday, 11:00pm to 7:00am. 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.

SELECTION PLAN

In order to be considered for these job openings, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application. If selected for an interview, you will be asked to provide the following: last two (2) performance appraisals and attendance records for the last two (2) years (current state employees only) OR the names, titles and phone numbers of three, current professional references (non-state employees). Employment of the successful candidate will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

Questions should be directed to UConn HR's Services Unit phone number, 860-486-3034.

Applicants must possess a current motor vehicle operator license. A current Connecticut P-2 or P-1 license is required and must be retained throughout employment with the University. 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 effect campus operations. Applicants must be willing to respond to emergencies on overtime (nights, weekends or holidays). These positions require participation in the Weekly On-Call Rotation Schedule; the assigned cell phone must be carried and calls must be responded to during the on-call assignment period.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency, this class is accountable for performing a full range of highly skilled duties in one of the following trade areas: electrical, plumbing and steamfitting, utilities or heating, ventilation and refrigeration.

EXAMPLES OF DUTIES

At UConn-

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 applicant 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.

Any Agency-

Performs highly skilled maintenance and/or construction work requiring application of trade skills, codes and standard trade practices in electrical, plumbing, utilities, or HVACR trade areas; makes estimates of time, personnel and determines and obtains required materials; keeps necessary records; may perform duties related to similar trade areas as required; may act as liaison with other operating units and outside contacts; may operate heavy equipment; may respond to fire and/or crash emergency situations at state owned airports; performs related duties as required.

AUTOMOTIVE AND MECHANICAL EQUIPMENT: Diagnoses failure in all types of automotive and heavy mobile equipment; services, dismantles, overhauls and reassembles front ends, engines, standard and automatic transmissions, rear ends, hydraulic systems and automotive electrical systems; constructs and repairs any needed parts; welds or brazes parts by oxyacetylene torch or electric welding; may operate testing equipment required to diagnose automotive electronic components.

ELECTRICAL: Performs highly skilled tasks in accordance with national and local codes and standard trade practices; lays out and installs electrical conduit for power and lighting; makes repairs to electrical motors, controllers, switchboard panels, traffic lights, lights, power circuits, ventilating fans, electronic counting and traffic control devices, intercommunication systems and electrical generators; installs open and concealed wiring and lighting fixtures; maintains and repairs unit heaters, fans, building maintenance machines and equipment, gas pumps, refrigeration units, diesel electric generators, movable bridges, fire alarm systems, etc.; repairs relays and switches; rewires motors; bends pipes; installs, repairs and maintains oil burners; performs

necessary safety testing of electrical equipment and keeps required records; performs pole work; may diagnose failures and repair drilling and patching to facilitate installations; may assist in high voltage work.

HVACR: Performs highly skilled tasks in accordance with standard trade practices and codes on air systems used in heating, ventilating and refrigeration; operates, maintains, repairs, installs, modifies and assembles air conditioning and refrigeration equipment and systems which may use Freon or chilled water for air cooling means and air or water for condenser means; determines required cooling capacity of units needed for small areas; uses and interprets a psychometric chart; controls and measures air flow, room air changes and room pressurizing; monitors computerized control systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may install, modify, repair and assemble electrical or pneumatic controls for this type of equipment; may inspect and repair steam traps fed by main system at various locations; may remove pipe insulation materials associated with repair of pipes and fittings using OSHA approved methods.

LOCKSMITH: Maintains, repairs and installs locking, mechanical and electronic door closing equipment; makes new or duplicate keys and changes lock combinations using hand tools and special equipment; disassembles locks and repairs or replaces worn tumblers, springs and other parts; rebuilds cylinders; sets up and maintains key control and issuing system.

PLUMBING AND STEAMFITTING: Performs highly skilled plumbing and steamfitting tasks in accordance with standard trade practices; assembles, installs and repairs air, gas, water, steam and sewer disposal systems; cuts, bends, reams and threads pipes; caulks and tests joints; installs and repairs gas, water, steam and sanitary fixtures; covers and insulates tanks, pipes and related objects; works with high pressure hot water and steam systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may braze pipes; may inspect and repair steam traps and/or vaults fed by main system at various locations; may remove pipe insulation materials associated with the repair of pipes and fittings using OSHA approved methods; may inspect and repair medical gas systems.

UNIVERSITY OF CONNECTICUT, Storrs:

UTILITIES : Performs highly skilled tasks in accordance with standard trade practices and codes on water mains, sewer lines, manholes, catch basins, high pressure steam distribution, chilled water distribution and storm water systems; disassembles, cleans, overhauls and rebuilds motors, valves, pumps, filters and other pumping station equipment; cuts, shapes, drills and welds flat or metal pipe to fabricate for use in water and steam distribution systems; inspects and repairs steam traps and/or vaults fed by main system at various locations; operates heavy equipment such as excavators, dump trucks, backhoes, pipe saws, chain saws, jackhammers and various hand tools; cleans sewer lift station wet wells of grease and debris as needed; digs trenches, constructs trench boxes and removes pipe insulation materials associated with the repair of pipes and fittings using OSHA approved methods.

LOCKSMITH: Maintains, repairs and installs locking, mechanical and electronic door closing equipment; makes new or duplicate keys and changes lock combinations using hand tools and special equipment; disassembles locks and repairs or replaces worn tumblers, springs and other parts; rebuilds cylinders; sets up and maintains key control and issuing system.

PLUMBING AND STEAMFITTING: Performs highly skilled plumbing and steamfitting tasks in accordance with standard trade practices; assembles, installs and repairs air, gas, water, steam and sewer disposal systems; cuts, bends, reams and threads pipes; caulks and tests joints; installs and repairs gas, water, steam and sanitary fixtures; covers and insulates tanks, pipes and related objects; works with high pressure hot water and steam systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may braze pipes; may inspect and repair steam traps and/or vaults fed by main system at various locations; may remove pipe insulation materials associated with the repair of pipes and fittings using OSHA approved methods; may inspect and repair medical gas systems.

UNIVERSITY OF CONNECTICUT, Storrs:

UTILITIES : Performs highly skilled tasks in accordance with standard trade practices and codes on water mains, sewer lines, manholes, catch basins, high pressure steam distribution, chilled water distribution and storm water systems; disassembles, cleans, overhauls and rebuilds motors, valves, pumps, filters and other pumping station equipment; cuts, shapes, drills and welds flat or metal pipe to fabricate for use in water and steam distribution systems; inspects and repairs steam traps and/or vaults fed by main system at various locations; operates heavy equipment such as excavators, dump trucks, backhoes, pipe saws, chain saws, jackhammers and various hand tools; cleans sewer lift station wet wells of grease and debris as needed; digs trenches, constructs trench boxes and removes pipe insulation materials associated with the repair of pipes and fittings using OSHA approved methods.

KNOWLEDGE, SKILL AND ABILITY

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

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in the particular trade area indicated by the parenthetical title.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Two (2) years of the General Experience must have been performing skilled trade functions in the specific trade area.

Note: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years of experience as a Qualified Craft Worker Intern in a designated maintenance trade area may be substituted for the General and Special Experience.
3. Experience performing technical duties within a designated maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General and Special Experience on a year for year basis.

PREFERRED QUALIFICATIONS

Preference will be given to candidates with extensive knowledge and experience in the plumbing/steamfitting field

SPECIAL REQUIREMENTS

1. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications including possession and retention of an Unlimited Journeyman's license in the trade area indicated by the parenthetical title.
2. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

CHARACTER REQUIREMENTS

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

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

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

CONCLUSION

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> Information concerning the University's policies regarding the Cleary Act Statement, Non-Discrimination Policy, Accommodations for Applicants with Disabilities and Recruiting Veterans can be found on UConn's Job page at: <https://hr.uconn.edu/jobs/> The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Recruiting activities included: UConn Careers website, Willimantic Chronicle; Hartford Courant; Manchester Journal Inquirer; CT Jobs.com; and Career Builders.

11 Total applicants: 9 WM, 1 BM, and 1 HM

5 Unqualified applicants: 4 WM and 1 HM

- 4 WM and 1 HM did not have the required current Connecticut P-2 or P-1 license.

6 Interviewed applicants: 5 WM and 1 BM

- 2 WM withdrew their applications from consideration.
- 1 WM only had a P-2 license and during the interview he stated that he was fired by previous employers and in the last 3 weeks, had been laid off by his last employer.
- 1 BM did not provide accurate and detailed responses to interview questions regarding steam.

The 1 WM selected for the position provided accurate and detailed responses to interview questions regarding the plumbing trade, steam, and trouble-shooting. He has a P-1 license and was a Certified Backflow Device Inspector. He was able to work independently on the overnight shift.

The 1 WM selected for the position provided accurate and detailed responses to interview questions regarding the plumbing trade, steam, and trouble-shooting. He has a P-1 and S-1 license, and was able to work independently on the overnight shift.

Search 2018571 - Qualified Craft Worker Plumbing/Steam - Facilities Operations

Qualified Craft Worker - Plumbing/Steamfitting (2nd Shift)

University of Connecticut, Facilities Operations

To apply for this job opening, visit <https://www.jobapscloud.com/CT/SUP/BulPreview.asp?R1=180509&R2=6827TC&R3=001>. Only online applications submitted through this link will be considered.

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>.

Information concerning the University's policies regarding the Clery Act Statement, Non-Discrimination Policy, Accommodations for Applicants with Disabilities and Recruiting Veterans can be found on UConn's Job page at: <https://hr.uconn.edu/jobs/>.

Qualified Craft Worker (Plumbing & Steam fitting) (2nd shift, FT)

Facilities Operations Department-UConn

Recruitment #180509-6827TC-001

Location	Mansfield, CT
Date Opened	5/9/2018 12:00:00 AM
Salary	\$50,326 - \$64,892 /year
Job Type	Open to the Public

Close Date 6/8/2018 11:59:00 PM

[Go Back View Benefits](#)

INTRODUCTION



UConn's Facilities Operations Department is seeking QCW Plumber/Steamfitters to perform highly skilled journeyman level tasks in accordance with standard trade practices. The QCW Plumber/Steamfitter must have considerable knowledge of plumbing and steam systems. The QCW Plumber/Steamfitter will perform work primarily at the Storrs campus but may, on occasion, perform work at other campus locations.

Applicants must be willing to respond to emergencies on overtime (nights, weekends or holidays). This position requires participation in the Weekly On-Call Rotation Schedule; the assigned cell phone must be carried and calls must be responded to during the on-call assignment period. Applicants must possess a current motor vehicle operator license. A current Connecticut P-2 or P-1 license is required and must be retained throughout employment with the University.

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 permanent, full-time (37.5 hrs. /wk.) position.

The work schedule for the 2nd Shift position is Tuesday - Saturday, 3:00 p.m. to 11:00 p.m. Minimum hourly salary is \$25.71 and includes a full benefits package. This position 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.

SELECTION PLAN

In order to be considered for this job opening, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application. If selected for an interview, you will be asked to provide the following: last two (2) performance appraisals and attendance records for the last two (2) years (current state employees only) OR the names, titles and phone numbers of three, current professional references (non-state employees). Employment of the successful candidate will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

Applicants must possess a current motor vehicle operator license. A current Connecticut P-2 or P-1 license is required and must be retained throughout employment with the University.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency, this class is accountable for performing a full range of highly skilled duties in one of the following trade areas: electrical, plumbing and steam-fitting, utilities or heating, ventilation and refrigeration.

EXAMPLES OF DUTIES

Performs highly skilled maintenance and/or construction work requiring application of trade skills, codes and standard trade practices in electrical, plumbing, utilities, or HVACR trade areas; makes estimates of time, personnel and determines and obtains required materials; keeps necessary records; may perform duties related to similar trade areas as required; may act as liaison with other operating units and outside contacts; may operate heavy equipment; may respond to fire and/or crash emergency situations at state owned airports; performs related duties as required.

AUTOMOTIVE AND MECHANICAL EQUIPMENT: Diagnoses failure in all types of automotive and heavy mobile equipment; services, dismantles, overhauls and reassembles front ends, engines, standard and automatic transmissions, rear ends, hydraulic systems and automotive electrical systems; constructs and repairs any needed parts; welds or brazes parts by oxyacetylene torch or electric welding; may operate testing equipment required to diagnose automotive electronic components.

ELECTRICAL: Performs highly skilled tasks in accordance with national and local codes and standard trade practices; lays out and installs electrical conduit for power and lighting; makes repairs to electrical motors, controllers, switchboard panels, traffic lights, lights, power circuits, ventilating fans, electronic counting and traffic control devices, intercommunication systems and electrical generators; installs open and concealed wiring and lighting fixtures; maintains and repairs unit heaters, fans, building maintenance machines and equipment, gas pumps, refrigeration units, diesel electric generators, movable bridges, fire alarm systems, etc.; repairs relays and switches; rewires motors; bends pipes; installs, repairs and maintains oil burners; performs necessary safety testing of electrical equipment and keeps required records; performs pole work; may diagnose failures and repair drilling and patching to facilitate installations; may assist in high voltage work.

HVACR: Performs highly skilled tasks in accordance with standard trade practices and codes on air systems used in heating, ventilating and refrigeration; operates, maintains, repairs, installs, modifies and assembles air conditioning and refrigeration equipment and systems which may use Freon or chilled water for air cooling means and air or water for condenser means; determines required cooling capacity of units needed for small areas; uses and interprets a psychometric

chart; controls and measures air flow, room air changes and room pressurizing; monitors computerized control systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may install, modify, repair and assemble electrical or pneumatic controls for this type of equipment; may inspect and repair steam traps fed by main system at various locations; may remove pipe insulation materials associated with repair of pipes and fittings using OSHA approved methods.

LOCKSMITH: Maintains, repairs and installs locking, mechanical and electronic door closing equipment; makes new or duplicate keys and changes lock combinations using hand tools and special equipment; disassembles locks and repairs or replaces worn tumblers, springs and other parts; rebuilds cylinders; sets up and maintains key control and issuing system.

PLUMBING AND STEAMFITTING: Performs highly skilled plumbing and steam-fitting tasks in accordance with standard trade practices; assembles, installs and repairs air, gas, water, steam and sewer disposal systems; cuts, bends, reams and threads pipes; caulks and tests joints; installs and repairs gas, water, steam and sanitary fixtures; covers and insulates tanks, pipes and related objects; works with high pressure hot water and steam systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may braze pipes; may inspect and repair steam traps and/or vaults fed by main system at various locations; may remove pipe insulation materials associated with the repair of pipes and fittings using OSHA approved methods; may inspect and repair medical gas systems.

UNIVERSITY OF CONNECTICUT, Storrs:

UTILITIES : Performs highly skilled tasks in accordance with standard trade practices and codes on water mains, sewer lines, manholes, catch basins, high pressure steam distribution, chilled water distribution and storm water systems; disassembles, cleans, overhauls and rebuilds motors, valves, pumps, filters and other pumping station equipment; cuts, shapes, drills and welds flat or metal pipe to fabricate for use in water and steam distribution systems; inspects and repairs steam traps and/or vaults fed by main system at various locations; operates heavy equipment such as excavators, dump trucks, backhoes, pipe saws, chain saws, jackhammers and various hand tools; cleans sewer lift station wet wells of grease and debris as needed; digs trenches, constructs trench boxes and removes pipe insulation materials associated with the repair of pipes and fittings using OSHA approved methods.

KNOWLEDGE, SKILL AND ABILITY

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

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in the particular trade area indicated by the parenthetical title.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Two (2) years of the General Experience must have been performing skilled trade functions in the specific trade area.

Note: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years of experience as a Qualified Craft Worker Intern in a designated maintenance trade area may be substituted for the General and Special Experience.
3. Experience performing technical duties within a designated maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General and Special Experience on a year for year basis.

PREFERRED QUALIFICATIONS

Preferred Knowledge, Skills and Abilities Preference will be given to candidates with extensive knowledge and experience in the plumbing/steam fitting field.

SPECIAL REQUIREMENTS

1. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications including possession and retention of an Unlimited Journeyman's license in the trade area indicated by the parenthetical title.
2. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

CHARACTER REQUIREMENTS

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

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

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

CONCLUSION

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>

Information concerning the University's policies regarding the Cleary Act Statement, Non-Discrimination Policy, Accommodations for Applicants with Disabilities and Recruiting Veterans can be found on UConn's Job page at: <https://hr.uconn.edu/jobs/>

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Recruitment activities included posting on the following websites: UConn Careers, CT Jobs.com, Career Builders, and print advertisement in the Willimantic Chronicle, Hartford Courant, and the Manchester Journal Inquirer.

16 Total applicants: 14 WM and 2 HM

9 Unqualified applicants: 7 WM and 2 HM

- 4 WM and 1 HM did not have a current Connecticut P-2 or P-1 license.
- 2 WM did not possess 4 years of experience in the plumbing trade with 2 years of the general experience having been performing skilled trade functions in the plumbing trade
- 1 WM and 1 HM withdrew their applications after initial submission.

7 Interviewed applicants: 7 WM

- 1 WM did not know the answers to many of the interview questions and provided vague answers for the basic code and position knowledge questions relating to the plumbing trade and he mentioned that he had very little steam knowledge.
- 1 WM stated that he has not performed much plumbing work in the past three years and he provided vague answers to the basic code and knowledge questions pertaining to the plumbing trade and stated that he has very little steam knowledge.
- 2 WM were selected for positions under Search #2018570.
- 1 WM stated that he was fired by previous employers and had been laid off by his last employer in the last three weeks and he did not have working knowledge of steam and the basic plumbing trade code based on his responses to the interview questions that were asked of him relating to these two specific topics.
- 1 WM steam knowledge was not as comprehensive based on several questions he answered incorrectly about the subject.

The 1 WM selected met all of the minimum qualifications and most of the preferred qualifications. He provided accurate and detailed responses to the interview questions and scored

very well on the questions related to trouble-shooting. The applicant answered the most questions correctly out of all of the applicants. He had a P1 License and was familiar with all of the types of plumbing equipment on campus

Category 7: General Trade Worker

Hiring goals: 1 WM, 1 HM

Hiring into Category: No hiring activity in this category

Goals met:

Category 7: Maintenance/Service – Lead Custodian

Hiring goals: None Set

Hiring into Category: No hiring activity in this category

Goals met:

Category 7: Maintenance/Service – Custodian

Hiring goals: 33 WM, 6 BM, 4 BF, 3 AM, 1 AF

Hiring into Category: 2 WM, 1 WF, 1 BF, 6 HM, 3 HF

Goals met: 2 WM, 1 BF

Search 2018338 – Custodian - Facilities Operations & Building Services

INTRODUCTION

UConn's Facilities Operations & Building Services Department has openings for five, temporary, full-time, Custodian positions with various work days and hours available. 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. Employment of the successful candidates will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

SELECTION PLAN

In order to be considered for these job openings, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application.

PURPOSE OF JOB CLASS (NATURE OF WORK)

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

EXAMPLES OF DUTIES

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

KNOWLEDGE, SKILL AND ABILITY

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

MINIMUM QUALIFICATIONS

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

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

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

Recruiting activities included posting on the UConn Careers website, the DAS website, JobApps and bulletin boards in the Facilities department.

54 Total applicants: 14 WM, 3 WF, 1 BM, 1 BF, 9 HM, 12 HF, 1 AM, 1 AF, 12 UM

37 Unqualified applicants: 10 WM, 2 WF, 7 HM, 6 HF, 1 AM, 1 AF, 10 UM

- 10 WM, 2 WF, 7 HM, 6 HF, 1 AM, 1 AF, 10 UM did not meet the minimum qualifications as required in the job posting.

17 Interview applicants: 4 WM, 1 WF, 1 BM, 1 BF, 2 HM, 6 HF, 2 UM

- 2 WM, 1 HF withdrew their applications from consideration.
- 2 HF did not show for their scheduled interview.
- 1 BM experience was as a clerk in a custodial company, not hands-on custodial.
- 1 WM, 1 HF, 2 UM had fewer years of experience cleaning and maintaining buildings than the selected candidates and were not able to answer questions correctly about all equipment and tools used.

The 1 WM, 1 WF, 1 BF, 2 HM, 2 HF selected had the most years' experience in cleaning and maintenance in various buildings and had experience with the tools and equipment used. All of their reference checks were positive.

The 1 WM and 1 BF hires achieved hiring goals

Search 2018413 – Custodian – Facilities Operations & Building Services

INTRODUCTION

UConn's Facilities Operations & Building Services and Student Union Departments have openings for multiple, permanent, full-time, Custodian positions with various shifts and work days available. 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. Employment of the successful candidates will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

SELECTION PLAN

In order to be considered for these job openings, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application. If selected for an interview, you will be asked to supply the names, titles and phone numbers of three, work related references which must include one current or previous supervisor.

PURPOSE OF JOB CLASS (NATURE OF WORK)

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

EXAMPLES OF DUTIES

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

KNOWLEDGE, SKILL AND ABILITY

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

MINIMUM QUALIFICATIONS

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

SPECIAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

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

CONCLUSION

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> Information concerning the University's policies regarding the Clear Act Statement, Non-Discrimination Policy, Accommodations for Applicants with Disabilities and Recruiting Veterans can be found on UConn's Job page at: <https://hr.uconn.edu/jobs/> The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Recruiting activities included posting on the UConn Careers website, the DAS website, JobApps, and bulletin boards in the Facilities Department.

258 Total applicants: 120 WM, 23 WF, 23 BM, 7 BF, 40 HM, 29 HF, 6 AM, 5 UM, and 5 UF

157 Unqualified applicants: 82 WM, 13 WF, 15 BM, 5 BF, 19 HM, 12 HF, 4 AM, 4 UM, and 3 UF

- 82 WM, 12 WF, 13 BM, 4 BF, 19 HM, 11 HF, 4 AM, 4 UM, and 3 UF did not meet the minimum qualifications as required by the job posting.
- 1 WF, 2 BM, 1 BF, and 1 HF had indicated part time employment availability only.

101 Interviewed applicants: 38 WM, 10 WF, 8 BM, 2 BF, 21 HM, 17 HF, 2 AM, 1 UM, and 2 UF

- 12 WM, 7 WF, 3 BM, 2 BF, 10 HM, 10 HF, and 1 UM were able to articulate their experience with a full range of cleaning tasks and their ability to operate and perform minor maintenance on tools and equipment; however, they did not have custodial experience within our department.
- 5 WM, 1 WF, 4 HM, and 1 HF were contacted via email and phone to schedule interviews and they did not respond to our messages.
- 2 WM, 2 WF, 2 HM, and 2 HF withdrew their applications from consideration.
- 2 WM and 1 BM cancelled their scheduled interviews and they did not reschedule new times.
- 6 WM, 2 BM, 2 HF, and 1 UF did not attend their scheduled interviews.
- 10 WM, 2 BM, 1 HM, 1 HF, 2 AM, and 1 UF were not able to articulate their experience with a full range of cleaning tasks and ability to operate cleaning equipment.

1 WM, 4 HM, and 1 HF were hired for these positions because they provided detailed examples to questions on operating and performing minor maintenance on tools and equipment; they also articulated their thoughts in a structured, organized, and logical way; and they were all temporary custodians within our department who were satisfactorily performing the job duties.

The 1 WM hire achieved a hiring goal.

Category 7: Maintenance/Service – Remaining Titles

Hiring goals: 3 BM, 2 BF, 5 HM, 6 HF, 1 AF

Hiring into Category: 5 WM, 1 WF, 1 BM

Goals met: 1 BM

Search 2018506 - Power Plant Operator 1 (UCP 7) – Facilities Operations & Building Services

Power Plant Operator 1

University of Connecticut Facilities Operations & Building Services

To apply for this job opening, visit <https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=180522&R2=9321FM&R3=001>. Only online applications submitted through this link will be considered.

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Power Plant Operator 1 (40 Hour)

University of Connecticut

Recruitment #180522-9321FM-001

Location Mansfield, CT

Date Opened 5/22/2018 12:00:00 PM

Salary \$51,163 - \$66,238/year

Job Type Open to the Public

Close Date 6/24/2018 11:59:00 PM

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INTRODUCTION



UConn's Facilities Operations & Building Services Department has three job openings for Power Plant Operator 1's. These are permanent, full-time positions, with a rotating eight-hour shift. Hourly salary is \$24.51 and is non-negotiable. A full benefit package including medical and dental insurance is available. These positions may be eligible for weekend and shift differential pay.

Questions pertaining to these positions should be directed to UConn HR's Services Unit phone number, 860-486-3034.

SELECTION PLAN

In order to be considered for these job openings, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application.

If selected for an interview, you will be asked to provide the following: last two (2) performance appraisals and attendance records for the last two (2) years (current state employees only) **OR** the names, titles and phone numbers of three, current professional references (non-state employees).

Employment of the successful candidates will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

PURPOSE OF JOB CLASS (NATURE OF WORK)

At the University of Connecticut, Storrs this class is accountable for performing duties in the cogeneration power plant.

EXAMPLES OF DUTIES

Performs moderately skilled duties in operation of multiple power plant equipment for safe operation and production of high pressure superheated steam, electrical power and chilled water

to meet energy needs; works with gas and steam turbine engines, boilers, duct burners, feed water and condensate systems, water chemistry, generators, fuel system, ammonia and emissions monitoring systems, blowdown system, cooling tower and chilled water distribution systems; tours power plant to ensure reliable operation of equipment and to detect faulty or erratic operation of systems through excessive vibration, abnormal noises, extreme temperatures and/ or leakages; monitors gauges to ensure proper performance in accordance with defined ranges set by state and federal regulations and/ or manufacturer guidelines; records performance indicators on log deficiency report; notifies control room Power Plant Operator 2 of equipment abnormalities and assists in diagnosis; receives notification from control room Power Plant Operator 2 of equipment or entire plant shut down and/or start-up and performs operations within approved plant procedures; performs preventive maintenance repairs such as changing of fan belts, valves, gauges, greasing of motors and minor plumbing; applies lock out tag out procedure when necessary; completes and submits work orders; adds anti-corrosive and deoxygenizing chemicals to boiler water tanks; attends safety meetings; may perform routine and/or scheduled maintenance and repairs on a rotating shift; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of theory and application of large high pressure boilers equipped with super heaters, heat recovery steam generators, steam turbines and auxiliary systems; knowledge of industrial instrumentation and control systems; knowledge of arithmetic functions including algebra and geometry; interpersonal skills; oral and written communication skills; ability to read and interpret schematic diagrams; ability to apply basic principles of physics, chemistry, thermodynamics, heat transfer, fluid flow, and combustion; ability to utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

One (1) to two (2) years of experience in a power plant or industrial setting to include the operation, maintenance and repair of steam boilers, generators or other mechanical equipment.

Note: Based on an individual's technical experience, the length of credited service will be determined at the discretion of facility management.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. Graduation from a vocational or technical school with a diploma in a program related to mechanical equipment, mechanical engineering or related field may be substituted for the General Experience.
2. College training in mechanical engineering or a related field may be substituted for the General Experience. Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.
3. Two (2) years of successful completion in the Power Plant Operator Trainee class may be substituted for the General Experience of the Power Plant Operator 1 class. Incumbents in the Power Plant Operator Trainee class who do not successfully complete the trainee period and/or acquire the required skills and knowledge may not advance to the Power Plant Operator 1 class.

PREFERRED QUALIFICATIONS

Ability to read and interpret piping and instrument diagrams, electrical one-line, schematic and logic diagrams as well as experience operating 7MW solar combustion turbines.

SPECIAL REQUIREMENTS

Job requires use of a respirator, hearing protection and periodic examinations thereafter. Applicant must possess a current motor vehicle operator license.

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 effect campus operations.

PHYSICAL REQUIREMENTS

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

2. A physical examination may be required.

WORKING CONDITIONS

Incumbents in this class may be required to lift moderate to heavy weights, use protective equipment such as respirators and safety goggles and may be exposed to significant levels of noise, dust, heat and risk of injury from equipment and/or environmental conditions.

CONCLUSION

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>

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

Recruiting activities included: UConn Careers website, CT Jobs.com; Career Builders; Hartford Courant; Willimantic Chronicle; Worcester Telegram & Gazette; Manchester Journal Inquirer NEWEA; Norwich Bulletin; New London Day; Maine Maritime; Massachusetts Maritime; Peterson School; MaritimeJobs.com; US National Labor Exchange Network; SUNY Maritime; NAPE and LinkedIn.

36 Total applicants: 23 WM, 4 BM, 8 HM, and 1 AM

23 Unqualified applicants: 12 WM, 2 BM, 8 HM, and 1 AM

- 12 WM, 2 BM, 8 HM, and 1 AM did not meet the minimum qualifications as required by the job posting.

13 Interviewed applicants: 11 WM and 2 BM

- 7 WM withdrew their applications from consideration
- 1 BM had 1 year of boiler operator experience, in which the main function of his position was being a night watchman and completing simple tasks related to boiler operations (e.g. checking boiler pressure readings, water tank levels and keeping records). He could not answer questions regarding knowledge of theory and application of large high pressure boilers, steam generators, turbines and auxiliary systems; safety; and instrumentation and control systems and schematic diagrams.
- 1 WM did not correctly answer interview questions regarding basic knowledge of super heaters, generators, turbines, control systems, and safety.
- 1 WM declined the offer.

The 1 WM selected had a mechanical engineering degree and was able to read and interpret piping and instrument diagrams. He provided accurate detailed responses to interview questions regarding high-pressure boilers, steam generators, turbines, auxiliary systems; schematic diagrams, principles of physics, chemistry thermodynamics, heat transfer, etc. He also answered the safety questions correctly with experience he obtained as a volunteer firefighter.

The 1 WM selected had experience as a Nuclear Machinist Mate in the Navy for 4 years and an equipment mechanic and aquatic engineer on a college campus. He also had one of the preferred qualifications, being able to read and interpret piping and instrument diagrams. He provided accurate detailed responses to interview questions regarding high-pressure boilers, steam generators, turbines, auxiliary systems, physics, chemistry, thermodynamics, heat transfer, etc.

The 1 BM selected had worked as a boiler maker for the past 14 years where he constructed, assembled, maintained, and repaired boiler systems for the production of high pressure superheated steam for the generation of electrical power. He answered the interview questions

completely and accurately regarding the application of high-pressure boilers, auxiliary systems, and safety.

This hire achieved a hiring goal.

Search 2018254 – Water Pollution Control Operator Trainee (UCP 7) – Facilities Operations & Building Services

INTRODUCTION

UConn's Facilities Operations & Building Services Department has an opening for a Water Pollution Control Operator Trainee position. This is a permanent, full-time position, Sunday - Thursday, 40 hours/week. The work hours are 7:00am to 3:00pm (30 minute paid lunch). The hourly salary is \$21.34 (non-negotiable), is eligible for weekend differential pay and offers a full benefits package including medical and dental insurance. 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 candidates will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

SELECTION PLAN

In order to be considered for these job openings, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application.

Also, please upload a cover letter and the names, titles and phone numbers of three, current professional references.

Applicants are required to upload requested material(s) with their submission (NOTE: in order to upload documents you must ensure that your internet browser's 'pop-up' blocker is off. Failure to do so may prevent you from being able to upload documentation into JobAps.). Questions about these required documents should be directed to UConn HR's Services Unit phone number, 860-486-3034.

PURPOSE OF JOB CLASS (NATURE OF WORK)

At the University of Connecticut, Storrs, this class is accountable for receiving on-the-job training in the operations and maintenance of the Class IV, Water Pollution Control Facility.

EXAMPLES OF DUTIES

Receives on-the-job training to perform tasks as outlined in the specifications for the class of Water Pollution Control Operator 1; assists in the operation, monitoring and maintaining of wastewater treatment equipment for the processing and disposal of sewage and sludge, assists in operating, monitoring and maintaining of equipment for the reclamation of water for non-potable purposes; assists in the chemical and biochemical analysis of wastewater; reads and records meters and gauges interpreting information according to operating characteristics; prepares operational records and reports; adheres to safety and cleanliness standards; may perform general maintenance and grounds duties related to the upkeep of the plant; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of basic wastewater treatment facility operations; knowledge of repair and maintenance on pumps, tanks and other equipment used in wastewater and water reclamation treatment; knowledge of sampling procedures used in laboratory analyses of wastewater and reclaimed water; oral and written communication skills; ability to perform required chemical tests; ability to keep operational records, ability to utilize computer software; mechanical ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Graduation from high school or certification of having passed the General Educational Development (GED) certification examination and any experience and training which will provide the knowledge, skills and abilities listed above.

PREFERRED QUALIFICATIONS

Advanced computer skills relating to any experience with HMI's, and SCADA systems. Experience with the following programs is also preferred: MS Word, MS Excel, MS Outlook, Hach Wims or similar program, Job Cal or similar program, GEIFIXX or similar Program. Work or educational experience related to the environmental, chemical, or mechanical field. Good technical writing abilities and mathematical skills.

SPECIAL REQUIREMENTS

1. Incumbents must complete the first year of service in this classification with satisfactory performance and 12 (twelve) months of actual work experience in the operation of the Class IV wastewater treatment facility at the University of Connecticut.
2. Incumbents in this class must demonstrate satisfactory evidence of at least one (1) year of experience as a Water Pollution Control Operator Trainee at the University of Connecticut's Class IV wastewater treatment facility and submit such evidence to the Commissioner of the Department of Energy and Environmental Protection for the review and issuance of a Wastewater Treatment Facility Class I Operator certificate.
3. Incumbents in this class must obtain the State of Connecticut, Wastewater Treatment Facility Class I Operator Certificate no later than 24 months from the date of appointment to the Water Pollution Control Operator Trainee class.
4. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

Incumbents in this class may be exposed to extreme weather conditions; to highly disagreeable effects of waste; to loud and potentially dangerous machinery; to working with chemicals; lifting of moderately heavy weights and working in uncomfortable positions.

TO APPLY

To apply for this position, please visit <https://www.jobapscloud.com/ct/> and reference recruitment number #180216-9254FM-001. By doing so, you will be redirected out of the University of Connecticut's recruiting website to the State of Connecticut's JobAps recruiting website.

Note: To review any submitted applications, you will need to navigate to JobAps.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 11, 2018.

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 posting on the following websites and newspapers: UConn Careers, CT Jobs.com, Career Builders, Hartford Courant, Willimantic Chronicle, Veterans Enterprise, Manchester Journal Inquirer NEWEA, and the CTWPAA.

139 Total applicants: 90 WM, 12 WF, 4 BM, 1 BF, 16 HM, 2 HF, 7 AM, 5 UM, and 2 UF

125 Unqualified applicants: 78 WM, 11 WF, 4 BM, 1 BF, 16 HM, 2 HF, 7 AM, 4 UM, and 2 UF

- 78 WM, 11 WF, 4 BM, 1 BF, 16 HM, 2 HF, 7 AM, 4 UM, and 2 UF did not meet the minimum qualifications as required by the job posting.

14 Interviewed applicants: 12 WM, 1 WF, and 1 UM

- 3 WM withdrew their applications.
- 1 WM did not provide detailed examples in response to interview questions and his knowledge of basic wastewater treatment facility operations was not hands-on, only from the Sacramento Wastewater Treatment Plant course book.
- 1 WM did not provide detailed examples in response to interview questions and did not answer questions about sampling procedures used in laboratory analysis of wastewater.
- 3 WM did not provide detailed examples in response to interview questions and had passed the Sacramento exam but did not have hands-on experience.
- 1 WM, 1 UM did not provide detailed examples in response to interview questions regarding repair and maintenance on pumps, tanks and other equipment used in wastewater.
- 1 WF had formerly worked at a wastewater treatment facility (New London) and had her Wastewater Operator 1 license but did not answer the interview questions that pertained to the wastewater field accurately and was unable to provide the name of a simple chlorine residual test that she stated she had completed numerous times.
- 1 WM stated that his computer skills and program knowledge was limited to the task he performed at his previous position.
- 1 WM stated that he was a quick thinker and gave an example of where he made an impulsive decision and did not provide concrete examples of his experience and knowledge of sampling procedures in the laboratory.

The 1 WM selected met the minimum requirements and all of the preferred qualifications. He answered questions and provided examples showing a strong skill and ability of repair and maintenance on piping, pumps, tanks and other wastewater treatment equipment. He answered the interview questions clearly and concisely and provided several excellent examples of knowledge pertaining to repair and maintenance of equipment, knowledge of laboratory analysis, and safety situations. He had a strong knowledge of basic wastewater treatment facility operations, exposure to laboratory sampling and analysis techniques, and hands on training with mechanical equipment. He also has experience using Microsoft Word and Excel, Google Documents; exposure to Scada; and has taken the Sacramento Volume 1 test, pipefitting courses, and continues to read and study the Sacramento books.

Search 2018507 - Lead Power Plant Operator (UCP 7) – Facilities Operations & Building Services

Lead Power Plant Operator

University of Connecticut Facilities Operations & Building Services

To apply for this job opening, visit <https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=180522&R2=9323FM&R3=001>. Only online applications submitted through this link will be considered.

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Lead Power Plant Operator (40 Hour)

University of Connecticut

Recruitment #180522-9323FM-001

Location	Mansfield, CT
Date Opened	5/22/2018 12:00:00 PM
Salary	\$61,900 - \$79,018/year

Job Type Open to the Public

Close Date 6/24/2018 11:59:00 PM

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INTRODUCTION



UConn's Facilities Operations & Building Services Department has two job openings for Lead Power Plant Operators. These positions will be accountable for acting as a working supervisor for Power Plant Trainee, Power Plant Operator 1 and Power Plant Operator 2 employees engaged in performing duties related to economically, efficiently and safely operating the cogeneration (CoGen) power plant to provide energy to its Storrs campus. This position is key and must perform highly skilled tasks to maintain the operational reliability of the CoGen plant. The plant produces high-pressure superheated steam, electrical power and chilled water to supply energy to its Storrs campus. These positions will perform duties including the operation of 3-7 MW Solar combustion turbines as well as a 5 MW steam turbine and all associated support equipment. Lead Power Plant Operators are expected to be experts in the supervision, operation and monitoring of all the equipment at the plant and be willing and capable as filling in as a PPO1 or PPO2 as needed. It is also expected that the Lead PPO will be in training to be a Power Plant Supervisor by aggressively learning the responsibilities of the higher grade position.

These are permanent, full-time positions, with a rotating eight-hour shift. Hourly salary is \$29.65 and is non-negotiable. A full benefit package including medical and dental insurance is available. These positions may be eligible for weekend and shift differential.

Questions pertaining to these positions should be directed to UConn HR's Services Unit phone number, 860-486-3034.

SELECTION PLAN

In order to be considered for these job openings, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application.

If selected for an interview, you will be asked to provide the following: last two (2) performance appraisals and attendance records for the last two (2) years (current State employees only) **OR** the names, titles and phone numbers of three, current professional references (non-state employees).

Employment of the successful candidates will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

PURPOSE OF JOB CLASS (NATURE OF WORK)

At the University of Connecticut, Storrs, this class is accountable for acting as a working supervisor for Power Plant Operators engaged in performing duties in the operation and maintenance of the cogeneration power plant.

EXAMPLES OF DUTIES

Plans shift workflow and determines priorities; schedules, assigns, oversees, and reviews work; establishes and maintains shift procedures; provides staff training and technical direction to Power Plant Operators to ensure economical dispatch of major equipment such as combustion and steam turbines, emergency generators, boilers, chillers and ancillary equipment through use of distributed control system; conducts or assists in conducting performance evaluations; authorizes specific equipment shut-down and start-up; may make recommendations on policies or standards; may prepare reports and correspondence; may perform duties of Power Plant Operator 2 as necessary; may perform routine and scheduled maintenance and repair duties on a rotating shift; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of cogeneration power plant operations; knowledge of theory and application of operation of large steam turboelectric generating equipment and large high pressure boilers equipped with super heaters; knowledge of regulatory and reporting requirements; interpersonal skills; oral and written communication skills; ability to utilize computer software; some supervisory ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years of experience in a cogeneration power plant which includes the operation, maintenance and repair of combustion turbines, heat recovery steam generators, steam turbines, emergency generators, boilers, chillers, distributed control systems and ancillary equipment.

Note: Based on an individual's technical experience, the length of credited service will be determined at the discretion of facility management.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been performing highly skilled duties in the control room of a cogeneration power plant or equivalent industrial plant capable of producing high pressure superheated steam, electrical power and chilled water to meet energy needs.

Note: For State employees, this is interpreted at the level of Power Plant Operator 2.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

College training in mechanical engineering or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of three (3) years for a Bachelor's degree.

PREFERRED QUALIFICATIONS

Ability to read and interpret piping and instrument diagrams, electrical one-line, schematic and logic diagrams as well as experience operating 7MW solar combustion turbines. Demonstrated leadership skills are preferred.

SPECIAL REQUIREMENTS

Job requires use of a respirator, hearing protection and periodic examinations thereafter. Applicant must possess a current motor vehicle operator license.

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 effect campus operations.

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

Incumbents in this class may be required to lift moderate to heavy weights, use protective equipment such as respirators and safety goggles and may be exposed to significant levels of noise, dust, heat and risk of injury from equipment and or environmental conditions.

CONCLUSION

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>

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who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

Recruiting activities included postings in CT Jobs.com; Career Builders; Hartford Courant; Willimantic Chronicle; Worcester Telegram & Gazette; Manchester Journal Inquirer NEWEA; Norwich Bulletin; New London Day; Maine Maritime; Massachusetts Maritime; Peterson School; MaritimeJobs.com; US National Labor Exchange Network; SUNY Maritime; NAPE and LinkedIn.

12 Total applicants: 10 WM and 2 HM

8 Unqualified applicants: 7 WM and 1 HM

- 1 WM withdrew his application in JobAps.
- 6 WM and 1 HM did not meet minimum qualifications as required by the job posting.

4 Interviewed applicants: 3 WM and 1 HM

- 1 WM withdrew his application.
- 1 HM did not provide detailed responses or examples to interview questions regarding cogeneration power plant operations or computer software.

The 1 WM selected had experience and knowledge of a cogeneration power plant (operation, maintenance and repair of turbines, generators, boilers, control systems and ancillary equipment) for about 6 years as an operations Technician 4; and as a machinist mate in the Navy for 6 years. He provided clear, articulate, and concise responses to interview questions and provided detailed responses or examples to interview questions regarding cogeneration power plant operations; computer software; supervisory skills; confined space entry; LOTO; and PPE requirements. He explained his leadership style as including good communication, respect, and teamwork, learning from each other and sharing knowledge to promote an efficient and safe workplace. He was proficient in computer programs such as Word and Excel. Additionally, he had experience writing procedures and reading/interpreting drawings/diagrams.

The 1 WM selected had experience and knowledge in cogeneration power plant operations for about 10 years as a second shift engineer (operation of diesel/electric plant, generators, chilled water system, propulsion thrusters, HVAC, maintenance and repairs of various parts and equipment, etc.) He also had a Marine Engineering degree from Massachusetts Maritime Academy. He provided clear, articulate, and concise responses to interview questions and provided detailed responses or examples to interview questions regarding cogeneration power plant operations; computer software; supervisory skills; safety; confined space entry; LOTO; and PPE requirements. He explained his leadership style as a lead by example type, work directly with employees as a team, good communication, learning from one another and ensuring the job is done in a complete and safe manner. In his current position, he was responsible for 15-20 employees and was able to provide a variety of good examples regarding his response and handling of how he dealt with everyday issues in the workplace from emergencies (black outs), diversity (working with many diverse people from all over the world), and safety.

Search 2018568 - Animal Care Technician (UCP 7) – Animal Care Services

Animal Care Technician

University of Connecticut, Animal Care Services

To apply for this job opening, visit <https://www.jobapscloud.com/CT/SUP/BulPreview.asp?R1=180507&R2=0254TC&R3=001>. Only online applications submitted through this link will be considered.

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Animal Care Technician (37.5 Hour)

Animal Care Service Department-UConn

Recruitment #180507-0254TC-001

Location	Mansfield, CT
Date Opened	5/7/2018 12:00:00 AM
Salary	\$39,933 - \$52,276 /year
Job Type	Open to the Public

Close Date 5/21/2018 11:59:00 PM

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INTRODUCTION



UConn's Animal Care Services Department has an opening for a **permanent, full-time Animal Care Technician position**. The work schedule is Monday – Friday, 8:00am to 4:00pm including holidays with rotating mandatory weekend overtime. The hourly salary is \$20.40 and offers a full benefits package including medical and dental insurance. 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. A valid driver's license and an annual flu shot vaccination are required.

SELECTION PLAN

In order to be considered for these job openings, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application. If selected

for an interview, you will be asked to supply the names, titles and phone numbers of three, work related references which must include one current or previous supervisor. Employment of the successful candidates will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

PURPOSE OF JOB CLASS (NATURE OF WORK)

At the University of Connecticut and University of Connecticut Health Center this class is accountable for independently performing a full range of tasks involved in the care of various species of laboratory animals and their environment.

EXAMPLES OF DUTIES

Feeds and waters animals; cleans and sanitizes cages, animal rooms and related environment as necessary; performs routine physical examinations and laboratory tests and special handling techniques for researchers as required; assesses the status of animal shipments including identity, number of individuals, weight, health, etc.; administers medications and gives injections under supervision; identifies animals as to sex, species or strain; provides support during surgical and experimental procedures; observes and collects animal facilities operation data for accurate reports and required records; reports findings to appropriate department staff; may breed and wean animals; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of animal care requirements, including animal facilities and husbandry regulations and basic animal disease problems and prevention techniques; some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to utilize computer software; manual dexterity and physical ability sufficient for handling animals, feeds, supplies and equipment.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

A high school diploma or possession of a General Educational Development (GED) diploma and one (1) year of animal care experience directly related to the maintenance of the health and wellbeing of laboratory animals to include care, use, handling, and/or treatment of laboratory animals.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. Certification by the American Association of Laboratory Animal Science at the level of Assistant Laboratory Animal Technician may be substituted for the General Experience.
2. Two (2) years of animal care experience directly related to the maintenance of the health and wellbeing of laboratory animals to include care, use, handling and/or treatment of laboratory animals may be substituted for the General Experience.
3. A college degree of two (2) or more years and one-half (1/2) year of animal care experience directly related to the maintenance of health and wellbeing of laboratory animals to include care, use, handling and/or treatment of laboratory animals may be substituted for the General Experience.

PHYSICAL REQUIREMENTS

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

duties.

2. A physical examination may be required.

WORKING CONDITIONS

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to communicable diseases, hazardous substances and to risk of injury from animals.

CONCLUSION

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>

Information concerning the University's policies regarding the Cleary Act Statement, Non-Discrimination Policy, Accommodations for Applicants with Disabilities and Recruiting Veterans can be found on UConn's Job page at: <https://hr.uconn.edu/jobs/>

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Recruiting activities included postings on the UConn Careers website.

85 Total applicants: 13 WM, 46 WF, 2 BM, 5 BF, 5 HM, 8 HF, 2 AM, 1 AF, 2 UM, and 1 UF

78 Unqualified applicants: 10 WM, 45 WF, 1 BM, 5 BF, 4 HM, 7 HF, 2 AM, 1 AF, 2 UM, and 1 UF

- 10 WM, 45 WF, 1 BM, 5 BF, 4 HM, 7 HF, 2 AM, 1 AF, 2 UM, and 1 UF did not meet the minimum qualifications as required in the job posting.

3 Qualified applicants: 2 WM and 1 BM

- 2 WM only laboratory animal experience was with chickens and they did not have experience with rodents.
- 1 BM did not have an AALAS certification.

4 Interviewed applicants: 1 WM, 1 WF, 1 HM, and 1 HF

- 1 WM did not stay on topic in his answers to interview questions and he constantly referred negatively to his past working experience at UConn.

- 1 HF withdrew her application.
- 1 HM had 4 years of laboratory animal experience. He did not have any certification with AALAS, although he is working towards his ALAT certification.

The 1 WF selected had 12.5 years of laboratory animal experience with a wide variety of animals and AALAS certification. She provided detailed responses to interview questions and her responses were also structured, organized, and in logical order.

Category 4: Secretarial/Clerical – All Titles (Hartford)

Hiring goals: 2 WM, 3 WF, 1 BM

Hiring into Category: No Hiring Activities in this Category

Goals met: None

Category 6: Qualified Craft Worker – All Titles (Hartford)

Hiring goals: 1 WM

Hiring into Category: No Hiring Activity in this Category

Goals met: None

Category 7: Maintenance/Service – Remaining Titles (Hartford)

Hiring goals: 1 WF, 1 BM, 1 HM

Hiring into Category: No Hiring Activity in this Category

Goals met: None

Category 4: Secretarial/Clerical – All Titles (Avery Point)

Hiring goals: 1 WM

Hiring into Category: No Hiring Activities in this Category

Goals met: None

Category 5: Technical/Paraprofessional – All Titles (Avery Point)

Hiring goals: 1 WF

Hiring into Category: No Hiring Activity in this Category

Goals met: None

Category 6: Qualified Craft Worker – All Titles (Avery Point)

Hiring goals: 2 WM

Hiring into Category: No Hiring Activity in this Category

Goals met: None

Category 4: Secretarial/Clerical – All Titles (Stamford)

Hiring goals: 1 WM, 1 WF

Hiring into Category: No Hiring Activities in this Category

Goals met: None

Category 7: Maintenance/Service – Remaining Titles (Avery Point)

Hiring goals: 1 WF, 1 BM

Hiring into Category: No Hiring Activity in this Category

Goals met: None

Category 7: Maintenance/Service – Remaining Titles (Stamford)

Hiring goals: 1 HM, 1 HF

Hiring into Category: No Hiring Activity in this Category

Goals met: None

Category 4: Secretarial/Clerical – All Titles (Waterbury)

Hiring goals: 2 WF

Hiring into Category: No Hiring Activities in this Category

Goals met: None

Category 5: Technical Paraprofessional – All Titles (Waterbury)

Hiring goals: 1 WF

Hiring into Category: No Hiring Activity in this Category

Goals met: None

Category 7: Maintenance/Service – Remaining Titles (Waterbury)

Hiring goals: 1 WF, 1 HM

Hiring into Category: No Hiring Activity in this Category

Goals met: None

Category 1: Executive/Managerial - University Director

Promotional goals: 1 WM, 2 WF

Promotions into Category: 1 WM, 4 WF, 1 BM

Goals met: 1 WM, 2 WF

Promotion	RS	Previous Title	New Title	Department	Goal
Reclass	WM	UCP 11-Network Technician 4	University Director	IT Network Engr and Design	Y
Reclass	WF	U Staff Prof IV	University Director	Procurement Services	Y
Reclass	WF	U Staff Prof IV	University Director	Procurement Services	Y
Reclass	WF	UCP 11-Computer Manager	University Director	Enterprise Applications	N
Reclass	WF	UCP 11-Computer Technician	University Director	Academic IT	N

The 1 WM and 4 WF candidates' promotion into these titles 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.

Search	RS	Previous Title	New Title	Department	Goal
2018215	BM	UCP 09-Assoc Registrar	University Director	Registrar	N

The University is currently seeking an experienced UConn professional to assume leadership of the planning, implementation and management of all activities related to the Office of the University Registrar. This position reports directly to the Vice President for Enrollment Planning and Management.

DUTIES AND RESPONSIBILITIES

The successful candidate will oversee the Office's operation, budget, planning, personnel, and technology; create, maintain and ensure security of student academic records in compliance with state and federal guidelines (FERPA/Solomon Amendment, etc.); implement efficient processes; and, utilize the best, latest technologies. The University Registrar is responsible for course record management, oversight of the University's general purpose classrooms, classroom assignment, final exam scheduling, publication of the Undergraduate and Graduate Catalogs, development of the academic calendar, student registration, grade processing, transcript issuance, student certification, creation and maintenance of the Academic Advisement system, degree audit and degree clearance for Undergraduate and Graduate populations, monitoring of academic and administrative policies, NCAA continuing student athlete academic progress monitoring, academic standing and dean's list determination, and student and course information system operation and reporting.

MINIMUM QUALIFICATIONS

Note: This job opening is limited to current University of Connecticut employees.

Qualified candidates must possess a Master's degree plus 5 years' experience at a management level in a registrar's office at a large, complex institution of higher education; must also possess knowledge and skills in a computerized environment and the ability to apply new technologies creatively; excellent administrative, organizational, and leadership skills, including the ability to identify and resolve complex problems; excellent interpersonal skills and the ability to work effectively with faculty, staff, students, administrators, external agencies, and the general public.

APPOINTMENT TERMS

This is a full-time, permanent, management exempt position with a competitive salary and a highly desirable work environment. Salary will be commensurate with successful candidate's background and experience.

TO APPLY

Candidates interested in this position are asked to please submit a cover letter and resume via UConn Jobs, at www.jobs.uconn.edu, Staff Positions. The anticipated start date is November 15, 2017. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018215).

Recruiting efforts for this position included posting on the UConn Careers website.

1 BM applied, was interviewed and hired. He had 15 years of experience in the Registrar's office. He had worked with the various computer systems and successfully integrated technologies available to the processes of the Registrar's office. Additionally, he had experience working with faculty, staff and students as well as external agencies and the public.

Category 1: Executive/Managerial – Remaining Titles

Promotions goals: 4 WF, 1 AF

Promotions into Category: 2 WM, 4 WF

Goals met: 4 WF

Promotion	RS	Previous Title	New Title	Department	Goal
Reclass	WM	University Director	Assoc Vice President	Procurement Services	N
Reclass	WF	U Staff Prof IV & Director	Assoc Vice President	University Compliance	Y
Reclass	WF	U Staff Professional 2	Assoc Vice President	Privacy Protection and Mgmt	Y
Reclass	WF	U Staff Prof IV & Director	Assoc Vice President	Audit and Mgmt Advisory Svcs	Y
Reclass	WF	U Staff Professional 4	Assoc Vice Provost	Provost Academic Affairs	Y

The 1 WM and 4 WF candidates' promotion into these titles 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.

Search	RS	Previous Title	New Title	Department	Goal
2018284	WM	University Director	Vice President	Enrollment Planning and Mgmt	N

This position was posted externally using both hiring and promotional goals. The hire resulted in a promotion for the internal candidate.

The University of Connecticut seeks an accomplished and experienced Vice President to provide strategic leadership and administrative oversight to the Division of Enrollment Management, a unit that includes the Office of Undergraduate Admissions, Student Financial Aid, the Registrar, the Lodewick Visitors Center, and pre-enrollment Orientation Services. Enrollment Management's overarching objective is to recruit and transition into the University a talented and diverse incoming class of students each year that will progress and graduate with a degree either from our main campus at Storrs or from one of our four regional campuses.

Reporting to the President of the University, the successful candidate will be an innovative and collaborative administrator with a proven track record of leadership in a university admissions office and with relevant experience working with a student financial aid office. He or she will manage the day-to-day operation of the unit; lead the development of a strategic, university-wide vision for enrollment management; and articulate and advance this vision in partnership with the University community.

Applicants for this position should have an advanced degree in a relevant field and at least ten years of progressively responsible leadership experience with most of that experience in the admissions and enrollment functions of a comprehensive university; evidence of success in a position of leadership that includes financial and budgetary oversight; evidence of advanced analytic capabilities and use of data for decision-making; demonstrated excellence in written and oral communication; and demonstrated outstanding interpersonal skills with the ability to engage students, faculty, staff, alumni, parents, campus supporters and university administrators in a productive fashion. Preference will be given to individuals who have served as director of admissions or have held a comparable position, and possesses knowledge of strategic financial aid.

This is a twelve month, executive management position. Salary is commensurate with experience.

To ensure full consideration, applications should be received no later than January 20, 2018. To apply, please email Jennifer.Burckardt@uconn.edu with CV/Resume, a Vision Statement addressing Enrollment Management at Research Intensive Universities, and the names and complete contact information of four references. Please reference Vice President for Enrollment Management in the subject heading. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018284).

Recruitment efforts for this position included posting on the UConn Careers website, the Chronical of Higher Education and Inside Higher Education.

16 Total applicants: 10 WM, 1 WF, 2 BF, 1 HM, 1 AM, 1 AF

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

- 5 WM, 1 WF, 2 BF, 1 HM, 1 AM, 1 AF did not have ten years of progressively responsible experience in enrollment and admissions of a comprehensive university.
- 1 WM did not have experience in a leadership position with financial and budgetary oversight.

4 Interview applicants: 4 WM

- 1 WM's experience was at a smaller university where he was not responsible for strategic planning.
- 1 WM did not provide detailed and in depth answers about recruiting specifically internal students.
- 1 WM did not provide detailed answers to questions about a future vision for enrollment management and recruiting international students.

The 1 WM selected provided a highly detailed and specific vision for the future of enrollment. He was able to answer questions with specific solutions to proposed challenges. He had previously worked with budgets and had overseen the financial aspects of enrollment and financial aid.

Category 2: Faculty – Professor

Promotional goals: 24 WF, 1 BM, 2 HF

Promotions into Category: 9 WM, 10 WF, 2 HM, 2 HF, 3 AM, 1 AF

Goals met: 10 WF, 2 HF

Promotion	RS	Previous Title	New Title	Department	Goal
PTR	WM	Associate Professor	Professor	Natural Resources and Environ	N
PTR	WM	Associate Professor	Professor	Chem and Biomolecular Engr	N
PTR	WM	Associate Professor	Professor	Marine Sciences	N
PTR	WM	Associate Professor	Professor	Ed Curriculum and Instruction	N
PTR	WM	Associate Professor	Professor	Electrical and Computer Engr	N
PTR	WM	Associate Professor	Professor	History	N
PTR	WM	Associate Professor	Professor	Chemistry	N
PTR	WM	Associate Professor	Professor	Political Science	N
PTR	WM	Associate Professor	Professor	Physiology and Neurobiology	N
PTR	WF	Associate Professor	Professor	History	Y
PTR	WF	Associate Professor	Professor	Plant Sci and Landscape Arch	Y
PTR	WF	Associate Professor	Professor	Public Policy	Y
PTR	WF	Associate Professor	Professor	Education	Y
PTR	WF	Associate Professor	Professor	Ecology and Evolutionary Bio	Y
PTR	WF	Associate Professor	Professor	Educational Leadership	Y
PTR	WF	Associate Professor	Professor	Psychological Sciences	Y
PTR	WF	Associate Professor	Professor	English	Y
PTR	WF	Associate Professor	Professor	Physiology and Neurobiology	Y
PTR	WF	Associate Professor	Professor	Communication	Y
PTR	HM	Associate Professor	Professor	Anthropology	N
PTR	HM	Associate Professor	Professor	Chemistry	N
PTR	HF	Associate Professor	Professor	Lit, Cultures and Languages	Y
PTR	HF	Associate Professor	Professor	Mathematics	Y
PTR	AM	Associate Professor	Professor	Materials Science Institute	N
PTR	AM	Associate Professor	Professor	Sociology	N
PTR	AM	Associate Professor	Professor	Mathematics	N
PTR	AF	Associate Professor	Professor	Chemistry	N

9 WM, 10 WF, 2 HM, 2 HF, 3 AM and 1 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: Faculty – Associate Professor

Promotions goals: 2 WF, 2 AM, 1 AF

Promotions into Category: 12 WM, 11 WF, 3 BM, 2 HM, 3 HF, 14 AM, 3 AF

Goals met: 2 WF, 2 AM, 1 AF

Promotion	RS	Previous Title	New Title	Department	Goal
PTR	WM	Assistant Professor	Associate Professor	Dramatic Arts	N
PTR	WM	Assistant Professor	Associate Professor	Plant Sci and Landscape Arch	N
PTR	WM	Assistant Professor	Associate Professor	Geography	N
PTR	WM	Assistant Professor	Associate Professor	Molecular and Cell Biology	N
PTR	WM	Assistant Professor	Associate Professor	Dramatic Arts	N
PTR	WM	Assistant Professor	Associate Professor	Physics	N
PTR	WM	Assistant Professor	Associate Professor	Lit, Cultures and Languages	N
PTR	WM	Assistant Professor	Associate Professor	Pharmaceutical Science	N
PTR	WM	Assistant Professor	Associate Professor	Electrical and Computer Engr	N
PTR	WM	Assistant Professor	Associate Professor	Mechanical Engineering	N
PTR	WM	Assistant Professor	Associate Professor	History	N
PTR	WM	Assistant Professor	Associate Professor	Molecular and Cell Biology	N
PTR	WF	Assistant Professor	Associate Professor	Psychological Sciences	Y
PTR	WF	Assistant Professor	Associate Professor	Animal Science	Y
PTR	WF	Assistant Professor	Associate Professor	Speech, Lang and Hearing Sci	N
PTR	WF	Assistant Professor	Associate Professor	Anthropology	N
PTR	WF	Assistant Professor	Associate Professor	Natural Resources and Environ	N
PTR	WF	Assistant Professor	Associate Professor	Human Dev and Family Studies	N
PTR	WF	Assistant Professor	Associate Professor	English	N
PTR	WF	Assistant Professor	Associate Professor	Dramatic Arts	N
PTR	WF	Assistant Professor	Associate Professor	Educational Psychology	N
PTR	WF	Assistant Professor	Associate Professor	Educational Leadership	N
PTR	WF	Assistant Professor	Associate Professor	Nursing Instruct and Research	N
PTR	BM	Assistant Professor	Associate Professor	Philosophy	N
PTR	BM	Assistant Professor	Associate Professor	Communication	N
PTR	BM	Assistant Professor	Associate Professor	Educational Psychology	N
PTR	HM	Assistant Professor	Associate Professor	Chemistry	N
PTR	HM	Assistant Professor	Associate Professor	Economics	N
PTR	HF	Assistant Professor	Associate Professor	Human Dev and Family Studies	N
PTR	HF	Assistant Professor	Associate Professor	Psychological Sciences	N
PTR	HF	Assistant Professor	Associate Professor	Psychological Sciences	N

Promotion	RS	Previous Title	New Title	Department	Goal
PTR	AM	Assistant Professor	Associate Professor	Psychological Sciences	Y
PTR	AM	Assistant Professor	Associate Professor	Computer Sci and Engineering	Y
PTR	AM	Assistant Professor	Associate Professor	Political Science	N
PTR	AM	Assistant Professor	Associate Professor	Chem and Biomolecular Engr	N
PTR	AM	Assistant Professor	Associate Professor	Electrical and Computer Engr	N
PTR	AM	Assistant Professor	Associate Professor	Economics	N
PTR	AM	Assistant Professor	Associate Professor	Civil and Environ Engineering	N
PTR	AM	Assistant Professor	Associate Professor	Material Science and Engr	N
PTR	AM	Assistant Professor	Associate Professor	Marketing	N
PTR	AM	Assistant Professor	Associate Professor	Electrical and Computer Engr	N
PTR	AM	Assistant Professor	Associate Professor	Statistics	N
PTR	AM	Assistant Professor	Associate Professor	Lit, Cultures and Languages	N
PTR	AM	Assistant Professor	Associate Professor	Pathobiology	N
PTR	AM	Assistant Professor	Associate Professor	History	N
PTR	AF	Assistant Professor	Associate Professor	Journalism	Y
PTR	AF	Assistant Professor	Associate Professor	Economics	N
PTR	AF	Assistant Professor	Associate Professor	Chemistry	N

12 WM, 11 WF, 3 BM, 2 HM, 3 HF, 14 AM 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: Faculty – Assistant Professor

Promotional goals: None

No promotional activity in this category

Category 2: Faculty – Remaining Titles

Promotional goals: None

No promotional activity in this category

Category 3: Nonteaching Professional – U Staff Prof III

Promotions goals: 1 HF, 1 AM, 1 AF

Promotions into Category: 2 WM, 7 WF, 1 HM, 1 AF

Goals met: 1 AF

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	U Staff Professional 2	U Staff Professional 3	General Counsel	N
RECLASS	WM	UCP 09-Prkg & Trans Serv Admin	U Staff Professional 3	Transportation and Parking Aux	N
RECLASS	WF	U Staff Professional 2	U Staff Professional 3	Audit and Mgmt Advisory Svcs	N
RECLASS	WF	U Staff Professional 2	U Staff Professional 3	Institutional Equity	N
RECLASS	WF	U Staff Professional 2	U Staff Professional 3	Fac and Staff Labor Relations	N
RECLASS	WF	U Staff Professional 2	U Staff Professional 3	Human Resources	N
RECLASS	WF	UCP 09-OSD Consl & Project Mgr	U Staff Professional 3	Social Work Instruct and Rsrch	N
RECLASS	WF	U Staff Professional 2	U Staff Professional 3	Payroll	N
RECLASS	HM	UCP 08-Comp Tech Sup Cons 3	U Staff Professional 3	Law Library and Technology	N
RECLASS	AF	UCP 09-Asst Finance Dir 2	U Staff Professional 3	Agriculture,Health,Natural Rcs	Y

The 2 WM, 6 WF, 1 HM, and 1 AF candidates' promotion into these titles 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.

Search	RS	Previous Title	New Title	Department	Goal
2018048	WF	UCP 10-Stud Svc & Advo Assoc	U Staff Professional 3	Graduate Education	N

This position was posted externally, using both promotional and hiring goals. The hire resulted in a promotion for the internal employee.

The Graduate School at The University of Connecticut (UConn) is seeking an Assistant Dean for Graduate Student and Postdoctoral Affairs. The Graduate School enrolls approximately 7,300 graduate students each year studying fields as diverse as art history, quantum physics, sociolinguistics, environmental economics, materials science, biology, history, early childhood education, and music. In fact, we expect nearly 2,900 new graduate students from 97 different countries to join us in fall 2017. Incoming graduate students make up more than 40 percent of all new students enrolling at UConn. For additional information about The Graduate School, visit <http://www.grad.uconn.edu/>.

UConn 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. As the state's flagship institution of higher learning, we are the school of choice for academically talented students, and our graduate programs enroll students from around the world. *U.S. News & World Report* ranks UConn among the top 20 national public research universities. For additional information about the University, visit <http://www.uconn.edu/>.

The Graduate School seeks an experienced professional with broad experience in graduate student and postdoctoral affairs who has a demonstrated ability to lead in an academic setting and is willing to start immediately. The individual in this 12-month management-exempt position will report directly to the Vice Provost for Graduate Education and Dean of The Graduate School and will deliver "best in class" services to the UConn community. S/he will work with the Dean of The Graduate School to develop and implement programs to support and enhance the training of graduate students and postdoctoral scholars.

Duties and Responsibilities:

- Leading and coordinating all activities of the graduate student and postdoctoral affairs division within The Graduate School;
- Developing and leading programs to help graduate students acquire the discipline-independent knowledge, skills, and abilities necessary for success in graduate study;
- Developing and leading programs, resources, and opportunities to prepare graduate students and postdoctoral scholars for successful academic and professional careers;
- Building an engaged and inclusive community of graduate students and postdoctoral scholars;
- Monitoring trends in student mental health concerns and responding to individual cases of student health concerns in partnership with the Center for Mental Health Services and Dean of Students Office;
- Providing oversight of the graduate student conduct process and supporting programming efforts to uphold community standards and promote positive relationships throughout the graduate community, in partnership with the Office of Community Standards and the University Ombuds;
- Facilitating communication with campus partners to support graduate students and postdoctoral scholars, e.g., the Dean of Students Office, Office of Community Standards, the Center for Career Development, the Office of National Scholarships and Fellowships, International Student & Scholar Services;
- Facilitating communication with off-campus partners such as local government, transportation services, and housing developments to support graduate student life and student success both on and off-campus;
- Facilitating communication with faculty about issues surrounding the lives and career preparation of graduate students and postdoctoral scholars; Facilitating communication with faculty regarding student or postdoctoral professional development, career preparation, or student issues regarding academic standing, conduct, health, or engagement;
- Participating in decisions that affect the grades and academic standing of graduate students;
- Monitoring the satisfactory progress of graduate students towards completion of degree requirements and evaluating ways to improve time-to-degree;
- Writing grants to support recruitment, retention, and training of graduate students and postdoctoral scholars; and
- Assisting the Dean of The Graduate School and performing other duties as needed.

Minimum Qualifications:

1. Either a doctoral degree in higher education or student affairs or an advanced degree in any discipline and 3-5 years of experience in student affairs in a higher education context, e.g., program development, academic advising, career and professional development;
2. Excellent writing and communication skills;
3. Evidence of ability to work independently, including the ability to design and implement programs, workshops, and similar events; and
4. Evidence of ability to interpret and apply academic and behavioral standards in a higher education context.

Preferred Qualifications: In addition to meeting all of the minimum qualifications, the most competitive candidates will also meet one or more of the following preferred qualifications:

1. 5-10 years of experience in student affairs in the context of graduate and postdoctoral education, with responsibilities that grow in scope and complexity over time;
2. Demonstrated experience leading and supervising professional staff, especially in a unionized academic setting;
3. Evidence of ability to secure external funding to support programs that support recruitment, retention, and training of graduate students and postdoctoral scholars;
4. Evidence of ability to create new programs designed to benefit graduate students and postdoctoral scholars across a wide range of disciplines;
5. Evidence of ability to mediate conflicts involving any combination of graduate students, postdoctoral scholars, faculty, graduate programs, and academic departments; and
6. Demonstrated experience in crisis management, handling individual cases of student health concerns.

Appointment Terms:

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

For additional information regarding benefits: <http://www.hr.uconn.edu/docs/enrqde.pdf>

To Apply

Please apply online at www.jobs.uconn.edu, Staff Positions. Interested candidates should submit a cover letter (including a brief summary of experience and qualifications relevant to the position), curriculum vitae, a statement of views on graduate and postdoctoral education, and the names of and contact information for three individuals willing to serve as references. Please reference Search # 2018048. Screening will begin immediately and applications received by September 1, 2017 will be assured of consideration. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018048)

Recruiting activities for the position included posting in the UConn Careers website, the Chronicle of Higher Education, with the Council of Graduate Schools, the Graduate Career Consortium, the Caribbean Philosophical Association listserv and contact with various professional networking sources in the field.

31 Total applicants: 6 WM, 9 WF, 5 BM, 4 BF, 1 HM, 3 HF, 2 AM, 1 AF

5 Unqualified applicants: 1 WF, 1 BM, 2 HF, 1 AM

- 1 WF, 1 BM, 1 HF did not possess a doctoral degree in higher education or student affairs or an advanced degree in any discipline and 3-5 years of experience in student affairs in a higher education context
- 1 HF and 1 AM did not have previous experience in designing and implementing programs, workshops and similar events.

22 Qualified applicants: 6 WM, 6 WF, 4 BM, 4 BF, 1 HM, 1 AF

- 4 WM, 6 WF, 4 BM, 4 BF, 1 HM did not have 5-10 years of experience in student affairs graduate and postdoctoral education.
- 1 WM did not have experience leading and supervising professional in a unionized academic setting.
- 1 WM and 1 AF did not have experience that demonstrated their ability to secure external funding to support programs that support recruitment, retention, and training of graduate students and postdoctoral scholars

4 Interview applicants: 2 WF, 1 HF, 1 AM

- 1 WF had experience working with graduate students as a faculty member at another university but did not have the administrative student affairs experience necessary for this position.
- 1 AM did not have experience handling student health concerns and crisis management from his previous positions.
- 1 HF was offered the position and declined.

The 1 WF selected had experience as an Assistant Dean of Students where she supported students encountering academic difficulties. She also collaborated with other offices to provide support services for graduate student and postdoctoral scholars. She also had prior internship experience in a graduate school, giving her the knowledge of important differences between graduate and undergraduate education.

Category 3: Nonteaching Professional – U Staff Prof II

Promotions goals: 1 WM, 1 HM

Promotions into Category: 4 WM, 2 WF, 1 HM, 1 HF

Goals met: 1 WM, 1 HM

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	U Staff Professional 1	U Staff Professional 2	University Compliance	N
RECLASS	WM	UCP 07-Administrative Mgr 2	U Staff Professional 2	UConn Police Services	N
RECLASS	WM	UCP 05-Writer/Editor 3	U Staff Professional 2	Athletics Sport Communication	N
RECLASS	WF	U Staff Professional 1	U Staff Professional 2	Audit and Mgmt Advisory Svcs	N
RECLASS	WF	U Staff Professional 1	U Staff Professional 2	Fac and Staff Labor Relations	N
RECLASS	HM	U Staff Professional 1	U Staff Professional 2	Audit and Mgmt Advisory Svcs	Y
RECLASS	HF	U Staff Professional 1	U Staff Professional 2	Diversity and Inclusion	N

The 3 WM, 2 WF, 1 HM, and 1 HF candidates' promotion into these titles 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.

Search	RS	Previous Title	New Title	Department	Goal
2018151	WM	University Fire Captain	U Staff Professional 2	Fire Department	Y

Category 3: Nonteaching Professional – U Staff Professional Other

Promotions goals: 3 WM, 2 AF

Promotions into Category: 2 WM, 4 WF

Goals met: 2 WM

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	U Ed Asst 2	U Staff Professional 1	Human Resources	Y
RECLASS	WM	U Staff Professional 3	U Staff Professional 4	Fac and Staff Labor Relations	Y
RECLASS	WF	U Ed Asst 2	U Staff Professional 1	Privacy Protection and Mgmt	N
RECLASS	WF	U Ed Asst 3	U Staff Professional 1	Human Resources	N
RECLASS	WF	U Ed Asst 3	U Staff Professional 1	Institutional Equity	N
RECLASS	WF	U Ed Asst 3	U Staff Professional 1	Human Resources	N

The 2 WM and 4 WF candidates' promotion into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 11

Promotions goals: 1 AF

Promotions into Category: 1 WF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 08-Asst Finance Dir 1	UCP 11-Associate Finance Dir	Liberal Arts and Sciences	N

The 1 WF 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: Nonteaching Professional – UC Professional 10

Promotions goals: 3 WF, 1 HM, 1 AM

Promotions into Category: 1 WM, 1 WF

Goals met: 1 WF

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	UCP 07-EH&S Specialist 2	UCP 10-EH&S Manager	Environmental Hlth and Safety	N
RECLASS	WF	UCP 09-Data Base Admin 2	UCP 10-SR Data Base Admin	Enterprise Applications	Y

The 1 WM and 1 WF candidates' promotions into these titles were the result of a reclassification of a filled position. No other candidates applied or were considered. The employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 9

Promotional goals: 11 WF, 1 BF, 2 HF

Promotions into Category: 5 WM, 3 WF, 1 BF, 1 HF, 1 AM, 1 AF

Goals met: 3 WF, 1 BF, 1 HF

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	UCP 07-Administrative Mgr 2	UCP 09-Assoc Dir Admissions	Admissions	N
RECLASS	WM	UCP 08-Program Director	UCP 09-Executive Program Dir	Research Compliance	N
RECLASS	WM	UCP 07-Network Technician 2	UCP 09-Network Technician 3	Network Engr and Design	N
RECLASS	WM	UCP 07-Oper Sys Prog/Analyst 2	UCP 09-Oper Sys Prog/Analyst 3	IT Server Support	N
RECLASS	WM	UCP 07-Oper Sys Prog/Analyst 2	UCP 09-Oper Sys Prog/Analyst 3	Server Support	N
RECLASS	WF	UCP 08-Purchasing Agent 2	UCP 09-Executive Program Dir	Procurement Services	Y
RECLASS	WF	UCP 08-Program Director	UCP 09-Executive Program Dir	Engineering	Y
RECLASS	WF	UCP 08-Acad Advisory Ctr Dir	UCP 09-Executive Program Dir	Business	Y
RECLASS	BF	UCP 08-Program Director	UCP 09-Executive Program Dir	Procurement Services	Y
RECLASS	HF	UCP 08-Program Director	UCP 09-Executive Program Dir	Research Compliance	Y
RECLASS	AM	UCP 08-Info Systems Analyst 3	UCP 09-Sr Comp Prog/Analyst	Enterprise Applications	N

The 5 WM, 3 WF , 1 BF, 1 HF and 1 AM candidates’ promotion into these titles 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.

Search	RS	Previous Title	New Title	Department	Goal
2018162	AF	UCP 08-Envr Compliance Analyst	UCP 09-Facilities Prof 3	Utility Plant Operations	N

Internal Posting – Open to University of Connecticut Employees Only

UConn Facilities Operations and Building Services is seeking a Water & Compliance Manager (Facilities Professional 3 - UCP 9) to assist with the management of water resources. The University installs extremely modern water treatment systems to allow well, reservoir, and reclaimed water to be utilized on campus. UConn has its own water supply, water distribution system, waste water collection system, waste water treatment plant, reclaimed water treatment plant, and reclaim water distribution system servicing over 12 million square feet of buildings on more than 600 acres of land. Services are provided to more than 5,000 employees and a student population of 18,000 when classes are in session. UConn also serves the local community with the University of Connecticut's sewer collection and treatment facilities. UConn is intrinsically connected to the local community water supply system and coordinates operations with the town water system operator. It is essential that these services, which the population and mission of the University and Town of Mansfield depend upon, are approached with a comprehensive and integrated methodology that is informed by its daily operations and future needs. This position will utilize industry Best Practices to maintain and further develop the operational excellence of the water utilities at the University of Connecticut.

MINIMUM QUALIFICATIONS

1. Must have a Bachelor's degree in Environmental Engineering, Civil Engineering, Chemical Engineering, Mechanical Engineering, Public Health Engineering or have an equivalent combination of experience and education needed to meet the requirements of the position.
2. A minimum of eight (8) years' work experience in a compliance, water, wastewater, pre-treatment or related field, five (5) of which must have been supervising technical/professional personnel.
3. Demonstrated ability to satisfactorily complete increasingly complex projects.
4. Demonstrated ability to conceptualize and resolve problems of a highly technical and administrative nature.
5. Strong interpersonal and communication skills with the ability to effectively communicate issues and ideas to senior management, staff, contractors, regulators, and media.
6. Knowledge of various computer applications such as supervisory control, data acquisition, word processing, spread sheets, and reporting.
7. The ability to read and interpret distribution maps, charts, process flow documents and blue prints.
8. Strong organizational skills.
9. Must have valid driver's license and must be available for on-call reporting to work during emergency closures, emergency repairs or significant events that effect operation of the Well Fields, Reservoir Interconnection, Wastewater Treatment Facility, and Reclaimed Water Facility.

PREFERRED QUALIFICATIONS

1. Master's degree in Environmental Engineering, Civil Engineering, Chemical Engineering, Mechanical Engineering, Public Health Engineering or relevant discipline related to program specialization.
2. Strong background in environmental compliance and Excellence in Performance focused on water, wastewater, and water reuse systems.
3. A solid background and extensive experience working with computer programs.
4. Proficient in conducting presentations and preparing reports and charts using various computer programs for a variety of audiences.
5. Up-to-date working knowledge of water chemistry.
6. Current State of Connecticut Professional Engineer registration.

PHYSICAL REQUIREMENTS

Incumbent must be able to frequently walk up and down stairs, climb ladders, etc. in a mechanical room and/or construction site setting. Must be able to utilize ladders, scaffolding, high-lifts and enter confined spaces. May be required to wear personal protective equipment (PPE) when necessary. Must be able to inspect and review facilities issues near electrical equipment, rotating machinery and other mechanical systems.

APPOINTMENT TERMS

This is a full-time, permanent position. Work schedule is Monday through Friday. 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. Salary will be commensurate with background and experience.

TO APPLY

Qualified applicants must submit a cover letter, resume, and contact information for three (3) professional references at www.jobs.uconn.edu. (Click on the button "Jobs for current UConn employees). Please identify in your cover letter Search #2018162 and ensure that your application materials demonstrate how you meet the minimum qualifications and any of the preferred qualifications you may have. Screening will begin immediately.

For a full description of the position, please visit the Facilities Operations & Building Services website at <http://fo.uconn.edu/employment-opportunities/>.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment physical and criminal background check. (Search # 2018162).

4 Total applicants: 2 WM, 1 AM, 1 AF

2 Unqualified applicants: 1 WM, 1 AM

- 1 WM did not have a Bachelor's degree in Environmental, Civil, Chemical, Mechanical or Public Health Engineering or an equivalent combination of experience and education and did not have eight years work experience in a compliance, water, wastewater, pre-treatment or related field.
- 1 AM did not have a Bachelor's degree in Environmental, Civil, Chemical, Mechanical or Public Health Engineering or an equivalent combination of experience and education

2 Interview applicants: 1 WM, 1 AF

- 1 WM's direct experience in water systems was as a backup alternative support role and his experience was in construction related compliance not in operational compliance and remediation.

The 1 AF selected had direct experience in compliance matters of water systems. She had a broad based knowledge of operational compliance from previous work in consulting. She provided specific and detailed answers with appropriate solutions to situational interview questions.

Category 3: Nonteaching Professional – UC Professional 9 OSD

Promotional goals: None

No promotional activity in this category

Category 3: Nonteaching Professional – UC Professional 9 U Librarian 3

Promotions goals: 2 WF, 1 AF

Promotions into Category: 2 WF

Goals met: 2 WF

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 07-University Librarian 2	UCP 09-University Librarian 3	Law Library and Technology	Y
RECLASS	WF	UCP 07-University Librarian 2	UCP 09-University Librarian 3	Law Library and Technology	Y

The 2 WF candidates' promotion into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 8

Promotional goals: 4 WF, 2 BM, 2 BF, 2 HF

Promotions into Category: 9 WM, 6 WF, 1 HM, 1 HF, 1 AM

Goals met: 4 WF, 1 HF

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	UCP 06-Program Specialist 1	UCP 08-Asst Registrar	Registrar	N
RECLASS	WM	UCP 04-Comp Tech Sup Cons 1	UCP 08-Comp Prog/Analyst 2	Business	N
RECLASS	WM	UCP 06-Program Specialist 1	UCP 08-Comp Prog/Analyst 2	Campus Technology Services	N
RECLASS	WM	UCP 07-Comp Tech Sup Cons 2	UCP 08-Comp Tech Sup Cons 3	Campus Technology Services	N
RECLASS	WM	UCP 07-Comp Tech Sup Cons 2	UCP 08-Comp Tech Sup Cons 3	Liberal Arts and Sciences	N
RECLASS	WM	UCP 07-Program Specialist 2	UCP 08-Data Base Manager	CETL	N
RECLASS	WM	UCP 06-Info Systems Analyst 1	UCP 08-Info Systems Analyst 3	Payroll	N
RECLASS	WM	UCP 07-Systems Administrator 1	UCP 08-Info Systems Analyst 3	Registrar	N
RECLASS	WM	UCP 04-Mech Design Tech 2	UCP 08-Sr Machine Shop Engr	Engineering Tech Services	N
RECLASS	WF	UCP 07-Academic Couns/Coord	UCP 08-Acad Advisory Ctr Dir	Business	N
RECLASS	WF	UCP 06-Computer Prog/Analyst 1	UCP 08-Comp Prog/Analyst 2	Admissions	Y
RECLASS	WF	UCP 06-Program Specialist 1	UCP 08-Info Systems Analyst 3	Registrar	Y
RECLASS	WF	UCP 06-Financial Aid Officer	UCP 08-Systems Administrator 2	Financial Aid	Y
RECLASS	WF	UCP 06-Technical Asst 3	UCP 08-TECHNICAL ASSOC	Liberal Arts and Sciences	Y
RECLASS	HM	UCP 07-Comp Tech Sup Cons 2	UCP 08-Comp Tech Sup Cons 3	Psychological Sciences	N
RECLASS	HF	UCP 06-Graphic Designer/III 3	UCP 08-Senior Art Designer	University Communications	Y
RECLASS	AM	UCP 07-Comp Tech Sup Cons 2	UCP 08-Comp Tech Sup Cons 3	Student Affairs Info Tech	N

The 9 WM, 5 WF, 1 HM, 1 HF and 1 AM candidates' promotion into these titles 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.

Search	RS	Previous Title	New Title	Department	Goal
2018382	WF	UCP 07-University Accountant 2	UCP 08-Asst Finance Dir 1	Materials Science Institute	N

This position was posted externally, using both promotional and hiring goals. The hire resulted in a promotion for the internal candidate.

The Institute of Materials Science (IMS) at the University of Connecticut (UConn) is an interdisciplinary Institute with a threefold mission fostering education, research and outreach in all areas of the materials sciences. The position of Assistant Finance Director 1 must have excellent, current working knowledge of the University and its financial structure.

- Manage, plan and coordinate the day to day fiscal and business operation of the Institute by establishing work priorities and workflow.
- Supervises professional personnel engaged in financial support activities.
- Maintain complete and current understanding of Federal, State and University policies, procedures and regulations.
- Responsible for maintaining, evaluating and modifying systems of managing financial practices and assures such systems complies with University, State and Federal regulations.
- Develops and modifies computerized systems to monitor, audit and maintain records of a variety of financial activity.
- Assists Director of IMS in preparing annual budget and makes recommendations regarding commitment of Institute resources for sponsored programs.
- Serves as liaison with University officials regarding fiscal matters or management practices.
- Represents the University concerning financial audits, works closely with auditors to respond to questions or resolve related.
- Assists Director in resolving problems related to fiscal operations or in resolving problems regarding Federal, State and Private sponsor's policies and regulations.
- Participates in contract negotiations, including indirect cost and specialized rate negotiations; approves pre-award proposals and contract/subcontract negotiations.
- Participates in meetings, seminars and workshops.
- Works with faculty, staff and students in all financial aspects.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting or related field and two years of administrative accounting experience; OR Associate's degree in accounting with courses in contract or business law and five years administrative accounting experience; OR Bachelor's degree in any field with advanced degree in business administration and two years of administrative accounting experience; familiarity with systems analysis and financial procedures; managerial ability; oral and written communication skills and human relations skills; ability to resolve fiscal or regulatory problems governing grants and contracts.

PREFERRED QUALIFICATIONS

At least 3 years' working with the Quali financial system or comparable financial system; 3-5 years' experience working with administration of sponsored programs; 3-5 years' experience submitting grants to federal agencies; excellent current working knowledge of the public higher education and its financial structure. Coursework in contract or business law.

APPOINTMENT TERMS

This is a permanent full-time position. Salary will be commensurate with training and experience.

TO APPLY

Please submit a **letter of application**, **resume** and contact information for **three professional references** via UConn Jobs, www.jobs.uconn.edu, Staff Positions. 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 # 2018382)

Recruiting activities included posting on the UConn Careers website and various professional networking contacts in the field.

22 Total applicants: 4 WM, 16 WF, 1 BM, 1 UM

10 Unqualified applicants: 4 WM, 5 WF, 1 BM

- 1 WM, 2 WF did not have good written communication skills based on typos in their application materials.
- 1 BM did not have a Bachelor's degree in accounting or a related field.
- 3 WM, 3 WF did not have experience giving them the ability to resolve regularity problems governing grants and contracts.

1 Qualified applicant: 1 WF

- 1 WF did not have 3-5 years' experience with the administration of sponsored programs and 3-5 years' experience submitting grants to federal agencies.

11 Interview applicants: 10 WF, 1 UM

- 1 UM's answers to interview questions were not detailed and did not provide examples or evidence of meeting needs of the position and he did not have direct experience managing staff..
- 1 WF's answers to questions about managerial style and human relations were not detailed
- 3 WF's grant experience was focused on post awards and they had not worked directly with pre awards.
- 1 WF had experience managing a significantly smaller volume of grants and was not able to provide specific examples in answers to interview questions.
- 2 WF did not have managerial experience and no direct administrative experience.
- 1 WF had grant management experience but did not have experience with management and administration.
- 1 WF withdrew

The 1 WF selected had accounting experience including both pre and post award in a high volume research department. She supervised four professional staff and provided clear answers to interview questions about management. She also demonstrated excellent communication and interpersonal skills in her answers to interview questions.

Category 3: Nonteaching Professional – UC Professional 8 Program Director

Promotional goals: 2 WF, 1 BF, 1 AM

Promotions into Category: 6 WF

Goals met: 2 WF

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 07-Program Manager	UCP 08-Program Director	Law	Y
RECLASS	WF	UCP 07-Program Manager	UCP 08-Program Director	Law	Y
RECLASS	WF	UCP 07-Program Specialist 2	UCP 08-Program Director	Students with Disabilities Ctr	N
RECLASS	WF	UCP 07-Program Manager	UCP 08-Program Director	Hartford PMBA	N
RECLASS	WF	UCP 07-Program Manager	UCP 08-Program Director	ISS 1st Yr Prog and Learn Cmty	N
RECLASS	WF	UCP 07-Program Manager	UCP 08-Program Director	Students with Disabilities Ctr	N

The 6 WF candidates' promotion into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 7

Promotional goals: 1 WM, 2 BF, 1 HM, 1 AM, 1 AF

Promotions into Category: 3 WM, 14 WF, 3 BM, 1 HM, 3 HF, 1 AF

Goals met: 1 WM, 1 HM, 1 AF

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	UCP 05-Data Base Programmer	UCP 07-Info Systems Analyst 2	Registrar	N
RECLASS	WM	UCP 05-Financial Asst 2	UCP 07-Fiscal Manager	Fine Arts	N
RECLASS	WF	UCP 06-Academic Advisor 2	UCP 07-Academic Couns/Coord	Engineering Undergrad Programs	N
RECLASS	WF	UCP 05-Academic Advisor 1	UCP 07-Academic Couns/Coord	ISS Academic Programs Center	N
RECLASS	WF	UCP 06-Program Administrator	UCP 07-Academic Couns/Coord	ISS Academic Programs Center	N
RECLASS	WF	UCP 06-Academic Advisor 2	UCP 07-Academic Couns/Coord	Business	N
RECLASS	WF	UCP 05-Admin Services Spec 3	UCP 07-Administrative Mgr 2	Student Affairs	N
RECLASS	WF	UCP 06-Grants & Contr Spec 1	UCP 07-Grants & Contr Spec 2	Sponsored Programs	N
RECLASS	WF	UCP 06-Info Systems Analyst 1	UCP 07-Info Systems Analyst 2	Payroll	N
RECLASS	WF	UCP 05-Admin Services Spec 3	UCP 07-International Advisor	Intl Student and Scholar Svcs	N
RECLASS	WF	UCP 05-Program Coordinator	UCP 07-Program Specialist 2	Enrichment Programs	N
RECLASS	WF	UCP 06-Program Specialist 1	UCP 07-Program Specialist 2	Career Development Center	N
RECLASS	WF	UCP 06-Program Specialist 1	UCP 07-Program Specialist 2	Career Development Center	N
RECLASS	WF	UCP 06-Program Specialist 1	UCP 07-Program Specialist 2	Emergency Management	N
RECLASS	WF	UCP 06-Publicity/Mktg Admin	UCP 07-Publicity/Mktg Manager	CETL	N
RECLASS	WF	UCP 03-Admissions Counselor	UCP 07-Sr Admissions Officer	Admissions	N
RECLASS	BM	UCP 06-Program Administrator	UCP 07-Academic Couns/Coord	ISS Academic Programs Center	N
RECLASS	BM	UCP 05-Admin Services Spec 3	UCP 07-Facilities Prof 2	Planning, Design and Construct	N
RECLASS	BM	UCP 05-Laboratory Technician 3	UCP 07-Manager-Lab Services	Tech Park	N
RECLASS	HF	UCP 06-Program Specialist 1	UCP 07-Program Specialist 2	Career Development Center	N
RECLASS	HF	UCP 06-Upward Bound Advisor	UCP 07-Program Specialist 2	ISS Academic Programs Center	N
RECLASS	HF	UCP 05-U Library Asst 2	UCP 07-U LIBRARY ASST III	University Libraries	N
RECLASS	AF	UCP 05-University Accountant 1	UCP 07-University Accountant 2	Payroll	Y

The 2 WM, 14 WF, 3 BM, 3 HF, 1 AF candidates' promotion into these titles 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.

Search	RS	Previous Title	New Title	Department	Goal
2018161	WM	MaintSupv1(Grnd)	UCP 07-Facilities Prof 2	Facilities Landscape Services	Y
2018573	HM	UCP 06-Program Administrator	UCP 07-Program Specialist 2	Stamford Campus	Y

Category 3: Nonteaching Professional – UC Professional 7 Program Mgr

Promotional goals: 1 HM, 1 AF

Promotions into Category: 1 WM, 4 WF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	UCP 06-Program Specialist 1	UCP 07-Program Manager	CT Education Network ASC	N
RECLASS	WF	UCP 05-Program Coordinator	UCP 07-Program Manager	Speech, Lang and Hearing Sci	N
RECLASS	WF	UCP 06-Administrative Mgr 1	UCP 07-Program Manager	Physics	N
RECLASS	WF	UCP 06-Program Administrator	UCP 07-Program Manager	Human Rights Institute	N

The 1 WM and 3 WF candidates' promotion into these titles 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.

Search	RS	Previous Title	New Title	Department	Goal
2017686	WF	UCP 05-Alumni Relations Coord	UCP 07-Program Manager	Business	N

This position was posted externally, using both promotional and hiring goals. The hire resulted in a promotion for the internal candidate.

The School of Business Office of Alumni Relations is seeking a full-time Assistant Director (Program Manager, UCP 7). The incumbent will report to the Executive Director of Alumni Relations and will provide program management and administrative coordination of Alumni Relations events and programs as well as overall management of the Business Connections Learning Community (BCLC). The position will be based at the Storrs campus. In-state, out-of-state and international travel, as well as evening and weekend hours, will be required in support of the program's events and activities.

DUTIES AND RESPONSIBILITIES

- Actively engaging in the planning, direction and management of the Office of Alumni Relations with particular emphasis on the management of signature events planned by the department.
- Supervising the day-to-day office management of the Office of Alumni Relations and the BCLC.
- Actively engaging in the management, development and review of alumni relations program and event evaluations to ensure effectiveness and coordination with departmental strategic planning, goals and objectives.
- Working closely with the School's Office of Communications and external communications firms to produce program announcements and other publicity materials in order to communicate and interpret program information to the public, alumni, and students.
- Planning, developing, designing, implementing and evaluating program development and activities for the BCLC including field trips, course development and teaching and alumni visits; supervising the day-to-day delivery of program content and logistics.
- Managing the implementation of BCLC marketing plans for incoming and returning students; engaging in public relations and promotional activities for BCLC events and activities.
- Overseeing the residential aspects of the BCLC program including managing the resident assistant and community mentor selection processes, determining BCLC housing assignments for returning sophomores.
- Managing the development and implementation of BCLC-specific courses for freshmen and sophomore students and teaching in these programs.
- Meeting individually with BCLC students to discuss goals, career plans, etc.
- Overseeing content development and distribution of ongoing communications to BCLC and staff involved in the program to foster awareness, promote professional development opportunities and build community.
- Making budget recommendations and monitoring approved budget for BCLC programs and activities as well as Alumni Relations events.
- Training, supervising and coordinating the activities of BCLC program and/or student staff.
- Actively engaging in the development and implementation of the annual BCLC International Business Immersion Experience and attending with business learning community students.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in related field and at least three to five years of relevant experience in event management & program development and community building, or Master's degree in a related field and at least one to two years of relevant experience in event management & program development experience and community building.
2. Demonstrated administrative and organizational skills, including ability to identify and resolve administrative problems.
3. Demonstrated experience working independently and accurately, taking initiative, exercising sound judgement when making decisions and meeting deadlines.
4. Demonstrated excellent verbal and written communication skills.
5. Demonstrated interpersonal skills and the ability to work effectively with alumni, staff, faculty and students, as well as internal and external constituents.
6. Demonstrated strong ability to plan, organize and execute large, complex events.
7. Demonstrated writing, editing and social media skills.
8. Demonstrated strong ability to prioritize and manage shifting priorities.
9. Demonstrated proficiency with Microsoft Office products, particularly Word, Excel and PowerPoint.
10. Proven experience working well both independently and as part of a team.

11. Demonstrated experience supervising others.
12. Willingness and ability to travel in-state, out-of-state and internationally as required.
13. Willingness and ability to work evening and weekend hours as required.

PREFERRED QUALIFICATIONS

1. Five to seven years of experience in alumni relations, complex event management and program development.
2. Three to five years of program development experience in undergraduate learning communities.
3. Demonstrated experience working in a higher education environment in a university residential learning community setting.
4. Demonstrated experience in leading short-term international travel programs for undergraduate students.
5. Demonstrated experience in fostering professional relationships with undergraduate business students.
6. Demonstrated proficiency with Etouches, Mailchimp or similar event management software.
7. Demonstrated experience using Blackbaud enterprise management software or similar database management software.

APPOINTMENT TERMS

This is a full-time position based in Storrs.

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions, (Search # 2017686) to submit a **letter of application**, **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 # 2017686)

28 Total applicants: 8 WM, 12WF, 2 BM, 3 BF, 2 HF, 1 AF

22 Unqualified applicants: 7 WM, 9 WF, 2 BM, 1 BF, 2 HF, 1 AF

- 2 WM, 5 WF, 2 BM, 1 BF, 2 HF did not cover letters or references thus their applicant materials were incomplete.
- 5 WM, 4 WF, 1 AF did not have a Bachelor's degree in a related field and 3-5 years of relevant experience in event management, program management and community building.

6 Interview applicants: 1 WM, 3 WF, 2 BF

- 1 WF and 1 BF were found not to have higher education experience during the interview.
- 1 BF withdrew
- 1 WM did not demonstrate the interpersonal skills needed for the position based on his responses to interview questions.
- 1 WF had less years' experience in managing events than the selected candidate.

The 1 WF selected had over 8 years of related experience managing events and developing programming for student in living learning communities. She had experience with Microsoft Office, event management and database software. She also had experience supervising others.

Category 3: Nonteaching Professional – UC Professional 7 Computer Tech 2

Promotional goals: 3 WF, 1 HF

Promotions into Category: 2 WM, 1 HF

Goals met: 1 HF

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	UCP 04-Comp Tech Sup Cons 1	UCP 07-Comp Tech Sup Cons 2	Avery Point Campus	N
RECLASS	WM	UCP 06-Computer Lab Coord 2	UCP 07-Comp Tech Sup Cons 2	Engineering Technical Services	N
RECLASS	HF	UCP 04-Comp Tech Sup Cons 1	UCP 07-Comp Tech Sup Cons 2	Enterprise Applications	Y

The 2 WM and 1 HF candidates' promotion into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 6

Promotions goals: 7 WM, 1 AM

Promotions into Category: 5 WM, 12 WF, 1 HF

Goals met: 5 WM

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	UCP 05-Academic Advisor 1	UCP 06-Academic Advisor 2	Htfd Student and Business Svcs	Y
RECLASS	WM	UCP 05-Academic Advisor 1	UCP 06-Academic Advisor 2	ISS Acad Ctr Entering Students	Y
RECLASS	WM	UCP 05-Academic Advisor 1	UCP 06-Academic Advisor 2	Enrichment Programs	Y
RECLASS	WF	UCP 05-Academic Advisor 1	UCP 06-Academic Advisor 2	CLAS Academic Services	N
RECLASS	WF	UCP 05-Academic Advisor 1	UCP 06-Academic Advisor 2	ISS Acad Ctr Entering Students	N
RECLASS	WF	UCP 05-Academic Advisor 1	UCP 06-Academic Advisor 2	History	N
RECLASS	WF	UCP 05-Academic Advisor 1	UCP 06-Academic Advisor 2	Engineering Undergrad Programs	N
RECLASS	WF	UCP 05-Admin Services Spec 3	UCP 06-Business Manager 1	Avery Point Campus	N
RECLASS	WF	UCP 03-Financial Aid Analyst	UCP 06-Financial Aid Officer	Financial Aid	N
RECLASS	WF	UCP 04-Financial Aid Counselor	UCP 06-Financial Aid Officer	Financial Aid	N
RECLASS	WF	UCP 03-Financial Aid Analyst	UCP 06-Financial Aid Officer	Financial Aid	N
RECLASS	WF	UCP 05-Admin Services Spec 3	UCP 06-Info Systems Analyst 1	Dining Services	N
RECLASS	HF	UCP 05-Academic Advisor 1	UCP 06-Academic Advisor 2	CLAS Academic Services	N

The 3 WM, 9 WF and 1 HF candidates' promotion into these titles 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.

Search	RS	Previous Title	New Title	Department	Goal
2018396	WM	UCP 05-University Accountant 1	UCP 06-Business Manager 1	Bursar	Y
2018003	WM	UCP 04-Program Asst 2	UCP 06-Laboratory Supervisor	ISS 1st Yr Prog and Learn Cmty	Y

Search	RS	Previous Title	New Title	Department	Goal
2018168	WF	UCP 04-Admin Serv Specialist 2	UCP 06-Grants & Contr Spec 1	Sponsored Programs	N
2018168	WF	UCP 04-Admin Serv Specialist 2	UCP 06-Grants & Contr Spec 1	Sponsored Programs	N

This position was posted externally using both promotional and hiring goals. The hire resulted in a promotion for the internal candidate.

Sponsored research at UConn has grown substantially in volume and complexity in recent years. 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 organization with the mission to grow and support the research enterprise by providing excellent, consistent proposal development and award management support for University faculty.

Reporting to the Team Leader of Faculty Services, the Grants and Contracts Specialist 1's provide 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. These positions provide a high level of client satisfaction through strong relationship management skills.

DUTIES AND RESPONSIBILITIES

1. Advise, guide and assist faculty and administrators seeking external funding for research and other sponsored projects through the complex process of proposal preparation and submission. The Grants and Contracts Specialist is the primary source of expertise to ensure that proposals meet sponsor requirements; regulatory compliance requirements, University, School, Federal and State policies and regulations governing sponsored research; and that proposals are submitted correctly and according to appropriate deadlines.
2. Review and prepare grant and contract proposals to sponsors; consult with appropriate managerial staff on any exceptions to University policy, including program matching commitments, facilities and administrative rates, etc. Ensure all required documents are completed and that information is entered into the appropriate data systems.
3. Cultivate and maintain strong working partnerships and effective communications with faculty, Principal Investigators, sponsors, OVRP Sponsored Program Services (SPS), and other key stakeholders.
4. Provide direction, training and assistance to Principal Investigators and department staff in the development of proposals, including but not limited to budgeting, interpretation of sponsor terms and policies, and University policies and procedures. Obtain all necessary clearances prior to obtaining authorization for submission. Facilitate an effective transfer of grants and contracts when Principal Investigators arrive at UConn.
5. Review terms and conditions on proposal solicitations and award documents as appropriate. Collaborate with SPS to negotiate terms as necessary for interdisciplinary, complex and non-standard proposals and partner with SPS to facilitate agreements, including subcontracts, clinical trials and State agreements to ensure conformity with University policies.
6. Play a key role in the development and continuous improvement of the grants management process. Review and analyze client interactions, current processes and submission quality. Make recommendations for and participate in the implementation of changes as appropriate.
7. Analyze and understand complex information from multiple sources including funding opportunity announcements, funding interest matches, and submission procedures in order to transmit proposals to SPS that require little to no corrections prior to proposal submission. Obtain and communicate information on sponsor electronic research processes and procedures.
8. Keep abreast of laws, regulations, external and internal policies and procedures governing the administration of grants and contracts. Ensure that key personnel are compliant with regulatory, University and other training mandates.
9. Partner with SPS in working with sponsors on matters of proposal submission.
10. Serve as backup to other OVPR FS personnel for a variety of managerial and professional duties
11. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and day-to-day experience timely and accurately processing financial transactions, including interpreting and preparing budgets and financial reports.
2. Experience working in an area of higher education, business, industry, governmental/regulatory agency or similarly complex organization.
3. Knowledge of federal laws and regulatory requirements governing the management of grants and contracts, GASB, or demonstrated translatable equivalent.
4. Excellent interpersonal and technical communication skills.
5. Commitment to customer service, with excellent, detail and deadline-oriented organizational skills and follow-through.
6. Ability to proactively demonstrate independent initiative as well as serve as an integrated member of a team.
7. Ability to work a flexible schedule to ensure that deadlines can be met.

PREFERRED QUALIFICATIONS

1. Thorough working knowledge of database administration and other related software.
2. Familiarity with electronic proposal development and submission systems (such as InfoEd).
3. Direct experience with grant and contract proposal development process in an institution of higher education.
4. In-depth knowledge of OMB Circular A-81 (Uniform Guidance).
5. Knowledge of current trends in research administration.
6. Experience working in an institution of higher education.
7. Well-developed analytical and problem-solving skills.
8. Thorough working knowledge of PC-based tools including Microsoft Office Suite.

TO APPLY

Please apply online at UConn Jobs at www.jobs.uconn.edu, Staff Positions (Search # 2018168) to submit a **letter of application**, **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 # 2018168).

Recruiting activities included posting on the UConn Careers website, the CT Job Bank, the US Job Bank and Indeed.

14 Total applicants: 4 WM, 10 WF

3 Unqualified applicants: 3 WM

- 1 WM submitted an incomplete application.
- 2 WM did not indicate knowledge of federal laws and regulatory requirements governing the management of grants and contracts.

11 Interview applicants: 1 WM, 10 WF

- 1 WM did not provide appropriate solutions and examples to questions regarding customer service and did not have experience working in higher education.
- 2 WF did not have recent grant proposal development experience specifically with the electronic submission systems.
- 1 WF did not have recent grant experience or knowledge of OMB Circular A-81.
- 1 WF did not provide detailed and clear answers to interview questions regarding Federal laws.

- 1 WF did not have experience with electronic proposal submission systems.
- 1 WF did not provide good examples of her successful communications with faculty and other customer service examples and did not provide in depth details about handling upset faculty
- 1 WF withdrew
- 1 WF was offered the position and declined.

The 1 WF selected had recent relevant experience working in higher education. She effectively demonstrated her knowledge during the interview and answered all questions thoroughly and succinctly. She provided recent examples of great customer service and dealing with upset faculty. She also answered questions, which indicated her knowledge of federal laws and regulations. She provided details on how she prioritized high volumes of work in a deadline-oriented area with her superior organizational skills and follow through.

The 1 WF selected had experience working in higher education. She had worked in high volume customer service environment for several years. She provided detailed and thorough answers about federal laws and regulations. Her references indicated that she had excellent organization and computer skills.

Search	RS	Previous Title	New Title	Department	Goal
2018369	WF	UCP 05-Financial Asst 2	UCP 06-Info Systems Analyst 1	Liberal Arts and Sciences	N

This position was posted externally using both promotional and hiring goals. The hire resulted in a promotion for the internal candidate.

The College of Liberal Arts & Sciences Dean's Office seeks applicants for a full-time position as Financial Systems Analyst (UCP 6) for the CLAS Shared Services Unit. Under the direction of the Associate Finance Director, the incumbent will assist in the preparation of the College's annual budget request, assist with reporting writing and work with various members in the university community including both administrators and Department Heads on budgetary constraints. Additionally, the incumbent will need to work with senior leadership in providing analysis on fiscal trends and projections.

DUTIES AND RESPONSIBILITIES

- Establishes a computerized database for developing the college's annual budget request and related budget documents, requiring a sound knowledge and understanding of software packages.
- Provides technological solutions to streamline processes and create efficiencies using existing platforms and databases.
- Ensures access to financial reports and information that is accurate, complete, consistent, relevant, timely and comprehensible. Answers inquiries concerning revisions to existing or new financial/budget documents and reports and recommends modifications as necessary
- Responsible for the preparation of annual budget documents and allotment requests.
- Maintains and provides projections on startup liabilities, 4L budgets, salary savings and leave data.
- Evaluates and provides trend analysis on personnel changes throughout the college: TT, NTT, Staff, and Temporary hires.
- Prepares special reports and financial data for use in analyzing policy and budget options and other administrative decision-making, often requiring the manipulation and understanding of various databases.
- Prepares various financial and statistical reports as required for senior staff.
- Determines impact of various budget options, utilizing computerized databases.
- Provides comparisons and data for analysis and forecasting.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in business-related field or equivalent combination of training and experience.
2. Three years of progressively responsible budget experience in a large organization or institution.
3. Demonstrated use of technological solutions to streamline processes.
4. Proven ability to provide projections and analysis.
5. Outstanding written and communication skills.
6. Outstanding interpersonal and organizational skills.

PREFERRED QUALIFICATIONS

1. Master's degree in business-related field strongly preferred.
2. Experience working in higher educational setting.

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary and outstanding benefits

TO APPLY

Upload a cover letter, resume, and contact information for three professional references via UConn Jobs, www.jobs.uconn.edu, Staff Positions. Indicate search number 2018369. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2018369)

Recruiting activities included postings in the UConn Careers website, Simplicity For Hire Ed Jobs, Monster and Careerbuilder.

6 Total applicants: 1 WM, 3 WF, 1 BM, 1 UF

3 Unqualified applicants: 2 WF, 1 BM

- 1 BM did not have 3 years of progressively responsible budget experience in a large organization or institution.
- 1 WF did not have good written communication based on typos and errors in her application materials.
- 1 WF did not indicate projections and analysis ability or experience in her application materials.

3 Interview applicants: 1 WM, 1 WF, 1 UF

- 1 UF only had transactional level experience not analytical experience.
- 1 WM did not answer question about financial analysis her had performed or or data sets that he had interpreted.

The 1 WF selected was able to articulate projects she undertook which involved streamlining efforts and financial analysis. She also provided examples on reports she had produced for senior leaders in improve processes, analysis and projections. She demonstrated her communication skills with examples of communication that she sent out on several listservs.

Category 3: Nonteaching Professional – UC Professional 6 Admin Serv Asst 4

Promotional goals: 1 WM, 1 AF

Promotions into Category: 1 WF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 04-Admin Serv Specialist 2	UCP 06-Admin Services Asst 4	Accounting	N

The 1 WF candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. The employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Category 3: Nonteaching Professional – UC Professional 6 Program Admin

Promotional goals: 1 WM, 1 BF

Promotions into Category: 2 WF, 1 AF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 05-Alumni Relations Coord	UCP 06-Program Administrator	Law	N
RECLASS	AF	UCP 05-Admin Services Spec 3	UCP 06-Program Administrator	Business	N

The 1 WF and 1 AF candidates' promotion into these titles 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.

Search	RS	Previous Title	New Title	Department	Goal
2018069	WF	UCP 04-Program Asst 2	UCP 06-Program Administrator	Early College Experience	N

This position was posted externally using both promotional and hiring goals. The hire resulted in a promotion for the internal candidate.

The University of Connecticut, Center for Excellence in Teaching and Learning (CETL), Office of Early College Programs (OECF), is seeking a Program Administrator (UCP 6).

DUTIES AND RESPONSIBILITIES

Coordinates and supervises the registration of students enrolled in UConn Early College Experience, including the creation of classes, setting registration timelines, interfacing with the UConn Registrar's Office, and supervising the Registration Coordinator. Promotes enrollment growth through development of new academic opportunities and course offerings that are aligned with high school academic needs and instructional resources. Promotes and maintains positive relations with site representatives, high school instructors, and high school principals. Serves as the UConn ECE liaison to partner high schools and collaborates with OECF staff in coordinating new student opportunities (e.g., scholarships, workshops, conferences) that enrich the academic experience and are relevant to UConn courses. Collaborates with OECF staff to maintain accurate high school records and files. Oversees the enrollment of high school students taking a UConn course on campus. Conducts site visits to the high schools and attends parent nights as necessary. Collaborates with OECF and Center for Excellence in Teaching (CETL) staff in program marketing, student recruitment, and enrollment management processes. Other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in an academic discipline. At least four years of professional experience in an academic outreach program or equivalent. Strong analytical and critical thinking skills. Experience coordinating large events. Excellent interpersonal, written, and oral communication skills. Ability to work effectively in team settings. Demonstrated ability to build and develop professional relationships. Proficiency using MS Office (Word, Access, Excel, and PowerPoint). Effective presentation skills and demonstrated experience communicating complex ideas to diverse audiences.

PREFERRED QUALIFICATIONS

Extensive experience using PeopleSoft. Familiarity with secondary and post-secondary educational institutions. A strong customer service background. Advanced proficiency using Excel functions. Master's degree and two years of experience in an academic outreach program, or, a Bachelor's degree in an academic discipline and five or more years of experience in an academic outreach program

.APPOINTMENT TERMS

This is a full time, permanent position. Salary in high fifties and includes an excellent benefits package.

TO APPLY

Interested applicants should submit a **cover letter**, **resume**, and name with contact information for three **professional references** online via UConn Jobs, Staff Positions, (www.jobsuconn.edu). Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018069)

Recruiting activities included posting on the UConn Careers website, the Hartford Courant, Higheredjobs.com, WCET and the NACEP listserv.

51 Total Applicants: 12 WM, 24 WF, 3 BM, 6 BF, 1 HM, 2 HF, 1 AM, 1 AF, 1 UM

49 Unqualified applicants: 12 WM, 22 WF, 3 BM, 6 BF, 1 HM, 2 HF, 1 AM, 1 AF, 1 UM

- 2 WM, 4 WF, 1 AM did not have a Bachelor's degree in an academic discipline.
- 6 WF, 2 BF, 1 UM did not have at least four years' professional experience in an academic outreach program or the equivalent.
- 5 WM, 9 WF, 2 BM, 3 BF, 1 HM, 1 HF, 2 AF did not have at least four years' professional experience in an academic outreach program or the equivalent and experience coordinating large events.
- 3 WM, 1 WF, 1 BF, 1 HF did not have experience coordinating large events.
- 2 WM, 2 WF, 1 BM did not indicate Microsoft Office skills on their application materials.

2 Interview applicants: 2 WF

- 1 WF did not have direct experience organizing large and complex registration process events and organizing large student events.

The 1 WF selected had experience coordinating large academic and registration events. She answered interview questions with specific and clear responses. She also demonstrated proficient Excel skills during the interview.

Category 3: Nonteaching Professional – UC Professional 6 Program Spec 1

Promotional goals: 1 WM, 1 AF

Promotions into Category: 3 WF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 03-Program Asst I	UCP 06-Program Specialist 1	International Studies Assoc	N
RECLASS	WF	AdministrativeAssistant	UCP 06-Program Specialist 1	Law	N
RECLASS	WF	UCP 05-Business Services Supv	UCP 06-Program Specialist 1	Pathobiology	N

The 3 WF candidates' promotion into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 5

Promotions goals: 2 WF

Promotions into Category: 6 WF

Goals met: 2 WF

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 03-Laboratory Technician 1	UCP 05-Laboratory Technician 3	Chemistry	Y
RECLASS	WF	UCP 03-Graphic Designer/III 1	UCP 05-Laboratory Technician 3	Physiology and Neurobiology	Y
RECLASS	WF	UCP 04-Laboratory Technician 2	UCP 05-Laboratory Technician 3	Molecular and Cell Biology	N
RECLASS	WF	UCP 04-Laboratory Technician 2	UCP 05-Laboratory Technician 3	Physiology and Neurobiology	N
RECLASS	WF	UCP 04-Technical Asst 1	UCP 05-Technical Asst 2	Pathobiology	N
RECLASS	WF	UCP 04-Univ Library Asst 2 Law	UCP 05-Univ Lib Asst 3 Law	Law Library and Technology	N

The 6 WF candidates' promotion into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 5 Academic Advisor 1

Promotional goals: None

No promotional activity in this category

Category 3: Nonteaching Professional – UC Professional 5 Admin Coordinator

Promotions goals: 1 WM, 1 BF, 1 HF

Promotions into Category: 1 WM, 4 WF

Goals met: 1 WM

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	UCP 04-Admin Services Asst 3	UCP 05-Admin Coordinator	Students with Disabilities Ctr	Y
RECLASS	WF	UCP 04-Admin Serv Specialist 2	UCP 05-Admin Coordinator	Payroll	N
RECLASS	WF	UCP 04-Admin Serv Specialist 2	UCP 05-Admin Coordinator	Material Science and Engr	N
RECLASS	WF	UCP 04-Admin Serv Specialist 2	UCP 05-Admin Coordinator	Liberal Arts and Sciences	N

The 1 WM and 3 WF candidates' promotion into these titles 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.

Search	RS	Previous Title	New Title	Department	Goal
2018113	WF	UCP 04-Program Asst 2	UCP 05-Admin Coordinator	Pharmacy Practice	N

The School of Pharmacy at the University of Connecticut seeks candidates for a full time Administrative Coordinator (UCP 5) position in the Department of Pharmacy Practice. Under the direction of the Department Head, this position will provide support to the department head and faculty in the Department of Pharmacy Practice.

DUTIES AND RESPONSIBILITIES

Coordinates departmental workflow, processes administrative and personnel paperwork which requires a high level of confidentiality, and reviews for accuracy, completeness and compliance with regulations, policies and procedures; may draft or independently compose and/or edit correspondence and other documents for supervisor's review and/or signature; as delegated signs supervisor's name to correspondence, requisitions, vouchers, etc.; makes routine decisions in supervisor's absence. Independently composes, prepares and edits complex correspondence, legal documents, and narrative/statistical reports which require the understanding and evaluation of data sources. Screens correspondence, records, and other documents for appropriate action and if necessary works with department head to determine proper response or to resolve problems. Advises and assists administrators and faculty in resolving problems related to DPP operations and programs; 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. Serves as a resource to faculty, staff, clinical sites, residency directors, and others regarding university and departmental policies and procedures; provides assistance in solving a wide variety of problems, some of which are new and unusual and require interpretation, judgment and initiative. Frequently communicates with other University offices and/or outside agencies to request or provide information or to clarify procedures. Responsible for projects and support activities which require planning, coordination, and supervision, including recruitment and hiring of faculty and staff, meetings, and departmental events; makes all necessary arrangements, including travel and coordinates details. Coordinates DPP monthly department meetings/prepares meeting minutes. Reserves conference rooms and departmental equipment and conference call line.

MINIMUM QUALIFICATIONS

- Bachelor's degree, or equivalent combination of training and experience.
- At least one year of administrative experience.
- Demonstrated ability to independently resolve problems of unusual difficulty, and exercise judgment regarding administrative detail and procedures.
- Outstanding organizational and interpersonal skills.
- Excellent written and oral communication skills
- Demonstrated ability to work with multiple levels of staff, faculty, and internal and external offices.
- Ability to interpret policies and procedures.
- Experience managing multiple tasks while complying with due dates.
- High-level of proficiency with Word, Excel, and Outlook.
- Demonstrated ability to perform data entry, data management, and recordkeeping.
- Experience in scheduling events.
- Excellent time management skills.
- Demonstrated ability to work well as part of a team.

PREFERRED QUALIFICATIONS

- At least 4 years of administrative experience.
- One year or more experience in an office involving faculty support.
- Experience managing course sites on HuskyCT.
- Experience with website design and management.
- Experience using Microsoft Access.

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 via UConn Jobs at www.jobs.uconn.edu, Staff Positions. Please be sure your application materials demonstrate how you meet the qualifications for this position. Include the search number in all correspondence. Screening will begin immediately. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018113).

Recruiting activities included posting on the UConn Careers website, distribution to CADEP and utilization of professional networking contacts.

42 Total applicants: 6 WM, 27 WF, 2 BF, 1 HF, 1 AM, 2 AF, 1 UM, 2 UF

32 Unqualified applicants: 4 WM, 20 WF, 2 BF, 1 HF, 1 AM, 2 AF, 2 UF

- 1 AM did not have at least one year of administrative experience
- 1 WF did not indicate the ability to perform data entry, data management and recordkeeping on her application materials.
- 1 WM, 7 WF, 1 BF, 2 AF did not have experience in scheduling events.
- 3 WM, 12 WF, 1 BF, 1 HF, 2 UF did not have excellent written communication skills based on errors in their application materials.

10 Interview applicants: 2 WM, 7 WF, 1 UM

- 2 WF withdrew
- 1 WF did not have the experience working in faculty support that was required for this position.
- 1 UM's experience was in student not faculty support.
- 1 WF was not able to answer questions about how her current skills and experience would translate to the duties and qualifications of the position.
- 1 WM did not provide complete answers to interview questions.
- 1 WM's experience was managerial and not in faculty support and he did not provide specific examples in answers to situational interview questions.
- 1 WF did not answer questions about independent problem solving in detail.
- 1 WF did not realize which position she was interviewing for during the phone interview.

The 1 WF selected had experience in faculty support that was most similar and transferrable to the position. She was the only applicant that had experience with website design and Microsoft Access. She had experience in planning multiple events annually. She provided specific and concrete answers to situational interview questions.

Category 3: Nonteaching Professional – UC Professional 5 Admin Serv Sp 3

Promotional goals: 1 WM, 1 BF

Promotions into Category: 1 WF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 04-Admin Serv Specialist 2	UCP 05-Admin Services Spec 3	Registrar	N

The 1 WF candidate's promotion into the title was the result of a reclassification of a filled position. No other candidates applied or were considered. The employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Category 3: Nonteaching Professional – UC Professional 5 Dining Serv Asst Mgr

Promotional goals: None

No promotional activity in this category

Category 3: Nonteaching Professional – UC Professional 5 Financial Assistant 2

Promotions goals: 4 WM, 1 HF, 2 AM

Promotions into Category: 2 WM, 2 WF

Goals met: 2 WM

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	UCP 04-Admin Serv Specialist 2	UCP 05-Financial Asst 2	Law	Y
RECLASS	WM	UCP 03-Program Asst I	UCP 05-Financial Asst 2	Students with Disabilities Ctr	Y
RECLASS	WF	UCP 03-Technical Records Coord	UCP 05-Financial Asst 2	Liberal Arts and Sciences	N
RECLASS	WF	UCP 03-Technical Records Coord	UCP 05-Financial Asst 2	Liberal Arts and Sciences	N

The 2 WM and 2 WF candidates' promotion into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 5 Program Coordinator

Promotions goals: 2 WM, 1 BF

Promotions into Category: 1 WM, 4 WF

Goals met: 1 WM

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	UCP 04-Program Asst 2	UCP 05-Program Coordinator	UConn Recreation	Y
RECLASS	WF	UCP 03-Program Asst I	UCP 05-Program Coordinator	UConn Recreation	N
RECLASS	WF	UCP 04-Program Asst 2	UCP 05-Program Coordinator	Graduate Education	N
RECLASS	WF	UCP 04-Program Asst 2	UCP 05-Program Coordinator	UConn Recreation	N
RECLASS	WF	UCP 04-Program Asst 2	UCP 05-Program Coordinator	Liberal Arts and Sciences	N

The 1 WM and 4 WF candidates' promotion into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 4

Promotions goals: 1 AF

Promotions into Category: 3 WF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 03-ASST SCHED OFFICER	UCP 04-Assoc Scheduling Off	Registrar	N
RECLASS	WF	UCP 03-ASST SCHED OFFICER	UCP 04-Assoc Scheduling Off	Registrar	N
RECLASS	WF	UCP 03-Program Asst I	UCP 04-Technical Asst 1	Speech, Lang and Hearing Sci	N

The 3 WF candidates' promotion into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 4 Admin Asst 3

Promotional goals: 1 WM

Promotions into Category: 2 WF, 1 HF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	Secretary1	UCP 04-Admin Services Asst 3	Admissions	N
RECLASS	WF	Secretary2	UCP 04-Admin Services Asst 3	Avery Point Campus	N
RECLASS	HF	UCP 03-Program Asst 1	UCP 04-Admin Services Asst 3	Stamford	N

The 2 WF and 1 HF candidates' promotions into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. The employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 4 Admin Serv Sp 2

Promotional goals: 2 WF, 1 BF

Promotions into Category: 4 WF, 1 AM

Goals met: 2 WF

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 01-Program Aide	UCP 04-Admin Serv Specialist 2	Athletics	Y
RECLASS	WF	OfficeAssistant	UCP 04-Admin Serv Specialist 2	CMHS/Wellness	Y
RECLASS	WF	OfficeAssistant	UCP 04-Admin Serv Specialist 2	Registrar	N
RECLASS	WF	UCP 03-Technical Records Coord	UCP 04-Admin Serv Specialist 2	Registrar	N

The 4 WF candidates' promotion into these titles 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.

Search	RS	Previous Title	New Title	Department	Goal
2018109	AM	UCP 01-Financial Asst 1	UCP 04-Admin Serv Specialist 2	Admissions	N

This position was posted externally, using promotional and hiring goals. The hire resulted in a promotion for the internal candidate.

The Office of Undergraduate Admissions invites applications for a full-time, twelve-month position of Administrative Services Specialist 2. Under the supervision of the Administrative Coordinator, this position coordinates and provides assistance in carrying out a specialized administrative service for the Office of Undergraduate Admissions which includes support for travel processing and procurement for the office.

DUTIES AND RESPONSIBILITIES

- Coordinates all aspects of domestic and international travel for the Admissions Office which includes securing airfare and rental vehicles using the University's booking agencies, and processes all requests for travel advances and reimbursements through WebForm Responses and the Quali Financial System. Processes paperwork and/or records; reviews for accuracy, completeness and compliance with University regulations, policies and procedures; identifies and follows-up to resolve problems, referring new, unusual or difficult problems to the supervisor.
- Assists in requesting quotes from vendors; initiating vendor set-up; submitting purchase requisitions, disbursement vouchers, advance deposits, etc. in the University's financial system.
- Screens correspondence, records and other documents for appropriate action and works with supervisor to determine proper response or to resolve problems; makes referrals as appropriate.
- 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.
- Transmits information and serves as a resource regarding policies and procedures relating to in state, out-of-state and international travel.
- Regularly communicates with other University offices to request or provide information or to clarify procedures.
- In assigned area of responsibility, reviews operating procedures for efficiency and effectiveness; makes recommendations for changes or improvements; may participate in planning and decisions regarding new or changed procedures.
- Devises, modifies and/or supervises the maintenance and coordination of complex filing systems, records and/or data systems that may be computerized.
- May draft or independently compose and/or edit routine correspondence and other documents for supervisor's review and/or signature.
- May be responsible for coordinating related administrative functions.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Associates degree or equivalent combination of education and experience.
2. Three to five years relevant experience.
3. Demonstrated knowledge of administrative specialty required, and ability to independently resolve problems of ordinary difficulty.
4. Excellent interpersonal, organizational, verbal and written communication skills.
5. Demonstrated ability to prioritize, multi-task and meet time sensitive deadlines.
6. Experience working with information systems.
7. Experience working with diverse populations.

PREFERRED QUALIFICATIONS

1. Bachelor's Degree
2. Experience with Quali Financial Systems (KFS) or similar electronic financial records system.
3. Experience working in a higher education setting.
4. Knowledge of Microsoft Office products.
5. Demonstrated ability for accuracy and attention to detail.
6. Ability to work under pressure.

APPOINTMENT TERMS

This is a full-time, permanent position slated to begin in mid-November. Salary is commensurate with qualifications and experience and includes a comprehensive benefits package.

TO APPLY

For full consideration, please submit cover letter, resume, and contact information for three professional references via UConn Jobs at www.jobs.uconn.edu, Staff Positions. Applicants not submitting all of 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. (Search #2018109)

Recruitment activities included posting on the UConn Careers website and distribution to professional networking contacts at other higher education institutions.

54 Total applicants: 8 WM, 36 WF, 2 BM, 3 BF, 2 HF, 1 AM, 1 AF, 1 UF

44 Unqualified applicants: 8 WM, 30 WF, 1 BM, 3 BF, 2 HF

- 3 WF, 1 HF did not have an Associate's degree or the equivalent combination of education and experience and 3 to 5 years related experience
- 5 WM, 13 WF, 3 BF, 1 HF did not have 3 to 5 years of related experience.
- 3 WF, 1 BM did not submit a complete application
- 3 WM, 11 WF did not indicate knowledge of administrative specialties in their applications.

3 Qualified applicants: 3 WF

- 4 WF did not have a Bachelor's degree or experience with Quali Financial systems or a similar electronic financial records system.
- 1 WF did not have a Bachelor's degree
- 1 WF did not have experience with Quali Financial systems or a similar electronic financial records system.

7 Interview applicants: 3 WF, 1 BM, 1 AM, 1 AF, 1 UF

- 2 WF did not have current experience with travel processes and purchasing
- 1 AF did not provide detailed answers to questions and her travel processing experience was in review not initiation.
- 1 WF's answers to questions were not detailed and she did not explain her experience or knowledge in the area of travel and purchasing.
- 1 BM acknowledged that he did not have experience or knowledge of travel processes.
- 1 UF did not have direct experience with electronic financial systems like Quali.

The 1 AM selected had several years' experience using Quali and other electronic financial systems. He also had previous experience working in Travel Services and Accounts Payable. He answered interview questions in detail and provided recommendations on improvements to current operating procedure.

Category 3: Nonteaching Professional – UC Professional 4 Program Assistant 2

Promotions goals: 1 BF

Promotions into Category: 6 WF, 1 BF

Goals met: 1 BF

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 01-Program Aide	UCP 04-Program Asst 2	Wellness and Prevention Svcs	N
RECLASS	WF	UCP 03-Program Asst I	UCP 04-Program Asst 2	Human Rights Institute	N
RECLASS	WF	UCP 03-Program Asst I	UCP 04-Program Asst 2	Enrichment Programs	N
RECLASS	WF	UCP 03-Program Asst I	UCP 04-Program Asst 2	History	N
RECLASS	WF	UCP 03-Program Asst I	UCP 04-Program Asst 2	Social Work	N
RECLASS	WF	UCP 03-Program Asst I	UCP 04-Program Asst 2	Student Activities	N
RECLASS	BF	UCP 01-Program Aide	UCP 04-Program Asst 2	Athletics MI Basketball	Y

The 6 WF and 1 BF candidates' promotion into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 3

Promotional goals: 1 WM, 1 BF

Promotions into Category: 2 WM, 1 WF, 1 BM, 1 HF

Goals met: 1 WM

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WM	UCP 01-Financial Asst 1	UCP 03-Technical Records Coord	Liberal Arts and Sciences	Y
RECLASS	WM	UCP 01-Financial Asst 1	UCP 03-Technical Records Coord	Liberal Arts and Sciences	N
RECLASS	WF	UCP 01-Financial Asst 1	UCP 03-Technical Records Coord	Liberal Arts and Sciences	N
RECLASS	BM	UCP 01-Financial Asst 1	UCP 03-Technical Records Coord	UConn Recreation	N
RECLASS	HF	UCP 01-Financial Asst 1	UCP 03-Technical Records Coord	Psychological Sciences	N

The 2 WM, 1 WF, 1 BM and 1 HF candidates' promotion into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 3 Program Assistant 1

Promotions goals: 1 WM, 2 BF, 1 HF

Promotions into Category: 1 WF, 1 HM, 1 HF

Goals met: 1 HF

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 01-Program Aide	UCP 03-Program Asst I	Athletics	N
RECLASS	HM	UCP 01-Program Aide	UCP 03-Program Asst I	Intl Student and Scholar Svcs	N
RECLASS	HF	UCP 01-Program Aide	UCP 03-Program Asst I	Athletics	Y

The 1 WF, 1 HM and 1 HF candidates' promotion into these titles was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and were promoted.

Category 3: Nonteaching Professional – UC Professional 1

Promotional goals: None

Promotions into Category: 1 BF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	BF	Secretary2	UCP 01-Financial Asst 1	Social Work	N

The 1 BF candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. The employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Category 3: Nonteaching Professional – Academic Assistants

Promotional goals: None

No promotional activity in this category

Category 3: Nonteaching Professional – Specialist 1A

Promotional goals: None

No promotional activity in this category

Category 3: Nonteaching Professional – Specialist 2A

Promotional goals: None

No promotional activity in this category

Category 3: Nonteaching Professional – Specialist 3-4A

Promotional goals: None

Promotions into Category: 1 WF

Goals met: None

Search	RS	Previous Title	New Title	Department	Goal
2018252	WF	Asst Coach (Specialist IA)	Head Coach (Specialist IIIA)	Athletics WI Soccer	N

This position was posted externally, using both promotional and hiring goals. The hire resulted in a promotion for the internal candidate.

The University of Connecticut is accepting applications for a full-time position of Head Women's Soccer Coach. This individual will be responsible for all aspects of a Division 1 Women's Soccer Program including coordination of recruitment and evaluation of prospective student-athletes; overall development of the student-athletes; practice and game preparation; oversight responsibility of assistant coaches; support of the academic staff to ensure academic success of team members; support of the Division's efforts to promote the women's soccer program through marketing and community involvement initiatives; budget management; and other administrative duties as assigned by the Athletic Director.

MINIMUM QUALIFICATIONS

Bachelor's degree; five years of collegiate soccer coaching experience in a full-time position; demonstrated ability to operate a successful program within NCAA and conference regulations; commitment to the academic success of student-athletes; demonstrated knowledge of the correct application of NCAA regulations; ability to teach/communicate effectively; demonstrated experience in the recruiting process of qualified student-athletes; strong commitment to the academic goals of the University; and outstanding organizational, communication, and public relations skills.

PREFERRED QUALIFICATIONS

Experience as a Head Coach or an Associate/Assistant Coach with a demonstrated record of progressively increased responsibilities; eight or more years of Division I collegiate soccer coaching experience; collegiate and/or professional playing experience; program operations experience that includes scheduling, budget management, and travel planning.

APPOINTMENT TERMS

Salary commensurate with experience.

TO APPLY

Candidates must submit **letter of application, resume, and the names of three references** via UConn Jobs at <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 # 2018252)

Recruiting activities included posting on the UConn Careers website, UConnHuskies.com, the NCAA News and utilizing professional contacts in the soccer field.

40 Total applicants: 26 WM, 4 WF, 5 BM, 1 HM, 1 AF, 2 UM, 1 UF

19 Unqualified applicants: 16 WM, 2 BM, 1 HM

- 16 WM, 2 BM, 1 HM did not have 5 years of collegiate soccer coaching experience in a full-time position.

14 Qualified applicants: 5 WM, 3 WF, 3 BM, 2 UM, 1 UF

- 1 UM did not have experience as a Head Coach or an Assistant/Associate Coach with a demonstrated record of progressively increased responsibility and 8 or more years of Division 1 collegiate soccer coaching experience
- 5 WM, 2 WF, 3 BM, 1 UF did not have 8 or more years of Division 1 collegiate soccer coaching experience
- 1 UM did not have 8 or more years of Division 1 collegiate soccer coaching experience and did not have program operations experience that includes scheduling, budget management and travel planning
- 1 WF did not have positive references.

7 Interview applicants: 5 WM, 1 WF, 1 AF

- 1 WM withdrew
- 1 WM did not provide a vision for the future of the soccer program that matched the objectives.
- 1 WM's previous coaching experience was in 2014 and did not provide a vision for the program that was practical.
- 1 WM's experience at other institutions did not align with the soccer program
- 1 AF did not have experience at a high level Division 1 program
- 1 WM did not have the program operations experience needed for the position

The 1 WF selected had more years of coaching and athlete recruiting experience in the Division 1 level than all other candidates. She explained an in depth vision for the future of the program and the development of student athletes. She also had experience with program operations specifically scheduling and travel planning.

Category 3: Nonteaching Professional – Remaining Titles

Promotional goals: None

Promotions into Category: 1 WF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	UCP 10-Sponsor Progr Team Lead	Asst Director	Sponsored Programs	N

The 1 WF candidate’s promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. The employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Category 4: Secretarial/Clerical – Administrative Assistant

Promotional goals: 1 WM

No promotional activity in this category

Category 4: Secretarial/Clerical – Secretary 2

Promotions goals: 1 BF

Promotions into Category: 1 WF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	Secretary1	Secretary2	Residential Life	N

The 1 WF candidate’s promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. The 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

Promotions goals: 1 WM, 1 BF

Promotions into Category: 1 WF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	ClerkTypist	Secretary1	Ctrs for Health/CMHS/Wellness	N

The 1 WF candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. The 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

Promotions goals: 1 WM

Promotions into Category: 1 WF

Goals met: None

Promotion	RS	Previous Title	New Title	Department	Goal
RECLASS	WF	ClerkTypist	OfficeAssistant	Ctrs for Health/CMHS/Wellness	N

The 1 WF candidate's promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. The employee was performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Category 4: Secretarial/Clerical – Clerk Typist

Promotional goals: None

No promotional activity in this category

Category 4: Secretarial/Clerical – Remaining Titles

Promotional goals: None

No promotional activity in this category

Category 5: All Titles

Promotional goals: None

No promotional activity in this category

Category 6: Qualified Craft Workers – All Titles

Promotions goals: 1 WF, 1 BM

Promotions into Category: 1 HM

Goals met: None

Search	RS	Previous Title	New Title	Department	Goal
2018637	HM	Custodian	QCW Intern	Motor Pool	N

This position was posted internally for UConn employees.



UConn's Facilities Operations Department has an opening for a Qualified Craft Worker (QCW) Intern – Automotive and Mechanical Equipment position within the Motor Pool Unit. This position will receive on-the-job training and vocational education in order to complete the requirements of a QCW Automotive and Mechanical Equipment job classification within a period of time not to exceed two (2) years. The QCW Intern will be required to obtain a Commercial Driver's License (CDL) B license with air brakes and passenger endorsements and become certified to work on air brakes within the two (2) year period. The license and certificate must be maintained once promoted to the QCW Automotive and Mechanical job classification.

This is a permanent, full-time position, Monday - Friday, 40 hours/week. The work hours are 7:00 am to 3:30 pm with a 30 minute unpaid lunch. The hourly salary is \$21.34 and is non-negotiable. This position offers a full benefits package including medical and dental insurance. 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. A current motor vehicle license is required.

SELECTION PLAN

This position is open to internal University of Connecticut applicants only. To be eligible for this position, the applicant must be a current, permanent or durational UConn NP-2 employee. In order to be considered for these job openings, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application. If selected for an interview, you will be asked to supply the names, titles and phone numbers of three, work related references which must include one current or previous supervisor. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

Applicants are required to upload a copy of his/her diploma from a Vocational or Technical School and/or official transcript stating AUTOMOTIVE as the course of study with their submission (NOTE: in order to upload documents you must ensure that your internet browser's 'pop-up' blocker is off. Failure to do so may prevent you from being able to upload documentation into JobAps.). Questions about these required documents should be directed to UConn HR's Services Unit phone number, 860-486-3034.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for receiving on-the-job training in a specific trade area.

EXAMPLES OF DUTIES

In general, the QCW Intern receives training to perform tasks as outlined in specification for the class of Qualified Craft Worker; receives on-the-job training to supplement prior vocational or technical training in respective trade area; performs increasingly difficult and skilled tasks requiring application of trade skills, codes and standard trade practices under supervision; assists in estimating time, personnel and material needs on assigned projects; assists in maintenance of necessary records, logs, etc.; performs duties related to trade or similar trade areas as required; at state owned airports may be required to stand by for and respond to fire and/or crash emergency situations; may be required to assist in snow removal operations during emergency situations; performs related duties as required.

At UConn the QCW Intern will receive training in automotive, truck and equipment repair for diesel and gas powered vehicles. The QCW Intern will learn to diagnose failure in all types of automotive and heavy mobile equipment as well as gain experience in servicing, dismantling, overhauling, and reassembling front ends, engines, standard and automatic transmissions, rear ends, hydraulic systems, automotive electrical systems, suspensions, hydraulic brake systems, and exhaust systems. The QCW Intern will learn to construct and repair parts, weld or braze parts by oxyacetylene torch or electric welding and will be instructed in how to operate brake lathes, wheel balances, tire changers, and engine analyzers. As the QCW Intern begins to gain experience in this position, he/she will work alongside of a QCW Automotive and Mechanical Equipment employee to perform preventive maintenance tasks on equipment, assist customers with minor repairs, perform small engine repairs on equipment such as lawn mowers, snow blowers, portable generators etc., and perform normal maintenance service including tune-ups, belt replacements, tire changing, cooling system repairs and other vehicle repairs.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of standard tools, materials, methods and practices of particular trade area; some interpersonal skills; some oral and written communication skills; ability to perform on a skilled level in particular trade; ability to make estimates and keep shop records; ability to follow written and oral instructions; some ability to utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Graduation from a vocational or technical school with a diploma designating completion of the subject requirements in the respective maintenance trade area.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

An Associate's or Bachelor's degree in automotive, plumbing, construction, electrical, HVAC or a related field may be substituted for the General Experience.

PREFERRED QUALIFICATIONS

CDL Class B License with air brake and passenger endorsements; familiarity with mig welding and/or arc welding; familiarity with snow and ice equipment such as Kubota Tractors, Bobcats/Skid Steers, and Salty Dog Sanders; familiarity with medium duty vehicles and/or transit busses.

SPECIAL REQUIREMENTS

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

CHARACTER REQUIREMENTS

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

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

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

CONCLUSION

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>

Information concerning the University's policies regarding the Cleary Act Statement, Non-Discrimination Policy, Accommodations for Applicants with Disabilities and Recruiting Veterans can be found on UConn's Job page at: <https://hr.uconn.edu/jobs/>

Recruiting activities included posting on the UConn Careers website and JobApps.

5 Total applicants: 3 WM, 2 HM

4 Unqualified applicants: 3 WM, 1 HM

- 2 WM were not internal UConn employees
- 1 WM and 1 HM did not graduate from a vocational or technical school with a diploma designating completion of the subject requirements in the automotive trade area and did not have an Associate's or Bachelor's degree in auto, plumbing, construction, electrical, HVAC or a related field as a substitution.

1 HM was interviewed and selected. He was the senior most qualified candidate for the position. He graduated from a technical school with a diploma in automotive studies. He demonstrated excellent written communication skills in his application materials and cover letter and excellent oral communication skills in his answers to interview questions. His references were positive.

Category 7: Maintenance/Service – Remaining Titles

Promotions goals: 3 BM, 1 BF, 6 HM, 7 HF

Promotions into Category: 1 WM, 2 WF, 1 HM

Goals met: 1 HM

Search	RS	Previous Title	New Title	Department	Goal
2018405	HM	Custodian	MailHandler	Mail Services	Y

Search	RS	Previous Title	New Title	Department	Goal
2018384	WM	PowerDistrElectrician	MaintSupv1(Elecl)	Facilities Structure Shop Svcs	N

This position was posted internally for UConn employees.

INTRODUCTION

UConn's Facilities Operations & Building Services Department has an opening for a Maintenance Supervisor 1 - Electrical position.

The Maintenance Electrical Supervisor 1 reports to the Maintenance Electrical Supervisor 2 and in his absence it is expected that he/she will be completely capable to assume his duties with knowledge of the high voltage system. CONVEX and TD 800 training must be updated as required once in this position. Communication with the appropriate parties (Cogen, upper management, distribution electricians, customers, and CL&P) must be maintained during emergencies.

This is a permanent, full-time position, Monday - Friday, 37.50 hours/week. The work hours are 7:00am to 3:00pm (30 minute unpaid lunch).

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. A current motor vehicle license is required.

In order to be considered for this Agency Promotional opening, you must be a current employee of the University of Connecticut (UConn), who has permanent state status, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

SELECTION PLAN

This position is open to University of Connecticut employees only.

In order to be considered for this Agency Promotional opening, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application.

A current Electrical Unlimited License is required (E-1 or E-2) and must be retained throughout your employment. Also, please upload a cover letter and the names, titles and phone numbers of three, current professional references.

Applicants are required to upload requested material(s) with their submission (NOTE: in order to upload documents you must ensure that your internet browser's 'pop-up' blocker is off. Failure to do so may prevent you from being able to upload documentation into JobAps.). Questions about these required documents should be directed to UConn HR's Services Unit phone number, 860-486-3034.

PURPOSE OF JOB CLASS (NATURE OF WORK)

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

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

EXAMPLES OF DUTIES

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

KNOWLEDGE, SKILL AND ABILITY

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

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

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

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

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

Note: For State Employees, this is interpreted at the level of Qualified Craft Worker.

PREFERRED QUALIFICATIONS

High voltage experience.

Knowledge of high voltage distribution maps and equipment operation.

High voltage safety training and practices 600 volts and higher.

TD800 training and convex knowledge.

Experience in overseeing the work of outside contractors.

Emergency power systems operation and maintenance experience.

Demonstrated leadership skills and ability.

SPECIAL REQUIREMENTS

1. Incumbents in this class may be required by the appointing authority to possess and retain of appropriate current licenses, permits and/or certifications including possession and retention of a license as an Unlimited Journeyman or in the trade area indicated by the parenthetical title.
2. Incumbents in this class may be required to travel.

CHARACTER REQUIREMENTS

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

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

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

CONCLUSION

Conclusion 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>

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Information concerning the University's policies regarding the Cleary Act Statement, Non-Discrimination Policy, Accommodations for Applicants with Disabilities and Recruiting Veterans can be found on UConn's Job page at: <https://hr.uconn.edu/jobs/>

Recruiting activities included posting on the UConn Careers website and JobApps.

2 Total applicants: 2 WM

1 Unqualified applicant: 1 WM

- 1 WM was not an internal UConn employee

1 WM was interviewed and selected. He had knowledge of high voltage, specifically the high voltage system on campus. He also had experience in emergency power systems including the 4160 system on campus. He had previous experience supervising crews of 15 or more workers. He also had TD800/Convex training through Eversource.

Search	RS	Previous Title	New Title	Department	Goal
2018098	WF	Custodian	AnimalCareWashroomTech	Animal Care	N

This position was posted externally, using both promotional and hiring goals. The hire resulted in a promotion for the internal candidate.

Animal Care Cage Washroom Technician

Animal Care Services

Animal Care Services (ACS) has a permanent opening for a full-time Animal Care Washroom Technician. Responsibilities include: sanitizing and sterilizing caging, supplies, equipment, washroom facility, and other areas within the animal vivariums; performs routine sanitation tasks; operates and maintains wash machines; assembles, prepares and stacks apparatus necessary to house, feed and water animals; prepares supplies for animal care staff; follows standard operating procedures; receives, stores and rotates feed, bedding and other animal care supplies and equipment; transports equipment and supplies; disposes of animal waste and carcasses; updates and maintains records; performs related duties as required; Participates in the University's occupational health and safety program and training program; may be exposed to communicable diseases, hazardous materials.

Minimum Qualifications:

Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instruction and to keep records; manual dexterity.

Working Conditions:

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.

Physical Requirements:

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.

Appointment Terms:

This is a full-time (37.5 hrs/wk) position with a work schedule of Monday through Friday, 8:00am to 4:00pm, including holidays. Hourly salary is \$18.32 and includes a complete benefits package. **This position is considered "Emergency Support Services/Essential Staff"**. Candidate must be willing and able to work during emergency closures and/or delayed openings due to inclement weather. An annual flu shot vaccination may be required and a valid driver's license. Selection for employment is contingent upon satisfactory completion of a background check and pre-employment physical.

To Apply:

Qualified applicants must complete, **in its entirety**, an [UConn Application for Employment](#) which must then be attached to this job opening with the names and contact information for **three work related references**.

Applicants will be evaluated based on the information provided on their application. Candidates not submitting a completed UConn application will be excluded from the application process. Please ensure that all relevant experience and qualifications for the position are clearly stated. Application deadline is TBD. Once the position has closed, there will not be an opportunity to submit additional information. (Search # 2018098)

Recruiting activities included posting on the UConn Careers website and CT Jobs.com.

3 Total applicants: 1 WM, 2 WF

3 Interview applicants: 1 WM, 2 WF

- 1 WF withdrew
- 1 WM received less than good service rating in his 2016 and per Article 14 Section 5 received a seniority waiver for the position.

The 1 WF selected. She had the next highest seniority and met all of the qualifications of the position.

Search	RS	Previous Title	New Title	Department	Goal
2018525	WF	LeadCustodian	SupervisingCustodian	Building Services Custodial	N

This position was posted externally, using both promotional and hiring goals. The hire resulted in a promotion for the internal candidate.

INTRODUCTION



The University of Connecticut's Facilities Operations & Building Services Department has an opening for a permanent, full-time, Supervising Custodian position. The work schedule is Monday through Friday, 4:00am to 12:00pm.

Questions pertaining to these positions should be directed to UConn HR's Services Unit phone number, 860-486-3034.

SELECTION PLAN

This position is open to University of Connecticut employees only. In order to be considered for this job opening, you must meet the minimum qualifications as listed on the job opening and must specify your qualifications on your application. If selected for an interview, you will be asked to provide copies of the last two (2) performance appraisals.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for supervising a large crew of Custodians and Lead Custodians or contract employees engaged in the cleaning of buildings or building complexes.

EXAMPLES OF DUTIES

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans crew work; establishes and maintains crew procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; maintains inventory of supplies and equipment; prepares work orders; inspects buildings on a regular basis to ensure established standards of cleanliness are maintained; maintains building security; receives and responds to complaints from staff in buildings; responds to building emergencies; maintains employee time records; may participate in cleaning; may act for supervisor in his/her absence; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of methods, materials and procedures used in building custodial and/or housekeeping work; interpersonal skills; oral and written communication skills; ability to operate, care for and perform light maintenance on tools and equipment used in daily work; some ability to utilize computer software; supervisory ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Two (2) years of experience in building custodial and/or housekeeping work.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been in a lead capacity.

Note: For State Employees this is interpreted at the level of Lead Custodian.

SPECIAL REQUIREMENTS

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

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.

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

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

CONCLUSION

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 posting on the UConn Careers website, internal bulletin boards and JobApps.

23 Total applicants: 3 WM, 4 WF, 6 HM, 1 AM, 1 AF, 8 UM

16 Unqualified applicants: 3 WF, 4 HM, 1 AM, 8 UM

- 3 WF, 4 HM, 1 AM, 8 UM were not internal UConn employees

7 Interview applicants: 3 WM, 1 WF, 2 HM, 1 AF

- 1 AF, the most senior applicant, withdrew
- 3 WM, 2 HM did not have the highest seniority for the position.

The 1 WF was the next most senior applicant. She had experience as a Lead Custodian and met all of the qualifications.

Category 7: Maintenance/Service – Custodian

Promotional goals: None

No promotional activity in this category

Category 7: General Trade Worker

Promotional goals: 1 WM, 1 HM

Promotions into Category: 1 WM

Goals met: 1 WM

Promotion	RS	Previous Title	New Title	Department	Goal
2018096	WM	Custodian	GeneralTradesWorker	Student Union	Y

This position was posted externally, using both promotional and hiring goals. The hire resulted in a promotion for the internal candidate.

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.

DUTIES AND RESPONSIBILITIES

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.

APPOINTMENT TERMS

This is a permanent, full-time position, Saturday-Wednesday, 12:00pm - 8:00pm. Minimum hourly salary is \$22.32 with additional weekend and shift differential pay. Includes a full benefits package including medical and dental insurance. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018096)

NP-2 employees will be given preference in the hiring process and should submit an internal application.

TO APPLY

External qualified applicants meeting the qualifications and experience and training requirements, must complete, in its entirety, a [UConn Application for Employment](#) fully detailing your qualifications for the position which must then be attached to this job opening. Also, include a cover letter and the names and contact information of three work-related references. Candidates not submitting a completed UConn application and other required application material(s) will be excluded from the application process.

Applicants will be evaluated based on the information provided on their application. Please ensure that all relevant experience and qualifications for the position are clearly stated. **Application deadline is November 10, 2017.** Once the position has closed, there will not be an opportunity to submit additional information. (Search #2018096)

Recruiting activities included posting on the UConn Careers website, on the Student Union bulletin boards and distribution to current employees.

27 Total applicants: 18 WM, 7 HM, 1 AM, 1 UM

25 Unqualified applicants: 17 WM, 6 HM, 1 AM, 1 UM

- 8 WM, 4 HM, 1 AM, 1 UM did not submit complete applications
- 7 WM, 2 HM did not have 4 years of experience in one or more trade areas.
- 2 WM did not indicate knowledge of and the ability to apply standard tools, materials, methods and practices of a variety of trade areas.

2 Interview applicants: 1 WM, 1 HM

- 1 HM was offered the position but the offer was withdrawn to an internal employee winning a grievance at a hearing and obtaining the position.
- 1 WM did not have knowledge of the electrical trade.

1 WM was selected due to a stipulated agreement following a grievance hearing.

Category 7: Maintenance/Service – Lead Custodian

Promotional goals: 1 BF, 5 HF

No promotional activity in this category

Category 7: Maintenance/Service – Protective Services

Promotions goals: 1 BM, 2 HM

Promotions into Category: 1 WM, 1 WF

Goals met: None

Search	RS	Previous Title	New Title	Department	Goal
2018575	WM	Police Officer (Unc)	PoliceSgt (Uncl)	UConn Police Services	N
2018575	WM	Police Officer (Unc)	PoliceSgt (Uncl)	UConn Police Services	N
2018575	WF	Police Officer (Unc)	PoliceSgt (Uncl)	UConn Police Services	N

This position/exam was posted internally for UConn employees.



**THE UCONN POLICE DEPARTMENT
EXAMINATION ANNOUNCEMENT
POLICE SERGEANT**

Written Exam Date: Friday, June 15, 2018
Exam Time: 0900, estimated time is 3 hours
Exam Location: Public Safety Training Room

Oral Exam Date: TBD
Oral Exam Location: TBD

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 June 15, 2018, 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.

Division of Public Safety
126 NORTH EAGLEVILLE ROAD, UNIT 3070
STORRS, CT 06269-3070
PHONE 860.486.4800
FAX 860.486.2430



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, 6th 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) by 5:00 p.m. on May 25, 2018.**

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

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An internationally accredited law enforcement agency



An Equal Opportunity Employer

17 Total applicants: 9 WM, 4 WF, 1 BM, 2 HM, 1 AF

2 Unqualified applicants: 1 WM, 1 AF

- 1 WM and 1 AF did not achieve a passing grade on the examination.

15 Interview applicants: 8 WM, 4 WF, 1 BM, 2 HM

- 2 WM, 1 WF, 1 HM withdrew
- 4 WM, 2 WF, 1 BM, 1 HM answered situational interview questions incompletely demonstrating the need for more experience as a Police Officer.

The 2 WM and 1 WF selected demonstrated excellent communication skills in their complete and detailed answers to situational questions. Their responses were correct and appropriate and indicated the necessary experience for the position.

Category 7: Maintenance/Service – Protective Services Police Officer

Promotions goals: 1 WM, 1 BM

Promotions into Category: 3 WM, 1 WF, 1 BM

Goals met: 1 WM, 1 BM

Promotion	RS	Previous Title	New Title	Department	Goal
Trainee to Full Title	WM	ProtSrvTrainee(Police)(Uncls)	Police Officer (Unc)	UConn Police Services	Y
Trainee to Full Title	WM	ProtSrvTrainee(Police)(Uncls)	Police Officer (Unc)	UConn Police Services	N
Trainee to Full Title	WM	ProtSrvTrainee(Police)(Uncls)	Police Officer (Unc)	UConn Police Services	N
Trainee to Full Title	WF	ProtSrvTrainee(Police)(Uncls)	Police Officer (Unc)	UConn Police Services	N
Trainee to Full Title	BM	ProtSrvTrainee(Police)(Uncls)	Police Officer (Unc)	UConn Police Services	Y

The 3 WM, 1 WF, 1 BM successfully completed training and probationary requirements and were promoted to the target class of Police Officer.