

GOALS ANALYSIS

(Section 46a-68-90)

March 2021

This section was in compliance in the previous filing. There were proposal and recommendations indicated.

In the evaluation, CHRO Reviewer Muriel Carpentier noted 3 narratives with errors. The narrative for search #2019101 was revised to include the discussion of the HF non goal interviewed candidate. For the 7-Maintenance/Service – Protective Services Fire, the hiring goals listed were corrected. In 7-Maintenacne/Service – Remaining Titles (Avery Point), the 1 WM hire that was including the Goals Analysis in error, was removed. All errors were corrected.

All applicants and employees in the hiring and promotional goals narratives were reviewed to ensure the reported hires and promotions correspond correctly to all other charts.

Also noted in the 2019 Plan evaluation, was the missing discussion of individuals *promoted within* that are included in the Employment Process Analysis. Historically, promotions within are not discussed as goals are not set for such promotions. Promotion and reclassification narratives have been more clearly indicated and organized to ensure easier navigation through the section.

In previous *Plans*, the number of promotions by reclassification was noted as an area of concern by CHRO Reviewer Carpentier. In the 2019 *Plan*, to address the concern and recommendations, the University set a program goal to review and monitor reclassifications more closely. Additionally, the Office of Institutional Equity (OIE) and the Office of Human Resources (OHR)

In the technical assistance meeting for the 2018 *Plan* by Aliza Wilder, Executive Director of Human Resources Operation and Renee Boggis, Director of HR Leadership and Effectiveness, explained that at the University, as organizational changes occur in units or departments, individuals take on more responsibility. While titles and promotions are reported in the aggregate for the University in the *Plan*, promotions and title changes are dependent on school, unit and department.

As an example of the different situations influencing reclassification, there are 48 employees in the title of UCP 6 Program Specialist 1, across 33 departments. The Program Specialist in the Office of the Registrar is not interchangeable with the Program Specialist in the Law School, due to different qualifications such as the field of work experience, specialty or degree field and other specific skills. The Law School employs several Program Specialists, while the Registrar's Office has only one Program Specialist. When academic program, departmental system, personnel or volume changes occur, the Program Specialist in the Registrar's Office may be required to take on additional or different responsibility, or their role will grow in a different direction, requiring a reclassification, which may lead to a promotion. The other 47 Program Specialists in different departments are not considered or eligible for promotion in the Registrar's Office.

In the Law School, these same changes may result in the posting, externally or internally, of a higher-level position where the current Program Specialists could apply. Alternatively, if the change is specific to an area or program of the Law School, a current employee in that area, may be the required to take on the responsibilities, resulting in a shift of their duties and growth in their position. If the change were in the admissions department, other Program Specialists in financial aid or student activities areas would not have the experience or specific skills to take on the additional responsibilities. In all instances, the departments look to the Department of Human Resources (DHR) for guidance and review. As stated in the technical assistance meeting, DHR is continually evaluating fairness and equity in each reclassification case.

In the previous *Plan*, 271 promotions were reported, with 136 reclassifications. Reclassifications comprised 50.2% of promotions. In this *Plan*, 240 promotions are reported, with 95 reclasses. Reclassifications are 39.6% of the promotions. This is a decrease of 10.6% from the previous *Plan* year.

The new classification system, Career Paths, implemented in July 2020, is designed with the goal to be a consistent, clearly defined, and more efficient and effective classification framework for managing the workforce and providing a better understanding of advancement opportunity for employees. Compared to the previous classification system, Career Paths more accurately describes individual positions by providing flexibility for leadership on how to describe and title position work, while using contemporary metrics to rank the work. This new system will impact promotions and reclassifications going forward.

The new professional staff classification system was implemented in July 2021, in the middle of the *Plan* year. Due to this timing, the discontinued titles had hiring and promotional goal set in the previous *Plan*, but the new titles implemented did not. Based on discussion with Neva Vigezzi, hires in the new titles are not reported in the Hiring Goals Analysis as there are no goals to discuss. Only hires and promotions that occurred in the discontinued titles are discussed in the professional staff job categories. The new categories will be utilized in the next *Plan*, once goals are set.

Subsection (a)

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

Subsection (b)

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

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

The University's online application systems provide each applicant with the opportunity to provide demographic information voluntarily. The data, including race and gender, is collected using the federally mandated Two-Part Question. Applicants who chose not to provide race or gender are categorized as Unknown. In this *Plan*, 11.7% of the applicants chose not to identify their race and/or gender. These applicants' evaluation relative to the qualifications of the position was explained in the narratives. At the time of hire, candidates are given an additional opportunity to provide the same demographic information.

For positions where Executive Search firms are contracted to recruit candidates, the firm collects the application materials and provides these materials to the University. Because the applicants are not utilizing the on-line application system directly, the firm provides each applicant with an electronic form to collect the required demographic data. Applicants return these forms directly to the Office of Institutional Equity. These searches typically have a lower rate of self-identification, consistently averaging about 34% of unknown race/gender. This results in a larger number of unknowns in the narratives and applicant flow analyses. Executive Search firms are typically contracted for Executive/Managerial positions. This *Plan* includes three such searches including the Provost and Executive Vice President for Academic Affairs, Vice President and Chief Diversity Officer, Dean of the School of Law and the Dean of the School of Pharmacy.

Unique Skills/Circumstances Hires

Research 1 Universities have distinctive hiring cycles, which focus on aggressive recruitment and retention of preeminent scholars who have achieved national and global recognition, and competition for such talent among other Research 1 institutions is fierce. In rare instances, these factors necessitate hiring without full searches.

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

- a) Documentation supporting the characterization of the hire as *preeminent* or highly-sought-after in a particular discipline or field, noting achievements that garnered national or global recognition, and commenting on the hire's importance to the University's strategic, academic, or operational goals.
- b) A narrative explanation of the availability of others with the hire's skill set, the extent to which the University must compete against other institutions to recruit the hire, and comments regarding networking or other recruiting activity that led to identification and contact of the hire.
- c) For instances of a Dual Career hire, the University is competing against other universities to attract preeminent scholars and must address the employment interests of the scholars' partners as a recruitment tool. The University occasionally must employ such recruiting strategies to protect its competitive stance in the labor market. These hires are noted as such with a narrative explanation.
 - In this *Plan*, 2 such hires occurred, an Assistant Professor in English and an Assistant Professor in Materials Science Institute.

In this *Plan* year, a Professor in Literature, Cultures and Languages, a Professor in Nursing Instruction and Research, and an Assistant Professor in Molecular and Cell Biology were hired without a full search. Their hire met the criteria for pre-eminence and are explained in detail under the Professor category.

Typically, staff are not hired without searches having a full recruitment effort. In this *Plan*, there are two exceptions. One was the hire of an UCP 7 - Manager of Scientific Collections in the Museum of Natural History. This hire was part of a partner retention package with agreement from the collective bargaining unit. The exceptional qualifications of this candidate presented a unique opportunity for the Museum and UConn.

The second was the hire of a Specialist 1A for Men's Basketball in the Department of Athletics. This hire was precipitated by health and safety issues as a result of the pandemic.

Subsection (c)

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

Subsection (d)

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

In the Hiring Goals Analysis, the narratives for each hire include the original job posting as it was posted on-line for applicants. The job postings include responsibilities and duties of the position and minimum and preferred qualifications. Additionally, the job posting includes application instructions with the requirements of application materials to be submitted for a completed application.

All recruitment efforts are listed. All job postings are posted on the UConn career portal, UConn Jobs, formerly UConn Careers, as well as HERC, Inside Higher Ed, DiverseJobs, RecruitMilitary, and Ability Jobs. Additional recruitment sources provided by search committees and hiring departments are included in the narrative.

The applicant pools are detailed with Total applicants, Unqualified applicants, Qualified Applicants, and Interviewed applicants. For the Unqualified applicants, the applicants that did not meet the minimum qualifications are listed with the statement that they "did not meet the minimum qualifications as posted," without listing the specific qualifications as in previous *Plans*. These changes were discussed and agreed upon with CHRO Reviewer, Muriel Carpentier. Applicants ranked Unqualified due to not submitting the required application materials, as indicated in the job posting, are listed as submitting an incomplete application.

Applicants ranked Qualified met the minimum qualifications and are evaluated on the preferred qualifications of the position, as listed in the job posting. Search committees evaluate each applicant's application materials for an indication that they meet the preferred qualifications. If a specific preferred qualification is weighted higher, search committees must indicate that as well.

Applicants that are ranked Interview met all minimum qualifications and all or some of the preferred qualifications. During the interview, applicants are evaluated on their answers to questions related to the position responsibilities, their qualifications, experience, and skills relative to the posted qualifications, and/or answers to questions regarding typical situations or scenarios in the position.

Faculty interviews typically include a job talk about their field of research or a sample lecture of classes they will be expected to teach. These job talks allow search committees to evaluate the applicants' research focus, their future trajectory, and their teaching skills and abilities. Interviews for staff positions may also include presentations, examples of portfolios, and/or hands on demonstrations if related to the position responsibilities and qualifications.

Prior to interview, all searches are reviewed by the Office of Institutional Equity (OIE) to ensure applicants were evaluated against the minimum and preferred qualifications listed in the job posting. In the University's new on-line applicant system, PageUp, minimum and preferred qualifications entered in the job posting are populated for each applicant in an evaluation screen. Search committees rank each applicant with a status of Unqualified, Qualified or Interview and check off the pre-populated qualifications not met for each applicant. Comments can be added to clarify or provide additional specific explanation when needed.

Prior to hire, search committees must provide post-interview evaluations for each interviewed applicant in PageUp, explaining their rationale for rejection or selection of each candidate. OIE reviews the evaluations to ensure that the rationale is based on qualifications and interview performance and includes specific and concrete reasoning. Following the technical assistance meeting in 2019, OIE has continued to work with search committees and administrators to ensure greater and more specific details are provided prior to interview and hire.

In the Hiring Goals Analysis, for each job category, the first page indicates the hiring goals, the hires into the job category, and the goals met. The chart lists the searches included in that job category with the race/gender, search number and indicates goal achievement. Searches, where the only hire met a goal, are listed first in the race/gender order used throughout the *Plan*, followed by search number order, and note that the hire met a goal. Searches where goals were not met are included next, in race/gender, and then search number order.

Narratives with multiple hires are listed in the race/gender order used throughout the *Plan* of the first hire. Additional hires and goal hires are indicated in these narratives.

For searches where multiple hires occurred into two different job categories, the narratives are included in both categories and the hires are explained in their respective categories. These searches have the same search number and have notes referencing the category where the other hire is located. Searches where multiple hires include a promotion indicate which candidate's

hire resulted in a promotion. The narratives are included in both Hiring Goals Analysis and Promotional Goals Analysis and each hire is explained in their respective section.

In the Promotional Goals Analysis, promotions resulting from reclassification are indicated in a chart on the first page. Following the reclassifications, narratives for promotions resulting from a search are listed on the next pages. The searches indicate if the position was posted internally or both internally and externally and which goals were used. In several searches, internal postings included UConn Health for units and departments that are merged across the two campuses.

Hiring Goals Analysis 2021

Category 1: Executive/Managerial Titles

Hiring goals: 2 WF, 1 HM

Hiring into Category: 3 WM, 2 WF, 2 BM, 1 BF, 1 AM

Goals met: 2 WF

RG	Search #	Goal
WF	494579	Y
WF	2019551	Y
WM	493516	N
WM	493562	N
WM	493712	N
BM	493697	N
BM	493831	N
BF	493522	N
AM	493462	N

Search 494579 – Assistant Vice Provost – Provost Academic Affairs

1 Total applicant: 1 WF

1 Interviewed applicant: 1 WF

Hired: 1 WF

This hire met a hiring goal.

Search 2019551 – Associate Vice President – Controller

34 Total applicants: 11 WM, 11 WF, 1 BM, 2 BF, 1 HF, 2 AM, 2 AF, 4 UU

28 Unqualified applicants: 8 WM, 10 WF, 1 BM, 2 BF, 1 HF, 1 AM, 2 AF, 3 UU

6 Interviewed applicants: 3 WM, 1 WF, 1 AM, 1 UU

Hired: 1 WF

This hire met a hiring goal.

Search 493516 – Dean – Pharmacy

Dean of the School of Pharmacy

The University of Connecticut (UConn), one of the nation's leading public research universities, seeks a visionary and dynamic leader to serve as the Dean of its School of Pharmacy. UConn seeks candidates who have a comprehensive resume of success in academic leadership roles and who can demonstrate exceptional skills and experience that will enable them to provide strong leadership to a research and educational enterprise. For the past decade, the University has been on a remarkable journey of expansion and growth as a public research university. By every measure, from student diversity to research grants, UConn has enhanced its standing. Today, UConn is a top university, ranked among the top 25 public research universities nationwide. As the chief executive officer for the School of Pharmacy, the Dean will set the standard of intellectual engagement and accomplishment for the School.

The Dean will provide strategic vision and operational leadership to all aspects of the academic and scholarly program, setting priorities for the School and guiding it toward strategic goals of enhancing scholarship, promoting research and outreach, and providing excellence in undergraduate, graduate, and professional education in an academic setting with a diverse population of students, faculty, and staff. In consultation with University officials, the Dean will appoint endowed faculty chairs and professorships and increase faculty awards and fellowships. The Dean is the School's chief advocate, promoting its goals and achievements, leading its development and fund-raising activities, and speaking for its mission of excellence in scholarship, teaching, and service. The Dean will inspire pharmacy students and instill within the student body an ethos of professionalism and duty for caring. Supporting the University's research mission, the Dean will advance the scholarly activities of the faculty, including interdisciplinary opportunities. The Dean will also be the School's public voice, promoting initiatives within UConn, across the state and nation-wide, strengthening and expanding its role within professional associations, articulating the School's contributions at the local, state, regional, national, and international levels. In pursuing these responsibilities, the Dean, who reports to the provost, will work collaboratively with the president and provost and with vice presidents, other deans, and department heads.

The successful candidate will be a strong, nationally recognized, self-assured, entrepreneurial leader prepared to infuse the School of Pharmacy with a sense of pride, of purpose, and of excellence. With experience in a research university, the ideal candidate will have demonstrated success as an educator, a researcher/scholar committed to the search for new knowledge, a sophisticated administrator, and a leader able to imagine new possibilities for the School.

Under the leadership of President Tom Katsouleas, who began his term in August 2019, UConn has entered a new and exciting phase in its history. President Katsouleas has challenged the University's administration, faculty, and staff to undertake the ambitious goals of doubling research over the next 10 years, broadly expanding meaningful experiential learning, and remaining committed to preserving accessibility to residents of the state of Connecticut.

THE UNIVERSITY

Founded in 1881, UConn is a Land Grant and Sea Grant institution and member of the Space Grant Consortium. It is the state's flagship institution of higher education and includes a main campus in Storrs, CT, four regional campuses throughout the state, and 13 Schools and Colleges, including a Law School in Hartford, and Medical and Dental Schools at the UConn Health campus in Farmington. The University has approximately 10,000 faculty and staff and 32,000 students, including nearly 24,000 undergraduates and over 8,000 graduate and professional students. UConn is a Carnegie Foundation R1 (highest research activity) institution, among the top 20 public universities in the nation.

In 2011, the state of Connecticut authorized Bioscience Connecticut, which provides funding to UConn to enhance UConn Health's facilities, support greater research innovation, and grow the number of scientists and students. The attraction of the Jackson Laboratory for Genomic Medicine to Connecticut is a direct result of the state's investment in Bioscience Connecticut, enabling Connecticut to assume a position of global leadership in developing new medical treatments tailored to each patient's unique genetic makeup.

In 2013, the state legislature enacted Next Generation Connecticut, a ten-year capital investment that has increased the size of UConn's student body, dramatically enhanced physical infrastructure for Science, Technology, Engineering, and Math, and created premiere STEM programs.

UConn's total budget for 2018 was \$2.4 billion, and the current value of its endowment is approximately \$422 million. The University receives over \$185 million in research awards and is accredited by the New England Commission of Higher Education (NECHE). The University has approximately 270,000 alumni worldwide, 135,000 of whom live in Connecticut. Student diversity continues to increase, as does the number of honor students, valedictorians, and salutatorians who consistently make UConn their top choice. UConn's retention rate is among the best for public universities in the nation, with 94 percent of students returning for their sophomore year.

Through research, teaching, service, and outreach, UConn embraces diversity and cultivates leadership, integrity, and engaged citizenship in its students, faculty, staff, and alumni. As the state's flagship public University, and as a land and sea grant institution, UConn promotes the health and well-being of citizens by enhancing the social, economic, cultural, and natural environments of the state and beyond.

The University serves as a beacon of academic and research excellence as well as a center for innovation and social service to communities. UConn is a leader in many scholarly, research, and innovation areas. Today, the path forward includes exciting opportunities and notable challenges. Record numbers of undergraduate applications and support for student success have enabled the University to become extraordinarily selective.

THE SCHOOL OF PHARMACY

UConn's is the top ranked School of Pharmacy in New England and in the top 25% of schools of pharmacy across the US. It is located on the university's main campus in Storrs, housed in the Pharmacy-Biology building, which was completed in 2005. Exceptional faculty, engaging academic exploration, groundbreaking research, and impactful community involvement are hallmarks of pharmacy education at UConn. The School was first established in 1925 and consists of two departments, Pharmacy Practice and Pharmaceutical Sciences. Its professional program, accredited by the Accreditation Council for Pharmacy Education (ACPE), leads to the Doctor of Pharmacy (PharmD) degree. The School also awards a B.S. in Pharmacy Studies, a Ph.D. in Pharmaceutical Sciences, and several dual degrees (PharmD/MBA, PharmD/MPH, and a joint PharmD/PhD). It has an annual budget of approximately \$12 million, 46 full-time faculty, and 16 full-time staff. Nearly 500 students are enrolled across all the School's programs, coming from 29 countries across six continents. Supporting students throughout their studies at UConn, a newly launched early assurance program allows qualified freshman students who enter UConn pre-pharmacy to earn a place in the PharmD program without taking the PCAT.

Beyond the core curriculum, UConn offers specialized learning tracks to allow students to pursue their passions and maximize their course of study.

- **LEADERS Track** expands the breadth and depth of a student's education and experiences with exposure to government, advocacy, and industry leadership roles.
- **Urban Service Track** is a unique collaboration between UConn's Schools of Medicine, Pharmacy, Dental Medicine, Nursing, Social Work, the Quinnipiac University's Physician Assistant Program, and the community. Students learn to solve challenges of health care in urban areas as part of an interdisciplinary team.
- **Pediatric Pharmacy Track** provides students interested in pediatric clinical pharmacy to have a multitude of pediatric experiences throughout their time as a pharmacy student and graduate as a Pediatric Pharmacy Scholar.
- **Pharmaceutical Sciences Track** offers enhanced exposure and specialized access to the pharmaceutical sciences and related research.

Annual research expenditures for the School of Pharmacy are \$7.5 million. The faculty includes dedicated pharmacy clinicians and internationally renowned, award-winning scholars in the fields of Clinical Pharmacy, Medicinal Chemistry, Pharmaceuticals, and Pharmacology and Toxicology. Many hold patents and/or contracts with pharmaceutical companies, and UConn students are afforded many opportunities to contribute to faculty research initiatives. Increasingly, exciting new areas of research are emerging at the intersection of departments and other schools and colleges in the health sciences, as faculty pursue interdisciplinary work that brings together multiple methods of inquiry.

THE LEADERSHIP OPPORTUNITY

UConn will welcome a Dean who is fluent in the landscape of the profession of pharmacy, well-established as a researcher, and who thrives on innovation and the challenges and opportunities of developing, organizing, and managing new initiatives. The faculty at the UConn School of

Pharmacy are deeply committed to research/scholarship and to fostering their students' professional success. The Dean will articulate a vision for the School, defining its role in research/scholarship, practice, and teaching, leading to greater national and international recognition. From that vision, the Dean will shape the organization and, with the faculty, configure, create, and grow programs and attract a student body to realize their success.

The Dean will make critical contributions to the continued development of the School. This is an extraordinary opportunity for an individual with the drive, skill, and experience to bring creative leadership to the organization and to play a meaningful role in shaping its future. The new Dean will embrace these opportunities, helping to realize the potential of the UConn School of Pharmacy. The new Dean will build on a solid foundation to contribute to the School and its diverse constituents to address some key challenges and pursue important opportunities.

Specific challenges and opportunities include:

- Provide visionary and strategic leadership for the School of Pharmacy
- Accelerate year-over-year improvement in national pharmacy school rankings
- Lead pharmacy practice transformation efforts
- Build effective coalitions of professional practice partners
- Increase School's visibility among key stakeholders in the region and nationally, as well as at professional conferences and annual meetings
- Hire, guide, and support excellent faculty
- Enthusiastically advance research and sponsored programs across the school
- Oversee financial decisions and create clear and efficient processes, staffing, and structures
- Develop strong relationships with students to support and promote a diverse and inclusive culture
- Engage and support staff through mentorship, collaboration, and providing challenging assignments.
- Help to articulate the University-wide vision and to raise further resources
- Cultivate opportunities for development and fund-raising
- Pursue strategies to sustain and grow undergraduate and graduate enrollments

THE POSITION

Reporting to the Provost and Executive Vice President for Academic Affairs for all matters, the Dean is the chief administrative and academic officer of the School of Pharmacy. The current administrative structure for the School includes 2 associate deans, 2 assistant deans, and 2 department heads. The Dean must possess an intimate understanding of the current challenges in the field of pharmacy, as well as national and global healthcare, and be willing to work with state, regional, and national stakeholders, including professional practice and industry leaders, to address these challenges and advocate for the field of pharmacy. The ideal candidate will be an experienced, inclusive, and collaborative leader, institutionally ambitious and creative, and committed to guiding the School to the next level of excellence. The Dean will be expected to work effectively with faculty, students, staff, educators, pharmacy practice leaders, and industry representatives as partners to advance the University's research, teaching, and service missions.

S/he will bring an understanding of, and a commitment to, increasing diversity at all levels of the School. The successful candidate will bring experience and/or the clear potential to represent the School articulately and compellingly to external constituencies, enhancing the visibility and impact of its work while increasing gifts, research funding, contracts, and other mission-aligned revenue.

QUALIFICATIONS

UConn seeks a dynamic leader who must have at least the following minimum knowledge and skills:

- A Ph.D. in Pharmacy or other health care science or a PharmD.
- Credentials that merit appointment at the rank of full professor.
- A proven leader and talented administrator.
- A creative and strategic thinker who can take the School to the next level

The successful candidate must have demonstrated the following traits:

- A profound sense of integrity and professionalism.
- A deep commitment to excellence.
- A clear ability to use good judgment and make sound decisions.
- A bold, energetic leadership style that invites collaboration, encourages teamwork, welcomes diverse perspectives, and values transparency.
- A distinctive ability in managing change, resolving conflict, and building consensus.
- Superior interpersonal and communication skills, including sensitivity, a high level of emotional intelligence and concern for others, and the ability to navigate complex situations and controversies gracefully and treat all people with civility and respect.
- The ability to sustain and enhance a vigorous research and educational enterprise.
- The skills to navigate the organizational, political, and fiscal realities unique to a major public research university
- The experience necessary to transform current pharmacy practices through coalition building and effective use of advocacy to promote legislative agendas
- The ability to work productively and cooperatively with faculty, students, staff, alumni, educators, and community leaders as partners to advance the School's and University's research, teaching, engagement, outreach, and service missions.
- A track record of administrative achievement that gives strong evidence of his or her capacity to manage a complex School, including its budget, workforce, and programs.
- The capacity to represent the School compellingly to external constituencies, enhancing the visibility and impact of its work.
- A strong commitment to promoting diversity, including assessing needs, developing initiatives and applying best practices.
- The ability to imagine and explore new possibilities for the School, develop and articulate a vision, and develop and implement effective strategic plans, including the ability to translate institutional strategy into operational goals and to specify and prioritize short and long range objectives.

The ideal candidate will also have the following preferred characteristics:

- Experience at a research university and success as a clinician and/or researcher committed to the search for new knowledge.
- Demonstrated capability to support research at the student and faculty levels, and to foster interdisciplinary collaboration.
- A robust understanding of the process required for gaining extramural research funding.
- Demonstrated success as an educator and ability to excite students about the profession of pharmacy.
- A genuine appreciation of, and good rapport with, students, School's future alumni.
- Experience as an agent of innovation and change achieving excellence across a complex organization.
- Demonstrated capability to manage professional and support staff effectively, including hiring, motivating, training, developing, and evaluating the job performance of employees.
- The ability to recruit and retain highly desirable research and instructional faculty in a competitive environment.
- Significant experience with outreach and cross-organizational cooperation.
- The ability to inspire, cultivate, and leverage an active alumni network to amplify the School of Pharmacy's success in positioning students in the workforce, transforming Connecticut's Pharmacy Practice Act, and building endowment resources to support the school's mission and vision
- Strong written, oral, and interpersonal skills; the ability to communicate the School's points of pride, needs, plans, and programs effectively.
- Experience working with collective bargaining units.
- Ability to develop and implement new marketing strategies for the School.

TO APPLY

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty, staff, and alumni. 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.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

UConn has retained the services of the executive search firm Korn Ferry, to conduct this important search. All inquiries, nominations/referrals, and applications (including curriculum vitae and letters of interest responding to the position challenges and objectives outlined above)

will be held in the strictest confidence and should be submitted to Korn Ferry at **uconn-pharmacy@kornferry.com**.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Chronicle of Higher Ed
- Women in Higher Ed
- Diverse Issues in Higher Education
- American Pharmacists Association (APhA)
- Hispanic Outlook
- American Association of Colleges of Pharmacy (AACP)

18 Total applicants: 7 WM, 4 WF, 1 AM, 2 AF, 4 UU

8 Unqualified applicants: 3 WM, 2 WF, 1 AM, 1 AF, 1 UU

- 3 WM, 2 WF, 1 AM, 1 AF, 1 UU did not meet the minimum qualifications as posted.

10 Interviewed applicants: 4 WM, 2 WF, 1 AF, 3 UU

- 1 WF withdrew from search process.
- 2 WM, 1 AF, 3 UU did not clearly articulate interview answers based on the candidate's experience.
- 1 WM, 1 WF did not have the experience to support and grow the research enterprise for the School of Pharmacy.

The 1 WM hired had previous experience as an interim Dean of a school of Pharmacy. He had a record of strong funded research and philanthropic funding. He had worked in various aspects of Pharmacy administration, including admissions, student affairs and experiential education. He was an active member of the American Association of Colleges of Pharmacy and an AACP fellow. The candidate provided a detailed and concrete vision for prioritizing providing students access to the best preparation for expanding pharmacist roles in healthcare.

Search 493562 – Associate Vice President – Audit and Management Advisory Services

The University of Connecticut seeks a highly knowledgeable and strategic leader to serve as the Associate Vice President and Chief Audit Executive (CAE) for the Storrs, Regional and UConn Health campuses. Functioning as a key partner and trusted advisor, the CAE will direct a comprehensive risk-based audit program that is designed to add value and improve operations through evaluations of internal controls, risk management and governance processes. Serving as the face of internal audit, the CAE will build strong partnerships across the University and provide the necessary content expertise and framework to promote and instill a culture of compliance that embraces industry and higher education best practices.

Reporting administratively to the President, and functionally to the Board of Trustees through the Joint Audit and Compliance Committee, the Chief Audit Executive provides overall leadership and direction to a highly-skilled staff of audit professionals. As the leader of the Office of Audit and Management Advisory Services, the CAE must excel at strategic oversight and execution in order to ensure that the University maintains a comprehensive internal audit program.

MINIMUM QUALIFICATIONS

- A Bachelor's degree from accredited college or university in accounting, finance or related field, with at least ten years' experience in increasingly responsible positions within internal audit and /or financial management is required.
- At least five years managing an internal audit function that is organizationally broad and deep, engaged collaboratively with all parts of the organization. Demonstrated understanding of audit management including culture, operations, financial processes and information technology.
- Professional accreditation as a Certified Public Accountant or Certified Internal Auditor.
- Demonstrated ability to oversee and lead an organization-wide, risk-based internal audit function that is proactive, progressive and collaboratively aligned with the many disparate organizational entities that compose a university.
- Excellent verbal and written communication skills, and ability to develop plans and prepare and present reports to senior management and Board of Trustees.
- Experience working with modern sophisticated computer-based accounting and financial reporting systems in a large complex organization.

PREFERRED QUALIFICATIONS

- Master's degree in accounting or finance, information management or related field.
- Comprehensive knowledge of complex university and/or health care operations, accounting and auditing principles and federal and state regulatory requirements.
- Familiar with information technology applications and controls.

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/>. For additional information on this position, please visit <https://audit.uconn.edu/career-opportunity/>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020147. Interested applicants please upload a 1) a **resume** documenting educational and work history with employment dates; 2) a **cover letter** and 3) name and contact information of **three (3) professional references**. Please note that references will not be contacted without prior discussion with candidate. Search Committee review of completed application packages will begin immediately and continue until a successful candidate is identified. Preference will be given to applications received by October 18, 2019.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #2020147)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 18, 2019.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- UConn Health Job Website
- Institute of Internal Auditors
- Association of Healthcare Internal Auditors
- Chronicle of Higher Education

- ACUA
- Southern New England IIA

30 Total applicants: 16 WM, 7 WF, 1 BM, 1 HM, 4 AM, 1 UU

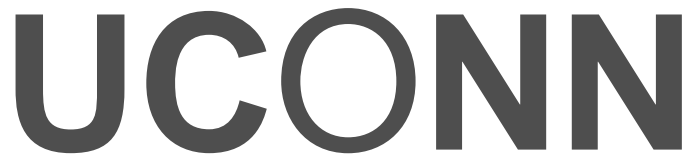
20 Unqualified applicants: 9 WM, 5 WF, 1 BM, 1 HM, 3 AM, 1 UU

- 9 WM, 5 WF, 1 BM, 1 HM, 3 AM, 1 UU did not meet the minimum qualifications as posted.

10 Interviewed applicants: 7 WM, 2 WF, 1 AM

- 1 WM, 1 WF, 1 AM withdrew from search process.
- 2 WM, 1 WF did not have the leadership skills based on the interview answers.
- 1 WM did not have audit knowledge and had health care experience in areas not related to the position.
- 2 WM did not have higher education experience.

The 1 WM hired had strong leadership skills and had excellent references. The candidate had extensive experience in auditing and running departments. Additionally, he had previous state experience and had worked in healthcare.



UNIVERSITY OF CONNECTICUT Provost and Executive Vice President for Academic Affairs

October 2019

Heidrick & Struggles advises client organizations on the basis of an exclusive consulting assignment.

University of Connecticut

The Institution The University of Connecticut (UConn) is among the top 25 public universities in the nation according to *U.S. News & World Report* and is the State of Connecticut's flagship higher education institution and sole public research university.

A land and sea grant institution founded in 1881, UConn has 14 Schools and Colleges on multiple campuses. The University consists of its main campus in Storrs, four regional campuses, a Law School and Graduate Business Center in Hartford, and a hospital and Medical and Dental Schools at UConn Health.

UConn offers a broad range of academic choices, and students learn from outstanding faculty who are widely recognized for their cutting-edge research and expertise. Investment from the State of Connecticut has been instrumental in the dramatic growth of the University. Over the last two decades, the University has renewed and enhanced its physical campuses through UConn 2000 and 21st Century UConn, a two-phase \$2.3 billion 20-year state investment in the University's future. The landmark program has created more than 9.2 million square feet of new and renovated space for research, teaching, living, and learning.

In 2014, the University and the State of Connecticut launched a groundbreaking effort that is already propelling UConn to the forefront of high-tech research and academics and that will significantly enhance the state's economic development efforts for decades to come. Next Generation Connecticut is a ten-year plan to greatly expand educational opportunities, research, and innovation in the science, technology, engineering, and math (STEM) disciplines at UConn, as well as in the arts and humanities.

The Next Generation Connecticut investments represent one of the most ambitious programs launched at a public research university in recent years. Signed into law in June of 2013, this program combines \$1.67 billion from the state in capital and operating investment with over \$380 million from UConn.

The benefits will be felt throughout the state and region in the form of new jobs, research innovations, and companies. The initiative provided for an increase in total student enrollment, creation of the nation's premier STEM honors program, relocation of the Greater Hartford campus from a suburb to downtown Hartford, and the hiring of new faculty in the STEM and humanities fields, all of which have been achieved.

In addition, Bioscience Connecticut is an \$864 million state investment to revitalize the UConn Health campus, expand the University's medical and dental classes, build new business incubators, and create centers of excellence with neighboring institutions. Expansion projects already under way or completed include building a new world-class patient tower and an outpatient ambulatory center, renovating existing facilities, updating infrastructure, and modernizing research laboratories and classrooms. As a result of the state's investment in Bioscience Connecticut, the Jackson Laboratory for Genomic Medicine was constructed on the UConn Health campus.

The overall operating budget for the Storrs and regional campuses is close to \$1.5 billion and over \$1.2 billion for UConn Health. The total economic impact of UConn is estimated at \$3.4 billion annually although the full impact of these major initiatives is yet to be realized.

Enrollment:

UConn is a student-centered university that is highly attractive to talented applicants from throughout the state, nation, and world, and total student enrollment is approximately 32,300. Undergraduate freshmen applications on all campuses have nearly doubled in ten years and now exceed 37,000. Connecticut residents constitute 77 percent of the undergraduate students and 65 percent of the graduate students on the campuses. Applications from out-of-state and international students have increased dramatically. For the term beginning fall 2019, over 23,000 out-of-state and international students applied. Thirty-four percent of the fall 2019 Storrs freshmen were either international or out-of-state students. UConn's fall 2019 entering class at all campuses included over 180 valedictorians and salutatorians. Fifty percent of the fall 2019 Storrs freshmen class are ranked in the top 10 percent of their high school class. SATs have risen steadily from 1113 in 1995 to 1296 on the redesigned SAT in 2019, moving the University into the realm of selective public and private universities. Fifty-one percent of the undergraduate and 53 percent of graduate students at UConn are women, and minority enrollment across UConn's five campuses now accounts for 37 percent of the undergraduate population. UConn has invested deeply in undergraduate education. The undergraduate retention rate is one of the best in the country. The six-year graduation rate is 85%, which has steadily increased in the last decade. With unparalleled academic support through the Institute for Student Success, students can live, work, and study in an environment that fosters a sense of belonging through the Living and Learning Communities. UConn is committed to providing generous financial aid and mentoring to ensure students from low-income families have access to the university and are able to graduate on time.

Academic Programs:

UConn offers an excellent education to highly motivated and talented students. Its Schools and Colleges are increasingly home to prestigious, national academic programs and include the College of Agriculture, Health and Natural Resources; the School of Business; the School of Dental Medicine; the School of Engineering; the School of Fine Arts; the Graduate School; the School of Law; the College of Liberal Arts and Sciences; the School of Medicine; the Neag School of Education; the School of Nursing; the School of Pharmacy; the Ratcliffe Hicks School of Agriculture; and the School of Social Work. UConn offers seven undergraduate degrees in 122 majors and 17 graduate degrees in 100 research and professional practice fields of study. UConn established its Honors Program in 1964. With approximately 2,200 students enrolled, the Honors Program is highly selective, representing 10 percent of the University of Connecticut's undergraduate population. The academic credentials of these students are impressive. In fall 2019, UConn welcomed 557 students into the Honors Program. On average, these students ranked in the top 4 percent of their high school classes and had average SAT scores of approximately 1450.

There are almost 7,800 students enrolled in graduate and professional programs. There are over 600 Medicine and Dental Medicine students enrolled at UConn Health. The Graduate School programs in psychology, linguistics, kinesiology, and engineering have gained national distinction.

The Position**Position Summary****Research:**

UConn is recognized internationally for the breadth and range of its cutting edge research. Eighty-five research centers and institutes serve UConn's teaching, research, diversity, and outreach missions. Undergraduate, graduate, and faculty research at UConn drives business development and enhances quality of life in Connecticut and beyond.

With projects sponsored by federal and state agencies, industry, non-profits, and private foundations, UConn's world-class researchers are some of the most active in the country. Research activity at UConn continues to grow, with almost \$220 million in annual research expenditures for FY18. During this period the university submitted over 2,100 proposals and received awards for nearly \$258 million.

Faculty:

UConn has over 1,500 full-time faculty at the Storrs and regional campuses (including Law and Social Work). Fifty-four percent of full-time faculty are tenured, 19 percent are tenure track, and the remaining are non-tenure track faculty. UConn Health has approximately 550 full-time faculty members.

Efforts continue to be made to ensure a diverse faculty. Of full-time faculty in fall 2018, women constituted 42 percent of the faculty at Storrs and regional campuses, and 43 percent at UConn Health. People of color constituted 20 percent of faculty as of fall 2018.

The University bargains with faculty who are represented by the American Association of University Professors (AAUP) union. Law school faculty are not represented by a union.

New Presidential Leadership:

Dr. Thomas Katsouleas began his term as the new president of the University of Connecticut in August of 2019. President Katsouleas has challenged the university's administration, faculty and staff to undertake the ambitious goals of doubling research and scholarship over the next ten years, broadly expanding meaningful and transformative education at both the undergraduate and graduate level, and continuing the University's commitment to the State of Connecticut and its residents. 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, and annual evaluations).

Direct Reports Responsibilities

The Provost will work closely a range of campus constituencies, including the University Deans, to develop the University's strategic plan to guide its future direction and trajectory of continued progress and distinction.

The following positions report directly to the Provost:

- **Vice Provost, Academic Affairs** (includes: Assistant Vice Provost for Institute for Student Success, Assistant Vice Provost for Center for Excellence in Teaching and Learning, Assistant Vice Provost for Enrichment Programs and Honors Director, Assistant Vice Provost and Executive Director of the Center for Career Development, Director of the Office of Veterans Affairs and Military Programs, Director of the Student-Athlete Success Program, Director of Academic Policy)
- **Vice Provost, Academic Operations** (includes Humanities Institute, Werth Institute for Entrepreneurship Director, Institute of Systems Genomics Executive Director, Institute for Materials Sciences Director, Institute of the Environment Executive Director, Eversource Energy Center Director)
- **Vice Provost for Graduate Education and Dean of the Graduate School**
- **Vice President, Chief Information Officer (also direct report to President)**
- **Vice President, Global Affairs**
- **Associate Vice President, Institutional Research and Effectiveness**
- **14 Deans of Schools, Colleges, and the Library**
- **4 Regional Campus Directors**
- **Associate Vice Provost for Academic Operations**
- **Assistant Vice Provost for Finance**
- **Director of Administration**

Primary responsibilities include:

Lead the visioning process as well as the development and implementation of UConn's next strategic plan, working closely with the University Deans and other campus constituencies. Drive the academic agenda and facilitate the creation and implementation of programs that support the institution's mission at all campuses of the University. Advocate for affirmative action and equal opportunity 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 missions.

The Person

Qualifications & Experience

Leadership Capabilities

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.

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, which would allow the candidate to have both full professor rank and tenure in one of UConn's academic departments.

A Ph.D. or its equivalent is required.

Specific desired qualifications and experience include the following:

- A record of achievement as a transformative leader.
- A strong administrative record at a relevant institution that demonstrates strong collaborative academic management experience, sound judgment, and excellent analytical skills.
- Exceptional management skills that promote effective leadership of a complex organization and relevant budgetary experience.
- The ability to passionately and inclusively 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 and sea grant institution.
- A track record of increasing diversity and inclusive practices.

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: Demonstrated 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 • Manifests an unwavering sense of professional ethics and personal integrity

- Projects strong intellectual leadership
- Values diversity and inclusion through consistent action
- Respects in word and deed people at all levels of an institution
- Articulates and enacts a 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 Abby Rudman of Heidrick & Struggles on this search. For optimal consideration, please submit a letter of interest and resume by December 1, 2019. Email submissions are preferred.

UConn Provost and Executive Vice President for Academic Affairs Search

Heidrick & Struggles, Inc.

1180 Peachtree Street NE, Suite 2250

Atlanta, GA 30309

Telephone: 404 682 7313

Email: uconnprovost@heidrick.com

Heidrick & Struggles serves the executive leadership needs of the world's top organizations as a trusted advisor for leadership consulting, culture shaping and senior-level executive search services. Our data driven solutions empower senior executives and boards of directors to transform their organizations by leveraging top talent and accelerating performance across all layers of the business.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Recruiting Firm Heidrick & Struggles

65 Total applicants: 7 WM, 3 WF, 2 BM, 53 UU

11 Unqualified applicants: 1 WM, 10 UU

- 1 WM, 10 UU did not meet the minimum qualifications as posted.

43 Qualified applicants: 5 WM, 3 WF, 1 BM, 34 UU

- 1 WM, 3 UU did not have current experience in a relevant administrative role.
- 2 WM, 1 WF, 1 BM, 3 UU did not have the level of success and experience within their current role for the position.
- 1 UU did not want to reduce research time for the administrative needs of the position.
- 1 UU had a late application and did not share interest level in cover letter.
- 2 WM, 2 WF, 26 UU did not have the administrative experience at a relevant institution needed for the position.

11 Interviewed applicants: 1 WM, 1 BM, 9 UU

- 1 BM withdrew from the search process.
- 1 UU's administrative and management experience at previous institutions was on a smaller and less complex scale than required for this position.
- 1 UU did not want to reduce their research time for the administrative needs of the position.
- 5 UU's administrative experience at previous institutions did not translate to the complexity and size of the University.
- 1 UU's response to interview questions about a strategic campus-wide vision indicated that they did not have the ability to translate current experience and best practices to another institution.
- 1 UU had a narrow focus and vision and was unable to provide responses to interview questions about strategies that would have campus-wide applications and impact.

The 1 WM hired had experience leading a major research enterprise and strong commitments to inclusion, diversity, and breaking down barriers to provide wide access to opportunities to students from all economic and demographic backgrounds. He also had relevant experience

managing a large college of arts and sciences as well as serving as interim provost at an AAU institution. He directly managed large teams and budgets. He also had experience restructuring a university budget model where he worked closely with a range of campus constituencies to better align the budget with strategic priorities.

Search 493697 – Associate Vice President – ISS Administration

Because applications could not be submitted between Nov 25 and Dec 1 due to a changeover in our software, the deadline to submit applications for this position has been extended for one week to midnight on December 8.

The University of Connecticut (UConn), one of the nation's leading public research universities, seeks a visionary and dynamic leader to serve as the Associate Vice Provost for the Institute for Student Success. UConn seeks candidates who can demonstrate exceptional skills and experience that will enable them to provide strong leadership to a research and educational institution. For the past decade, the University has been on a remarkable journey of expansion and growth. By every measure, from student diversity to research grants, UConn has enhanced its national and global standing. UConn is currently ranked among the top 25 public research universities nationwide and is a Carnegie Foundation R1 institution, its highest rank for research activity and the granting of doctoral degrees.

Founded in 1881, UConn is a Land Grant and Sea Grant college and member of the Space Grant Consortium. It is the state's flagship institution of higher education and includes a main campus in Storrs, CT, four regional campuses throughout the state, and 14 Schools and Colleges, including the Law School in Hartford, and Medical and Dental Schools at the UConn Health campus in Farmington. The University has approximately 10,000 faculty and staff and 32,000 students, including nearly 24,000 undergraduates and over 8,000 graduate and professional students.

Under the new leadership of President Tom Katsouleas, who began his term in August 2019, UConn enters an exciting phase in its history. President Katsouleas has challenged the University's administration, faculty, and staff to undertake the ambitious goals of doubling research over the next 10 years, broadly expanding meaningful experiential learning, and preserving accessibility to residents of the state of Connecticut.

The Associate Vice Provost (AVP) for the Institute for Student Success (ISS) is responsible for the direct supervision of staff, administrative and fiscal oversight, and strategic leadership for the units within the Institute for Student Success including: the Academic Center for Exploratory Students (ACES), First Year Programs, Learning Communities, and the Academic Achievement Center (FYP, LC & AAC), the Center for Academic Programs (CAP), the Northeast Louis Stokes Alliance for Minority Participation (NELSAMP) and the UConn Louis Stokes Alliance for Minority Participation (LSAMP). The AVP reports to the Vice Provost for Academic Affairs and serves as part of a dynamic team of experienced leaders committed to improving the undergraduate student experience of all students at UConn.

The University of Connecticut is seeking a transformational and visionary leader to advocate for and coordinate the efforts of the units and programs within the ISS in order to meet the ever-evolving needs of UConn's undergraduate student population. The AVP will oversee the development, implementation and administration of innovative programs. The AVP will direct and coordinate existing activities to recruit, retain, support and graduate students from diverse ethnic, cultural and socio-economic backgrounds. The successful candidate must be an

energetic, dedicated, and innovative team leader with a proven record of success in higher education administration, who is familiar with best practices in promoting academic success with diverse undergraduate populations.

The AVP must possess exceptional communication, interpersonal, and team-building skills to articulate and advocate for the Institute's various programs and initiatives. The person in this position must be accessible and responsive to faculty, staff, and students. S/he will develop strategic and innovative partnerships with other units both within and beyond the University to champion and lead the advancement of Student Success initiatives at UConn.

DUTIES AND RESPONSIBILITIES

Specific list of responsibilities:

1. Oversee a comprehensive portfolio of academic support and enrichment programs from secondary school through college graduation.
2. Build integrated and cohesive programs to support University and State initiatives by collaborating with schools, colleges, and institutes at the University to ensure undergraduate access and participation.
3. Work collaboratively with Deans and Department Heads to build strong student success programs that span the undergraduate program.
4. Work collaboratively with the Offices of Undergraduate Admissions and Financial Aid Services within the Division of Enrollment Planning & Management on recruitment goals and advocate for the development of policies that support current and prospective undergraduate students.
5. Develop and support strategic initiatives such as diversity and inclusion for underrepresented groups in various academic programs at all campus locations throughout the state.
6. Develop a vision for strategic initiatives for sub populations of students such as women in STEM, first generation students, and others.
7. Oversee Curriculum & Development to support institutional mission, such as FYE, LC, supplemental instruction, and other credit and non-credit courses in ISS.
8. Collaborate with key units at the University to build data driven metrics for programs that support University goals for retention and graduation.
9. Communicate and advocate for best practices for student academic development across all student populations at UConn.
10. Develop a comprehensive fundraising plan in collaboration with the UConn Foundation, developing affinity groups across programs, organizing alumni events, and providing oversight for fiscal accounts.
11. Provide leadership in strategic planning and financial resource planning by evaluating and establishing goals, priorities and programmatic objectives in alignment with the University's academic mission.
12. Direct and manage studies and analyses of financial information to respond to internal and external queries and provide critical management information and analytical support to senior administration, key stakeholders, and external constituencies.

13. Serve as Administrative Leader for ISS, reviewing and managing all personnel related issues including employee timesheets, payroll and performance evaluations. Provide direct supervision of academic and administrative managers within ISS.
14. Direct all fiscal and business operations of ISS including overseeing individual unit budget plans.
15. Work with the Business Manager and the Office of Sponsored Programs to ensure grants and contracts are administered in accordance with stipulations set forth by funding sources.
16. Work with Department of Human Resources and Labor Relations on staffing related matters including hiring and termination as well as other confidential employee matters affecting bargaining unit members.
17. Provide leadership and project management as the lead institution for the Northeast Louis Stokes Alliance for Minority Participation including serving as Co-PI of the NSF grant.

MINIMUM QUALIFICATIONS

1. Master's degree in Higher Education Administration or related field from an accredited institution
2. 5 years of experience in Higher Education Administration with increasing responsibilities preferably with a focus on student success initiatives
3. Experiences serving on various institutional task forces and university-wide committees, and demonstrated ability to support and reconcile competing interests of the units across the institution
4. Proven success as a strategic leader with a record of excellence implementing best practices and developing innovative programs to support the success of all students, recognizing that subpopulations of students require unique strategies for enhancing student success
5. Demonstrated commitment to diversity and inclusion; experience working with diverse populations in educational settings
6. Must have excellent listening, oral and written communication skills, including an ability to influence, build consensus, and promote a community of learning and engagement.
7. Demonstrated record of collecting and using data to assess the effectiveness of initiatives and to achieve measurable results regarding student progress, curriculum success, and to design support and interventions to assure student degree completion
8. Successful experience administering and managing a complex unit with responsibility for guiding strategy, managing finances, motivating a diverse staff, and effective coordination of programs and personnel
9. Demonstrated experience with grant management including budget development and administration process

PREFERRED QUALIFICATIONS

1. 7 or more years of experience in Higher Education Administration preferably with a focus on student success
2. A Ph.D. in higher education or related field from an accredited institution
3. Experience serving as PI on federal and state grants

4. Successful record of collaboration and building alliances with external stakeholders and community partners.
5. Experience working in a union environment
6. Bilingual English/Spanish
7. Experience with state and federally funded programs such as TRIO and NSF STEM Initiatives.

APPOINTMENT TERMS

This is a full-time, permanent position. Salary will be commensurate with candidate credentials and experience. A full benefits package, including health insurance and retirement plan is provided.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020271. Please submit a **cover letter, resume/CV**, and list of names and contact information for **three professional references**. Incomplete applications will not be considered.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020271)

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on December 8, 2019.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards

- AcademicDiversitySearch.com

49 Total applicants: 10 WM, 14 WF, 9 BM, 9 BF, 3 HF, 4 UU

29 Unqualified applicants: 6 WM, 9 WF, 4 BM, 4 BF, 3 HF, 3 UU

- 6 WM, 8 WF, 4 BM, 4 BF, 3 HF, 3 UU did not meet the minimum qualifications as posted.
- 1 WF submitted an incomplete application.

4 Qualified applicants: 1 WM, 1 WF, 1 BM, 1 BF

- 1 WM did not have a Ph.D. in higher education and experience working as a PI on federal and state grants.
- 1 WF did not have experience at a comparably sized institution and in a unionized environment.
- 1 BM did not have experience as a PI on federal and state grants and had not worked in a unionized environment.
- 1 BF did not have experience as a PI on federal and state grants, had not worked in a unionized environment and did not have experience with state and federally funded programs.

16 Interviewed applicants: 3 WM, 4 WF, 3 BM, 4 BF, 2 UU

- 1 WM, 1 BM, 1 BF, 1 UU withdrew from the search process.
- 1 WM, 1 BM did not have experience with student success programs.
- 1 WF, 1 BF did not have experience in grant writing.
- 2 WF, 1 BF did not give detailed answers in the interview to demonstrate a clear understanding of their previous experiences.
- 1 WM, 1 WF did not have experience with the underrepresented student population.
- 1 UU did not have the leadership skills or presentation skills for the position, based on responses to interview questions about their work history and current responsibilities.
- 1 BF did not have the scope or breath of experience needed at a large public institution. Her experience was at a less complex and smaller institution and narrowly focused on specific administrative areas.

The 1 BM hired had experience in creating budgets and writing grants. He was knowledgeable in retention and student development. He was data driven in his responses to his strategic approach to help first-generation students, students from underrepresented backgrounds, and foster care students. He also had experience at a large university similar to UConn.

Search 493831 – Vice President – Diversity and Inclusion

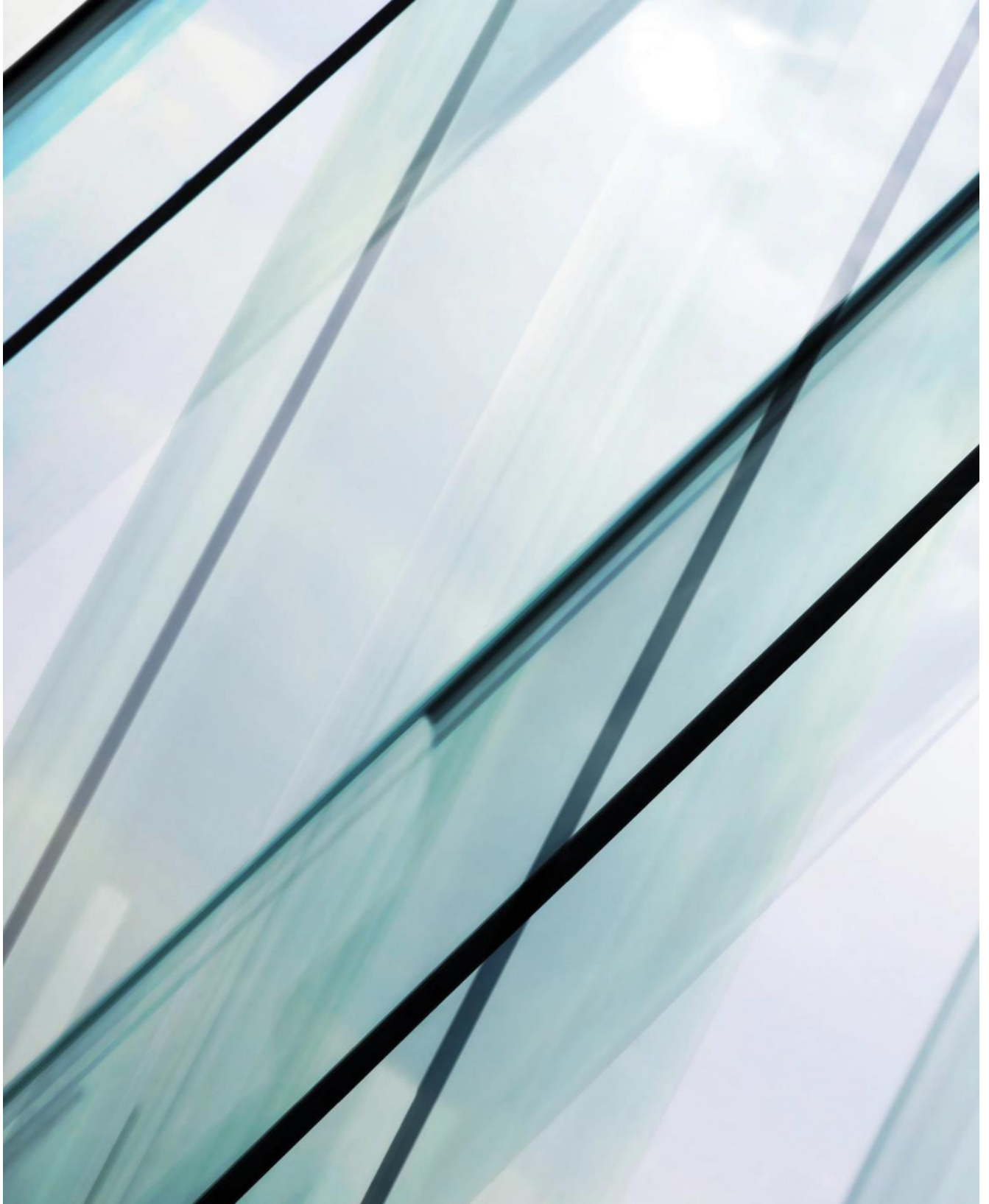
Vice President and Chief Diversity Officer

Leadership Profile

January 2020

Prepared by: Charlene Aguilar and Christine J. Pendleton.





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- 02 Diversity and Inclusion at UConn
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- 04 Opportunities and Expectations for Leadership
- 05 Professional Qualifications and Personal Qualities
- 06 About the University of Connecticut
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WittKieffer | i

The Opportunity



The University of Connecticut (UConn), the flagship public university of the State of Connecticut, seeks nominations and applications for a new Vice President and Chief Diversity Officer.

Founded in 1881, the University spans 4,109 acres at its main campus and four regional campuses, and an additional 209 acres at the UConn Health Center in Farmington. The main campus, located in Storrs, Connecticut, enrolls over 32,000 students. The State of Connecticut has invested

over \$4 billion to renew, rebuild and enhance University facilities, and UConn is ranked by *U. S. News & World Report* as one of the top 25 public universities in the nation. The institution is in the midst of a profound period of growth and development and is firm in its standing as one of the finest public universities in the United States.

This is an opportunity for an experienced diversity leader to join an institution that has been on an impressive trajectory. The VP/CDO will be a strategic leader, thought partner and implementer who will connect the dots between diversity and inclusion efforts across the university. Early in their tenure, the VP/CDO will develop a comprehensive university-wide strategic diversity and inclusion plan; develop training programs for faculty, staff and students; review and assess the impact and effectiveness of diversity and inclusion programs; and serve as a leader on the campuses, in the media, and throughout the State of Connecticut.

The ideal candidate will have a documented history of successfully developing and advancing diversity and inclusion programs in a matrixed organization coupled with in-depth knowledge of theory and practice. Additional qualifications include experience advancing diversity, equity and inclusion through successful strategies and initiatives and the use of data and research to inform strategic analysis, assessment and measurement of effective diversity and inclusion programs. UConn seeks candidates whose personal and professional experiences reflect a commitment to and knowledge of the higher education landscape. A terminal degree is preferred, but not required.

Additional information about the University of Connecticut may be found at <https://uconn.edu/>. Information about how to nominate a candidate or to apply for this opportunity may be found later in this document in the section titled "Procedure for Candidacy."

WittKieffer | 1

University of Connecticut Vice President and Chief Diversity Officer

Diversity and Inclusion at UConn

The University of Connecticut strives to be always a community that welcomes, encourages, and supports individuals who desire to contribute to and benefit from the institution's missions of teaching, research, performance, and community service. The University is committed to a diverse and inclusive environment, where differences are welcomed and valued. As our communities and workplaces become increasingly more diverse, understanding the perspectives of individuals from a variety of backgrounds and experiences

is an important requirement for working together in order to take full advantage of an inclusive community.



Diversity encompasses the presence and participation of people who differ by age, color, ethnicity, gender, national origin, race, religion, or sexual orientation, including those with disabilities and from various socioeconomic backgrounds. It encompasses not only individuals and groups, but also

thoughts and attitudes. The fabric of diversity at our University must be woven within a climate in which diverse views are welcomed and respected and in which there is a commonality that comes from working together to effect constructive change. Diversity can only be sustained and supported as an integral part of institutional excellence when it is actively promoted by the entire University community as part of a larger goal of equity, shared power and responsibility.

UConn aims to become stronger and more inclusive as an institution that explicitly promotes respect and understanding, broadens participation among under-represented groups, advances cultural competence, celebrates intellectual openness and multiculturalism, and welcomes varied perspectives, experiences, and backgrounds. These values must infuse all of our programs, operations, and activities in instruction, research, and outreach. We understand that these diverse lenses enhance our mission as a public university to provide higher education with a commitment to excellence, ethical action, and inclusiveness to Connecticut's citizens and beyond.

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University of Connecticut Vice President and Chief Diversity Officer

The Role of the Vice President and Chief Diversity Officer

Reporting to [President Thomas C. Katsouleas](#), and a member of the president's cabinet, the Vice President and Chief Diversity Officer will serve as the university's executive level leader for strategic planning and implementation of mission-driven institutional diversity efforts at UConn. The Vice President oversees the [Office for Diversity and Inclusion](#), serves as the leader of the University's [Diversity Council](#), and serves as an integrating partner with campus leaders, faculty, staff, students, various university committees, and external constituencies. The work of the Office for Diversity and Inclusion is far-reaching, encompasses the academic and health sciences campuses and supports a wide range of **social identities** (e.g., race, gender, sexual orientation), **focal groups** (e.g., students, faculty and staff), and **core areas** applicable across focal groups and social identities (e.g., recruitment and retention, campus climate, curriculum and instruction).

Responsibilities

- Serve as a member of the President's Cabinet that leads the institution and addresses university-wide dimensions.
- Advise and collaborate with regional campus directors, academic deans and other university leadership groups regarding the development, communication, and implementation of UConn's diversity vision and plan.
- Advance a campus climate that respects, values, and supports the academic, social, and personal development of all students, faculty, and staff.
- Provide leadership, strategic planning, and thoughtful contributions to the development of procedures and policies to ensure that institutional processes are in keeping with a goal of equity and access for all, as well as responsive to institutional goals for affirmative action and equal employment opportunities.
- Provide leadership in fostering an inclusive, discrimination/harassment-free environment for the campus community.
- Actively solicit and manage new funding to support diversity and inclusion initiatives through grants, fundraising and other third-party funding sources.

- Provide strategic direction in recruiting, attracting, and retaining diverse students, faculty, and staff.
- Understand the various laws, regulations, and policies related to equity and diversity in higher education.

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University of Connecticut Vice President and Chief Diversity Officer

Opportunities and Expectations for Leadership

While the needs to advance diversity and equity at the university are many, early in their tenure the VP/CDO will be asked to address the following critical leadership issues, among others:

Develop a comprehensive university-wide strategic diversity and inclusion plan:

Several climate surveys have been done at UConn in recent years, including a civility study and an UCPEA (staff) Workplace Climate Survey. The VP/CDO will be charged with creating, developing, and implementing a university-wide

comprehensive diversity strategic plan using data from these surveys, additional information gathered and in conjunction with the university community.



Develop training programs for faculty, staff and students: The VP/CDO will work to design, develop, and deliver ongoing training and professional development programs that assist faculty, staff, and students in achieving UConn's diversity and inclusion vision. Key areas for training include conducting inclusive search processes; implicit bias; and addressing microaggressions.

Review and assess the impact and effectiveness of diversity and inclusion programs: An important priority for the new VP/CDO is to use data to assess the impact and effectiveness, quantitatively and qualitatively, and use that data to support informed and collaborative decision-making. It is also expected that there will be consistent reporting of data and of diversity efforts to hold all UConn stakeholders accountable.

Serve as a leader on the campuses, in the media, and throughout the State of Connecticut: As the flagship public University for the State of Connecticut, the VP/CDO will take on a highly visible role. In addition to having a strong, visible presence on the campuses, including the Storrs and regional campuses and UConn Health in Farmington, the VP/CDO must be willing to serve as the public face of UConn on matters of diversity and inclusion, working to encourage and support all to create a welcoming environment at the university. The VP/CDO will have the skill to collaborate with University Communications to provide expert consultation for the president in

confronting challenging moments and events. Additionally, it is expected that the VP/CDO have a high level of involvement and visibility in the State of Connecticut.

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University of Connecticut Vice President and Chief Diversity Officer

Professional Qualifications and Personal Qualities



The ideal candidate will have a documented history of successfully developing and advancing diversity and inclusion programs in a matrixed organization coupled with in-depth knowledge of theory and practice. Additional qualifications include experience advancing diversity, equity and inclusion through successful strategies and initiatives and the use of data and research to inform strategic analysis, assessment and measurement of effective diversity and inclusion programs.

UConn seeks candidates whose personal and professional

experiences reflect a commitment to and knowledge of the higher education landscape. A terminal degree is preferred, but not required.

Additionally, candidates should have the following professional qualifications and personal characteristics:

- Extensive experience in the field of diversity and equity and a demonstrated ability to mobilize that expertise into highly effective practical applications and outcomes.
- Visionary leadership with an entrepreneurial approach to program development and establishing dynamic relationships with students, faculty, university staff, corporations, government officials, foundations, and community leaders.
- Experience and understanding of the structure, history and dynamics of higher education and the complex resultant challenges.
- Results oriented with an in-depth understanding of organizational change and transformational leadership.
- Proven experience in meeting the specific needs of populations that are chronically underrepresented in higher education.
- Exceptional communication skills and facility in understanding a wide variety of constituent groups for building consensus and support for innovative solutions.
- Proven results in fostering an inclusive, diverse environment.
- Experience playing a key role in consequential and meaningful public discussions as well as contending with high-profile opportunities and challenges on an institutional level.

- Demonstrated success collaborating with colleagues in a decentralized academic environment.
- Demonstrated record of effective community service and promotion of social justice initiatives.
- Experience managing staff.
- Creativity, resourcefulness, resiliency, trustworthiness and a sense of humor.

About the University of Connecticut



The University of Connecticut (UConn) is among the top 25 public universities in the nation according to *U.S. News & World Report* and is the State of Connecticut's flagship higher education institution and sole public research university. Founded in 1881, UConn has 14 Schools and Colleges on multiple campuses. The University consists of its main campus in Storrs, four regional campuses located around the state, a Law School in Hartford, and a hospital and Medical and Dental Schools at UConn Health in Farmington. UConn offers a broad range of academic choices and students learn from outstanding faculty who are widely recognized for their cutting-edge research and expertise.

Investment from the State of Connecticut has been instrumental in the dramatic growth of the University. Over the last two decades, the University has renewed and enhanced its physical campuses through UConn 2000 and 21st Century UConn, a two-phase \$2.3 billion 20-year state investment in the University's future. The landmark program has created more than 9.2 million square feet of new and renovated space for research, teaching, living, and learning.

In 2014, the University and the State of Connecticut launched a groundbreaking effort that is already propelling UConn to the forefront of high-tech research and academics and that will significantly enhance the state's economic development efforts for decades to come. Next Generation Connecticut is a ten-year plan to greatly expand educational opportunities, research, and innovation in the science, technology, engineering, and math (STEM) disciplines at UConn, as well as in the humanities.

The Next Generation Connecticut investments represent one of the most ambitious programs launched at a public research university in recent years. Signed into law in June of 2013, this program combines \$1.67 billion from the state in capital and operating investment with over \$380 million from UConn. The benefits will be felt throughout the state and region in the form of new jobs, research innovations, and companies. The plan includes an increase in total student enrollment, creation of the nation's premier STEM honors program, relocating the Greater Hartford campus to downtown Hartford, and the hiring of new faculty.

In addition, Bioscience Connecticut is an \$864 million state investment to revitalize the UConn Health campus, expand the University's medical and dental classes, build new business incubators, and create centers of excellence with neighboring institutions. Expansion projects already under way or complete include building a new world-class patient tower and an outpatient ambulatory center, renovating existing facilities, updating infrastructure, and modernizing research laboratories and classrooms. As a result of the state's investment in Bioscience Connecticut, the Jackson Laboratory for Genomic Medicine has opened a new facility on the UConn Health campus that will enable Connecticut to assume a position of global leadership in developing new medical treatments tailored to each patient's unique genetic makeup.

The overall operating budget of the University is approximately \$2.3 billion. The total economic impact of UConn is estimated at \$3.4 billion annually although the full impact of these major initiatives is yet to be realized.

Academic Programs

UConn offers an excellent education to highly motivated and talented students. Its Schools and Colleges are increasingly home to prestigious, national academic programs and include the College of Agriculture, Health and Natural Resources; the School of Business; the School of Dental Medicine; the School of Engineering; the School of Fine Arts; the Graduate School; the School of Law; the College of Liberal Arts and Sciences; the School of Medicine; the Neag School of Education; the School of Nursing; the School of Pharmacy; the Ratcliffe Hicks School of Architecture; and the School of Social Work. UConn offers seven undergraduate degrees in 113 majors, 17 graduate degrees for nearly 85 fields of study, and professional degree programs.

Faculty

UConn has over 1,500 full-time faculty at the Storrs and regional campuses (including Law and Social Work). Fifty-five percent of full-time faculty is tenured, 21 percent are tenure track, and the remaining is non-tenure track faculty. UConn Health has approximately 490 full-time faculty members. Efforts continue to be made to ensure a diverse faculty. Of full-time faculty in fall 2016, women constituted 41 percent of the faculty and this may be compared to 26 percent in 1995. Minorities (including non-U.S. citizens) constituted 23 percent of full-time faculty as of fall 2016. This compares with 12.7 percent minority faculty in 1995.

Campuses

UConn expands beyond just the Storrs campus. With four regional campuses around the state, access to UConn is readily available throughout Connecticut. Small classes, access to talented faculty, and exclusive internships and majors allow students unique opportunities while still providing the benefit of an UConn education.

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University of Connecticut Vice President and Chief Diversity Officer

Storrs

UConn's main campus in Storrs is located on the edge of the forests of Eastern Connecticut, just outside of Hartford, CT. The bucolic setting provides a peaceful backdrop to a vibrant community of over 26,000 undergraduate and graduate students, who pursue their studies across ten of UConn's schools and colleges.

In Storrs, 68 percent of undergraduate students reside on campus in university housing, with the balance living in nearby private developments. The area includes a new Storrs Downtown development that has brought numerous restaurants, bookstores, and other services, providing additional social outlets for students, faculty, and staff.

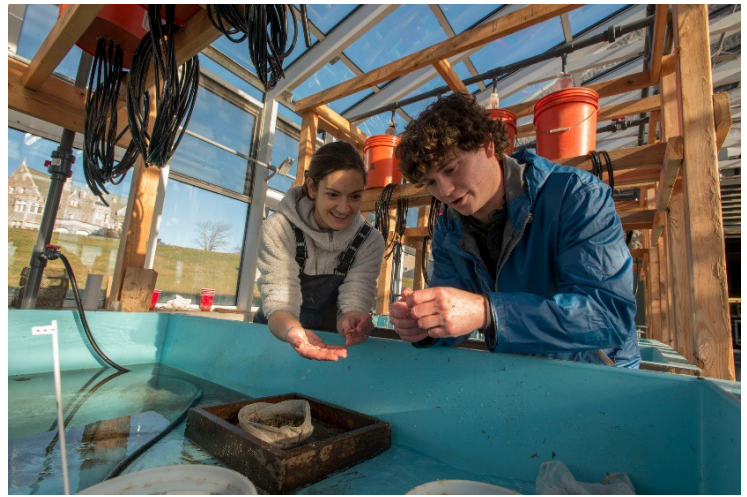
Storrs is just over an hour drive from downtown Boston and 2.5 hours from New York City. UConn students on all campuses have access to a free U-Pass CT, providing access to mass transit across the state and making travel between campuses easy and affordable. It also provides access to train lines which connect to New York City, Philadelphia, Washington DC, and beyond.

Avery Point

UConn's Avery Point campus in Groton is a center of excellence for marine and maritime studies. Overlooking Long Island Sound, the Avery Point campus is home to the Connecticut Sea Grant College Program, Project Oceanology, the National Undersea Research Center, and the Long Island Sound Resource Center.

In addition to offering a range of introductory and advanced courses, Avery Point provides four-year degrees in American studies, English, general studies, marine sciences, maritime studies.

For graduates, UConn Avery Point offers a master's degree and a doctorate of oceanography, a Master of Engineering degree, the Certificate Entry into Nursing (CEIN/BS) Program, and a master's degree in education and Connecticut Teacher Certification through the Teacher Certification Program for College Graduates.



Hartford

With the move from West Hartford to downtown Hartford in 2017, the faculty and staff at UConn Hartford have built upon the campus's historical strengths while leveraging exciting new possibilities our new location in the state capital affords. UConn Hartford connects its diverse student body to teaching, research, and service in and about the global city. With a vision of academic excellence focused on community-based, collaborative learning, UConn Hartford plays a critical role in advancing the University's commitment to innovation, leadership, global engagement, and cultural and intellectual diversity.

UConn Hartford offers undergraduate classes in 36 departments and masters, doctoral and certificate programs in five disciplines. Students can complete majors in English, Human

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Development and Family Sciences, Business Administration, Business Data Analytics, Psychological Sciences, Urban and Community Studies, and new majors in Digital Marketing & Analytics, Financial Management, and Social Work. The student U-Pass CT which provides free, direct CT Transit bus service between Hartford and Storrs has new bi-campus curricular, teaching, and research opportunities.

Stamford

At UConn Stamford, students get all the benefits of a prestigious public research university in a small college setting. Students can easily visit New York City, which is just a quick train ride away — they can take the free campus shuttle to and from the train station. Proximity to New York City offers tremendous access to 750+ internships, field placements, and employment with Fortune 500

companies, investment and banking institutions, and community-based organizations; as well as all of the cultural and entertainment opportunities that the city that never sleeps has to offer. Stamford is UConn's only regional campus with dedicated student residences.

UConn Stamford offers four-year degrees in American Studies, Business Administration, Business Data Analytics, Digital Media and Design, Economics, English, General Studies, Human Development and Family Studies, Psychology, and Urban and Community Studies.

Waterbury

Over 60 years, UConn's Waterbury campus has opened doors to educational access and excellence to thousands of Connecticut residents, many of whom have distinguished themselves in community service, business, education, law, and politics.

UConn Waterbury offers undergraduate degrees in American Studies, Business Administration, Business Data Analytics, English, General Studies, Human Development and Family Studies, Psychology, and Urban and Community Studies in partnership with UConn's Hartford campus.

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University of Connecticut Vice President and Chief Diversity Officer

Procedure for Candidacy

Inquiries, nominations and applications are invited. For full consideration, applicant materials should be received by **March 6, 2020**. Candidates should provide, as two separate documents, a *curriculum vitae* and a letter of application that addresses the responsibilities and requirements described in the Leadership Profile. These materials should be sent via e-mail to UConn's consultants Charlene Aguilar and Christine Pendleton at UConnCDO@wittkieffer.com. The consultants can be reached by telephone via the desk of the executive search coordinator supporting this search, Candice Jones at 630-575-6929.

UConn is committed to providing equal employment opportunities to all its employees and applicants for employment. All applicants will receive consideration for employment without regard to race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disabilities, past/present history of a mental disorder), prior conviction of a crime (or similar characteristic), workplace hazards to reproductive systems, gender identity or expression, or other factors which cannot lawfully be the basis for employment actions.

The material presented in this leadership profile should be relied on for informational purposes only. This material has been copied, compiled, or quoted in part from the University of Connecticut documents and personal interviews and is believed to be reliable. While every effort has been made to ensure the accuracy of this information, the original source documents and factual situations govern.

All images and logos used in this leadership profile were attained from the University of Connecticut and/or are owned by Witt/Kieffer Inc. via Getty Images.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Academic Keys for Administration
- Association of American Colleges and Universities (AAC&U)
- American Association of University Women (AAUW)
- Asians in Higher Ed
- Blacks in Higher Ed
- Chronicle of Higher Education
- DisabledInHigherEd
- Diversity.com
- Gay, Lesbian, Bisexual and Transgender Round Table
- HBCU Connect
- HigherEdJobs.com
- Hispanic Association of Colleges and Universities
- Hispanic Outlook
- Insight Into Diversity
- American Association of Blacks in Higher Education
- Journal of Blacks in Higher Education
- LatinosinHigherEd
- LGBT in Higher Ed
- National Conference on Race & Ethnicity in American Higher Education
- National Association of Diversity Officers in Higher Education (NADOHE)
- NativeAmericansInHigherEd
- VeteransInHigherEd
- WittKieffer
- Women in Higher Education
- Association of Public and Land Grant Universities
- CareerBuilder
- Hartford Courant
- Hearst-Connecticut Newspaper (through Monster.com)
- LinkedIn

66 Total applicants: 3 WM, 7 WF, 14 BM, 11 BF, 5 HM, 2 HF, 2 AM, 1 AF, 2 TM, 1 TF, 18 UU

42 Unqualified applicants: 3 WM, 5 WF, 5 BM, 7 BF, 3 HM, 1 HF, 2 AM, 1 TF, 15 UU

- 3 WM, 5 WF, 5 BM, 7 BF, 2 HM, 1 HF, 1 AM, 1 TF, 17 UU did not meet the minimum qualifications as posted.

16 Qualified applicants: 2 WF, 4 BM, 3 BF, 2 HM, 2 TM, 3 UU

- 1 WF, 3 BM, 1 BF, 1 HM, 3 UU did not have extensive experience in the field of diversity and equity.
- 1 BM, 1 BF, 1 HM did not have leadership experience with an entrepreneurial approach.
- 1 BF did not have experience developing and advancing diversity and inclusion programs in a matrixed organization.
- 1 WF, 2 TM did not have experience at a higher education institution similar in complexity and size as needed for this position.

18 Interviewed applicants: 5 BM, 1 BF, 1 HF, 1 AF

- 1 BM did not speak about other minority groups outside of African American and LatinX experiences during the interview.
- 1 BM's answers to interview questions showed that he did not have the knowledge to strategically build and support a team and community within the Cultural Centers.
- 1 AF did not have experience developing diversity and inclusion initiatives.
- 1 BM, 1 BF did not have the interpersonal communication skills in understanding a wide variety of constituent groups for building consensus and support for innovative solutions.
- 1 HF did not have the program development experience needed for the position.
- 1 BM did not have the visionary leadership with an entrepreneurial approach to program development needed for the position.

The 1 BM hired provided approachable and detailed answers during the interview process. The candidate described a detailed course for success in spaces of conflict, building trust among various constituencies, and helping to heal campus communities where needed. He was a tenured full professor, scholar activist with a scholarly record in the DEI field and had experience integrating diversity and equity with mental health and wellness throughout his career. He also had a focus of mental health and wellness in the context of the impact on people and communities of color.

Search 493522 – Dean – School of Law

Dean of the School of Law

THE SEARCH

The University of Connecticut (UConn), one of the nation's leading public research universities, seeks a visionary and dynamic leader to serve as the Dean of its School of Law. UConn seeks candidates who can demonstrate exceptional skills and experience that will enable them to provide strong leadership to a research and educational institution. For the past decade, the University has been on a remarkable journey of expansion and growth. By every measure, from student diversity to research grants, UConn has enhanced its national and global standing. UConn is currently ranked among the top 25 public research universities nationwide and is a Carnegie Foundation R1 institution, its highest rank for research activity and the granting of doctoral degrees.

Founded in 1881, UConn is a Land Grant and Sea Grant college and member of the Space Grant Consortium. It is the state's flagship institution of higher education and includes a main campus in Storrs, CT, four regional campuses throughout the state, and 14 Schools and Colleges, including the Law School in Hartford, and Medical and Dental Schools at the UConn Health campus in Farmington. The University has approximately 10,000 faculty and staff and 32,000 students, including nearly 24,000 undergraduates and over 8,000 graduate and professional students.

Under the new leadership of President Tom Katsouleas, who began his term in August 2019, UConn enters an exciting phase in its history. President Katsouleas has challenged the University's administration, faculty, and staff to undertake the ambitious goals of doubling research over the next 10 years, broadly expanding meaningful experiential learning, and preserving accessibility to residents of the state of Connecticut.

As chief executive officer of the School of Law, the Dean will provide strategic vision and operational leadership to all aspects of the academic and scholarly program, working with its distinguished faculty to set priorities for the School and guide it toward strategic goals of enhancing scholarship, promoting research and outreach, and providing excellence in professional and graduate education in an academic setting with a diverse population of students, faculty, and staff. The Dean is the School's chief advocate, promoting its goals and achievements, leading its development and fund-raising activities, and speaking for its mission of excellence in scholarship, teaching, and public service. Supporting the University's research mission, the Dean will advance the scholarly activities of the faculty, including interdisciplinary opportunities. The Dean will also be the School's public voice, promoting initiatives within UConn and across the state, strengthening and expanding its role within professional associations, articulating the School's contributions at the local, state, regional, national and international levels. In pursuing these responsibilities, the Dean, who reports to the Provost, will work collaboratively with the President and Provost and with vice presidents and other Deans.

The successful candidate will be a nationally recognized, self-assured, entrepreneurial leader prepared to infuse the UConn School of Law with a sense of pride, of purpose, and of excellence. With experience at a research university, the ideal candidate will have demonstrated success as an educator, a researcher committed to the search for new knowledge, and a sophisticated administrator able to imagine new possibilities for the School.

THE SCHOOL OF LAW

UConn's School of Law is the top ranked public law school in the Northeast. It is located on a beautiful and historic 17-acre campus in the West End of Hartford, a few minutes away from the State Capitol, courts and agencies, and the offices of Hartford's law firms and corporations. Founded in 1921, UConn Law is about to celebrate its centennial, a major development opportunity for the new Dean. The Law School is accredited by the American Bar Association and is a member of the Association of American Law Schools. It has an annual budget of nearly \$25 million, 49 full-time faculty, and 48 full-time staff. Total enrollment for AY 2019-20 is 624 across the JD, LLM and SJD programs.

The Law School offers its JD degree in both a full-time (day) and part-time (evening) program, and the evening program consistently ranks in the top 10 for part-time programs in the *US News* rankings. As a public institution, the Law School prides itself on providing an outstanding education at a reasonable price, consistently ranking at or near the top of law schools in average salary-to-debt ratios for graduating students. The Law School has been at the forefront of growth in non-JD enrollment, ranking 27th in the country (according to ABA data for fall 2018) in non-JDs as a percentage of total enrollment excluding online and 36th with online included.

Curriculum

The Law School offers a diverse curriculum for its students, including over 150 courses and eight certificate programs for both JD and LLM candidates in various fields. The latter include Insurance Law, where the Law School's program is recognized as the world leader, and Human Rights, a special focus of the University and a particular strength of the Law School. UConn Law supplements its program in Hartford with the opportunity for its students to study abroad through 14 partnerships with international law faculties. The Law School also offers graduate legal education to both domestic and foreign trained lawyers through five specialized LLM programs: Energy and Environmental Law; Human Rights and Social Justice; Insurance; United States Legal Studies (for foreign-trained lawyers only); and an Executive LLM Program in Seoul, Korea.

To prepare students for opportunities at the intersection of law and other disciplines, the Law School has established four dual-degree program—JD-MBA, JD-MPA, JD-MPH, and JD-MSW—with other divisions of the university, and it also provides students the opportunity to pursue specialized LLMs with advanced standing after completing the JD program. The Law School additionally offers, in partnership with the UConn School of Business, a Professional Certificate in Corporate and Regulatory Compliance for both law and business students as well as mid-career professionals. Finally, the Law School's faculty, together with colleagues from other

university departments, also played a central role in the establishing the university's new Masters of Energy and Environmental Management.

UConn Law School was an early leader in experiential legal education and remains at the forefront of this field today, having been one of the first US law schools to require all students to have supervised law practice experience in order to graduate. To meet this requirement, the Law School offers students 19 clinics and field placement courses in which students earn academic credit by representing clients and doing other legal work under the supervision of faculty members or other lawyers. In addition to opportunities in Hartford and throughout Connecticut, the Law School offers both a Semester in DC and Semester in New York program that entail field placements combined with course work.

Faculty

The UConn Law faculty constitutes a community of unusual collegiality and intellectual vibrancy. It embraces interdisciplinary training as crucial to finding creative legal solutions to contemporary problems. Many faculty members have advanced degrees or substantial graduate training in other fields. These include not only the traditional disciplines found in leading law schools—philosophy, history, and economics—but also literature, linguistics, anthropology, psychoanalysis, and architecture. In total, more than one-third of the school's full-time research faculty possess doctoral degrees, a proportion that rivals the faculty at Harvard, Stanford, Columbia and NYU. Particular areas of research strength include: Law and the Humanities and Social Sciences; Energy and Environmental Law; Employment and Labor Law; Human Rights; Insurance, Risk, and Financial Services; International and Comparative Law; Intellectual Property; Law and Inequality; and Tax. The Law School is also home to a striking number of professors who study law outside the United States, including leading scholars on Latin American Law, European Law, Comparative Administrative Law, International War Crimes and Post-Conflict Justice, International Tax, Comparative Intellectual Property Law, and International Environmental Law, among other areas.

Students

In educating JD, LLM, and SJD candidates, UConn Law draws strength from a diverse array of students at different stages of their lives and professional careers. Each year the Law School welcomes many students directly from their UConn undergraduate degrees (known as Double Huskies) as well as students from a wide range of other institutions of higher education. The graduate and international programs include representatives from seventeen countries and five continents, ranging from exchange students pursuing their first law degree to practicing lawyers seeking specialized research at the LLM and SJD ranks.

UConn Law is responsible for more lawyers working in Connecticut than any other school in region. Its alumni continue into private practice, the corporate sector, non-profit organizations, and all branches of government, and each year an impressive number begin their careers with prestigious judicial clerkships at the state and federal level. Alumni comprise much of the state legislature, a substantial portion of the state judiciary (including the Connecticut Appellate Court and Supreme Court), serve in the federal judiciary, and represent the State of Connecticut in the

US House of Representatives and the US Senate. In addition to forming a close-knit legal community within the state, graduates continue to grow networks in Boston, New York City, and Washington, DC.

Students take initiative to form affinity groups that help to foster a vibrant on-campus community. These groups range from the longstanding Moot Court Board and Mock Trial Society to newer groups such as the First Generation Students Association and the Mental Health Community.

THE LEADERSHIP OPPORTUNITY

UConn will welcome a Dean who thrives on innovation and the challenges and opportunities of developing, organizing, and managing new initiatives. The faculty at the UConn School of Law are deeply committed to their students, to their research, and to public service. Working with the faculty, the Dean will articulate a vision for the School, defining its role in research and teaching within the University community, the state, and the nation. From that vision, the Dean will shape the organization and, with the faculty, configure, create, and grow programs and attract a student body to realize their success.

The Dean can and will make critical contributions to the continued development of the School. This is an extraordinary opportunity for an individual with the drive, skill, and experience to bring creative leadership to the law school and to play a meaningful role in shaping its future. The new Dean will embrace these opportunities, helping to realize the potential of the UConn School of Law. The new Dean will build on a solid foundation to contribute to the School and its diverse constituents to address some key challenges and pursue important opportunities.

Specific challenges and opportunities include:

- Provide visionary and strategic leadership for the School of Law
- Support and promote a diverse and inclusive culture
- Hire, guide, and support excellent faculty and staff
- Oversee financial decisions and create clear and efficient processes, staffing, and structures
- Articulate the Law School's role in achieving the overall mission of the University
- Lead and identify academic campus infrastructure improvements
- Cultivate opportunities for development and fund-raising
- Pursue strategies to sustain and grow enrollments

THE POSITION

Reporting to the Provost and Executive Vice President for Academic Affairs for all matters, the Dean is the chief administrative and academic officer of the School of Law. The current administrative structure for the School includes 3 associate deans, 2 assistant deans, and 13 directors and managers. The ideal candidate will be an experienced, inclusive, and collaborative leader, institutionally ambitious and creative, and committed to guiding the School to the next level of excellence. The Dean will be expected to work effectively with faculty, students, staff, educators, community leaders, and the legal community state-wide and nationally as partners to advance the University's research, teaching, and service missions. The Dean will bring an understanding of, and a commitment to, increasing diversity at all levels of the School. The successful candidate will bring experience in and/or the clear potential for representing a law school articulately and compellingly to external constituencies, enhancing the visibility and impact of its work while increasing gifts, funded research, and other mission-aligned revenue. The Dean must also have an in-depth understanding of the current challenges facing law schools as well as those that have transformed the markets for law jobs and for legal services and be willing to work with state, regional, and national stakeholders to address these challenges and advocate for the school and the profession.

QUALIFICATIONS

The University of Connecticut seeks a dynamic leader who must have at least the following minimum qualifications and skills:

- A Juris Doctor (JD), Master of Laws (LLM), or Doctor of Laws (JSD/SJD) degree, or a Doctor of Philosophy (PhD or DPhil) degree in a field related to law and legal studies, including foreign equivalents;
- A record of scholarly achievement and/or exceptional professional achievement that, in any case, warrants appointment at the rank of Professor of Law;
- Management skills developed in a complex organization that include one or more of the following:
 - o Finance/budget management
 - o Administration
 - o Retention and recruitment
 - o Development and fundraising
 - o Strategic planning and implementation;
- Demonstrated capability to manage professional and support staff effectively, including hiring, motivating, training, developing, and evaluating the job performance of employees;

- A record of achieving, or the capacity to articulate a realistic strategy to achieve, in a law school context:

- o enrollment growth while maintaining/improving admissions standards;
- o curricular and programmatic innovation to meet the changing market for legal services;
- o law student success in both the classroom and career placement;
- o maintenance/improvement of faculty research excellence;
- o institutional diversity in all its dimensions;
- o fundraising to support all these various goals.

The successful candidate must have demonstrated the following traits:

- A profound sense of integrity and professionalism.
- A deep commitment to excellence.
- A clear ability to use good judgment and make sound decisions.
- An energetic leadership style that invites collaboration, encourages teamwork, welcomes diverse perspectives, and values transparency.
- A distinctive ability in managing change, resolving conflict, and building consensus.
- Superior interpersonal and communication skills, including tactfulness, a high level of emotional intelligence and concern for others, and the ability to navigate controversy gracefully and treat all people with civility and respect.
- The ability to sustain and enhance a vigorous research and educational enterprise.
- The skills to navigate the organizational, political, and fiscal realities unique to a major public research university, and to improve current practices, including effective advocacy for resources.
- The ability to work productively and cooperatively with faculty, students, staff, educators, and community leaders as partners to advance the School's and University's research, teaching, engagement, outreach, and service missions.
- A track record of administrative achievement that gives strong evidence of his or her capacity to manage a complex School, including its budget, workforce, and programs.

- The capacity to represent the School compellingly to external constituencies, enhancing the visibility and impact of its work.
- A deep respect and strong commitment to diversity, as demonstrated by a record of promoting diversity and inclusion, including assessing needs, developing initiatives, and applying best practices.
- The ability to imagine new possibilities for the School, develop and articulate a vision, and develop and implement effective strategic plans, including the ability to translate institutional strategy into operational goals and to specify and prioritize short- and long-range objectives.

The ideal candidate will also have the following preferred characteristics:

- Experience at a research university and success as a researcher committed to the search for new knowledge.
- Demonstrated capability to support research at the student and faculty levels, and to foster interdisciplinary collaboration.
- Demonstrated success as an educator and a genuine appreciation of, and good rapport with, students.
- Experience as an agent of innovation and change.
- The ability to recruit and retain highly desirable research and instructional faculty in a competitive environment.
- Significant experience with outreach and cross-organizational cooperation.
- The ability to develop and maintain an active alumni network.
- Strong written, oral, and interpersonal skills; the ability to communicate the School's needs, plans, and programs effectively.

TO APPLY

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty, and staff. 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.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made. For priority consideration, please submit application materials by November 29, 2019.

The University of Connecticut has retained the services of the executive search firm Heidrick & Struggles to conduct this important search. All inquiries, nominations/referrals, and applications (including curriculum vitae and letters of interest responding to the position challenges and objectives outlined above) will be held in the strictest confidence and should be submitted to UConnLawDean@heidrick.com.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Women in Higher Ed
- American Bar Association
- Connecticut Law Tribune
- CT Bar Association
- Diverse Issues in Higher Ed
- Chronicle of Higher Ed

49 Total applicants: 17 WM, 6 WF, 1 BM, 3 BF, 2 AM, 2 AF, 1 TF, 17 UU

36 Unqualified applicants: 12 WM, 5 WF, 1 BM, 1 BF, 1 AM, 1 TF, 15 UU

- 12 WM, 5 WF, 1 BM, 1 BF, 1 AM, 1 TF, 15 UU did not meet the minimum qualifications as posted.

13 Interviewed applicants: 5 WM, 1 WF, 2 BF, 1 AM, 2 AF, 2 UU

- 1 WM, 1 WF, 1 BF, 1 AF withdrew from the search process.
- 2 WM, 1 AM, 2 UU did not have experience with innovation and change within a department.
- 1 WM did not have quality interactions with the student population during the interview.
- 1 WM, 1 AF did not demonstrate the ability to recruit and retain highly desirable research and instructional faculty in a competitive environment.

The 1 BF hired was a highly accomplished legal scholar with experience as a law school administrator. She also had experience as a skilled leader in the capacity of strengthening academic programs, public outreach, and fundraising development.

Search 493462 – Associate Vice President – Tech Communications and Industry Relations

Associate Vice President for Innovation and Entrepreneurship Office of the Vice President for Research

The University of Connecticut is seeking an experienced, visionary leader to build on the strengths of the University and craft a compelling vision for the future that will enable UConn to achieve its goals through a single, well-aligned technology transfer and venture development operation.

The Associate Vice President for Innovation and Entrepreneurship is a senior level executive who will be responsible for all aspects of the University's technology commercialization activities, specifically including patenting, licensing, venture development and UConn's business incubator, the Technology Incubation Program (TIP). This position also oversees unit budget and staffing levels with responsibility for staff planning, hiring and evaluation.

Reporting to the Vice President for Research, the Associate Vice President (AVP), in coordination with senior administrators and working with private sector partners, will help to set an agenda that defines the University's program in technology commercialization. The AVP will take an active role to realign resources in order to facilitate increasingly robust outcomes and promote an expanded entrepreneurial culture within the university faculty and staff. These activities will support UConn's goal to undertake an approach to technology transfer and venture development that is responsive to market trends. Desired outcomes will include increasing startups and long-term revenue through strategic management of the University's portfolio and resources, including coordination with, and mentoring of, our research community. The selected candidate will be held accountable for meeting projections or milestones in the strategic plan.

Key Initiatives for the New Associate Vice President:

- Develop a long-term strategic plan with measurable objectives and implementation timeframes that will better-align current activities and strengthen the focus and productivity of current resources.
- Strategically manage and market UConn's patent portfolio to aggressively exploit commercial potential technologies arising from the discoveries of UConn faculty/staff, to enhance the University's educational and research missions, and for the public good.
- Create outreach activities university-wide to identify commercially relevant research, and strong faculty partners who can be cultivated to help achieve commercial success.
- Create partnerships that link university, state, entrepreneurial and industry resources to address technology and economic development needs.
- Organize, manage, and maintain an effective tech transfer, technology incubator, and venture development program by assembling and mentoring a strong professional staff.
- Ensure that faculty are provided guidance and information on University policies as they relate to intellectual property. This includes patent, trademark and copyright requirements, the processes and procedures that are involved in seeking and obtaining patent protection for inventions, and in the marketing and licensing of University technologies.

- Assist in developing a local community of companies in both life and physical sciences that are successful and closely linked to research at UConn.
- Accelerate new company and job creation based on technologies and products developed at the University. Build a community of advisors, mentors, and entrepreneurs in residence that will augment staff in understanding commercial potential of inventions and devise strategies to commercialize inventions.

Minimum Qualifications:

1. Master's Degree in a scientific, business or other related discipline and fifteen years of relevant experience.
2. Experience with technology transfer and venture development structure, plan, process, and culture.
3. Strong negotiating skills and knowledge of industry licensing practices, including an ability to participate in, advise and oversee negotiations, drafting, and execution of licenses, research, and material transfer agreements.
4. Ability to work effectively with university leadership to promote and support a culture of entrepreneurship within the university.
5. Ability to establish strong relationships with internal and external constituents to build and capitalize on facilities, expertise, and technology at UConn.
6. An ability to develop and manage initiatives that identify potential licensees; specifically possessing marketing know-how and knowledge of emerging needs.
7. Ability to work with UConn's faculty and staff, senior administrators, and the private sector to promote licensing and startup companies from UConn technologies and implement programs to inform faculty on the basis of intellectual property and technology commercialization.
8. Experience in attracting management, industry partners, early-stage risk capital and venture capital for the formation of businesses based on university technologies, and in leveraging investors and industry members as partners to facilitate commercialization.

Preferred Qualifications

1. A Ph.D. in a scientific, business or related discipline
2. Fifteen years of relevant experience that includes an exceptional track record of negotiating licenses ultimately valued at millions of dollars over time, as well as research agreements; **or** fifteen years of relevant experience in a technology industry as an investor in startups, or as a startup entrepreneur
3. Deep familiarity with university tech transfer practices.

To Apply:

Applications must be submitted online at UConn Jobs, <https://jobs.uconn.edu>, Staff Positions, Search #2019614. Interested candidates should submit a **cover letter** and **resume**, contact information for **three professional references, and evidence of** prior licensing activity in the form of a "deal sheet". Confidential inquiries may be addressed to Laurie Pudlo, Administrative Manager, at laurie.pudlo@uconn.edu.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 8, 2019.

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>.

About the University

The University of Connecticut ranks among the Top 25 public universities in the nation, with a research portfolio of \$260 Million, and is a research leader in the fields of genomics, advanced materials, cell biology, cardiovascular research, additive manufacturing, biomedical devices, cybersecurity and nanotechnology. As Connecticut's flagship institution of higher education, the University of Connecticut's 14 schools and colleges include: Agriculture, Health and Natural Resources; Business; Dental Medicine; Neag Education; Engineering; Fine Arts; Graduate; Law; Liberal Arts and Sciences; Medicine; Nursing; Pharmacy; Ratcliffe Hicks; Social Work. The University offers eight undergraduate degrees: 116 majors; 17 graduate degrees: 88 research and professional practice fields of study, six professional degree programs (J.D., LL.M., M.D., D.M.D., Pharm.D., S.J.D.).

UConn serves as an important resource for Connecticut economic development and is dedicated to building collaborations with industry and entrepreneurs. The University has enjoyed a decade-long investment program by the state of Connecticut providing billions for state-of-the-art research facilities. With more than \$3.6B in investment from the state of Connecticut and industry partners, UConn will continue to train outstanding students, perform breakthrough research and develop innovative solutions for the marketplace.

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 the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards

- HigherEdJobs
- Chronicle of Higher Education
- AUTM
- UIDP
- NCURA
- CT Hires
- Indeed

52 Total applicants: 35 WM, 4 WF, 1 BM, 1 HM, 7 AM, 4 UU

30 Unqualified applicants: 23 WM, 1 WF, 2 AM, 4 UU

- 23 WM, 1 WF, 2 AM, 4 UU did not meet the minimum qualifications as posted.

5 Qualified applicants: 3 WM, 2 AM

- 2 WM did not have a Ph.D. in a scientific, business or related discipline
- 1 WM, 2 AM did not have a familiarity with university tech transfer practices.

17 Interviewed applicants: 9 WM, 3 WF, 1 BM, 1 HM, 3 AM

- 1 WM, 1 BM withdrew from the search process.
- 2 WM, 1 WF, 1 HM did not articulate their executive and management capacity relevant to a higher education research institution.
- 5 WM, 1 WF, 2 AM did not articulate their leadership vision and experience for a research university.
- 1 WF did not have situational leadership experience in a higher education setting.
- 1 WM did not articulate the diversity of technology commercialization experience at a research university.

The 1 AM hired had diversity experience including experience with teambuilding in a higher education setting. The candidate had similar experience in a university setting similar to the scale of UConn.

Category 2: Faculty – Professor

Hiring goals: 4 WF, 3 BM, 3 BF, 2 HF

Hiring into Category: 8 WM, 5 WF, 2 BF, 1 AM, 1 AF, 1 TF

Goals met: 4 WF, 2 BF

RG	Search #	Goal
WF	493545	Y
WF	PT-FT	Y
WF	PT-FT	Y
WF	PT-FT	Y
BF	493564	Y
BF	493801	Y
WM	19336	N
WM	493813	N
WM	2018627	N
WM	2019189	N
WM	PT-FT	N
WM	PT-FT	N
WM	PT-FT	N
WM	PT-FT	N
WF	PT-FT	N
AM	493549	N
AF	494289	N
TF	494513	N

Search 493545- Professor- Linguistics

18 Total applicants: 5 WM, 7 WF, 3 AM, 3 UU

6 Unqualified applicants: 2 WM, 3 WF, 1 AM

8 Qualified applicants: 1 WM, 2 WF, 2 AM, 3 UU

4 Interviewed applicants: 2 WM, 2 WF

Hired: 1 WF

This hire achieved a hiring goal.

3 WF moved from Part-time to Full-time.

These hires achieved hiring goals.

Search 493564- Professor – Social Work Instruction and Research

9 Total applicants: 2 WM, 2 WF, 3 BF, 1 AF, 1 UU

2 Unqualified applicants: 2 BF

2 Qualified applicants: 2 WM

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

Hired: 1 BF

This hire achieved a hiring goal.

Search 493801- Professor – Human Development and Family Sciences

68 Total applicants: 6 WM, 29 WF, 2 BF, 6 AM, 12 AF, 1 TF, 12 UU

51 Unqualified applicants: 4 WM, 20 WF, 1 BF, 5 AM, 10 AF, 1 TF, 10 UU

7 Qualified applicants: 5 WM, 1 AM, 1 AF

10 Interviewed applicants: 2 WM, 4 WF, 1 BF, 1 AF, 2 UU

Hired: 1 BF

This hire achieved a hiring goal.

Search 19336 – Professor – Literature, Cultures, and Languages

1 Total applicants: 1 WM

1 Interviewed applicant: 1 WM

The 1 WM hired as a Full Professor in Literary Translation was pre-eminent in his field, a prizewinning literary translator of international renown, and unparalleled in his expertise in literary translation and linguistic range. In a feature on him in 1999, “Atop the Tower of Babel,” *The New York Times* counted 24 languages from which he has translated major literary works.

His distinguished international career led the University of Connecticut to award him an Honorary Doctorate of Humane Letters while he was an external Fellow at the Humanities Institute in 2016. He has translated 35 major literary works by authors ranging from Sophocles and Rousseau to Voltaire, Tolstoy, Gogol, Dostoevsky, and Chekhov. These works, including translations with a fully annotated scholarly apparatus, such as Augustine’s *Confessions*, Isaac Babel’s complete works, and *The Essential Writings of Machiavelli*, appeared in top-notch publishing houses such as Modern Library, Random House, W.W. Norton, Alfred A. Knopf, Harcourt, and Macmillan. He has furthermore published 55 short story translations and 101 poetry publications in anthologies and national and international literary magazines, ranging from the *New Yorker* and the *Harvard Review*, to *Harpers*, *The Paris Review*, and *The Literary Review*. He has published 26 scholarly articles and book chapters on aspects of translation theory and practice in leading specialized publications and handbooks, such as *Translation Review* and *The Routledge Handbook of Literary Translation*. He has also translated literary works from Russian and Polish into Modern Greek.

His translations have received America’s major international awards for literary translation: the PEN Translation Prize for his translation of the German Nobel Laureate Thomas Mann, and a further PEN Translation Prize citation for his translation and annotation of *The Essential Writings of Machiavelli*; the National Translation Award for his discovery and translation of unknown and lost masterpieces of Anton Chekhov; the Koret Jewish Literature Award and a National Jewish Book Award citation for his translation and annotation of the *Complete Works of Isaac Babel*; and the Helen and Kurt Wolff Translation Prize for his translation of the German author Benjamin Lebert. He has also received international awards such as Greece’s Hellenic Association of Translators of Greek Literature Prize for his extensive work in Modern Greek, and Kosovo’s Ramiz Kelmendi Literary Prize for his work in the literatures of Albanian and Arberisht (an indigenous Albanoid language spoken in Greece). The American Academy in Berlin awarded him the Berlin Prize for his work on the Russian author Mikhail Bulgakov, and he is the recipient of a Guggenheim Fellowship, a Cullman Center Fellowship, and two National Endowment for the Arts Literature Fellowships for Translation, among other distinctions.

There are four other international specialists in literary translation (into English) of similar stature and at a comparable stage in their careers. His translated works, range of languages, major prizes, and grants by far exceed those of scholars in the field. In short, we are confident that he is the single most prolific, accomplished, and laureated living translator in the English-

speaking world of major literary figures from the broadest range of languages and national literatures.

In the three years since the candidate has been working in the temporary position as Instructor in Residence at the Department of Literatures, Cultures, and Languages, he has founded and effectively expanded UConn's Program in Literary Translation into a world-class institution offering instruction and practicums for undergraduate and graduate students. The Program now offers both a minor and a Graduate Certificate in Literary Translation (the first five graduates have received their certificate this semester). The translation courses are already popular among undergraduates and have consistently filled at capacity each semester. Students in these new programs have already received major international prizes and fellowships, such as the PEN/Heim Award, the PEN Award for Italian Literature, several Pushcart Prize nominations, two Bread Loaf Writers' Conference Fellowships, and the ALTA Travel fellowship. Under his supervision, both undergraduate and graduate students have published their translations and articles on translation in major venues and have book-length translations either currently submitted or already accepted for publication.

Among his landmark achievements has been the establishment of World Poetry Books, based at the Department of Literatures, Cultures, and Languages and the Humanities Institute. World Poetry Books is the only press in the United States dedicated solely to publishing works of international poetry in English translation. With this project, he has established the University of Connecticut as an influential center for the research of international literature and literary translation and developed undergraduate classes and internships through interdepartmental collaborations that offer students hands-on professional experience of the publishing world. He has also launched two major student-edited publications: *New Poetry in Translation*, a triannual literary journal publishing exceptional translations of international literature, and *All Translation*, an upcoming anthology of translated prose and poetry by UConn students and emerging translators. The Program in Literary Translation also offers an annual translation prize, which awards \$1,000 for an exceptional translation into English. He has raised the funds for these initiatives and is continuing his fundraising activities to further strengthen and expand the Program in Literary Translation.

In view of his international standing and unique and unparalleled expertise and accomplishment in all the fields of literary translation and translation studies (as translator, scholar, publisher, and editor), it is clear that his achievements cannot be matched by potentially available applicants. His three years at UConn and his initial steps in developing and establishing the Program in Literary Translation have already resulted in an increased standing for the University, and his future plans and initiatives will continue to bring UConn to prominence in international scholarly and literary circles. It is certain that a regular search would not yield a comparable candidate with equivalent achievements and standing in the field.

Search 493813- Professor - Pathobiology

The Department of Pathobiology and Veterinary Science invites applications for a full-time tenure-track faculty position at the rank of Associate or Full Professor, who will serve as the Director of the Connecticut Veterinary Medical Diagnostic Laboratory (CVMDL), which is housed within the Department. CVMDL is an AAVLD-accredited laboratory, and NAHLN member laboratory, serving as the veterinary diagnostic laboratory for the State of Connecticut. The CVMDL provides quality extension, diagnostic and necropsy services to the University and the public, serving the region, and is accredited by the American Association of Veterinary Laboratory Diagnosticians (AAVLD) for all animal species, making it the only AAVLD-accredited laboratory in the New England region. It is a member of national and regional laboratory groups, including the National Animal Health Laboratory Network (NAHLN); the National Poultry Improvement Plan (NPIP) authorized laboratory system, the Veterinary Laboratory Investigation and Response Network (Vet-LiRN), and the New England Wildlife Disease Cooperative (NWDC). The CVMDL works cooperatively with state and federal agencies to enable and enhance state and national disease surveillance and emergency response.

The Department of Pathobiology & Veterinary Science has teaching, research and service/public engagement missions focusing on the study of infectious diseases in multiple species. The undergraduate curriculum is designed for students preparing to enter medical, dental, veterinary, or graduate schools, and students are personally instructed and mentored by faculty. The graduate degree programs (MS and Ph.D.) have areas of concentrations in bacteriology, pathology and virology, as well as a residency training program in anatomic pathology. Current research focuses on infectious diseases of animals and humans, veterinary pathology, wildlife diseases and vaccine development in its Center of Excellence for Vaccine Research (CEVR) and the U. S. Animal Vaccinology Research Coordination Network (USAVRCN).

DUTIES AND RESPONSIBILITIES

The successful candidate will.

As the CVMDL Director:

- Provide dynamic leadership to the CVMDL, developing new programmatic initiatives and expanding its partnerships and collaborations within the Department, University, State and beyond.
- Oversee the successful delivery of veterinary diagnostic and necropsy services
- Supervise the activities of faculty, staff and students working or studying in the CVMDL.
- Ensure quality service complying with accreditation and membership standards of AAVLD, NAHLN, NPIP, and Vet-LiRN.
- Liaise with state and federal veterinarians and agencies on animal health and zoonotic diseases, providing professional expertise, diagnostic support, and the timely reporting of results.
- Provide oversight of CVMDL budgetary activities, including securing external funding to support the activities and programs of CVMDL
- Ensure compliance with all university and state policies

As a PVS faculty member:

- Teach the undergraduate capstone class, “Principles of Pathobiology” as well as
- participate in team teaching of veterinary residents in anatomic pathology
- Mentor graduate students and veterinary residents
- Participate in Pathology service-related duties.
- Participate in collaborative research projects with other faculty

MINIMUM QUALIFICATIONS

A DVM degree (or equivalent) and an advanced degree in a relevant field of study and ACVP (or equivalent) board certification, experience in teaching; 5 years of veterinary diagnostic laboratory or closely related veterinary/laboratory work experience, personnel management, as well as demonstrated fiscal responsibility. Academic credentials commensurate with the rank of Associate or Full Professor

PREFERRED QUALIFICATIONS

A Ph.D. in the fields of either pathology or microbiology. Additional experience in diagnostic laboratory leadership, clinical practice, regulatory/policy or quality management.

APPOINTMENT TERMS

This is a full-time, 11-month, tenure-track position with an anticipated start date of August 23, 2020. 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 will be commensurate with qualifications and experience.

TO APPLY

Select “Apply” to be redirected to Academic Jobs Online to complete your application. Submission must include (1) a **cover letter** that addresses your vision, experience, and desire for this position; (2) **curriculum vitae**; and (3) names and contact information of **five references**. Screening 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 # 2020248)

For more information regarding the Department of Pathobiology and Veterinary Science, please visit the department website at <http://patho.uconn.edu/>.

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Faculty Website
- Journal of the American Veterinary Medical Assoc.
- Journal of Veterinary Diagnostic Investigation
- Veterinary Pathology Journal
- American College of Veterinary Pathologists
- American Association of Veterinary Laboratory Diagnostics
- American Veterinary Medical Association
- Association of American Veterinary Medical Colleges
- National Animal Health Laboratory Network

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

3 Unqualified applicants: 2 WM, 1 UU

- 1 WM, 1 UU did not meet the minimum requirements of the position.

3 Interviewed applicants: 2 WM, 1 WF

- 1 WM, 1 WF withdrew from the application process.

The 1 WM hired had authored and co-authored more than 90 peer-reviewed scientific papers. He has mentored graduate students and supervised the work of numerous Anatomic Pathology residents. He had led a veterinary diagnostic for several years and had clinical practice experience. His presentation was clear, focused, inclusive and had a strategic vision for the CVMDL

Search 2018627- Professor- Chemistry

Applications and nominations are invited for a Distinguished Professorship in Chemistry. The Harold S. Schwenk Sr. Distinguished Chair in Chemistry will join the College of Liberal Arts and Sciences at the University of Connecticut to establish a program of the highest caliber in both scholarship and teaching.

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.uchc.edu/>) investments and a bold new *Academic Plan: Path to Excellence* (<https://academicvision.uconn.edu/>). As part of these initiatives, UConn has hired more than 450 new faculty at all ranks during the past three years. We are pleased to continue these investments by inviting applications for this Distinguished Professorship.

DUTIES AND RESPONSIBILITIES

The successful candidate will contribute to research and scholarship through high impact publications and extramural funding and will sustain national and international recognition as a scholar. The faculty member will have a deep commitment to effective instruction at the undergraduate and graduate levels as demonstrated in the prior development of innovative courses and in effective mentoring of students in research, outreach and professional development. The successful candidate will have broadened participation among members of under-represented groups and demonstrated through their research, teaching, and/or public engagement the richness of diversity in the learning experience.

MINIMUM QUALIFICATIONS

Earned Ph.D. degree in chemistry or a related field
An established record of scholarly leadership in chemical sciences
Excellent oral and written communication skills
A strong and active extramurally funded research program.
Outstanding record of peer-reviewed publications
A proven record of excellence in teaching
Must meet the University requirements for appointment at the rank of Full Professor

PREFERRED QUALIFICATIONS

Demonstrated ability to conduct and lead interdisciplinary, collaborative research
Proven commitment to developing and working within a diverse environment

APPOINTMENT TERMS

This is a full-time (9-month appointment) tenure-track appointment within the Department of Chemistry with an anticipated start date of Fall 2019. The successful candidate's academic appointment will be at the Storrs campus. Salary and rank will be commensurate with qualifications and experience. The Schwenk Professorship offers a generous start-up package, annual resources from a substantial endowment, and a salary and benefits package commensurate with the position.

TO APPLY

Please select “Apply” to submit the following on Academic Jobs Online: a **cover letter**, **curriculum vitae**, **teaching statement**, **research and scholarship statement**, **commitment to diversity statement**, and the names and contact information of **four referees** who have agreed to write in support of your application if requested.

Evaluation of applicants will begin immediately and continue until the position is filled. For more information regarding the Department of Chemistry please visit our website at <http://chemistry.uconn.edu>. Employment of the successful candidate will be contingent upon the completion of a pre-employment criminal background check. Search #2018627.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Faculty Website
- C&E News
- Email to University's Chemistry Department Heads in USA

26 Total applicants: 7 WM, 3 WF, 2 HM, 1 HF, 7 AM, 3 AF, 3 UU

18 Unqualified applicants: 4 WM, 3 WF, 1 HM, 1 HF, 5 AM, 1 AF, 3 UU

- 4 WM, 3 WF, 1 HM, 1 HF, 5 AM, 1 AF, 3 UU did not meet the minimum qualifications as posted.

2 Qualified applicants: 1 HM, 1 AM

- 1 HM, 1 AM did not demonstrate they had the ability to do collaborative research within their application material.

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

- 1 WM did not have the research leadership within the field of study for the position

- 1 WM, 1 AF's future ambitions discussed within the interview did not align with the departmental needs.
- 1 AF did not have the leadership skills or vision for the future of the department for the position needs.
- 1 AM did not have the funding experience needed for the position.

The 1 WM hired had the area of research needed for the position needs. He also had the ability to attract funding and would be able to have collaborations on research inside and out of the department. In addition, the candidate had a vision for the Center for Epitranscriptomics and Ribo-Proteomics (CERP), which were highly impressive.

Search 2019189- Professor- History

The University of Connecticut's Department of History invites nominations and applications for the Emiliana Pasca Noether Chair in Modern Italian History. The position will commence in Fall 2019. The successful candidate will be appointed at the rank of full professor or associate professor and will be eligible for tenure upon appointment. The Chair carries with it support for research, conferences, colloquia, and other activities.

Successful candidates will be expected to contribute to research and scholarship through high quality publications, participation in academic conferences, and involvement in research initiatives in their areas of expertise. They will be expected to be effective teachers of innovative courses at the undergraduate and graduate levels, supervise PhD students, mentor students in research and professional development, and participate in outreach and service activities. Successful candidates will also be expected to broaden participation among members of under-represented groups; demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience; integrate multicultural experiences into instructional methods and research tools; and contribute to the development of pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

The University 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.uchc.edu/>) investments, and a bold new Academic Plan: Path to Excellence. We are pleased to continue these investments by inviting applications for this faculty position in the Department of History.

MINIMUM QUALIFICATIONS

Earned Ph.D. or equivalent in History or a related discipline, with a specialization in Italian history or in European history including Italy. Equivalent foreign degrees are acceptable. We seek applications from distinguished scholars at the professor or associate professor level. The successful candidate will be expected to collaborate in our institution's commitment to graduate and undergraduate teaching, mentoring, program development, and promotion of diversity. Applicants should possess an excellent record of research, teaching performance, and involvement in undergraduate and/or graduate education appropriate for appointment to the rank of full or associate professor.

PREFERRED QUALIFICATIONS

We prefer applicants whose research interests complement and enhance the existing strengths in the department and who have demonstrated exceptional scholarly achievement.

APPOINTMENT TERMS

This is a full-time, 9-month position with an anticipated start date of August 23, 2019. The successful candidate's primary academic appointment will be at the Storrs campus with the possibility of teaching at one of UConn's regional campuses or through on-line instruction. Salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following: a **cover letter** that addresses the criteria for the position, including a **statement of commitment to diversity**; **curriculum vitae**; **at least two representative syllabi**; and the names and contact information of **four references** who have agreed to write in support of your application if requested. Screening of applicants will begin immediately, with full consideration given to applicants who apply by January 15, 2019 and will continue until the position is filled.

Nominations and inquiries other than applications can be directed to

Associate Professor Charles B. Lansing
Noether Search Committee Chair
Department of History, U-4103
University of Connecticut
Storrs, CT 06269-4103, U.S.A.
charles.lansing@uconn.edu

For more information on the UConn's Department of History, please visit <http://history.uconn.edu/>.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search 2019189)

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 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 postings on the following websites: UConn Careers website, listserv HERC, Inside Higher Ed., Chronical of Higher Education, email distribution list, American Historical Association (online and print), H-Net.org, and the Diverse Job Boards.

21 Total applicants: 11 WM, 9 WF, 1 UU

7 Unqualified applicants: 3 WM, 4 WF

- 3 WM, 4 WF did not meet the minimum qualifications as posted.

10 Qualified applicants: 6 WM, 3 WF, 1 UU

- 4 WM, 3 WF did not demonstrate scholarly achievement.
- 2 WM, 1 UU's research interests did not coincide with those of the department and the position.

4 Interviewed applicants: 2 WM, 2 WF

- 1 WF did not have the research scholarship necessary for the position.
- 1 WM did not have the academic profile that was needed for the position.
- 1 WF did not have the publications that were needed for the level of Professor.

The 1 WM hired was one of the most well-known Italian scholars in North America. He had published widely in early modern European history, modern Italian history, and modern Jewish history. He was also the author of nine monographs, including recent works such as Primo Levis Resistance. Rebels and Collaborators in Occupied Italy (Metropolitan, 2016), Padre Pio. Miracles and Politics in a Secular Age (Metropolitan, 2010), and The Body of Il Duce.

Mussolinis Corpse and the Fortunes of Italy (Metropolitan, 2005). The candidate expressed a vision and innovative ideas for teaching undergraduate and graduate students in the interview. He also had the research experience that would build the international profile of UConn substantially.

Part-Time to Full Time

4 WM and 1 WF moved from Part-time to Full-time.

Search 493549- Professor – Mathematics

The Department of Mathematics within the College of Liberal Arts and Sciences at the University of Connecticut invites applications for a full-time tenure-track faculty position at the rank of Full Professor in Mathematics beginning in Fall 2020. Priority will be given to researchers in applied or computational mathematics, with strong interdisciplinary activity. The successful candidate would be expected to have a vigorous externally funded research program and to teach undergraduate and graduate courses in the mathematics department. Candidates currently holding Associate Professorships are also encouraged to apply.

MINIMUM QUALIFICATIONS

A Ph.D. or an equivalent foreign degree in mathematics or a closely related area. Demonstrated evidence of excellence as an educator and a well-funded research program.

PREFERRED QUALIFICATIONS

An outstanding research program in applied or computational mathematics, with a strong interdisciplinary component.

APPOINTMENT TERMS

This position is a full-time, nine (9) month tenure-track position with a start date of August 23, 2020. Salary will be commensurate with qualifications and experience.

TO APPLY

Please apply online at MathJobs

(<https://www.mathjobs.org/jobs?action=joblist&id=14783&send=Go&cgifields=all>). Submit a **cover letter, curriculum vitae, description of research program, statement of philosophy** as educator and scholar, and at least **four letters of reference**. Only complete applications with all required materials will be considered and reviewed.

Evaluation of applications will begin immediately and will continue until the position is filled.

Questions or requests for further information should be sent to the Hiring Committee at mathhiring@uconn.edu.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020200)

This position will be filled subject to budgetary approval.

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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Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Faculty Website
- MathJobs
- Chronicle of Higher Ed

92 Total applicants: 36 WM, 9 WF, 27 AM, 7 AF, 13 UU

70 Unqualified applicants: 28 WM, 7 WF, 21 AM, 5 AF, 9 UU

- 28 WM, 7 WF, 21 AM, 5 AF, 9 UU did not meet the minimum qualifications as posted.

18 Qualified applicants: 8 WM, 2 WF, 4 AM, 1 AF, 3 UU

- 3 WM, 1 WF, 1 AM, 2 UU did not have funding for research needed for the position.
- 1 WM accepted an offer from another university.
- 1 WM did not have grants experience in the United States.
- 1 WM, 1 WF, 2 AM, 1 UU's research did not correspond to an area within the department.
- 1 WM, 1 AF did not have the research experience for the position.
- 1 WM did not have a required tenured position or a comparable tenured position at a previous institution.
- 1 AM did not have the publications needed for the position.

4 Interviewed applicants: 2 AM, 1 AF, 1 UU

- 1 AF withdrew from the application process.
- 1 AM did not have the funding or research record for the position of Professor.
- 1 UU did not have the experience or expertise that they described in the interview.

The 1 AM hired had published more than 400 papers. The candidate also was able to achieve high profile funding goals at previous positions. His research complimented current research in the department. The candidate's qualifications were reviewed by the committee that awarded tenure and received the highest recommendation of all interviewed candidates.

Search 494289- Professor – Political Science

The University of Connecticut's College of Liberal Arts and Sciences invites applications for a tenured Associate or Full Professor in Native American and Indigenous Studies. This is part of a larger cluster hire of three tenure-track positions across various departments – this position and two additional positions at the Assistant Professor level.

Applicants should have research and teaching interests focused on one or more of the following areas: Indigenous Cultures and Histories, Indigenous Ecologies, and Indigenous Knowledges. They may work on any geographical region, although preference in the tenured position search will be given to a specialist in indigenous North America.

Applicants may be hired in the following departments: Anthropology, English, History, Literature, Cultures & Languages, Sociology, Philosophy, or Political Science. They may also choose to be affiliated or jointly appointed with the Human Rights Institute, El Instituto, American Studies, Africana Studies, Asian and Asian American Studies, or Women's, Gender, and Sexuality Studies.

The successful candidate will be expected to establish and maintain a strong program of research and publication in Native American and Indigenous Studies. The successful candidate will teach undergraduate and graduate courses in their hiring department. They will also be expected to mentor graduate and undergraduate students, participate in public engagement, and contribute to the profile of Indigenous Studies at the university and in New England. Successful candidates will also be expected to broaden participation among members of under-represented groups; demonstrate through research, teaching, and/or public engagement the commitment to, and support 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.

Founded in 1881, UConn is a Land Grant and Sea Grant institution and member of the Space Grant Consortium. It is the state's flagship institution of higher education and includes a main campus in Storrs, CT, four regional campuses throughout the state, and 13 Schools and Colleges, including a Law School in Hartford, and Medical and Dental Schools at the UConn Health campus in Farmington. The University has approximately 10,000 faculty and staff and 32,000 students, including nearly 24,000 undergraduates and over 8,000 graduate and professional students. UConn is a Carnegie Foundation R1 (highest research activity) institution, among the top 25 public universities in the nation. Through research, teaching, service, and outreach, UConn embraces diversity and cultivates leadership, integrity, and engaged citizenship in its students, faculty, staff, and alumni. UConn promotes the health and well-being of citizens by enhancing the social, economic, cultural, and natural environments of the state and beyond. The University serves as a beacon of academic and research excellence as well as a center for innovation and social service to communities. UConn is a leader in many scholarly, research, and innovation areas. Today, the path forward includes exciting opportunities and notable challenges. Record numbers of undergraduate applications and support for student success have enabled the University to become extraordinarily selective.

MINIMUM QUALIFICATIONS

- Ph.D. completed in a humanities or social sciences discipline with a focus of Native American or Indigenous Studies
- Strong oral and written communication
- Ability to contribute through research, teaching, and/or public engagement to the diversity of the College.

PREFERRED QUALIFICATIONS

- Experience with community-engaged scholarship.
- A research and teaching focus in one or more of three broad areas:
 - Indigenous Cultures and Histories: cultural production/ cultural resistance, indigenous media, language & power, law & sovereignty.
 - Indigenous Ecologies: dispossession, settler colonialism, climate justice
 - Indigenous Knowledges: decolonial theory, indigenous epistemologies, feminist theory.

APPOINTMENT TERMS

This is a full-time, 9-month, tenured position with an anticipated start date of August 23, 2020. The successful candidate's primary appointments will be at the Storrs campus. Salary and rank will be commensurate with qualifications and experience.

To APPLY

Please apply online via <https://academicjobsonline.org/ajo/jobs/15897> and submit a **letter of application** that addresses the criteria for the position, including research and teaching interests. Additional required materials include a **curriculum vitae**, **commitment to diversity statement** and a **sample article or chapter**. Additionally, please follow the instructions in Academic Jobs Online to direct **three reference writers** to submit letters of recommendation on your behalf. Preference will be given to those who apply by February 15, 2020; however, 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 #494289)

For questions about this position, please contact either of the search committee co-chairs, Mark Healey at mark.healey@uconn.edu or Chris Vials at Christopher.vials@uconn.edu

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- ad posted on APSA.net, later AHA, MLA, AAA, ASA, PhilJobs"
- ad posted on twitter (several hundred retweets by others)
- Charles Walker, Hemispheric Institute of the Americas, UC Davis
- Renzo Aroni, History, UC Davis
- sent to colleague Amber Abrams (New Zealand)
- ad posted on National Women's Studies Association site
- ad posted on Faculty Diversity Development facebook page
- Roxanne Dunbar-Ortiz
- Amanda Cobb-Greetham, Dept Head, Native Am Studies, U Oklahoma
- John Carlos-Rowe, Dept Head, American and Ethnic Studies, USC
- David Roediger, History, U Kansas
- David Chang, American Indian Studies, U Minnesota
- Sunaina Maira, UC Davis
- Brian DeLay, History, UC Berkeley
- Margaret Chowning, History, UC Berkeley
- Juliana Barr, History, Duke University
- Hanetha Vete-Congolo, President of the Caribbean Philosophical Association and Professor at Bowdoin
- Richard Pithouse, The New Frame, South Africa
- Robert Nichols, Political Science, UMinnesota
- Nichole Shippen, Political Science, LaGuardia Community College
- Kenneth Stickers, Philosophy, Southern Illinois University
- Sophia Martinez, Caribbean Studies, Borough of Manhattan Community College (BMCC)
- Kevin Bruyneel, Political Science, Babson College

- Dana Miranda, Social Media Coordinator, Caribbean Philosophical Association, Assistant Professor of Philosophy, Muhlenberg
- Devyn Benson, Head of Africana Studies, Davidson College
- Linda Alcoff, Philosophy, Hunter/CUNY
- Roxanne Dunbar-Ortiz
- Paul Apostolidis, Political Science, London School of Economics
- Joseph Lowndes, Political Science, University of Oregon
- Robert Vitalis and Anne Norton, Political Science, University of Pennsylvania
- Glen Coulthard, Political Science, University of British Columbia
- Boaventura de Sousa Santos, CES, University of Coimbra, Portugal
- Paget Henry, Africana Studies/Sociology, Brown University
- Olufemi Taiwo, Africana Studies, Cornell University
- Robin Kelley, Africana Studies, UCLA
- James Martel and Kate Gordy, Political Science, San Francisco State University
- Stephen Ward, History, University of Michigan
- Lisa Anderson and Jacqueline Martinez, School of Social Transformation, Arizona State University
- Anne Stoler, Anthropology, The New School
- Audra Simpson, Anthropology, Columbia University
- Ward Churchill
- Ad posted on ASA, SWS, Sociologists for Women in Society
- Kari Marie Norgaard, Univ. of Oregon
- Troy Richardson, Cornell, Am Indian and Indigenous Studies
- Robert Warrior, U Kansas, American Studies
- Jodi Byrd, English, UIUC
- Kehaulani Kauanui, Anthro/ American Studies, Wesleyan Univ
- Nick Estes, Univ of New Mexico
- Lisa Brooks, English/Am Studies, Amherst College
- Jenny Davis, UIUC, Anthro/American Indian Studies
- Vincente Diaz, Univ of Minnesota, Am Indian Studies
- Michael Witgen, Univ of Michigan, Dir of Native Am Studies
- University of New Mexico. Prof. Jennifer Nez Denetdale, American Studies
- University of Wisconsin Milwaukee. Prof. Michael Wilson, English
- Northwestern University. Prof. Kelly Wisecup, English
- Yale University. Prof. Alanna Hickey, English
- Theresa McCarthy, SUNY Buffalo, Transnational Studies
- Jean O'Brien, Univ of Minnesota, History and Amer Studies
- Keith Richotte, UNC-Chapel Hill, American Studies
- LeAnne Howe, U of Georgia, English
- K Lomawaima, Arizona State U, Anthropology
- Brian Klopotek, Ethnic Studies, U of Oregon

- Alyssa Mt. Pleasant, Transnational Studies, Buffalo University
- Rosalyn LaPier, Environ Studies, U of Montana
- Margo Tamez, Univ of British Columbia, Indigenous Studies
- yko Day, Mt. Holyoke College, English
- Jacob Lee, History, Penn State
- Ned Blackhawk, History, Yale
- Michael Witgen, History, Michigan
- Theda Perdue, History, UNC
- Malinda Lowery, UNC
- Jeff Ostler, History, Oregon
- Joshua Reid, History, Washington
- Sam Truett, University of New Mexico
- Jenny Tone-Pan-Hote, History/Am St, UNC-Chapel Hill
- Philip Deloria, History, Harvard University
- Doug Kiel, History, Northwestern University
- Dwanna McKay (Robertson), Sociology, Colorado College
- James Fenelon, CSUSB, Sociology
- Michelle Jacob, Univ of Oregon, Education
- Carla May Dhillon, Bryn Mawr, Environmental Studies
- Mark Rifkin, English, UNC Greensboro
- Margaret Spivey-Faulkner, Harvard Society of Fellows
- Matthew Spellberg, Harvard Society of Fellows
- Raphael Folsom, University of Oklahoma
- Karen Graubert, Notre Dame
- Jorge Cañizares-Esguerra, UT Austin
- Jennifer Spear, Simon Fraser University
- Gastón Gordillo, Anthropology, UBC
- Susan Sleeper-Smith, History, Michigan State
- Elizabeth Fenn, History, CU Boulder
- Adele Perry, History, University of Manitoba
- forwarded to Native Professors listserv, 300+ subscribers, by Michael Wilson
- Prof. Marcelo Riosco, University of Oklahoma, Dept. Modern Languages, Literatures, and Linguistics
- Prof. Victoriano Roncero, Stony Brook University, Dept. of Hispanic Languages and Literatures
- Prof. Anibal Gonzalez, Yale University, Latin American Studies, Dept. of Spanish and Portuguese
- Prof. Juan Pablo Lupi, University of California-Santa Barbara, Dept. Spanish and Portuguese, Comparative Lit.
- Prof. Marcelo Pellegrini, University of Wisconsin-Madison, Dept. of Spanish and Portuguese

- Prof. Benjamin Liu, University of California-Riverside, Dept. Hispanic Studies
- Prof. Domingo Ledezma, Wheaton College, Dept. of Hispanic and Italian Studies
- Prof. Andres Prieto, University of Colorado-Boulder, Dept. of Spanish & Portuguese
- Prof. Jonathan Carlyon, Colorado State University, Dept. of Languages, Literatures & Cultures
- Prof. Odette Casamayor, University of Pennsylvania, Dept. of Hispanic and Portuguese Studies
- Prof. Julio Ortega, Brown University, Dept. of Hispanic Studies
- Prof. Graciela Montaldo, Columbia University, Dept. of Latin American and Iberian Cultures links to ads posted on Facebook
- links to ads posted on the Workshop on Gender and Philosophy listserv"
- David Newhouse, Indigenous Studies, Trent University
- Richard Boles, History, Oklahoma State University"
- Maria John, History, UMass Boston Maurice Crandall, History, Dartmouth
- Tiffany Hale, History, Barnard"
- Gabriela Nouzeilles, Spanish & Portuguese, Princeton University Kristin Simmons, Anthropology, U of Chicago
- Joseph Pierce, Hispanic Languages, Stony Brook
- NWSA (National Women's Studies Association)
- National Center for Faculty Diversity and Development(NCFDD) Facebook Group
- Daniel Justice, English/ Indigenous Studies, University of British Columbia
- Sheryl Lightfoot, Political Science / Indigenous Studies, University of British Columbia"
- Keith Carlson, History, University of the Fraser Valley
- Chris Anderson, Native Studies, University of Alberta
- Carolyn Podruchny, History, York University
- Paige Raibmon, History, University of British Columbia
- Wendy Warren, History, Princeton University
- Mary Jane McCallum, History, University of Winnipeg
- Stephen Kantrowitz, History, University of Wisconsin, Madison"

23 Total applicants: 9 WM, 4WF, 2 AM, 2 AF, 1 TM, 1 TF, 4 UU

8 Unqualified applicants: 3 WM, 1 WF, 2 AM, 1 TF, 1 UU

- 3 WM, 1 WF, 2 AM, 1 TF, 1 UU did not meet the minimum qualifications as posted.

10 Qualified applicants: 5 WM, 1 WF, 1 AF, 1 TM, 2 UU

- 2 UU's research was not related to indigenous studies.
- 2 WM did not have the experience in mentoring needed for the position.
- 2 WM, 1 WF, 1 AF, 1 TM did not have the publication record needed for the position.
- 1 WM was not tenured in his current position which would not enable him to qualify for tenure.

5 Interviewed applicants: 1 WM, 2 WF, 1 AF, 1 UU

- 1 UU did not have scholarship within the field.
- 1 WF's did not have sufficient progress on her book publication, based on the job talk she presented.
- 1 WM did not have the mentor experience for the Professor level based on the interview.
- 1 WF did not have the academic service experience needed for the Professor level.

The 1 AF hired had extensive publications which had a striking impact on the field of indigenous studies. She was a lead scholar in Native American and Indigenous Studies nationally and she had excellent pedagogy. She had extensive experience as a program builder and successful mentor. She had excellent work in making public education a more welcoming environment for students and scholars of color.

Search 494513- Professor & Director - Nursing Instruction and Research

1 Total applicant: 1 TF

1 Interviewed applicant: 1 TF

Hired: 1 TF

The candidate was a pre-eminent nurse scientist. The candidate's hire provided the School of Nursing with a unique opportunity to have a candidate with many years of experience at NIH and of unique stature at UConn. The candidate had been with the School of Nursing over the past year as a Visiting Professor and she had a leadership role in the Center for Nursing Scholarship and Innovation. She had thoroughly displayed a commitment to the students and junior faculty, beyond what was expected from someone in a temporary, visiting position. She had been instrumental in getting the Biobehavioral Research Laboratory up and running. The candidate had been actively involved in the School's diversity efforts. In addition, her presence at UConn had been instrumental in attracting a large number of highly qualified faculty applicants this year.

Her research was focused on developing innovations to improve outcomes in patients with acute and chronic gastrointestinal and liver disorders. Specifically, as a principal investigator and collaborator on multiple studies, her science focuses on the brain-gut microbiota axis and chronic effects of stress on intestinal health across the lifespan. As an inventor, she holds multiple patents and licensed technologies. She was recruited to the National Institute of Nursing Research (NINR) as a staff scientist in 2007 and became Chief of her own lab in 2011, where she conducted research on the immuno-genetic mechanisms involved in symptom distress related to digestive and liver diseases. Before joining the University of Connecticut, she was an Intramural Investigator and Chief of the Digestive Disorder Unit within NINR's Division of Intramural Research at the National Institutes of Health. During her tenure, she served as a primary investigator on multiple studies at the NIH, and she developed a sustained Clinical and Translational Postdoctoral Program through which nurses may learn personalized care approaches targeting patients' symptoms. She was currently focused on the Brain-Gut-Liver Axis and the relationship of Stress and the Microbiome. To do this she developed the Gastrointestinal Pain Pointer technology to provide clinicians with a more integrated tool for gastrointestinal symptom assessment—one that includes location, intensity, quality, and physiologic parameters. The tool is used for both clinical care and research purpose in multiple settings.

The candidate had served as a member of the Women Scientist Advisors Committee and the Intramural Program of Research on Women's Health Steering Committee. She also served as NINR's NIH Liaison for the Best Pharmaceuticals for Children Act and was on the Medical Staff as a pediatric gastrointestinal clinical consultant at the NIH Clinical Research Center. Among other awards, she has received three NINR Director's Award for Innovation, Leadership, and

Diversity. As a primary investigator of multiple studies and Chief of the Digestive Disorders Unit in the Division of Intramural Research within the NINR, she has conducted innovative and cutting-edge nursing research and disseminated these findings to educate the health care community and public. Her ultimate goal has been to impact patient care. The candidate was the first nurse scientist appointed as a Staff Scientist at the NIH and then the first Staff Scientist credentialed to the Medical Staff of the NIH Clinical Center; paving the road for others.

In 2002 she began her clinically based research career by publishing treatment algorithms for standard of care for patients with digestive disorders. These treatment algorithms are still in practice and cited today. She established the first nurse-led evaluation and treatment clinical research protocol as the Principal Investigator in the Intramural Program of the NINR. These protocols focus on management of symptoms in patients with gastrointestinal (GI) disturbances ranging from those with irritable bowel syndrome (IBS) to children and adults receiving palliative and end of life care; all suffering from chronic, often debilitating GI symptoms (e.g., abdominal pain, nausea, constipation and/or diarrhea). Of these symptoms abdominal pain is the most troubling to patients and the most challenging to manage. As a nurse, she often felt that she lacked the ability to quantify her patients' abdominal pain symptoms in a measurable manner that could be used to detect clinically meaningful changes with nursing interventions. As a result of these clinical observations, she invented and validated the Gastrointestinal Pain Pointer (GIPP) technology, which enables clinicians to have a more integrated resource for abdominal pain assessment that includes location, intensity, quality, and physiologic parameters. The tool is a novel measure of abdominal pain intensity and it can be used to enhance the ability of the clinician to quantify, in real time, patient-related pain outcomes. The tool is used for both clinical care and research purposes. Its development is consistent with the national agenda for pain assessment put forth by the Public Health Service Act (2010), the Interagency Pain Research Coordinating Committee and The Joint Commission (JC). The JC standards include the patient's right to appropriate assessment of the nature and intensity of pain, documentation of pain at regular intervals, education of patients with pain and their family, and follow-up care. The uniqueness of the GIPP is that it also provides real time heart rate and blood pressure readings that can be simultaneously imported into the medical record through the GIPP's electronic interface. Thus, it exceeds mandatory reporting requirements and is a point-of-care, patient friendly, and easy-to-use electronic format. In addition, the GIPP has been demonstrated to be time saving for clinicians. The GIPP also has practical use with non-verbal individuals and has been translated into different languages (Spanish, French and Arabic). This tool is now licensed and available for research and clinical use nationally and internationally. Its use is free and is currently used in multiple randomized controlled trials across the US. She is also co-inventor on an electronic Pediatric Pain interface called "Show-n-Tell" and is the lead inventor on a genetic biomarker diagnostic signature that has been licensed commercially in the US.

The intent of the candidate's inventions was to have resources for clinicians at the point-of-care to aid in diagnosis, treatment and tracking outcomes in order to better quantify the overall effects of our clinical interventions and thus impact patient care and improve patient outcomes. Her work to date reflected her innate curiosity and ability to lead interdisciplinary teams of scientists,

applying basic science techniques to real-world nursing problems. She was a strong and articulate voice for nursing science at national meetings of clinical professionals. Her work while in the NINR Intramural program was innovative in that she utilized an array of cutting-edge technologies to address clinically relevant problems. She was willing to go where others were hesitant and had translated these efforts (e.g., the pain pointer) to practice. Her desire to create bedside novel tools to diagnose and assess patients with pain was innovative and required the type of tenacity that she consistently demonstrates. She has the combination of intellectual curiosity, creativity, cross disciplinary knowledge, and willingness to “think different”; the hallmarks of people who make major research contributions for the duration of their careers.

The candidate was involved in on-going clinical practice and mentorship of the next generation of nursing scientists which was most impressive. She had the potential to serve and to be a catalyst for others who dared to bridge the gap from bench science to clinical practice. Her poise and intellect are natural assets that could be called upon for public responses as we see the areas of big data and microbiome/genomics unfold in primary care. There was ample evidence that she has combined her passion for the overall well-being of patients with gastro-intestinal disorders with her targeted research focus. She has developed a cutting-edge program of research demonstrating her ability to identify and study critical research questions considering bio-behavioral outcomes, to definitely build science, and to contribute to practice and policy. Two papers having a significant impact are the Henderson et al. 2010, Journal of Viral Hepatitis article reporting significant predictors to hepatocellular carcinoma; the findings are cited in international treatment guidelines, and the Henderson et al. 2009 paper in The Pediatric Infectious Disease Journal, a seminal paper to initiate treatment of HCV in childhood and not watch and wait.

Of significance was her ability to engage in “team science.” She was an outstanding collaborator with other senior scientists so that together they have done important work focused on bio-behavioral mechanisms related to gastrointestinal disorders in children. She had excellent potential for contributing at an even higher level in terms of research translation and health policy. She was well positioned to continue to make a difference in the lives of patients and their families through her research findings and the dissemination and translation of those results into clinical practice. Given her ability to articulate the importance of her work, her energy and drive, she was able to make sustained contributions and was extremely well poised for a long and productive research career. Nursing’s primary organization connoting outstanding achievement is the American Academy of Nursing, into which she was inducted in 2016. She had other numerous awards and was recognized as a leader at the national level. The candidate was also being actively recruited by a number of “top” institutions across the country, which was a major reason that the School of Nursing pursued her for the position. The candidate’s hire allowed her to play a pivotal role in improving the School’s NIH ranking, both directly through her research as well as through her mentoring of junior scientists. The Dean and faculty were absolutely certain that a full search would not yield a comparable candidate.

Category 2: Faculty – Associate Professor

Hiring goals: 3 WF, 2 BF, 2 HM, 3 AF

Hiring into Category: 4 WM, 7 WF, 2 BF, 1 HM, 1 AM, 1 AF

Goals met: 3 WF, 2 BF, 1 HM, 1 AF

RG	Search #	Goal
WF	493512	Y
WF	493553	Y
WF	2019465	Y
BF	493518	Y
BF	494250	Y
HM	493616	Y
AF	493797	Y
WM	2019465	N
WM	PT-FT	N
WM	PT-FT	N
WM	PT-FT	N
WF	493431	N
WF	PT-FT	N
WF	PT-FT	N
WF	PT-FT	N
AM	493828	N

Search 493512 – Associate Professor – Communications

13 Total applicants: 4 WM, 4 WF, 1 AM, 2 AF, 2 UU

9 Unqualified applicants: 3 WM, 3 WF, 2 AF, 1 UU

1 Qualified applicant: 1 WM

3 Interviewed applicants: 1 WF, 1 AM, 1 UU

Hired: 1 WF

This hire achieved a hiring goal.

Search 493553 – Associate Professor – InChip Rudd Center

20 Total applicants: 3 WM, 7 WF, 1 AM, 1 AF, 1 TF, 7 UU

13 Unqualified applicants: 2 WM, 3 WF, 1 AF, 1 TF, 6 UU

2 Qualified applicants: 1 WM, 1 AM

5 Interviewed applicants: 4 WF, 1 UU

Hired: 1 WF

This hire achieved a hiring goal.

Search 2019465/493800 – Associate Professor – Nursing Instruction and Research

The University of Connecticut, School of Nursing is seeking applications to fill three (3) full-time, 9-month, tenure/tenure-track Assistant/Associate/Full Professor positions. Candidates with research expertise in pain physiology and/or management, genetics, chronic disease, aging, maternal-child health and/or pediatrics are strongly encouraged to apply. Faculty working in the area of pain will join the inter-disciplinary pain research faculty at the University of Connecticut Center for the Advancement in Managing Pain (CAMP) and the School's P20 Center for Accelerating Precision Pain Self-Management (CAPPS-M), participating in creating a new era of interdisciplinary pain management research. Faculty members are also responsible for teaching and participating in professional service activities. UConn's philosophy of interdisciplinary scholarly collaboration and the School's Center for Nursing Scholarship and Innovation create an environment for productivity and achievement for an established scholar. The School offers assignments adjusted for concentration on research; collaborations with the Schools of Dental Medicine, Engineering, Medicine, Pharmacy, and Social Work; support for teaching and learning; and opportunities for international work. The School of Nursing provides an environment supporting interdisciplinary research, emerging areas of research and emerging researchers. The faculty member may be joint-appointed in the School of Medicine and emerging researchers. The faculty member may be joint-appointed in the School of Medicine. The University of Connecticut (UConn) is entering a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>) and the \$1B Bioscience Connecticut (<http://biosciencect.uchc.edu/>) investments and a bold new Academic Plan: Path to Excellence (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). We are pleased to continue these investments by inviting applications for a faculty position in the School of Nursing.

MINIMUM QUALIFICATIONS

Earned doctorate in nursing or a related field.

Demonstrated active program of scholarship and research through research publications and funding, and evidence of and potential for extramural funding.

Experience teaching in an institution of higher education, with documented positive student evaluations

Demonstrated ability to work collaboratively and interact productively with faculty, staff and students.

Strong organizational, communication and interpersonal skills.

Demonstrated writing and research ability.

Demonstrated ability to contribute through scholarship, teaching, and/or public engagement to the diversity and excellence of the learning experience.

Applicants at higher ranks will 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

Record of pain, genetics, chronic disease, aging, maternal-child health and/or pediatric research publications and research grants.

Eligibility for RN licensure in Connecticut is required (valid by date of hire).

Demonstrated teaching excellence in relevant areas of expertise.

Completion of a post-doctoral fellowship.

Applicants at the ranks of associate and full professor will have a record of contribution through research, teaching, and 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 9-month tenure/tenure-track faculty appointment initially subject to annual reappointment

reviews. Appointment type, rank and 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 work at UConn's regional campuses across the state. The anticipated start date is August 23, 2020.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following and include your last name as well as Search #2019465 in the document title for each document submitted:

Cover letter specifically addressing your credentials relative to the minimum and preferred qualifications listed above

Curriculum Vitae

One-page **teaching statement**

One-page **research/scholarship statement**

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 **five reference** writers to submit letters of reference on your behalf.

Evaluation of applicants will begin immediately and continue until the positions are filled.

Inquiries other than applications can be directed to:

Dr. Ivy Alexander, Recruitment Committee Chair

Ivy.Alexander@uconn.edu

School of Nursing

University of Connecticut

231 Glenbrook Rd. (U-4032)

Storrs, CT 06269-4032

Employment of the successful candidate will be contingent upon the successful completion of a preemployment criminal background check. (Search # 2019465)

This position will be filled subject to budgetary approval.

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 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 the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- SON Website
- SON Facebook
- SON Linked in

- Minority Nurse
- Emails from Dean and faculty to industry members
- Flyers distributed at Nursing conferences

27 Total applicants: 2 WM, 16 WF, 1 BM, 3 HF, 1 AM, 3 AF, 1 TM

10 Unqualified applicants: 1 WM, 6 WF, 1 HF, 1 AF, 1 TM

- 1 WM, 6 WF, 1 HF, 1 AF, 1 TM did not meet the minimum requirements of the position.

9 Qualified applicants: 6 WF, 1 BM, 1 AM, 1 AF

- 1 WF accepted another position with another institution.
- 1 WF, 1 AM did not have recent publications.
- 1 AF was not an RN, which the committee weighted higher than other qualifications.
- 1 WF, 1 BM did not have publications in the area of interest for the position.
- 3 WF did not have the teaching experience needed for the Associate Professor level.
- 2 WF did not have the research portfolio needed for the Associate Professor level.

8 Interviewed applicants: 1 WM, 4 WF, 2 HF, 1 AF

- 2 WF, 1 HF withdrew their applications
- 1 AF's research program was not innovative and did not have external funding.
- 1 HF was offered and declined the position
- 1 WF hired as Assistant Professor and included in the Assistant Professor section of the Hiring Goals.

The 1 WM hired had developed research that intersected with the areas identified in the position description and with School of Nursing faculty interests. The candidate's scholarship, research experience, teaching experience, and on campus presentations received excellent feedback and met the needs of the position.

1 WF was hired and achieved a hiring goal.

Search 493518 – Associate Professor – Educational Psychology

6 Total applicants: 1 WF, 1 BF, 2 AF, 1 TM, 1 UU

3 Unqualified applicants: 1 AF, 1 TM, 1 UU

1 Qualified applicant: 1 WF

2 Interviewed applicants: 1 BF, 1 AF

Hired: 1 BF

This hire achieved a hiring goal.

Search 494250 – Associate Professor – Educational Leadership

44 Total applicants: 13 WM, 7 WF, 1 AM, 2 AF, 1 TF, 20 UU

22 Unqualified applicants: 7 WM, 5 WF, 1 AF, 9 UU

10 Qualified applicants: 3 WM, 1 WF, 1 AF, 1 TF, 4 UU

12 Interviewed applicants: 3 WM, 1 WF, 1 BF, 1 AM, 6 UU

Hired: 1 BF

This hire achieved a hiring goal.

Search 493616 – Associate Professor – Psychological Sciences

23 Total applicants: 8 WM, 6 WF, 1 HM, 1 AM, 2 TM, 5 UU

12 Unqualified applicants: 6 WM, 3 WF, 1 AM, 2 TM

10 Qualified applicants: 2 WM, 3 WF, 5 UU

1 Interviewed applicant: 1 HM

Hired: 1 HM

This hire achieved a hiring goal.

Search 493797 – Associate Professor – Business Undergraduate Programs

92 Total applicants: 18 WM, 12 WF, 22 AM, 30 AF, 3 TM, 7 UU

9 Unqualified applicants: 1 WM, 3 WF, 2 AM, 1 AF, 1 TM, 1 UU

79 Qualified applicants: 17 WM, 9 WF, 19 AM, 26 AF, 2 TM, 6 UU

4 Interviewed applicants: 1 AM, 3 AF

Hired: 1 AF

This hire achieved a hiring goal.

Part-Time to Full Time

3 WM and 3 WF moved from Part-time to Full-time.

Search 493431 – Associate Professor – Human Development and Family Science

The Department of Human Development and Family Sciences at the University of Connecticut invites applications for a tenured/tenure-track position at the Associate Professor or Professor level for Fall 2020. The responsibilities of the individual hired will be to serve as Director of the Early Childhood Education and Early Intervention undergraduate training specializations that lead to a broad range of early childhood careers, including education, developmental disabilities, health, and home visiting. Examples of the research focus for the position include infancy and early childhood education, infancy and early childhood prevention and early intervention, quality of care, inequities in early childhood prevention opportunities, or early childhood professional workforce development. Teaching expectations include courses in child development, early childhood education curriculum and methods, fieldwork placement supervision, teaching practica, and/or professional development and advocacy.

The HDFS Department is a highly active center of research, teaching, and public engagement on the wellbeing and healthy development of individuals and families over the life span. The early childhood education training program is aligned with NAEYC professional development standards and is approved by the Connecticut Office of Early Childhood for the Early Childhood Teacher Credential (<https://www.ct.gov/oec/cwp/view.asp?a=4541&q=571826>). The Department is home to the Child Development Laboratories (a model early childhood care and education program and early childhood teacher preparation site), the Center for Applied Research in Human Development, the Center for the Study of Culture, Health, and Human Development, and the Rohner Center for the Study of Interpersonal Acceptance and Rejection. Faculty are also actively involved in other centers across the University, including the Institute for Collaboration on Health, Intervention, and Policy (InCHIP) and the Rudd Center for Food Policy and Obesity.

The HDFS Department has 28 full time faculty from diverse disciplinary backgrounds. Faculty are located across the state at four campuses where the Department offers the HDFS major: the main campus in Storrs, and regional campuses in Hartford, Stamford, and Waterbury. The Department is also home to staff, 45 M.A. and Ph.D. students, over 500 undergraduate majors, and over 150 undergraduate minors.

The University of Connecticut is ranked the best public university in New England and among the top 25 public universities in the U.S. In recent years, UConn has been supported by billions in funding dollars from state investments (<https://nextgenct.uconn.edu/> and <https://health.uconn.edu/bioscience-ct/>) and guided by a bold Academic Vision (<http://academicvision.uconn.edu/>). We are pleased to continue these investments by inviting applications for an Associate Professor or Professor level position in HDFS.

MINIMUM QUALIFICATIONS

Ph.D. completed in Human Development and Family Sciences, Education, Psychology, or other relevant discipline, plus 7 years or more of experience in a university or similar setting. Relevant administrative and leadership experience working with faculty; strong oral and written communication; teaching experience or demonstrated capacity to teach courses with documentation of a commitment to teaching; a strong scholarly record of publications and

achievements; the ability to contribute through research, teaching, and/or public engagement to the diversity of the department.

PREFERRED QUALIFICATIONS

A record of external grant support; a collegial style and respect for multidisciplinary collaboration; familiarity with intentional, reflective practice in teaching or intervention; experience in educational policy, educational practice, early intervention, or preparing pre-service teachers; documentation of excellence of instruction in courses such as child development, early childhood education curriculum and methods, fieldwork placement supervision, student teaching practica, or professional development and advocacy; scholarship in areas of early childhood education, early childhood mental health, prevention and intervention, or early childhood special education.

APPOINTMENT TERMS

This is a full-time, 9-month, tenure track position with an anticipated start date of August 23, 2020. 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

Select “Apply Now” to be redirected to Academic Jobs Online to complete your application. Please submit the following: **cover letter, curriculum vitae, teaching statement, research statement, commitment to diversity statement**, and an **administration/leadership statement**. Additionally, please follow the instructions in Academic Jobs Online to direct **three reference writers** to submit letters of reference on your behalf. Preference will be given to those who apply by October 1, 2019; however, 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 #2019611)

For more information regarding the Department of Human Development and Family Sciences, please visit the department website at <https://hdfs.uconn.edu/>. For questions about this position, please contact the search committee chair, Kari Adamsons, at kari.adamsons@uconn.edu.

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Ability Jobs Online
- Posted to Chronicle of Higher Ed
- Posted to Society for Research on Child Development (SRCD)
- Posted to Academic Jobs Online
- Posted to InCHIP website/listserv
- Sent to Cupid listserv
- Posted to SRCD University-Based Child and Family Policy Consortium listserv
- Posted to Zero to Three website
- Sent individual emails to 46 highly qualified individuals in the field, inviting to apply

10 Total applicants: 1 WM, 7 WF, 2 UU

2 Unqualified applicants: 1 WF, 1 UU

- 1 WF, 1 UU did not meet the minimum requirements of the position.

8 Interviewed applicants: 1 WM, 6 WF, 1 UU

- 1 WF, 1 UU withdrew from the application process.
- 1 WF did not have experience with early childhood development.
- 1 WF did not have experience with advising graduate students.
- 1 WF did not have experience with teaching undergraduate students.
- 1 WM, 1 WF did not have the publication record needed for the Associate Professor level position.

The 1 WF hired had experience with teaching courses across the curriculum. The candidate had experience in mentoring graduate students and expressed interest in the mentoring process within the department. The candidate had experience with reflective practice and has been involved in ECE policy and research at the state and federal level.

Search 493828 – Associate Professor – Material Science Institute

The Institute of Materials Science (IMS) at the University of Connecticut (UConn) seeks qualified candidates for two tenure-track positions at the rank of Assistant, Associate, or Professor in any area of materials. Particular areas of interest include polymer science and engineering, solid state chemistry and physics, materials engineering, conductive materials, biomaterials, composites, materials discovery and data science, materials learning, materials design, and other similar areas.

UConn is in the midst of a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>) and Tech Park (<http://innovation.uconn.edu/tech-park>) initiatives in conjunction with 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 from eminent scholars who can engage with IMS faculty members.

Founded in 1965 and operating with nearly a \$10M budget, the IMS is an interdisciplinary research collaborative composed of faculty members from various home departments. Currently, the IMS contains 136 faculty members, 34 of which are internal. In this search, the department is open as we are interested in all areas concerning materials. The IMS offers Ph.D. programs in both materials science and polymer science. To learn more about the IMS, please visit: <http://www.ims.uconn.edu>.

The successful candidate will 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, development of innovative courses and mentoring of students in research, outreach, and professional development. Successful candidates are expected to broaden participation among underrepresented groups; demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience; integrate multicultural experiences into instructional methods and research tools; and provide leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

Applicants must have a Ph.D. in materials science, engineering, polymer science, physics, chemistry, biology, pharmacy, or other related field, and an outstanding record of accomplishment in scholarly research, extramural funding, and teaching. 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 IMS, University, and profession through service.

Minimum Qualifications

- Ph.D. in materials science, engineering, polymer science, physics, chemistry, biology, pharmacy, or other related field
- Outstanding track record of peer-reviewed publications, based on numbers of papers, citations, and impact factors of journals
- Ability to obtain strong extramurally funded research programs, based on proposed research, knowledge of funding agencies, and any track record of receiving support for research activities
- Excellent oral and written communication skills, based on publications, presentations, and written research proposals

Preferred Qualifications

- Demonstrated capability to obtain extramural support for research programs
- Demonstrated ability to conduct and lead collaborative interdisciplinary research in materials science
- Demonstrated ability to work within a research cluster
- Excellence in teaching at the undergraduate level, based on prior teaching awards and student evaluations
- Proven commitment to working within a diverse environment

Appointment Terms

This is a full-time (9-month) appointment as an Assistant, Associate, or Professor. 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 is commensurate with qualifications and experience.

To Apply

Please submit online 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.), and **three letters of reference**.

Evaluation 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.

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 will be filled subject to budgetary approval.

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 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 the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Faculty Website
- AJO
- AcademicJobsOnline.org
- Chronicle of Higher Education
- Chemical and Engineering News
- Academic Keys
- Materials Research Society Career Central
- American Ceramic Society Career Center
- Minerals, Metals, and Materials Society Career Center
- American Society for Metals Career Center
- University Materials Council Careers
- University of Massachusetts Amherst
- Harvard University
- Massachusetts Institute of Technology
- University of Minnesota
- University of California Santa Barbara
- American Chemical Society

149 Total applicants: 33 WM, 4 WF, 81 AM, 19 AF, 1 TM, 11 UU

3 Unqualified applicants: 1 WF, 1 AM, 1 UU

- 1 WF, 1 AM, 1 UU did not meet the minimum qualifications for this position.

128 Qualified applicants: 31 WM, 3 WF, 68 AM, 16 AF, 1 TM, 9 UU

- 16 WM, 2 WF, 32 AM, 4 AF, 3 UU did not have the research expertise needed for the position.
- 15 WM, 1 WF, 36 AM, 12 AF, 1 TM, 6 UU's research overlapped with current faculty research in the department.

18 Interviewed applicants: 2 WM, 12 AM, 3 AF, 1 UU

- 1 UU withdrew from the application process.
- 1 AM was offered and declined the position.
- 1 WM, 6 AM, 2 AF did not have research expertise in the development plan of the department
- 1 WM, 3 AM had overlap with on-going research within the department.
- 1 AM did not have the presentation skills needed for the position.

The 1 AM hired had research that was aligned with the strategic plan of IMS. His research had the potential for funding from various sources. He had teaching experience in the required courses with excellent evaluations. His presentation received strong positive feedback.

The 1 AF was hired as an Assistant Professor and is included in that title in the Hiring Goals Analysis.

Category 2: Faculty – Assistant Professor

Hiring goals: 15 WM, 23 WF, 2 BM, 7 BF, 4 HF

Hiring into Category: 15 WM, 12 WF, 1 BF, 2 HM, 5 HF, 10 AM, 7 AF, 1 TF

Goals met: 15 WM, 12 WF, 1 BF, 4 HF

RG	Search #	Goal
WM	493441	Y
WM	493442	Y
WM	493460	Y
WM	493464	Y
WM	493525	Y
WM	493529	Y
WM	493568	Y
WM	493737	Y
WM	493805	Y
WM	494182	Y
WM	494206	Y
WM	493811	Y
WM	494409	Y
WM	494613	Y
WM	494731	Y
WF	493459	Y
WF	493485	Y
WF	493529	Y
WF	493577	Y
WF	493585	Y
WF	493629	Y
WF	493640	Y
WF	493800	Y
WF	494153	Y
WF	494185	Y
WF	494730	Y
WF	2019006	Y
BF	493805	Y
HF	493435	Y
HF	493439	Y
HF	493453	Y
HF	493550	Y

HM	493585	N
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RG	Search #	Goal
HM	494166	N
HF	493764	N
AM	19112	N
AM	493482	N
AM	493577	N
AM	493778	N
AM	493778	N
AM	493794	N
AM	493809	N
AM	494658	N
AM	2018399	N
AM	2019179	N
AF	493438	N
AF	493458	N
AF	493797	N
AF	493806	N
AF	493807	N
AF	493828	N
AF	494420	N
TF	494495	N

Search 493441 – Assistant Professor – Political Science

217 Total applicants: 98 WM, 41 WF, 15 AM, 26 AF, 5 TM, 3 TF, 29 UU

199 Unqualified applicants: 88 WM, 38 WF, 25 AM, 15 AF, 4 TM, 2 TF, 27 UU

14 Qualified applicants: 8 WM, 1 WF, 1 AF, 1 TM, 1 TF, 2 UU

4 Interviewed applicants: 2 WM, 2 WF

Hired: 1 WM

This hire achieved a hiring goal.

Search 493442 – Assistant Professor – Communication

79 Total applicants: 11 WM, 11 WF, 10 AM, 34 AF, 13 UU

63 Unqualified applicants: 9 WM, 7 WF, 6 AM, 30 AF, 11 UU

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

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

Hired: 1 WM

This hire achieved a hiring goal.

Search 493460 – Assistant Professor – Chemistry

91 Total applicants: 25 WM, 6 WF, 38 AM, 8 AF, 2 TM, 1 TF, 11 UU

82 Unqualified applicants: 19 WM, 6 WF, 37 AM, 8 AF, 2 TM, 1 TF, 9 UU

9 Interviewed applicants: 6 WM, 1 AM, 2 UU

Hired: 1 WM

This hire achieved a hiring goal.

Search 493464 – Assistant Professor – Natural Resources and Environ

65 Total applicants: 14 WM, 8 WF, 25 AM, 2 AF, 16 UU

24 Unqualified applicants: 3 WM, 2 WF, 9 AM, 1 AF, 9 UU

28 Qualified applicants: 7 WM, 2 WF, 13 AM, 1 AF, 5 UU

13 Interviewed applicants: 4 WM, 4 WF, 3 AM, 2 UU

Hired: 1 WM

This hire achieved a hiring goal.

Search 493525 – Assistant Professor – Geography

100 Total applicants: 22 WM, 7 WF, 42 AM, 19 AF, 10 UU

66 Unqualified applicants: 14 WM, 6 WF, 28 AM, 13 AF, 5 UU

24 Qualified applicants: 6 WM, 1 WF, 11 AM, 4 AF, 2 UU

10 Interviewed applicants: 2 WM, 3 AM, 2 AF, 3 UU

Hired: 1 WM

This hire achieved a hiring goal.

Search 493529 – Assistant Professor – Educational Psychology

144 Total applicants: 25 WM, 56 WF, 13 AM, 28 AF, 22 UU

22 Unqualified applicants: 3 WM, 5 WF, 5 AM, 3 AF, 6 UU

106 Qualified applicants: 18 WM, 44 WF, 23 AF, 8 AM, 13 UU

16 Interviewed applicants: 4 WM, 7 WF, 2 AF, 3 UU

Hired: 1 WM, 1 WF

These hires achieved hiring goals.

Search 493568 – Assistant Professor – Mechanical Engineering

173 Total applicants: 48 WM, 7 WF, 91 AM, 17 AF, 10 UU

154 Unqualified applicants: 43 WM, 3 WF, 86 AM, 12 AF, 10 UU

18 Interviewed applicants: 5 WM, 4 WF, 4 AM, 5 AF

Hired: 1 WM

This hire achieved a hiring goal.

Search 493737 – Assistant Professor – Kinesiology

22 Total applicants: 8 WM, 9 WF, 2 AM, 1 AF, 2 UU

11 Unqualified applicants: 4 WM, 5 WF, 1 AF, 1 UU

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

Hired: 1 WM

This hire achieved a hiring goal.

Search 493805 – Assistant Professor – Sociology

28 Total applicants: 5 WM, 6 WF, 1 BF, 3 AM, 3 AF, 10 UU

13 Unqualified applicants: 2 WM, 6 WF, 1 AM, 4 UU

6 Qualified applicants: 1 AM, 1 AF, 4 UU

9 Interviewed applicants: 3 WM, 1 BF, 1 AM, 2 AF, 2 UU

Hired: 1 WM, 1 BF

These hires achieved hiring goals.

Search 493811 – Assistant Professor – Management

70 Total applicants: 21 WM, 7 WF, 1 HM, 18 AM, 15 AF, 1 TM, 7 UU

46 Unqualified applicants: 16 WM, 3 WF, 1 HM, 15 AM, 8 AF, 3 UU

18 Qualified applicants: 4 WM, 2 WF, 2 AM, 7 AF, 3 UU

6 Interviewed applicants: 1 WM, 2 WF, 1 AM, 1 TM, 1 UU

Hired: 1 WM

This hire achieved a hiring goal.

Search 494182 – Assistant Professor – Eversource Energy Center

33 Total applicants: 7 WM, 17 AM, 7 AF, 2 UU

19 Unqualified applicants: 5 WM, 11 AM, 3 AF

2 Qualified applicants: 2 AM

12 Interviewed applicants: 2 WM, 4 AM, 4 AF, 2 UU

Hired: 1 WM

This hire achieved a hiring goal.

Search 494206 – Assistant Professor – Digital Media and Design

12 Total applicants: 8 WM, 1 WF, 1 AM, 1 TM, 1 UU

4 Unqualified applicants: 3 WM, 1 WF

4 Qualified applicants: 2 WM, 1 AM, 1 TM

4 Interviewed applicants: 3 WM, 1 UU

Hired: 1 WM

This hire achieved a hiring goal.

Search 494409 – Assistant Professor – Physics

1 Total applicants: 1 WM

1 Interviewed applicant: 1 WM

Hired: 1 WM

This hire achieved a hiring goal.

Search 494613 – Assistant Professor – Kinesiology

1 Total applicants: 1 WM

1 Interviewed applicant: 1 WM

Hired: 1 WM

This hire achieved a hiring goal.

Search 2019147 – Assistant Professor – Marine Sciences

36 Total applicants: 12 WM, 6 WF, 3 HM, 1 HF, 8 AM, 4 AF, 2 UU

18 Unqualified applicants: 5 WM, 3 WF, 1 HM, 6 AM, 2 AF, 1 UU

8 Qualified applicants: 3 WM, 1 WF, 2 AM, 1 AF, 1 UU

10 Interviewed applicants: 4 WM, 2 WF, 2 HM, 1 HF, 1 AF

Hired: 1 WM

This hire achieved a hiring goal.

Search 493459 – Assistant Professor – Psychological Sciences

85 Total applicants: 17 WM, 36 WF, 4 AM, 10 AF, 3 TM, 2 TF, 13 UU

15 Unqualified applicants: 4 WM, 6 WF, 1 AM, 2 AF, 2 UU

60 Qualified applicants: 12 WM, 27 WF, 3 AM, 7 AF, 2 TM, 2 TF, 7 UU

10 Interviewed applicants: 1 WM, 3 WF, 1 AF, 1 TM, 4 UU

Hired: 1 WF

This hire achieved a hiring goal.

Search 493485 – Assistant Professor – Sociology

133 Total applicants: 56 WM, 39 WF, 7 AM, 12 AF, 19 UU

5 Unqualified applicants: 2 WM, 1 WF, 1 AF, 1 UU

120 Qualified applicants: 49 WM, 36 WF, 6 AM, 11 AF, 18 UU

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

Hired: 1 WF

This hire achieved a hiring goal.

Search 493577 – Assistant Professor – Computer Science and Engineering

The Department of Computer Science and Engineering (CSE) at the University of Connecticut has an exciting opportunity to expand the faculty in exciting new directions. This year, the department invites applications for multiple tenured and/or tenure-track faculty positions, at the rank of Assistant, Associate, or Full Professor, specializing in Artificial Intelligence and/or Machine Learning. Junior candidates with demonstrable potential as well as senior applicants with a distinguished record of achievement, evidenced by leadership in their field of expertise and significant extramural funding, will be considered in all areas related to Artificial Intelligence and/or Machine Learning. Exceptional candidates in other areas of Computer Science and Engineering are also 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/>), the \$1B Bioscience Connecticut (<http://biosciencect.uchc.edu/>) investments, and a bold new Academic Plan: Path to Excellence (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, UConn has hired more than 450 new faculty members at all ranks during the past five years. We are pleased to continue these investments by inviting applications for new positions in Artificial Intelligence and/or Machine Learning. 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/>.

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 Artificial Intelligence and/or Machine Learning. 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; 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. Equivalent foreign degrees are acceptable.

PREFERRED QUALIFICATIONS

Preferred candidates will possess an outstanding record of scholarship and research contributions in Computer Science; 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; specialty in Artificial Intelligence and/or Machine Learning.

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, 2020. Rank and 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: **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 letters of reference on your behalf. Screening 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 # 2020284)

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Academic Jobs Online

130 Total applicants: 27 WM, 5 WF, 1 HM, 73 AM, 15 AF, 1 TM, 1 TF, 7 UU

1 Unqualified applicant: 1 WM

- 1 WM did not meet the minimum requirements of the position.

101 Qualified applicants: 22 WM, 3 WF, 1 HM, 56 AM, 11 AF, 1 TM, 7 UU

- 16 WM, 2 WF, 1 HM, 31 AM, 10 AF, 5 UU did not have the quality of publications for the position based on application materials.
- 6 WM, 1 WF, 25 AM, 1 AF, 1 TM, 2 UU did not have scholarly records in Computer Science needed for the position based on their application materials.

28 Interviewed applicants: 4 WM, 2 WF, 17 AM, 4 AF, 1 TF

- 1 WM, 1 WF did not have the teaching or research record needed for the position.
- 1 WM, 13 AM, 2 AF did not have the research experience needed for the position.
- 1 AF declined the offer for the position.
- 2 WM, 3 AM, 1 AF, 1 TF withdrew from the application process.

The 1 AM hired had an established research record in the area of machine learning and industry experience. The candidate shared detailed research plans that fit in the area of machine learning and complemented existing research in the department. He also had experience in undergraduate and graduate teaching within Artificial Intelligence and Machine Learning.

1 WF was hired and achieved a hiring goal.

Search 493585 – Assistant Professor – Social Work Instruction and Research

The University of Connecticut's School of Social Work is looking for applicants for multiple openings as Assistant/Associate Professors. At least one position must be in the Individuals, Groups and Families concentration.

The University of Connecticut's 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 nearly 400 students 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.

The UConn School of Social Work is located in downtown Hartford. Our neighborhood campus includes other UConn academic programs and research centers, cultural institutions, state and city governments. This situates the School to carry out our central academic mission and provides enhanced opportunities for building upon existing community collaborations and an urban focus.

The University of Connecticut (UConn) has entered 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 two faculty positions in the School of Social Work.

DUTIES AND RESPONSIBILITIES

Develop and maintain an active research and publication agenda; and where relevant to field of scholarship, seek and acquire external funding, including support and mentorship of doctoral students. Collaborate on multi-disciplinary research initiatives within the University. Teach across the curriculum in BSW, MSW and/or Ph.D. programs, as appropriate, and demonstrate effective instruction. Advise and mentor students in research, outreach, and professional development. Serve on doctoral student committees, as appropriate, and participate in university, school, and community level service. 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 employ pedagogical techniques to meet the needs of diverse learning styles and intellectual interests. At the associate level, opportunities may exist for leadership within our mental health research unit.

MINIMUM QUALIFICATIONS

Applicants must have an MSW degree and an earned doctorate (by August 23, 2020) in social work or a closely related discipline. The successful candidate will have a strong commitment to teaching and research. At the assistant level, they should have strong indications of scholarly promise and productivity. At the associate level, there should be evidence of high impact scholarship and prior external funding support, where appropriate. Applicants must show evidence of an active research/scholarship agenda which either fills gaps or strengthens areas in the current research portfolio of the school and the potential to obtain federal, state and/or private grants and contracts. Demonstrated potential for/evidence of excellence in teaching. A commitment to the School of Social Work's mission of advancing knowledge and community engagement to achieve human rights and social justice. Professional post-MSW practice experience.

PREFERRED QUALIFICATIONS

Ability to teach in Individuals, Groups and Families concentration. Demonstrated expertise in one or more of the following areas: integrated health, mental health, trauma, child wellbeing, aging, substance use, violence prevention, poverty and criminal justice. Professional post-MSW clinical practice experience. Experience in or commitment to working collaboratively within the school and across the university on 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 online and hybrid teaching platforms. Bilingual.

APPOINTMENT TERMS

These are 9-month, tenure-track positions with an expected start date of August 23, 2020. 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 include the following in your application:

- Current **CV**
- **Cover letter** that includes evidence of teaching experience and a description of the candidate's teaching philosophy
- **Research statement** that
 - Describes the candidates research and extramural funding trajectory
 - Explains how the candidate's research agenda aligns with the priorities of the school and this position
- **Commitment to diversity statement**
- Representative samples of **up to 3 publications**
- Names and contact information of **three (3) 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 #2020094)

Candidates can address questions to:

Scott Harding, PhD

Search Committee Chair

University of Connecticut

School of Social Work

38 Prospect Street

Hartford, CT 06103

scott.harding@uconn.edu

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- AcademicJobsOnline.org
- UConn Careers Website

- CSWE Job Board
- Society for Social Work and Research (SSWR)
- National Association of Black Social Workers (NABSW)
- Hispanics in Higher Education (HispanicsinHigherEd.com)
- NASW - National Association of Social Workers
- CSWE Commission for Diversity and Social and Economic Justice
- CSWE Council on Disability and Persons with Disabilities
- CSWE Council on Racial, Ethnic, and Cultural Diversity
- CSWE Council on the Role and Status of Women in Social Work Education
- CSWE Council on Sexual Orientation and Gender Identity and Expression
- National Association of Deans and Directors of Schools of Social Work (NADD)
- The Group for the Advancement of Doctoral Education (GADE)
- American Association of University Professors (AAUP)
- Latina Social Work Organization (LSWO)
- CSWE Minority Fellowship Program (MFP)

84 Total applicants: 11 WM, 33 WF, 1 HM, 7 AM, 19 AF, 3 TF, 10 UU

44 Unqualified applicants: 4 WM, 16 WF, 3 AM, 11 AF, 2 TF, 8 UU

- 4 WM, 16 WF, 3 AM, 10 AF, 2 TF, 8 UU did not meet the minimum requirements of the position.
- 1 AF's application submitted after the search closing date.

28 Qualified applicants: 7 WM, 11 WF, 3 AM, 6 AF, 1 TF

- 6 WM, 8 WF, 3 AM, 6 AF, 1 TF did not have experience to teach in IGFP concentration.
- 1 WM, 3 WF were not bilingual.

11 Interviewed applicants: 6 WF, 1 HM, 1 AM, 2 AF, 1 UU

- 1 WF, 2 AF did not have clinical practice in the areas of focus for the School of Social Work.
- 1 WF did not understand diversity and its relevance to social work practice and teaching.
- 1 AM did not have full-time experience in a clinical setting.
- 1 WF had a narrow focus of research for the position needs.
- 1 WF did not articulate their teaching philosophy during the interview.
- 1 WF, 1 UU withdrew from the application process.

1 HM hired had significant post-MSW practice experience and had an active research agenda with an under-studied population (LGBTQ+). He also provided a needed diverse perspective to social work research, teaching, and community engagement. He is also multi-lingual and can provide research in an area that is needed within the School of Social Work.

1 WF was hired and achieved a hiring goal.

Search 493629 – Assistant Professor – Educational Psychology

The Department of Educational Psychology invites applications for a full-time tenure-track faculty position in School Psychology at the rank of Assistant Professor. The ideal candidate will share the Neag School's commitment to excellent teaching and scholarship, exceptional service to students and the profession, as well as continuous quality improvement in an environment of civility and respect. We are pursuing a faculty in School Psychology consistent with our strategic priorities to increase research and educational capacity within the School Psychology graduate program.

The successful candidate will be expected to teach appropriate courses in School Psychology, conduct research in School Psychology, engage in scholarly activities, mentor graduate students, and participate in outreach and service activities within the University and in the field of school psychology. In addition, the candidate will be expected to obtain external funding to support research efforts in their areas of expertise.

The University of Connecticut is a national leader among public research universities, with more than 32,000 students seeking answers to critical questions in classrooms, labs, and the community. A culture of innovation drives this pursuit of knowledge throughout the University's network of campuses. Connecticut's commitment to higher education helps UConn attract students who thrive in the most competitive environments, as well as globally renowned faculty members. Our school pride is fueled by a history of success that has made us a standout in Division I athletics. UConn fosters a diverse and vibrant culture that meets the needs and seizes the opportunities of a dynamic global society.

The Neag School of Education stands out as a major contributor to instructional and research excellence at the University of Connecticut. With academic departments dedicated to educational leadership, educational psychology, and curriculum and instruction, the Neag School also offers a five-year integrated bachelor's/master's program in teacher education and a one-year, post-baccalaureate teacher education program. According to the 2020 U.S. News & World Report rankings of Best Graduate Schools, the Neag School ranks among the top 20 public graduate schools of education in the nation and has five specialty programs ranked in the top 25 nationally: Special Education; Elementary Education; Educational Psychology; Educational Administration; and Secondary Education.

The University of Connecticut's Educational Psychology program is ranked among the top 20 of its kind in the nation, per U.S. News & World Report. With 33 faculty members, the department is among the most productive at the University. In addition to the program in School Psychology, the Educational Psychology department has programs in Counselor Education and Counseling Psychology; Special Education; Research Methods, Measurement, and Evaluation; Cognition, Instruction, and Learning Technology; Giftedness, Creativity, and Talent Development; and Educational Technology. We seek candidates who would like to join our APA-accredited and NASP-approved program.

DUTIES AND RESPONSIBILITIES

Job responsibilities include teaching courses primarily within the School Psychology program; advising graduate students; engaging in research, including securing extramurally funding to support research efforts; and contributing to the program, department, School, University, and State through service and outreach.

MINIMUM QUALIFICATIONS

1. Doctorate in school psychology or a related field by the time of appointment
2. Applied experience working in educational settings with the roles and functions of a school psychologist
3. Licensed or license-eligible (pending state-specific requirements) as a health service psychologist

PREFERRED QUALIFICATIONS

1. Experience teaching graduate courses related to school psychology, with focus on psychoeducational assessment models, theories, and/or data-based practice across domains (e.g., intellectual, academic, behavioral, social-emotional)
2. Doctorate in school psychology from an APA or NASP-accredited program
3. Demonstrated capacity to conduct research and pursue an independent research agenda relevant to the profession of school psychology
4. Experience supervising graduate students engaged in clinical and/or research experiences
5. Demonstrated skills and abilities for collaborating with university colleagues and community members
6. Certified or certification-eligible as a school psychologist in Connecticut

APPOINTMENT TERMS

This is a full-time, 9-month, tenure-track position with an anticipated start date of August 23, 2020. 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 and experience.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. To apply, submit:

Personal statement describing: (a) how you meet minimum and preferred qualifications, (b) your teaching philosophy in the context of related experiences, and your (c) research and scholarship; **Curriculum vitae**; and **Samples of scholarly work**.

Additionally, please follow the instructions in Academic Jobs Online to direct the **three reference writers** to submit letters of reference on your behalf.

Screening of applicants will begin November 6, 2019 and will 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 # 2020222)

Questions about the position should be directed to Lisa M. H. Sanetti, Search Chair, at lisa.sanetti@uconn.edu. For more information regarding the Department of Educational Psychology please visit the department website at <http://epsy.education.uconn.edu>.

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Chronicle of Higher Ed
- Hispanic Outlook
- The Journal of Blacks in Higher Education

17 Total applicants: 2 WM, 8 WF, 3 AM, 1 TM, 3 UU

3 Unqualified applicants: 1 WF, 1 AM, 1 UU

- 1 WF, 1 AM, 1 UU did not meet the minimum requirements of the position.

6 Qualified applicants: 1 WM, 3 WF, 1 TM, 1 UU

- 1 WM, 3 WF, 1 TM, 1 UU did not have experience supervising graduate students engaged in clinical or research experiences.

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

- 1 UU withdrew from the application process.
- 2 WF did not have the research experience for the position.
- 1 WM did not demonstrate research experience within the presentation and had inconsistencies throughout the presentation.
- 2 AM, 1 WF did not have experience in teaching assessment courses at the graduate level.

The 1 WF hired had 3 years of experience as an Assistant Professor in School Psychology in higher education. During the interview the candidate also shared how she would contribute to the goals of the School Psychology program and department. She also had a strong publication record and her scholarly record was exceptional.

This hire achieved a hiring goal.

Search 493640- Assistant Professor- Agricultural and Resource Economics

22 Total applicants: 1 WF, 21 UU

22 Interviewed applicants: 1 WF, 22 UU

Hired: 1 WF

This hire achieved a hiring goal.

Search 493800- Assistant Professor- Nursing Instruction and Research

27 Total applicants: 2 WM, 16 WF, 1 BM, 3 HF, 1 AM, 3 AF, 1 TM

10 Unqualified applicants: 1 WM, 6 WF, 1 HF, 1 AF, 1 TM

9 Qualified applicants: 6 WF, 1 BM, 1 AF, 1 AM

8 Interviewed applicants: 1 WM, 4 WF, 2 HF, 1 AF

Hired: 1 WF

This hire achieved a hiring goal.

Search 494153- Assistant Professor- Art and Art History

153 Total applicants: 54 WM, 60 WF, 1 HM, 1 HF, 4 AM, 5 AF, 4 TM, 1 TF, 23 UU

113 Unqualified applicants: 46 WM, 37 WF, 1 HM, 1 HF, 3 AM, 3 AF, 3 TM, 19 UU

26 Qualified applicants: 6 WM, 16 WF, 1 AF, 1 TM, 1 TF, 1 UU

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

Hired: 1 WF

This hire achieved a hiring goal.

Search 494185- Assistant Professor- Digital Media and Design

74 Total applicants: 29 WM, 15 WF, 8 AM, 4 AF, 1 TM, 17 UU

29 Unqualified applicants: 12 WM, 5 WF, 2 AM, 2 AF, 8 UU

37 Qualified applicants: 15 WM, 6 WF, 6 AM, 1 AF, 1 TM, 8 UU

8 Interviewed applicants: 2 WM, 4 WF, 1 AF, 1 UU

Hired: 1 WF

This hire achieved a hiring goal.

Search 2019006- Assistant Professor- Natural Resources and Environment

26 Total applicants: 7 WM, 7 WF, 7 AM, 3 AF, 2 UU

5 Unqualified applicants: 3 AM, 1 AF, 1 UU

15 Qualified applicants: 4 WM, 5 WF, 3 AM, 2 AF, 1 UU

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

Hired: 1 WF

This hire achieved a hiring goal.

Search 2020009 – Assistant Professor - Management

82 Total applicants: 22 WM, 19 WF, 1 BM, 1 BF, 1 HM, 1 HF, 10 AM, 20 AF, 3 TF, 4 UU

40 Unqualified applicants: 10 WM, 11 WF, 1 BM, 1 BF, 1 HM, 1 HF, 4 AM, 8 AF, 2 TF, 1 UU

36 Qualified applicants: 9 WM, 7 WF, 6 AM, 10 AF, 1 TF, 3 UU

6 Interviewed applicants: 3 WM, 1 WF, 2 AF

Hired: 1 WF

This hire achieved a hiring goal.

Search 493435 – Assistant Professor - Plant Science and Landscape Architecture

20 Total applicants: 7 WM, 1 WF, 2 HF, 2 AM, 5 AF, 3 UU

7 Unqualified applicants: 3 WM, 1 AM, 2 AF, 1 UU

5 Qualified applicants: 2 WM, 1 AF, 2 UU

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

Hired: 1 HF

This hire achieved a hiring goal.

Search 493439 – Assistant Professor – Business Faculty and Outreach

140 Total applicants: 29 WM, 20 WF, 1 HF, 35 AM, 41 AF, 2 TM, 12 UU

117 Unqualified applicants: 26 WM, 13 WF, 28 AM, 37 AF, 2 TM, 11 UU

13 Qualified applicants: 3 WM, 2 WF, 5 AM, 3 AF

10 Interviewed applicants: 5 WF, 1 HF, 2 AM, 1 AF, 1 UU

Hired: 1 HF

This hire achieved a hiring goal.

Search 493453 – Assistant Professor – Economics

276 Total applicants: 36 WM, 13 WF, 6 BM, 20 HM, 2 HF, 44 AM, 20 AF, 135 UU

49 Unqualified applicants: 6 WM, 2 WF, 1 BM, 1 HM, 7 AM, 5 AF, 27 UU

186 Qualified applicants: 19 WM, 11 WF, 5 BM, 16 HM, 1 HF, 35 AM, 15 AF, 84 UU

41 Interviewed applicants: 11 WM, 3 HM, 1 HF, 2 AM, 24 UU

Hired: 1 HF

This hire achieved a hiring goal.

Search 493550– Assistant Professor – Philosophy

90 Total applicants: 52 WM, 17 WF, 1 HF, 2 AM, 2 AF, 2 TM, 1 TF, 13 UU

49 Unqualified applicants: 29 WM, 10 WF, 1 AM, 1 TM, 1 TF, 7 UU

37 Qualified applicants: 22 WM, 6 WF, 1 AM, 2 AF, 1 TM, 5 UU

4 Interviewed applicants: 1 WM, 1 WF, 1 HF, 1 UU

Hired: 1 HF

This hire achieved a hiring goal.

Search 494166 – Assistant Professor – English

1 Total applicants: 1 HM

1 Interviewed applicant: 1 HM

The 1 HM was hired as part of a retention package for a Professor in the history department. The candidate was a computational poet with research interests that include literacy and media, computer generated texts, and computer mediated texts. The candidate researched the ways in which digital and print literacy interact, such as the circulation of literary quotations from print texts on social networks. This work then informed a series of projects called “digital progymnasmata.” By using algorithmic media and natural language processing, as well as these progymnasmata, he was researching and designing a program that will assist poets in creating more challenging, original works. By analyzing the linguistic rarity, the candidate’s goal is that poets will be able to learn more about their own writing practices and habits and be able to examine their work in a new light. Each copy of the poetry assistant software will be made to fit the specific needs of a particular poet. The project is currently in the data collection stages. This candidate’s work would contribute to expanding the study of digital humanities and foster a community in which people share a common literacy and work to develop these skills outside the classroom, engaging in discussions and implementing the coursework into their extracurricular creative projects. His hire provided unique possibilities for interdisciplinary collaboration.

Search 493764– Assistant Professor – Kinesiology

The Department of Kinesiology at the University of Connecticut invites applications for a full-time tenure-track faculty position at the rank of Assistant Professor for the Doctor of Physical Therapy Program.

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. We are pleased to continue these investments and initiatives by inviting applications for a full-time (9-month appointment, 50% research and 50% teaching/service) tenure-track faculty position for the Doctor of Physical Therapy Program in the Department of Kinesiology at the rank of Assistant Professor.

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. The College recognizes the importance of Health as a concentrated area of study and encourages interdisciplinary health collaborations with School of Nursing, School of Pharmacy and the School of Medicine. Our accomplishments result in healthier individuals and communities, 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 improve the lives of citizens of our state, region and country.

The Doctor of Physical Therapy (DPT) program is housed in the dynamic interdisciplinary Department of Kinesiology where 20 faculty members, 90 DPT students, 100 undergraduate students, and over 30 graduate students in MS and PhD programs work in a collaborative environment. The program is dedicated to excellence as demonstrated through national recognition, successful board pass rates, and graduate placements. We are committed to academic inquiry and expression by fostering evidence-based healthcare research, teaching, clinical practice, and public engagement. We are committed to cultivating leadership, integrity, and engaged citizenship in our students, faculty, staff, and alumni. Our mission is to advance the health and well-being of the citizens of Connecticut, the nation, and beyond through research and the preparation of highly competent physical therapists. We strive to be a diverse community where the highest moral and ethical values prevail.

Current research agendas in the Department of Kinesiology focus on mitigating stress during exercise, optimizing child development, studying exercise related interventions to improve chronic disease management, preventing and managing sport-related injuries and illnesses. The Department of Kinesiology is also home to the internationally recognized Korey Stringer Institute (<https://ksi.uconn.edu/>) that works to provide research, education, advocacy and consultation to maximize performance, optimize safety and prevent sudden death for the athlete, warfighter and laborer.

DUTIES AND RESPONSIBILITIES

Establish a nationally-recognized and externally-funded research program; produce high impact, high-quality publications; teach courses within the Doctoral of Physical Therapy (DPT) program in the Department of Kinesiology; provide academic and professional service to the Department of Kinesiology, College of Agriculture, Health, and Natural Resources University of Connecticut and the community. In the area of teaching, the successful candidate will share a deep commitment to effective instruction at the graduate level, development of innovative courses and mentoring of students in research, outreach and professional development. Successful candidates will also be expected to broaden participation among members of under-represented groups; demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience; and integrate multicultural experiences into instructional methods and research tools.

MINIMUM QUALIFICATIONS

- Earned academic doctorate in rehabilitation science or related field
- Demonstrated potential in establishing a successful research and scholarship program
- A deep commitment to promoting diversity through their academic and research programs

PREFERRED QUALIFICATIONS

- Contemporary expertise in the field of physical therapy and eligible for obtaining licensure, or currently licensed in the state of Connecticut as a physical therapist
- Previous teaching/mentoring responsibilities within a related academic program
- Ability to contribute to the neurological component of the physical therapy curriculum
- Record of interprofessional collaboration in teaching/learning
- Previous clinical practice as a physical therapist

APPOINTMENT TERMS

This is a full-time, 9-month, tenure track position with an anticipated start date of August 23, 2020. The successful candidate's academic appointment will be at the Storrs campus. Salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Submission must include (1) a **cover letter** that addresses your vision, experience, and desire for this position; (2) **curriculum vitae**; and (3) names and contact information of **five references**.

To ensure full consideration, applications should be received no later than November 15, 2019.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020166)

Direct inquiries to: Stephanie Singe (stephanie.singe@uconn.edu), Search Committee Chair. For more information regarding the Department of Kinesiology, please visit the department website at <https://kins.uconn.edu/>.

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Faculty Website

24 Total applicants: 10 WM, 7 WF, 1 HF, 1 AM, 2 AF, 3 UU

10 Unqualified applicants: 6 WM, 3 WF, 1 AF

- 6 WM, 3 WF, 1 AF did not meet the minimum requirements of the position.

8 Qualified applicants: 3 WM, 2 WF, 1 AF, 2 UU

- 1 WM did not have established independent research and unable to obtain PT licensure.
- 2 WM, 2 WF, 1 AF, 2 UU were unable to obtain research funding and not eligible for a PT license.

6 Interviewed applicants: 1 WM, 2 WF, 1 HF, 1 AM, 1 UU

- 1 AM did not have clinical experience.
- 1 WM, 1 WF did not have clinical experience without the oversight of a physician and did not have the student mentorship skills needed for the position.
- 1 WF did not have clinical experience in the neurological areas of the School curriculum.

- 1 UU did not have the clinical or teaching experience needed for the position.

The 1 HF hired had an independent line of research developed and the potential to obtain funding to support research plans. The candidate is a licensed physical therapist with extensive autonomous clinical practice experience who has treated neurological patients. She has mentored DPT and MD students for research projects. She also has teaching experience in neurological science and neuro rehabilitation courses with clinical components.

Search 493482– Assistant Professor – Physiology and Neurobiology

The Department of Physiology and Neurobiology in the College of Liberal Arts and Sciences at the University of Connecticut, Storrs is seeking applicants with a strong record of research on fundamental questions in any area of neurobiology or physiology for two tenure-track positions at the Assistant or Associate Professor level. The successful candidates will be expected to establish an extramurally funded independent research programs and publish high quality research papers. The successful candidate must have excellent oral and written communication skills and be committed to the department's mission of graduate and undergraduate education. These positions will include a competitive start-up package and ample lab space to build programs in a research-intensive environment. The successful candidate will be expected to broaden participation among members of under-represented groups; integrate multicultural experiences into instructional methods; and meet the needs of diverse learning styles. The University of Connecticut is in the midst of a period of growth supported by both private and public investments including Next Generation Connecticut (<https://nextgenct.uconn.edu/>), and Bioscience Connecticut. World class research support facilities and instrumentation are available on campus including departmental core facilities, the Biological Electron Microscopy Labs (BEML), the Center for Open Research Resources and Equipment (COR²E) (<https://core.uconn.edu>) and the Institute for Systems Genomics (ISG).

MINIMUM QUALIFICATIONS

Ph.D. or equivalent; at least two years of post-doctoral research experience; scholarly record that includes publications in leading journals; commitment to effective instruction at the undergraduate and graduate levels; strong communication skills; and the ability to promote diversity through teaching and research programs.

PREFERRED QUALIFICATIONS

Demonstrated ability to carry out impactful, high quality research; experience in writing research grant proposals with a record of funding from national agencies; active participation in major professional societies and participation in international meetings; and a record of teaching or mentoring.

APPOINTMENT TERMS

These are full-time, 9-month, tenure track position with an anticipated start date of August 23, 2020. The successful candidate's academic appointment and laboratory space will be at the Storrs campus. 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. Interested applicants, please submit the following: 1) a **cover letter** describing your interest in the department; 2) a **research statement** describing your scientific contributions and future research program; 3) a full **curriculum vitae**; 4) PDFs of your **two most significant**

publications; 5) teaching statement including a description of previous teaching and mentoring experience and teaching philosophy; 6) a **commitment to diversity statement** describing ideas to broaden participation in STEM; and 7) contact information for at **least four professional references**. Review of applications will commence November 8, 2019 and continue until the position is filled.

For questions regarding the application process please contact Linda Armstrong (linda.armstrong@uconn.edu), and for information regarding the position or department contact Joe LoTurco (Joseph.Loturco@uconn.edu), Department Head and Professor, Department of Physiology and Neurobiology. University of Connecticut, Storrs.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020138)

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Cell Careers - <http://jobs.cell.com/jobs/assistant-or-associate-professors-in-neurobiology-or-physiology-connecticut-115117221-d>
- Science Careers - <https://jobs.sciencecareers.org/job/504137/assistant-or-associate-professors-in-neurobiology-or-physiology/>
- Neurojobs (Society for Neuroscience)
- HigherEd Jobs - <https://www.higheredjobs.com/details.cfm?JobCode=177092911>
- the-aps.org APS online posting.
- Association for Women in Science

- SACNAS.
- Chronicle of Higher Ed Online.

196 Total applicants: 69 WM, 34 WF, 55 AM, 19 AF, 3 TM, 1 TF, 15 UU

184 Qualified applicants: 66 WM, 29 WF, 53 AM, 19 AF, 3 TM, 1 TF, 13 UU

- 7 WM, 2 WF, 5 AM, 1 AF, 1 UU did not meet 2 preferred qualifications out of 9 qualifications. Only candidates who did not meet 1 preferred qualification were interviewed.
- 54 WM, 24 WF, 45 AM, 17 AF, 1 TM, 1 TF, 12 UU did not meet 3 preferred qualifications out of 9 qualifications. Only candidates who did not meet 1 preferred qualification were interviewed.
- 5 WM, 3 WF, 3 AM, 1 AF, 2 TM did not have a record of teaching or research.

12 Interviewed applicants: 3 WM, 5 WF, 2 AM, 2 UU

- 2 WM, 2 WF, 1 AM, 1 UU withdrew from the application process.
- 1 UU did not have a high-quality chalk talk during the interview.
- 2 WF did not provide data regarding her research presentation.
- 1 WM did not have his postdoctoral research work published.
- 1 WF was offered another position with a hire date that will be explained in next years' Affirmative Action Plan.

The 1 AM hired had a detailed plan regarding future research. The candidate also achieved as an independent investigator. He also had an R01 and an NSF as an Assistant Professor. His publications, grants and overall interview were further established than expected at this time of his academic career.

Search 493778– Assistant Professor – Operations and Information Management

The Department of Operations and Information Management in the School of Business at the University of Connecticut invites applications for a tenure-track faculty position focused on business analytics, information systems, supply chain management, computer security, and/or other technical areas of focus of the department at the rank of Assistant, Associate or Full Professor to begin in Fall 2020, subject to final budgetary approval.

The University of Connecticut (UConn) has entered 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, we are pleased to continue these investments by inviting applications for a faculty position in the Department of Operations and Information Management.

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

The successful candidate will be expected to contribute to research and scholarship through high quality research publications in business analytics, information systems, supply chain management, computer security and/or other technical areas of focus of the department. In addition to research, the individual will be expected to teach appropriate courses at the undergraduate, masters and Ph.D. levels as well as being an active participant in outreach and service activities. The successful candidate will also be expected to broaden participation among members of under-represented groups; demonstrate through their research, teaching, and 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 Information Systems, Operations Management, Operations Research or related field expected by the start date of the appointment. 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 business analytics, information systems, supply chain management, computer security and other technical areas of focus of the department.

- 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

- Applicants at the ranks of associate and full professor should have a record of contribution through research, teaching, and 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, nine-month, tenure-track position with an anticipated start date of August 23, 2020. The primary academic appointment for the successful candidates will be at the Storrs campus with the possibility of assignment at other UConn regional campuses or in online instruction. Rank and salary will be commensurate with qualifications and experience.

TO APPLY

Select “Apply Now” to be redirected to Academic Jobs Online to complete your application. Please submit the following and include your last name as well as search #2020183 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**
- **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.

Application review is on a rolling basis, but applications fully received by November 15, 2019 will be guaranteed full consideration.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020183)

For more information regarding the Department of Operations and Information Management please visit the department website at <https://opim.business.uconn.edu/>. Inquiries other than applications can be directed to:

Dr. Suresh Nair

Interim OPIM Department Head

University of Connecticut

School of Business

2100 Hillside Road, Unit 1041

Storrs, CT 06269-1041

suresh.nair@uconn.edu

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards

- Faculty Website
- Academic Jobs Online
- Chronicle of Higher Education
- PhD Project Board
- INFORMS Job Placement Service
- Information Systems World
- Association for Information Systems
- POMS Job Placement service
- ORMS Today

231 Total applicants: 58 WM, 18 WF, 91 AM, 39 AF, 2 TM, 1 TF, 22 UU

98 Unqualified applicants: 34 WM, 10 WF, 31 AM, 12 AF, 1 TM, 1 TF, 9 UU

- 34 WM, 10 WF, 31 AM, 12 AF, 1 TM, 1 TF, 9 UU did not meet the minimum requirements of the position.

92 Qualified applicants: 19 WM, 6 WF, 39 AM, 18 AF, 1 TM, 9 UU

- 9 WM, 4 WF, 24 AM, 16 AF, 1 TM, 5 UU did not have the high-quality research needed for the position
- 5 WM, 2 WF, 10 AM, 1 AF, 3 UU did not have high-quality publications in premier journals.
- 1 AM had a weak grant pipeline
- 1 AF's grant and publication pipeline did not have the potential for tenure.
- 1 AM did not have any publications.
- 1 AM, 1 UU did not have the teaching experience needed for the position.
- 2 WM, 1 AM did not have research that aligned with the department goals.
- 1 WM,'s teaching experience was only online.
- 1 AM did not have the publications comparable to the length of time since obtaining a post-doctoral degree.
- 2 WM did not have publications and grants relevant to the length of time since obtaining a post-doctoral degree.

41 Interviewed applicants: 5 WM, 2 WF, 21 AM, 9 AF, 4 UU

- 7 AM, 1 AF, 1 UU withdrew from the application process.
- 2 AM did not have the depth of research needed for the position.
- 5 WM, 2 WF, 7 AM, 8 AF, 2 UU did not have the research or teaching experience needed for the position.
- 1 UU did not have the research needed for the position.
- 1 AM was offered and declined the offer.
- 2 AM accepted other positions in the School of Business.

The 1 AM hired had the research profile and area of research with Operations Management needed for the position. He also had the teaching requirements needed for the Assistant Professor position.

The 1 AM hired had the research profile and area of research in Information Systems needed for the position. He also had the teaching requirements needed for the Assistant Professor position.

Search 493794– Assistant Professor – Nutritional Sciences

The Department of Nutritional Sciences at the University of Connecticut (UConn) invites applications for a full-time (9-month appointment, 50% research and 50% teaching), tenure-track faculty position at the rank of Assistant Professor. The anticipated start date is August 23, 2020.

The Department of Nutritional Sciences is one of eight academic units within the College of Agriculture, Health and Natural Resources, and offers instructional programs leading to B.S., M.S., and Ph.D. degrees in Nutritional Sciences. Research programs include molecular and biochemical mechanisms of nutrient action and metabolism, bioactive food components and prevention of chronic diseases, community-based research, particularly with at-risk populations, and nanotechnology for biodelivery of bioactive components in food, and provide excellent collaborative opportunities for integrated research. 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.uchc.edu/>) investments and a bold new Academic Plan: Path to Excellence. The Department of Nutritional Sciences has exceptional opportunities for interdisciplinary collaborations with investigators, particularly in STEM disciplines, at UConn Storrs and UConn Health. For further information, please visit the department website (<http://www.nusc.uconn.edu/>).

DUTIES AND RESPONSIBILITIES

Establish a nationally recognized and federally funded research program; produce high-quality publications; collaborate with interdisciplinary research and outreach teams; teach undergraduate and graduate courses in the areas of nutrition and/or nutrigenomics; advise undergraduate and graduate students; and provide academic and professional service.

MINIMUM QUALIFICATIONS

Ph.D. or equivalent in nutrition or closely related discipline; demonstrated potential for establishing an independent, extramurally-funded research program in nutrigenomics; proven research productivity; demonstrated ability to teach and advise undergraduate and graduate students; effective oral and written communication and interpersonal skills; demonstrated commitment to promoting diversity; and postdoctoral or equivalent research experience.

PREFERRED QUALIFICATIONS

Research expertise in cell/molecular biology or genomics in relation to inflammation, obesity, and related chronic diseases; research emphasis on nutrients or bioactive food components and their molecular and epigenetic mechanisms of action; extramural support for their research program; ability to synergize with faculty of the Department of Nutritional Sciences and facilitate interdisciplinary interactions with other University investigators.

APPOINTMENT TERMS

Salary will be competitive and commensurate with experience. A start-up package for research is available.

TO APPLY

Select “Apply Now” to be redirected to Academic Jobs Online to complete your application. Please submit the following materials in .pdf format: 1) **cover letter** 2) **curriculum vitae** 3) **research and scholarship statement** 4) **teaching statement** 5) **diversity statement** 6) names, email addresses, and phone numbers of **three references**. Please refer to search #2020185 on all materials.

Inquiries about the position may be directed to:

Dr. Christopher Blesso

Department of Nutritional Sciences

27 Manter Rd., Unit 4017

Storrs, CT 06269-4017

Phone 860-486-9049

Fax 860-486-3674

christopher.blesso@uconn.edu

For full consideration, applications and supporting materials should be received by 11/30/2019. Applications will be accepted 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 # 2020185)

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Bradley Bolling - Email - Food Science Department @ University of Wisconsin-Madison
- Thomas Wang - Email - The Diet, Genomics and Immunology Laboratory, USDA
- Wen-Hsing Cheng - Email - Dept of Food Science, Nutrition and Health Promotion @ Mississippi State Univ.
- Qin Wang - Email - Dept of Food Science and Nutrition, University of Maryland
- North Chinese American Association of Nutrition - Listerv
- Chinese American Food Society – Listerv

21 Total applicants: 1 WM, 4 WF, 8 AM, 6 AF, 2 UU

2 Unqualified applicants: 1 WM, 1 AM

- 1 WM, 1 AM did not meet the minimum requirements of the position.

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

- 2 WF, 3 AM, 1 AF did not have a research emphasis on nutrients or bioactive food components and their molecular and epigenetic mechanisms of action.
- 1 AF, 1 UU did not have extramural support for their research programs and their research expertise was not in cell/molecular biology in genomics in relationship to inflammation, obesity and chronic diseases.
- 1 WF, 1 AM did not have research that would synergize with the faculty in the department and facilitate interdisciplinary interactions with other investigators.

9 Interviewed applicants: 1 WF, 3 AM, 4 AF, 1 UU

- 1 AM did not have the experience teaching graduate students needed for the position
- 1 AM did not demonstrate effective interactions with the search committee regarding collaborations with team members during the interview and job talk.
- 1 WF did not have research that was related to the research topics needed for the position in nutrigenomics.
- 2 AF did not have the skills needed to conduct nutrigenomics research as an independent investigator.
- 2 AF, 1 UU withdrew from the application process.

The 1 AM selected had research and training in nutrigenomics and nutrigenetics. The candidate demonstrated nutrigenomics techniques and tools which would strengthen the departmental research program. He had expertise in micronutrients and cancer, which was an unrepresented area within the department. He demonstrated his potential for developing a competitive research program during his job talk. He also had seminar and teaching experience and proposed a variety of collaborations with the NUSC faculty as well as other departments within the University.

Search 493809– Assistant Professor – Finance

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 to begin August 2020, 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://nextgenct.uconn.edu/>) and the \$1B Bioscience Connecticut (<http://biosciencect.uchc.edu/>) investments and a bold new Academic Plan: Path to Excellence (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1). As part of these initiatives, UConn has hired more than 450 new faculty members at all ranks during the past three years. We are pleased to continue these investments by inviting applications for faculty positions in the Department of Finance.

The successful candidate will be expected to contribute to research & scholarship through high quality journals in financial economics, participate in prominent national and international academic conferences, and help guide research efforts in their areas of expertise. In addition to research, individuals will be expected to teach appropriate courses at the undergraduate, masters, and/or Ph.D. levels, and participate in outreach and service activities. Successful candidates will share a deep commitment to effective instruction at the undergraduate and graduate levels, development of innovative courses and mentoring of students in research, outreach and professional development. Successful candidates will also be expected to broaden participation among members of under-represented groups; demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience; integrate multicultural experiences into instructional methods and research tools; contribute to the development of pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

MINIMUM QUALIFICATIONS

- Earned Ph.D. in Finance or in a related field of study with specialization in any of the core areas of Finance. Candidates expecting to finish their Ph.D. by August 2020 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, 2020. The successful candidate's primary academic appointment will be at the Stamford campus with the possibility of assignment at the Storrs campus or other UConn regional campuses. The candidates may teach in the Undergraduate, Master's and Ph.D. Programs. Salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. To apply, submit the following: a **cover letter**, **curriculum vitae**, **evidence of teaching ability** and a **research paper** suitable for presentation at a workshop. Additionally, 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 December 1, 2019.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020242)

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

Chinmoy.ghosh@uconn.edu

Please reference search # 2020242 in all materials.

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Faculty website
- AJO

165 Total applicants: 41 WM, 10 WF, 69, AM, 19 AF, 26 UU

67 Unqualified applicants: 20 WM, 2 WF, 25 AM, 4 AF, 16 UU

- 20 WM, 2 WF, 25 AM, 4 AF, 16 UU did not meet the minimum requirements of the position.

80 Qualified applicants: 17 WM, 7 WF, 40 AM, 7 AF, 9 UU

- 5 WM, 7 AM, 4 AF, 2 UU did not have experience teaching specialized Finance courses.
- 12 WM, 7 WF, 33 AM, 3 AF, 7 UU did not have publications in leading Finance journals.

18 Interviewed applicants: 4 WM, 1 WF, 4 AM, 8 AF, 1 UU

- 3 AF did not have the interpersonal communication skills based on their job talk and interview answers.
- 2 AM, 1 AF, 1 UU did not have a focus or experience in the areas to be taught in this position.
- 1 WM, 1 AM did not have research experience for top tiered finance journals.
- 1 AF did not have recent publications in finance.
- 1 AF's research was in a broad business area and their publications were not focused in finance.
- 1 AM interview presentation and job talk did not explain their research in a clear and concise manner.
- 1 AF's research was corporate business oriented rather than for the academic field.
- 3 WM, 1 WF, 1 AF withdrew from the application process.

The 1 AM hired had research that allowed for collaborations amongst faculty members within the department. The candidate's publications had potential to be published in top tier journals. He had experience in teaching courses in the areas needed for this position. His job talk and interview demonstrated excellent teaching, interpersonal and communication skills within the interview.

Search 494658– Assistant Professor – Materials Science Institute

1 Total applicant: 1 AM

1 Interviewed applicant: 1 AM

Hired: 1 AM

The 1 AM hired was a spousal hire. He was ideally qualified for the primary responsibilities of this position due to his education, training and work experience. After receiving his Ph.D. degree in Chemical Engineering from the Georgia Institute of Technology in August of 2016, he was offered a Postdoctoral Fellow position within the Department of Materials Science and Engineering at Northwestern University with Dr. John A. Roger's group. The candidate has held the position of Assistant Professor within the Department of Biomedical, Biological, and Chemical Engineering at the University of Missouri since August 2018.

His research interests included soft materials, bioelectronics and biosensors, and colloids and interfacial science. He recently received the BMES Career Development Award from the Biomedical Engineering Society in 2019, among other numerous awards over his career thus far. His teaching evaluations at his current university for Spring 2019 through spring 2020 were outstanding. He also had significant mentoring experience having mentored nine students thus far, one postdoctoral fellow, five graduate students, and three undergraduate students. He had one patent, numerous publications, and extensive presentation experience. Other services and activities that the candidate has participated in include being a grant panel reviewer, journal reviewer, conference reviewer, meeting session chair, and invited participant and volunteer.

An Assistant Professor with his range of qualifications was a tremendous asset to IMS and allowed the department to hire two exceptional faculty members. The candidate possessed the qualifications requisite to successfully and effectively perform the contemplated duties of the position.

Search 2018399 – Assistant Director – Animal Science

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The Department of Animal Science in the College of Agriculture, Health, and Natural Resources at the University of Connecticut is soliciting applications for the position of Assistant Professor of Food Science. Candidates with a variety of disciplinary backgrounds and research and teaching interests in food science are encouraged to apply.

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, genomics, stem cell biology, embryology, 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 UConn COR2E, 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. In addition, the construction of a new Biosafety Level 2 facility for conducting research with small farm animals and poultry is scheduled to be completed by November 2018.

DUTIES AND RESPONSIBILITIES

The candidate is expected to develop a strong, independent, extramurally-funded, innovative research program in food science that addresses and complements existing departmental research activities in animal production, microbial food safety, food microbiology, probiotics, and microbiomes. The successful applicant will be expected to apply contemporary molecular, genomic, and bioinformatics approaches to increase the understanding of food safety and quality issues relevant to food production, food processing, or public health. Program emphases may include, but are not limited to development and validation of novel detection, isolation and control methods for food contaminants; fate and dissemination of food contaminants; understanding and mitigating antimicrobial resistance; alternatives to antibiotics; poultry microbiology; physiology and genomics of food associated microorganisms; impact of foods on the gut microbiome; food virology; processing and packaging technologies that improve food safety and quality and minimize food waste; nanotechnology approaches; and mathematical modeling and risk assessment related to food safety or microbiology.

Additional responsibilities include:

- Teach undergraduate course in food science and develop a graduate course in the candidate's area of expertise
- Develop a nationally competitive graduate program in food quality and safety
- Recruit and advise undergraduate and graduate students in the Animal Science Department
- Participate as a collaborative faculty member in the instructional and research programs in the Department of Animal Science, College of Agriculture, Health and Natural Resources, and other academic units within the University of Connecticut
- Contribute to the outreach and service functions of the Department, College, and the University

MINIMUM QUALIFICATIONS

Candidates must have a Ph.D. in Food Science, Animal Science, Dairy Science, Meat Science, Microbiology, or closely related field with an emphasis on Food Microbiology. Equivalent foreign degrees are accepted. 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 with a deep commitment to promoting diversity through academic and research programs.

PREFERRED QUALIFICATIONS

Candidates with postdoctoral experience will be given a strong preference. Preference will be given to candidates who demonstrate evidence of capability to generate extramural funding, ability to carry out independent research using an innovative, collaborative, and/or multidisciplinary research approach; active participation in major professional societies and international meetings; as well as a record of effective teaching, such as integrating technology into instruction and online instruction and student mentoring.

APPOINTMENT TERMS

This is a 9-month, tenure-track position with 70% research and 30% teaching commitments at the Assistant Professor level. 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. Anticipated start date is August 23, 2018. Salary will be commensurate with experience.

TO APPLY

Please select "Apply" to submit the following: a **cover letter**, **curriculum vitae**, a brief **statement of research interests and teaching philosophy** (maximum two pages), and at least **five letters of recommendation**. Only applications submitted via Academic Jobs Online (<https://academicjobsonline.org/ajo/job-1016>) will be accepted. To ensure full consideration, applications should be received no later than March 23, 2018. 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 #2018399).

Inquiries should be sent to the search committee chair, Dr. Dennis D'Amico, ddamico@uconn.edu.

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. The University of Connecticut is an EEO/AA employer. UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., Chronicle of Higher Education, Department Website, ANSC Department Head

Listserv, Faculty to Share Announcement with Multistate Part, APLU Public Land Grant Universities, Mailing to 1890 Schools, Paid advertising as indicated on attached HR request, ANSC Department Social Media, and Diverse Job Boards

58 Total applicants: 9 WM, 3 WF, 5 BM, 2 BF, 1 HM, 3 HF, 22 AM, 11 AF, 2 UU

45 Unqualified applicants: 9 WM, 2 WF, 5 BM, 2 BF, 2 HF, 16 AM, 7 AF, 2 UU

- 6 WM, 1 WF, 3 BM, 1 BF, 1 HF, 14 AM, 4 AF did not meet the minimum qualifications as posted.
- 3 WM, 1 WF, 2 BM, 1 BF, 1 HF, 2 AM, 3 AF, 2 UU did not submit complete application materials.

2 Qualified applicants: 2 AM

- 2 AM did not submit the required recommendation letters.

11 Interviewed applicants: 1 WF, 1 HM, 1 HF, 4 AM, 4 AF

- 1 HF's research presentation focused primarily on animal pathogen and animal health, which did not meet the department's need for someone focused on food-borne pathogens and human health.
- 1 AF indicated she was not interested in the teaching aspects of the position.
- 1 AM, 1 AF were unprepared for the interview and were unable to communicate their research plans effectively.
- 1 WF did not have experience mentoring graduate students and her teaching interests did not align with the department's needs.
- 1 HM did not answer interview questions in detail and with answers that were not related to the question.
- 1 AF did not have training as a postdoc and her research plan was underdeveloped, without adequate planning and did have potential to succeed in securing external funding based on her job talk.
- 1 AM did not have a background focused in Animal Science, making potential collaborations and contributions to the department limited to several broad areas.
- 1 AM, 1 AF were unable to communicate their research plans clearly in their job talks.

The 1 AM hired had an excellent track record of publication and experience in both basic and applied research. The candidate showed great potential to secure extramural funds to support his research program. The candidate showed experience in mentoring undergraduate and graduate students and presented well-developed plans in both research and teaching. His research aligned with the department, and his veterinarian background and experience with poultry allowed him to teach courses and collaborate outside the department.

Search 2018562 – Assistant Professor - Marketing

The Marketing Department in the School of Business at the University of Connecticut invites applications for multiple tenure-track positions at the rank of Assistant, Associate or Full Professor to begin in Spring of 2019 or Fall 2019.

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

The successful candidate is 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, 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 activities. 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 for All Ranks

- A completed Ph.D. degree or equivalent degree in marketing or a related field expected by the start date of appointment. Equivalent foreign degrees are acceptable.
- Evidence of publishing in premier marketing journals.
- Evidence of successful 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 Master's and/or Ph.D. level.
- Evidence of mentoring doctoral students.
- Demonstrated record of scholarly productivity and an active research agenda.
- Research agenda and teaching experience that complements department needs.

Appointment Terms

These are full-time, 9-month, tenure-track positions with a start date of January 1, 2019 or August 23, 2019. Rank, eligibility for tenure, and 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/ajo/jobs/11344> to complete your application. Please submit the following and include your last name as well as search #2018562 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.)

Additionally, candidates selected for an on-campus interview will need to direct three reference writers to submit a letter (via Academic Jobs Online) on your behalf.

Evaluation of applicants will begin immediately and continue until the positions are filled. Preference will be given to applications received by August 15, 2018. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2018562)

For more information regarding the Department of Marketing, visit <http://Marketing.business.uconn.edu/>. If you have questions related to the search, please send a detailed inquiry to mktg@business.uconn.edu, with MKTG 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>.

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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed., Academic Jobs Online, Chronicle of Higher Ed, Women in Higher Ed, Academicplacement.ama.org, Academic Keys, Hispanic Outlook web, Journal of Blacks in Higher Ed, ELMAR, Academic Consumer Research Listserv, The PhD Project, Indeed, Simply Hired, ZipRecruiter, 53 emails by Faculty, 2 Telephone recruitment efforts, 4 in person recruitment efforts, and Diverse Job Boards

168 Total applicants: 28 WM, 24 WF, 4 BF, 7 HM, 2 HF, 37 AM, 50 AF, 3 TF, 13 UU

152 Unqualified applicants: 25 WM, 22 WF, 4 BF, 6 HM, 2 HF, 33 AM, 46 AF, 3 TF, 11UU

- 25 WM, 22 WF, 4 BF, 6 HM, 2 HF, 33 AM, 46 AF, 3 TF, 11 UU did not meet the minimum qualifications for this position as posted.

6 Qualified applicants: 1 WF, 1 AM, 3 AF, 1 UU

- 1 WF, 1 AM, 3 AF, 1 UU did not demonstrate a record of scholarly productivity and include an active research agenda

10 Interviewed applicants: 3 WM, 1 WF, 1 HM, 3 AM, 1 AF, 1 UU

- 1 WM, 1 WF, 1 HM, 2 AM, 1 AF, 1 UU did not demonstrate the ability to mentor students within the academic program.
- 1 WM was offered and declined the position.

The 1 AM hired showed evidence of successful teaching at the undergraduate level. He had a record of scholarly productivity and a very active research agenda. His research agenda and teaching experience complemented the department's needs.

1 WM was hired in the previous reporting period and explained in the 2019 AA Plan in the Goals Analysis section.

Search 2019179 – Assistant Professor - Computer Science and Engineering

The Department of Computer Science & Engineering invites applications for a full-time tenure-track faculty position at the rank of Assistant Professor, specifically seeking to advance research and education in Computer Science & Engineering in the areas of Machine Learning, Systems, Algorithms, Security and related fields. The position has an expected start date of August 23, 2019.

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.uchc.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 Computer Science and Engineering at the rank of Assistant Professor.

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/>.

The successful candidate will be expected to establish and maintain an internationally-recognized research program supported by external funding, guide research efforts in their areas of expertise, teach appropriate courses at the graduate and undergraduate level, engage in scholarly activities, participate in outreach and service activities, and contribute to the University's distance learning priorities.

MINIMUM QUALIFICATIONS

Candidates must have an earned Ph.D. in Computer Science and Engineering, Computer Science, or a related field by the time of appointment; an established record of research in computing sciences with 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, with accomplishments that demonstrate the relevance of their research to the computing field in general. 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 are equally desirable.

APPOINTMENT TERMS

This is a full-time, 9-month, tenure track position with an anticipated start date of August 23, 2019. The successful candidate's primary academic appointment will be at the Storrs campus. Salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following: 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 letters of reference on your behalf. Screening 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 2019179)

This position will be filled subject to budgetary approval.

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 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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed., Academic Jobs Online, and Diverse Job Boards

122 Total applicants: 38 WM, 3 WF, 1 BF, 1 HM, 56 AM, 15 AF, 2 TM, 6 UU

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

- 6 WM, 1 WF, 3 AM, 1 AF did not meet the minimum qualifications for this position.

87 Qualified applicants: 27 WM, 2 WF, 1 BF, 1 HM, 36 AM, 12 AF, 2 TM, 6 UU

- 21 WM, 1 HM, 25 AM, 9 AF, 4 UU did not have the publication record needed for the position.
- 1 UU's publications were in security systems and not in the area needed for the position.
- 1 WF, 2 AM did not have experience in Meta Language for programming function.
- 3 WM did not author journals or have experience with Meta Language for the position.
- 1 WM had experience in data engineering and not in the Meta Language programming function.
- 1 AM, 3 AF, 1 TM, 1 UU did not have the research portfolio that was preferred for the position.
- 2 WM, 1 WF, 1 BF, 8 AM, 1 TM applied after the candidates were interviewed and selected for the position.

24 Interviewed applicants: 5 WM, 17 AM, 2 AF

- 1 WM's research did not have a focus on Computer Science and would not be able to contribute to departmental needs.
- 1 AM was hired for another position at UConn prior to this search being completed.

- 3 WM, 12 AM, 2 AF withdrew from the application process.
- 1 AM was not prepared in terms of future work, collaborations, and funding for research development based on his job talk.
- 1 WM, 1 AM did not provide substantial answers in the first round of interview questions regarding publications and teaching goals.
- 1 AM did not have clear teaching goals and was not able to communicate effectively with the audience in his job talk.

The 1 AM hired demonstrated that his research would extend the departmental portfolio with the focus on 5th generation wireless. His research was on track for significant external funding. He had excellent teaching reviews. The candidate also had extensive experience in using optimization and Meta Language (ML) methods to solve real world problems.

Search 493438 – Assistant Professor – Human Development and Family Sciences

The Department of Human Development and Family Sciences (HDFS) at the University of Connecticut invites applications for a tenure-track position at the Assistant Professor level at the Stamford campus for Fall 2020. The HDFS Department is a highly active center of research, teaching, and public engagement on the wellbeing and healthy development of individuals and families over their life span. The Department is home to the Child Development Laboratories (a model early childhood care and education program and early childhood teacher preparation site), the Center for Applied Research in Human Development, the Center for the Study of Culture, Health, and Human Development, and the Rohner Center for the Study of Interpersonal Acceptance and Rejection. Faculty are also actively involved in other centers across the University, including the Institute for Collaboration on Health, Intervention, and Policy (InCHIP) and the Rudd Center for Food Policy and Obesity.

The HDFS Department has 28 full time faculty from diverse disciplinary backgrounds. Faculty are located across the state at four campuses where the Department offers the HDFS major: the main campus in Storrs, and regional campuses in Hartford, Stamford, and Waterbury. The Department is also home to staff, 45 M.A. and Ph.D. students, over 500 undergraduate majors, and over 150 undergraduate minors. The Stamford campus is located in downtown Stamford, CT, about an hour from New York City, and about two hours from the main campus in Storrs. The candidate for this position will join three full-time HDFS faculty at the Stamford campus. The Stamford campus is currently undergoing rapid growth in its student population and programmatic offerings. For more information on the Stamford campus, see <https://stamford.uconn.edu/>.

The University of Connecticut is ranked the best public university in New England and among the top 25 public universities in the U.S. In recent years, UConn has been supported by billions in funding dollars from state investments (<https://nextgenct.uconn.edu/> and <https://health.uconn.edu/bioscience-ct/>) and guided by a bold Academic Vision (<http://academicvision.uconn.edu/>). We are pleased to continue these investments by inviting applications for an Assistant Professor position in HDFS.

DUTIES AND RESPONSIBILITIES

The successful candidate will establish an active program of research and teach a variety of undergraduate and graduate courses, which may include courses related to lifespan development, childhood development, adulthood and aging, family, policy, diversity, and/or research methods. The teaching load will be two courses per semester (four courses per year). The successful candidate will also be expected to advise and mentor undergraduate and graduate students in the major and minor, and perform service to the department and/or campus.

MINIMUM QUALIFICATIONS

Doctoral degree completed in Human Development and Family Sciences, Psychology, Sociology, or other relevant discipline by position start date. Teaching experience or

demonstrated capacity to teach courses with documentation of a commitment to teaching; a strong record of scholarly productivity; the ability to contribute through research, teaching, and/or public engagement to the diversity of the department. Excellent oral and written communication skills. Demonstrated ability to work in a collegial manner with colleagues and students.

PREFERRED QUALIFICATIONS

A program of research in one or more of the following areas: Adult development, aging, and gerontology; Diversity and culture; Policy and law; Applied/translational science. Evidence of ability to obtain external funding to support program of research. Demonstrated excellence and experience in teaching lifespan development, childhood development, adulthood and aging, family, policy, diversity, and/or research methods. Experience in teaching and/or mentoring first-generation, minority, or non-traditional college students.

APPOINTMENT TERMS

This is a full-time, 9-month, tenure track position with an anticipated start date of August 23, 2020. The successful candidate's primary academic appointment will be at the Stamford campus. Salary will be commensurate with qualifications and experience.

TO APPLY

Select “Apply Now” to be redirected to Academic Jobs Online to complete your application. Please submit the following: a **cover letter**, **curriculum vitae**, **teaching statement**, **research statement**, and **commitment to diversity statement**. Additionally, please follow the instructions in Academic Jobs Online to direct **three reference writers** to submit letters of reference on your behalf. Preference will be given to those who apply by November 1, 2019; however, 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 #2020032)

For more information regarding the Department of Human Development and Family Sciences, please visit the department website at <https://hdfs.uconn.edu>. For questions about this position, please contact the search committee chair, Annamaria Csizmadia, annamaria.csizmadia@uconn.edu.

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Ability Jobs Online
- Chronicle of Higher Education
- Society for Research in Child Development
- Gerontological Society of America
- Diverse Issues in Higher Education
- SSEA (Society for the Study of Emerging Adulthood)
- SRCD Latino Caucus

101 Total applicants: 6 WM, 50 WF, 9 AM, 22 AF, 14 UU

72 Unqualified applicants: 3 WM, 38 WF, 6 AM, 14 AF, 11 UU

- 2 WM, 13 WF, 1 AM, 6 AF, 4 UU did not submit a complete application.
- 1 WM, 25 WF, 5 AM, 8 AF, 7 UU did not meet the minimum qualifications for this position.

16 Qualified applicants: 2 WM, 7 WF, 1 AM, 6 AF

- 1 WM, 4 WF, 1 AF did not have teaching experience with non-traditional and first-generation students needed for the position
- 1 WM, 3 WF, 1 AM, 5 AF did not have a record of or potential for external grants.

13 Interviewed applicants: 1 WM, 5 WF, 2 AM, 2 AF, 3 UU

- 1 WM, 4 WF, 1 AM, 1 AF, 3 UU did not have the interpersonal communication skills needed for the position during the interview.
- 1 WF, 1 AM did not have the teaching experience in the areas necessary for the position.

The 1 AF had a publication record that included several first-authored publications. She had considerable grant funding experience including a pending K award. She had experience teaching courses in the priority areas for position. She had experience in teaching and mentoring first generation and non-traditional students. She also demonstrated the ability to significantly contribute to diversity through research, teaching, and service in her job talk.

Search 493458 – Assistant Professor – Public Policy

The Department of Public Policy (DPP) at the University of Connecticut seeks to fill a tenure track position at the rank of Assistant Professor starting in August 2020. The Department of Public Policy is home to a NASPAA-accredited Master of Public Administration (MPA), a Master of Public Policy (MPP), an on-line Graduate Program in Survey Research, a MPA Fellows program (an executive MPA cohort), and four graduate certificates in nonprofit management, public financial management, survey research and leadership and public management. The Department offers an undergraduate minor and allows selected students to begin taking graduate courses while undergraduates. The successful candidate is expected to maintain a strong research program in their field.

The Department of Public Policy is located on the new state-of-the-art campus in Hartford, Connecticut's capital city. The University of Connecticut is a premier research institution, designated as a Research University/Very High research activity by the Carnegie Foundation. UConn is ranked 22nd by U.S. News & World Report among national public universities in the United States. The Department's public affairs programs are ranked 9th in public budgeting and finance and 47th among public affairs programs. The Department of Public Policy has 15 full-time faculty, 200 graduate students, and 1,100 alumni.

The successful candidate's primary teaching assignment will be to offer core and elective classes in the MPA and MPP programs, including courses in the management, design, and evaluation of nonprofit programs. The specific teaching assignment will be determined based on the interests of the candidate and the needs of the Department, and can include graduate or undergraduate classes.

MINIMUM QUALIFICATIONS

Minimum qualifications include an earned Ph.D. in public administration, public policy, economics, political science, sociology, philanthropy or a related field. Candidates must have a strong record of, or strong potential for, scholarly excellence based on rigorous social science research methods. Candidates must demonstrate strong communication skills and the capability to teach courses in nonprofit management and other courses supporting our MPA, MPP, and certificate in nonprofit management curricula. Successful applicants must complete all requirements for the Ph.D. prior to the start date. Candidates already appointed at the Assistant Professor level are encouraged to apply. Applicants with advanced ABD's will be considered at the Instructor level until their Ph.D. requirements are completed.

PREFERRED QUALIFICATIONS

The ideal candidate will have a proven track record, or demonstrated potential, of scholarly success in the management, financial management, analysis, or evaluation of nonprofit organizations and programs. Preference will be given to candidates with a record of or strong potential for obtaining external research support. Strong preference will be given to applicants who are comfortable with a wide array of analytical methods. Finally, the best candidates will

provide clear evidence of contributions to the diversity and excellence of the learning experience through research, teaching, and/or public engagement.

APPOINTMENT TERMS

This is a full-time, 9-month, tenure track position with an anticipated start date of August 23, 2020. The successful candidate's academic appointment will be at the Hartford Campus. Faculty may also be asked to teach at UConn's main campus in Storrs, or online as part of their ordinary workload. The University offers a highly competitive salary commensurate with qualifications and experience.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit a **letter of interest**, current **curriculum vitae**, a **teaching statement**, and **recent teaching evaluations** (if available), and contact information for **three references** (email, phone number, and mailing address) who can comment on research and teaching capabilities and accomplishments. Review of applicants will begin on October 4, 2019 and will continue until the position is filled.

Any questions about the position may be sent to Mark Robbins, Search Committee Chair, Department of Public Policy at mark.robbins@uconn.edu.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020124)

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- AcademicJobsOnline.org
- AcademicDiversitySearch.org
- Chronicle of Higher ed
- Publicservicecareers.org
- National Academic Centers Council (NACC)
- Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA) Career Ctr.
- Chronicle of Philanthropy - Careers website
- Assoc. for Public Policy Analysis and Management (APPAM)
- Academy of Management (AOM)
- National Association of Diversity Officers in Higher Education (NADOHE) website
- Network of Schools of Public Policy, Affairs, and Administration (NASPAA) mailing list/listserv
- Conference of Minority Public Administrators (COMPA)/American Society for Public Admin (ASPA)
- UC Berkeley Goldman School of Public Policy Online Job System (GSPPjobs)
- Assoc. for Budgeting & Financial Management (ABFM) mailing list and website
- NASPAA Diversity and Social Equity Committee listserv
- Public Management Research Association (PMRA) listserv
- International Research Society for Public Management (IRSPM) listserv
- Academy of Management Public and Nonprofit (PNP) Division listserv
- UConn DPP Twitter

85 Total applicants: 15 WM, 28 WF, 14 AM, 15 AF, 13 UU

32 Unqualified applicants: 9 WM, 10 WF, 1 AM, 4 AF, 8 UU

- 1 UU did not have a complete application.
- 9 WM, 10 WF, 1 AM, 4 AF, 7 UU did not meet the minimum qualifications for this position.

46 Qualified applicants: 6 WM, 17 WF, 12 AM, 7 AF, 4 UU

- 3 WM, 6 WF, 4 AM, 1 AF did not have a scholarly record based on rigorous social science research methods.
- 1 WM and 1 WF's research did not include nonprofit management.
- 4 WF, 1 AM, 2 UU did not have experience in teaching nonprofit management

- 1 AF did not have the top tier publications needed for this position.
- 2 WM, 6 WF, 7 AM, 5 AF, 2 UU did not have excellent teaching evaluations and research records.

7 Interviewed applicants: 1 WF, 1 AM, 4 AF, 1 UU

- 1 WF, 1 AM, 3 AF, 1 UU did not have the research that would attract external funding, record of external funding or demonstrated ability to use analytic methods based on their interview presentations and job talks.

The 1 AF hired had research focus in nonprofit management with a record of external funding and additional pending grants. Her job talk included a detailed section on her experience with analytic methods. Her publication record included several in top tier journals.

Search 493797 – Assistant Professor – Business Undergraduate Programs

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 2020, subject to budget approval. Candidates for higher ranks may be considered for tenure at hire.

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 Accounting.

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, 2020. 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

This is a full-time, nine-month, tenure-track position with an anticipated start date of August 23, 2020. The successful candidate's primary academic appointment will be at either the Storrs or Stamford campus with the possibility of assignment at one of UConn's regional campuses or for online instruction. Rank and salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following and include your last name as well as search #2020196 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 applications will begin immediately and continue until the position is filled, with preference given to applications received by November 1, 2019.

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

gplesko@uconn.edu

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020196)

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Faculty Website
- Accounting Research Network
- American Accounting Association
- Chronicle of Higher Education
- School of Business Minority Serving Institutions distribution list

92 Total applicants: 18 WM, 12 WF, 22 AM, 30 AF, 3 TM, 7 UU

9 Unqualified applicants: 1 WM, 3 WF, 2 AM, 1 AF, 1 TM, 1 UU

- 1 WM, 3 WF, 2 AM, 1 AF, 1 TM, 1 UU did not meet the minimum qualifications for this position.

79 Qualified applicants: 17 WM, 9 WF, 19 AM, 26 AF, 2 TM, 6 UU

- 17 WM, 9 WF, 19 AM, 26 AF, 2 TM, 6 UU did not have the developed research record that was required for the position.

4 Interviewed applicants: 1 AM, 3 AF

- 1 AF withdrew from the application process.
- 1 AM's research did not address underrepresented populations in their research and was not able to teach the required graduate courses.

The 1 AF selected had research that was broad and complemented several departmental faculty's research. Her teaching experience matched the needs of the department and she had experience with undergraduate and graduate courses. She also had experience in teaching doctoral seminars. She developed an integration method of analytics for the classroom that will be conducted within the department.

1 AF was hired under the Associate Professor title and met a goal. Please see the Associate Professor section of the Goals Analysis for further information.

Search 493806 – Assistant Director – Nursing Instruction and Research

The University of Connecticut, School of Nursing is seeking applications to fill three full-time, nine-month, tenured/tenure-track Assistant/Associate/Full Professor positions. Candidates with research expertise in genetics, chronic disease, maternal-child health and/or pediatrics, aging, pain physiology and/or management, are strongly encouraged to apply. Faculty members are also responsible for teaching and participating in professional service activities. UConn's philosophy of interdisciplinary scholarly collaboration and the School's Center for Nursing Scholarship and Innovation create an environment for productivity and achievement for an established scholar. The School offers assignments adjusted for concentration on research; collaborations with the Schools of Dental Medicine, Engineering, Medicine, Pharmacy, and Social Work; support for teaching and learning; and opportunities for international work. The School of Nursing provides an environment supporting interdisciplinary research, and emerging areas of research. The faculty member may be jointly-appointed in the School of Medicine. Faculty working in the area of pain will join the inter-disciplinary pain research faculty at the University of Connecticut Center for the Advancement in Managing Pain (CAMP) and the School's P20 Center for Accelerating Precision Pain Self-Management (CAPPS-M), participating in creating a new era of interdisciplinary pain management research.

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). We are pleased to continue these investments by inviting applications for a faculty position in the School of Nursing.

MINIMUM QUALIFICATIONS

- Earned doctorate in nursing or a related field.
- Demonstrated active program of scholarship through sustained research publications and extramural funding.
- Experience teaching at an institution of higher education, with documented positive student evaluations.
- Demonstrated ability to work collaboratively and interact productively with faculty, staff and students.
- Strong organizational, communication and interpersonal skills.
- Demonstrated ability to contribute through scholarship, teaching, and/or public engagement to the diversity and excellence of the learning experience.

Additional Minimum Qualifications for the Rank of Associate and Full Professor

- A record of contribution through research, teaching, and public engagement to the diversity and excellence of the learning experience.
- Demonstrated, excellent record of involvement in undergraduate, graduate, and doctoral education, commensurate with the rank they are seeking.

PREFERRED QUALIFICATIONS

- Record of genetics, chronic disease, aging, pain, maternal-child health and/or pediatric research publications and research grants.
- For candidates with a Nursing degree, eligibility for RN licensure in Connecticut is required (valid by date of hire).
- Demonstrated teaching excellence in relevant areas of expertise.
- Completion of a post-doctoral fellowship.

Additional Preferred Qualifications for the Rank of Associate and Full Professor

- Evidence of service to the university, the field, or profession through leadership in professional organizations, editorial activities and successful involvement in undergraduate/graduate curriculum development.

APPOINTMENT TERMS

The 9-month tenure/tenure-track faculty appointment is initially subject to annual reappointment reviews. Position rank and 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 work at UConn's regional campuses across the state. The anticipated start date is August 23, 2020.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following and include your last name as well as Search #2020228 in the document title for each document submitted:

- **Cover letter** specifically addressing your credentials relative to the minimum and preferred qualifications listed above
- **Curriculum Vitae**
- One-page **teaching statement**
- One-page **research/scholarship statement**
- 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 **five reference writers** to submit letters of reference on your behalf.

Evaluation of applicants will begin immediately and continue until the positions are filled.

Inquiries other than applications can be directed to:

Deborah Dillon McDonald RN, PhD

She, Her, Hers

Chairperson, Recruitment and Selection

Associate Professor

University of Connecticut School of Nursing

860-486-3714

deborah.mcdonald@uconn.edu

<https://chip.uconn.edu/person/deborah-mcdonald-rn-phd/>

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020228)

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Faculty Website
- SON Website
- SON Facebook
- SON Linked In
- Minority Nurse
- Emails from Dean and Faculty to industry members
- Flyers distributed at Nursing Conference

10 Total applicants: 1 WM, 5 WF, 1 AM, 3 AF

7 Unqualified applicants: 1 WM, 4 WF, 2 AF

- 1 WM, 4 WF, 2 AF did not meet the minimum qualifications for this position.

1 Qualified applicant: 1 AM

- 1 AM was not eligible for RN licensure.

2 Interviewed applicants: 1 WF, 1 AF

- 1 WF withdrew from the application process

The 1 AF hired had a unique program of research regarding symptom management for women with breast cancer who are dealing with negative symptoms from aromatase inhibitor therapy. The candidate's research was in underlying mechanisms to promote greater adherence to the therapy and hence quality and quantity of life following cancer diagnosis and treatment. Her expertise in both animal models and clinical research benefitted the department. Her teaching experience gave the department potential to increase course offerings and her research complimented the research of the department.

Search 493807 – Assistant Director – Finance

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 to begin August 2020.

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

The successful candidate will be expected to contribute to research & scholarship through high quality journals in financial economics, participate in prominent national and international academic conferences, and help guide research efforts in their areas of expertise. In addition to research, individuals will be expected to teach appropriate courses at the undergraduate, masters, and/or Ph.D. levels, and participate in outreach and service activities. Successful candidates will share a deep commitment to effective instruction at the undergraduate and graduate levels, development of innovative courses and mentoring of students in research, outreach and professional development. Successful candidates will also be expected to broaden participation among members of under-represented groups; demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience; integrate multicultural experiences into instructional methods and research tools; contribute to the development of pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

MINIMUM QUALIFICATIONS

- Earned Ph.D. in Finance or in a related field of study with specialization in the core areas of Finance (especially investment, financial risk management, derivatives, quantitative investment analysis, and international financial management). Candidates expecting to finish their Ph.D. by August 2020 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, 2020. 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 and candidates may teach in the Undergraduate, Master's and Ph.D. Programs. Salary will be commensurate with qualifications and experience.

TO APPLY

Select "Apply Now" to be redirected to Academic Jobs Online to complete your application. Please submit the following: a **cover letter**, **curriculum vitae**, **evidence of teaching ability** and a **research paper** suitable for presentation at a workshop. Additionally, 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 December 1, 2019.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020241)

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

Chinmoy.ghosh@uconn.edu

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Faculty Website
- AJO

173 Total applicants: 53 WM, 9 WF, 68 AM, 24 AF, 1 TM, 18 UU

97 Unqualified applicants: 26 WM, 3 WF, 39 AM, 13 AF, 1 TM, 15 UU

- 26 WM, 3 WF, 39 AM, 3 AF, 1 TM, 15 UU did not meet the minimum qualifications for this position.

53 Qualified applicants: 17 WM, 5 WF, 22 AM, 6 AF, 3 UU

- 1 AM did not have experience in successfully creating curriculum for undergraduate or graduate levels.
- 17 WM, 5 WF, 21 AM, 6 AF, 3 UU did not have experience in teaching Finance courses.

23 Interviewed applicants: 10 WM, 1 WF, 7 AM, 5 AF

- 6 WM, 2 AM, 1 AF withdrew for the application process
- 1 AM did not have interpersonal communication skills during the interview.
- 4 WM, 1 WF, 3 AM, 3 AF did not have research publications in leading Finance journals.
- 1 AM was offered and declined the position.

The 1 AF hired had two papers published in top finance journals. Her current research aligned with the department research needs. Also, the candidate has experience with teaching and had taught a variety of undergraduate and graduate courses. She had been involved in development of both graduate and undergraduate curriculum.

Search 493828 – Assistant Director – Material Science Institute

The Institute of Materials Science (IMS) at the University of Connecticut (UConn) seeks qualified candidates for two tenure-track positions at the rank of Assistant, Associate, or Professor in any area of materials. Particular areas of interest include polymer science and engineering, solid state chemistry and physics, materials engineering, conductive materials, biomaterials, composites, materials discovery and data science, materials learning, materials design, and other similar areas.

UConn is in the midst of a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>) and Tech Park (<http://innovation.uconn.edu/tech-park>) initiatives in conjunction with 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 from eminent scholars who can engage with IMS faculty members.

Founded in 1965 and operating with nearly a \$10M budget, the IMS is an interdisciplinary research collaborative composed of faculty members from various home departments. Currently, the IMS contains 136 faculty members, 34 of which are internal. In this search, the department is open as we are interested in all areas concerning materials. The IMS offers Ph.D. programs in both materials science and polymer science. To learn more about the IMS, please visit: <http://www.ims.uconn.edu>.

The successful candidate will 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, development of innovative courses and mentoring of students in research, outreach, and professional development. Successful candidates are expected to broaden participation among underrepresented groups; demonstrate through their research, teaching, and/or public engagement the richness of diversity in the learning experience; integrate multicultural experiences into instructional methods and research tools; and provide leadership in developing pedagogical techniques designed to meet the needs of diverse learning styles and intellectual interests.

Applicants must have a Ph.D. in materials science, engineering, polymer science, physics, chemistry, biology, pharmacy, or other related field, and an outstanding record of accomplishment in scholarly research, extramural funding, and teaching. 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 IMS, University, and profession through service.

Minimum Qualifications

- Ph.D. in materials science, engineering, polymer science, physics, chemistry, biology, pharmacy, or other related field
- Outstanding track record of peer-reviewed publications, based on numbers of papers, citations, and impact factors of journals
- Ability to obtain strong extramurally funded research programs, based on proposed research, knowledge of funding agencies, and any track record of receiving support for research activities
- Excellent oral and written communication skills, based on publications, presentations, and written research proposals

Preferred Qualifications

- Demonstrated capability to obtain extramural support for research programs
- Demonstrated ability to conduct and lead collaborative interdisciplinary research in materials science
- Demonstrated ability to work within a research cluster
- Excellence in teaching at the undergraduate level, based on prior teaching awards and student evaluations
- Proven commitment to working within a diverse environment

Appointment Terms

This is a full-time (9-month) appointment as an Assistant, Associate, or Professor. 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 is commensurate with qualifications and experience.

To Apply

Please submit online 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.), and **three letters of reference**.

Evaluation 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.

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 will be filled subject to budgetary approval.

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 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 the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Faculty Website
- AJO
- AcademicJobsOnline.org
- Chronicle of Higher Education
- Chemical and Engineering News
- Academic Keys
- Materials Research Society Career Central
- American Ceramic Society Career Center
- Minerals, Metals, and Materials Society Career Center
- American Society for Metals Career Center
- University Materials Council Careers
- University of Massachusetts Amherst
- Harvard University
- Massachusetts Institute of Technology
- University of Minnesota
- University of California Santa Barbara
- American Chemical Society

149 Total applicants: 33 WM, 4 WF, 81 AM, 19 AF, 1 TM, 11 UU

3 Unqualified applicants: 1 WF, 1 AM, 1 UU

- 1 WF, 1 AM, 1 UU did not meet the minimum qualifications for this position.

128 Qualified applicants: 31 WM, 3 WF, 68 AM, 16 AF, 1 TM, 9 UU

- 16 WM, 2 WF, 32 AM, 4 AF, 3 UU had research expertise that did not align with the department's development plans.
- 15 WM, 1 WF, 36 AM, 12 AF, 1 TM, 6 UU had research that overlapped with current faculty.

18 Interviewed applicants: 2 WM, 12 AM, 3 AF, 1 UU

- 1 UU withdrew for the application process.
- 1 WM, 6 AM, 2 AF's research presented in their job talks did not align with the department's development plan.
- 1 WM, 3 AM's research presented in their job talks overlapped with on-going research within the department.
- 1 AM's job talk demonstrated that he did not have the presentation and teaching skills needed for the position.
- 1 AM was offered and declined the position.

The 1 AF's job talk showed her research interest aligned with the development plan of the department. Her research complimented the research of current faculty in the department and was conducive to working in a research cluster. Additionally, she had experience teaching at the undergraduate level, with excellent reviews.

1 AM was hired under the Associate Professor title. Please see the Goals Analysis under the Associate Professor title.

Search 494420 – Assistant Professor – Molecular and Cell Biology

1 Total applicant: 1 AF

1 Interviewed applicant: 1 AF

Hired: 1 AF

The 1 AF hired held the position of an Assistant Professor at the University of Alaska Anchorage in the Department of Biological Sciences. She was a recognized expert in her field of microbiology and has served as an advisor to the NSF as that agency has planned its research enterprise in the area of microbiome studies. After receiving her doctorate from the University of Wisconsin, Madison, one of the pre-eminent universities for molecular biology and microbiology studies, she moved back to Alaska to take a position at the University of Alaska where she met with rapid success for her grantsmanship efforts.

The candidate was a principle investigator for an NSF grant to develop the stickleback fish as a model system for fundamental biological questions related to the microbiome. She was also a key player in studies in Alaskan stickleback populations as they are reintroduced to Alaskan lakes that have been sterilized of fish species in order to eliminate damaging invasive species.

Her research on microbiomes complemented and strengthened the research activities in Microbiology both within MCB where she had colleagues with experience and interest in complementary topics, and in other academic units at such as Ecology and Evolutionary Biology (EEB) and Pathobiology. Her work on innate immunity and on *Toxoplasma gondii* allowed collaborations with Cell Biologists in MCB as well. As evidence for that, the candidate had an established collaboration with Dr. Daniel Bolnick in the EEB Department that resulted in a 1.7 million-dollar NSF grant. She had current funding from NIH to determine the role of the host's genetic background on the immune response and the composition of the gut microbiome using the stickleback fish model. Together, these interactions ensure that she integrated quickly in the research community and ensured that she can establish strong research and teaching programs at UConn.

Beyond her evident scientific expertise, she was not only active as a role model to important underrepresented communities, but that she also was very engaged in outreach and education in these communities, and in the education of other scientists to educate them about the challenges and rewards of engaging with these communities. A few examples of that dedication and commitment are that she was a member of the Alaska Native Education and Research Advisory Council (ANERAC) and has been a featured speaker for the Society for the Advancement of Chicanos and Native Americans in Science (SACNAS) conference. She has also served as an advisory board member for the National Indian Education Study (NIES) that studied the role of Native language and culture in decreasing discipline problems and increasing academic achievement for American Indian/Alaskan Native students. She also served as mentor to

students participating in the NSF program “Lighting the Pathway to Faculty Careers for Natives in STEM”. She also served as a mentor for a student in the BUILD EXITO program, an NIH-funded program that provides undergraduate minority students an opportunity to work for 2 years with a research mentor, and has been co-coordinator of that program on the University of Alaska since 2019. As the first member of her tribe in Alaska to receive a Ph.D., she served as a powerful exemplar of success to underrepresented communities.

In addition to activities that directly benefit the underrepresented communities and for her tribe, she is an active participant in online social media and maintains an active twitter-based engagement with areas of interest related to both underrepresented groups and women in science. These outreach efforts were also an area of interest and investment by MCB. For example, MCB hosts the “Skype a Scientist” online program (<https://www.skypeascientist.com>) that enables schools and other groups to engage directly with scientists around the world regardless of their access to local resources. This candidate has been very open about her own path to success, and has written, for example, about her experience in <https://msphere.asm.org/content/4/5/e00595-19>.

The Dean, faculty and the provost’s office were absolutely certain that a full search would not yield a comparable candidate. Their conclusion was that in more than 40 years of work in the scientific community, a candidate with scientific expertise and profile that she represents has not existed. The overall picture presented by the candidate was that of an active researcher and teacher who balanced the tripartite duties of research scholarship, teaching and service extremely well. The opportunity to recruit her to the MCB faculty so that she engaged in the breadth of activities that benefit the department, the college, the university, and the broader community.

Search 493485 – Assistant Professor – Sociology

The Department of Sociology at the University of Connecticut invites applications at the rank of Assistant Professor with expertise in and a willingness to teach both undergraduate and graduate courses in social theory. Substantive area is open.

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.uchc.edu/>) investments and a bold new Academic Plan: Path to Excellence (http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1).

The Department of Sociology has 28 faculty members whose research expertise include gender and sexuality, race, racism, and ethnicity, stratification, social movements, human rights, urban, and culture. Other key strengths for the department include globalization, migration, demography, and work. We have approximately 200 undergraduate majors and 38 graduate students.

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.

MINIMUM QUALIFICATIONS

Earned Ph.D. in Sociology; a proven record of excellence in teaching; demonstrated potential in establishing a successful research and scholarship, and a deep commitment to promoting diversity through their academic and research programs. Equivalent foreign degrees are acceptable.

PREFERRED QUALIFICATIONS

Commitment to effective teaching, integrating technology into instruction, online instruction; 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, tenure-track position with an anticipated start date of August 23, 2020. 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 complete your application. Please submit a **cover letter, curriculum vitae, teaching statement** (including teaching philosophy, teaching experience, commitment to effective learning, concepts for new course development, etc.); **research and scholarship statement** (innovative concepts that will form the basis of academic career, experience in proposal development, mentorship of graduate students, etc.); **commitment to diversity statement** (including broadening participation, integrating multicultural experiences in instruction and research and pedagogical techniques to meet the needs of diverse learning styles, etc.); and **sample journal articles or books**.

Additionally, please follow the instructions in Academic Jobs Online to direct a **minimum of three and no more than four reference writers** to submit letters on your behalf in order to be considered for the position.

Reference letters should be addressed to:

Faculty Search Committee

Search # 2020151, 344 Mansfield Road, Unit 1068

Storrs, CT 06269-1068

Questions about the search can be e-mailed to sociologysearch@uconn.edu. Evaluation of applicants will begin October 16, 2019 and continue until the position is filled.

For more information regarding the Department of Sociology please visit the department website at <https://sociology.uconn.edu/>.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020151)

This position will be filled subject to budgetary approval.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- Faculty Website

133 Total applicants: 56 WM, 38 WF, 7 AM, 12 AF, 1 TF, 19 UU

5 Unqualified applicants: 2 WM, 1 WF, 1 AF, 1 UU

- 2 WM, 1 WF, 1 AF, 1 UU did not meet the minimum qualifications for this position.

120 Qualified applicants: 49 WM, 36 WF, 6 AM, 11 AF, 18 UU

- 48 WM, 35 WF, 6 AM, 11 AF, 18 UU did not have the research and teaching record needed for the position.
- 1 WM, 1 WF did not submit a completed application.

8 Interviewed applicants: 5 WM, 1 AM, 1 WF, 1 TF

- 1 WM withdrew from the application process.
- 1 WM's job talk presentation was disorganized and did not receive positive feedback
- 2 WM, 1 AM did not demonstrate the knowledge of teaching theory needed for the position.
- 1 WF's research focus and agenda were not well defined and did not have the potential to be successful.
- 1 WM did not have the teaching experience with undergraduate and graduate students needed for the position.

The 1 TF's job talk presentation skills reflected her excellent teaching abilities. She demonstrated her experience and expertise with integrating technology into instruction and online instruction. The candidate was able to answer questions clearly and concisely. The

candidate also received positive feedback from faculty and graduate students about their individual interviews with the candidate.

Category 3: Nonteaching Professional – U Staff Professional III

Hiring goals: 1 BM, 1 BF, 1 HF

Hiring into Category: 1 WF, 1 HM

Goals met: None

RS	Search #	Goal
WF	494293	N
HM	493580	N

Search 494293 – University Staff Professional 3 – Student Health and Wellness

The University of Connecticut is seeking an Associate Director of Mental Health to join a talented and diverse multidisciplinary team committed to core values of respect, responsiveness, innovation, and quality. This position is multifaceted in scope and function and is designed to work collaboratively with the Director of Mental Health and staff to ensure the effective management and supervision of Mental Health services and operations. UConn is the state's flagship institution serving over 30,000 students.

This is an exciting role for an innovative and strategic-minded clinician with a strong understanding of and appreciation of the psychological challenges and mental health needs of university students. Under the overall vision of the Student Health and Wellness (SHaW) Executive Leadership Team, the Associate Director works closely with the Director of Mental Health and colleagues to develop and improve administrative systems and set goals and assessment outcomes related to clinical service delivery within a holistic and integrated model of care.

The successful candidate will be an experienced, strategic, and engaged clinician and leader with a strong record of progressive operational, administrative, and supervision experience; possess in-depth knowledge of best practices in college counseling services; have demonstrated expertise in crisis intervention and management; an affinity for working in an interdisciplinary team; and the ability to work collaboratively and effectively in supporting diverse student populations and inclusive programs and services.

Position Summary

The Associate Director of Mental Health, UConn Student Health and Wellness, provides collaborative leadership and administration with an emphasis on strategic oversight of the design and implementation of all aspects of mental health clinical services. Under the general direction of the Director of Mental Health, Student Health and Wellness (SHaW), the Associate Director of Mental Health provides clinical leadership, coordination, and supervision for the mental health clinical operations. This position will function as the leader of the mental health services leadership team and supervises all operations related to mental health in accordance with policies and procedures. Responsibilities include provision of strategic direction and oversight of clinical services operations, clinical integration and collaboration with SHaW Medical Services and Health Promotion, planning and evaluation of clinical services, staff management and professional development, coordination and provision of clinical services, clinical supervision of mental health treatment providers, and consultation to campus partners.

The Associate Director maintains relationships with local hospital emergency departments, inpatient units and network of community mental health providers, participates on the UConn Care Team, manages the mental health referral process, and participates in continuous quality improvement. In addition to administrative responsibilities, the Associate Director provides assessment and clinical care to a diverse population of undergraduate and graduate students and supervision to clinicians and trainees.

Duties and Responsibilities

- Implements an overall clinical services program for mental health and provides oversight for clinical operations ensuring adherence to policies and procedures; supervises staff therapists, front desk office staff, and graduate students in the delivery of their clinical and support duties.
- Assists with developing and maintaining policies and procedures to govern clinical services, ensuring adherence to best clinical practices, applicable state and federal statutes, local health and safety laws and regulations, SHaW risk management policies, and professional codes of ethics. Oversees accreditation processes and ensures compliance with all standards of care required for accreditation.
- Carries a clinical case load; provides counseling to individuals and groups, consults with other professionals as necessary; diagnoses, assesses and treats emotional and functional disorders.
- Assists in the oversight of clinical service programs at the UConn regional campuses.
- Meets regularly with the Director to establish and discuss clinical priorities, budget, personnel/staffing issues, Total Quality Initiatives, mission, vision, and strategic planning; reviews plans for implementation of such.
- Serves on Student Health and Wellness (SHaW) and university committees representing mental health services and applicable policies and procedures to stakeholders and constituencies; responsible for communicating with appropriate university administrators and various mental health and medical professionals in regards to clinical services and/or patient care.
- Responsible for assuring a successful continuity of care program by cultivating and maintaining up-to-date and adequate external referrals.
- Prepares timely narrative and statistical reports (e.g. annual reports and accreditation standards reports) of all activities for use in evaluation of the clinical services program; provides annual update and evaluation of clinical program outcomes; reports regularly to the Director. concerning the ongoing progress of the clinical services program; compiles data to analyze and identify risks, trends and gaps in service.
- In the absence of the Director, supervises all operations in accordance with SHaW policies and procedures.
- Conducts workshops and outreach services designed to provide mental health education to students.
- Monitors, evaluates and keeps informed of cutting-edge standards of practice in the university counseling center field and keeps abreast of pertinent regulations, laws, publications, and information; provides comparison analysis to the Director for evaluation.
- As scheduled, provides 24-hour emergency on-call service and crisis intervention counseling for students who have psychiatric emergencies.
- Participates in supervision and training of clinical trainees including doctoral interns, social work interns, and psychology practicum students.
- Performs other related duties as assigned.

Minimum Acceptable Qualifications

1. Doctorate or Master's degree in Counseling, Clinical Psychology, Social Work or related clinical/counseling specialty from an accredited institution of higher education.
2. Licensed or license-eligible in the State of Connecticut.
3. A minimum of five years post-graduate clinical work experience.
4. Experience in a progressively responsible administrative role that required planning, evaluating, directing the day to day administration of a complex mental health service operation and mental health service staff.
5. Demonstrated ability to manage staff and provide clinical supervision at all levels, including trainees. Experience with supervision of clinical staff.
6. Demonstrated ability to respond to emergency situations effectively, professionally, appropriately and in a timely manner.
7. Demonstrated ability to evaluate treatment programs and conduct independent research.
8. Proven track record establishing and maintaining effective work relationships professionally and clinically; excellent verbal and written communication skills.
9. Demonstrated competence in crisis intervention, assessing need for psychiatric hospitalization, handling psychiatric emergencies, and supervising referral for inpatient care.
10. Demonstrated commitment to diversity and inclusion, competence in working with culturally and ethnically diverse populations, and awareness of how issues of difference, power, and privilege manifest in higher education environments.

Preferred Qualifications: Clinically relevant experience with adolescents and young adults; experience with billing and insurance operations; training and experience in short-term models of treatment; and experience with integrated care models.

About the University of Connecticut

The University of Connecticut, or UConn, is one of the nation's top 25 public universities. UConn is a Carnegie Foundation Research University-Extensive institution, a Land Grant and Sea Grant college, and member of the Space Grant Consortium. It is the state's flagship institution of higher education and serves a total enrollment of approximately 32,000 students on the main campus in Storrs in addition to its School of Law, Health Center (Schools of Medicine and Dental Medicine), School of Social Work, Business Learning Center, and four regional campuses.

The University is internationally recognized for research in wide-ranging areas, such as additive manufacturing, psychology, gifted and talented education, genomics, human rights, health promotion and disease prevention, visual arts, and linguistics. Connecticut's commitment to higher education helps UConn attract students who thrive in the most competitive environments, as well as globally renowned faculty members. Through its \$1.6B Next Generation Connecticut investment, the State of Connecticut is supporting the transformation of the University of Connecticut into a top public research institution, fueling Connecticut's economy with new technologies, training highly-skilled graduates, and creating new companies, patents, licenses, and high-wage jobs. As a vibrant, progressive leader, UConn fosters a diverse and dynamic

culture that meets the challenges of a changing global society and provides a stimulating and rewarding environment in which to learn, work, and contribute.

For more information about UConn, please go to: <http://uconn.edu/about-us/>

Application Process

The University of Connecticut has partnered with Keeling & Associates, LLC for this search. Applications should include a resume/curriculum vitae and a cover letter addressing your interest in and qualifications for the position. Application materials must be sent, preferably as PDFs, to recruiting@KeelingAssociates.com with the subject heading “UConn Associate Director MH.” Candidates are encouraged to submit materials by March 2, 2020, and all materials received by that date will receive full consideration. The search will continue until an appointment is made.

Confidential inquiries and nominations should be addressed to Gordon Winsor, Project Director for Executive Search, Keeling & Associates, at gwinsor@KeelingAssociates.com.

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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Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on University Counseling Jobs, Association for University and College Counseling Center Directors Membership, American College Health Association, The Association of Black Psychologists, The National Latinx Psychological Association, Asian American Psychological Association, and SHS Listserv.

26 Total applicants: 2 WM, 3 WF, 1 HF, 20 UU

15 Unqualified applicants: 1 WM, 2 WF, 12 UU

- 1 WM, 2 WF, 12 UU did not meet the minimum requirements as posted.

11 Interviewed applicants: 1 WM, 1 WF, 1 HF, 8 UU

- 1 WM, 2 UU did not provide clear detailed examples of their ability to be a leader and their ability to supervisor.
- 1 HF, 4 UU withdrew their applications from consideration.
- 1 UU's responses and examples were based on one type of setting.
- 1 UU's inappropriate responses to interview questions displayed poor judgment.

The 1 WF provided clear detailed examples of her ability to be a leader and her ability to supervisor in various settings. She also had a clinical background, focused on adolescents and young adults. She was experienced with billing and insurance operations. She was experienced in short-term models of treatment and integrated care models.

Search 493580 – University Staff Professional 3 – Research

The Office of the Vice President for Research, Sponsored Program Services (OVPR SPS), invites applications for the role of Director of Sponsored Program Contracts (Director). Reporting to the Associate Vice President, Sponsored Program Services (SPS), the Director is responsible for the day-to-day operational oversight and management of sponsored program contracting activities and related matters across all UConn and UConn Health campuses, supporting the institution's research and other sponsored program contract needs, and assuring and guiding contract compliance with federal and state laws and regulations, sponsor requirements and university policies, procedures and principles.

The Director will play an integral role in the development, negotiation and management of industry and sponsored research agreements of significant complexity, and act as the agent of the Associate Vice President, Sponsored Program Services, in collaborating on sponsored program contracting matters to the Office of the General Counsel (OGC) and others; however, this position does not have a direct reporting relationship with the OGC nor does it serve as a legal officer/legal representative for the University.

The Director will serve as an integral member of the OVPR SPS leadership team, working closely with the SPS Executive Director, OVPR Associate Vice Presidents and the Vice President for Research in establishing and implementing the unit's strategic mission and goals; developing, recommending, and implementing new and innovative methods and processes to accomplish unit objectives, while ensuring compliance with state statutes and University policies and procedures.

Please visit <https://ovpr.uconn.edu/about/careers/> for the complete listing of responsibilities for this position.

MINIMUM QUALIFICATIONS

1. Advanced degree in Law, Business or Public Administration, Contract Law or similar.
2. Advanced knowledge of legal and contract matters.
3. Five (5) years of experience or equivalent directly supervising contract staff, encompassing planning, hiring, mentoring, evaluation, and management of staffing and performance issues.
4. Five (5) years of experience drafting, negotiating and administering research or similarly complex contracts.
5. Strong leadership, organizational, project management and planning skills with the ability to meet deadlines and facilitate solutions in a fast-paced, dynamic environment.
6. Demonstrated ability to network and consensus-build with internal and external stakeholders.
7. Ability to research and assist with the resolution of highly complex issues with legal, fiscal and ethical/compliance implications.
8. Superior interpersonal, oral and written communication skills, with the ability to communicate effectively and serve as liaison between sponsors, all levels of University administration, and principal investigators.

PREFERRED QUALIFICATIONS

1. J.D.
2. Experience with higher education contracts, which would include federal, state and private industry management rules and regulations governing sponsored programs or similar, including Uniform Guidance and the Federal Acquisition Regulations.
3. Experience with material transfer agreements, non-disclosure and confidentiality agreements, service agreements and research or similarly complex agreements.
4. Experience designing and implementing departmental and institutional policies and procedures.

APPOINTMENT TERMS

This is a management exempt position, with an excellent benefits package including medical and retirement, as well as employee and dependent tuition reimbursement at the University of Connecticut (outlined here: <https://hr.uconn.edu/benefits-summaries/>).

TO APPLY

Interested candidates must apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2019656. Candidates should submit a **cover letter** and **resume** demonstrating how the qualifications and requirements of the position are met, and contact information for **three professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2019656)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 22, 2019.

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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Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on resadm-1 website, NCURA website, NGMA website, Higher Ed Legal Managers List serv, Indeed website and UConn's Research website.

19 Total applicants: 5 WM, 9 WF, 1 BM, 2 BF, 1 HM, 1 UU

10 Unqualified applicants: 3 WM, 6 WF, 1 BF

- 3 WM, 6 WF, 1 BF did not meet the minimum requirements as posted.

2 Qualified applicants: 1 WF, 1 UU

- 1 WF's emphasis of legal experience was investigatory and programmatic. Her experience was not with drafting, negotiating and administering complex contracts and agreements.
- 1 UU's application didn't provide detailed information on her supervisory experience

7 Interviewed applicants: 2 WM, 2 WF, 1 BM, 1 BF, 1 HM

- 1 WM's primary experience was in higher education law and compliance. Direct contracting management/sponsored research including Uniform Guidance and the Federal Acquisition Regulations were not major functions of the positions he has held.
- 1 WM did not have the higher education contract experience needed for this position.
- 1 WF's experience was at a medical school. She had difficulty articulating her responses to interview questions.
- 1 WF's primary experience was in research administration. Private industry-based experience was not a major function of the positions she has held.
- 1 BM's primary experience was clinical trial and clinical based. Higher education contracts and private industry management rules were not major functions of the positions he held.
- 1 BF did not have the required 5 years of direct supervisory experience.

The 1 HM hired was able to articulate his responses to interview questions. He had a broad and diverse contracting background and understanding of the challenges of the position. Specifically, his experience was with higher education contracts, which included federal, state, and private industry management rules and regulations governing sponsored programs, including Uniform Guidance and the Federal Acquisition Regulations. He also had experience managing a team.

Category 3: Nonteaching Professional – U Staff Professional II

Hiring goals: 1 BF, 1 AM

Hiring into Category: 1 WM, 2 WF

Goals met: None

RS	Search #	Goal
WM	493590	N
WF	494676	N
WF	494676	N

Search 493590 – University Staff Professional 2 – Public Safety

The University of Connecticut is seeking applications for Manager of Security - Farmington. Reporting to the Associate Director of Public Safety, the Manager provides strategic leadership and is responsible for the development and administration of a comprehensive security program at the medical center in Farmington. The comprehensive security program includes technological, physical and human measures, policies and procedures consistent with university and medical center policies and guidelines, state and federal regulations to ensure the safety of all personnel, visitors, patients, students, property, buildings, and equipment of the medical center. The Manager is responsible for review and assessment of potential safety risks and finding appropriate mitigation measures. The Manager supervises a large number of security personnel, which provides security services for a twenty-four/seven operation. Other related duties include budget oversight and coordination of training activities for security personnel and medical staff.

DUTIES AND RESPONSIBILITIES

1. Serves as the head security official for the medical center; assesses, plans, develops, implements and maintains a comprehensive security program consistent with medical center and university policies and procedures and applicable local, state and federal regulations, and other regulatory departments; assists in reviewing and analyzing the safety and security programs as part of a multidisciplinary (police, fire, emergency management, environmental, etc.) safety leadership team; makes proposals for necessary revisions and/or innovative upgrades as needed or required.
2. Leads and supervises a large staff of security personnel providing security coverage for a twenty-four hour a day, seven days a week operation with responsibility for staffing needs assessment, employment and labor relations actions. Responsible for the selection, training, evaluation and supervision of work, assignments and schedule. Participates in disciplinary and other labor relations issues such as grievance hearings and other labor relations related matters.
3. Oversees operational needs of unit; continually evaluates operation, which may include conducting unscheduled tours of the medical center to assure that safety and security measures are being carried out as designed; assists in the planning and development of emergency contingency plans.
4. Responsible for access management/security system integration that often requires a mix of human and electronic interactions. Oversee all related electronic systems at the hospital and facility infrastructure systems that intersect with security access and control; develops and monitors procedures relative to access controls system for all buildings of the medical center; recommends revisions as needed.
5. Participates in the creation and implementation of university-wide policies that may impact multiple functional areas of responsibility; ensures that departmental policies and procedures are in compliance with state, federal, and medical center policies and regulations as required by the Department of Health, OSHA, and other regulatory departments.
6. Provides direction and serve as a resource on security matters; continually expands knowledge of latest technology, techniques and best practices in safety and security.

Serves as a resource to the University and medical center community in providing security and safety risk assessments; participates and provides leadership and direction on various university-wide committee and working groups; represents unit (and/or division) at administrative meetings.

7. Ensure staff obtain and maintain all required certifications, training and meet continuing education requirements;
8. Coordinates the provision of in-service educational programs for security department personnel; may provide security orientation programs and refresher training for medical center personnel.
9. Monitors approved security budget for medical center; formulates appropriate justifications for capital and personnel request; compiles data for the preparation of annual budget hearing.
10. Plans and/or participates in long-term University planning activities to ensure compliance with university goals and objectives.
11. Prepares, compiles and submits security reports and other required reports as requested.
12. Carries designation as Essential/Emergency Support Services Staff, as per University policy.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited institution;
2. Six (6) years of experience in safety and security in a large medical facility/hospital, higher education environment or private security organization. Two (2) years of this experience must have been in a supervisory or administrative capacity;
3. Demonstrated knowledge of the principles, practices and techniques employed in establishing and maintaining institutional and building safety and security;
4. Demonstrated knowledge of the techniques and methods of safety and security analysis;
5. Demonstrated knowledge of safety and security laws, rules and regulations;
6. Demonstrated ability to formulate, develop, implement and supervise a multi-scale safety and security program;
7. Experience and demonstrated ability to develop and maintain effective relationships with members of a diverse community included but not limited to students, faculty, staff and community members;
8. Experience and demonstrated ability to plan, direct, and evaluate the performance of assigned personnel; ability to establish effective working relationships with key management personnel, associates, subordinates and the general public;
9. Demonstrated ability to take initiative and perform with sound professional judgment;
10. Demonstrated ability to manage/supervise a large security staff;
11. Excellent attention to detail and outstanding communication skills, both oral and written;
12. 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;
13. Experience and involvement in the development of security procedural standards, plans, practices and operations;

14. Applicants who are selected must be able to pass a comprehensive criminal history background check.

PREFERRED QUALIFICATIONS

1. Advanced degree.
2. Considerable experience in planning, developing, implementing, monitoring and evaluating comprehensive safety and security plans, procedures or programs.
3. Experience working in a University setting in a position related to safety and security management.
4. Experience working in a medical facility/hospital setting in a position related to safety and security management.
5. Knowledge of risk management practice.
6. Knowledge of Connecticut Statutes and Federal, State and local laws applicable to public health, safety and emergency management

APPOINTMENT TERMS

This is a full-time permanent position with a comprehensive fringe benefits package. Final salary will be commensurate with experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020226. For full consideration candidates must submit a **cover letter** that describes how you meet or possess the minimum qualifications and any preferred qualifications, **resume** and a list of **three professional references**.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020226)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 13, 2019.

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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encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on IACLEA list serv, CALEA list serv, and International Association of Healthcare Security & Safety list serv.

18 Total applicants: 14 WM, 1 WF, 1 BM, 1 HM, 1 UU

8 Unqualified applicants: 6 WM, 1 WF, 1 BM

- 6 WM, 1 WF, 1 BM did not meet the minimum requirements as posted.

10 Interviewed applicants: 8 WM, 1 HM, 1 UU

- 2 WM did not provide complete responses to interview questions regarding planning, developing, implementing, monitoring, and evaluating safety and security plans. Also, they did not provide detailed examples regarding their safety and security experience within a University and medical facility.
- 1 WM was unable to demonstrate his experience related to safety and security management within a medical facility as answers to interview questions were incomplete and missing specific details.
- 1 WM's incomplete responses to interview questions demonstrated a lack of working experience within a medical facility related to safety and security. Also, it demonstrated a lack of experience in planning, implementing, monitoring and evaluating comprehensive safety and security plans, procedures or programs.
- 3 WM, 1 UU withdrew their applications from consideration.
- 1 HM did not provide complete answers to interview questions demonstrating a lack of experience working in a university and or medical facility. Also, he could not articulate his knowledge of risk management practice as well as the ability to demonstrate a working knowledge of CT statutes, federal, state and local laws applicable to public health and emergency management.

The 1 WM hired was articulate and was able to demonstrate knowledge of risk management practices as they relate to state and federal laws in a University and Hospital setting. He was able to speak to how he developed and implemented a plan for oversight of physical security and public safety within these areas. Also, he provided detailed examples of his ability to establish good working relationships with administration and local and federal authorities. Additionally, he articulated his knowledge of managing and maintaining security systems as well as his ability to provide training and development to personnel.

Search 494676 – University Staff Professional 2 – Human Resources

JOB SUMMARY

Human Resources is seeking to re-fill three (3) HR Benefits Professional positions at the University of Connecticut's Storrs campus, one of the top public research universities in the nation. These positions will have an opportunity to work with a diverse workforce of faculty and staff, talented HR professionals and various statewide colleagues in administering the multitude of employee benefits available to the University's employees. These positions will also have the opportunity to support the Benefits programs at the University's Health Center in Farmington, CT. HR Professionals with demonstrated experience in educating a workforce on employee benefits and administering retirement programs, including defined benefits and defined contribution programs, employee health and life insurance options, disability insurance, and related on-boarding and off-boarding processes are encouraged to apply.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree and five (5) years of progressively responsible professional human resources experience including extensive knowledge of employee benefits, including retirement benefits for both defined contribution and defined benefit programs, and employment procedures or five (5) years of relevant professional experience in statewide human resources administration.
2. At least one year of professional experience with counseling and processing employee benefits and/or retirements applications.
3. Demonstrated analytical and problem solving skills and the ability to independently evaluate and research alternatives.
4. Ability to interpret and make evaluative judgments concerning statutes, contracts, collective bargaining agreements and government regulations.
5. Superb verbal and written communication with an emphasis on customer service and a demonstrated ability to work effectively with a wide range of constituents in a diverse community.
6. Demonstrated efficiency with Microsoft Office (Word, Excel & PowerPoint) and Outlook.
7. Proven ability to maintain highest confidentiality with sensitive personnel and organizational information.
8. Experience developing, coordinating and delivering presentations to employees.

PREFERRED QUALIFICATIONS

1. Master's Degree in Human Resources Management, Business or Public Administration or closely related field and two (2) years of professional experience in Human Resources in the areas of benefits, operations, retirement, classification, compensation, and/or recruitment.
2. Experience with Microsoft OneNote and/or Visio.
3. Experience using PeopleSoft systems.

4. Experience working in a unionized environment and knowledge of State of Connecticut statutes, policies and procedures.

APPOINTMENT TERMS

This is a full-time, 40-hour work-week, position primarily based in Storrs, but may work at the UConn Health HR office in Farmington periodically. The position includes a generous State of Connecticut benefits package, access to many campus amenities such as membership to health facilities, arts and cultural performances, graduate courses and the University renowned UConn Dairy Bar. Compensation is competitive, consideration given to candidates' education, training and experience.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494676 to upload a **resume**, **cover letter**, and contact information for **three (3) professional references** that includes one reference from a supervisor that can speak to the candidate's performance. Screening of applications will begin immediately. Please note that references will not be contacted without prior notice to candidates.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on September 4, 2020.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included LinkedIn, IPMA, HR Leadership Network, and professional networking.

45 Total applicants: 7 WM, 24 WF, 3 BM, 4 BF, 1 HF, 2 AF, 1 TM, 3 UU

31 Unqualified applicants: 4 WM, 16 WF, 2 BM, 3 BF, 1 HF, 2 AF, 1 TM, 2 UU

- 4 WM, 16 WF, 2 BM, 3 BF, 1 HF, 2 AF, 1 TM, 2 UU did not meet the minimum requirements as posted.

14 Interviewed applicants: 3 WM, 8 WF, 1 BM, 1 BF, 1 UU

- 1 WM, 1 WF did not provide detailed examples regarding their experience educating employees on all health and wellness benefits.
- 2 WM, 3 WF, 1 BF, 1 UU withdrew their applications from consideration.
- 1 WF did not provide complete responses to interview questions regarding retirement administration and educating the workforce on retirement options.
- 1 BM did not provide detailed examples regarding his Retirement Administration experience. Also, his experience with educating employees about benefits and retirement benefits was limited to 1-1 interaction or very small groups.

The 1 WF hired provided detailed examples regarding her experiences presenting at New Employee Orientation. This specifically included educating employees on all health and wellness benefits as well as retirement benefits. She also provided complete responses to interview questions regarding benefits and retirement administration. Additionally, she had experience interpreting and helping a diverse workforce understand Human Resources regulations, laws, etc.

The 1 WF hired provided detailed examples regarding her experiences presenting retirement benefits at New Employee Orientation. She also provided working examples of her knowledge regarding benefits and retirement administration as well as working with Health and Wellness vendors. Additionally, she provided examples of her ability to interpret and articulate Human Resources regulations, laws, etc.

1 WF hire date is in the next reporting period. The candidate's hire will be discussed in the 2022 Plan.

Category 3: Nonteaching Professional – U Staff Professional Other

Hiring goals: 1 BM, 1 HF

Hiring into Category: 1 WM, 3 WF, 1 BF, 1 HF

Goals met: 1 WM, 1 HF

RG	Search #	Goal
WM	494351	Y
HF	494348	Y
WF	494856	N
WF	494855	N
WF	2020085	N
BF	20108	N

Search 494351 – U Staff Professional 1 – Human Resources

37 Total applicants: 8 WM, 16 WF, 4 BF, 1 HF, 4 AF, 4 UU

25 Unqualified applicants: 5 WM, 10 WF, 3 BF, 1 HF, 4 AF, 2 UU

6 Qualified applicants: 2 WM, 3 WF, 1 UU

6 Interviewed applicants: 1 WM, 3 WF, 1 BF, 1 UU

Hired: 1 WM

This hire achieved a hiring goal.

Search 494348 – U Staff Professional 1 – Research

14 Total applicants: 2 WM, 4 WF, 3 BM, 1 AF, 2 HF, 2 UU

8 Unqualified applicants: 1 WM, 2 WF, 1 HF, 1 BM, 1 AF, 2 UU

6 Interviewed applicants: 1 WM, 2 WF, 2 BM, 1 HF

Hired: 1 HF

This hire achieved a hiring goal.

Search 494856 – U Staff Professional 1 – Human Resources - HR Associate (USP-1) - Compensation

The HR Compensation Team is responsible for providing guidance in setting the institutions compensation strategies; interpreting compensation policies; evaluating compensation practices; coordinating compensation activities and preparing compensation recommendations requiring a broad understanding of compensation techniques, methods, and practices. Under the general direction of the Manager for Compensation and the administrative review of the Executive Director of HR Operations, this position is needed to assist the manager with managing the University's centralized, rigorous compensation programs and conducting compensation studies for all University staff positions. Utilizing market standards and benchmarked data, the impending University's compensation philosophy and policies, the successful incumbent will help with ensuring equitable salaries for hiring, reclassifications, retention and other related compensation actions. Individuals may enter this position serving in a junior level capacity, with the ultimate goal to achieve working level status and independence.

Minimum Requirements

1. Bachelor's Degree and two (2)* years of progressively responsible professional human resources experience.
2. Excellent interpersonal, written and verbal skills with an emphasis on strong customer service and ability to provide excellent customer service to a wide variety of diverse individuals including faculty, staff, students, University administrators and external constituents.
3. Ability to evaluate and research alternatives; apply and interpret statutes, contracts, and regulations; and make evaluative judgments.
4. Demonstrated ability to independently manage assigned projects within other daily responsibilities, with a strong aptitude to apply mathematical principles to calculations.
5. Experience developing and presenting workshops and related training sessions.
6. Demonstrated proficiency with Microsoft Office (Word, Excel, and Power Point) and Outlook

*Junior level incumbents require 6-12 months related experience, obtained through a professional or internship like capacity. Salary will be commensurate with a junior level position. Individuals will be considered at the full working level upon reaching the 2's years' experience, and meeting growth expectations as set by the team manager

TO APPLY

Please submit: a cover letter, a resume and contact information for three (3) professional references to Renee Boggis and Aliza Wilder via email. Application materials must be received by October 16, 2020 to 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>.

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1 Total applicants: 1 WF

1 Interviewed applicant: 1 WF

The 1 WF hired demonstrated a solid understanding of the University's HR business operation and its impact on classification and compensation. She had experience overhauling classification systems, academic and professional analytical experience with conducting research, experience developing alternatives for addressing compensation options and in-depth experience developing presentations for a diverse audience (executives, supervisors and employees.) She also managed other compensation related assignments and responsibilities that are needed within this position.

Search 494855 – U Staff Professional 1 – Human Resources

Under the supervision of the Workforce Solutions Manager, the Workforce Solutions (WS) Associate is accountable for performing day-to-day functions associated with recruitment, employment data tracking, staff recruitment, classification, and other employment related responsibilities. Incumbents will be expected to provide counseling to applicants and employees interested in job opportunities, facilitate recruitment programs such as job fairs and outreach, assist in implementing and administering the University's and State's classification systems, review human resources actions for compliance with collective bargaining agreements and University policies, participate in the collection and evaluation of information for staffing assessments, and process SmartHR transactions for employment related actions. The Incumbent will also be expected to manage special projects as defined by the Manager. The successful incumbent for this position is required to exercise accountability, independence and discretion over technical matters. Individuals may enter this position serving in a junior level capacity, with the ultimate goal to achieve working level status and independence.

Minimum Qualifications:

1. Bachelor's Degree and two (2)* years of progressively responsible professional human resources experience.
2. Analytical and problem solving skills and the ability to independently evaluate and research alternatives.
3. Strong interpersonal skills with the ability to effectively communicate disagreeable information.
4. Strong written communication skills with an emphasis on preparing organized, logical reports.
5. Considerable experience with Microsoft Office (Word, Excel & PowerPoint) and Outlook.
6. Demonstrated ability to maintain highest confidentiality with sensitive personnel and organizational information.

*Junior level incumbents require 6-12 months related experience, obtained through a professional or internship like capacity. Salary will be commensurate with a junior level position. Individuals will be considered at the full working level upon reaching the 2's years' experience, and meeting growth expectations as set by the team manager.

TO APPLY

Please submit: a cover letter, a resume and contact information for three (3) professional references to Renee Boggis and Aliza Wilder via email. Application materials must be received by October 16, 2020 to 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>.

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494XXX to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on DATE.

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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Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards

1 Total applicants: 1 WF

1 Interviewed applicant: 1 WF

The 1 WF hired has the experience of the key workforce responsibilities and has developed an understanding of the organizational structure of the University. Her references were all positive and highlighted her ability to work in an environment that requires flexibility and adaptability, two traits critical to any employee on the Workforce Team.

Search 2020085 – U Staff Professional IV & Director – Government Relations

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Under the general direction of the Senior Director, Governmental Relations, the incumbent is responsible for organizing and managing the processes necessary to achieve the University of Connecticut's federal and state legislative goals and objectives pertaining to UConn Health. Additionally, the incumbent is authorized to commit and represent UConn Health during the course of public contact with members of the United States Congress, the Connecticut General Assembly, governmental executive branches and their staff. The primary physical location of the position is at UConn Health in Farmington, CT and the incumbent works daily with senior leadership at UConn Health. Travel to other UConn campuses as well as the State Capitol, Hartford and Washington, D.C. is required. Due to the nature of the work duties and responsibilities, the incumbent is required to work irregular hours, especially during the legislative session, and may require night and weekend coverage.

DUTIES AND RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

1. Bachelor's degree, and at least 5-7 years of experience in state government relations or a related field.
2. Exceptional writing, speaking and communication skills.
3. Must be highly motivated and have the ability to work independently.
4. In depth knowledge of current Connecticut government, state and federal governmental and legislative processes.
5. Proven track record in working directly with elected officials and advocating policy positions.
6. Ability to interpret legislation.

PREFERRED QUALIFICATIONS

1. Advanced degree in public affairs or related field.
2. Familiarity with the mission, goals, and organization of a public university, academic medical center or health care issues or institutions in Connecticut.
3. Familiarity with state operating and capital budgets.

APPOINTMENT TERMS

This is a full-time, permanent position. Salary will be commensurate with candidate credentials and experience. A full benefits package, including health insurance and retirement plan, is provided.

TO APPLY

Interested candidates must apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020085. Candidates should submit a **cover letter**, **CV**, and list of names and contact information for **three professional references**. Candidates selected for interview may be asked to provide a writing sample at time of interview.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020085)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 20, 2019.

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

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., Search Chair reached out to 3 contacts, word of mouth, word of mouth by UConn colleagues, and Diverse Job Boards

39 Total applicants: 14 WM, 15 WF, 1 BM, 1 BF, 2 HM, 2 HF, 1 TF, 3 UU

25 Unqualified applicants: 9 WM, 7 WF, 1 BM, 1 BF, 2 HM, 1 HF, 1 TF, 3 UU

- 5 WM, 6 WF, 1 HM, 1 UU did not meet the minimum qualifications as posted.
- 4 WM, 1 WF, 1 BM, 1 BF, 1 HM, 1 HF, 1 TF, 2 UU submitted an incomplete application for the position.

14 Interviewed applicants: 5 WM, 8 WF, 1 HF

- 2 WM, 3 WF did not demonstrate advocacy skills needed for the position in their responses to situational interview questions.
- 1 WM, 2 WF, 1 HF did not demonstrate an understanding of healthcare at a higher education institution based on answers in the interview.
- 1 WM, 2 WF did not demonstrate the communications skills necessary for the position based on answers in the interview.
- 1 WM did not demonstrate an ability to work in a highly matrixed organization based on answers in the interview.

The 1 WF hired demonstrated an in-depth knowledge of state budget and finance packages needed for this position. Her skills in writing and expertise in healthcare policy gave her the necessary abilities to work in a highly matrixed environment. She provided in-depth and accurate answers to advocacy related questions and her responses indicated the necessary communication skills for the position.

Search 20108 – U Staff Professional 1 – Diversity and Inclusion

1 Total applicants: 1 BF

1 Interviewed applicant: 1 BF

The candidate was appointed for one year with the intent of conducting a full search when the new Chief Diversity Officer was identified. The Office of Diversity and Inclusion received notice that the Assistant Vice President for Diversity and Inclusion accepted a new position outside of the university and was departing shortly. This vacancy coupled with the Interim Chief Diversity Officer's pending departure left the office without permanent staff to address the inclusion needs of the university community.

This candidate had previously worked to coordinate and manage a student contingent attending the NCORE (National Conference on Race and Ethnicity) conference in Portland, OR. As the Program Team Leader (PTL), she accompanied and assisted students in their preparation for sessions that best fit their interests and aspirational goals. Her experience was critical to continue the mentoring of the student NCORE contingent and expanded duties to encompass the planning, training, and education needs of the University community. This candidate would also be responsible for initiating the Thriving @Work Series. The Thriving @Work series is intended to empower graduate students, post docs, staff and faculty with the tools to navigate difficult and/or toxic work environments. The goal is to normalize the experience by bringing these often-separate groups together to workshop practical strategies to encourage change and promote a more inclusive, welcoming climate at UConn.

This candidate had the ability to identify the strengths of others and work to build on the work they have already started to accomplish our goals. She was a problem solver who can identify gaps and create solutions to those problems with the flexibility and understanding that one size does not fit all. She had recently successfully defended her PhD research and will be conferred the terminal degree at the next commencement.

Category 3: Nonteaching Professional – UC Professional 11

Hiring goals: 1 BM, 1 BF

Hiring into Category: No hiring activity

Goals met: None

Category 3: Nonteaching Professional – UC Professional 10

Hiring goals: 1 BF, 1 HM, 1 AM

Hiring into Category: 1 AF

Goals met: None

Search 2019562 – UCP 10-Operations Systems Programming/Analyst 4 – Nursing-UConn AIMS

We are looking for passionate data innovators to be a thought leader and sounding board to analyze business drivers/impacts to visualize the complete data management framework and create the blueprint to enable the State of Connecticut's Health Information Exchange (HIE) and Core Data Analytics Solution (CDAS). These positions will design and manage the movement, processing, and storage of large amounts of healthcare data that can be used by data scientists, engineers, or data analysts to design and develop an analytics and information management solution.

This position will work as a member of diverse business, technology, and analytics team to implement data, analytics, and information management solution components for the State of Connecticut's healthcare solution.

Our Technologies, your Opportunities:

Azure Cloud | Azure Data Lake | Azure AD | Informatica MDM, BDM, BDQ, EDC, Axon, P/DDM | Tableau Server and Creator/Desktop | Hortonworks Data Platform, Data Flow | Linux | Windows | C# | Java | Azure SQL | MongoDB |

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). This is an exciting opportunity to develop innovative solutions utilizing leading-edge technologies as we explore new ways to revolutionize the healthcare experience in the state of Connecticut. We are seeking talented, highly motivated individuals who are eager to learn new technologies, challenge the status quo and make a positive impact for all consumers of healthcare services.

DUTIES AND RESPONSIBILITIES

1. Architect the complete life cycle of data and big data management frameworks and architecture implementation for cloud technologies (such as block storage, object storage, computational infrastructure services, and higher-level database services).
2. Provide integrated infrastructure-related technical expertise, from conceptualization and project planning to the post-implementation support level.
3. Design and develop data flow and transformation processes pipelines for ingestion and transformation using industry leading toolsets.
4. Design data capture, security, processing, organizing, and provisioning structures to ingest various healthcare data sets to enable data enhancement, enrichment, and exploration/mining.
5. Resolve complex systems integration issues including activities associated with various solution components and cloud technology.
6. Conduct exploration on emerging technologies, and determine technologies that will increase operational efficiency, infrastructure flexibility, and operational stability.
7. Self-motivated/guided and able to work in a startup environment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree (or equivalent combination of education and experience) in Software Engineering, Computer Science, Information Systems, or a related Science, Technology, Engineering and Mathematics (STEM) discipline.
2. Minimum of five (5) years' experience designing, developing, and implementing information management solutions to include complete data management frameworks and implementation blueprints.
3. Minimum of two (2) years' experience leading a data team focused on data-management, transformation, modeling, security, and/or transport.
4. Demonstrated experience have a focus on variety of data formats, such as Structured, Semi-Structured, and/or Un-structured data with progressive responsibilities in data architecture.
5. Demonstrated experience with designing data flows and processes, such as creating data flow diagrams (DFDs), technology-agnostic data models, and/or documentation for complex data systems and encompassing processes.
6. Demonstrated experience with various forms of data modeling (such as conceptual, logical, and physical) and data architecture and modeling practices/concepts (such as entity-relationship diagrams, normalization, abstraction, de-normalization, dimensional modeling, and metadata modeling practices).
7. Experience architecting, designing, and developing data governance solutions using tools, such as Ranger, Atlas, Informatica Axon, Informatica Enterprise Data Catalog, Informatica Master Data Management, and/or Informatica Dynamic Data Masking.
8. Experience in the development of data models using industry tools, such as ERwin.
9. Strong verbal and written communications skills and ability to communicate effectively across diverse teams, collaborating with team members.

PREFERRED QUALIFICATIONS

1. Master's degree in in Software Engineering, Computer Science, Information Systems, or a related Science, Technology, Engineering and Mathematics (STEM) discipline.
2. Demonstrated experience in the development of data models using the ERwin tool.
3. Experience with Azure IaaS, PaaS, and SaaS (or another Cloud-based infrastructure), including readiness, provisioning, security, and/or governance.
4. Experience with Informatica Big Data Management (BDM) tools
5. Experience with various healthcare formats and reference data sets, such as, HL7, claims, eQMs, drug/pharmacy, clinical notes, and/or lab results.
6. Demonstrated experience implementing security components, such as data encryption, masking, and/or data use entitlements.

APPOINTMENT TERMS

This is a full-time, grant-funded position that is subject to annual renewal depending on available 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 experience and training. Work location is at the Hartford campus.

Summary

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). This is an exciting opportunity to develop innovative solutions utilizing leading-edge technologies as we explore new ways to revolutionize the healthcare experience in the state of Connecticut. We are seeking talented, highly motivated individuals who are eager to learn new technologies, challenge the status quo and make a positive impact for all consumers of healthcare services.

TO APPLY

Please apply online at UConn Jobs, <https://jobs.uconn.edu>, Staff Positions, Search #2019562 - Data Architect. Please submit an online application that includes a **cover letter**, a **resume** 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 #2019562)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 31, 2019.

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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Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- aims.uconn.edu
- nursing.uconn.edu
- SON Social Media

9 Total applicants: 2 WM, 1 BF, 2 AM, 1 AF, 3UU

4 Unqualified applicants: 2 WM, 1 BF, 1 UU

- 2 WM, 1 BF, 1 UU did not meet the minimum qualifications as posted.

5 Interviewed applicants: 2 AM, 1 AF, 2 UU

- 1 AM withdrew from the application process.
- 1 AM was offered and declined the position.
- 2 UU were still under consideration for the second position of this search at the end of this Plan year.

The 1 AF hired had 6 years of design, development, and implementation of data solutions in the financial industry. She had led efforts with data compliance management, architecture design, and deployment solutions, over her 6 years. The candidate had experience in a variety of data formats that include structured, semi-structured and unstructured. She demonstrated she had experience with various forms of data modeling, which included conceptual, logical, and physical architecture modeling practices. She had experience architecting, designing, and developing data governance solutions using tools, such as Ranger, Atlas, Informatica Axon, Informatica Enterprise Data Catalog, Informatica Master Data Management, and Informatica Dynamic Data Masking

Category 3: Nonteaching Professional – UC Professional 9

Hiring goals: 7 WF, 2 BF, 1 HF

Hiring into Category: 9 WM, 4 WF, 1 AM

Goals met: 4 WF

RG	Search #	Goal
WF	493583	Y
WF	PT-FT	Y
WF	2020148	Y
WF	2020152	Y
WM	493856	N
WM	494332	N
WM	2019330	N
WM	2019515	N
WM	2019563	N
WM	2019635	N
WM	2020004	N
WM	2020024	N
WM	2020102	N
AM	2020069	N

Search 493583 – UCP 09-Executive Program Director – Stamford Campus

81 Total applicants: 16 WM, 27 WF, 5 BM, 7 BF, 3 HM, 6 HF, 2 AM, 1 AF, 1 TM, 1 TF, 12 UU

54 Unqualified applicants: 11 WM, 17 WF, 5 BM, 6 BF, 2 HM, 3 HF, 1 AM, 1 TM, 1 TF, 7 UU

3 Qualified applicants: 1 WF, 1 AF, 1 UU

24 Interviewed applicants: 5 WM, 9 WF, 1 BF, 1 HM, 3 HF, 1 AM, 4 UU

Hired: 1 WF

This hire met a hiring goal.

1 WF moved from Part-Time to Full-Time

This hire met a hiring goal.

Search 2020148 – UCP 09-Senior Computer Program/Analyst – Information Technology Services

5 Total applicants: 1 WM, 1 WF, 1 HM, 1 AM, 1 AF

3 Unqualified applicants: 1 WM, 1 HM, 1 AM

2 Interviewed applicants: 1 WF, 1 AF

Hired: 1 WF

This hire met a hiring goal.

Search 2020152 – UCP 09-Instruction Research Specialist – Nursing-UConn AIMS

3 Total applicants: 2 WF, 1 BM

2 Unqualified applicants: 1 WF, 1 BM

1 Interviewed applicant: 1 WF

Hired: 1 WF

This hire met a hiring goal.

Search 493856 – UCP 09-Facilities Professional 3 – Academic Renovations

Reporting to the Associate Director of Building Renovations, this position is responsible for overall management of assigned projects ranging up to \$1M. The Project Manager (PM) manages and coordinates all of the activities and services related to renovating, modifying or carrying out major repair projects for buildings and facilities at the Storrs and Regional campuses. Working in a fast-paced, multi-sited environment, the PM serves as a technical representative and resource to contractors and University departments and is expected to supervise the work of classified and professional staff, outsourced labor and contractors, and serve as the Associate Director's designee.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Construction Management, Business or related field or equivalent combination of education and project management experience including considerable knowledge of the principles, practices and methods of building repair, renovation and construction work practices, equipment and test methods.
2. Minimum of eight (8) years' experience in the educational or commercial construction industry or equivalent experience with significantly sized construction projects, renovations and building modifications demonstrating strong construction project management skills.
3. Five (5) years' experience managing or leading staff engaged in construction or building renovation or modification projects.
4. Ability to read, interpret and navigate project schedules, budgets, schematic drawings, plans and specifications including electronic data/databases and documents.
5. Demonstrated knowledge of State of Connecticut building and fire codes, OSHA and Environmental Health & Safety (EH&S) regulations.
6. Excellent verbal and written communication skills.
7. Experience organizing, coordinating, working with and evaluating the work of outside vendors and contractors.
8. Strong organizational skills including the ability to regularly set and manage time-sensitive priorities and work efficiently under critical deadlines while handling tasks simultaneously.
9. Proven interpersonal skills including the ability to work collaboratively and effectively with all level of staff including senior management and key stakeholders.
10. Current knowledge of project management skills, procedures and techniques, including the ability to resolve problems of a highly 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 and databases.
12. Must be able to regularly lift, hold, carry, pack, unpack, transport and deliver materials, supplies and equipment weighing up to approximately 50 lbs. to and from job sites, storage, etc.
13. Must have reliable and available transportation.
14. Must be willing and able to be on-call to report to work during emergency closures, inclement weather or for significant events that effect campus operations.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Construction Management, Business or related field.
2. Experience in commercial project management in a higher education or similar institution/campus environment.
3. Demonstrated experience estimating resource hours, construction materials and sequencing for building renovation, modification and major repair projects.
4. Demonstrated knowledge of the principles, practices and methods of the construction trades, interior building design, interior building modifications and construction building materials.
5. Demonstrated experience in procurement of commercial construction materials, materials management, materials purchasing, inventory control and working with supply vendors.
6. Experience working with State of Connecticut procurement statutes and regulations or other public procurement environment, prevailing wage statutes and professional services contracts.
7. Experience using Project Management software, AutoCad, Computer Maintenance Management Systems (CMMS) such as AiM and strong technical skills to work with database programs and/or enterprise applications.
8. Experienced in administering Quality Assurance Plans on construction projects.
9. Connecticut Contractor License or Project Management Certificate.

PHYSICAL REQUIREMENTS

Incumbents must possess the physical ability to perform the required duties set forth above. May be required to wear personal protective equipment (PPE) when necessary.

APPOINTMENT TERMS

This is a full-time, permanent position. The work schedule is Monday through Friday, 7:00 a.m. to 3:00 p.m. with an hour for lunch. Salary will be commensurate with background and experience. This position is categorized as Emergency Support Services/Essential Staff. Must be willing and able to work during emergency closures/delayed openings due to inclement weather or for significant events that effect campus operations. For a full description of this position, please visit the Facilities Operations website at <http://fo.uconn.edu/employment-opportunities/>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020282. Applicants should submit a **cover letter**, **resume**, and contact information for **three (3) professional references**. Please identify in your cover letter Search #2020282 and ensure that your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred qualifications you may have. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020282)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 24, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on CT Jobs.com, Careerbuilder, Monster, Veterans Enterprise, Willimantic Chronicle, New London Day, Norwich Bulletin, and Manchester Journal Inquirer.

28 Total applicants: 24 WM, 2 WF, 1 BM, 1 AF

19 Unqualified applicants: 16 WM, 2 WF, 1 AF

- 16 WM, 2 WF, 1 AF did not meet the minimum requirements as posted.

1 Qualified applicant: 1 WM

- 1 WM did not have the preferred qualifications of a Bachelor's degree in Construction Management, Business or related field and experience estimating resource hours, construction materials and sequencing for building renovation, modification and major repair projects. He also did not have the preferred qualifications of experience in procurement of commercial construction materials, materials management, materials purchasing, inventory control and working with supply vendors.

8 Interviewed applicants: 7 WM, 1 BM

- 4 WM withdrew their applications from consideration.
- 1 WM did not have experience in overseeing non-University employees such as managing contractors or vendors as well as working with faculty on projects. His examples did not include details about his hands-on experience with computer software programs, and experience working with code officials during projects.
- 1 WM's examples did not have details about his experience with project management on construction projects and experience with materials for commercial projects. Also,

communicating with building code officials was not the primary function of previous his positions.

- 1 BM's experience was primarily in the administrative areas of construction projects, not in project management on site work. He also did not provide complete responses to questions regarding building codes, working with code officials, material take offs and handling materials.

The 1 WM hired had knowledge of State Building Codes, was a licensed code official, and had experience with electrical systems, materials and methods. He also provided clear, detailed, organized examples of his ability to multi-task, coordinate multiple trades in a project, and his ability to communicate with contractors, staff, employees and faculty. Additionally, he could read construction drawings and labor takeoff including the development of related project budgets.

Search 494332 – UCP 09-Publicity/Marketing Director – Business

JOB SUMMARY

The School of Business is seeking a full-time Director of Marketing & Communications (Publicity/Marketing Director, UCP 9). The incumbent will follow a dual reporting structure to both the School of Business' Associate Dean of Faculty & Outreach and the University's Vice President for Communications. The position will provide vision, leadership, and direction to advance recruitment, engage audiences, and support the School's brand and reputation. The position will be based at the Storrs campus and will require occasional travel to campuses in Hartford, Waterbury, and Stamford. Occasional evenings, weekends, and out-of-state travel are also required in support of school programs, activities, or professional development opportunities.

DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Managing the operation of the Office of Marketing & Communications with a team of professional staff engaged in copywriting, graphic design, multimedia production, web development, social media, CRM, and more.
- Planning and implementing timely marketing, communication, and recruitment strategies to promote the School to its audiences and prospective students across marketing channels.
- Strategizing and overseeing media buys, sponsorships, and other key marketing opportunities; managing the School's interaction with third party vendors.
- Preparing or supervising the preparation of advertising and marketing materials; providing strategic oversight and art direction to ensure brand standards.
- Recommending staffing needs, hiring, supervising and evaluating staff, determining work assignments, etc.
- Providing reporting and analysis of websites, social media, email marketing, and other marketing efforts.
- Serving as a resource and advising academic departments, programs, and administrators regarding marketing and promotional needs.
- Managing the Office of Marketing & Communications and the School's central marketing budgets.
- Implementing and coordinating policies, procedures, and services.
- Keeping informed of current marketing trends and best practices.
- Representing and promoting the School at appropriate regional and national conferences.

MINIMUM QUALIFICATIONS

- Bachelor's degree in communications, marketing, or a related field.
- Minimum 5 years of relevant experience.
- Demonstrated supervisory and administrative experience in a collaborative and creative environment.

- Demonstrated excellent project management experience.
- Demonstrated experience and skill in strategic marketing and art direction using best practices in all forms of media (i.e. print, digital, social).
- Proven experience managing advertising campaigns, including the media buy process, creative development, and analysis of data to determine effectiveness.
- Proven experience working with external media buying agencies and other vendors.
- Demonstrated experience taking initiative, setting priorities, meeting deadlines, and making decisions using sound judgment.
- Proven excellent writing and editing skills as demonstrated by way of application materials submitted including applicant's resume, cover letter and the names and job titles of three (3) professional references.
- Demonstrated excellent interpersonal and oral communication skills, and the ability to work effectively and build strong relationships with staff, faculty, external constituents, and the media.
- Willingness and ability to work flexible and/or irregular hours.
- Willingness and ability to travel in-state and out-of-state in support of school activities.

PREFERRED QUALIFICATIONS

- Master's degree in business, communications, marketing, or related field.
- Eight years of relevant experience.
- Demonstrated experience supporting marketing and communications efforts within a higher education academic institution.
- Knowledge of audience and community to be served, such as prospective business students, alumni, donors, etc.
- Knowledge of web development and/or CRM best practices.

APPOINTMENT TERMS

This is a full-time position based in Storrs, CT.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494332 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on February 24, 2020.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on the School of Business Minority Serving Institutions distribution lists on linkedin, indeed, and ziprecruiter.

63 Total applicants: 24 WM, 30 WF, 1 BF, 1 AF, 2 HM, 1 HF, 1 AF, 1 TF, 2 UU

46 Unqualified applicants: 16 WM, 22 WF, 1 BF, 2 HM, 1 HF, 1 AF, 1 TF, 2 UU

- 16 WM, 22 WF, 1 BF, 2 HM, 1 HF, 1 AF, 1 TF, 2 UU did not meet the minimum requirements as posted.

6 Qualified applicants: 4 WM, 2 WF

- 4 WM, 2 WF did not have the preferred Master's degree in business, communications, marketing, or related field. They also did not have the preferred experience supporting marketing and communications efforts within a higher education academic institution.

11 Interviewed applicants: 4 WM, 6 WF, 1 UU

- 1 WM did not provide clear, concise, detailed examples of his project management skills, writing and editing skills, as well as interpersonal and oral communication skills.
- 1 WM, 3 WF withdrew their applications from consideration.
- 1 WM, 1 WF, 1 UU did not meet the minimum qualification of at least 5 years of relevant experience. This was discovered during the interview.
- 1 WF's responses to questions were not accurate, and she did not comply with the request to discuss a marketing/communications topic of her choice.
- 1 WF did not provide clear, concise, detailed examples of her project management skills, supervisory experience as well as her writing and editing skills.

The 1 WM hired had a Bachelor's degree, and 20+ years of relevant experience, including supervisory and administrative experience in a collaborative, creative environment as well as project management experience, and experience in strategic marketing and art direction. He also had experience managing advertising campaigns, including working with external vendors regarding the media buy process, and knowledge of web development. Furthermore, he provided clear, concise, detailed examples of his writing and editing skills, as well as interpersonal and oral communication skills.

Search 2019330 – UCP 9-Manager Technical Projects – Law Library and Technology

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut invites applications for a full-time position as the Director of Information Technology Services (ITS) (UCP 9) in the School of Law. Under the general direction of the Director of the Law Library, the candidate oversees IT infrastructure, hardware and services, including networks, servers, security, classroom technology, workstations, computer labs, audio/visual recordings, web-based services, help desk and technology training. The Director of ITS advises the Director of the Law Library in areas relating to information technology, ensuring the Law School's effectiveness in responding to the IT needs of faculty, students, staff and administrators. In collaboration with the Director of the Law Library, this position participates in establishing policy and is accountable for policy implementation, services and operations specific to Information Technology Services at the School of Law. This position participates in the provision of IT service, maintenance and support and serves as a hands-on member of the IT unit as necessary. This position may be required to work evening and weekend hours based on business need.

The ideal candidate possesses management skills in directing and supervising people, projects, resources, vendors, and business partners, with at least five years of experience in a supervisory role; should possess an understanding and working knowledge of the use of information technologies including networking technologies, network security, educational technologies, and web technologies; demonstrated ability to lead and manage change across the organization in a resource-constrained environment; and interpersonal and communication skills necessary to interact with the School's constituents, as well as University IT professionals and the external community. Incumbent must be able to lead efforts to upgrade our facilities with technologies that enable more effective pursuit of the School's mission and the technology competency requirements set forth by the American Bar Association.

DUTIES AND RESPONSIBILITIES

- Providing strategic and operational direction for designing, planning, implementing and maintaining the information technology resources at the Law School.
- Overseeing the hardware, software and cloud technology for the School of Law. This includes network resources, classroom and event technology, stand-alone information technology resources, and web-based resources.
- Coordinates all aspects of Information Technology Services unit including hiring, evaluation, training and supervision of staff, allocation of internal flexible labor budgets, management of employees in the UCPEA collective bargaining unit, and student employees.
- Manages staff responsible for monitoring and evaluating the performance of hardware in order to ensure that systems are functioning at their maximum potentials, including maintenance and repair plan logs for all computer-related hardware on-campus and maintenance.
- Oversees workgroups which install, debug, test, track, monitor hardware and software; analyzes problems and determines the most effective solution to be used in correcting difficulties. Makes recommendations regarding acquisition of new hardware and software which would improve system usability, performance and integrity.
- Provides leadership and guidance to staff in the planning, designing, development and installation of technology projects, including team leadership and communication.
- Creates opportunities for staff to communicate and collaborate on technology initiatives which will enhance the academic mission and vision of the Law School.
- Other duties as assigned by the Director of the Law Library.

MINIMUM QUALIFICATIONS

1. Master's Degree or Bachelor's degree in computer science, library science, or other related field.
2. Five to ten years' experience in data processing management.
3. At least five years of experience directing and supervising people, including performance evaluation and progressive discipline.
4. Experience in project management and interacting with vendors, stakeholders, and other resources in a multi-faceted University environment.
5. Ability to integrate organizational change with technological development.
6. Excellent interpersonal, written and oral communication skills, including the ability to provide technical guidance in support of organizational initiatives.
7. Ability to translate essential information systems concepts and terms to a diverse group of users.
8. Ability to establish and maintain positive working relationships with faculty, staff, students, and law school affiliates and guests utilizing IT services.
9. Ability and experience in user training and user consulting in group and/or individual settings.
10. Experience in team management, coaching, and mentoring.

PREFERRED QUALIFICATIONS

- Law School employment experience, J.D. from an ABA accredited school, or knowledge of legal research and law-related electronic databases and software.
- Professional employment experience in an academic setting.
- Employment experience in a professional school.
- Experience coordinating website development across multiple levels of an institution.
- Experience with multimedia/distance education technologies.
- Experience with technology in the classroom, including but not limited to presentation software, course and exam software, as well as recording systems for practical exercises.
- Familiarity with network management and server virtualization.
- Knowledge of, and experience with, an integrated library system, preferably ALMA.

APPOINTMENT TERMS

The anticipated start date is November 1, 2019. Salary will be commensurate with qualifications and experience.

TO APPLY

Please apply online at UConn Jobs (www.jobs.uconn.edu), Staff Positions (Search #2019330). Please upload a **cover letter**, **resume** and contact information for **three professional references**. Address correspondence to Jessica de Perio Wittman and include search #2019330 in all correspondence. Screening will begin immediately and the search will remain open until a suitable candidate is found.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search 2019330)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 18, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., AALL Career Center, Educause Career Center, Computer-Assisted Legal Education Job Board, Computer Services Special Interest Section Lists, and Diverse Job Boards

59 Total applicants: 39 WM, 2 WF, 2 BM, 1 HM, 7 AM, 4 AF, 1 TM, 3 UU

46 Unqualified applicants: 31 WM, 1 WF, 1 BM, 7 AM, 3 AF, 1 TM, 2 UU

- 31 WM, 1 WF, 1 BM, 7 AM, 3 AF, 1 TM, 2 UU did not meet the minimum qualifications as posted.

13 Interviewed applicants: 8 WM, 1 WF, 1 BM, 1 HM, 1 AF, 1 UU

- 2 WM, 1 AM withdrew from the application process.
- 3 WM, 1 WF, 1 UU's responses to interview questions showed that they did not have an understanding or experience with a law school or legal electronic databases and software.
- 2 WM, 1 BM, 1 AF did not demonstrate the required interpersonal and communications skills needed for this position based on answers in the interview.

The 1 WM hired had experience working in firms and law schools for over 12 years. He was able to demonstrate the specific knowledge and skills required for the position through his presentation on the future of legal technology and IT. The candidate's experience involved responsibility for managing the department's technology needs and providing technical guidance in support of organizational initiatives. He was able to demonstrate his ability in translating essential information systems concepts and terms to law faculty and staff in his responses to situational interview questions, which allowed him to assist directly with faculty, staff, and students.

Search 2019515 – UCP 09-Operating Systems Programmer/Analyst 3 – Enterprise Systems

Visible: Internal and External

Description Type: Job Posting

Description ID:

Description:

The University of Connecticut, Information Technology Services (ITS), is filling a position for Operating Systems Programmer Analyst 1, 2 or 3. The selected candidates must be self-starters with the ability to work independently but also capable and willing to work effectively in a team environment.

Under the supervision of a designated team leader, provides complex technical support including installation, monitoring, troubleshooting, and problem solving in support of the University's Storage and Backup environment.

Incumbents in this position may lead projects and are expected to have knowledge and understanding of Storage and Backup Technologies and the ability to apply a wide range of problem solving and resource management techniques. For the Operating Systems Programmer Analyst 1 level, the incumbent is considered a beginner and will work under the guidance of more senior technical staff. Incumbents in the higher levels are considered either technical specialists or technical experts.

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

- Assist with SAN fiber channel and NAS environments
- Monitor backups and replication
- Create and maintain documentation about technical and usage procedures and methodologies
- Participate effectively as a team member on technical projects
- Consult with and supports end users
- Perform related duties as required

Additional duties performed at the level of Operating Systems Programmer Analyst 2 (UCP 7) include:

- Manage and maintain proper backups, replication and disaster recovery procedures
- Ensure stable performance for the storage, and backup environments through performance monitoring and tuning
- Support a production environment during defined maintenance periods as well as outside of normal working hours to ensure minimal impact to users

Additional duties performed at the level of Operating Systems Programmer Analyst 3 (UCP 9) include:

- Administer and manage SAN storage, NAS and backup infrastructure
- Provide direct technical support for the planning, design, and implementation of upgrades, or changes to storage infrastructure
- Serve as overall subject matter expert on Storage and Server Backup technologies

MINIMUM QUALIFICATIONS

- Bachelor's degree and one year of related experience; or an equivalent combination of training and experience
- Basic understanding of Storage and Backup architecture
- Excellent oral and written communication skills
- Highly developed interpersonal skills
- Ability to work in a team environment
- Capable of meeting deadlines and working under pressure

Additional Minimum qualifications for the level of Operating Systems Programmer Analyst 2 (UCP 7):

- At least 2 to 3 years of highly technical work experience in a computer related field which must include storage and/or backup technologies
- Ability to work with minimal supervision

Additional Minimum qualifications for the level of Operating Systems Programmer Analyst 3 (UCP 9):

- At least 3 to 5 years of highly technical and progressively responsible work experience in a computer related field which must include storage and/or backup technologies
- Experience with the design, implementation and administration of block or NAS storage and/or backup environments
- Working experience with performance tuning and capacity management
- Experience with producing complex designs that meet integration, technical, and business requirements

PREFERRED QUALIFICATIONS

For All Levels

- Experience with IBM Spectrum Protect (TSM) and/or Actifio highly desired
- Familiar with NFS & CIFS protocols and IP replication & snapshot technologies
- Familiar with NetApp's OnCommand suite of management utilities (OnCommand System Manager, OnCommand Unified Manager, ONTAP command-line interface)
- Experience with SAN fiber channel environments
- Proficient in using various command line environments
- Familiarity with object and/or cloud storage
- Knowledge of basic networking
- Experience with Monitoring Tools such as Zabbix and Splunk

APPOINTMENT TERMS

These are full-time, permanent positions. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition waivers at UConn, and a highly desirable work environment. Classification and salary will be commensurate with the successful candidate's background and experience. For additional information regarding benefits visit: <http://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://itsjobs.uconn.edu>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2019515. 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 # 2019515. 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 will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2019515)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 3, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., UConn Jobs webpage, Dice webpage, Dice Diversity Partners, ITS Website, IT Employee Newsletter, and Diverse Job Boards

9 Total applicants: 7 WM, 1 WF, 1 UU

5 Unqualified applicants: 4 WM, 1 UU

- 4 WM, 1 UU did not meet the minimum qualifications as posted.

4 Interviewed applicants: 3 WM, 1 WF

- 1 WF did not have the necessary experience with SAN and NAS required for this position.
- 1 WM did not have the communications and interpersonal skills required for working with teams based on responses to interview questions.
- 1 WM did not have the necessary enterprise level experience with fiber channel SAN storage.

The 1 WM hired demonstrated experience with large-scale, enterprise level storage systems which was fundamental for this position. He also exhibited interpersonal and communications skills needed for the position by relating his experience with working with various teams in his previous roles.

Search 2019563 – UCP 09-Technical Shop Engineer/Manager – Engineering Technical Services

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut's School of Engineering has an exciting opportunity for a Professional Electronics Technician (Technical Shop/Manager), UCP 9 position under the direction of designated administrator, an Electronics Technician will be solely responsible for School of Engineering's only Electronics Shop supporting faculty researchers and students to design, develop and fabricate with the use of complex high precision electronic equipment and models. As the only Professional Electronics Technician you will be responsible for daily operation, maintenance, ordering and management of your own Electronics Shop.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in electrical engineering or physical sciences OR equivalent combination of training and experience in design and construction of intricate instruments, gained in research lab setting
2. At least 6 years' experience in the engineering field with proven ability to design, construct, test, repair, and maintain complex electronic equipment.
3. Ability to work independently and within reasonable time limits.
4. Knowledge of state-of-the-art technological apparatus
5. Imaginative approach to problem solving and ability to trouble-shoot
6. Supervisory ability
7. Knowledge of basic principles of electronics and electrical design

PREFERRED QUALIFICATIONS

1. Familiar in the use of, and understanding of the principles of operation of many types of electronic test and measuring equipment. This may include instruments; such as:
 - soldering and welding equipment, voltmeters, amp meters, ohm meters, multimeters, source measurement meters, inductance bridges, oscilloscopes, function generators, electrometers, wave analyzers, parametric analyzers.
2. Be able to design various types of electronic measuring and control equipment to be used by researchers. These designs should be done using through hole, surface mount, and discrete devices. Able to design, custom build, document and package the equipment for use by the researcher.
3. Experience with LabView, C++ and/or Android to program the operation of custom designed equipment or to repair existing equipment.
4. Understands the use, operation and repair of many different types of analytical laboratory equipment; such as:
 - gas chromatographs, spectrometers, MOCVD reactors, general types of CVD reactors, SEM's, vacuum evaporators (E-beam and thermal), general vacuum equipment, and electronic measuring equipment
5. Good working knowledge of electronic transducers, both sensors and actuators. Familiar devices and types which transform physical quantities to electrical quantities; such as:
 - motors, relays, solenoids, strain gages, RTD's thermocouples, and solar cells piezoelectric.
6. Experience working with faculty, staff and students in a university shop environment or similar working environment interacting with a diverse client base associated with above job description.

APPOINTMENT TERMS

This is a full-time permanent position in which the University offers a full range of health/retirement benefits. Salary will be commensurate with experience.

TO APPLY

Please apply online at UConn Jobs, <https://jobs.uconn.edu>, Staff Positions, Search #2019563. Please upload a **cover letter**, **resume** and list of **three professional references** with contact information to Search #2019563. The preferred submission format is a single PDF file in the order shown.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2019563)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 13, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., IHireEngineering webpage, Career Builders webpage, LinkedIn webpage, ZipRecruiter webpage, and Diverse Job Boards

9 Total applicants: 8 WM, 1 AM

4 Unqualified applicants: 4 WM

- 4 WM did not meet the minimum qualifications as posted.

5 Interviewed applicants: 4 WM, 1 AM

- 2 WM, 1 AM withdrew from the application process.
- 1 WM did not demonstrate the required technical experience with laboratory and testing equipment based on their interview responses.

The 1 WM hired demonstrated experience working with students and working in the field, which is necessary for this position. Detailing his past technical experience, he showed the ability to understand and adapt to new equipment and software that would be used in this position.

Search 2019635 – UCP 9-Building Inspection & Compliance Official – Fire Marshal and Bldg Inspect

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut's Division of Public Safety is seeking applications for Building Inspection and Compliance Official for the Fire Marshal and Building Inspector's Office. The successful candidate will monitor and inspect building construction projects with responsibility for ensuring that state building codes and fire safety standards are met.

DUTIES AND RESPONSIBILITIES

Additional duties include: reviewing construction documents for compliance with code; inspecting buildings during all phases of construction; evaluating site conditions and inspecting construction materials, methods, and quality of workmanship; inspecting new and existing buildings for compliance with applicable code requirements; investigating complaints of building code violations and other unsafe conditions; preparing various reports and correspondence; keeping informed of changes and updates to building codes, fire safety standards, and materials; and other related duties as required.

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

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

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

APPOINTMENT TERMS

The target starting salary for this position is \$70,000.00 per year along with a comprehensive fringe benefits package including a tuition waiver program for the employee and dependent children for the University of Connecticut. Final salary will be commensurate with training and experience.

TO APPLY

Please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2019635. For full consideration upload the documentation listed below. All Minimum and any Preferred Qualifications must be held by the candidate at the date of application.

Documentation Required to be Submitted with the Application:

- A copy of your State of Connecticut Building Official License and current Continuing Education hours.
- Cover Letter and Resume
- The names of and contact information for three professional references

Documentation Required to be Submitted as Applicable to Support Claims of Preferred Qualifications:

- Copies of any **current or past professional licenses** in the construction disciplines and the construction trades
- Copies of any **degrees or transcripts** as applicable
- A **narrative** detailing the extent of experience with non 1 and 2 family construction and/or inspection

Proof must be submitted for the preferred qualifications or they will not be considered.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2019635).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 26, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., Department of Administrative Services, Connecticut Building Officials Association, and Diverse Job Boards

11 Total applicants: 8 WM, 1 WF, 1 HM, 1 UU

7 Unqualified applicants: 6 WM, 1 UU

- 6 WM, 1 UU did not submit a completed application for this position.

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

- 1 WF withdrew from the application process.
- 1 WM did not provide in depth answers or examples about inspection of non 1 and 2 family dwellings in his interview
- 1 HM did not demonstrate an understanding of building code knowledge in his inaccurate responses required for this position.

The 1 WM hired demonstrated an understanding of the Building Code and Electrical Code needed for the position. His experience with new large-scale projects was applicable to the university and for this specific position. He was able to explain how his participation in national code writing and organizing peer professional development enhanced the services provided by the Fire Marshal and Building Inspector Officer. The candidate also had the interpersonal skills required for working on a team with other building inspectors or other Fire Marshals.

Search 2020004 – UCP 09-Network Consultant 3 – Network Engineering and Design

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Under the direction of the Team Lead, this position provides advanced level technical expertise in support of the University's campus-wide telecommunications system. This position is responsible for instruction, documentation and consultation services for the University's voice, data, and video network services and operations to academic, administration and student users. Provides technical and administrative coordination and leadership for one or more renovation or new construction projects.

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. Individuals considered for this position must be highly independent and capable of understanding and evaluating complex networking interrelationships. 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

- Responsible for the preparation of designs, plans, estimates and specifications of telecommunications, network and audio-visual projects, such as stand-alone or components of building and utility renovations and installations.
- Responsible for quality of work and timely completion of projects, in accordance with major policies and priorities of the University and Information Technology Services. Monitors and inspects projects performed on University property; is responsible for ensuring that all contracted project work is in compliance with contract terms and obligations.
- Reviews design projects for constructability, and conformance to user needs prior to bidding. Handles contract administration of projects from bidding phase to construction completion and acceptance.
- Takes a leadership role in selecting, acquiring and installing advanced voice, data, video and broadcast network hardware and software. Determines the appropriate voice, data, video and broadcast network structure to support the University community.
- Defines, coordinates and tracks technical and administrative tasks for a team/focus group of full-time and vendor consultants. May assign tasks to full time staff on team.
- Determines and coordinates training for staff and students assigned to focus group. Sets priorities for tasks assigned to team members.
- Interacts with vendors for product pricing information, technical literature, equipment maintenance/repair, training and other issues.
- Assures proper inventory of supplies and proper record keeping for equipment. Creates and forwards for approval purchasing documents and justifications.
- Assists with developing budget proposals and requirements; organizes and assures the continued quality of relevant documentation.
- Represents the team at weekly meetings, planning and committee meetings and on project working groups.
- Performs difficult or complex tasks such as devising and monitoring project plans in conjunction with other computer/technical professionals or University personnel.
- Takes a leadership role in investigating new technologies relevant to assigned areas and in identifying, investigating and correcting existing or potential technical and procedural problems. Selects new products for testing.
- Audits and edits documentation written by team members.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in related field or equivalent combination of training and experience, and at least five years of highly technical and progressively responsible experience.
2. Demonstrated comprehensive knowledge and understanding of one or more of the current voice, data, video and broadcast network technologies used to support the University users.
3. Demonstrated ability to work well with people, handle technical problems, work well under stress and follow complex plans and strategies.
4. Demonstrated excellent communication and writing skills.
5. Demonstrated ability to conceptualize and resolve problems of a highly technical and administrative nature.
6. Knowledge of building codes and construction documents, methods and procedures.
7. Demonstrated knowledge of telecommunications standards, equipment, architecture, and administration systems.
8. Demonstrated high level of leadership, motivation, initiative, independence and responsibility.
9. Demonstrated commitment to maintaining state-of-the art technical knowledge.
10. The ability to travel to regional campuses, training seminars and trade shows.
11. The ability to work off hours and weekends when necessary.

PREFERRED QUALIFICATIONS

1. Demonstrated knowledge of audio visual standards, technology planning, design and installation.
2. Demonstrated experience with AutoCAD or similar design suite, document management systems, Visio, Project, Productivity software such as MS-Office.
3. Demonstrated supervisory experience.
4. Certifications and/or credentials issued by Building Industries Consulting International (BICSI), or Connecticut Telecommunications Layout Technician (CT TLT) license
5. Demonstrated knowledge of contemporary programming languages such as Visual Basic, Python.

APPOINTMENT TERMS

This is a full-time, annually renewable position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment. Salary will be commensurate with successful candidates' background and experience. 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 via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020004. 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 #2020004. 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 #2020004).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 9, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., ITS website, and Diverse Job Boards

4 Total applicants: 3 WM, 1 WF

1 Unqualified applicant: 1 WF

- 1 WF did not meet the minimum qualifications for the position as posted.

3 Interviewed applicants: 3 WM

- 1 WM withdrew from the application process.
- 1 WM did not have the necessary experience in telecommunications infrastructure upgrades at an enterprise level.

The 1 WM hired had experience in the managing of staff and overseeing the installation of various network equipment and telecommunications infrastructure at a higher education institute, which is essential for this position. He was able to articulate how his experience and situations in which his management and technical skills allowed him to address difficult challenges and complete projects on time. He demonstrated the communications, leadership, and technical skills required for this position throughout his interview process.

Search 2020024 – UCP 9-Associate Director Financial Aid – Financial Aid

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut is seeking a dynamic, experienced Associate Director for Office Operations, Student Financial Aid Services, to perform a wide range of managerial functions.

DUTIES AND RESPONSIBILITIES

Duties will include overall management of day-to-day office operations including direct report relationships with the Assistant Directors managing Technical Projects and the Systems units of the office in addition to the Data Analyst. Responsible for coordinating and drafting the Annual Report and the departmental contribution to the EPM division annual report; participating in the formulation of institutional financial aid policies based on funding and trend research, analysis and predictive statistical modeling; ensuring accurate and timely completion of federal, national and state surveys and reports.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from a college or University accredited by a US Department of Education or internationally recognized accrediting organization.
2. Five or more years' experience in financial aid administration in a comprehensive university or college environment with a demonstrated progression of managerial responsibility.
3. Thorough knowledge of federal and state regulations pertaining to financial aid.
4. Supervisory experience and demonstrated ability to effectively manage and lead staff.
5. Demonstrated leadership and organizational skills.
6. Strong written and oral communication skills and decision-making ability.
7. Excellent interpersonal skills including the demonstrated ability to deal effectively with the public, University community and external constituencies.
8. Familiarity with enterprise applications.

PREFERRED QUALIFICATIONS

1. Advanced degree.
2. Working knowledge of Oracle Student Administration System.
3. Experience with predictive modeling and trend research and analysis.
4. Experience working in a unionized environment.

APPOINTMENT TERMS

This is a full-time, twelve-month position. Competitive salary will be commensurate with education and experience.

TO APPLY

Please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020024. Please submit a **letter of application** outlining experience relative to each position requirement, a **current resume**, and contact information for **three professional references**. Review of applicants will begin immediately.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020024).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 7, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., NASFAA Career Center, HigherEdJobs webpage, EASFAA JobSite, CAPFAA Listserv, and Diverse Job Boards

17 Total Applicants: 4 WM, 3 WF, 1 BM, 3 BF, 3 HF, 1 AF, 1 TF, 1 UU

9 Unqualified applicants: 2 WM, 1 BM, 3 BF, 2 HF, 1 AF

- 1 WM, 1 BF, 1 HF, 1 AF did not meet the minimum qualifications as posted.
- 1 WM, 1 BM, 2 BF submitted an incomplete application.

1 Qualified applicant: 1 WF

- 1 WF did not have a working knowledge of Oracle Student Administration System, experience or work history in a unionized environment based on application materials.

7 Interviewed applicants: 2 WM, 2 WF, 1 HF, 1 TF, 1 UU

- 1 WF, 1 UU was unable to demonstrate the management and technical skills required for this position in response to situational interview questions.
- 1 HF did not demonstrate the experience in reporting and data analysis required for this position in their responses to situational interview questions.
- 1 WM withdrew from the process.
- 1 WF, 1 TF was unable to demonstrate their management skills and experience during the interview.

The 1 WM hired had experience in systems project management and applied data analytics in the financial aid setting. His financial aid experience at public and for-profit institutions of varying sizes gives him a good foundation to support programs at UConn. This candidate demonstrated the communication skills needed for the position and gave consistent and concrete examples of his management skills.

Search 2020102 – UCP 9-Network Technician 3 – Network Engineering and Design

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Under the general direction of a designated supervisor, independently plans, designs coordinates and implements large advanced wireless networking systems, provides advanced topological and/or protocol diagnostics and trouble resolution, documents installations and maintains wireless networking systems for service and operations to academic, administrative and student users. This position is the focal point for all wireless technical implementation and trouble resolution and generally understands and interprets the relationship between Open Systems Interconnect Standard (OSI) Session, Transport, Network, Physical and Link Layer networking to enable implement and support a wireless data network system.

This position is responsible for the development, design, implementation and management of the wireless network system for all University locations including Cisco wireless LAN controllers, Cisco wireless access points, Cisco outdoor wireless bridges, Cisco Prime network monitoring software and AirMagnet wireless design software. This position is also responsible for the research, evaluation, and recommendation of new wireless technologies, and for the development and execution of project plans and budgets for wireless network systems.

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

1. Configure and support Cisco Wireless LAN Controllers and Cisco Prime Network Monitoring Software.
2. Support, train and mentor University technicians and students on all aspects of wireless support, management and implementation.
3. Troubleshoot, upgrade, and provide solutions to complex hardware/software problems related to wireless, utilizing available network troubleshooting tools, including network packet captures, monitoring devices, log files, and customer input to facilitate effective issue resolution.
4. Develop high-level and detailed implementation and test plans for network technologies related to enterprise WLAN networks.
5. Research and recommend wireless networking solutions for the University Faculty and Staff.
6. Conduct wireless site surveys utilizing RF Spectrum Analysis technologies. Interpret results and make recommendations accordingly.
7. Develop, review and maintain documentation for the planning, implementation and use of wireless network resources.
8. Interpret site survey RF data to create effective WLAN designs utilizing AirMagnet Wireless Design software.
9. Consult with industry professionals in troubleshooting complex wireless issues and designing wireless networks in complex environments.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Computer Science, Engineering, Mathematics, or a discipline related to the field of computer networking or have at least 5 years' of documented equivalent combination of training and experience.
2. 4-7 years' experience as a wireless network engineer in support of a large-scale network.
3. Demonstrated ability to work well with people, handle wireless technical problems, and to work well under occasional extreme pressure.
4. Demonstrated ability to write specifications and document existing and planned wireless systems.
5. Excellent oral and written communication skills and attention to detail.
6. Demonstrated ability to meet deadlines and work under pressure.
7. Demonstrated experience with Cisco wireless controllers.
8. Demonstrated experience with Cisco Prime network monitoring software.
9. Demonstrated experience with AirMagnet wireless design software.
10. Must have reliable transportation, valid driver's license and be willing to travel to locations throughout the state.

PREFERRED QUALIFICATIONS

1. Advanced Degree (Master's or Doctorate) in Computer Science, Engineering, Mathematics, or discipline related to computer networking.
2. Relevant professional certification (CCNP, CCIE Wireless).
3. Demonstrated experience with network routing protocols.
4. Demonstrated experience with firewalls.

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 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

Interested candidates should apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020102. 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 # 2020102. 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 #2020102)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 12, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., Dice.com & Diversity Partners, UConn Jobs page, ITS Jobs page, Indeed webpage, and Diverse Job Boards

4 Total applicants: 3 WM, 1 UU

1 Qualified applicant: 1 WM

- 1 WM did not have an advanced degree in Computer Science, Engineering, Mathematics, or a discipline related to computer networking.

3 Interviewed applicants: 2 WM, 1 UU

- 1 UU withdrew from the application process.
- 1 WM did not demonstrate the required experience with Cisco wireless controllers and Cisco Prime network monitoring software on incomplete interview answers.

The 1 WM hired had the required experience in designing wireless LAN solutions on an enterprise level and a background in wireless. The candidate demonstrated experience with the required technologies, such as Cisco wireless controllers and wireless monitoring software, Air Magnet, and Prime.

Search 2020069 – Senior Computer Programmer/Analyst, UCP 9

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Under the general direction of Enterprise Applications Management and a Team Lead, the Computer Programmer/Analyst will primarily be responsible for developing and supporting Primavera Unifier and P6. This position works closely with System Analysts, Subject Matter Experts and Computer Programmers as they relate to Primavera Unifier and P6. The Computer Programmer/Analyst will also play a key role in improving current services and identifying new services that will benefit university customers.

The Computer Programmer/Analyst applies considerable expertise and knowledge of computer programming techniques to independently analyze, design, develop and maintain effective computer applications, which will facilitate and expedite the processing of complex administrative data.

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

- Migrate existing inventory of technical support objects/integrations from C# .NET to Java.
- Design, develop and maintain applications and web services.
- Take features from concept to release through all phases of development including functional specifications, design, implementation, unit testing, system testing, performance testing, scalability testing, and production support.
- Mentor and collaborate with other programmers, analysts and database administrators.
- Work as an important component on a project team and share findings with team in an effort to move the project forward and promote transparency.
- Coordinate and facilitate information gathering sessions and document the results.
- Enhance existing applications and integrations supported by ITS.
- Compile documentation of program development and subsequent revisions.
- Maintain/enhance technical expertise through the professional journals, the web, continuing education, conferences and seminars and other professional activities; Stay abreast of industry trends and technologies and recommend improvements in processes and tools.
- Follow University data compliance and security policies.
- Perform related duties as required.

Additional duties performed at the level of Sr. Computer Programmer (UCP 9) include

- May supervise, assign and monitor work of full-time staff. Provide direction to team members according to department standards, procedures and goals.
- Provide technical leadership in analyzing, designing and implementing projects, as assigned.
- Analyze, review, and rewrite programs to increase operating efficiency or adapt to new requirements. Correct program errors by such methods as altering program steps and sequences or modifying program's coding.
- Make recommendations for advancing technologies at the University.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Computer Science or computer-related field and 2-4 years of programming experience or an equivalent combination of education and experience.
2. Experience with Object Oriented Programming in Java or C# .NET.
3. Experience using SOAP and/or REST web services.
4. Experience with relational databases.
5. Requirements gathering experience.
6. Excellent written and verbal communication skills.
7. Excellent organizational skills.
8. Excellent interpersonal skills.
9. Ability to manage complex problems and to work well under pressure. The ability to work effectively as a project team member.
10. Ability to work independently with minimal supervision.

Additional minimum qualifications to be considered for the rank of Sr. Computer Programmer/Analyst, (UCP 9) include

11. Bachelor's degree in Computer Science or computer-related field and 5-10 years of programming experience or an equivalent combination of education and experience.
12. Evidence of ability to provide leadership in programming activities.
13. Evidence of the ability to provide leadership in projects.

PREFERRED QUALIFICATIONS

1. 5-10 years of programming experience in Java or C# .NET.
2. Experience with Primavera Unifier and P6.
3. Experience with Java and J2EE technologies.
4. Experience using Eclipse, NetBeans or similar IDE.
5. Experience using Visual Studio and .NET Framework.
6. Working knowledge of Tomcat and/or Internet Information Services (IIS).
7. Experience with Jira and other SDLC tools.
8. Two years of professional work experience in Higher Education or Capital Projects/Construction.
9. 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 reimbursement 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

Applications must be submitted through UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020069. 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 # 2020069. 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 #2020069).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 18, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., Dice.com, Dice Diversity Partners, ITS Job website, Indeed, and Diverse Job Boards

10 Total applicants: 4 WM, 2 WF, 1 AM, 2 AF, 1 UU

3 Unqualified applicants: 1 WM, 2 WF

- 1 WM, 2 WF did not meet the minimum qualifications for this position.

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

- 1 WM, 2 AF withdrew from the application process.
- 1 WM did not explain his experience in Higher Education or Capital Projects/Construction or his working knowledge of Tomcat and/or IIS configuration in responses to interview questions.
- 1 WM did not answer questions about experience with Java or other new technologies.
- 1 UU was offered the position and declined.

The 1 AM selected had programming experience using Java (full stack). He was open to learning new platforms and languages such as C# .NET and Visual Studio. He had experience with relational databases (Oracle/DB2) and was comfortable reading, writing and optimizing SQL. He also had knowledge of Pentaho and BiRT and had experience interfacing with functional users in a team setting.

Category 3: Nonteaching Professional – UC Professional 9 OSD Consultant and Project Manager

Hiring goals: 1 WM, 2 WF, 1 BM

Hiring into Category: No hiring activity

Goals met: None

Category 3: Nonteaching Professional – UC Professional 9 U Librarian 3

Hiring goals: 1 WM, 1 HM

Hiring into Category: No hiring activity

Goals met: None

Category 3: Nonteaching Professional – UC Professional 8

Hiring goals: 4 WF, 2 BM, 1 BF, 1 HF

Hiring into Category: 1 WM, 1 WF, 1 BF

Goals met: 1 WF, 1 BF

RG	Search #	Goal
WF	2019394	Y
BF	2020063	Y
WM	2019514	N

Search 2019394 – UCP 8 Purchasing Agent 2 – Procurement Services

11 Total applicants: 3 WM, 2 WF, 1 BM, 2 BF, 2 AF, 1 UU

7 Unqualified applicants: 2 WM, 1 WF, 1 BM, 1 BF, 1 AF, 1 UU

2 Qualified applicants: 1 BF, 1 AF

2 Interviewed applicants: 1 WM, 1 WF

Hired: 1 WF

This hire met a hiring goal.

Search 2020063 – UCP 8 Asst Finance Director 1 – Sponsored Programs

6 Total applicants: 2 WF, 1 BF, 1 AM, 1 AF, 1 UU

2 Unqualified applicants: 1 AF, 1 UU

4 Interviewed applicant: 2 WF, 1 BF, 1 AM

Hired: 1 WF

This hire met a hiring goal.

Search 2019514- UCP 08-Computer Technology Support Consultant 3- Business

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The School of Business Department of Information Technology is seeking a full-time Manager of Stamford Business Information Technology Services (Computer Technical Support Consultant 3, UCP 8). The incumbent will report to the Director of Information Technology and will manage all technology support services for the Stamford Campus School of Business programs and employees. The position will be based at the Stamford campus. Occasional in-state and out-of-state travel to conferences, other UConn campuses or other in-state locations. Evening and weekend hours will also be required on occasion.

DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Exercising leadership in coordinating technology support across Stamford Business programs, through:
 - Determining technology requirements of users and potential users;
 - Selecting, acquiring and installing technology for new labs, classrooms, department offices, etc.;
 - Determining, setting and implementing policies and procedures for help desk, computer labs, and technology focus areas regarding usage, access, security, and maintenance;
 - Coordinating the development of specifications for computer systems and related hardware and software;
 - Designing and implementing computing and networking software and hardware standards for servers, workstations, printers and other peripheral devices in consultation with the Director of IT;
 - Providing direction to team members according to department standards, procedures and goals.
 - Identifying and investigating potential problems and taking action to ensure the most effective resolution for continuance of the projects/goals;
 - Providing assessment of technology use and designing recommendations for improvement;
 - Serving as a resource to users and staff in resolving technology issues.
- Managing technical support for CITI labs, website, and initiatives through:
 - Consulting with CITI's business clients, faculty, and staff regarding their computing requirements.
 - Supporting CITI's IT professional development course preparation and delivery.
 - Ensuring the continuous, uninterrupted availability and functionality of CITI networking systems, and coordinating technical support for CITI websites.
 - Researching and recommending new technology and business opportunities related to technology to the Director of IT.
- Supervising, and assigning/monitoring work of full-time and student technology staff, including evaluating, disciplining and promoting.
- Providing leadership in developing and maintaining an ongoing hiring, training and mentoring program for student technicians and other support staff.
- Resolving complex software, hardware, networking or communications problems.
- Assisting in analyzing needs, designing databases, enhancing existing programs, writing supporting documentation and implementing production procedures.

- Supervising the delivery of A/V and teleconferencing services to Stamford Business programs.
- Installing, supporting, and managing advanced research and teaching software including virtual infrastructure and platforms such as VMWare vSphere and vCenter, Microsoft Windows servers and alternative open-source solutions.
- Working with Storrs-based server administrators to provide systems support for Stamford-based interdepartmental enterprise servers.
- Implementing disaster recovery services and responding to emergency network outages and repair request and/or off-peak network implementations as required for maintaining optimum service levels with minimal interruptions to users and network downtime.
- Supporting and participating in outreach efforts related to academic department programs, which may include designing, teaching and/or assisting with computer-related workshops.
- Developing and recommending new internal operating procedures and policy revisions designed to improve administrative services.
- Selecting products for review, researching new products and product upgrades; coordinating testing and implementation of products.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Computer Science or related field, or equivalent combination of education and/or training and three to five years of recent highly technical and progressively responsible experience.
- Demonstrated knowledge of computer hardware, assembly, troubleshooting and repair.
- Demonstrated understanding of the procedures and strategies used in support of faculty, service delivery, computer labs, training, and development of staff.
- Demonstrated extensive experience with mobile computers, interfaces, devices and related peripherals.
- Demonstrated experience with organizing workloads, handling difficult problems effectively and efficiently, and exercising sound judgement in decision-making.
- Demonstrated computer software experience with MS Office Professional Suite.
- Demonstrated excellent interpersonal skills and ability to work effectively with faculty, staff, students and administrators as well as external agencies and the public.
- Extremely high level of motivation, independence, leadership, and responsibility.
- Demonstrated experience working well under stress.
- Willingness and ability to work evening and weekends on occasion in support of department and program needs.
- Willingness and ability to travel in-state and out-of-state on occasion in support of department and program needs.

PREFERRED QUALIFICATIONS

- Experience in teaching, training and conducting workshops.
- Supervisory experience.
- Experience working with external vendors in troubleshooting issues and designing solutions.
- Demonstrated experience with video conferencing and distance education software such as Microsoft Skype and WebEx, and Polycom Bridge hardware.
- Demonstrated experience with server configuration, computer network management, security configurations, and desktop virtualization.
- Demonstrated history of understanding needs, evaluating resources and devising a workable solution.
- Experience in web creation, publishing.
- Prior experience working in a higher education environment.

APPOINTMENT TERMS

This is a full-time position based in Stamford.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2019514. For full consideration, please 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 #2019514)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 6, 2019.

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 postings on the following websites: UConn Careers website, listserv HERC, Inside Higher Ed., HigherEdJobs.com, ZipRecruiter.com, Stamford Advocate, School of Business Minority Serving Institutions, and the Diverse Job Boards.

37 Total applicants: 18 WM, 3 WF, 1 BM, 2 BF, 1 HM, 2 HF, 2 AM, 1 AF, 2 TM, 5 UU

23 Unqualified applicants: 14 WM, 1 WF, 1 HF, 2 AM, 1 AF, 2 TM, 2 UU

- 14 WM, 1 WF, 1 HF, 2 AM, 1 AF, 2 TM, 2 UU did not meet the minimum qualifications as posted.

4 Qualified applicants: 2 WF, 1 BM, 1 BF

- 1 WF, 1 BM did not demonstrate experience with video conferencing and other educational software.
- 1 WF did not have experience teaching, training or conducting workshops.
- 1 BF did not have experience working with computer network management and desktop virtualization.

10 Interviewed applicants: 4 WM, 1 BF, 1 HM, 1 HF, 3 UU

- 1 WM did not have prior experience working within higher education.
- 1 WM was not able to answer questions in detail about procedures used to support faculty in computer labs.
- 1 WM did not demonstrate the strong interpersonal skills and the ability to work effectively with faculty, staff and students, in his answers to interview questions and interactions during the interview.
- 1 HM did not demonstrate experience with computer hardware or assembly in his response to technical questions about the process and specific hardware components.
- 1 BF, 1 UU withdrew their applications.

- 1 HF, 2 UU were offered the position and declined.

The 1 WM hired met all the preferred skills. He demonstrated strong technical skills that would be utilized in the position. He had worked in a computer lab with faculty and students in previous positions. He had hands-on technical experience with hardware and all the software utilized in this position. He also had experience in management and IT planning.

Category 3: Nonteaching Professional – UC Professional 8 Program Director

Hiring goals: 1 WM

Hiring into Category: 1 WF, 1 BM, 1 HM, 1 TF

Goals met: None

RG	Search #	Goal
WF	493804	N
BM	493717	N
HM	493561	N
TF	2020202	N

Search 493804 – UCP 08-Program Director – Enrichment Programs

Under the general direction of the Executive Director for Enrichment Programs and the Assistant Vice Provost for the Center for Excellence in Teaching and Learning (CETL), the Senior Academic Advising Specialist provides administrative direction for undergraduate academic and pre-professional advising. The Senior Academic Advising Specialist will be responsible for the day-to-day administration and delivery of pre-professional program content and will act independently within the goals and objectives of the program and the guidelines established by the supervisor. Key areas of responsibility will include: collaborating with faculty and staff advisors in all schools and colleges; coordinating university-wide probation, dismissal, and student outreach processes; contributing to efforts that improve student success through data driven insights; supporting development of an advising assessment plan; planning and managing professional development and training programs for the university advising community; coordinating the health professions composite letter process; and designing and implementing pre-professional advising pathways using available technologies. In addition to pre-professional program responsibilities, the Senior Academic Advising Specialist will also assist in the support of Nexus (University advising database application) and related student success initiatives to increase the coherence of advising across the university.

For a full list of duties, please visit https://honors.uconn.edu/job_opportunities/

MINIMUM QUALIFICATIONS

1. Bachelor's degree and four or more years of relevant experience or Master's degree and at least two years of relevant experience.
2. Thorough knowledge of and demonstrated competence in the practice of undergraduate academic advising, and ability to resolve complex program problems.
3. Excellent administrative and organizational skills, including ability to identify and resolve complex administrative problems.
4. Ability to develop and evaluate professional development and training workshops for the University advising community.
5. Ability to successfully advise undergraduate students and to interpret educational records and data related to student academic performance and progress.
6. Knowledge of advising practices for pre-professional health and/or law students.
7. Demonstrated ability to create systems and processes to enhance the efficiency of advising service delivery.
8. Excellent interpersonal skills and ability to work effectively with faculty, staff, students, administrators as well as external constituents and the public.
9. Ability to supervise professional staff as needed.

PREFERRED QUALIFICATIONS

1. Ed.D. or Ph.D. in related academic discipline.
2. Professional work experience at a large research university.
3. Demonstrated experience advising undergraduate students in a professional capacity.
4. Experience with peer learning and mentoring models.

5. Experience in program and/or project assessment.
6. Experience in large-scale program implementation and/or support.
7. Skills in survey design and data analysis.
8. Evidence of creative use of resources to solve organizational challenges.

APPOINTMENT TERMS

This is a permanent full-time position. Salary will be commensurate with education and experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020277. For full consideration, upload a **letter of application**, a **resume**, and a list of **three (3) professional references** with full contact information. 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 #2020277.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020277)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 20, 2019.

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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Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on Chronicle of Higher Ed, NACADA job board, and Honors Program Social Media accounts. As well as professional contacts and social media contacts.

26 Total applicants: 1 WM, 9 WF, 2 BM, 1 BF, 1 HM, 12 UU

18 Unqualified applicants: 1 WM, 6 WF, 2 BM, 1 HM, 8 UU

- 1 WM, 1 WF, 2 BM, 1 HM, 5 UU submitted an incomplete application package.
- 5 WF, 3 UU did not meet the minimum requirements as posted.

8 Interviewed applicants: 3 WF, 1 BF, 4 UU

- 1 WF did not provide an example of her ability to develop creative solutions to utilize in implementing and navigating university politics and internal relationships.
- 1 WF's responses to interview questions were short and without details. She also did not provide an accurate response to a question regarding gap analyses.
- 1 BF's responses to interview questions were not detailed. She also did not provide an accurate response to a question regarding gap analyses. Her answers demonstrated that she did not have experience with program management, that was needed for the position.
- 1 UU's answers were unclear, lacking specificity. In particular, one of the candidate's examples illustrated their inability to work effectively with faculty, staff, students, administrators as well as external constituents and the public.
- 1 UU did not provide complete answers to interview questions with regard to resource management and relationship building among offices.
- 1 UU's responses to interview questions were redundant and not relevant to the position. The candidate also did not provide a detailed example regarding gap analyses.
- 1 UU withdrew her application from the process.

The 1 WF hired provided clear, detailed, and organized responses to interview questions demonstrating experience in assessment, strategy, visioning, and resource management. She also provided examples of solutions she implemented to work effectively with faculty, staff, students, administrators as well as external constituents and the public. Additionally, she asked detailed and informed questions.

Search 493717 – UCP 8-Program Director – Student Union

The Student Union at the University of Connecticut announces the opening of a full-time Associate Director for Event Services (Search #2020176). Under the direction of the Director of the Student Union, this individual will provide leadership and support to various University departments and groups in coordinating, scheduling and managing events held in Student Union facilities, as well as all outdoor programs and events sponsored by recognized student organizations. S/he will direct the day-to-day operation and administration of the Student Union Event Services Office in accordance with University and the Division of Student Affairs goals and objectives. The successful candidate will oversee program coordination and logistics, prepare reports, resolve problems and direct change to lead the department forward in achieving the highest level of customer service. This includes the supervision of the Event Services team consisting of six full-time staff and over 50 student employees. The Associate Director assumes the lead technical administrative role for the Event Management Software (EMS) system utilized in the Student Union. The incumbent will work with multiple users and the administering company to ensure a smooth operation. S/he will develop, recommend and monitor policies and procedures related to events, services and facility-use guidelines. The Associate Director is a member of the Student Union Management Team.

MINIMUM QUALIFICATIONS

Bachelor's degree with a minimum of four years professional experience in event services OR a master's degree and two years of event services experience. Supervisory experience of full time staff. Demonstrated organizational skills which include multi-tasking, logistics, attention to detail, planning and managing events and the ability to resolve day-to-day problems. Demonstrated excellent verbal and written communication skills and the ability to deal effectively with the public, students, faculty, staff and external agencies. Demonstrated ability to interact effectively with diverse campus populations in a positive and empowering manner. Willingness to work irregular and flexible hours.

PREFERRED QUALIFICATIONS

Master's degree in business, hospitality, recreation, higher education, student affairs or a closely related field. Current membership and/or active involvement in related professional organizations. Two years' supervisory experience of full time staff. Experience in supervising diverse full time professional staff in a labor union environment. Demonstrated experience with event management software and MS Office products. Experience working in higher education.

APPOINTMENT TERMS

This is a full-time position with salary in the low \$70s plus a full range of state health and retirement benefits.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020176. For full consideration, please submit a **cover letter**, **resume**, and contact information for **three professional references**. Applicants not submitting all of the requested documentation will not be considered further in the application process.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020176)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 10, 2019.

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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Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on ACUI Career Page.

64 Total applicants: 17 WM, 29 WF, 7 BM, 4 BF, 1 HM, 2 HF, 1 AM, 1 AF, 2 UU

46 Unqualified applicants: 13 WM, 19 WF, 5 BM, 4 BF, 1 HM, 1 HF, 1 AM, 1 AF, 1 UU

- 13 WM, 19 WF, 5 BM, 4 BF, 1 HM, 1 HF, 1 AM, 1 AF, 1 UU did not meet the minimum requirements as posted.

6 Qualified applicants: 1 WM, 4 WF, 1 HF

- 1 WM, 1 WF, 1 HF did not have the preferred experiences with event management software and Microsoft Office.
- 2 WF did not have the preferred experiences of two years' supervisory experience of full-time staff and experience with event management software and Microsoft Office.
- 1 WF did not have the preferred experience of two years' supervisory experience of full-time staff.

12 Interviewed applicants: 3 WM, 6 WF, 2 BM, 1 UU

- 1 WM did not provide detailed examples of his supervisory experience in his responses to interview questions.
- 2 WM were found to only have experience supervising student staff.
- 2 WF were found not to meet the minimum requirement of event planning experience. They only had the experience as a customer rather than as the person responsible for the facilities management aspects of events.
- 1 WF was unable to explain how her skill set would serve her in the Student Union Associate Director position. She also was unable to articulate her understanding of the position and responsibilities associated with the role.
- 2 WF, 1 UU did not have experience supervising staff in collective bargaining units.
- 1 WF was found not to meet the minimum requirement of event planning experience. She only had the experience as a customer rather than as the person responsible for the facilities management aspects of events.
- 1 BM did not have experience working with the event management software. He also did not provide detailed examples of his skill set.

The 1 BM selected provided detailed examples of his knowledge of event management and how his skill set would help him in this position. He also provided detailed responses that demonstrated he had a clear understanding of the position. Additionally, he had supervisory experience that included student staff, professional staff and staff in collective bargaining units.

Search 493561 – UCP 08-Program Director – Student Union

The University of Connecticut Stamford campus invites applications for a full-time Assistant Director of Campus Operations position. Reporting to the Associate Campus Director, the Assistant Director of Campus Operations oversees and coordinates day-to-day operations for the academic and residential facilities at the UConn Stamford campus. The position will have oversight of campus IT, campus events, residence hall and main campus key management, campus space allocations, asset/procurement management, and special projects. The Asst. Director will also serve as the primary liaison with campus facilities, and external partners providing services related to the main campus and residence halls. The successful candidate will also assist the Director and Associate Director with developing strategies to meet short-and-long term goals for future facilities and other space planning initiatives and ensure execution of these priorities.

DUTIES AND RESPONSIBILITIES

- Oversee on-campus housing facilities and operations, including inspections, repairs, maintenance, turnovers, way-finding, signage, key management, residential bill-backs, campus and classroom inventories and furnishings, academic building mail room, and other related matters.
- Coordinate with residence community director and hall director, UConn facilities, private property management companies, and other external partners, including City of Stamford, Stamford Police Department, Stamford Fire Department, UConn Police Department, Fire Marshall, tech services, and Siemens, on day-to-day as well as cyclical projects and needs.
- Provide planning, oversight, and leadership for the day-to-day information technology operations and provide supervision for information technology staff.
- Manage the operation and administration of Stamford Campus events and welcome center offices in accordance with Campus goals and objectives; supervise staff; oversee program coordination and logistics; prepare necessary reports; resolve problems and make changes to accommodate changing priorities and needs.
- Collaborate with Center for Students with Disabilities to assist with any housing accommodations as needed.
- Develop, implement and manage the UConn Stamford summer housing program for UConn and Non-UConn applicants.
- Assist Residential Life staff with all hall opening/closing processes in conjunction with departmental leadership, hall staff and campus constituents.
- Serve as a professional staff on the on call duty rotation.
- Coordinate and manage the temporary and permanent relocation of faculty, staff and students.
- Serve as project manager and departmental liaison for special projects.
- Serve as campus liaison for university parking and transportation services.
- Monitor and inspect projects performed on University property with responsibility to ensure that contracted work is in compliance with contract terms and obligations; that departmental maintenance activities are completed in accordance with University policies and resolves most problems, referring only most complex problems to supervisor.

- Consult with and provide technical support to University personnel to determine physical facility requirements for their activities.
- Serve as a representative on the Emergency Response Task Force and other UConn Stamford committees.
- Perform other duties assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a relevant field and minimum of four years relevant experience in residential operations, project management, and/or event management OR Master's degree and two years of relevant experience in residential operations, project management, and/or event management.
- Possess experience with on-call/duty rotation and crisis intervention in emergency situations.
- Demonstrated ability to satisfactorily complete increasingly complex projects in a higher education setting.
- Demonstrated ability to conceptualize and resolve problems of a highly technical and administrative nature.
- Experience utilizing institutional enterprise systems, as well as software and platforms specific to educational technology.
- Excellent written and oral communication skills.
- Ability to work independently as well as collaborate with others as needed.

PREFERRED QUALIFICATIONS

- Master's degree in a relevant field.
- A minimum of five years related experience in an academic setting.
- Knowledge of Event Management Systems (EMS), Wordpress, and Student Administration systems.

APPOINTMENT TERMS

This is a permanent full-time position and will include occasional weekend, evening, and holiday hours. The University offers a competitive salary, and outstanding benefits including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment. Salary will be commensurate with successful candidates' background and experience. For additional information regarding benefits visit: <http://hr.uconn.edu/benefits-summaries/>. For additional information about the University visit: <http://www.uconn.edu/>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020143, to 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 name, title, phone and email addresses for **three professional references**. Reference search #2020143. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020143).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 29, 2019.

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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Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on Indeed.com, RecruitMilitary, CT Association of Diversity and Equity website, and CT colleges purchasing group network website. As well as personal networking amongst staff and colleagues.

30 Total applicants: 14 WM, 7 WF, 5 BM, 2 HM, 2 UU

26 Unqualified applicants: 13 WM, 6 WF, 4 BM, 1 HM, 2 UU

- 13 WM, 6 WF, 4 BM, 1 HM, 2 UU did not meet the minimum requirements as posted.

4 Interviewed applicants: 1 WM, 1 WF, 1 BM, 1 HM

- 1 WM did not have the university operations experience that was commensurate to the position. His college involvement was auxiliary and not related to residential life, building or "hands on" facility operations.
- 1 WF did not have experience in project or event management that was necessary for this position.
- 1 BM's experience and knowledge were not relative to the requirements of the position. His background was in student services. He did not have the operational and facility management experience necessary to this position.

The 1 HM selected had experience with university residential life operations and campus management. He also provided clear detailed examples of his knowledge of university operations.

Search 2020202 – UCP 8-Program Director - InCHIP

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut's Weight Management Research Group is seeking to hire a Program Director with experience managing multiple NIH-funded trials in the area of behavioral weight loss.

DUTIES AND RESPONSIBILITIES

Under the direction of the Principal Investigators, Drs. Tricia Leahey and Amy Gorin, the Program Director will oversee all aspects of multiple NIH-funded trials including planning, recruitment, treatment, assessment, and retention efforts. These duties may include, training research staff in study assessment procedures (e.g., measurement of weight, height, blood pressure, accelerometry) and intervention delivery focused on behavior change strategies to promote healthy eating and physical activity, promoting efficient research lab functioning including coordinating multiple study timelines/calendars, ordering supplies, and facilitating communication with outside entities related to building management, parking, and security, oversight of Institutional Review Board applications and amendments and preparing research-focused progress reports for funding entities/oversight bodies. This individual will also directly supervise study staff. The Program Director will need to spend time in Hartford each week and be available some evenings. This is a full time, annually renewable, grant funded position with the potential to be renewed for additional years pending funding.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in an appropriate discipline and four to five years' relevant experience; or Master's degree and two to four years' of relevant experience.
2. Demonstrated knowledge of NIH research programs and ability to identify and resolve day-to-day program problems.
3. Experience training and supervising staff involved in various research projects.
4. Excellent administrative and organizational skills, including ability to identify and resolve administrative problems.
5. Ability to plan and organize daily research activities related to clinical trials.
6. Ability to successfully recruit and counsel participants and to interpret educational records/program data and related information.
7. Excellent interpersonal skills and ability to work effectively with faculty, staff, students, administrators as well as external agencies/groups and the public.

PREFERRED QUALIFICATIONS

1. Experience managing research budgets.
2. Website management.

APPOINTMENT TERMS

This is a full-time, 12-month, annually renewable position. The investigators have projects sponsored for the next several years. Salary will be commensurate with successful candidate's background and experience. Screening of applications will begin immediately. The University offers outstanding medical and retirement benefits.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020202. Candidates should upload a cover letter, resume, and a list of three professional references.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020202)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 23, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards

5 Total applicants: 2 WF, 1 BF, 1 HF, 1 TF

4 Unqualified applicants: 2 WF, 1 BF, 1 HF

- 2 WF, 1 BF, 1 HF did not meet the minimum qualifications as posted.

1 Interviewed applicant: 1 TF

The 1 TF hired had the necessary experience of overseeing multiple obesity treatment clinical trials and training and supervising research staff. She also managed large budgets and maintained and developing websites, which are integral components of the position. This candidate also demonstrated the interpersonal and communications skills required for this position based on answers in the interview process.

Category 3: Nonteaching Professional – UC Professional 7

Hiring goals: 9 WM, 3 BF, 1 AM, 1 AF

Hiring into Category: 3 WM, 10 WF, 1 HF, 2 AM, 2 AF

Goals met: 3 WM, 1 AM, 1 AF

RG	Search #	Goal
WM	2020060	Y
WM	2020065	Y
WM	2020091	Y
AM	2019597	Y
AF	493902	Y
WF	20006	N
WF	493567	N
WF	493584	N
WF	493718	N
WF	494339	N
WF	2019617	N
WF	2019648	N
WF	2020086	N
WF	2020105	N
WF	PT-FT	N
HF	493546	N
AM	493902	N
AF	493902	N

Search 2020060- UCP 07 - Training Development Coordinator- Animal Care

6 Total applicants: 2 WM, 4 WF

2 Unqualified applicants: 2 WF

1 Qualified applicant: 1 WF

3 Interviewed applicants: 2 WM, 1 WF

Hired: 1 WM

This hire met a hiring goal.

Search 2020065- UCP 07 University Librarian 2- Law and Library and Technology

23 Total applicants: 9 WM, 8 WF, 1 BM, 2 BF, 1 HM, 1 AF, 1 UU

14 Unqualified applicants: 5 WM, 4 WF, 1 BM, 2 BF, 1 HM, 1 AF

9 Interviewed applicants: 4 WM, 4 WF, 1 UU

Hired: 1 WM

This hire met a hiring goal.

Search 2020091- UCP 07 - Network Technician 2- Information Technology Security

14 Total applicants: 8 WM, 1 WF, 3 AM, 2 AF

8 Unqualified applicants: 4 WM, 1 WF, 1 AM, 2 AF

6 Interviewed applicants: 4 WM, 2 AM

Hired: 1 WM

This hire met a hiring goal.

Search 2019597 – UCP 7 University Librarian 2

21 Total applicants: 8 WM, 8 WF, 1 HM, 1 AM, 1 AF, 2 UU

9 Unqualified applicants: 3 WM, 5 WF, 1 HM

2 Qualified applicants: 1 WM, 1 UU

10 Interviewed applicants: 4 WM, 3 WF, 1 AM, 1 AF, 1 UU

Hired: 1 AM

This hire met a hiring goal.

Search 493902 – UCP 7 Data Analytics Analyst (Information Systems Analyst 2)

We are looking for passionate analytics innovators to be a thought leader and sounding board to analyze business drivers/impacts to design and develop visualizations and dashboards, conduct data mining and exploration, and create and mature descriptive, predictive, and prescriptive analytical models and approaches. The right person is one who can continuously push the envelope and demonstrate how to turn data into information and information into insight to guide stakeholders towards improving healthcare services outcomes.

This position will work as a member of diverse business, technology, and analytics team to implement data, analytics, and information management solution components for the State of Connecticut's Health Information Exchange (HIE) and Core Data Analytics Solution (CDAS).

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. Interact and coordinate with diverse business stakeholders and technology teams to structure and drive workshops and informational sessions that promote collaboration, synergy, and achieve desired outcomes for assigned business initiatives.
2. Implement a user-centered approach using ideation, use cases, wire frames, prototyping, storytelling, concept visualization, and problem-solving skills to create effective analytical approaches, visualizations, and dashboard for the delivery and operations of innovative analytics and information management solutions.
3. Perform root cause analysis, trace quality problems to their source and analyze business impacts of data quality issues.
4. Use advanced analytical tools to perform exploratory analysis to derive actionable insights from healthcare data: identify, analyze and interpret trends, patterns and insights.
5. Develop analytical capabilities such as business process mapping, data analysis, data testing, data wrangling, data transformations, and data modeling to build data assets that enable business value generation.
6. Apply robust and appropriate statistical and clinical rigor using advanced analytic techniques including but not limited to groupers, risk adjustment, episode analytics, statistical modeling, power analysis, matched case control studies, etc.
7. Build knowledge and use established best practices around Descriptive, Predictive, and Prescriptive Analytics.
8. Work in a fast paced environment and deliver solutions as part of a Scrum Team following Agile Analytics development processes.
9. Adapt to change, learn and develop new skill sets as applicable
10. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree (or equivalent) in Data Analytics, Informatics, Data Science, or a related Science, Technology, Engineering and Mathematics (STEM) discipline.
2. Demonstrated experience with data capture and data/information analysis to develop concept designs through use cases structures and fundamental principles of visual and interactive designs.
3. Demonstrated ability to provide actionable insights from data and make recommendations for improved business performance.
4. Experience working with data analysis, exploration, transformation and visualization tools (such as Tableau, Qlik, R, or Python), relational databases, and database/SQL querying capabilities and knowledge of programming (XML, JavaScript, or ETL frameworks).
5. Demonstrated history of business stakeholder focus, managing complexity, dealing with ambiguity and strong verbal and written communication skills.
6. Knowledge of healthcare ecosystem and healthcare data (such as clinical, labs/tests, medical and pharmacy claims, administrative, and reference).
7. Experience with organization and problem-solving to identify risks/issues, conduct root cause analysis, develop mitigation courses of action, and conduct risk/issue mitigation.
8. Proven success in a collaborative, team-oriented environment following an Agile methodology such as Scrum/ Scaled Agile Framework.
9. Experience working with Microsoft Office Suite, such as Word, PowerPoint, Visio, and Excel.

PREFERRED QUALIFICATIONS

1. Master's degree in Data Analytics, Business Analytics, Informatics, Data Science, or a related Science, Technology, Engineering and Mathematics (STEM) discipline.
2. Four-to-Six (4-6) years of experience in the design, development, and implementation of analytics, to include data capture and data/information analysis to develop concept designs through use case structures and fundamental principles of visual and interactive designs.
3. Two (2) years of experience working on projects following Agile development or Agile Analytics.
4. Demonstrated experience in healthcare data analytics, data mining, or data exploration.
5. Experience with geospatial analytics and analysis.
6. Demonstrated experience working with Tableau Creator (Desktop), Server data visualization and dashboard tools and systems.
7. Certifications: Tableau (such as Certified Desktop Specialist, Associate, or Professional) or Microsoft (such as Cloud, Data, SQL Server Querying, or Data Management and Analytics).
8. Experience with data and analytics solution approaches to enable data driven decision-making.
9. Experience with data capture and ingestion of healthcare clinical, claims, and administrative data integration.

10. Demonstrated experience working directly with healthcare focused stakeholders or knowledge of existing state-based Health Information Exchanges (HIEs).
11. Proficient in requirements management, project management, and quality assurance tools.
12. Prior experience with database and model design and segmentation techniques.

APPOINTMENT TERMS

These are full-time, grant-funded positions that are subject to annual renewal depending on available funding and job performance. The typical work schedule is Monday – Friday, 8:30 am – 4:30 pm. Salary will be commensurate on the successful candidates' background and experience. Work location is on the downtown Hartford campus.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020239. Please submit an online application that includes a **cover letter**, a **resume** and contact information for **three (3) professional references**. Evaluation 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 # 2020239)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 29, 2019.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Intranet, nursing.uconn.edu, and aims.uconn.edu.

56 Total applicants: 9 WM, 3 WF, 2 HM, 10 AM, 11 AF, 1 TM, 20 UU

42 Unqualified applicants: 7 WM, 3 WF, 8 AM, 8 AF, 2 HM, 1 TU, 13 UU

- 7 WM, 3 WF, 8 AM, 8 AF, 2 HM, 1 TU, 13 UU did not meet the minimum qualifications of the job posting.

14 Interviewed applicants: 2 WM, 2 AM, 3 AF, 7 UU

- 1 AM did not have enough knowledge of the healthcare ecosystem for what was required. He talked about previous projects he was involved with, all following the lead of someone else on his team, where he did not come up with any of the analytic or display ideas himself.
- 1 UU claimed that she had never failed and had no plan for what to do if she did fail in a project. The candidate also did not have as much analytic experience as she had represented on her resume.
- 1 UU did not have BI tool experience. The candidate had only really worked with those tools in class.
- 1 UU had less than two years of experience as a data analyst/scientist. The candidate had only academic project experience as healthcare Data Analyst/Scientist.
- 1 AF had 2.5 years' experience, including a year as a Graduate Assistant in AIMS but was not proficient in requirements management, project management, and quality assurance tools.
- 2 WM, 4 UU withdrew their applications from the interview process.

1 AM hired demonstrated experience in healthcare data analytics, data mining, and data exploration. The candidate had experience with geospatial analytics and analysis as well as working with Tableau Creator (Desktop) and Server data visualization and dashboard tools and systems. The applicant expressed interest in project management and quality assurance tools. He also had a background with database and model design and segmentation techniques.

1 AF hired explained how she worked with clients that had a difficult time envisioning their requirements. She explained she had many meetings, brainstormed on a white board, then verified the requirements with the clients. The candidate's detailed process demonstrated a knowledge of healthcare ecosystem and healthcare data (such as clinical, labs/tests, medical and pharmacy claims, administrative, and reference). She had extensive knowledge of claims data and electronic quality measures from her two years of experience with healthcare data. The applicant was responsible for extracting insights from 20 dashboards and doing root cause analysis on discrepancies.

1 AF hired had a bachelor's degree in computer science and engineering and a master's in business administration. She created credit and risk fraud analytics from big data sets to identify potential fraudulent transactions. She had experience with Tableau, R Shiny, Python, R, SAS and SQL skills in working with 300B row Amex dataset. At her previous position, she had created a process to assist clients that did not understand technical requirements. She conducted data mining/exploration by model building, understanding the data type, researching missing values and outliers, feature engineering. She had also successfully worked in the Agile methodology.

Search 20006 – UCP 07-Manager of Scientific Collections – Museum of Natural History

1 Total applicants: 1 WF

1 Interviewed applicant: 1 WF

The 1 WF hired had experience with vertebrate collections. The candidate had a Ph.D. in vertebrate ecology and was a Research Associate at the National Museum of Natural History (NMNH), Smithsonian Institution in Washington, D.C. As a mammologist, she has worked extensively with live vertebrates in the field and vertebrate specimens in museum collections. At the NMNH, she has conducted independent research with mammal specimens of the genus *Dasyprocta*, using digital data and in-house specimens, to revise the phylogeny of this group (Rodentia: Dasyproctidae).

In terms of program development and implementation, she has extensive experience working with programs at the Organization for Tropical Studies (OTS) and the Smithsonian Institution. Her work as coordinator of the "Living in the Anthropocene Initiative" for the latter Institution is especially relevant because of the extensive public outreach elements involved with that project.

In terms of facilitating integration of collections-based activities into courses across the University, she has had extensive experience developing, implementing, and assessing a wide array of undergraduate courses, which include those she taught through OTS, the US Fulbright Scholar Program, the Institute of Ecology in Xalapa, México, and the Tehuacán-Cuicatlán Biosphere Reserve, México.

She had a proven track record of successful grantsmanship; since she received her Ph.D., she is PI or Co-PI on a total of six awards that total more than one half a million dollars. In addition, she had personal familiarity with the UC Berkeley model of undergraduate engagement using museum collections in the Museum of Vertebrate Zoology and has learned the basics of collection management, digitization, database management, and organization along with the training of undergraduate students in the appropriate use of specimens in collections.

Search 493567 – UCP 7 International Trade Compliance Specialist (Program Specialist 2)

The University of Connecticut Office of the Vice President for Research (UConn OVPR) is recruiting for a seasoned research compliance professional with an advanced background in International Trade Compliance (ITC) to coordinate the day-to-day ITC administrative activities, and plan and execute ITC projects consistent with University's policies and procedures. Under the direction of the Associate Vice President for Research Integrity and Regulatory Affairs, the ITC Specialist will serve as a point of contact and subject matter expert in the area of International Trade Compliance, and will partner with the Senior Export Control Officer (SECO) to assure Export Control/ITC oversight.

Representative Duties and Responsibilities Include:

- Plan, organize, schedule and drive ITC compliance projects from start to end.
- Organize ITC records and coordinate audits of key ITC procedures.
- Serves as a resource on ITC to support and assist researchers to comply with all ITC requirements.
- Develop informational materials and conduct or participate in workshops or training activities.
- Make recommendations for continuous improvement and maintain awareness of ITC regulations.
- Effectively manages individual caseload
- Assist and with other University projects as assigned.

The ideal candidate for this position will have an advanced background in international trade compliance, export control, or related area of compliance; strong organizational skills, including project management experience; excellent verbal and written communication skills and excellent interpersonal skills, with superior ability to exercise good judgment, confidentiality and discretion. The ITC Specialist will have a customer-service orientation, working well independently and as well as a collaborative member of a team.

Minimum Qualifications

1. J.D. or Master's degree in an appropriate academic discipline.
2. Comprehensive knowledge and three to five years of experience working in the area of international trade regulation/compliance/export control, with proven ability to apply a range of concepts, techniques and practices to carry out program objectives.
3. Strong organizational skills, including project management experience.
4. IT proficient and experience using Microsoft Office and PowerPoint.
5. Excellent verbal, written and interpersonal communication skills.
6. Superior ability to exercise good judgment, confidentiality and discretion.
7. Demonstrated ability to successfully interface with relevant stakeholders and staff at all levels.
8. Ability to work well independently, as well as a collaborative member of a team, with extremely high level of motivation, initiative, and responsibility.
9. U.S. Citizenship or permanent residency required to perform position responsibilities.

Preferred Qualifications

1. Certification in Project Management.
2. Experience in Higher Education.
3. Experience with Web Design and/or SharePoint.
4. Experience with Sanctions screening systems.
5. Demonstrated ability to provide leadership in project development and administration.

Appointment Terms

This is a 35 hour/week, full-time, permanent, twelve-month position, with an excellent benefits package including medical and retirement, as well as employee and dependent tuition reimbursement at the University of Connecticut (outlined here: <https://hr.uconn.edu/benefits-summaries/>).

To Apply

Applications must be submitted online at www.jobs.uconn.edu, Staff Positions, Search #2020180, 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**. Confidential inquiries may be addressed to Laurie Pudlo, Administrative Manager, at laurie.pudlo@uconn.edu.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020180)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on DATE.

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 the posting on: UConn Careers website, History HERC, and Inside Higher Ed., department website, RESADM-L, and the CT Hires (CT and US DOL Website).

3 Total applicants: 2 WF, 1 UU

Interviewed applicants: 2 WF, 1 UU

- 1 WF and 1 UU withdrew their applications

The 1 WF hired possessed contracting experience and some export control experience. The candidate was certified in project management. She also had experience with both Web Design and SharePoint and had utilized the Sanctions screening systems.

Search 493584 – UCP 7 Case Manager/Counselor

The University of Connecticut is currently seeking qualified applicants for a Case Manager (UCP 7, Counselor) position for the Stamford regional campus. Reporting primarily to the Director of Student Services or designee, 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

- Performs clinical triage assessment, support, referral and follow-up to students presenting with or referred with mental health concerns.
- Works with Case Manager to develop and monitor a case management system. Prepares required reports in a timely manner and carries on necessary correspondence.
- Reports to the Executive Director of Student Health Services or designee on the Storrs campus in matters relating to best practices, professional development, and consultation on critical incidents.
- Maintains and expands a referral resource database, serving as a liaison to local resources that address various student needs.
- Partners with local agencies to establish positive working relationships with the university.
- Maintains confidential client records by reviewing case notes; logging events and progress.
- Provides consultation to faculty, staff, students, other University offices, and family members who are concerned about a student.
- Actively participates on the Student Care Team by providing professional consultation to CARE team membership.
- Participates in training and evaluation of counseling/social work interns.
- Participates in various committees, advisory groups and Assurance Activities.
- Conducts workshops and outreach services designed to provide wellness education and mental health promotion to the Regional Campus.
- Participates in and/or conducts in-service/professional development presentations to colleagues and trainees.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Master's degree in Social Work, Counseling, Marriage and Family Therapy or related field.

- Must possess licensure within the State of Connecticut (LCSW, LMFT, or LPC), or obtain Connecticut licensure within 6 months of hire.
- Three years post-graduate experience in providing case management/care management for mental health clients. Additional formal training may be substituted for some experience.
- Demonstrated ability to make sound analytical/diagnostic judgments and to work without close supervision.
- Proven track record establishing and maintaining effective work relationships.
- Excellent verbal and written communication skills.

PREFERRED QUALIFICATIONS

- Supervisory skills.
- Experience providing psychotherapeutic counseling and crisis services to adults, especially young adults.
- Demonstrated understanding of and commitment to diversity issues in the delivery and management of clinical and other counseling center services.

APPOINTMENT TERMS

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

TO APPLY

Please apply online at UConn Jobs, <https://jobs.uconn.edu>, Staff Positions, Search #2019584. 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 the position, and a list of contact information, including phone numbers, for **three (3) professional references**. Reference search #2019584. 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 #2019584)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on July 5, 2019.

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 the posting on: UConn Careers website, History HERC, and Inside Higher Ed., University Counseling Jobs (formerly PICC), Monster, Career Builder, and CT Jobs.com.

54 Total applicants: 5 WM, 28 WF, 2 BM, 7 BF, 7 HF, 1 AF, 2 TF, 2 UU

34 Unqualified applicants: 4 WM, 14 WF, 2 BM, 7 BF, 3 HF, 1 AF, 1 TF, 2 UU

- 4 WM, 14 WF, 2 BM, 7 BF, 3 HF, 1 AF, 1 TF, 2 UU did not meet the minimum qualifications of the job posting.

20 Interviewed applicants: 1 WM, 14 WF, 4 HF, 1 TF

- 1 WF had some experience providing psychotherapeutic counseling and crisis services to adults, especially young adults. The candidate was unable to provide examples of making sound analytical diagnostic judgments without close supervision.
- 1 HF could not confirm that she will be able to obtain licensure in the State of Connecticut (LCSW, LMFT, or LPC), or obtain Connecticut licensure within 6 months of hire. The candidate was unable to provide enough examples of case management/care management for mental health clients.
- 1 WF could not confirm that she will be able to obtain licensure in the State of Connecticut (LCSW, LMFT, or LPC), or obtain Connecticut licensure within 6 months of hire. The applicant was unable to provide examples of working without close supervision.
- 3 WF did not demonstrate an understanding of and commitment to diversity issues in the delivery and management of clinical and other counseling center services. The candidates were unable to provide enough examples of case management/care management for mental health clients.
- 1 WF was unable to provide sufficient examples of case management/care management for mental health clients. The applicant had minimal experience providing crisis services to adults, especially young adults.
- 1 HF had difficulty providing examples of making sound analytical diagnostic judgments. The candidate gave poor examples of providing crisis services to adults especially young adults.
- 2 WF possessed some experience providing crisis services to adults, especially young adults. The candidates were unable to communicate a demonstrated understanding of and commitment to diversity issues in the delivery and management of clinical and other counseling center services.

- 1 WF's experience with providing crisis services to the young adult population had only been on a temporary and fill-in basis.
- 1 WF and 1 TF could not provide enough examples of case management/care management for mental health clients. The candidates did not provide examples of making sound analytical diagnostic judgments.
- 1 WM and 1 HF did not have the experience needed for the position in providing crisis services to adults, especially young adults.
- 3 WF and 1 HF withdrew their applications

The 1 WF hired met all the preferred qualifications. The candidate was able to articulate examples of how she had demonstrated sound analytical diagnostic judgments without close supervision, providing psychotherapeutic counseling and crisis services to young adults. She demonstrated a commitment to diversity issues sharing her activities with a diversity panel she co-chaired from her former employer.

Search 493718 – UCP 7 Fiscal Manager

The School of Fine Arts at the University of Connecticut is seeking applications from an experienced financial professional to perform the duties of a full-time Fiscal Manager, UCP 7. As part of the School of Fine Arts (SFA) Financial Shared Services team, the Fiscal Manager will report to the Assistant Dean and Chief Operating Officer within the Office of the Dean. This position primarily provides fiscal management to assigned departments within the School and is responsible for administering a variety of fiscal responsibilities including GL processing, budgetary and projection management and analysis, payroll and procurement processing, scholarship facilitation, foundation deposits and disbursements, ad hoc analysis and internal and external reporting support.

The Fiscal Manager is independently responsible for executing financial functions, monitors and executes accounting activities and is responsible for ensuring the daily operational functions of the SFA Financial Services Office are met. The incumbent will also participate in long range planning activities, including fiscal planning, development of fiscal procedures and creation of financial reports utilizing the University's data warehouse and reporting services tools. Further, the position will be responsible for assisting with budgetary transactions, which may include monitoring/resolving discrepancies, processing budget adjustments and/or transferring funds/expenses to appropriate accounts within designated timelines. Also, provides backup assistance to the other fiscal officers in the SFA Financial Services Office with respect to procurement, payroll and other ad hoc related procedures as necessary. Finally, maintains effective communication and individual working relationships with department heads, directors, faculty and staff, granting agencies and other service departments across campus as a way of ensuring uniform procedures, policies and systems are followed.

The School of Fine Arts encompasses four main academic areas including Art and Art History, Digital Media and Design, the Dramatic Arts, and Music. All of these programs offer degrees at the graduate and undergraduate levels and accommodate a full calendar of performances and exhibits on campus. Our academic programs are supported by the University's exhibiting and performing venues, which include the Ballard Institute and Museum of Puppetry, Jorgensen Center for the Performing Arts, William Benton Museum of Art, Contemporary Art Galleries, Connecticut Repertory Theatre, and von der Mehden Recital Hall.

DUTIES AND RESPONSIBILITIES

1. Manages and monitors financial records and accounts for each assigned department/unit including administering payroll transactions, purchasing (all aspects, including contracts), travel reimbursement, P-card oversight and other disbursements; serves as a resource regarding fiscal matters; helps to resolve fiscal inquiries and/or discrepancies.
2. Administers the annual preparation of departmental/unit budgets; acts as the fiscal steward to the approved budget, makes decisions related to the appropriateness of requested expenditures.
3. Prepares regular financial statements of condition for each unit or cost center and makes available timely and accurate financial information, including participation in the

quarterly projection process, variance analysis to compare actual results to plans/forecasts, and participates in year-end processing procedures.

4. Processes personnel actions and updates payroll system for appointments, leaves, terminations and other personnel actions, assuring proper procedures are followed and transactions are accurate.
5. Complies with state, local and federal industry standards and regulations to state appropriated budgets, sponsored and/or external grants and contracts, as well as foundation and gift related accounts.
6. Maintains effective communication with administrators, faculty, staff and students as a way of ensuring uniform procedure, policies and systems are followed.
7. Assists departments in preparing budgets based on goals, current revenue, expenses and past performance.
8. Prepares other reports as appropriate to meet University, State, federal and department/division requirements. May assist in contributing to fiscal sections of surveys, grant and contract proposals and/or provide financial information to fulfill accreditation reporting requirements.
9. Actively participates as a member of a project team; support new initiatives; cooperate and adapt to changes and processes. Participate in change management strategy through communication and collaboration with others.
10. Contributes to development and maintenance of internal procedural policies, desk procedures and documentation for area of responsibility. Develop process flow charts to summarize work efforts.
11. Participates in cross training on core functions in work area or unit; serves as a back-up to other departments/units as required.
12. Assists with special projects or assignments, which require a thorough understanding of fiscal and departmental procedures.
13. May supervise other staff, including student staff.
14. Performs other related duties as required.

KEY COMPETENCIES

Knowledge:

- Sound knowledge of budgeting preparation, management and fiscal control methods.
- Strong knowledge of accounting policies and procedures and internal controls.
- Strong ethical perspective and commitment to cultural diversity and ability to effectively work with diverse clients.
- Knowledge of accounting software, ERP and report querying tools.

Abilities:

- Ability to perform a variety of accounting, payroll and budgeting tasks with speed and accuracy.
- Ability to analyze and modify fiscal procedures and make recommendations for process improvements, improved compliance and/or act as a change agent.

- Demonstrated decision making and problem solving ability with a strong emphasis on being customer-focused and responsive.
- Ability to supervise, counsel and evaluate staff.
- Ability to work independently and ability to use independent judgment, initiative, and extensive experience/knowledge to manage and execute responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Finance, Accounting, Business Administration or related field with one to three years of relevant experience.
- Strong financial and analytical skills, including expertise with enterprise-wide financial systems, report writing and database management tools.
- Demonstrated decision making and problem solving ability with strong attention to detail.
- Proven ability to take on several initiatives in a fast-paced environment with speed and accuracy.
- Ability to identify and recommend process improvements with a focus on increasing efficiency and customer service. Must be fluent drafting and implementing internal policies and procedures.
- Excellent communication skills, including the ability to prepare and present materials clearly and effectively to internal audiences and client groups.
- Strong interpersonal skills with the ability to contribute as part of a shared services, customer service oriented team.
- Demonstrated ability to work collaboratively with different constituencies: administrators, faculty, staff and students and commitment to cultural diversity and ability to work with individuals or groups with diverse backgrounds.
- Advanced proficiency in Excel (including pivot tables, VLOOKUPS, complex spreadsheets, complex graphs and charts, and analytical methods) and other business applications, such as Word, Access or PowerPoint.
- Prior supervisory experience.

PREFERRED QUALIFICATIONS

- Master's Degree in Business Administration or related field
- Five to seven years of progressively responsible financial management experience
- Supervisory experience within a unionized environment
- Experience working in a higher education environment
- Experience working with Quali Financial Systems, PeopleSoft or HCM/Core-CT
- Experience working in an arts related field

TO APPLY

Apply online at UConn Jobs at <http://www.jobs.uconn.edu>, and reference Search #493718. Applications must include 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.

Review of applications will begin immediately and continue until the position is filled. Please contact Arielle Hill-Moses, Assistant to the Dean, with any questions (arielle.hill-moses@uconn.edu). For more information regarding the School of Fine Arts, please visit our website at sfa.uconn.edu.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #493718)

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on December 17, 2019.

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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Recruitment activities included the posting on: UConn Careers website, History HERC, and Inside Higher Ed., Connecticut Commission on Equity and Opportunity, AcademicDiversitySearch.com, Connecticut Association of Diversity and Equity Professionals, and shared via staff social media and LinkedIn.

35 Total applicants: 9 WM, 17 WF, 1 BM, 2 BF, 6 UU

28 Unqualified applicants: 7 WM, 13 WF, 1 BM, 2 BF, 5 UU

- 7 WM, 13 WF, 1 BM, 2 BF, 5 UU did not meet the minimum qualifications of the job posting.

7 Interviewed applicants: 2 WM, 4 WF, 1 UU

- 1 WF and 1 UU did not explain how their previous positions gave them the progressively responsible financial management experience necessary to meet the requirements of the position.
- 1 WF did not show up for the interview.
- 2 WM and 1 WF withdrew their applications during the interview process.

The 1 WF hired had advanced fiscal and project management skills and applied experience working in the arts and education field. Further, the candidate had proven experience managing operating budgets, sound knowledge of accounting policies and procedures and internal controls. She had extensive experience with respect to consolidated reporting as she served as a Director of Accounting and Reporting at Aetna Inc. for 15 years. The candidate also has several years of experience supervising a team of professional staff. Finally, her solid background in financial controls and audit environments, namely GAAP and statutory audits as well as Sarbanes Oxley testing, gave her the experience and skills to develop effective fiscal procedures and implement superior internal controls for the school.

Search 494339 – UCP 7 Growth Operations Manager (Senior Educational Program Administrator)

JOB SUMMARY

The Department of Ecology and Evolutionary Biology at the University of Connecticut, Storrs Campus, seeks qualified applicants for the position of Growth Operations Manager (Senior Educational Program Administrator), for the UConn Plant Biodiversity Conservatory and Research Center (PBCRC) (<http://florawww.eeb.uconn.edu/>). The greenhouse complex comprises a 10,400 sq. ft. greenhouse facility housing a biodiverse collection of ~3,000 species plus a 5,600 sq. ft. research greenhouse, as well as an additional 10,000 sq. ft. outdoor garden and container space. The successful candidate will have familiarity with the academic greenhouse environment and will thrive in situations that require multitasking, problem solving, organizational skills, and interaction with diverse user groups and the public.

DUTIES AND RESPONSIBILITIES

- Oversee maintenance of the physical facility and support spaces for the PBCRC.
- Share responsibility for 24/7 alarm responses for all facilities.
- Supervise the Program Administrator and the Horticulturist.
- Hire, train and supervise 3 - 4 student employees and 5 – 6 volunteers.
- Manage all user training; staff scheduling; ordering and budgeting.
- Actively participate in long-range planning activities for the PBCRC.
- Assume responsibility for all related compliance issues; manage system upgrades, budgeting, supply ordering and environmental control systems programming.
- Participate in daily horticultural tasks of watering, pruning and pest management as needed.
- Maintain a web-based database for curation, cultivation, project management and coordinate growth of plant materials for teaching and outreach needs of faculty, staff and students.
- Participate independently in outreach activities such as tours, external exhibits & shows and coordinate social media presence.
- CT Commercial Pesticide License required.
- Assume ultimate responsibility for compliance with EH&S, OSHA and EPA regulations.
- Oversee outdoor garden program in the summer.
- Maintain the PBCRC website.
- Primary liaison to professional organizations (Association of Educational and Research Greenhouses).
- Flexible and irregular schedule as required to meet the needs of the PBCRC.
- Serve as the point contact for research, including scheduling space and accommodating requests for specialized research conditions such as extra shading, wind, experimental water treatment set ups, etc.
- Assist faculty and student researchers as needed with creating specific research environments.
- Daily watering and sanitation of research materials.

- Grow plants needed for destructive use in courses each semester (e.g. hundreds of seedlings of corn, sunflowers, etc).
- Respond as appropriate to other miscellaneous requests of users or EEB Faculty and students.
- This position will answer to the Faculty Director of the PBCRC.

MINIMUM QUALIFICATIONS

- B.A. or B.S. degree in horticulture, botany or related field.
- Horticultural knowledge and experience.
- CT Pesticide applicators license or willingness to obtain CT license within six months.
- Greenhouse management or supervisory experience.
- Experience meeting the needs of a diverse user group.
- Must be willing and able to work a flexible and irregular work schedule.

PREFERRED QUALIFICATIONS

- M.S. or Ph.D. in horticulture, botany, or related field.
- Knowledge of general botany, plant systematics, morphology and ecology.
- Knowledge of integrated pest management techniques.
- Knowledge of greenhouse operations and design
- Experience with automated environmental control (ARGUS) and watering systems.
- Experience supervising and training students and volunteers.
- At least three years of institutional greenhouse management experience.

APPOINTMENT TERMS

This is a full time, 12-month position that is designated as an ad-hoc emergency support services/essential staff. The position comes with an excellent healthcare and retirement package. The incumbent must be willing to work flexible and irregular hours as required to meet the needs of the facility and its users. Standard work week is 35 hrs.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494339 to upload a **resume, cover letter**, and contact information for **three (3) professional references**. The search committee will begin to review applications starting on March 6, 2020.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on March 6, 2020.

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 the posting on: UConn Careers website, History HERC, and Inside Higher Ed., Department Listserves, Association of Educational and Research Greenhouse Curators listserv, American Public Gardens Association Listserv, Botanical Society of America - membership communications, Emergent: A Group for Growing Professionals listserv, and a paid advertisement on HorticulturalJobs.com.

13 Total applicants: 4 WM, 4 WF, 1 BF, 1 AM, 3 UU

7 Unqualified applicants: 1 WM, 3 WF, 1 BF, 1 AM, 1 UU

- 1 WM, 3 WF, 1 BF, 1 AM, 1 UU did not meet the minimum qualifications of the job posting.

2 Qualified applicants: 2 WM

- 1 WM did not have experience with automated environmental control (ARGUS) and watering systems.
- 1 WM's application materials did not indicate experience supervising and training students and volunteers.

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

- 1 WM did not have experience supervising and training students and volunteers.
- 2 UU withdrew their applications

The 1 WF hired possessed extensive horticultural experience and a background working with a diverse collection of plants. The candidate had over 15 years' experience which would prove invaluable to the maintenance and function of the greenhouse and the entire living plant collection.

Search 2019617 – UCP 07-University Librarian 2 – University Libraries

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The UConn Library seeks an Electronic Resources Librarian to coordinate the life cycle of the Library's electronic resources. Reporting to the Head of Acquisitions & Discovery, the Electronic Resources Librarian works collaboratively to develop and communicate best practices and procedures for the acquisition and management of the UConn Library's electronic resources. This position will require innovation, creativity and a willingness to problem solve. Along with all UConn Library personnel, the Electronic Resources Librarian will make a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University.

The Electronic Resources Librarian engages in continuous learning and is professionally engaged at the state, regional, or national levels. As an active member of the Collections & Discovery area's Acquisitions & Discovery Unit, the Electronic Resources Librarian contributes to the advancement of the UConn Library through collaboration with colleagues and engagement with Library-wide initiatives, including serving on Library and University committees. The incumbent will be a positive contributor to the Library, founded on the UConn Library values of kindness and trust, curiosity and inquiry, equity and inclusion, and having fun.

DUTIES AND RESPONSIBILITIES

- Oversees all workflows related to managing the life cycle of the Library's electronic resources, including licensing, acquisitions, access, administration, support, and evaluation.
- Works with vendors to develop and maintain effective business relationships.
- Participates in the review of contracts and negotiation of favorable pricing and licensing terms for electronic resources, including e-journal titles and packages.
- Maintains an understanding of State of Connecticut and University of Connecticut procurement requirements (e.g., ethics affidavits) and ensures compliance.
- Coordinates license agreement processing and invoice payments. Tracks electronic resource expenditures and monitors budget.
- Notifies vendors of renewal and cancellation decisions and ensures timely communications with appropriate user communities on new or cancelled resources.
- Establishes access to new electronic resources, monitors platform changes, and works collaboratively to investigate, resolve and communicate access issues.
- Updates and maintains remote access and authentication products, such as EZproxy.
- Tracks and manages complex changes in the UConn Library's e-resources collections.
- Informs the strategic allocation of funds by leveraging assessment tools to evaluate current resources and identify areas of user need, including overseeing the collection and analysis of electronic resources.

MINIMUM QUALIFICATIONS

Minimum Qualifications for Appointment at University Librarian 1, UCP 5 Level

1. Master's degree in Library and Information Science from an American Library Association accredited program (or international equivalent).
2. Work experience in a library and/or library consortia setting.
3. Demonstrated ability to communicate effectively, interact collaboratively, and build and maintain successful partnerships.
4. Familiarity with current electronic management systems and workflows, technologies, and integrated library systems.
5. Knowledge of current licensing and renewal issues for academic or research libraries.
6. Ability to analyze and evaluate data in order to produce reports and recommendations for decision-making purposes.
7. Demonstrated leadership, communication, and interpersonal skills.

Additional Minimum Qualification for Appointment at University Librarian 2, UCP 7 Level

1. Minimum of three years' experience in an academic library or comparable setting.
2. Demonstrated understanding of current licensing and renewal issues for academic or research libraries and a user-centered approach to e-resource collection development and acquisitions.
3. Demonstrated experience managing a project or budget for a department, project, team, or committee.
4. Evidence of sustained participation in library-related professional development activities at a local level or higher.

PREFERRED QUALIFICATIONS

For Both Levels

1. Recent experience working and negotiating with commercial and academic vendors including pricing, licensing, and contract negotiations for all e-resource types.
2. Experience with Ex Libris Alma and/or electronic resource management systems.
3. Familiarity with current e-resource standards and protocols (e.g., KBART, COUNTER, and SERU).
4. Demonstrated awareness of current national trends and developments in shared and consortia collection development and management.
5. Experience coordinating projects with demonstrated project management skills.

APPOINTMENT TERMS

This is a full-time position based in Storrs, Connecticut. 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 are dependent upon education, qualifications, and experience.

TO APPLY

Applications must be submitted online at UConn Jobs, <https://jobs.uconn.edu>, Staff Positions, Search #2019617 and should include a cover letter, detailed resume, and contact information for three professional references. Nominations and inquiries should be sent in confidence to ellen.silbermann@uconn.edu. To ensure full consideration, inquiries and applications should be submitted by September 1, 2019.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2019617)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 1, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., UConn Library Facebook, UConn Library Twitter, UConn Library Instagram, Conn-Tech Listserv, Connecticut Library Consortium Job Board, Asian Pacific American Librarians

Association, ALA Spectrum Scholarship Program Job Listings, Simmons SLIS Jobline, University of Alabama, University of Arizona School of Information, Catholic University of America Department of Libra, Clarion University, Drexel University, University of Iowa, Long Island University, University of Maryland, UNC Chapel Hill, University of North Texas, University of Oklahoma, Pratt Institute, Queens College CUNY, Rutgers, University of Southern California, Syracuse, UT Austin, Valdosta State University, Wayne State University, University of Wisconsin-Madison, SUNY University of Rhode Island, Emporia State University, University of Hawaii, Black Caucus of the American Library Association, REFORMA NorthEast, Discussion list about Ex Libris Alma library, Scholarly Communication, Serials, and Electronic Resources, American Library Association, Council on Library and Information Resources, Chronicle of Higher Ed, Capital District Library Council (NY), and Diverse Job Boards

19 Total applicants: 7 WM, 6 WF, 1 BF, 1 HM, 2 AF, 2 UU

14 Unqualified applicants: 6 WM, 4 WF, 1 HM, 1 AF, 2 UU

- 6 WM, 4 WF, 1 HM, 1 AF, 2 UU did not meet the minimum qualifications as posted.

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

- 1 WM, 1 WF, 1 AF withdrew from the application process.
- 1 BF did not demonstrate an understanding of current licensing and electronic management systems, workflows, and technologies required for this position.

The 1 WF hired demonstrated the communications abilities needed to collaborate with teams and build successful partnerships. She had the necessary familiarity with management systems and licensing and renewal issues that a library may face. The candidate also had the necessary experience with current national trends in collection development and management.

Search 2019648- UCP 07 - Information Systems Analyst 2- Registrar

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The Office of the Registrar at the University of Connecticut is seeking energetic, self-motivated individuals for a full-time, permanent Information Systems Analyst 2 (UCP 7) position operating under the direction of the Assistant Registrar for Systems. This position is primarily responsible for organizing, manipulating and reporting data from our PeopleSoft Student Admin system and Student Administration data mart while simultaneously providing exemplary customer service. Additionally, this position will be tasked with supporting the Assistant Registrar to review current business practices within the Registrar's office and make recommendations for improvements to increase effectiveness and efficiency.

The Information Systems Analyst 2 will serve as the primary contact for reporting requests for the Office of the Registrar. This position will consult with users and suppliers of data to clarify requests and/or intended use of data and explain results. This position will be required to understand the business needs leading to these requests and design reports to meet those needs while maintaining compliance with the University's privacy policy. This position will be responsible for the execution, distribution, maintenance, and documentation of these reports.

This position will participate in the development, documentation, maintenance, and support of the Oracle Campus Solutions student administration system. This includes scheduling, updating, and maintaining system processes and academic structure within the student records module. The information systems analyst will design and maintain clean-up reports that will be used to maintain the integrity of the student records. The position will assemble and generate documentation, requirements gathering, specification writing, configuration, training, reports and data analysis. The Information Systems Analyst 2 will participate in the development of Registrar's back office business processes. Provide technical support to members of the Registrar's Office and the university-at-large to facilitate the use and understanding of student data.

This Information Systems Analyst 2 is responsible for special projects which may be short- or long-term and which require both technical understanding and a broad knowledge of Registrar functionality. This position is responsible for coordinating these projects with special attention given to accuracy, compliance with regulations, policies and procedures, and the provision of superb customer service. This position keeps abreast of changes to University policies and procedures in relation to functions of the Registrar's Office and in abidance with Senate policies and FERPA guidelines.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in analytical discipline and/or equivalent combination of education and experience.
2. Experience with use of software and/or source-languages appropriate to the needs of the office, e.g., student information systems, business intelligence and report tools, scheduling systems, content management systems and office productivity software.
3. Demonstrated professional experience in communicating information in numerical, narrative, and graphical form.
4. Strong organizational and time management skills, along with excellent written and oral communication skills.

PREFERRED QUALIFICATIONS

1. Three years demonstrated professional experience in report writing.
2. Experience with Oracle Campus Solutions, WebFocus, Astra Schedule, Perceptive Content, Microsoft Office advance features/functionality and/or FileMaker Pro.
3. Proven SQL, PL/SQL knowledge and skills, demonstrated understanding of relational database structure, and experience with the utilization of query tools to access data.
4. Experience working within a higher education environment.
5. Previous experience obtaining data from Oracle Campus Solutions.
6. Familiarity with business processes and procedures as they related to the functions of a Registrar's office.

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, and outstanding benefits, including employee and dependent tuition waivers at UConn, and a highly desirable work environment. For additional information regarding benefits visit: <https://hr.uconn.edu/benefits-summaries/>.

TO APPLY

Please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2019648. Candidates must submit a cover letter, resume, and the names of three references.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2019648).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 19, 2019.

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 activity included postings on the following websites: UConn Careers website, listserv HERC, Inside Higher Ed., AACRAO, NEACRAO, CACR, and the Diverse Job Boards.

23 Total applicants: 9 WM, 5 WF, 1 BM, 1 HF, 5 AM, 1 AF, 1 UU

17 Unqualified applicants: 6 WM, 2 WF, 1 BM, 1 HF, 5 AM, 1 AF, 1 UU

- 6 WM, 2 WF, 1 BM, 1 HF, 5 AM, 1 AF, 1 UU did not meet the minimum requirements as posted.

6 Interviewed applicants: 3 WM, 3 WF

- 1 WM did not have strong communication and customer service skills, based on the vague and irrelevant answers to interview questions.
- 1 WM's experience was mainly technical in computer hardware, which was not relevant to the position.
- 1 WM's experience with the software programs used in the position, was at a very basic inquiry level only.

- 2 WF's experience creating and delivering reports or queries was specific to their current roles and not relevant to this position.

1 WF hired had strong communication, customer service, and organizational skills. She possessed advanced knowledge of database structures, reporting tools, and complex data systems. She also has experience working in higher education and could connect her previous experience to the position and expressed her ability to learn and adapt to a new work environment.

Search 2020086- UCP 07- Administrative Manager 2- Financial Aid

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut is seeking a dynamic, experienced, and self-motivated Assistant Director for Client Services, to perform a wide range of complex and confidential administrative functions. Duties will include management of departmental customer service and outreach initiatives; oversight of the Client Services unit; development of programming, outreach and training materials; review current customer service initiatives and implement strategic changes to improve service; evaluate, develop, and interpret policies, procedures, goals and objectives for departmental, institutional, state and federal financial aid programs; serve as a liaison to University community and external subject matter experts; as well as supervision and evaluation of assigned staff.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from a college or University accredited by a US Department of Education or internationally recognized accrediting organization.
2. Four years of experience in financial aid administration in a comprehensive university or college environment with a demonstrated progression of managerial responsibility. A Master's degree plus two years of experience may be considered.
3. Knowledge of federal and state regulations pertaining to financial aid.
4. Supervisory experience and demonstrated ability to effectively lead and manage a team.
5. Strong written and oral communication skills and decision-making ability.
6. Excellent interpersonal skills including the demonstrated ability to deal effectively with students, the public, University community and external constituencies.

PREFERRED QUALIFICATIONS

1. Advanced degree.
2. Demonstrated knowledge in quality assurance in regards to customer service.
3. Working knowledge of Oracle Student Administration System.
4. Experience working in a unionized environment.

APPOINTMENT TERMS

This is a full-time, twelve-month position. Salary commensurate with education and experience.

TO APPLY

Please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020086. Interested candidates should submit a **letter of application** outlining experience relative to each position requirement, a current **resume**, and contact information for **three professional references**. Review of applicants will begin immediately.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020086)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 11, 2019.

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 activity included postings on the following website: UConn Careers website, listserv HERC, Insider Higher Ed., CAPFAA listserv email, HigherEdJobs.com, and the Diverse Job Boards.

20 Total applicants: 1 WM, 12 WF, 4 BF, 1 HM, 1 AM, 1 UU

14 Unqualified applicants: 1 WM, 7 WF, 4 BF, 1 HM, 1 AM

- 1 WM, 4 WF, 1 BF, 1 HM, 1 AM did not meet the minimum requirements as posted.
- 3 WF, 3 BF submitted an incomplete application for the position.

6 Interviewed applicants: 5 WF, 1 UU

- 1 WF did not demonstrate decision making and time management skills based on responses to situational interview questions.
- 1 WF did not show her capability to handle difficult student or family cases based on inaccurate responses to interview questions.
- 1 WF did not have the experience in supervisory positions as listed in her resume.
- 1 UU did not demonstrate the communication skills needed for the position based on their interaction with the search committee and the responses to interview questions.
- 1 WF withdrew her application.

1 WF hired had strong financial aid knowledge and showed an interest to continue growing. She possessed management skills and provided examples of these skills, including responding to high escalated cases. She had worked as a supervisor in a unionized environment as well as an environment where excellent customer service was a priority.

Search 2020105 - UCP 07-Publicity/Marketing Manager – Fine Arts

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The School of Fine Arts at the University of Connecticut is seeking applicants to perform the duties of a full-time Publicity/Marketing Manager (UCP 7) within the Office of the Dean. Under the general direction of the Dean of the School of Fine Arts and the Office of University Communications, the Publicity/Marketing Manager leads the School's marketing efforts, working at both the strategic and operational level.

The School of Fine Arts comprises four academic departments (Art & Art History, Digital Media & Design, Dramatic Arts, and Music) as well as the University's exhibiting and performing-arts venues (Ballard Institute and Museum of Puppetry, Contemporary Art Galleries, Connecticut Repertory Theatre, Jorgensen Center for the Performing Arts, von der Mehden Recital Hall, and William Benton Museum of Art).

The focus of SFA's publicity and marketing is to attract talented students from Connecticut and beyond to the academic departments and to attract both on- and off-campus audiences to our exhibiting and performing arts venues, including students, faculty and staff; community members; K-12 students; and alumni.

Current with best practices in program marketing and audience development, the individual in this position will make efforts to effectively advance and execute creative materials for the School while also being adept at strategic planning, budget management, and using quantitative results to drive decision making.

The ideal candidate is self-motivated with the ability to prioritize and work independently in a fast-paced setting. They must have a willingness to work flexible and irregular hours as needed. The ability to multi-task effectively under pressure is a must, as is the willingness to work collaboratively in a team-oriented environment. This individual has a combination of strong project management and hands-on technical skills. They should have the ability to analyze/interpret data from campaign results to set priorities, and pivot on strategy as needed. They should have a creative marketing instinct, with a critical and discerning eye towards messaging and design, as well as the ability to jump from the creative side of marketing to the analytical side.

DUTIES AND RESPONSIBILITIES

- Lead and develop publicity and marketing campaigns and strategy for the School and its units, including detailed advertising plans and timelines, to support recruiting of undergraduate and graduate students as well as the programming of the arts venues to support subscription, single ticket, and group sales goals
- Produce or oversee development of print and electronic marketing materials—including brochures, postcards, posters, video and flyers; as well as print, radio, and digital advertising (email, web, social media, Google Ads, digital signage), including but not limited to: writing, editing, design
- Oversee monitor, and track website content and social media channels
- Track and analyze effectiveness of marketing strategies and regularly conduct audience and market research and present findings
- Maintain and update media lists for press release/PSA distribution
- Explore and identify additional revenue streams through marketing channels
- Develop and/or utilize marketing video content in various marketing channels
- Help to build a diverse student body and diverse audiences through marketing and publicity activities
- Manage marketing budget and track expenditures on accounts; create annual zero-based budget and develop quarterly projections; negotiate media contracts, and facilitate vendor contracts
- Supervise department staff and student workers and work in close collaboration with designers
- Represent the School of Fine Arts and the University at appropriate regional, national and/or international meetings and forums, and participate in professional development activities, including industry conferences, seminars and workshops
- Perform related duties as required

MINIMUM QUALIFICATIONS

- Bachelor's degree in communications, marketing, journalism or related field
- At least 5 years relevant experience in publicity and/or marketing
- Excellent interpersonal, verbal, and written communication skills
- Experience in copy-writing and editing, with the ability to write creative and effective marketing copy under deadline
- Experience managing large projects under deadline
- Experience with MS Office Suite and Adobe Creative Suite
- Experience with website and social media management including analytics
- Supervisory experience in a marketing and/or publicity context

PREFERRED QUALIFICATIONS

- Demonstrable knowledge of the targeted markets and communities to be served
- Experience sourcing and managing digital content for targeted audiences and drive conversions
- At least two years of experience within an arts venue
- Experience with photography and digital photo editing
- Experience working professionally in a university/college setting
- Experience with video production
- Proven success in attracting diverse audiences or in marketing for student recruitment

APPOINTMENT TERMS

This is a full-time, 12-month position with excellent benefits.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020105. Interested candidates should submit a **letter of application**, **resume**, and the names and contact information of **three professional references**. Your materials should demonstrate how you meet each of the minimum qualifications for the position.

Review of applications will begin immediately, and applications will continue to be reviewed until position is filled. Please contact Arielle Hill-Moses, Assistant to the Dean, with any questions (arielle.hill-moses@uconn.edu). For more information regarding the School of Fine Arts, please visit our website at <https://sfa.uconn.edu/>.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020105)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 4, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., InsiderHigherEd webpage, DiverseJobs webpage, LatinosInHigherEd webpage, HERCjobs webpage, Nemanet webpage, aam-us-jobs.careerwebsite.com, and Diverse Job Boards

48 Total applicants: 18 WM, 19 WF, 2 BM, 2 BF, 1 HM, 2 HF, 1 AF, 2 TF, 1 UU

38 Unqualified applicants: 16 WM, 13 WF, 2 BM, 1 BF, 1 HM, 2 HF, 1 AF, 1 TF, 1 UU

- 8 WM, 7 WF did not meet the minimum qualifications as posted.
- 8 WM, 6 WF, 2 BM, 1 BF, 1 HM, 2 HF, 1 AF, 1 TF, 1 UU submitted an incomplete application for this position.

3 Qualified applicants: 1 WM, 2 WF

- 1 WM, 1 WF did not demonstrate the necessary knowledge of the targeted markets and communities to be served by this position based on application materials.
- 1 WF did not have the necessary experience in working professionally at a higher education institution based on application materials.

7 Interviewed applicants: 1 WM, 4 WF, 1 BF, 1 TF

- 1 WF, 1 BF did not have the relevant experience in academic marketing based on vague and incomplete answers to interview questions
- 1 WF's experience was with events planning not in an arts venue.
- 1 WF withdrew from the application process.
- 1 WM, 1 TF did not have the necessary communications and interpersonal skills needed for the position based on their interactions and responses during the interview.

The 1 WF hired had relevant experience in admissions and event promotion at a similar higher education institution. This candidate was able to effectively communicate her interpersonal skills and how she could apply her previous experience to the role. She had a portfolio of successfully cultivated and targeting marketing sources and social media resources.

Part-Time to Full Time

1 WF moved from Part-Time to Full-Time

Search 493546 – UCP 7 Manager of Scientific Collections (Invertebrate Zoology)

The Department of Ecology and Evolutionary Biology seeks a Manager of Scientific Collections (UCP 7) for invertebrates in the Biodiversity Research and Education Collections (BREC; <https://biodiversity.uconn.edu/>). The invertebrate collection consists primarily of insects and parasites and supports the research and teaching activities of a large academic department and other scientific users globally. The successful candidate will organize, manage, maintain, and grow the collection.

DUTIES AND RESPONSIBILITIES

Duties will include: identify, prepare and catalog invertebrate specimens (pinned, slide-mounted, and fluid-preserved materials) and paper archives; maintain and update records in existing databases; assist with the development and implementation of a new database for the remaining portions of the collection; provide support to faculty and students involved in collections-based research; respond to data requests; assist visiting scientists; interview, hire, train, and supervise students and volunteers; lead collection tours; contribute to collection growth; purchase equipment and supplies necessary to maintain the collection; manage incoming and outgoing loans, both physically and electronically; assist with determining short- and long-term priorities for the collection; keep informed about best practices for collection preservation and use; maintain imaging and microscopy equipment; participate in the instruction of a collections course; interact with other Collection Managers in the BREC; develop collection-focused grant proposals in collaboration with curators; participate in collections-based outreach activities.

MINIMUM QUALIFICATIONS

- M.S. degree in entomology, parasitology, or related field
- Detailed knowledge of taxonomy and zoological nomenclature
- Experience in using and maintaining relational databases in a collection setting
- Detailed knowledge of modern curatorial standards and techniques including pest control, specimen labeling, mounting, processing, and imaging
- Proficient identification skills
- Experience working with invertebrate collections

PREFERRED QUALIFICATIONS

- Ph.D. in entomology, parasitology, or closely related field
- At least three years prior experience working with invertebrate collections
- Experience supervising students or volunteers
- Knowledge of protocols and regulations for shipping specimens nationally and internationally, including all relevant documentation (USFWS, CITES, etc.)

APPOINTMENT TERMS

This is a full-time, 12-month position and includes full benefits with an excellent healthcare and retirement package.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020193. Please submit a **cover letter** that addresses the minimum and preferred qualifications, a **curriculum vitae**, and the names of **three referees** (including email, phone number and mailing address). Address inquiries to Dr. Janine Caira (janine.caira@uconn.edu).

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020193)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 21, 2019.

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 the posting on: UConn Careers website, History HERC, and Inside Higher Ed.

27 Total applicants: 12 WM, 6 WF, 2 HM, 1 HF, 1 AM, 5 UU

20 Unqualified applicants: 9 WM, 5 WF, 2 HM, 1 AM, 3 UU

- 9 WM, 5 WF, 2 HM, 1 AM, 3 UU did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 WM

- 1 WM met only one of the preferred qualifications, experience supervising students or volunteers. All interviewed candidates met all preferred qualifications.

6 Interviewed applicants: 2 WM, 1 WF, 1 HF, 2 UU

- 1 WM indicated he was more interested in a curatorial position than a Collection Manager position. Rather than undertaking the duties of Collection Manager himself, he indicated that he would seek to identify other individuals to undertake the work required

for this position to allow him to focus more of his efforts on research and teaching—duties that are more aligned with a faculty Curator position, than a staff position as Collections Manager.

- 1 WM had not used relational databases in a collection setting to the extent needed for the position.
- 1 WF did not show up for the interview.
- 2 UU answers were extremely brief and superficial, showing that they did not understand the complexity of the position and the collection.

The 1 HF hired had extensive experience working in major invertebrate collections having worked previously in collections at Texas A&M, the American Museum of Natural History, and the Smithsonian Institution. Since 2011, the candidate had served as the collections manager and then assistant curator of more than 500,000 insect specimens at the Sam Noble Museum in Oklahoma. The applicant demonstrated a clear understanding of the importance of a University-based collection and the important role collections can play in helping to train students. She exhibited a deep appreciation of the advantages of a combined collection facility and the cross-disciplinary initiatives it can provide. The candidate had taken to actively engage in national collections initiatives. In addition to an excellent record of regularly presenting papers at national meetings of entomology and/or collections associations. She had assumed leadership roles on several occasions in the National Entomological Collections Network.

Category 3: Nonteaching Professional – UC Professional 7 Computer Tech 2

Hiring goals: 1 BF, 1 HM, 1 AM

Hiring into Category: 1 WM

Goals met: None

RG	Search #	Goal
WM	493715	N

Search 493715 – UCP 7 Computer Technical Support Consultant 2

Under the general direction of a School of Social Work administrator, and operating within the guidelines of the University's contract with the Department of Social Services, provides advanced computer hardware, communications network and software installation and support, programming, computer instruction, documentation and consultation services to administrative and other users on problems, solutions and services related to computing and information technology. Manages computer system and application training environments, creates release schedules for code upgrades and changes, maintains a golden copy in each environment, troubleshoots computer application issues, tests environment's and issues status reports, adds computer training scenarios, tests scenarios and sets up UAT testing of scenarios, utilizes a cloning tool to clone scenarios and works with IT staff at DSS, BEST and Vendor IT staff.

DUTIES AND RESPONSIBILITIES

1. Analyzes and diagnoses computer software, hardware and communications network problems for computer users. Recommends corrective solutions for a wide-range of computer applications, hardware, network, communications technology and software programs.
2. Consults with and provides expert advice to staff, administrators, special interest groups, departments, computing professionals and other computer users regarding hardware and software usage, modifications, requirements and acquisitions that are applicable/suitable for specific purposes. (Including desktop solutions, distributed servers and printers, site-licensed software, special-purpose peripherals and/or equipment, software and network solutions).
3. Performs cost/benefit analysis and recommends for purchase commercially available software and hardware products.
4. Designs, teaches, and/or assists with teaching computer related workshops to staff and other computer users for purposes of teaching the use and application of new and existing computer software, applications and hardware. In addition, to integrate computing and information technology with the teaching and learning initiative as well as the administrative functions of the University.
5. Installs, locates and corrects program errors, tests, tracks and monitors a wide range of commercially available software and hardware for mainframe, midrange, minicomputer or microcomputer technology as required for assignment. Requires the application of a wide range of knowledge of operating systems, server technologies, server integration, hardware, network and software programs. These include new hardware and software standards for the desktop personal computer, mainframe and LAN print, distributed servers, programming languages, word processors, statistical and mathematical packages, graphics and presentation software, database systems and more.
6. Works with complex systems integration issues including activities associated with data warehouse, client/server and web enabled technologies.
7. Prepares hard copy and online documentation to improve user knowledge and correct usage of computing and information technology computing facilities, applications and resources, guide operating and scheduling for releases, system upgrades, personnel and testing during production runs. Prepares requirements.

8. Facilitates computer usage by staff through a wide variety of means that may include surveys, newsletters, web pages, attendance at meetings, exhibitions, conferences, University events, and tours of the computer facilities. Orients and enables staff and trainers to the use of the computer labs, computing resources and teaching facilities (i.e., classroom tools and Virtual Classroom).
9. Maintains and administers lab and classroom procedures, computing accounts, supplies inventories, handbooks and policies.
10. Maintains routine security of computing hardware and software and cleanliness of computing hardware and facilities.
11. Records, tracks, troubleshoots, surveys and reports on the computer problems.
12. Prepares and maintains logs, reports and statistical data.
13. Initiates repairs of hardware, software, networks and/or other equipment and computing peripherals. Works with other areas as necessary to escalate and/or resolve problems and tracks to ensure solutions.
14. Administers and maintains on-line mainframe/minicomputer/distributed computer systems for such applications as ImpaCT, HIX, BIP, and other training environments.
15. Assists with the development of plans and processes which ensure minimum risk to services or systems due to errors.
16. Acts as liaison between users, computer operations and technical programming groups as required.
17. Performs related duties as required.
18. Stays current with technology changes and integrates software and hardware into the university where applicable and when appropriate.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Computer Science or related field or equivalent combination of education and training and three years of related experience.
2. Demonstrated working knowledge of the many microcomputer/minicomputer/mainframe technologies used at the University, including word processing, spreadsheets and presentation software.
3. Demonstrated teaching, communicating and writing skills.
4. Demonstrated ability to work well with people, to handle technical problems, to work well under stress and to develop complex plans and strategies.
5. Ability to work well with minimal supervision.

PREFERRED QUALIFICATIONS

1. Experience with computer hardware repair.
2. Programming experience and training PC and server (Microsoft and/or Novell Certified) and enterprise systems.
3. Web development skills.
4. Experience in the administration and maintenance of a Learning Management System, preferably Saba.
5. Demonstrated ability to create reports from a Database using Excel data queries and pivot tables.

6. Experience with User Acceptance Testing.

APPOINTMENT TERMS

As this position is funded under an annual contract with the University of Connecticut's School of Social Work and the Connecticut Department of Social Services, this is a 12-month appointment subject to annual renewal. This position is primarily based in the Connecticut Department of Social Services, Hartford location. Salary for this position is \$57,412 (negotiable).

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020289. Please upload a **cover letter**, **resume**, the names and contact information for **three professional references**, and a **writing sample** of a release schedule, design requirements document, testing document, or other submission developed by the applicant that demonstrates an understanding of the functions of the position.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020289)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 4, 2019.

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 the posting on: UConn Careers website, History HERC, and Inside Higher Ed., Career Builder, Website - Diversity (General), and CT Jobs.com

23 Total applicants: 7 WM, 3 BM, 2 HM, 6 AM, 5 UU

7 Unqualified applicants: 3 WM, 1 BM, 1 AM, 2 UU

- 3 WM, 1 BM, 1 AM, 2 UU did not meet the minimum qualifications of the job posting.

8 Qualified applicants: 2 WM, 2 BM, 2 HM, 2 AM

- 1 BM, 1 AM did not have the demonstrated ability to create reports from a Database using Excel data queries and pivot tables.
- 2 WM, 1 BM, 2 HM, 1 AM did not have experience in the administration and maintenance of a Learning Management System, preferably Saba and experience with User Acceptance testing.

8 Interviewed applicants: 2 WM, 3 AM, 3 UU

- 1 UU had worked with a Learning Management System tool only briefly. The candidate also had not installed, purchased, or upgraded software and had not worked on planning system release schedules and participating in User Acceptance testing.
- 1 AM was unable to demonstrate how his experience met the requirements of the position. The candidate was found to not have experience with a Learning Management System. Many of his responses did not connect how his past education and experience meet the requirements of the position.
- 1 AM's experience working with a Learning Management System was only as an end user. He had also worked on only one project planning system release schedule and User Acceptance testing.
- 1 AM's experience working with a Learning Management System was solely as an end user.
- 1 UU indicated some experience with a Learning Management System but could not reference name/type or provide an example of how it was used. The applicant's responses often did not provide enough information or detail to connect their experience to the requirements of the position.
- 1 WM indicated no experience with a Learning Management System but had researched Saba (our LMS) prior to the interview. The candidate's background was determined to be mainly in web development, which was not a function of this position.
- 1 UU did not show up for the interview.

The 1 WM hired had worked in Information Technology over 20 years. The candidate had experience as an Administrator for a Learning Management System (Blackboard & Canvas) which was the primary function of this position. He had taught both students and faculty to use the system and has also built courses. The applicant had a lot of experience with hardware/software purchases, upgrades and installation. He also had developed and taught online courses at a university level and provided examples of user guides and forms that he developed for end users in both his current and previous position. The candidate had a unique skill set that most closely matches the requirements of the position.

Category 3: Nonteaching Professional – UC Professional 7 Program Mgr.

Hiring goals: 1 BM, 1 HF

Hiring into Category: No hiring activity

Goals met: None

Category 3: Nonteaching Professional – UC Professional 6

Hiring goals: 3 WM, 1 AM

Hiring into Category: 4 WM, 7 WF, 2 BM, 2 BF, 1 HM, 1 HF, 1 AF

Goals met: 3 WM

RG	Search #	Goal
WM	2019646	Y
WM	2020070	Y
WM	2020197	Y
WM	493579	N
WF	2019627	N
WF	493576	N
WF	493713	N
WF	494193	N
WF	494215	N
WF	494328	N
WF	494554	N
BM	494314	N
BM	494399	N
BF	494209	N
BF	494314	N
HM	493825	N
HF	494399	N
AF	494413	N

Search 2019646- UCP 06-Academic Advisor 2- Enrichment Programs

19 Total applicants: 5 WM, 5 WF, 2 BM, 2 BF, 2 AF, 1 TM, 2 UU

13 Unqualified applicants: 2 WM, 5 WF, 1 BM, 2 BF, 1 AF, 2 UU

1 Qualified applicant: 1 WM

5 Interviewed applicants: 2 WM, 1 BM, 1 AF, 1 TM

Hired: 1 WM

This hire met a hiring goal.

Search 2020070-UCP 06-Information Systems Analyst 1- Enterprise Applications

10 Total applicants: 5 WM, 1 WF, 1 BM, 3 AM

5 Unqualified applicants: 3 WM, 1 BM, 1 AM

3 Qualified applicants: 1 WM, 1 WF, 1 AM

2 Interviewed applicants: 1 WM, 1 AM

Hired: 1 WM

This hire met a hiring goal.

Search 2020197- UCP 06-Administrative Manager 1- Bursar

8 Total applicants: 4 WM, 3 WF, 1 BM

5 Unqualified applicants: 2 WM, 2 WF, 1 BM

3 Interviewed applicants: 2 WM, 1 WF

Hired: 1 WM

This hire met a hiring goal.

Search 493579 – UCP 6 Web Services Coordinator (Computer Programmer/Analyst)

The UConn Library seeks a collaborative and creative individual for the position of Web Services Coordinator. The ideal candidate possesses a strong user-centered focus and broad knowledge of library services and current technologies to keep the site fresh and forward reaching, creating new and innovative ways the UConn Library can create a quality web experience.

The UConn Library consists of nine different physical locations, including the Health Sciences Library in Farmington, forming the largest public research collection in the state and playing a critical role in the research and teaching mission of the University. The web environment is complex in both variety of user resources and services and in multiple information service platforms, all working seamlessly to serve as the front door to thousands of users each day. As a critical source of information for students, faculty, staff and the community, our web environment aims to be nimble and easy to use for each specific audience need.

This position reports to the Head of Digital Infrastructure Services and serves a vital role in a wide range of web services, both back-end and user-facing, representing pieces of the full lifecycle of our web environment. Responsibilities include information architecture, programming, design, content review, accessibility, and engaging multiple stakeholders and users for feedback, all requiring creativity and strong problem-solving skills.

The Web Services Coordinator contributes to the advancement of the UConn Library through collaboration with colleagues and engagement with Library-wide initiatives. Along with all UConn Library personnel, the successful candidate makes a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University and exemplifies the UConn Library values of kindness and trust, curiosity and inquiry, equity and inclusion, and having fun.

UConn is one of the top public research universities in the nation, with more than 30,000 students pursuing answers to critical questions in labs, lecture halls, and the community. Knowledge exploration throughout the University's network of campuses is united by a culture of innovation. An unprecedented commitment from the state of Connecticut ensures UConn attracts internationally renowned faculty and the world's brightest students. A tradition of coaching winning athletes makes UConn a standout in Division I sports and fuels our academic spirit. As a vibrant, progressive leader, UConn fosters a diverse and dynamic culture that meets the challenges of a changing global society.

The main 4,400-acre campus is set in a university town located in the rural heart of Connecticut; approximately a half hour's drive from Hartford, 90 minutes from Boston, and 3 hours from New York. Storrs offers New England village charm, with outstanding recreational facilities and open space initiatives, farm to table agricultural communities, and excellent public schools.

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 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 public research universities.

UConn's faculty and staff are a critical link to fostering and expanding our vibrant, multicultural and diverse University community.

DUTIES AND RESPONSIBILITIES

- Provides guidance on user experience and web services, usability, discovery, and improvements to the site's information architecture.
- Reviews and implements accessibility across the website, working towards UConn's digital accessibility initiative.
- Writes well designed, testable, efficient code using best software development practices for both Web and mobile applications and interface programming in Wordpress, standards-compliant HTML 5, CSS, SQL, JavaScript/AJAX, PHP, and other development tools as needed.
- Recommends and implements appropriate assessment methods to improve the user experience.
- Coordinates with the Communications & Engagement unit on design, layout, and updating and editing content as needed.
- Supports Communications & Engagement unit in realizing the UConn Library marketing strategy and digital brand presence.
- Works with the Web Steering Committee to plan and implement strategic goals.
- Collaborates closely with Library staff on projects and serves as project manager, including utilization of student assistants/interns to complete tasks.
- Creates and maintains documentation on software, workflow procedures and systems to assure continuity of operations.
- Stays current in emerging technologies/industry trends and applies them into operations and activities.
- Supports site integrations and interoperability of multiple platforms, discovery and display systems, including existing Digital Scholarship and Digital Collections Web applications

Shared Expectations for All Staff

1. Participates in planning and actively contributes to Area and Unit priorities, initiatives, and operations through collaboration and cooperation.
2. Demonstrates reliable and effective written and verbal communication and interpersonal skills.
3. Maintains current and open communication in ongoing trends and developments related to position responsibilities.
4. Works effectively in current office applications, software, and communication tools as set by the UConn Library and University of Connecticut.

5. Exhibits appreciation of, sensitivity to, and respect for a diverse working environment, inclusive of social, economic, cultural, ideological, gender, racial, and ethnic backgrounds.
6. Performs duties parallel to position responsibilities as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in computer science or a related field with a minimum of one year related experience.
2. Expert knowledge of content management systems such as WordPress (plugin/theme development/APIs).
3. Proven working experience in programming and in-depth knowledge of modern HTML/CSS.
4. Demonstrated working knowledge with at least one of the following programming languages: PHP, ASP.NET, JavaScript, or Ruby on Rails.
5. Strong knowledge of UI/UX web standards and best practices.
6. Demonstrated understanding of accessibility standards, including WCAG 2.0 and WAI-ARIA guidelines.
7. Strong organization, collaboration, interpersonal, proactive, and creative problem solving skills.
8. Excellent customer service skills, with the ability to communicate technical information (both written and oral) to all audiences in a supportive and meaningful way.

PREFERRED QUALIFICATIONS

1. 2-4 years of experience working in WordPress environments.
2. Experience with project management.
3. Demonstrated working knowledge of Google Analytics.
4. Demonstrated commitment to building and supporting diversity and inclusion.
5. Experience with writing for the web.

APPOINTMENT TERMS

This is a full-time position based in Storrs, Connecticut. 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

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020265. Interested candidates please include a **cover letter**, detailed **resume**, and contact information for **three professional references**.

Nominations and inquiries should be sent in confidence to ellen.silbermann@uconn.edu. To ensure full consideration, inquiries and applications should be submitted by December 15, 2019.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020265)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 15, 2019.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., UConn Library Facebook, UConn Instagram, UConn Library Twitter, LinkedIn, BLC Announce Listserv, ACRL NEC Jobs Google Group, Shared with Lisa Orcutt in ITS, Shared with Colin McNeil in ITS, Alma ExLibris Users List, Connecticut's Library Job Listing Resource, Massachusetts Library Job Board, OCLC ILL Listserv, CT Library Consortium, Jobline: School of Library and Information Science: Simmons, New England Archivists, Library Information Technology Association, Code for Lib Listserv, Northeast Regional Computing Program job board, Digital Library Federation job board, Health Sciences Library Twitter, and shared on employees' private Facebook pages.

13 Total applicants: 3 WM, 1 WF, 1 HF, 1 AM, 7 UU

5 Unqualified applicants: 5 UU

- 5 UU did not meet the minimum qualifications of the job posting.

8 Interviewed applicants: 3 WM, 1 WF, 1 HF, 1 AM, 2 UU

- 1 WM did not communicate in an effective manner with all audiences and spoke negatively about WordPress which he would be using in this position. The candidate conveyed his role in larger projects but did not provide responses that showed his project management skills.
- 1 AM did not communicate in an effective manner and was Googling during the interview. He did not describe his project management skills.

- 1 UU was not able to communicate in an effective manner with all audiences and was not able to communicate technical information in an effective and meaningful way. They had done project work, but could not describe their project management skills.
- 1 WM, 1 WF, 1 HF, 1 UU withdrew their applications.

The 1 WM hired demonstrated a strong ability to communicate and collaborate across many levels and to build and maintain successful partnerships. The candidate had relevant experience working in WordPress environments and had built many websites. He also had extensive experience in programming language and understands the standards for accessibility. The candidate conveyed his role in larger projects and demonstrated in-depth the steps of project management to be successful in the position.

Search 2019627 – UCP 06 Grants & Contracts Specialist 1 - Sponsored Programs

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The Office of the Vice President for Research, Sponsored Program Services, is recruiting for career-oriented, grants and contracts professionals to join our growing exciting research administration enterprise:

Central Services (2 Pre-Award; 1 Post-Award) – Central University authority and operational oversight for sponsored grants and contracts

Faculty Services (1 Pre-Award; 1 Post-Award) – Dedicated departmental oversight for sponsored grants and contracts, with a client-focused service mission

Working as a member of a team in a designated area of specialization, the Grants and Contracts Specialist will contribute to the management of a robust portfolio (\$222 million in expenditures in FY2017) of sponsored research projects and activities, such as:

Pre-award – timely assistance with administrative preparation and review of grant and sponsored project proposals in accordance with sponsor guidelines and solicitations for financial accuracy and compliance with University and other guidelines; obtaining appropriate signatory authorization; submitting proposals by required deadlines.

Post-award – set-up of grant and sponsored project financial accounts in accordance with the terms of the award; monitors expenditures, performs financial transactions, prepares invoices and reports; may serve as University liaison between sponsor and principal investigators; maintains records and documentation.

MINIMUM QUALIFICATIONS

1. Bachelor's degree and four years (or eight years of commensurate) education/experience in a complex business organization, industry, or governmental/regulatory agency involving accounting, budgeting, contracting, or equivalency.
2. Two to four years of working knowledge of federal laws and regulations regarding grants and contracts, or demonstrated equivalency.
3. Excellent verbal and written communication and interpersonal skills.
4. Effective time management, follow-through, and organizational skills.
5. Customer-service orientation and experience working with a diverse constituency.

Additional minimum qualifications for the rank of Grants and Contracts 2 (UCP 7):

1. Four years of experience in a complex organization with demonstrated ability to effectively communicate and serve as a liaison between granting agencies, University administration, principal investigators, or equivalency.
2. In-depth knowledge of OMB Circulars A-81 (Uniform Guidance).
3. Ability to write/interpret technical contract language applicable to sponsored research and understand its implications.
4. Ability to manage a project portfolio of significant complexity, requiring an advanced level of knowledge and experience.
5. Ability to coordinate a team workload and/or manage/operationalize a high-risk sponsored research area/function/activity.

PREFERRED QUALIFICATIONS

1. Demonstrated experience performing financial transactions.

APPOINTMENT TERMS

These are 35-hour per week, full-time, 12-month permanent positions, with an excellent benefits package including medical and retirement, as well as employee and dependent tuition reimbursement at the University of Connecticut (outlined here: <https://hr.uconn.edu/benefits-summaries/>). Rank and salary will be commensurate experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2019627. Applications must be submitted through the UConn Jobs website 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. Inquiries may be addressed to Laurie Pudlo, Administrative Manager, at laurie.pudlo@uconn.edu.

For detailed internal job descriptions for these positions, please visit the OVPR Careers web page:

<https://ovpr.uconn.edu/about/careers/>

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2019627)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 15, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., NCURA website, RESADM-L listserv, BioCT website, LinkedIn, UIDP website, Natl Grants Management Association website, Indeed, OVPR website, CT Hires (CT and US DOL website), HigherEdJobs website, and Diverse Job Boards

29 Total applicants: 9 WM, 12 WF, 1 BM, 2 BF, 1 HM, 1 AM, 2 AF, 1 UU

14 Unqualified applicants: 5 WM, 4 WF, 2 BF, 1 HM, 1 AF, 1 UU

- 5 WM, 4 WF, 2 BF, 1 HM, 1 AF, 1 UU did not meet the minimum qualifications as posted.

15 Interviewed applicants: 4 WM, 8 WF, 1 BM, 1 AM, 1 AF

- 1 WM, 5 WF, 1 BM, 1 AF interviews are ongoing for additional open positions in the search after the end of the Plan year and will be explained in the next Plan.

- 1 WM, 1 WF, 1 AM withdrew from the process.
- 1 WM's responses to interview questions related to finances did not demonstrate experience with hands-on fiscal management and transactions required for the position.
- 1 WF did not demonstrate experience with external customer service and was unable to speak in detail about federal regulations during the interview.
- 1 WM did not demonstrate interpersonal or communications abilities required for the position in his vague responses to interview questions.

The 1 WF hired had over 20 years of financial experience in higher education. She answered all questions in detail, demonstrating the knowledge of financial processing and encompassing grants management required for this position. Her responses also showed that she had the interpersonal and communication skills needed for the position.

Search 493576 – UCP 6 Grants and Contracts Specialist 1 or 2

The Office of the Vice President for Research, Sponsored Program Services (OVPR-SPS) at the University of Connecticut (UConn) is actively recruiting for two highly motivated and experienced Grants and Contracts Specialists (open rank) with a Pre-Award skillset to join our (centralized) Pre-Award and Faculty Services proposal support, review and submission teams.

Under the direction of a Team Lead supervisor in the OVPR-SPS, these positions will provide specialized professional administrative guidance, oversight and assistance to faculty, department administrators and shared service staff to facilitate University research and sponsored program activity, in accordance with federal and state laws, sponsor guidelines and University policy and procedure.

DUTIES AND RESPONSIBILITIES

Providing technical assistance to faculty, department administrators and shared service staff with the development and submission of accurate grant and contract proposals and budgets to external sponsors; maintaining current knowledge of federal and state laws, sponsor guidelines and University policy and procedures; maintaining superior customer service orientation; exercising sound judgment in clarifying and resolving issues of concern; making recommendations for improvement of current practices; maintaining complete records and documentation; and other duties as assigned.

Additional duties performed at the level of Grants and Contracts Specialist 2 (UCP 7)

Handling of a project portfolio of significant complexity, requiring an advanced level of knowledge and experience; coordinating and assisting with prioritizing team workload and/or implementing, managing, and being a change agent of a functional, operational or high-risk area of responsibility (i.e., cost sharing, over the cap salaries, and new electronic systems, 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.

For a full list of duties and responsibilities please refer to the position descriptions located at <https://ovpr.uconn.edu/about/careers/>.

MINIMUM QUALIFICATIONS

Bachelor's degree and four years (or eight years of commensurate) education/experience in a complex business organization, industry, or governmental/regulatory agency involving accounting, budgeting, contracting, or equivalency; two to four years of working knowledge of federal laws and regulations regarding grants and contracts, or demonstrated equivalency; customer service orientation and experience working with a diverse constituency; excellent verbal and written communication and interpersonal skills; effective time management, follow-through and organizational skills; ability to work effectively in a fast-paced, high-volume and deadline driven environment; ability to work well flexibly, independently, and as a contributing

member of a team; thorough working knowledge of PC-based tools including Microsoft Office Suite; ability to problem-solve and maintain professional composure while working under pressure of internal and external deadlines; ability to adhere to work schedule during business hours of operation with schedule flexibility to ensure that deadlines can be met.

Additional minimum qualifications to be considered for the rank of Grants & Contracts Specialist 2 (UCP 7)

Four years of experience in a complex organization with demonstrated ability to effectively communicate and serve as a liaison between granting agencies, University administration, principal investigators, or equivalency; in-depth knowledge of OMB Circulars A-81 (Uniform Guidance); ability to write/interpret technical contract language applicable to sponsored research and understand its implications; ability to manage a project portfolio of significant complexity, requiring an advanced level of knowledge and experience; ability to coordinate a team workload and/or manage/operationalize a high-risk sponsored research area/function/activity; ability to develop and deliver technical training.

PREFERRED QUALIFICATIONS

Bachelor's degree; prior experience with the development, review and electronic submission of budgets and grant proposal applications; experience with electronic research administration systems (such as grants.gov, Fastlane, eRA Commons); experience working in an institution of higher education.

APPOINTMENT TERMS

These are 35-hour per week, full-time, 12-month permanent positions, with an excellent benefits package including medical and retirement, as well as employee and dependent tuition waivers at the University of Connecticut (outlined here: <https://hr.uconn.edu/benefits-summaries/>). Rank and salary will be commensurate experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020286. Applications must be submitted through the UConn Jobs website 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**. Inquiries may be addressed to Laurie Pudlo, Administrative Manager, at laurie.pudlo@uconn.edu.

For detailed internal job descriptions for these positions, please visit the OVPR Careers web page: <https://ovpr.uconn.edu/about/careers/>

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020286)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 24, 2019.

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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Recruitment activities included the posting on: UConn Careers website, History HERC, Inside Higher Ed., OVPR website, NCURA website, NGMA website, CT Hires (CT and US DOL websites, RESADM-L listserv, and the UIDP website.

28 Total applicants: 3 WM, 8 WF, 1 BM, 1 BF, 2 AF, 13 UU

16 Unqualified applicants: 2 WM, 4 WF, 1 BM, 1 BF, 1 AF, 7 UU

- 2 WM, 4 WF, 1 BM, 1 BF, 1 AF, 7 UU did not meet the minimum qualifications of the job posting.

12 Interviewed applicants: 1 WM, 4 WF, 1 AF, 6 UU

- 1 WF did not answer questions thoroughly and stated she was just learning Excel.
- 1 UU had no direct relevant experience, did not answer questions thoroughly and was concerned over work hours.
- 1 UU did not answer questions thoroughly and did not have budgeting experience.
- 2 WF, 4 UU withdrew their applications from the interview process.
- 1 WM did not have relevant experience and no knowledge of what the position entailed.

1 WF hired had relevant experience working in the management of state grants, accounting and budgeting. The candidate worked in higher education for the last 10 years. She demonstrated knowledge during the interview and answered all questions thoroughly.

1 AF Candidate had recent relevant experience. The candidate had 15+ years in grant writing, grant administration and budget. She effectively demonstrated her knowledge during the interview and answered all questions thoroughly and succinctly. She had experience with government grants and was responsible for the submission of proposals for her organization.

Search 493713 – UCP 6 Scholarship Programs Administrator (Administrative Manager 1)

The University of Connecticut is seeking a self-motivated Scholarship Programs Administrator, to perform a wide range of complex administrative functions. Duties will include ensuring the delivery and implementation of scholarship awarding in line with University and UConn Foundation policies and agreements, management of the institutional scholarship disbursement system, reconciliation of institutional, UConn Foundation, and external scholarship programs, strategically evaluate and create processes to best meet institutional goals, serve as the campus liaison to internal and external scholarship partners, and provide superior student service.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from a college or University accredited by a US Department of Education or internationally recognized accrediting organization.
2. Two years of experience in financial aid, scholarship administration or grant administration in a comprehensive university or college environment with a demonstrated progression of managerial responsibility or Master's degree and at least one year of experience in financial aid administration.
3. Knowledge of federal and state regulations pertaining to financial aid.
4. Strong written and oral communication skills and decision-making ability.
5. Excellent interpersonal skills including the demonstrated ability to deal effectively with students, the public, University community and external constituencies.

PREFERRED QUALIFICATIONS

1. Advanced degree.
2. Demonstrated knowledge in managing scholarship programs.
3. Working knowledge of Oracle Student Administration System.

APPOINTMENT TERMS

This is a full-time, twelve-month position. Competitive salary; commensurate with education and experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #493713. Interested candidates please submit a **letter of application** outlining experience relative to each position requirement, a current **resume**, and contact information for **three professional references**. Review of applicants will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search #493713)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 13, 2019.

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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Recruitment activities included the posting on: UConn Careers website, History HERC, Inside Higher Ed., CAPFAA listserv (CT Association for Professional Financial Aid Administrators), and the MASFAA (Massachusetts Association for Student Financial Aid Administrators).

16 Total applicants: 1 WM, 4 WF, 1 HF, 10 UU

11 Unqualified applicants: 4 WF, 11 UU

- 4 WF, 11 UU did not meet the minimum qualifications of the job posting.

5 Interviewed applicants: 1 WM, 1 HF, 3 UU

- 1 UU had significant financial aid knowledge but did not demonstrate a working knowledge of scholarship programs. The candidate had minimal experience with scholarship program administration.
- 1 UU did not demonstrate advanced knowledge of financial aid or scholarship programs. The candidate's experience was limited to front line assistance and not managing programs.
- 1 UU possessed strong scholarship knowledge but did not demonstrate the necessary financial aid or regulatory knowledge.
- 1 WM withdrew his application for employment consideration.

The 1 HF hired demonstrated a well-rounded knowledge in both scholarships and financial aid. The candidate was currently working in a foundation setting with donors and the awarding of scholarships. She also had experience working in a financial aid office. Her work experience in scholarships and financial aid and fluency in Oracle Student Administration System made her the candidate of choice.

Search 494193 – UCP 6 Assistant Director (Career Consultant)

JOB SUMMARY

The University of Connecticut School of Law is seeking applicants for an Assistant Director of the Center for Career Development (Career Consultant). Under the general direction of the Director of the Center for Career Development, the Assistant Director 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.

DUTIES AND RESPONSIBILITIES

1. Counsels and advises students and alumni on career exploration, career development and employment opportunities.
2. Develops, designs, prepares, and organizes career development and employment resources as well as 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.
3. 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.
4. Designs, administers, and conducts career-related workshops, including interviewing, resume development, and job search skills.
5. Collaborates with other departments under the Student Affairs umbrella and works as a member of the team to identify students in distress and provide appropriate resources for those needing help.
6. Develops and maintains relationships with academic departments, faculty, staff, student organizations and off-campus employers regarding career development programs, salary statistics, geographic growth areas, and job market trends.
7. Assists in planning employer/student recruiting strategies and evaluating their effectiveness and makes recommendations for changes.
8. Recruits students to participate in the Career Development programs through contact with academic departments, various informational meetings, and special programs and other outreach activities.
9. Performs related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Master's degree in higher education, counseling, career advising, or related field;
2. Two to four years of professional legal experience or law school clinical experience, higher education career services, or other relevant setting;
3. Knowledge of the legal hiring community;
4. Strong interpersonal skills and communication techniques;
5. Strong public speaking, writing, and group facilitation skills;

6. Ability to work effectively and develop relationships with a wide variety of constituencies including students, alumni, faculty, administrators, and legal practitioners;
7. Knowledge of technologies related to career development.

PREFERRED QUALIFICATIONS

1. J.D. degree;
2. Two to four years of professional experience or internship in career planning and placement, academic advising, higher education or business/industrial human resources, industrial/college relations or higher education career services;
3. Admitted to, or eligible to be admitted to the Bar;
4. Experience in a Law School Career Development office;
5. Experience with electronic media and marketing initiatives.
6. High level of ability and experience using Word, Excel, PowerPoint, specialized career service database software 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 reimbursement at UConn, and a highly desirable work environment.

TO APPLY

Please apply online via <https://hr.uconn.edu/jobs>, Staff Positions, Search #494193 to upload 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.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 17, 2020.

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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encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Recruitment activities included the posting on: UConn Careers website, History HERC, Inside Higher Ed., Connecticut local and affinity bar associations, National Association for Law Placement, and the National Association of Student Affairs Professionals.

24 Total applicants: 6 WM, 12 WF, 1 BM, 2 BF, 1 HM, 1 HF, 1 UU

20 Unqualified applicants: 6 WM, 9 WF, 2 BF, 1 HM, 1 HF, 1 UU

- 6 WM, 9 WF, 2 BF, 1 HM, 1 HF, 1 UU did not meet the minimum qualifications of the job posting.

4 Interviewed applicants: 3 WF, 1 BM

- 1 WF candidate's skills and experience in the areas of student/new attorney counseling were not related to this position.
- 1 WF, 1 BM withdrew their applications from the interview process.

The 1 WF hired had 20 years of professional experience in the private sector. The candidate was currently working in a position of higher education career counseling. The skills she utilized each day in pre-law advising undergraduates combined with her private practice experience, would translate well into the mission of a career counselor at UConn Law with a focus on private sector opportunities. In addition, she had served as a judicial clerk, and had strong experience in programming and the required communications and marketing expertise. The feedback received from her session with current students was very positive, as was the feedback from her other rounds of interviews.

Search 494215 – Registered Nurse – Student Health and Wellness (SHS Nurse)

JOB SUMMARY

The University of Connecticut Student Health and Wellness, Storrs campus, is seeking an experienced RN to provide compassionate, exemplary care to our unique and diverse student body. This is a permanent, 12-month, day/evening shift nursing position with occasional weekend coverage. We are an AAAHC accredited site and take pride in the quality of care provided to our students.

This integral position requires the individual to possess exceptional physical assessment and communication skills, both written and verbal with a strong commitment to customer service. Personal characteristics desired include independence, self-motivation, flexibility and the willingness to participate as a team player with physicians, nurse practitioners and other licensed professionals as well as clerical support staff.

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Director of Nursing and Nurse Coordinator, applies nursing skills in the care and treatment of patients.

1. Interviews patients; documents medical history; examines and assesses condition of such patient, counsels the patient with regard to treatment and prevention.
2. Interprets and reports observations, in keeping with sound evidenced based nursing practices.
3. Maintains accurate and timely electronic clinical records.
4. Administers medications and treatments via established protocols as authorized by licensed physicians and/or Advanced Practice Registered Nurses (APRN's).
5. Provides specific health counseling and general health education to concerned individuals, patients and groups.
6. Refers patient for specialized medical care beyond the scope of the Student Health and Wellness, including arrangement for any necessary ambulance transportation.
7. Gives necessary emergency treatment and referral to anyone injured on campus.
8. Makes judgments about administering patient care when physician is "on call" with appropriate consultation; administers medications according to approved Student Health protocol in the absence of pharmacist and performs a wide variety of duties appropriate during evening, night and weekend shifts.
9. Refers and consults with physicians and APRN's for evaluation and recommendation regarding unusual findings.
10. May administer certain tests (ppd, vision, etc.) and employ related lab procedures, (throat cultures, urine screens, etc.), including electrocardiograms according to Student Health protocols and/or with consultation of the licensed physician and/or APRN.
11. May work weekends, holidays or variable shifts on a rotating basis.
12. Participates in and/or conducts in-service presentations; participates in various Student Health and Wellness and University committees and advisory groups.

13. May have special assigned areas of responsibility such as Advice Line Nurse, Clinic, Triage Desk, Infirmary Unit, or Resource Nurse, which requires emphasis on quick judgement, certain clinical techniques or other specialized care.
14. Maintains drugs, medical supplies and equipment as necessary.
15. Supervises patient care administered by other non-professionals in working assignments.
16. Performs other related duties as required.

MINIMUM QUALIFICATIONS

- Licensed as a Registered Nurse in the State of Connecticut.
- CPR Certification
- Three to five years of experience as a nurse in one of the following areas: public health, ambulatory care, emergency or critical care with a patient population that includes adolescents/young adults.
- Demonstrable physical assessment skills.
- Experience in a role that requires independent judgement and decision-making skills in a fast-paced environment.
- Excellent written and verbal communication skills.
- Demonstrate functional ability to utilize electronic health records.

PREFERRED QUALIFICATIONS

- Experience in a College Health setting.
- Associate's or Bachelor's Degree in Nursing or other health related field.
- Experience performing IV insertion and providing wound care.
- Experience providing nursing telephone advice.

APPOINTMENT TERMS

This is a permanent, 12-month, day/evening shift nursing position with occasional weekend coverage. Standard schedule will include flexibility within a 35-hour work-week. Based on the academic calendar, hours of work during breaks would reflect our daily Monday through Friday, 8:30-4:30 schedule.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494215 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on January 23, 2020.

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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Recruitment activities included the posting on: UConn Careers website, History HERC, Inside Higher Ed., Career Builder.com, Cultural Center Directors – Listserves, and the Connecticut Nurses Association job board.

33 Total applicants: 27 WF, 2 HF, 1 TF, 3 UU

23 Unqualified applicants: 19 WF, 1 HF, 1 TF, 2 UU

- 19 WF, 1 HF, 1 TF, 2 UU did not meet the minimum qualifications of the job posting.

5 Qualified applicants: 4 WF, 1 HF

- 3 WF, 1 HF's nursing experience was not recent in the rapidly developing medical field.
- 1 WF's nursing experience did not include providing nursing telephone advice.

5 Interviewed applicants: 4 WF, 1 UU

- 1 WF did not provide patient centered examples for scenario-based questions.
- 1 UU did not sufficiently answer direct questions about her experience and did not demonstrate communication skills required for serving a diverse student population.
- 2 WF withdrew their applications from the interview process.

The 1 WF hired demonstrated excellent communication skills, professionalism, clinical judgment, and understanding of healthcare in an academic environment. The candidate's current position/skills were readily transferable to the college campus workplace.

494328 – UCP 6 Communications Manager (Publicity/Marketing Administrator)

JOB SUMMARY

The Connecticut Small Business Development Center (CTSBDC) in the School of Business is seeking a full-time Communications Manager (Publicity/Marketing Administrator), UCP 6. The incumbent will report to the CTSBDC State Director and will be responsible for communications and marketing for a statewide program providing technical assistance and resources to small businesses and entrepreneurs seeking to start businesses. The position will be based at the CTSBDC Lead Office in East Hartford, CT. Evening and weekend hours will be required in support of center needs. In-state and out-of-state travel will also be required in support of center events and activities.

DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Planning, developing and implementing cost-effective marketing campaigns and projects for the center across multiple channels including web, social media, and print designed to promote brand awareness, generate client requests, and enhance understanding of the program's value.
- Creating original content across a wide range of business topics and industries designed to promote the center and inform target audiences about the CTSBDC.
- Writing copy for press releases, public service announcements, social media posts, email/newsletters, website, etc.
- Providing project management for a variety of projects.
- Managing relationships with media contacts; pitching and placing stories across all media platforms.
- Designing, maintaining, updating and editing new and existing marketing material.
- Assuring consistent application of CTSBDC branding and messaging.
- Assisting in planning and implementing special events; supporting from the communications side.
- Managing outside vendor proposals and agreements for advertising or marketing-related work.
- Supervising student staff, interns or volunteers engaged in marketing or publicity projects, as assigned.
- Researching and keeping aware of new electronic marketing technologies and trends.
- Attending conferences and events in support of CTSBDC activities.

MINIMUM QUALIFICATIONS

- Bachelor's degree in communications, marketing, journalism, digital media, graphic design or related field and two to five years of experience in marketing, publicity, multimedia production, journalism or related field OR equivalent combination of experience and training.
- Experience with video production.

- Demonstrated experience developing audience-appropriate and effective multimedia content, marketing materials, advertisements, newsletters and other promotional material.
- Demonstrated success in writing, editing, pitching, and placing earned media.
- Demonstrated proficiency with Adobe Creative Suite (Photoshop, PremierePro, Illustrator, etc.)
- Demonstrated experience using and managing multiple social media channels, specifically Facebook, Instagram, Twitter, YouTube for marketing and outreach in support of a professional organization.
- Demonstrated excellent interpersonal communication skills and experience effectively working collaboratively as part of a team.
- 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, journalism, digital media, graphic design or related field and 3 to 5 years of experience in marketing, publicity, multimedia production, journalism or related field.
- Experience using databases and data for marketing and communications.
- Demonstrated proficiency in Adobe Creative Suite.
- Demonstrated proficiency in video filming, production and editing.
- Prior experience supporting sales or consulting teams.
- 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.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494328 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on February 28, 2020.

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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Recruitment activities included the posting on: UConn Careers website, History HERC, Inside Higher Ed., the School of Business Minority Serving Institutions distribution list, americassbdc.org, ziprecruiter.com, and LinkedIn.com.

41 Total applicants: 12 WM, 21 WF, 2 BF, 1 HM, 3 HF, 2 UU

33 Unqualified applicants: 9 WM, 18 WF, 2 BF, 1 HM, 2 HF, 1 UU

- 9 WM, 18 WF, 2 BF, 1 HM, 2 HF, 1 UU did not meet the minimum qualifications of the job posting.

8 Interviewed applicants: 3 WM, 3 WF, 1 HF, 1 UU

- 1 WM during the interview it was determined that he did not meet the minimum qualification of experience developing content.
- 1 WM, 1 UU during the interview it was determined that they did not meet the minimum qualifications of experience developing content as per responses to the questions.
- 1 WM did not have experience supporting a sales/business development team.
- 1 WF's responses to some questions indicated that she did not understand the question and was not prepared. Some responses were very lengthy and off-topic
- 1 WF's responses to some questions were incomplete and she did not answer several question at all.
- 1 WF was unable to articulate responses to questions.

The 1 WF hired met all minimum and five of the seven preferred qualifications. She had a Bachelor's degree in communications with a minor in marketing and experience in a variety of marketing and communication areas, including multiple social media channels. The candidate had excellent interpersonal communication skills. She possessed experience using databases and data and had experience supporting a sales/business development team.

Search 494314 – UCP 6 Career Consultant, Center for Career Development

JOB SUMMARY

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, 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

- Master's degree in higher education, counseling or related field. An equivalent combination of education and experience may be considered.
- Minimum of 2 years' professional experience in career planning and placement, academic advising or higher education or business/industrial personnel administration.
- Experience working with diverse populations.
- Strong presentation skills; effective in a variety of settings (one-on-one, small group, large group).
- Excellent written and oral communication skills.
- Demonstrated proficiency with Microsoft Office products.

PREFERRED QUALIFICATIONS

- Master's degree in higher education, counseling or related field.
- Knowledge of tools related to the delivery of career development and placement services: Career Management Software such as Symplicity, Handshake, Purple Briefcase, etc.
- Experience as a Career Counselor/Coach.
- Proven ability to evaluate and produce reliable results, trouble shoot and problem-solve.
- Experience in program development and program assessment.
- 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

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494314 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on February 28, 2020.

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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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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., LinkedIn Staff postings, Personal Facebook pages, and outreach to inform professional staff (inside and outside UConn) of open positions.

62 Total applicants: 13 WM, 26 WF, 4 BM, 6 BF, 2 HM, 4 HF, 1 AF, 6 UU

21 Unqualified applicants: 5 WM, 9 WF, 2 BM, 2 BF, 1 HF, 2 UU

- 5 WM, 9 WF, 2 BM, 2 BF, 1 HF, 2 UU did not meet the minimum qualifications of the job posting.

13 Qualified applicants: 1 WM, 6 WF, 1 HM, 1 HF, 1 AF, 3 UU

- 1 WM, 2 WF, 1 HM, 1 HF, 1 AF, 1 UU did not have experience as a career counselor/coach.
- 2 WF did not have a Master's degree in higher education, counseling, or related field.
- 2 WF, 2 UU did not have experience in program development and program assessment.

28 Interviewed applicants: 7 WM, 11 WF, 2 BM, 4 BF, 1 HM, 2 HF, 1 UU

- 1 BF did not adequately explain her prior roles or experience during interview. The applicant gave incomplete and vague answers to questions which did not demonstrate excellent oral communication skills.
- 1 WM did not demonstrate the basic career consultant knowledge stated in his application and the applicant's experience was not relatable to undergraduate students.
- 4 WF, 1 HF did not demonstrate the minimum communication skills during the interview as they were not able to provide accurate and complete answers to several interview questions related to career placement.
- 1 WF was not able to articulate her personal strengths and areas of needed professional development in her responses to interview questions.
- 1 WF exhibited unclear communication skills in her presentation.
- 1 BM's responses to questions were incoherent and the hiring managers were unable to determine their full experience and qualifications.
- 1 WM was unable to translate experience with high school students to higher education.
- 1 WF's responses to questions were incomplete and the committee was unable to determine her level of experience.
- 1 WM did not demonstrate his attention to detail and did not relate his responses to the available position.
- 1 HM delivered a presentation that was not organized and coherent. In addition, the candidate did not understand the interview prompts.
- 1 WF did not provide complete answers to interview questions making it difficult to assess the depth and breadth of her counseling experience.

- 1 WM was unable to relate prior experience to working in higher education and had no prior higher education counseling experience.
- 1 WM gave responses that went off on tangents which the audience found challenging to follow.
- 1 WF did not have college counseling experience and was unable to relate prior experience to a college or university setting.
- 2 WM, 1 WF, 2 BF, 1 HF, 1 UU withdrew their applications

1 WF hired possessed a diverse background in sustainability, non-profits, and career services. The candidate had an eclectic background of experiences that lent itself to assisting students in a variety of disciplines from a personal and unique perspective. She also demonstrated the ability to be thoughtful and insightful in her work with project management and working with students through her presentation and answers to interview questions.

1 BM hired had a tenured background with knowledge in the career services space. The candidate's responses to questions demonstrated his ability and desire to work with students by meeting them where they are and providing them with the tools and resources needed to be successful. His examples showed his desire and willingness to go above and beyond. The applicant articulated his ability to analyze data and information that assisted the Center in evaluating programs and services.

1 BF hired demonstrated excellent communication, interpersonal and presentation skills throughout the interview process. The candidate's presentation to staff and follow-up was professional, well thought-out and thoroughly researched. The feedback from her audience was positive. This, combined with responses to interview questions demonstrated a positive work ethic, initiative, and motivation to work hard on behalf of the department and the students she will be working with.

JOB SUMMARY

The Advising Center provides comprehensive academic advisement to all UConn-Stamford undergraduates, more specifically within ACES - Academic Center for Exploratory Students. The advisement staff promotes student-centered partnerships that encourage and support students both in their academic success and in meeting academic and personal goals. Under the supervision of the Coordinator for the Advising Center, the Academic Advisor performs duties relevant to academic programs for Stamford Campus undergraduate students. The Academic Advisor will carry an advising caseload of 100-300 students, provide one-on-one advisement sessions, walk-in advisement, group advisement, and participate in various campus events. Academic Advisors also host early intervention programs for first-year students, new student orientation, academic probation workshops, and teach a first year experience course.

DUTIES AND RESPONSIBILITIES

1. Advises students in planning an academic program in accordance with the department's mission.
2. Collaborate with various campus resources to provide guidance regarding career goals.
3. Responsible for helping students to interpret the rules, regulations, and policies of the various schools and colleges.
4. Advises students in specific curriculum decisions, including the appropriate choice and scheduling of courses, selection or change of major or minor, waiver of requirements/deadlines, and related matters to foster success and retention.
5. Reviews and makes recommendations regarding warning, exclusion, suspension or dismissal.
6. Assists in planning, implementing scheduling, registration activities, orientation programs, and other activities, as assigned.
7. Serves as resource for students, faculty, parents and others having questions about programs or academic policies; makes referrals as appropriate.
8. Maintains appropriate files and records, which may be computerized, and assists in compiling statistical reports.
9. Assists Advising Center Coordinator in planning campus group advising sessions for new, transfer, and continuing students.
10. Teaches one section of the First Year Experience (FYE) course.
11. Works with Advising Center Coordinator in identifying and supporting student populations at risk, i.e. ACES, undecided, probation level, dismissed students and others.
12. Works with faculty and other University offices to resolve problems and formulates strategies to increase level of success.
13. Coordinates departmental programs or initiatives related to advising, i.e. Academic Recovery and Engagement Plan for scholastic probation students.
14. Participates in various committees and advisory groups.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field and three years of related experience in advising and/or counseling college-aged students OR Master's degree in related field and one year of related experience in advising and/or counseling college-aged students
- Professional experience in a higher education setting
- Strong administrative, planning, and organizational skills
- Excellent communications skills, both oral and written
- Ability to establish rapport with students, faculty, and professional staff
- Demonstrated ability to critically think, analyze, and problem solve

PREFERRED QUALIFICATIONS

- Master's degree in counseling, higher education, or related field
- Advising experience, particularly working with exploring, undecided, first generation, and/or underrepresented students
- Experience teaching in a college setting
- Familiarity with FERPA and its implications in an advisement setting
- Strong computer skills and experience maintaining student records/notes in an online database system
- Knowledge of current trends in career pathways to employment

APPOINTMENT TERMS

This is a full-time, permanent position at the Stamford campus. 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 candidates' background and experience. For additional information regarding benefits visit: <https://hr.uconn.edu/employee-benefits-overview/>. For additional information about the University visit: <http://www.uconn.edu/>.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494399 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on March 31, 2020.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Indeed.com, and by word of mouth from the search committee.

75 Total applicants: 16 WM, 21 WF, 4 BM, 9 BF, 4 HM, 11 HF, 3 AF, 7 UU

51 Unqualified applicants: 10 WM, 16 WF, 2 BM, 6 BF, 2 HM, 9 HR, 2 AF, 4 UU

- 10 WM, 16 WF, 2 BM, 6 BF, 2 HM, 9 HR, 2 AF, 4 UU did not meet the minimum qualifications of the job posting.

8 Qualified applicants: 3 WM, 1 WF, 1 BF, 2 HM, 1 UU

- 1 WM, 1 BF, 1 UU met only one of the six preferred qualifications
- 2 WM, 1 WF, 2 HM met two of the six preferred qualifications.

16 Interviewed applicants: 3 WM, 4 WF, 2 BM, 2 BF, 2 HF, 1 AF, 2 UU

- 3 WM, 2 WF, 1 BM, 2 UU answered questions without detail and their examples regarding experience showed that their experience was not related to the position.
- 2 WF, 2 BF, 1 HF, 1 AF withdrew their applications for employment consideration.

1 BM hired had well-rounded experience working in many areas both domestically and abroad. His experience included advising, admissions, working with first-generation students, and creating programming and resources for students of color.

1 HF hired had been an ACES academic advisor in a higher education institution. Her portfolio included counseling and diversity experience with first generation, and underrepresented students.

Search 494209 – UCP 6 Academic Advisor 2

JOB SUMMARY

The School of Business Office of Undergraduate Advising is seeking two full-time Academic Advisor 2 positions. The incumbents will report to the Director of Academic Advising and will work to deliver an engaging and dynamic advising program over four campuses to more than 2,700 students. These positions will advise undergraduate students about specific undergraduate programs and policies of the School of Business and counsel them regarding appropriate educational and career goals. Both positions will be based at the Storrs campus but will require in-state travel to other university campuses in similar activities in support of program activities. Evening and weekend hours will be required in support of program activities.

DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Advising and counseling students in planning an academic program as it relates to their educational and career goals through both one-on-one and group settings.
- Counseling students in specific curriculum decisions, including the appropriate choice of courses, scheduling of courses, selection or change of major or minor, waiver of requirements/deadlines and related matters.
- Reviewing student transcripts and assisting in making decisions regarding transfer of major within or into college/school, requests for excess credit, double major or dual degrees.
- Interpreting academic regulations and serving as a resource for students, faculty, parents and others having questions about programs, academic policies, scholarship/award opportunities and other pertinent information.
- Monitoring student progress and working closely with faculty and other University offices to identify and resolve problems.
- Reviewing and making recommendations regarding warning, exclusion, suspension or dismissal; providing additional counseling to warned students, those with academic difficulties and students contemplating withdrawal.
- Providing personal and other non-academic counseling.
- Working closely with other University offices to promote consistency and uniformity of judgments regarding such matters as enforcement of academic requirements, academic probation and dismissal, transfer in or out of program and other similar issues.
- Serving as a liaison between the School of Business and the student support staff at the Stamford campus.
- Identifying problems with policies and regulations and recommends changes.
- Plans and executing orientation programs and other programmatic activities to support the learning outcomes for students, as assigned.
- Compiling statistical reports and maintaining appropriate files and records.
- Writing and/or editing informational and publicity materials.
- Supervising student staff as needed.

MINIMUM QUALIFICATIONS

- Bachelor's degree in counseling, education or related field and three years of related experience OR Master's degree in counseling, education or a related field and one year of related experience.
- Demonstrated excellent interpersonal, and written and verbal communication skills.
- Proven experience working both independently and in a team environment.
- Demonstrated competency of utilizing technology to impact advising.
- Demonstrated experience and competence in counseling students.
- Demonstrated proficiency with Microsoft Office.
- Demonstrated experience working with college students.
- Demonstrated ability to multitask in a high traffic office.
- Demonstrated strong presentation skills.
- Willingness and ability to travel between UConn's campuses.
- Willingness and ability to work occasional evening and weekend hours.

PREFERRED QUALIFICATIONS

- Three (3) or more years' experience advising students in a higher education setting.
- Prior experience in teaching college students.
- Demonstrated experience advising first generation and/or underrepresented populations.
- Ability to use data tools to produce reports and assess outcomes.
- Demonstrated experience working with students seeking admission to selective admission programs.
- Experience designing advising activities beyond traditional one-on-one meetings.
- Demonstrated experience working with international students.
- Demonstrated experience working with community colleges.

APPOINTMENT TERMS

This is a full-time position based in Storrs, CT.

TO APPLY

Please upload a **resume**, **cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 7, 2020.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., LinkedIn.com, ziprecruiter.com, and the School of Business Minority Serving Institutions distribution list.

66 Total applicants: 9 WM, 31 WF, 3 BM, 6 BF, 4 HM, 2 HF, 1 AM, 4 AF, 6 UU

44 Unqualified applicants: 6 WM, 21 WF, 1 BM, 4 BF, 3 HM, 2 HF, 1 AM, 3 AF, 3 UU

- 6 WM, 21 WF, 1 BM, 4 BF, 3 HM, 2 HF, 3 HM, 2 HF, 1 AM, 3 AF, 3 UU did not meet the minimum qualifications of the job posting.

5 Qualified applicants: 1 WM, 3 WF, 1 UU

- 1 WM, 3 WF, 1 UU's application materials did not indicate experience working with students seeking admission to selective admission programs or experience designing and advising activities beyond traditional one-on-one meetings.

17 Interviewed applicants: 2 WM, 7 WF, 2 BM, 2 BF, 1 HM, 1 AF, 2 UU

- 3 WF, 1 BM, 1 AF's responses to the advising and counseling questions demonstrated that they did not have the experience in counseling students that was necessary to be eligible for this position.
- 1 WM, 1 HF's prior experience in Residential Life while, applicable in some context, was not related. They did not have direct advising experience and were unable to clearly demonstrate how their experiences thus far would be transferrable to this position
- 1 HM's responses to the advising and counseling questions demonstrated a very narrow view of counseling and that he did not understand how to use technology to impact student development.
- 1 WF's responses showed her inexperience with international student development.
- 1 WF's answers showed that she did not have experience advising first generation and underrepresented populations.
- 1 WF's responses to the advising and counseling questions demonstrated that she did not have experience in counseling students and the depth of programming familiarity that is necessary to be eligible for this position.
- 1 WM, 1 WF, 1 BM, 1 BF, 1 UU withdrew their applications.

The 1 BF hired was committed to advising an undergraduate business population. The candidate's experience in advising had been dynamic and had clearly demonstrated strong skills to excel in this role on many levels. She had experience with international student development and had worked with first generation and underrepresented populations. Reference checks confirmed her experience and communication skills.

Search 493825 – UCP 6 Financial Aid Officer

The Office of Student Financial Aid Services is seeking an organized, detail-oriented, and self-motivated Financial Aid Officer to perform all aspects of financial aid processing and leading the coordination of several key administrative areas such as the Fixed Enrollment process.

Duties include, but are not limited to: determining financial aid awards; counseling students and parents regarding application process, sources and availability of aid; researches and recommends procedures and policies in designated areas of expertise; keeps abreast of institutional, state, and federal rules, regulations and guidelines governing the administration of Title IV federal funds including grants, work programs, and student loans; administer one or more specialized areas; performs special projects as needed or assigned; participate in office outreach activities.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from a college or university accredited by the US Department of Education or internationally recognized accrediting organization.
2. Three to five years of progressively responsible financial aid experience.
3. Demonstrated in-depth knowledge of financial aid regulations and related laws.
4. Excellent oral and written communication skills.
5. Excellent counseling and interpersonal skills.
6. Demonstrated ability to work effectively with students, the public, the university community and external constituencies; and ability to work independently and under time constraints.

PREFERRED QUALIFICATIONS

1. Preference given to candidates with experience using an automated financial aid system (e.g. PeopleSoft, Banner, etc.).

APPOINTMENT TERMS

This is a full-time, twelve-month position. Salary will be commensurate with qualifications and experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020295. Interested candidates please submit a **letter of application** outlining experience relative to each position requirement, a current **resume**, and contact information for **three professional references**. Review of applicants will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020295)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 12, 2019.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Massachusetts Association for Student Financial Aid Administrators (MASFAA) website, and on the Francesca Savella (RIASFAA listserv).

18 Total applicants: 3 WM, 3 WF, 1 BM, 1 HM, 1 TF, 9 UU

15 Unqualified applicants: 3 WM, 1 WF, 1 BM, 1 TF, 9 UU

- 3 WM, 1 WF, 1 BM, 1 TF, 9 UU did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 2 WF, 1 HM

- 1 WF did not have the knowledge of federal regulations as it relates to verification and awarding. She did not possess experience working in a higher education environment as her background was with a financial services center that assists students with applying for college and financial aid.
- 1 WF did not have experience in using federal regulations to award student federal aid. She was unable to demonstrate a thorough working knowledge of all aspects of financial aid and did not have experience working in a high-volume environment.

The 1 HM hired had seven years of financial aid experience. The applicant was also knowledgeable with the PeopleSoft system that the department utilized. They demonstrated strong financial aid knowledge including federal regulations and timelines. References indicated that they had the ability to work independently in a high-volume work environment with a high level of detail.

Category 3: Nonteaching Professional – UC Professional 6 Admin Serv Assistant 4

Hiring goals: 1 AF

Hiring into Category: No hiring activity

Goals met: None

Category 3: Nonteaching Professional – UC Professional 6 Program Admin

Hiring goals: 3 WM, 1 BM

Hiring into Category: 1 WM, 1 WF, 1 BF, 1 HF

Goals met: 1 WM

RG	Search #	Goal
WM	2020061	Y
WF	2020064	N
BF	2020107	N
HF	493860	N

Search 2020061 – UCP 6 Program Administer – MS FRM

18 Total applicants: 3 WM, 8 WF, 2 BM, 3 BF, 1 HM, 1 UU

13 Unqualified applicants: 1 WM, 7 WF, 1 BM, 3 BF, 1 HM

1 Qualified applicant: 1 BM

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

Hired: 1 WM

This hire met a hiring goal.

Search 2020064 – UCP 06 Program Administrator – Business

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The School of Business Undergraduate & Part-time MBA Career Development Offices are seeking a full-time Career Counselor (Program Administrator, UCP 6). The incumbent will report to the Director of the Undergraduate Career Development Office with a dotted line to the Director of the Part-time MBA (PMBA) Program. The Career Counselor will coordinate and manage the day-to-day administrative activities of career services. The incumbent will also assist in providing career placement services to Stamford undergraduate business students and career development to both Stamford undergraduate and PMBA students. The position will be based at the Stamford campus. Evening and weekend hours will be required in support of program activities. In-state and out-of-state travel may also be required on occasion in support of program needs.

DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Developing, organizing and executing career development programs for Stamford business undergraduate and Part-time MBA students and occasionally to other graduate business students. Approximately 80% of the incumbent's time will be spent supporting undergraduate students and 20% supporting Part-time MBA students.
- Delivering career development programs by meeting with business students individually or in a group setting, or by using online platforms.
- Empowering students to make reasoned major/career choices and to develop realistic implementation plans.
- Assisting in improving student preparedness for job search activities and a better understanding of workplace professionalism.
- Aligning career development practices with School of Business majors.
- Conducting mock interviews/case interviews, negotiation strategies, and prepare students with valuable networking strategies.
- Researching current job market and hiring trends, interpreting findings and using knowledge to support students' career management goals and job search strategies.
- Coordinating and supporting external recruiting relationships.
- Providing employers with information about available employer services and collaborating with employers to provide career-related programming for students.
- Assisting in the development of job search strategies and internship and full-time placement for all student population segments, including both domestic and international students.
- Collecting, tracking and reporting data regarding internship and full-time placements, student meetings, etc.
- Assisting with the planning and development and evaluation of programs, meetings, workshops, etc. for the office.
- Providing strategic career and leadership coaching to Part-time MBA and on an ad hoc basis to other graduate students.
- Advising on career trajectory and transition strategies for Part-time MBA, including career mapping, identifying personal goals, resume writing, interview prep, negotiation, networking, job search strategies.
- Responding to career-related inquiries from students, faculty, recruiters and others.
- Supervising, training, evaluating and assigning work to student staff as necessary.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business, counseling or related field.
- Four to five years of related professional experience in college recruitment or career coaching in either a corporate or higher education environment with an emphasis on placement or hiring.
- Demonstrated teamwork and interpersonal skills including the ability to work effectively with faculty, staff, students, administrators, and business leaders, external agencies/groups and the public.
- Demonstrated excellent business writing and editing skills as demonstrated by way of application materials submitted including applicant's resume, cover letter, and the names and job titles of three (3) professional references.
- Proven experience working independently and using sound judgment when making decisions.
- Demonstrated excellent oral communication skills including experience successfully presenting to small and large audiences.
- Demonstrated experience with event or workshop planning including marketing of events.
- Demonstrated proficiency with Microsoft Office products.
- Willingness and ability to work some irregular, flexible hours and travel in-state or out-of-state as necessary.

PREFERRED QUALIFICATIONS

- Master's degree in business, counseling or related field.
- Demonstrated experience working as a career counselor/coach in a higher education environment in a university setting.
- Proven experience supporting career development for undergraduate and graduate students from domestic and international regions.
- Demonstrated experience building and maintaining relationships with corporate executives in relation to college recruiting.
- Demonstrated experience utilizing marketing strategies to market and promote events to diverse populations.

APPOINTMENT TERMS

This is a full-time position based in Stamford, CT.

TO APPLY

Please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020064. Please 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 #2020064).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 15, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., HigherEdJobs webpage, ZipRecruiter webpage, School of Business Minority Serving Institutions, NACE, EACE, and Diverse Job Boards.

22 Total applicants: 4 WM, 6 WF, 3 BM, 1 BF, 1 HM, 1 HF, 3 AF, 3 UU

17 Unqualified applicants: 3 WM, 4 WF, 3 BM, 1 BF, 1 HM, 1 HF, 2 AF, 2 UU

- 3 WM, 4 WF, 3 BM, 1 BF, 1 HM, 1 HF, 2 AF, 2 UU did not meet the minimum qualifications as posted.

1 Qualified applicant: 1 WM

- 1 WM did not have experience supporting career development for undergraduate and graduate students from domestic and international regions, based on application materials.

4 Interviewed applicants: 2 WF, 1 AF, 1 UU

- 1 WF withdrew from the process.
- 1 UU did not demonstrate experience in college recruitment or career coaching in either a corporate or higher education environment based on responses to interview questions.
- 1 AF did not demonstrate experience in corporate recruitment and did not have the necessary communications skills to work with a team based on answers to interview questions.

The 1 WF hired had over 36 years of relevant experience in career coaching in higher education and corporate recruiting. She had worked in a business school as a career counselor. This candidate demonstrated the communications skills required for working in a team, and the ability to make sound judgements when working independently. Her experience with marketing strategies was applicable to the position and to market and promote events and workshops.

Search 2020107 – UCP 06-Program Administrator – Business

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The School of Business Full-time MBA Program is seeking a full-time Career Counselor (Program Administrator, UCP 6). The incumbent will report to the Director of the Full-time MBA Program, with a large amount of oversight from the Associate Director of Full-time MBA Career Development, and will coordinate and manage the day-to-day administrative activities of career services and assist in providing career development and advising services to Full-time MBA students. The position will be based at the UConn Hartford campus in the Graduate Business Learning Center. Occasional evening and weekend hours will be required in support of program activities. In-state and out-of-state travel will also be required on occasion in support of program events and activities.

DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Developing, organizing and executing career development programs for Full-time MBA students and occasionally to other graduate business students.
- Providing career counseling and advisement with all components of the student job search.
- Conducting mock interviews/case interviews, negotiation strategies, and preparing students with valuable networking strategies.
- Researching current job market and hiring trends, interpreting findings and using knowledge to support students' career management goals and job search.
- Coordinating and managing external employer relations.
- Assisting with internship and full-time placement and supporting career engagement activities to generate job leads for students.
- Assisting in the development of job search strategies for a diverse population of graduate students.
- Collecting and reporting internship and full-time placement data to internal and external audiences.
- Collaborating on events and student job search strategies with career and program staff.
- Assisting with the planning, development and evaluation of programs, meetings, workshops, etc. for the office.
- Coordinating and managing administrative and fiscal responsibilities for career.
- Responding to career-related inquiries from students, faculty, recruiters and others.
- Supervising, training, evaluating and assigning work to student staff.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business, counseling or related field.
- Four to five years of related professional experience.
- Experience in corporate recruitment or career coaching in either a corporate or higher education environment with an emphasis on placement or hiring.
- Proven excellent writing and editing skills as demonstrated by way of application materials submitted including applicant's resume, cover letter, and the names and job titles of three (3) professional references.
- Demonstrated experience with event or workshop planning.
- Demonstrated excellent teamwork and interpersonal skills including the ability to work effectively with faculty, staff, students, administrators, and business leaders, external agencies/groups and the public.
- Proven ability to work independently and use sound judgment when making decisions.
- Must have proven excellent oral and written communication skills and have demonstrated the ability to successfully present information to small and large groups.
- Demonstrated proficiency with Microsoft Office products.
- Demonstrated supervisory ability.
- Willingness and ability to work some irregular, flexible hours and travel in-state or out-of-state as necessary.

PREFERRED QUALIFICATIONS

- Specialized Master's degree or MBA.
- Demonstrated experience working with graduate students including international population.
- Experience working with faculty, hiring managers, and other professionals.
- Familiarity with employers hiring MBA students, experienced professionals, job changers, managers, and leaders.

APPOINTMENT TERMS

This is a full-time position based in downtown Hartford, CT.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020107, 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 # 2020107)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 2, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., School of Business Minority Serving Institutions, HigherEdJobs webpage, ZipRecruiter webpage, and Diverse Job Boards

44 Total applicants: 7 WM, 14 WF, 2 BM, 10 BF, 1 HM, 6 HF, 3 AF, 1 UU

34 Unqualified applicants: 3 WM, 11 WF, 2 BM, 9 BF, 1 HM, 6 HF, 1 AF, 1 UU

- 3 WM, 11 WF, 2 BM, 9 BF, 1 HM, 6 HF, 1 AF, 1 UU did not meet the minimum qualifications as posted.

10 Interviewed applicants: 4 WM, 3 WF, 1 BF, 2 AF

- 1 WM, 1 WF withdrew from the process.
- 1 AF did not demonstrate the interpersonal skills required for this position based on her presentation and role-play.
- 1 WM, 2 WF did not have the career recruitment and counseling experience required for this position based on their incomplete answers to interview questions.
- 1 WM, 1 AF did not demonstrate the communication abilities required for this position based on answers in the interview.

- 1 WM did not show counseling skills in the role-play scenarios that would match the needs of our full-time graduate students.

The 1 BF hired had 16 years of corporate experience, which included event planning, recruitment of students and other diverse populations, and working with hiring managers, all of which were important components of this position. Over the course of her career, she has obtained a Bachelor's degree, coaching and HR certificates, and an SHRM-SCP certification.

Search 493860 – UCP 6 Program Administrator – School of Business

The School of Business MS in Business Analytics (MSBAPM) Program is seeking a full-time Graduate Career Counselor (Program Administrator, UCP 6). The incumbent will report to the Director of the MSBAPM Program and will coordinate manage the day-to-day administrative activities of career services and assist in providing career development and placement services to MSBAPM students. The position will be based at the Stamford campus. Evening and weekend hours will be required in support of program activities. In-state and out-of-state travel may also be required on occasion in support of program events and activities.

DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Developing, organizing and executing career development programs for MSBAPM students and occasionally to other graduate business students.
- Assisting in the development of job search strategies for a diverse population of graduate students, including international students.
- Providing career counseling and advisement with all components of the student job search.
- Conducting mock interviews/case interviews, negotiation strategies, and prepare students with valuable networking strategies.
- Researching current job market and hiring trends, interpreting findings and using knowledge to support students' career management goals and job search.
- Coordinating and managing external employer relations.
- Supporting career engagement activities to generate job and internship leads for students.
- Assisting with internship and full-time placement and supporting career engagement activities to generate job leads for students.
- Collaborating on events and student job search strategies with career and program staff.
- Assisting with the planning and development and evaluation of programs, meetings, workshops, etc. for the office.
- Coordinating and managing administrative and fiscal responsibilities for career.
- Responding to career-related inquiries from students, faculty, recruiters and others.
- Supervising, training, evaluating and assigning work to student staff.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business, counseling or related field.
- Four to five years related professional experience.
- Experience in corporate recruitment or career coaching in either a corporate or higher education environment with an emphasis on placement.
- Demonstrated experience with event or workshop planning.
- Demonstrated interpersonal skills and ability to work effectively with multiple constituencies.
- Proven ability to work independently and use sound judgment when making decisions.

- Must have excellent oral and written communication skills and have demonstrated the ability to successfully present information to small and large groups.
- Demonstrated ability to work well as part of a team.
- Demonstrated proficiency with Microsoft Office products.
- Demonstrated supervisory ability.
- Willingness and ability to work some irregular, flexible hours and travel in-state or out-of-state as necessary.

PREFERRED QUALIFICATIONS

- Specialized Master's degree or MBA.
- Demonstrated experience working with graduate students including international population.
- Experience working in an academic institutional structure or business setting.
- Familiarity with employers hiring business analytics graduate students.

APPOINTMENT TERMS

This is a full-time position based in Stamford, CT.

TO APPLY

Please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020034. Please 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 #2020034).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 19, 2019.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Intranet, ziprecruiter.com, Stamford Advocate (Monster), and the School of Business Minority Serving Institutions distribution list.

50 Total applicants: 10 WM, 17 WF, 2 BM, 8 BF, 3 HM, 4 HF, 1 TM, 1 TF, 4 UU

38 Unqualified applicants: 7 WM, 13 WF, 2 BM, 8 BF, 2 HM, 3 HF, 1 TM, 2 UU

- 7 WM, 13 WF, 2 BM, 8 BF, 2 HM, 3 HF, 1 TM, 2 UU did not meet the minimum qualifications of the job posting.

12 Interviewed applicants: 3 WM, 4 WF, 1 HM, 1 HF, 1 TF, 2 UU

- 1 WM did not demonstrate excellent oral and written communication skills. The candidate's responses to questions were very general and he easily went off-topic not responding to the question being asked.
- 1 WM did not demonstrate the required communication skills. Although the candidate provided responses to the interview questions, his responses were lengthy and difficult to follow.
- 1 WF was not available during the timeframe for 2nd round interviews even after having extended them for one week.
- 1 WF's university experience was in admissions, not career coaching.
- 1 TF did not show up for the interview.
- 1 UU did not possess experience in corporate recruitment or career coaching in either a corporate or higher education environment. The candidate's experience was with the entertainment industry.
- 1 UU did not have experience in corporate recruitment or career coaching in either a corporate or higher education environment. The candidate's experience was in human resources.
- 2 WF, 1 HM withdrew their applications from the interview process.
- 1 WM was offered and declined the position.

The 1 HF hired had a bachelor's degree and 13 years of relevant experience in both career coaching and corporate recruiting with 6 years of career coaching in a university setting. The candidate had a master's degree and experience working with international populations. Her background included working in an academic institutional structure and a business setting. She demonstrated excellent written, oral, interpersonal and teamwork skills. The candidate had experience with workshop planning and supervising staff.

Category 3: Nonteaching Professional – UC Professional 6 Program Specialist 1

Hiring goals: 2 WM, 1 BM, 1 HM

Hiring into Category: 2 WM, 3 WF, 1 TF

Goals met: 2 WM

RG	Search #	Goal
WM	2019357	Y
WM	2020098	Y
WF	493560	N
WF	493588	N
WF	494222	N
TF	2019467	N

Search 2019357 – UCP 06-Program Specialist 1 – Center for Students with Disabilities

70 Total applicants: 14 WM, 42 WF, 2 BM, 1 BF, 2 HF, 1 AM, 1 AF, 1 TM, 6 UU

53 Unqualified applicants: 10 WM, 33 WF, 2 BM, 1 BF, 1 AF, 1 TM, 5 UU

2 Qualified applicants: 2 WF

15 Interviewed applicants: 4 WM, 7 WF, 2 HF, 1 AM, 1 UU

Hired: 1 WM

This hire met a hiring goal.

Search 2020098- UCP 06-Program Specialist 1- Information Technology Security

11 Total applicants: 6 WM, 1 HF, 3 AM, 1 AF

4 Unqualified applicants: 1 WM, 2 AM, 1 AF

3 Qualified applicants: 2 WM, 1 HF

4 Interviewed applicants: 3 WM, 1 AM

Hired: 1 WM

This hire met a hiring goal.

493560 – UCP 6 Program Specialist 1

The Office of the Vice President for Research, Sponsored Program Services (OVPR SPS), invites applications for the position of Sponsored Programs Faculty Payroll Accruals Specialist (open rank, Program Specialist 1 or 2, UCP 6 or 7), to join our growing sponsored research administration Team!

Under the direction of designated supervisor, the Sponsored Program Services Faculty Payroll Accruals Specialist oversees the University payroll accrual process for all 9- and 10- month faculty. S/he reviews bi-weekly payroll and accrual transactions throughout the academic year; examines HR and Payroll changes (ex. salary, FTE and appointment changes) that impact the accrual calculations; determines and recalculates new accrual rates as necessary; reviews payroll cost transfers and prepares accounting entries to adjust accruals as appropriate; and maintains detailed accounting records to ensure accuracy and consistent implementation of the faculty payroll accruals.

DUTIES AND RESPONSIBILITIES

1. Utilizes financial and other systems to monitor accounts, to identify problems with payroll and/or financial transactions; determines most suitable financial procedures or course of action to resolve issues or take corrective action.
2. Analyzes controls and operational mechanisms to assure payroll/fiscal transactions are in compliance with proper accounting procedures, applicable laws and regulations.
3. Prepares detailed reports and analyses to monitor payroll activities impacting sponsored projects.
4. Independently processes a high volume of payroll accrual corrections/adjustments, and related transactions.
5. Serves as a resource to departments in interpreting related policies, regulations and statutes.
6. Monitors sponsored research awards, contracts, etc., and ensures documentation to substantiate individual transactions.
7. Supervises the establishment and maintenance of sponsored research-related payroll and accounting records to assure accuracy and controls.
8. Reconciles and verifies, accounts; verifies, prepares and interprets financial documents, such as balance sheets and financial statements, to reflect account conditions.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in accounting or related field and 2 to 4 years progressively responsible accounting or 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, government and banking officials and the public.

5. Excellent organizational skills to effectively multi-task to meet deadlines and troubleshoot problems.
6. Significant experience processing financial transactions.
7. Experience processing payroll transactions.
8. Demonstrated interpersonal skills and ability to work effectively and collaboratively with others in a diverse work environment.
9. Demonstrated effective written and oral communication skills.
10. Intermediate to advanced Excel skills.

Additional Minimum Qualifications to be considered for Sponsored Programs Faculty Payroll Accruals Specialist 2 (Program Specialist 2), UCP 7 Level:

1. Master's degree in accounting and 3 to 5 years' accounting experience.
2. Demonstrated excellent interpersonal, written and communication skills.

PREFERRED QUALIFICATIONS

For Both Levels:

1. Experience working with payroll or HR records.
2. Experience with Kuali Financial System (KFS) or PeopleSoft Human Capital Management (HCM).
3. Knowledge of SQL or other reporting tool for running queries and analyzing data.
4. CPA.
5. Experience working in a higher education environment.

APPOINTMENT TERMS

This is a 35-hour per week, full-time, 12-month permanent position, with an excellent benefits package including medical and retirement, as well as employee and dependent tuition reimbursement at the University of Connecticut (outlined here: <https://hr.uconn.edu/benefits-summaries/>).

TO APPLY

Applications must be submitted online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #493560. Please submit a **cover letter** and **resume** demonstrating how the qualifications and requirements of the position are met, and contact information for **three professional references**. Inquiries may be addressed to Laurie Pudlo, Administrative Manager, at laurie.pudlo@uconn.edu.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 31, 2020.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Department website, RESADM-L Listserv, NCURA website, NGMA website, and Indeed.com.

17 Total applicants: 4 WM, 7 WF, 1 BF, 3 AF, 2 UU

12 Unqualified applicants: 4 WM, 4 WF, 1 BF, 3 AF

- 4 WM, 4 WF, 1 BF, 3 AF did not meet the minimum qualifications of the job posting.

5 Interviewed applicants: 3 WF, 2 UU

- 1 UU did not demonstrate advanced accounting skills in the situational problem during the interview.
- 1 UU arrived late to the interview and was not able to articulate relevant experience in any detail.
- 2 WF withdrew their applications from employment consideration.

The 1 WF hired exhibited a high degree of interest in the position. The candidate had relevant experience reviewing transactions, processing payroll disbursements, and managing a complex program with annual funding of \$10 million.

Search 493588 – UCP 6 Program Specialist 1

The Office of the Registrar at the University of Connecticut is seeking an energetic, self-motivated individual for a full-time, permanent Program Specialist 1 (UCP 6) position operating under the direction of the Assistant Registrar for Systems. The goal of this position is to assist with the overall systems and business process development to gain efficiencies; in particular with graduation tracking and degree processing. This position will be collaborating with the Assistant Registrar for Degree Audit and using Campus Solutions delivered technology and university-supported solutions.

The University of Connecticut uses the advisement report to track the graduation requirements for all undergraduate programs offered at the university, as well as some graduate programs and certificates. The Program Specialist will primarily be responsible for building and maintaining the Academic Advisement module for all schools and colleges at the University of Connecticut. The incumbent will serve as the primary troubleshooter for any problems with the Advisement Report. This will involve working closely with faculty, students, and the Degree Auditing office to ensure accurate tracking of all graduation requirements.

The Program Specialist will be responsible for supporting the Assistant Registrar for Degree Auditing in designing improvements for the graduation process including both technical solutions and process development using functionality existing within Campus Solutions to replace the existing solution. Furthermore, this position will also participate in the development, documentation, maintenance, and support of the Oracle Campus Solutions student administration system particularly related to student graduation. This will involve implementing the graduation tracker, creating 3Cs for student communication, and writing queries for data from the Analysis Database.

Finally, the Program Specialist is responsible for special projects which may be short- or long-term and which require both technical understanding and a broad knowledge of Registrar functionality. This position is responsible for coordinating these projects with special attention given to accuracy, compliance with regulations, policies and procedures, and the provision of superb customer service. This position keeps abreast of changes to University policies and procedures in relation to functions of the Registrar's Office and in abidance with Senate policies and FERPA guidelines.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in an analytical discipline and/or equivalent combination of education and experience.
2. At least two years of demonstrated professional experience working with graduation requirements.
3. Professional experience obtaining, analyzing, and manipulating data.
4. Ability to analyze and communicate information in numerical and narrative form.
5. Experience working within, or knowledge of, higher education.
6. Strong organizational and time management skills, along with excellent written and oral communication skills.

PREFERRED QUALIFICATIONS

- Proven experience building requirements within Oracle's Campus Solutions Academic Advisement module.
- Previous experience obtaining data from PeopleSoft Campus Solutions.
- Familiarity with business processes and procedures as they related to the functions of a Registrar's office.
- Demonstrated project management experience.
- Proficiency using computer applications such as SPSS and/or SAS, Microsoft Office (Access, Excel and Word).
- Experience performing work related to students' permanent records in accordance with Federal Educational Rights and Privacy Act requirements.

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, and outstanding benefits, including employee and dependent tuition waivers at UConn, and a highly desirable work environment. For additional information regarding benefits visit:

<https://hr.uconn.edu/benefits-summaries/>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020223, to submit a **cover letter, resume**, and a list of contact information for **three professional references**.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020223).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 11, 2019.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., AACRAO, NEACRAO, CACR, and the DICE website.

19 Total applicants: 2 WM, 11 WF, 1 BM, 1 HM, 1 HF, 1 AF, 1 TM, 1 UU

14 Unqualified applicants: 1 WM, 7 WF, 1 BM, 1 HM, 1 HF, 1 AF, 1 TM, 1 UU

- 1 WM, 7 WF, 1 BM, 1 HM, 1 HF, 1 AF, 1 TM, 1 UU did not meet the minimum qualifications of the job posting.

5 Interviewed applicants: 1 WM, 4 WF

- 1 WM had experience designing creative solutions but not project management experience.
- 1 WF did not provide any parallels from her work experience to the duties that would be expected of the position. Additionally, her experience analyzing data was not meaningfully similar to the data analysis required by this position.
- 1 WF had the most experience with registrar functions in her career, but none of the experience was a direct parallel to this position's core duties. The candidate also failed to provide examples of any efforts she undertook to evaluate or improve the business practices associated with those functions in her previous work experience.
- 1 WF indicated that her approach to problem solving was similar to what would be required of this position, she had less experience implementing those solutions than what would be needed in the position.

The 1 WF hired displayed the strongest qualities that would be most important to success in this position including creativity and the ability to effectively communicate with different audiences. The candidate's preferred approach to project management was also the most complete and likely to be successful in this position. She had a strong track record of improving business processes in an environment that was extremely resistant to change of any kind. She demonstrated a comfort level with new technologies and a natural inclination toward innovation that would be very valuable in this position.

Search 494222 – UCP 6 Program Specialist 1

JOB SUMMARY

The Werth Institute serves the University of Connecticut through an interdisciplinary approach to entrepreneurship and innovation that is inclusive of existing and new programs. The Institute facilitates opportunities for students, while continually driving to promote the University's academic, co-curricular, and extracurricular programs. By facilitating partnerships and building relationships spanning schools, industries, and traditional fields of study, the Werth Institute provides exceptional opportunities for students, faculty, and alumni.

The Werth Institute invites applications for the position of Director of Mentorship and Student Development (Program Specialist 1, UCP 6). Under the direction of the Director of the Werth Institute, the person in this position will manage the operation of a mentorship network, which provides students the support they need to begin and mature through their entrepreneurial journey. The Director of Mentorship and Student Development provides comprehensive program support requiring an advanced understanding of entrepreneurship programming, mentoring, and/or networking. Incumbents in this position are expected to work with a fair amount of independence, but within the goals and objectives established by the Director of the Werth Institute.

DUTIES AND RESPONSIBILITIES

- Assists in the planning, development, design implementation, and evaluation of activities to formally organize the University of Connecticut's Alumni and Friends Mentorship Network for Entrepreneurship.
- Develops a formalized matchmaking service to connect alumni with current students by establishing collaboration and partnerships with industry-specific mentors and investor pools and expanding the development infrastructure of the Werth Institute.
- Conducts studies, collects necessary data, evaluates information, and prepares analytical reports related to demographic data and tracking of program milestones.
- Serves as resource for staff, students, participating alumni, investors, and others regarding program information and techniques, requiring a moderately advanced knowledge in marketing and communications, and the ability to procure the proper resources in a timely manner with particular attention to specific, formulaic engagement, recruitment, onboarding, and matchmaking.
- Plans, develops and implements methods and techniques of informing/educating, in coordination with program staff; may develop topics, prepares information designed to communicate and interpret information to the public and others.
- Is responsible for the successful completion of individual projects.
- May conduct workshops and seminars to instruct, inform and/or train others in the area of specialization.
- May be responsible for training and management of additional Werth Institute staff, recruitment and assessment activities, advising of students, and various administrative duties as assigned
- May participate in the planning, development and implementation of grant proposals.

- May represent the program or department to external groups.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field from an accredited institution
- Two years of professional experience in Marketing, Public Relations Management, or related experience in Entrepreneurship
- Demonstrated leadership experience in mentoring, leadership development, or coaching programs
- Proven ability to evaluate and produce reliable results and solve problems
- Excellent written and oral communication skills

PREFERRED QUALIFICATIONS

- Master's degree in related field from an accredited institution
- Three to Five years of professional experience working with startups and rapidly growing venture firms
- Proficiency using CRM software
- Experience working on federal or state grants

APPOINTMENT TERMS

This is a full-time, twelve-month, professional staff position in the UCPEA union. This is a temporary, grant-funded position with an end-date, with the opportunity to renew pending performance and budget availability. Salary is commensurate with qualifications and experience.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494222 to upload the following: 1) a **cover letter** that expands on interest in this position and demonstrates qualification, 2) a **current resume**, and 3) contact details for **three work-related references**. The selection committee will not review incomplete applications. Screening will begin immediately. For full consideration, please apply by January 6, 2020.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 6, 2020.

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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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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., LinkedIn, the department website, and professional networking.

20 Total applicants: 3 WM, 10 WF, 2 BM, 1 HF, 2 AM, 1 AF, 1 UU

12 Unqualified applicants: 2 WM, 6 WF, 1 BM, 1 HF, 1 AM, 1 UU

- 2 WM, 6 WF, 1 BM, 1 HF, 1 AM, 1 UU did not meet the minimum qualifications of the job posting.

2 Qualified applicants: 1 WF, 1 AM

- 1 WF, 1 AM's application materials did not indicate possession of a master's degree in a related field from an accredited institution, three to five years of professional experience working with startups and rapidly growing venture firms, and a proficiency using CRM software.

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

- 1 WF's direct leadership experience and initiative with mentoring programs was brief. The candidate did not exhibit a proven ability to evaluate and produce reliable results and solve problems effectively in her vague answers to interview questions.
- 1 WF met all preferred qualifications but the ability to evaluate and produce reliable results did not come across as an area of strength in her interview.
- 1 AM did not have the experience related to working on federal or state grants, using CRM software, and the preferred professional experience.
- 1 WF was offered the position and declined.
- 1 WM withdrew his application.

The 1 WF hired met all preferred qualifications. She had a demonstrated leadership experience and initiatives with mentoring programs. The candidate also exhibited a proven ability to evaluate and produce reliable results and solve problems.

Search 2019467- UCP 06-Program Specialist 1- African American Cultural Center

The University of Connecticut's H. Fred Simons African American Cultural Center (AACC) is inviting applications for a Cultural Center Program Specialist 1, UCP 6. The Cultural Center Program Specialist will serve as a leader in the program development efforts of the H. Fred Simons African American Cultural Center. The Program Specialist will report to the Director of the African American Cultural Center.

Mission

The mission of the African American Cultural Center is to promote cultural preservation, quality leadership and academic excellence through a unique approach to cultural advocacy, academic support, and community outreach.

The African American Cultural Center promotes cultural preservation through cultural awareness and an understanding of the traditions and history of African Americans in the United States and people of African descent.

The AACC promotes programming events and activities that provide opportunities for cultural enrichment for all students, faculty and staff.

DUTIES AND RESPONSIBILITIES

- Promotes advocacy and support for the constituencies of the African American Cultural Center through the development and implementation of programming planning and facilitating of activities and events.
- Prepares the fall and spring semester calendar of events and activities for the African American Cultural Center.
- Implements all programming efforts with the support, leadership and cooperation of student programmers as well as the leadership of the more than 30 student organizations under the auspices of the African American Cultural Center.
- Collaborates with UConn Cultural Centers and University offices/departments to develop/support initiatives, events and programs.
- Schedules and maintains all reservations and request for use of the AACC.
- Develops a program assessment program/model in partnership with the Cultural Center Graduate Assistant.
- Promotes the African American Cultural Center's programs and services and will work closely with the student staff to market and advertise AACC initiatives and co-sponsorships.
- Performs office management through all aspects of the AACC fiscal records, oversight of student employee practices, including interviewing, supervision and payroll of student employees.
- Designs and develops all publications and digital media, graphic designs for the African American Cultural Center.
- Updates and maintains the AACC website with the assistance of graduate assistant(s).
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field or equivalent combination of education and experience.
- Minimum of two to four years of related professional experience, which includes administrative and program planning within an African Diaspora Cultural Center or multicultural center
- Proven record of accomplishment in working effectively with populations of underrepresented students, faculty, staff, and the public at large.
- Excellent written and verbal communication, organizational, interpersonal, and cross-cultural skills.
- Proficiency in resolving problems efficiently and independently.

PREFERRED QUALIFICATIONS

- Proficiency in Adobe Illustrator, Photoshop, InDesign and WordPress.
- Professional experience related to diversity and inclusion in higher education.
- Experience with assessment and evaluation of programs.
- Proven ability to work effectively with the African American Cultural Center's vast constituency of the African Diaspora.

APPOINTMENT TERMS

This is a full time 12-month position. Competitive salary based upon qualifications. A comprehensive benefits package is included. Must have availability to work some evenings and weekends.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2019467. 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 # 2019467

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2019467)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on May 2, 2019.

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 postings on the following websites: UConn Careers website, listserv HERC, Inside Higher Ed., and the Diverse Job Boards.

22 Total Applicants: 5 BM, 9 BF, 3 HF, 1 AM, 1 TM, 2 TF, 1 UU

11 Unqualified applicants: 2 BM, 6 BF, 1 HF, 1 AM, 1 TF

- 2 BM, 6 BF, 1 HF, 1 AM, 1 TF did not meet the minimum qualifications as posted.

3 Qualified applicants: 1 BM, 1 HF, 1 UU

- 1 BM, 1 UU were not proficient in Adobe Illustrator, Photoshop, or WordPress.
- 1 HF did not have professional experience relating to diversity and inclusion in higher education.

8 Interviewed applicants: 2 BM, 3 BF, 1 HF, 1 TM, 1 TF

- 1 BM did not demonstrate that he could effectively assimilate to the diverse work environment as he did not have diversity and inclusion experience in higher education.
- 1 BM had worked in a unit involved in program evaluation but did not directly work on program evaluation.
- 1 BF was not able to effectively communicate a plan for ideas she discussed in her presentation.
- 1 BF did not stay focused during her interview and her responses to questions often did not answer the question.
- 1 HF did not have supervisory experience or experience working with students.
- 1 TM was not familiar with the African American Cultural Center or its operations and was unprepared for the interview.
- 1 BF withdrew her application from the process.

1 TF hired met all preferred qualifications. She had background experience with diversity and incorporating diversity in a higher education setting. Her references confirmed her ability to work in the diverse and dynamic environment of the African American Cultural Center.

Category 3: Nonteaching Professional – UC Professional 5

Hiring goals: 3 WM, 1 HM, 1 AM, 1 AF

Hiring into Category: 1 WM, 4 WF, 2 HF, 1 AF, 1 TM

Goals met: 1 WM, 1 AF

RG	Search #	Goal
WM	493839	Y
AF	493639	Y
WF	493554	N
WF	493839	N
WF	2019500	N
WF	2020041	N
HF	493901	N
HF	2020160	N
TM	493827	N

Search 493839 – UCP 5 Access Service Associate (University Library Assistant 2)

The UConn Library is seeking two Access Services Associates to provide excellent customer service at the Homer Babbidge Library's Information Desk (iDesk), the primary customer service point on the Plaza Level of the Homer Babbidge Library. The Access Services Associates work collaboratively to create a culture of hospitality for all UConn Library stakeholders, including students, faculty, staff, and members of the public. The successful candidates will each provide coverage for either the day or evening iDesk rotation, working in conjunction to both provide a consistent user experience and oversee the work of iDesk student employees. As an active member of the Academic Engagement area's Access Services unit, both positions function under the general direction of and report to the Head of Access Services and contribute to the advancement of the UConn Library through collaboration with colleagues and a proactive approach to supporting and coordinating user-focused services. Along with all UConn Library personnel, the successful candidate makes a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University and exemplifies the UConn Library values of kindness and trust, curiosity and inquiry, equity and inclusion, and having fun.

Day Access Services Associate

Monday through Friday, 7:15 a.m. to 3:15 p.m. for the Academic Year, Recess/Summer Session, and Winter Session Periods

Evening Access Services Associate

Sunday through Thursday 3:30 p.m. to 11:30 p.m. for the Academic Year. Recess/Summer Session hours will be Sunday through Thursday from 9:30 a.m. to 5:30 p.m. Winter Session hours will be Sunday from 9:30 a.m. to 5:30 p.m. and Monday to Thursday from 1:30 p.m. to 9:30 p.m. Please go to <https://registrar.uconn.edu/academic-calendar/> to see the University's Academic Calendar schedule.

UConn is one of the top public research universities in the nation, with more than 30,000 students pursuing answers to critical questions in labs, lecture halls, and the community. Knowledge exploration throughout the University's network of campuses is united by a culture of innovation. An unprecedented commitment from the State of Connecticut ensures UConn attracts internationally renowned faculty and the world's brightest students. A tradition of coaching winning athletes makes UConn a standout in Division I sports and fuels our academic spirit. As a vibrant, progressive leader, UConn fosters a diverse and dynamic culture that meets the challenges of a changing global society.

The main 4,400-acre campus is set in a university town located in the rural heart of Connecticut; approximately a half hour's drive from Hartford, 90 minutes from Boston, and 3 hours from New York. Storrs offers New England village charm, with outstanding recreational facilities and open space initiatives, farm to table agricultural communities, and excellent public schools.

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 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 public research universities.

UConn's faculty and staff are a critical link to fostering and expanding our vibrant, multicultural and diverse University community.

DUTIES AND RESPONSIBILITIES

For Both Appointments

1. Provides superior customer service at the iDesk to all members of the UConn community. Staffs the iDesk independently, ensuring iDesk coverage across gaps in student worker coverage or student worker absence during assigned rotation.
2. Leads, trains, and supervises student employees serving at the UConn Library iDesk.
3. Provides information assistance and referrals as necessary at the iDesk. Provides circulation services for books, media, and technology. Resolves questions and issues related to bills, fines, or overdue items.
4. Co-manages the UConn Library's room reservation system and technology lending at the iDesk.
5. Creates and maintains content for UConn Library web pages related to Access Services functions, including lending information, hours, calendar, etc.
6. Collaborates and coordinates with Facilities and Security staff in building and security related items, relaying community and specific user needs as appropriate.
7. Participates in unit, area, and library ongoing assessment of access services work-flow and range/quality of service
8. May participate in chat reference services and/or project based work.
9. Serves as an Ad Hoc Essential/Emergency Support Services Staff for the UConn Library.

Additional Responsibilities for Day Access Associate

1. Opens the iDesk during assigned rotation (Monday through Friday) as the academic schedule requires.
2. Coordinates borrowing materials processing and manages shelving operations for the Homer Babbidge Library.
3. Collaborates and coordinates with Interlibrary Services with regard to Interlibrary Services materials and processes.

Additional Responsibilities for Evening Access Associate

1. Closes the iDesk during assigned rotation (Sunday through Thursday) as the academic schedule requires.

2. Creatively fosters student engagement with the UConn Library, serving as liaison to the Library Student Advisory Board.
3. Collaborates with colleagues across the Library to develop and staff programming in support of student engagement and success.

Shared Expectations for Student Supervisors

1. Hires, schedules, trains, and supervises student employees.
2. Determines work assignments and provides feedback to each student employee.
3. Approves student timecards and resolves time reporting and/or student payroll issues in a timely manner.
4. Manages student employment budget, providing allocation requests and ensuring student payroll expenditures remain within approved budget.
5. Maintains current student employee personnel records.
6. Adheres to the policies and procedures as outlined in the UConn Library Student Employee Handbook and the UConn Student Employment Guide.

Shared Expectations for All Staff

1. Participates in planning and actively contributes to Area and Unit priorities, initiatives, and 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. Works effectively in current office applications, software, and communication tools as set by the UConn Library and the University of Connecticut.
5. Exhibits appreciation of, sensitivity to, and respect for a diverse working environment, inclusive of social, economic, cultural, ideological, gender, racial, and ethnic backgrounds.
6. Performs duties parallel to position responsibilities as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree and a minimum of one year related experience or an equivalent combination of education and related experience.
2. Superior customer service skills and a demonstrated commitment to customer service.
3. Demonstrated understanding of and ability to provide excellent student supervision.
4. Demonstrated ability to manage multiple simultaneous projects and deadlines.
5. Strong collaboration, oral and written communication, interpersonal, and creative problem solving skills.
6. Demonstrated organizational skills with the ability to maintain accurate records with a strong attention to detail.
7. Demonstrated ability to work independently and in a team-based environment and be flexible in approach to problem solving and recommending, implementing, and supporting solutions.

8. Demonstrated willingness to develop new skills and knowledge.

PREFERRED QUALIFICATIONS

1. Previous experience working in an academic library.
2. Knowledge of library systems, preferably the ExLibris Alma ILS and Springshare.
3. Demonstrated knowledge/proficiency with the Microsoft Office Suite of products or a similar software application package.
4. Demonstrated ability to instruct and train individuals and groups.

APPOINTMENT TERMS

This is a full-time position based in Storrs, Connecticut. 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

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020307. For full consideration, please submit a **cover letter**, detailed **resume**, and contact information for **three professional references**.

Nominations and inquiries should be sent in confidence to ellen.silbermann@uconn.edu. To ensure full consideration, inquiries and applications should be submitted by December 15, 2019.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020307).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 15, 2019.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Diverse Job Boards. Additional listings included were posted on the following websites: UConn Library Facebook, UConn Library Twitter, UConn Library.edu, Connecticut Library Consortium, Simmons University Jobline, New England Library Association, ALA ListServ, American Library Association, the newspaper The Chronicle and several employee's personal LinkedIn accounts.

119 Total applicants: 20 WM, 36 WF, 2 BF, 4 HM, 1 AM, 4 AF, 52 UU

78 Unqualified applicants: 13 WM, 24 WF, 1 BF, 4 HM, 1 AM, 4 AF, 31 UU

- 13 WM, 24 WF, 1 BF, 4 HM, 1 AM, 4 AF, 31 UU did not meet the minimum qualifications of the job posting.

30 Qualified applicants: 4 WM, 10 WF, 16 UU

- 4 WM, 10 WF, 16 UU's application materials were evaluated for each qualification from 0–3 scale. 0 for no evidence or experience, 1 for minimal evidence, 2 for evidence, and 3 for strong evidence or demonstrated skill in the area of qualification. All candidates chosen for an interview had a score of 36 or higher. These candidates scored below 36 and were not chosen for an interview.

11 Interviewed applicants: 3 WM, 2 WF, 1 BF, 5 UU

- 1 UU did not communicate in an effective manner during her interview with short and incomplete answers and indicated little experience with student supervision. The candidate did not indicate knowledge about library systems.
- 1 WM did not communicate in an effective manner during his interview and did not give specific examples when asked. The candidate did not speak about first-hand experience with student supervision or training skills. He had experience using ALMA part-time but did not convey the experience he had with other library systems.
- 1 WM did not indicate student supervisory experience and indicated little experience in managing workflow.
- 1 UU worked in a public library but not on the front line where they would gain circulation experience and did not indicate evidence of patron interaction and experience supervising and training students.
- 1 UU's supervision experience of students was found to be only as a student and much less experience than portrayed in the resume submitted. The candidate did not communicate in an effective manner about his knowledge of library systems.
- 1 WF did not exhibit effective communication skills and could not verbalize the skills and experience listed on her resume.
- 1 UU's commitment to diversity and inclusion was not conveyed as strong during interview questioning. They did not demonstrate hands-on, hard skills in the interview.
- 1 BF, 1 UU withdrew their applications.

The 1 WF hired demonstrated exemplary communication skills and had extensive experience in a smaller academic library with the ability to train and instruct individuals and groups. The candidate had a strong commitment to diversity and inclusion, and she demonstrated a strong commitment to customer service. In her current position, she was responsible for supervising and training students. The applicant showed a strong ability to problem solve and implement supporting solutions. She was proficient with Microsoft Office Suite, liked learning new systems and demonstrated great attention to accuracy and detail.

1 WM hired demonstrated exemplary communication skills and a strong commitment to customer service with front line experience. The candidate had extensive experience working in a large academic library with the ability to instruct and train individuals and groups. He had a very strong commitment to diversity and inclusion and served on the University of Georgia's Diversity Committee and Library Staff Council. The candidate had strong experience working in Alma and Microsoft Office Suite, and showed an ability to work both independently and in a team-based environment.

The 1 WM hire met a hiring goal.

Search 493639 – UCP 5 Digital Marketing Specialist (Writer/Editor 3)

37 Total applicants: 8 WM, 16 WF, 1 BM, 1 BF, 2 HM, 1 HF, 4 AF, 1 TF, 3 UU

21 Unqualified applicants: 6 WM, 8 WF, 1 BM, 2 HM, 1 AF, 1 TF, 2 UU

10 Qualified applicants: 1 WM, 5 WF, 1 BF, 1 HF, 2 AF

6 Interviewed applicants: 1 WM, 3 WF, 1 AF, 1 UU

Hired: 1 AF

This hire met a hiring goal.

Search 493554 – UCP 5 Health & Safety Specialist 1

The Department of Environmental Health and Safety at the University of Connecticut (Storrs campus) is seeking a Chemical Health and Safety Specialist to manage UConn's Laboratory Chemical Inventory Program and provide technical services in the area of chemical health and safety. This entry level position will report to the EHS Chemical Health and Safety Manager. Responsibilities include, but are not limited to:

- Managing and implementing procedures regarding the procurement, reception, distribution, and disposal of chemicals arriving at and departing from the University by means of a computerized, barcode inventory system.
- Monitoring University compliance with applicable regulations and University policies in the area of chemical health and safety through surveys of laboratory chemical stocks and other University facilities, as needed.
- Providing consultation and training to the University community regarding regulations, procedures, controls, equipment, and the acquisition and disposal of chemicals that may impact health, safety, or the environment.
- Participating in the development of safety guidelines and educational information pertaining to laboratory safety and regulated waste management.
- Inspecting laboratories and other facilities for hazardous conditions to ensure worker safety and compliance with regulations, standards, and University policies and programs.
- Compiling data and developing reports on chemical inventories, inspections, and other environmental health and safety information.
- Investigating and submitting written reports on incidents involving environmental health and safety matters.
- Responding to emergencies involving hazardous incidents in laboratories, as required.
- Potentially supervising professional and student staff.
- Performing other related duties as required

Minimum Qualifications:

1. Bachelor's degree in Chemistry or related field plus one year of experience in health and safety or a research, teaching, diagnostic lab OR Associate's degree in science, technology or engineering, w/courses in chemistry plus three years' experience.
2. Knowledge of applicable federal and state laws and regulations and 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 a health and safety discipline (e.g., CHO, CSP, CHMM, etc.);
2. Previous DOT, RCRA, or OSHA training (e.g. OSHA HAZWOPER);
3. Experience with chemical inventory management software applications;
4. Experience in an academic research environment;
5. Experience in presenting training before small and large groups.

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

To Apply: Please submit (upload):

1. Cover letter/letter of application that describes how you meet or possess the minimum qualifications and any preferred qualifications
2. Resume
3. Three professional references to *UConn Careers* website at: <http://hr.uconn.edu/careers-site-help-documentation/>. An academic recommendation may substitute for one professional reference.

Screening will begin immediately.

The University of Connecticut is an EEO/AA employer with a strong commitment to diversity.

Please upload a **resume**, **cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on DATE.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Diverse Job Boards. Additional listings include posting on the following websites: ehscareers.com, jobs.assp.org, jobs@ctvalley.asse.org, careeradvantage.aiha.org, NEAIHA karisa.hanson@coworxstaffing.com, and the cshema.org/resources/career-center.

28 Total applicants: 8 WM, 3 WF, 2 BM, 2 BF, 3 HM, 3 AM, 3 AF, 4 UU

21 Unqualified applicants: 6 WM, 2 WF, 2 BM, 2 BF, 3 HM, 1 AM, 2 AF, 3 UU

- 6 WM, 2 WF, 2 BM, 2 BF, 3 HM, 1 AM, 2 AF, 3 UU did not meet the minimum qualifications of the job posting.

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

- 1 AF did not have any direct experience with lab inspections or inventorying and was unfamiliar with applicable regulations.
- 1 AM did have Direct EHS experience and familiarity with regulations but had no inventory experience. He asked more questions about opportunities outside the position than the position itself and he indicated that he was more interested in working for a university than the position.
- 1 AM did not have direct experience with inventorying, inspections or training. The candidate did not have experience working with federal or state regulations. The applicant was primarily focused on doing research and he failed to answer multiple questions during interview.
- 1 WM did not possess direct experience with lab inspections or inventorying. The candidate did have a familiarity with DEEP regulations, but no experience with OSHA.
- 1 WM and 1 UU withdrew their applications for employment consideration.

The 1 WF hired possessed direct EHS experience with regulations, inspections, and inventorying in a university setting. The candidate had experience working with applicable federal and state agencies. She indicated she can work both in groups and alone and was not afraid to ask for help. The applicant was articulate and expressed interest in pursuing trainings to further her knowledge base.

Search 2019500 – UCP 05-Budget Specialist – Budget and Planning

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

University of Connecticut's Office of Budget and Planning is seeking applications for the position of Financial Analyst (UCP 5). Under the general supervision of the Directors, the successful candidate will serve as an analytical resource; and develop reports and methodologies to enhance operating and capital budget decision-making at the University. In addition, the successful candidate will conduct special financial analysis for University leadership and support a portfolio of units in financial management activities.

Founded in 1881, the University of Connecticut is the state's flagship institution of higher education. In addition to the main campus in Storrs, UConn has a Law School in Hartford, a Health Center Campus which includes the Medical and Dental Schools, and four regional campuses in Hartford, Stamford, Waterbury and Avery Point. The University of Connecticut is ranked the best public university in New England and is among the top 25 public universities in the U.S.

UConn has approximately 10,000 faculty and staff and over 32,000 students, which include nearly 24,000 undergraduates and over 8,000 graduate/professional students. UConn's retention rate is among the best for public universities in the nation, with 93 percent of students returning for their sophomore year. The University has approximately 258,000 alumni worldwide, 138,000 of whom live in Connecticut. UConn's total budget for 2019 is \$2.4 billion, and the current value of its endowment is approximately \$448 million. The University receives \$258 million in research awards and is accredited by the New England Association of Schools and Colleges.

DUTIES AND RESPONSIBILITIES

1. Perform financial modeling and forecasting:

- Work collaboratively to understand business requirements, conceptualize, develop and execute financial models in support of strategic programs and initiatives.
- Aggregate information from a variety of sources for use in analyzing financial plans and forecasts for the operating and capital budgets.
- Summarize findings regarding financial plans, operating and capital forecasts and/or similar complex financial matters.
- Research and analyze capital project expenditures and report on trends; capture and track operating budget impact of capital projects.

1. Act as strategic resource:

- Anticipate, identify, and raise potential financial opportunities, issues, risks, ideas, and solutions.
- Keep abreast of developments and trends, which may require new studies or modification of current projects or practices.
- Establish procedures and meet critical deadlines for collecting and updating required information in order to complete projects in a timely and accurate manner.

1. Serve as liaison between the Budget Office and Units across the University:

- Provide guidance and oversight of assigned departmental financial management activities.
- Ensure that financial managers have access to financial information that is accurate, complete, consistent, relevant, timely and comprehensible.
- Assist in preparing documents, providing analysis, and properly executing the annual budget process.
- Answer inquiries concerning revisions to existing or new financial/budget developments and recommend modifications as necessary.
- Assist financial managers and decision makers in planning and evaluation; identifying opportunities for reducing costs and improving performance.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in business, economics, accounting, mathematics or related area.
2. Excellent oral and written communication skills, including the ability to explain complex materials to various constituencies across the University.
3. Excellent interpersonal skills and the ability to work with sensitive information in a professional manner.
4. Excellent analytical and quantitative skills.
5. Ability to work independently exercising sound judgment in resolving issues.

PREFERRED QUALIFICATIONS

1. Master's degree in business, economics, accounting or related area.

APPOINTMENT TERMS

This is a full-time position.

TO APPLY

Please apply online at UConn Jobs, <https://jobs.uconn.edu>, Staff Positions, Search #2019500. Interested candidates should 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 #2019500)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on June 6, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards

36 Total applicants: 11 WM, 9 WF, 3 BM, 1 BF, 3 HM, 3 HF, 2 AM, 3 AF, 1 UU

28 Unqualified applicants: 7 WM, 5 WF, 3 BM, 1 BF, 3 HM, 3 HF, 2 AM, 3 AF, 1 UU

- 7 WM, 5 WF, 3 BM, 1 BF, 3 HM, 3 HF, 2 AM, 3 AF, 1 UU did not meet the minimum qualifications as posted.

8 Interviewed applicants: 4 WM, 4 WF

- 2 WM withdrew from the process.
- 3 WM, 3 WF were unable to relate their previous work experience to the role as a financial analyst.

The 1 WF hired was able to communicate how her current position would translate to her role as a financial analyst. She demonstrated a background in math and accounting, and the coursework she had taken to get her bachelor's and graduate degree gave her the analytical experience necessary for this position.

Search 2020041 – UCP 5-U Library Assistant 2 – University Libraries

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The UConn Library seeks a public service oriented professional to provide research assistance for a vibrant and diverse academic community. The successful candidate will connect users to the materials and resources of the UConn Library's Archives and Special Collections and provide coordination and supervision for the John P. McDonald Reading Room located in the Thomas J. Dodd Research Center. Along with all UConn Library personnel, the Research Services Coordinator is responsible for making a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University.

Under the direction of the Head of Archives & Special Collections, the Research Services Coordinator facilitates research services at the UConn Library's John P. McDonald Reading Room. This position assists users with in-person and virtual reference and general information requests; supervises the reading room; locates and retrieves rare books, archives, and manuscript materials for researcher use; provides excellent customer service; and ensures University, UConn Library, and user standards and ethics are maintained. This position works closely with Archives and Special Collections staff to identify and implement policies, procedures, and workflows which create a better experience for patrons, and manages and sets priorities for a team of student workers. The Research Services Coordinator is responsible for collecting, aggregating, and reporting statistics relating to Archives & Special Collections operations and events; and conducting special projects to support the goals, priorities, and mission of the Archives & Special Collections Unit and the research, teaching, and learning mission of the University. The Research Services Coordinator is responsible for being a positive contributor to the UConn Library's culture, founded on the values of kindness and trust, curiosity and inquiry, equity and inclusion, and having fun.

DUTIES AND RESPONSIBILITIES

1. Serves as the initial point of contact for research and information requests, assisting users through in-person visits, telephone, email, and other virtual reference services.
2. Supervises a team of student workers, including hiring, training, as well as setting and managing priorities.
3. Oversees reference services in the reading room, providing excellent customer service as well as locating and retrieving materials for researcher use.
4. Works with Archives and Special Collections staff to identify and implement policies, procedures, and workflows which create a better user experience for patrons.
5. Performs work related to collections maintenance, including shelving, sorting, shelf reading, and retrieval of material; assists Archives & Special Collections staff in carrying out collection projects as necessary.
6. Identifies, collects, and reports statistics relating to Archives & Special Collections operations, programs, and events.
7. Conducts special projects to support the goals, priorities, and mission of Archives & Special Collections and the research, teaching, and learning mission of the University.

Shared Expectations for Student Supervisors

1. Hires, schedules, trains, and supervises student employees.
2. Determines work assignments and provides feedback to each student employee.
3. Approves student timecards and resolves time reporting and/or student payroll issues in a timely manner.
4. Ensures student payroll expenditures remain within approved budget.
5. Maintains current student employee personnel records.
6. Adheres to the policies and procedures as outlined in the UConn Library Student Employee Handbook and the UConn Student Employment Guide.

Shared Expectations for All Staff

1. Participates in 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. Works effectively in current office applications, software, and communication tools as set by the UConn Library and University of Connecticut.
5. Exhibits appreciation of, sensitivity to, and respect for a diverse working environment, inclusive of social, economic, cultural, ideological, gender, racial, and ethnic backgrounds.
6. Performs duties parallel to position responsibilities as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited institution of higher education and one year of related experience in an academic or high-volume library or comparable setting.
2. Strong organizational, interpersonal, and written and verbal communication skills, and a commitment to maintaining quality customer service.
3. Demonstrated collaboration and problem solving skills with the ability to work independently.
4. Experience working with archival management programs, digital repository software, and/or an enterprise level integrated library system.
5. Demonstrated general computer skills, including a strong working knowledge of Microsoft Office Suite.
6. Demonstrated ability to work effectively with a diverse community.

PREFERRED QUALIFICATIONS

1. Experience working with rare or fragile collections and materials.
2. Experience working with an active research community of researchers, including faculty, staff and students in a higher education setting.
3. Demonstrated familiarity with archival processes, procedures, and resources.
4. Working knowledge of a second, non-English language.

APPOINTMENT TERMS

This is a full time 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 via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020041. Applications must include a **cover letter**, detailed **resume**, and contact information for **three professional references** for full consideration.

Nominations and inquiries should be sent in confidence to Ellen Silbermann at ellen.silbermann@uconn.edu. To ensure full consideration, inquiries and applications should be submitted by August 31, 2019.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020041)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 31, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., UConn Library Facebook, UConn Library Instagram, UConn Library Twitter, UConn Archives Gig, Connecticut League of History Organizations Employ, Connecticut Library Jobs, Massachusetts Libraries Board of Library Commission, I Need a Library Job, Society of American Archivists Connect and Listserv, North Bennet Street School Jobs Board, Book Arts distribution list managed by Syracuse University, Latino Network – American Alliance of Museum’s Facebook, Guild of Book Workers distribution list, Exlibris distribution list (Indiana University), Museum, Arts, and Culture Access Consortium (MAC), UConn, Archives & Special Collections Twitter feed, Assoc. of College and Research Libraries, Archivists Round Table of Metropolitan New York, Assoc. for Rural and Small Libraries, and Diverse Job Boards.

71 Total applicants: 23 WM, 37 WF, 1 BM, 4 BF, 1 HF, 5 UU

19 Unqualified applicants: 7 WM, 10 WF, 2 BF

- 3 WM, 6 WF did not meet the minimum qualifications as posted.
- 4 WM, 4 WF, 2 BF submitted an incomplete application.

49 Qualified applicants: 15 WM, 25 WF, 1 BM, 2 BF, 1 HF, 5 UU

- 5 WM, 4 WF, 2 BF did not possess a degree from an accredited institution of higher education, and at least one year in an academic or high-volume library setting.
- 3 WM did not have experience working with archival management programs, digital repository software, or an enterprise level integrated library system.
- 4 WM, 19 WF, 1 BM, 1 HF, 3 UU did not have a working knowledge of a second, non-English language.
- 2 WM, 2 WF, 2 UU did not have experience with rare or fragile collections and materials.
- 1 WM did not have experience working with an active research community, including faculty, staff, and students in a higher education setting.

3 Interviewed applicants: 1 WM, 2 WF

- 1 WM did not demonstrate the necessary abilities to work with a team, and his experience was not aligned with the position’s public facing responsibilities.
- 1 WF did not possess the interpersonal and verbal communication skills needed for the customer service part of the position based on the phone interview answers.

The 1 WF hired was able to demonstrate her experience working with archival processes, procedures, and resources, and explained her hands-on experience with rare or fragile collections and materials. The candidate expressed her enjoyment in working with the public and possessed the interpersonal and verbal skills required for working with a team and with the public. She also

demonstrated her ability to work across a diverse community and with many different departments.

Search 493901 – UCP 5 Purchasing Agent 1

Under the supervision of the Director of Procurement Services, Research Category Manager, or other designated supervisor as assigned, the Purchasing Agent 1 is responsible for independently performing a full range of routine procurement duties involving the purchase of lab supplies, research related equipment and/or services in support of the University's research community for the Storrs, Regional campuses and UConn Health in Farmington.

DUTIES AND RESPONSIBILITIES

Position responsibilities include, but are not limited to, administers all procurement activities in support of the University research community; solicits competitive bids, including development of specifications to clearly define precise product requirements; 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 and makes recommendations to Research Category Manager; monitors vendor and product performance; develops vendor database and continually maintains/updates list to reflect changes relative to new techniques, discontinued capabilities, new services added and salient information relative to past vendor performance; works with requesting departments recommending procedures that will accomplish their research goals in the most cost-effective manner; may act as team leader; serves as a liaison between University, Department of Administrative Services and/or other State agencies; and travels to all Regional Campuses and UConn Health, as required. For more information about this position and a full job description, please visit <https://procurement.uconn.edu/>.

MINIMUM QUALIFICATIONS

1. Bachelor's degree preferably in Life Sciences, Business, or appropriate discipline and a minimum of one year of professional experience in a comparable environment procuring research related goods and services and/or an equivalent combination of education and experience.
2. General working knowledge of acceptable procurement practices as applicable to the Research and Scientific industries.
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, and PowerPoint).
6. Dependable transportation and ability to travel.

PREFERRED QUALIFICATIONS

1. Experience with automated procurement systems (e.g. Jaggaer or similar electronic financial record 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 and federal regulations (e.g. Uniform Guidance), relative to assigned commodities.
6. Experience working with vendors in obtaining quotes and/or other pertinent vendor information.

APPOINTMENT TERMS

This is a full-time 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 more detailed information about this job opening, please visit:

<http://www.procurement.uconn.edu/>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020150. Interested candidates must submit a **letter of application**, **resume** and contact information for **three (3) professional references**, including one reference from current place of employment. Please reference search #2020150. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020150)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 15, 2019.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Diverse Job Boards, Connecticut Colleges Purchasing Group (CCPG) website, RESADM--L@lists.healthresearch.org, on Minorityjobs.com.

18 Total applicants: 6 WM, 7 WF, 1 HM, 2 HF, 1 AF, 1 UU

8 Unqualified applicants: 2 WM, 3 WF, 1 HM, 1 HF, 1 UU

- 2 WM, 3 WF, 1 HM, 1 HF, 1 UU did not meet the minimum qualifications of the job posting.

2 Qualified applicants: 2 WM

- 1 WM did not have knowledge of State procurement laws and federal regulations (e.g. Uniform Guidance), relative to assigned commodities.
- 1 WM did not have any directly related experience. The candidate's procurement background was primarily in food/restaurant industry.

8 Interviewed applicants: 2 WM, 4 WF, 1 HF, 1 AF

- 1 WF, 1 AF did not have directly related procurement experience.
- 1 WF did not have directly related research experience.
- 1 WF had a tenured background in management of the RFP process and contract negotiation. However, the applicant's experience was primarily concentrated on logistics and mail services with no direct research related experience.
- 1 WM's experience had been primarily related to the procurement of tools and equipment in support of trade services. The candidate had no direct research related experience or direct bidding experience.
- 1 WM, 1 WF withdrew their applications from consideration of employment.

The 1 HF hired had over eleven years of experience at the Hartford Dispensary where she managed ordering a variety of items such as office supplies, equipment and controlled substances (Methadone) while overseeing the setup of multiple clinics. The candidate's experience in the healthcare industry has also expanded her research related knowledge. Additionally, she had been working in a procurement services since the fall, supporting a research team. Her knowledge and experience utilizing various eProcurement systems had enabled her to quickly learn and enforce the University's policies and procedures.

Search 20201670 - UCP 05-Technical Assistant 2- Nursing Instruction and Research

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Under the general supervision of Director for School of Nursing bio-behavioral laboratory (BBL), the candidate is responsible for supporting and assisting faculty and students/trainees using the BBL and provides technical assistance in support of the research activities of School of Nursing. Incumbents in this position are expected to know and use well the fundamental concepts, practices and procedures in a research laboratory and are expected to act on own initiative to trouble shoot and resolve the normal range of problems.

DUTIES AND RESPONSIBILITIES

1. Responsible for maintaining organization and documentation in sample storage refrigerators & freezers.
2. Maintain complete documentation of all laboratory procedures according to established requirements.
3. Prepare samples for analysis or testing according to standard procedures.
4. Select appropriate methods and techniques from among the standard possibilities; test such methods to ensure accuracy and consistency; make modifications of ordinary difficulty to ensure standardized results, in consultation with supervisor.
5. Assist BBL users develop and validate protocols.
6. Operate, test and calibrate analytical instruments, equipment and related components; make adjustments and resolve problems of ordinary difficulty.
7. Maintain BBL equipment, instruments and related apparatus, which may be highly specialized; trouble-shoot and resolve problems of ordinary difficulty.
8. Maintain necessary records, proper laboratory conditions and safety procedures; maintain an adequate inventory of laboratory supplies, within prescribed limits.
9. Assist faculty, students and others with technical problems related to laboratory techniques or equipment
10. Maintain safe working conditions and a clean, orderly work area at all times.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in biology, nursing, or related field
2. 1 to 3 year experience working in a laboratory setting
3. Demonstrated ability to apply fundamental concepts, techniques and practices found in a research laboratory.
4. Ability to produce reliable results, problem-solve and trouble shoot problems of moderate difficulty.
5. Ability to maintain laboratory equipment and resolve problems of ordinary difficulty.
6. Knowledge of computers and programs used for data and sample analysis

PREFERRED QUALIFICATIONS

1. Master's degree in biology, nursing, or related field;
2. Experience with the following technologies:
 - o Sterile techniques;
 - o Enzyme-linked immunosorbent assay (ELISA);
 - o DNA extraction;
 - o Quantitative Polymerase chain reaction (qPCR);
 - o Library preparation for illumina sequencing;
 - o Cell culture;
 - o Bacterial culture;
3. Proficiency in record keeping
4. Proficiency in excel
5. Strong verbal communication skills and attention to detail in following experimental protocols.

APPOINTMENT TERMS

This is a full-time end-dated position subject to annual renewal depending on available funding and job performance. The typical work schedule is Monday – Friday, 8:30 am – 4:30 pm. Salary will be commensurate with the successful candidates' background and experience. Work location is at the Storrs campus.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020160. Please submit an online application that includes a **cover letter** detailing how you meet the above qualifications, a **resume**, and contact information for **three (3) professional references**

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020160)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 10, 2019.

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 postings on the following websites: UConn Careers website, listserv HERC, Inside Higher Ed., and the Diverse Job Boards.

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

4 Unqualified applicants: 2 WM, 2 WF

- 2 WM, 2 WF submitted an incomplete application

1 Qualified applicant: 1 WF

- 1 WF did not have the experience and skills in the technology needed for the position.

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

- 1 WM, 1 WF did not have experience in microbiome or genomic assays based on answers to interview questions.
- 1 WF withdrew from the process.

The 1 HF hired had experience in genomic and microbiome assays and sequencing techniques. She articulated her technology skills clearly during the interview process and experience working with PIs and students in a lab.

Search 493827 – UCP 5 Admissions Officer

The Office of Undergraduate Admissions invites applications for a full-time, twelve-month position of Admissions Officer. Under the supervision of the Associate Director, the 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. This individual will also participate in application review, which includes assessment of applicants for admission, scholarships, honors and other programs. Admissions Officers perform duties related to the recruitment, admission, and enrollment of undergraduates in accordance with University and departmental policies.

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 online 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. Salary: mid-\$40's and includes a comprehensive benefits package.

TO APPLY

Please apply online at www.jobs.uconn.edu, Search #493827. For full consideration, please submit **cover letter**, **resume**, and contact information for **three professional references**. Applicants not submitting all of the requested documentation will not be considered further in the application process.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 493827)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 6, 2019.

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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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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Diverse Job Boards, NACAC, NEACAC, AACRAO U, and the NEACRAO website.

45 Total applicants: 5 WF, 1 HM, 38 UU, 1 TM

34 Unqualified applicants: 3 WF, 31 UU

- 3 WF, 31 UU did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 UU

- 1 UU did not possess any experience in print and electronic communications.

10 Interviewed applicants: 2 WF, 1 HM, 1 TM, 6 UU

- 1 UU's answers to questions were very basic and they did not connect prior experience with the position.
- 1 UU did not have application review experience and their recruitment experience was strictly related to the facilitation of application completion. The applicant did not have public speaking experience and responses to questions relating to technology were vague.
- 1 UU possessed some recruitment experience but did not have application review experience. The candidate's depth of answers was cursory. Their knowledge and presentation exhibited rudimentary understanding of the position.
- 1 UU displayed a depth and understanding of the Admissions Officer position and possesses strong interpersonal skills and in-public speaking. The candidate had experience with recruitment and in application review. The applicant expressed hesitation in regards to relocating to the Florida territory.
- 1 WF did not have professional speaking experience which was required for the position. The candidate was unable to connect prior recruitment experience with this position and did not demonstrate an understanding of the complexity of the Admissions Officer role.
- 1 HM did not have experience with application review and his answers to questions were very basic. In the event it was required, the applicant was unwilling to relocate to the Florida recruitment territory.
- 1 WF, 2 UU withdrew their applications from consideration of employment.

The 1 TM hired had extensive admissions experience and possessed strong interpersonal and communication skills. The candidate understood the logistics of the Admissions Officer role relating to recruitment and enrollment of undergraduate students. He had experience with recruitment of student athletes and possesses knowledge of the NCAA regulations and requirements.

Category 3: Nonteaching Professional – UC Professional 5 Academic Advisor 1

Hiring goals: 2 BF, 3 HF

Hiring into Category: 1 BM

Goals met: None

RG	Search #	Goal
BM	493592	N

Search 493592 – UCP 5 Academic Success Advisor (Academic Advisor 1)

The Center for Academic Programs (CAP) seeks candidates for an Academic Success Advisor (UCP 5 Academic Advisor 1) for the Student Support Services (SSS) program at the Storrs campus. The SSS program develops and implements initiatives for the recruitment, retention, and graduation of low income, first generation to college, and underrepresented students through its pre-collegiate summer program and year round undergraduate services.

DUTIES AND RESPONSIBILITIES

- Provide academic, career, and personal advising and counseling to first-generation, low-income students from diverse backgrounds and students placed on scholastic probation
- Plan and coordinate academic and professional development activities, workshops and special events
- Maintain detailed student records
- Oversee student progress via various databases
- Advise students in planning an academic program and may advise regarding career goals
- Advise students in specific curriculum decisions, including the appropriate choice and scheduling of courses, selection or change of major or minor, waiver of requirements/deadlines and related matters
- Provide additional counseling to warned students, those with academic difficulties and students contemplating withdrawal
- Serve as resource for students, faculty, parents and others having questions about programs or academic policies; makes referrals as appropriate
- Provide information regarding various specialized programs, requirements and opportunities for scholarships/awards
- Perform related duties as required

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in higher education, counseling, social sciences or related field
2. One to two years' experience advising students in a higher education setting
3. Ability to effectively coordinate activities, workshops, and special events to enhance students' educational experience
4. Knowledge of issues and challenges faced by underrepresented populations to be served
5. Strong communication skills and ability to relate well to students, staff, and faculty

PREFERRED QUALIFICATIONS

1. Master's degree
2. Experience advising special student populations at a college or university
3. Experience working with first-generation, low-income students, underrepresented students, and students on scholastic probation
4. Experience teaching and/or conducting workshops
5. Strong written communication skills

6. Knowledge of best practices in supporting academic success for students from underserved populations and students on scholastic probation
7. Bilingual English/Spanish

APPOINTMENT TERMS

This is a full-time, end-dated, grant funded position with the possibility of renewal based on funding and performance.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020207. Applications must include a **cover letter**, **resume**, and the names and contact information for **three professional references**. Please be sure to demonstrate through your application materials that you meet the minimum and any preferred qualifications for this position as outlined above. 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 # 2020207)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 29, 2019.

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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Recruitment activities included the posting on: UConn Careers website, History HERC, Inside Higher Ed., Diverse Job Boards. Additional listings included posting on: CAP Advisory Board, Connecticut Association of Educational Opportunities, New England Educational Opportunity Association, Connecticut Association of Latinos in Higher Education, CAP Alumni, National Academic Advising Association, NACADA, and the UConn Cultural Centers job board.

79 Total applicants: 14 WM, 21 WF, 6 BM, 9 BF, 6 HM, 10 HF, 1 AM, 4 AF, 1 TM, 1 TF, 6 UU

64 Unqualified applicants: 13 WM, 19 WF, 4 BM, 6 BF, 5 HM, 7 HF, 1 AM, 4 AF, 1 TM, 4 UU

- 13 WM, 19 WF, 4 BM, 6 BF, 5 HM, 7 HF, 1 AM, 4 AF, 1 TM, 4 UU did not meet the minimum qualifications of the job posting.

2 Qualified applicants: 1 WM, 1 UU

- 1 WM, 1 UU's application materials did not indicate a Master's degree.

13 Interviewed applicants: 2 WF, 2 BM, 3 BF, 1 HM, 3 HF, 1 TF, 1 UU

- 1 UU's higher education experience was in study abroad programs, did not include an understanding of the needs of the at-risk student population.
- 1 BM's advising experience was only a small portion of his experience in teaching English and program administration.
- 1 TF did not have experience in program development for underrepresented students in her previous advising roles.
- 2 WF, 3 BF, 1 HM, 3 HF withdrew their applications from the employment process.

The 1 BM hired had excellent knowledge and understanding of the target population and higher education. The candidate also had previous experience in teaching, advising students, and coordinating programs to meet the needs of underrepresented populations in higher education. He received positive feedback for his communication abilities and interaction with faculty and students during his interview.

Category 3: Nonteaching Professional – UC Professional 5 Administrative Coordinator

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

Hiring into Category: 1 WM, 2 WF

Goals met: 1 WM

RG	Search #	Goal
WM	494291	Y
WF	493587	N
WF	494210	N

Search 494291 – UCP 5 Educational Program Coordinator

86 Total applicants: 7 WM, 53 WF, 2 BM, 3 BF, 1 HM, 6 HF, 1 AM, 4 AF, 2 TM, 7 UU

71 Unqualified applicants: 6 WM, 43 WF, 2 BM, 3 BF, 1 HM, 5 HF, 1 AM, 3 AF, 2 TU, 5 UU

15 Interviewed applicants: 1 WM, 10 WF, 1 HF, 1 AF, 2 UU

Hired: 1 WM

This hire met a hiring goal.

Search 493587 – UCP 5 Administrative Coordinator

The College of Liberal Arts and Sciences seeks applicants for a full-time position as an Administrative Coordinator (UCP 5) for the Department of History.

DUTIES AND RESPONSIBILITIES

Under the direction of the Department Head, the Administrative Coordinator will assist in managing the business and academic functions of the Department and have the following duties:

- Direct office workflow; review administrative operating and record keeping procedures, suggesting and implementing improvements for efficiency and effectiveness, including digitizing forms and records. Maintain all records according to University and State policies and procedures.
- Manage all aspects of departmental financial operations, including record-keeping, budget tracking and financial transfers, budget planning, making decisions related to appropriateness of expenditures; coordinate with CLAS Business Services Center regarding oversight of specific financial procedures.
- Supervise, train, and evaluate administrative support staff; hire student workers as needed and coordinate work assignments with other department staff members.
- Assemble the collection of all documents relating to yearly Promotion, Tenure, and Reappointment (PTR) procedures; ensure accuracy and completeness of all documents; coordinate with Department Head on other specific PTR tasks.
- Administer departmental faculty and staff searches, coordinating with Department Head or initiating Requests to Search and all follow-up steps, and working with Search Committee Chairs on following proper procedures and submitting required documentation.
- Supervise processing of personnel paperwork; maintain faculty and staff personnel files; monitor and review all personnel actions for accuracy and compliance with department and University procedures.
- Serve as a resource to students, staff, and others regarding departmental and University policies and regulations.
- Maintain current knowledge and accurate understanding of University policies and procedures. Attend applicable workshops and review websites regularly.
- Schedule undergraduate and graduate courses with Department Head and Associate Head; coordinate with department faculty on course offerings and with Registrar's office on maintaining updated course schedules.
- Assemble and interpret data as needed; prepare administrative reports; assist Department Head on Annual Report and other projects.
- Review and establish procedures for maintaining Departmental Events calendar; assign oversight for particular events where appropriate; coordinate with department faculty on event procedures.
- Review and maintain department website, including supervising graduate students or others on specific web design or update tasks.
- Attend Department Meetings; coordinate with Department Head on preparing agenda; record minutes.

- Oversee building maintenance including renovating faculty offices when necessary; delegate maintenance tasks to support staff.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent combination of training and experience.
- One to three years progressively responsible administrative experience
- Administrative, organizational and supervisory ability
- Good interpersonal skills, with ability to work effectively with the department/University staff, the University community and other individuals and groups.
- Ability to resolve problems efficiently, effectively and independently.

PREFERRED QUALIFICATIONS

- Demonstrated ability to implement office efficiencies, including digitizing forms and records.
- Previous work experience in a college or university setting
- Knowledge of and facility using Quali, PeopleSoft, and similar programs.
- Knowledge of and facility using Wordpress, ability to knowledgeably manage work of others on website and social media tasks.
- Excellent written and oral communication skills.

APPOINTMENT TERMS

This is a full-time 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 candidates' background and experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020206. Please submit a **cover letter**, **resume**, and the contact information of **three professional references**. Please include search # 2020206 in all correspondences. Screening will begin immediately and the search will remain open until a suitable candidate is found.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020206)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 18, 2019.

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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Recruitment activities included the posting on: UConn Careers website, History HERC, Inside Higher Ed., Diverse Job Boards, Simplicity.com, and Indeed.com.

61 Total applicants: 6 WM, 41 WF, 2 BM, 2 BF, 1 HM, 1 HF, 1 AF, 1 TM, 2 TF, 4 UU

46 Unqualified applicants: 3 WM, 33 WF, 2 BM, 2 BF, 1 HM, 1 HF, 1 TF, 3 UU

- 3 WM, 33 WF, 2 BM, 2 BF, 1 HM, 1 HF, 1 TF, 3 UU did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 WM

- 1 WM did not have work experience in a college or university setting, knowledge of Kuali, PeopleSoft, or similar software programs. He also did not have a background using Wordpress or managed the work of others on websites and social media venues.

14 Interviewed applicants: 2 WM, 8 WF, 1 AF, 1 TM, 1 TF, 1 UU

- 1 WM was late to the interview and was at times curt in his communication and often times indicated that his style of communication was very direct and he struggled to be able to communicate effectively with all audiences. He also had experience supervising interns but not employees.
- 1 WM did not have full time supervisory experience. During the interview his answers to interview questions showed that he did not have the professional experience needed for this position.
- 1 WF was unable to elaborate on why she wanted the position. The candidate focused on wanting to work closer to home and finding it more convenient versus elaborating on why she wanted the job and what she could bring to the table. She was not able to provide concrete examples on any questions asked during the interview even on basic topics such as customer service and organization.
- 1 WF indicated that there were things advertised in the job description that she currently doesn't know how to do, and she expressed her apprehension on doing more complex tasks or attending training. The candidate was not able to prove any independent work or process efficiencies that she would bring to the position.

- 1 WF did not show how her skills and operational experience in a middle school and had to do with dealing with financial matters would transfer into an academic department and how she would navigate the changes in work load from day-to-day given the variety the position would face.
- 1 WF was not clear and concise in her answers and was not able to provide concrete examples of what she would be able to bring to the position or the department if she was the candidate of choice. Additionally, she did not have any supervisory experience.
- 1 WF's experience was in a secretarial role in a higher education environment, but in a small area with only seven members. The candidate was not able to demonstrate supervisory skills since she only oversaw student workers instead of other full time staff. She also noted that she was weak with the financial areas.
- 1 TM was found to not have actual experience but plans and conversations about training in his current position. He was not able to remain focused and asked the committee to repeat items and questions or rephrase the question so he could process an answer. The candidate did not have supervisory skills and indicated that was working on his delegation skills.
- 1 AF did not have supervisory experience and could not articulate how she may handle supervising another member of the staff. She also expressed concerns about moving from a smaller department to one of a larger size and how she would get support and be able to assign work to others. She was more interested in delegating work away from herself instead of finding ways to balance a new workload.
- 1 UU had not supervised any staff and was not able to elaborate much on questions. The responses were not focused, jumped around and were difficult to follow.
- 2 WF, 1 TF withdrew their applications from the interview process.

The 1 WF hired had worked in a university setting. The candidate was accustomed to dealing with many personalities and understood how to work with faculty in an academic environment. She had to supervise over 30 employees at a given time and understood the success and shortfalls of this process including the development of PIP forms for employees. The applicant was able to provide relevant and relatable experience to the position requirements and elaborated on how she would transition into this role with minimal disruption to the department. She had extensive technical expertise and capitalized on how she would learn new systems and apply process improvements within the department to promote effectiveness.

Search 494210 – UCP 5 Admissions & Program Coordinator (Administrative Coordinator)

JOB SUMMARY

The School of Business Part-time MBA Program is seeking a full-time Admissions and Program Coordinator (Administrative Coordinator, UCP 5). The incumbent will report to the Part-time MBA Program Director and will provide administrative and program support for the School of Business Stamford Part-time MBA Program. Key areas of responsibility include admissions counseling; processing and evaluating admissions applications; and recruiting activities for the program. The position will be based at the Stamford campus, but will require in-state travel in support of recruiting activities. Occasional out-of-state travel may also be required. In addition, evening and weekend hours will be required in support of program activities.

DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Reviewing, evaluating and processing online applications through the admissions system; ensures compliance with admission requirements; providing recommendation on admissibility of graduate students. Communicating and following up with applicants via email regarding missing application material or other questions related to their application. Notifying applicants who are waitlisted or declined.
- Making recommendations on academic credentials of applicants and transfer ability in accordance with University-established policies and goals; recommends appropriate action for admission.
- Acting as first point of contact for Stamford Part-time MBA Program inquiries from prospective students, applicants, University offices and external constituents via telephone, email or in person regarding University, School of Business, and program policies, procedures and admissions requirements; maintaining records of prospective student inquiries using the admissions system.
- Counseling prospective students regarding admissions requirements, academic eligibility, program options, residency requirements, course equivalencies and alternative educational choices, as appropriate.
- Communicating with all new students after admissions is confirmed. Coordinating with the Graduate Admissions office for final approval and matriculation. Corresponding with admitted students and sending new student information packet.
- Assisting with marketing and publicity efforts, including but not limited to, updating the program website, creating marketing materials and posting on social media outlets.
- Assisting with planning and conducting informational meetings, sessions, and programs to explain admission requirement policies and procedures; representing and promoting the Part-time MBA Program at appropriate recruiting or academic events as necessary, including open houses, conferences, etc. Responsible for presenting the introduction at the information sessions.
- Coordinating and conducting regional recruitment activities in support of the Part-time MBA program in the Stamford area.

- Responsible for the Stamford student ambassador program which aids in supporting PMBA program recruitment activity, which includes recruiting ambassadors, compiling and reviewing applications, selecting ambassadors, determining availability and scheduling work.
- Participating in events such as orientations and graduations.
- Coordinating and managing administrative responsibilities for the Part-time MBA Programs; resolving day-to-day problems; processing and maintaining necessary paperwork and records. Compiling data and prepares administrative and academic reports as needed.
- Coordinating general office operations and supervising the processing of administrative, personnel and fiscal paperwork.
- Coordinating with building management to secure parking and building access for faculty, staff and students associated with the PMBA program.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field or equivalent combination of training and experience.
- One to three years of progressively responsible administrative experience.
- Demonstrated ability to perform and coordinate administrative functions and provide general program support.
- Demonstrated excellent written and verbal communication skills, including presentation skills.
- Demonstrated interpersonal skills including proven experience working effectively with students, faculty, staff, prospective students and external constituents.
- Demonstrated organizational skills and experience working independently and accurately.
- Demonstrated experience taking initiative and exercising sound judgment when making decisions and meeting deadlines.
- Proven experience working well as part of a team.
- Proven experience coordinating, planning and executing events, information sessions, etc.
- Demonstrated proficiency with Microsoft Office, particularly Word, Excel and Outlook.
- Willingness and ability to regularly travel to other UConn campuses and both in-state and out-of-state as needed.
- Willingness and ability to work evenings and weekends in support of program activities.

PREFERRED QUALIFICATIONS

- Prior experience working in a higher education academic environment in a university setting.
- Demonstrated experience supporting a graduate-level program in an admissions, recruitment or advising capacity.
- Demonstrated experience working with mature students, executives, and other professionals.
- Proven ability to recruit and counsel students.
- Demonstrated experience with student recruitment/admissions systems.

- Demonstrated experience using PeopleSoft or another student administration system.

APPOINTMENT TERMS

This is a full-time position based in Stamford, CT.

Please upload a **resume**, **cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 2, 2020.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., LinkedIn.com and Ziorecruiter.com.

51 Total applicants: 3 WM, 21 WF, 3 BM, 6 BF, 8 HF, 3 AM, 1 AF, 1 TF, 5 UU

22 Unqualified applicants: 10 WF, 4 BF, 3 HF, 1 AM, 1 AF, 1 TF, 2 UU

- 10 WF, 4 BF, 3 HF, 1 AM, 1 AF, 1 TF, 2 UU did not meet the minimum qualifications of the job posting.

16 Qualified applicants: 1 WM, 5 WF, 3 BM, 2 BF, 4 HF, 1 UU

- 1 WM, 5 WF, 3 BM, 2 BF, 4 HF, 1 UU's application materials did not indicate any experience working in a higher education environment in a university setting and experience supporting a graduate-level program in an admissions, recruitment or advising capacity.

13 Interviewed applicants: 2 WM, 6 WF, 1 HM, 2 AM, 2 UU

- 1 WM's responses to interview questions indicated that he did not have experience in or an understanding of recruiting and counseling students as indicated on his application materials.
- 2 WF, 1 AM, and 1 UU did not possess the communication skills necessary for the position based on their incomplete and irrelevant answers to interview.
- 1 WF did not have experience with graduate level admissions and recruitment and only had experience with mature and non-traditional students.
- 1 WM's responses to interview questions were unclear and he jumped from topic to topic rapidly.
- 1 AM did not have hands-on experience recruiting and counseling students.
- 1 WF's Power Point presentation did not work which made it difficult to judge her overall presentation abilities. There were also errors in the email communication when sending the Power Point after the interview.
- 1 WF, 1 HF, 1 UU withdrew their applications from the employment process.

The 1 WF hired met all preferred qualifications. She had direct experience working in graduate level recruitment and counseling. Her presentation was well thought out and organized. She was proficient in Peoplesoft.

Category 3: Nonteaching Professional – UC Professional 5 Administrative Services Specialist 3

Hiring goals: 1 BF, 1 HM, 1 HF

Hiring into Category: 1 WF

Goals met: None

RG	Search #	Goal
WF	2020052	N

Search 2020052- UCP 05-Administrative Services Specialist 3- Social Work

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Under the direction of the Associate Dean of Research and Scholarship, and under the supervision of the Director of Finance and Administration, has administrative responsibility for all phases of grant and contract related issues and other related duties. This position will work with principal investigators (PI's) on grant opportunities, and will serve as liaison between faculty and Sponsored Program Services (SPS) with grant submissions, grant renewals, grant management and the development of memorandums of understanding (MOU) and subcontracts with partners and community agencies as part of the grant and contract formation/submission process. This will include federal, state, local and private grant opportunities.

DUTIES AND RESPONSIBILITIES

1. Monitors and reviews proposed grants and contracts for compliance with applicable University policy and state regulations and assists the University administration in certification that such policies and regulation have been met.
2. Assists in obtaining approvals necessary for sponsored grants, contracts, subcontracts and other agreements. Responsible for managing grant activity once grant is awarded. Serves as liaison between Social Work faculty, SPS and other university officials for issues pertaining to pre-award, post award and contractual issues.
3. Maintains knowledge of and communicates to principle investigators (PI's) with regards to applicable policies, statutes, regulations and procedures formulated by the University, state and federal government, granting agencies, and various private foundations and industries; maintains up-to-date reference file.
4. Assists PI's with preparing preliminary budgets before sending to SPS pre-award, including projections for personnel and non-personnel line-items.
5. Work with PI and SPS on budget amendments and adjustments.
6. Review PI expenditure requests with SPS post award to ensure they are allowable and funds are available.
7. Review monthly status reports with PI's that are generated by SPS. Clarify any questions from PI or SPS.
8. Processes all paperwork for various grants, including multiple grants with the Department of Mental Health and Addiction Services (DMHAS). Interface and communicate with DMHAS Research Division Staff (DMHAS Research Division Director and the DMHAS administrative support staff who are located off campus) to coordinate the efficient completion of appointment letters and other grant associated personnel change and hiring activities.
9. Serves as the primary liaison between faculty and staff at DMHAS, SPS and the School of Social Work.
10. This position will also be responsible for other related duties as assigned by the Associate Dean for Research (ADR), including: Coordination of ORS-sponsored events; maintaining the ORS web page; preparing annual reports summarizing School of Social Work (SSW) research grant activity; interfacing with DMHAS Research Division staff; and providing as-needed support for extramural funding activities where the ADR is a principal investigator. Assists ADR with quantitatively summarizing EPAS reports for the School's reaccreditation process.
11. Other related duties as needed.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and experience, or Associates degree and four to seven years progressively responsible related experience.
2. Demonstrated knowledge of administrative specialty required by department to be served, and ability to independently resolve problems of unusual difficulty.
3. Thorough knowledge of federal laws and regulations regarding grants and contracts.
4. Working knowledge of budget/accounting spreadsheet software (Excel).
5. Excellent administrative and organizational skills, including ability to identify and resolve administrative problems.
6. Excellent written, verbal and interpersonal skills and ability to work effectively with staff and administrators as well as external agencies and the general public.
7. Ability to interpret policies and procedures.
8. Familiarity with external grant submission processes.

PREFERRED QUALIFICATIONS

1. Knowledge of at least one type of survey software (survey monkey, Qualtrics, REDCap).
2. Working knowledge of at least one type of statistical software (SPSS, SAS, Stata, R).
3. Knowledge of university accounting systems.
4. Working knowledge of State statutes pertaining to grants/contracts.

APPOINTMENT TERMS

As this position is an end date position that is funded by the University of Connecticut's School of Social Work. This is a 12-month appointment subject to annual renewal. This position is primarily based in University of Connecticut School of Social Work on the Hartford Campus. As a University of Connecticut employee, there is a full benefit package.

TO APPLY

Please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020052. Please submit a **cover letter**, **resume** and contact information for **three professional references**. Candidates selected for interview may be asked to participate in at least three interviews, create and deliver a presentation on an assigned topical area, and take a Microsoft Office Skills Test.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020052).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 6, 2019.

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 activity included postings on the following websites: UConn Careers website, listserv HERC, Inside Higher Ed., CTJobs.com, and the Diverse job boards.

23 Total Applicants: 2 WM, 13 WF, 1 BM, 1 BF, 1 HM, 2 HF, 3 AF

17 Unqualified Applicants: 2 WM, 9 WF, 1 BM, 1 BF, 1 HM, 1 HF, 2 AF

- 2 WM, 9 WF, 1 BM, 1 BF, 1 HM, 1 HF, 2 AF did not meet the minimum qualifications as posted.

6 Interviewed Applicants: 4 WF, 1 HF, 1 AF

- 1 WF did not have the necessary knowledge of grant submission and in-state statutes pertaining to grants, having only worked with federal grants.
- 1 WF did not have the necessary experience with external grants and federal laws, only experience with state and small contracts.
- 1 HF did not demonstrate strong verbal and interpersonal skills in her answers in the interview.
- 1 WF, 1 AF withdrew their applications.

The 1 WF hired had experience in grant submissions, in-state statutes, and federal laws. She had worked in a previous position where she was responsible for all grants. She possessed the administrative, organizational and verbal skills necessary in the position. In addition, she had the knowledge and experience with university accounting systems and had used survey and statistical software.

Category 3: Nonteaching Professional – UC Professional 5 Dining Serv Assistant Mgr.

Hiring goals: 2 BM, 1 BF, 2 HM, 1 AM

Hiring into Category: No hiring activity

Goals met: None

Category 3: Nonteaching Professional – UC Professional 5 Financial Assistant 2

Hiring goals: 2 WM, 1 AM

Hiring into Category: 1 WF

Goals met: None

RG	Search #	Goal
WF	2020161	N

Search 2020161- UCP 05-Financial Assistant 2- CT Small Business Development Center

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The Connecticut Small Business Development Center (CTSBDC) is seeking a full-time Financial Assistant 2 (UCP 5). The incumbent will report to the State Director of the CTSBDC and will be responsible for a wide range of business, accounting, budgeting, fiscal and administrative functions for the CTSBDC. The position will be based at the CTSBDC Lead Office in East Hartford, CT, but in-state and out-of-state travel to other SBDC offices or other locations may be required. Some evening and occasional weekend hours may be required.

DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Providing financial control on grant and operating accounts for all CTSBDC programs; staying informed of federal Small Business Administration, CT Department of Economic Community Development, UConn and Small Business Development Center policies and procedures; understanding and adhering to federal, state and university grant guidelines.
- Maintaining and monitoring financial records and accounting for all CTSBDC programs and cost centers and assuring adherence to sound accounting principles.
- Preparing reports as appropriate to meet state, federal, university and departmental requirements to include requirements of funded awards and cooperative agreements.
- Securing quotes from vendors for purchases and processing financial transactions in accordance with University policies and procedures and within SBDC regulations.
- Assisting in initiating travel requests with the Small Business Administration and the University, preparing staff travel expense reports and processing reports through UConn systems.
- Assisting in developing and managing approved budget and authorizing expenditures within both grant/funding agency and University guidelines.
- Preparing billing for accounts receivable.
- Preparing timely budget projections and analysis; analyzing fiscal impact of various policy options and/or new programs. Developing, maintaining and utilizing data to aid in creating budget/spending scenarios.
- Providing the School of Business Dean's Office with information necessary to prepare HR and personnel paperwork; handling student worker hire transactions.
- Tracking and maintaining comprehensive inventory of CTSBDC furniture and equipment.
- Supervising the work of student workers engaged in fiscal and accounting functions.
- Providing administrative support as needed.
- Representing the CTSBDC at events and functions within the state and at a national level.

MINIMUM QUALIFICATIONS

- Five to ten years progressively responsible experience in financial record keeping, supervision and reporting.
- Work experience with financial management, accountability and/or financial analysis responsibilities.
- Demonstrated knowledge of budget preparation, including projections, and fiscal control methods.
- Demonstrated knowledge of accounting practices and procedures.
- Proven ability to work independently and exercise sound judgment.
- Demonstrated excellent written and oral communication skills.
- Demonstrated attention to detail.
- Excellent Microsoft Office skills, especially Excel and Word.
- Demonstrated ability to fit into a team environment that includes members at various locations.
- Demonstrated excellent interpersonal skills and ability to work effectively with others including external constituents
- Willingness and ability to work evenings and weekends and travel in-state and out-of-state on occasion.

PREFERRED QUALIFICATIONS

- Bachelor's degree in business, accounting or related field.
- Prior experience working with federal grants and grants reporting systems.
- Prior experience working within the state of Connecticut's fiscal procedures.
- Prior experience with systems analysis and data processing procedures.
- Prior experience using Quali, HuskyBuy or other financial reporting and purchasing systems.
- Proven ability in being resourceful in a similar/financial management position.

APPOINTMENT TERMS

This is a full-time, 12-month, annually renewable position with excellent benefits.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020161. Interested candidates should 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 # 2020161)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 1, 2019.

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 postings on the following websites: UConn Careers website, listserv HERC, Insider Higher Ed., americassbdc.org, Indeed.com, Ziprecruiter.com, and the Diverse Job Boards.

22 Total Applicants: 4 WM, 5 WF, 1 BM, 4 BF, 2 HM, 2 HF, 1 AM, 3 AF

12 Unqualified Applicants: 3 WM, 1 BM, 2 BF, 1 HM, 2 HF, 3 AF

- 3 WM, 1 BM, 2 BF, 1 HM, 2 HF, 3 AF did not meet the minimum requirements as posted.

5 Qualified Applicants: 1 WM, 1 WF, 1 BF, 1 HM, 1 AM

- 1 WM, 1 AM did not have prior experience working with federal grants and grant reporting systems.
- 1 HM did not have experience working with the State of Connecticut fiscal procedures.
- 1 BF did not have experience with systems analysis and data processing procedures.
- 1 WF did not have experience with financial management and budgeting based on application materials.

5 Interviewed Applicants: 4 WF, 1 BF

- 2 WF's answers to interview questions indicated that they did not have financial record keeping experience.
- 1 BF did not have the grant experience necessary for the position.
- 1 WF withdrew her application.

The 1 WF hired met all the preferred qualifications. She had progressive experience in being responsible for financial record keeping, including financial management and budgeting. She demonstrated the ability to work both independently and as a part of a team. She has strong interpersonal, written and verbal communication skills indicated by feedback from her interview and answers to interview questions.

Category 3: Nonteaching Professional – UC Professional 5 Program Coordinator

Hiring goals: 3 WM, 1 BM, 1 BF, 1 HM, 1 AF

Hiring into Category: 2 WM, 4 WF

Goals met: 2 WM

RG	Search #	Goal
WM	2019628	Y
WM	2020029	Y
WF	20128	N
WF	494202	N
WF	494204	N
WF	2020184	N

Search 2019628- UCP 05-Program Coordinator- UConn Recreation

32 Total Applicants: 21 WM, 3 WF, 4 BM, 1 BF, 1 HM, 1 TM, 1 UU

27 Unqualified Applicants: 17 WM, 3 WF, 4 BM, 1 BF, 1 HM, 1 UU

5 Interviewed Applicants: 4 WM, 1 TM

Hired: 1 WM

This hire met a hiring goal.

Search 2020029- UCP 05-Program Coordinator- Student Activities

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Under the direction of the Associate Director for Community Outreach, the Program Coordinator will provide support and supervise the student leaders in the Semester Long Programs area related to youth development and education. These programs occur weekly during the academic year.

DUTIES AND RESPONSIBILITIES

1. Coordinates community services programs in the Semester Long Programs area.
2. Advises and assists student leaders in planning and managing policies, programs and general operations, in accordance with University policies and procedures, and state statutes.
3. Supervises student leaders in Community Outreach, in particular, the student leaders in the Semester Long Programs
4. Identifies goals and resources necessary to promote the effectiveness of the Semester Long Programs.
5. Manages financial expenditures for Semester Long Programs.
6. Provides support or advice to student organizations if needed.
7. Participates as a Learning Partner in a least one trip.
8. Represents Community Outreach at different events, committees or initiatives.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in related higher education field.
2. Three to four years of related experience with community service programs.
3. Demonstrated ability to identify and resolve issues related to coordination and supervision of community service programs.
4. Demonstrated experience supervising undergraduate students.
5. Excellent communication and interpersonal skills.
6. Demonstrated ability to build relationships with community and campus partners.
7. Demonstrated experience and ability to work with and support diverse student populations.

PREFERRED QUALIFICATIONS

1. Experience with youth development and/or education community service programs.
2. Experience working in or with groups designed to advocate groups or constituencies that are marginalized based on identity or life experience.
3. Experience working with organizations that serve communities from a community centered and a social justice perspective.
4. Master's degree in a related field.
5. Experience supervising volunteers.
6. Experience managing budgets.
7. Experience with assessment and/or program evaluation.

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits, and a highly desirable work environment. For additional information regarding benefits visit: <http://www.hr.uconn.edu/benefits/nebe.html>.

TO APPLY

Please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020029. Interested candidates should submit a **letter of application**, **resume**, and the names and contact information for **three professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020029).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 21, 2019.

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 activity included postings on the following websites: UConn Careers website, listserv HERC, Inside Higher Ed., and the Diverse Job Boards.

39 Total applicants: 10 WM, 19 WF, 1 BF, 5 HF, 1 TM, 3 UU

33 Unqualified applicants: 7 WM, 17 WF, 1 BF, 4 HF, 1 TM, 3 UU

- 7 WM, 17 WF, 1 BF, 4 HF, 1 TM, 3 UU did not meet the minimum qualifications as posted.

6 Interviewed applicants: 3 WM, 2 WF, 1 HF

- 1 WF as not able to answer questions about programs assessments as she had not done them in previous positions.
- 1 WM, 1 HF withdrew their application from the process.
- 1 WM was offered and declined the position.

The 1 WM hired met all of the preferred qualifications. He demonstrated an ability to organize and maintain community service programs. He also had experience working with students in higher education, which was necessary for the position.

The 1 WF hired met all of the preferred qualifications. She had a Master's degree and experience in a social justice focused organization. She had worked with students in several youth development programs. She also was familiar with budgets and program assessments.

The 1 WM hire met a hiring goal.

Search 494202 – UCP 5 Program Coordinator, Master's Program

The School of Nursing is seeking applications for a Program Coordinator. Under the direction of the Associate Dean for Academic Affairs, the Program Coordinator will coordinate the day-to-day administrative and clinical activities for the School of Nursing's Master's program tracks and provides assistance and support for Master's track directors, faculty, staff, and students while serving as the primary administrative resource.

DUTIES AND RESPONSIBILITIES

1. Is responsible for coordinating all aspects of administrative support for the Master's tracks including support for Master's track directors, faculty, staff, and students.
2. Coordinates the placement of Master's students in a variety of clinical locations. Recruits preceptors and clinical sites; interviews clinical site supervisor; and acts as a resource to the clinical site supervisor.
3. Manages the database of clinical sites; updates database for preceptor and site availability and student level. Reviews, updates, and maintains clinical placement site data and updates expiration dates for preceptor licenses, CV's, and certifications in databases such as Typhon or Core-Elms.
4. Works with Track Directors to identify, establish and maintain positive working relationships with clinical preceptors and sites. Coordinates with Track Directors for student preceptor correspondence.
5. Works with the School's Contracts and Compliance Facilitator to ensure clinical practice site contracts are current and compliant with state and University statutes. Ensures regulatory requirements are met for out-of-state online masters programs, clinical placements, and the e-campus state approval process for graduate student clinical programs.
6. Represents the School of Nursing to University and external agencies in administrative matters related to clinical training and placements that affect the operations of the School. Serves as resource for Master's program policies, procedures and requirements.
7. Monitors and reports on progression of Master's students from matriculation through graduation. Compiles data and prepares reports to aid in evaluating student progress, program evaluation, and program effectiveness; may recommend changes or improvement; assists major adviser to monitor student progress and compliance with Master's program requirements and standards.
8. Once students are matriculated, screens correspondence, records, and other documents for appropriate action and prepares responses for routine situations and regular procedural actions and workflows.
9. Assists in planning and carrying out related support activities for Master's tracks, such as meetings, conferences, events, orientations, and ceremonies; records meeting minutes, coordinates details and makes all necessary arrangements for these activities.
10. Collects and maintains syllabi for all Master's courses.
11. May train, supervise, and establish work schedules of staff and/or student workers.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Communication, Management, Administration, Nursing, or related field
2. Three to five years of relevant experience, which demonstrates knowledge and ability in administrative methods and functions
3. Proven ability to provide general program support
4. Must have good organization and interpersonal skills, including the ability to work effectively with faculty, staff, students and other individuals and external groups.
5. High-level of proficiency with computers and applications such as Word, Excel, PowerPoint, Outlook, AdobePro, WebEx
6. Must be flexible and willing to travel and work occasional evening and weekend hours.

PREFERRED QUALIFICATIONS

1. Master's degree in Nursing, Communication, Management, Administration, or related field
2. Experience with, or knowledge of, practical training programs and field placement activities
3. Aptitude for, or ability to develop skills in, providing instruction and public speaking
4. Administrative experience in a higher education environment
5. Demonstrated administrative experience with university systems such as PeopleSoft, Quali Financial Systems, and CoreCT
6. Proven ability to maintain confidentiality concerning student, clinical, and HR information and actions
7. Knowledge of, and experience implementing, policies, procedures, and guidelines that affect faculty, students, and clinical agencies
8. Proven experience in situations that demonstrate conflict resolution skills

APPOINTMENT TERMS

This position is a full-time permanent position. Salary will be commensurate with experience and background. This appointment includes full benefit package and is located in Storrs.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494202 to upload a **cover letter** detailing your related experience to the position as outlined above, **resume**, and the names and contact information for **three (3) professional references**. Screening will begin immediately.

For more information, please see the full job description listed on the UCONN School of Nursing website <https://nursing.uconn.edu/about-the-school/open-positions/>.

Employment of the successful candidate is contingent on the successful completion of a pre-employment criminal background check. Include the search number in all correspondence.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 6, 2020.

All employees are subject to adherence to the State Code of Ethics, which can 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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Minority Nurse, and the School of Nursing website.

13 Total applicants: 1 WM, 9 WF, 1 BF, 1 HF, 1 AF

7 Unqualified applicants: 1 WM, 3 WF, 1 BF, 1 HF, 1 AF

- 1 WM, 3 WF, 1 BF, 1 HF, 1 AF did not meet the minimum qualifications of the job posting.

6 Interviewed applicants: 6 WF

- 5 WF withdrew their applications during the interview process.

The 1 WF met all of the preferred qualifications. The candidate was highly organized and had experience working with healthcare providers in stressful situations where immediate answers and problem solving was needed. She had extensive experience in working with challenging personalities. Her medical office experience was relevant to preceptor and student coordination and she had experience assisting with the coordination of multiple program events.

Search 494204 – UCP 5 Program Coordinator

The School of Nursing is seeking applications for a Program Coordinator (UCP 5). Under the direction of the Associate Dean for Research and Scholarship (ADRS) within the Center for Nursing Scholarship and Innovation (CNSI), the Program Coordinator (UCP 5) will provide programmatic support to the ADRS as well as the DeLuca Foundation Visiting Professor in Innovations and New Knowledge. This position will provide a full range of confidential administrative and support activities for a variety of educational offerings throughout the School. This position requires the ability to work effectively with a wide variety of diverse individuals, to take direction from internal administrators, and to collaborate with the School's leadership team.

DUTIES AND RESPONSIBILITIES

1. Assists the Associate Dean for Research and Scholarship, as well as provides programmatic support to the DeLuca Foundation Visiting Professor in Innovations and New Knowledge with administrative and organizational matters related to School and Innovation programs and activities. Assists with office duties and processes essential to the daily operation of the Associate Dean for Research and Scholarship and the Director of Innovation.
2. Is responsible for coordinating all aspects of administrative support for the PhD and DNP programs, including processing paperwork and/or records; reviewing for accuracy, completeness and compliance with regulations, policies, and procedures; identifying and following up to resolve problems, referring new, unusual or difficult problems to supervisor. Collects and maintains syllabi for all DNP and PhD courses.
3. Coordinates clinical activities for the DNP Program, including but not limited to managing the database of clinical sites for the DNP program, updates database each semester for preceptor availability, level of students, days and hours each day of availability. Reviews, updates, and maintains clinical placement site data and updates preceptor licenses, CV's, and certificates in an appropriate database such as Typhon or Core-Elms.
4. Coordinates the placement of DNP students in a variety of clinical locations including, but not limited to, hospitals, long term agencies, visiting nurse associations and federally qualified community health centers. Arranges preceptor and clinical site recruitment for DNP program, and acts as a resource to the clinical site supervisor for DNP program.
5. Facilitates student clinical compliance activities which includes reviewing profiles in American Databank, communicating compliance deadlines and requirements to students, and disseminating information for clinical onboarding.
6. Monitors and reports on progression of DNP students from matriculation through graduation. Compiles data and prepares reports to aid in evaluating student progress, program evaluation, and program effectiveness; may recommend changes or improvement; assists major adviser to monitor student progress and compliance with DNP program requirements and standards.
7. Works closely with the program directors and manages the day-to-day administrative operations of the doctoral programs (PhD, DNP), coordinates and facilitates doctoral lunch & learn sessions, prepares doctoral progress reports, and directly assists doctoral

students with the publication of defenses and abstracts. Support the DNP and PhD directors with programmatic and conference travel arrangements.

8. Responsible for the School's Continuing Education program, which supports conference activities and the dissemination of earned continuing education credits used for professional licensing. Coordinates activities and conference details. Manages conference paperwork as an approved certifying School and required paperwork for the credentialing provider, including ongoing reports.
9. Serves as a first point of contact for the certificate programs (such as Holistic Health, Health Professional Education, and Pain Management); provides administrative support with authority to make decisions within established practices and policies; ensures regulatory requirements are met for certificate programs.
10. Carries out special assignments in accordance with School-wide goals including support of the PhD and DNP program evaluation process. Provides research and report writing, requiring consultation with other staff members, University offices or departments. Organizes, complies, tracks, and maintains records, data and information in spreadsheets and databases requiring the understanding and evaluation of data sources.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in English, Communication, Management or related field
2. Three (3) to five (5) years of experience and extensive knowledge of office administration and program management
3. Demonstrated experience exercising discretion and judgment in the management of confidential matters. Ability to independently resolve problems of usual difficulty, and exercise judgement regarding administrative detail and procedures
4. Excellent interpersonal skills with proven ability to work effectively with a wide variety of individuals including faculty, staff, students, University administrators and external constituent.
5. Excellent written and oral communication skills, organizational skills and attention to detail
6. High-level of proficiency with Word, Excel, PowerPoint and Outlook
7. Demonstrated ability to perform data management, and record keeping
8. Experience in scheduling, organizing and managing events, including multiple calendars
9. Experience managing multiple tasks while complying with due dates

PREFERRED QUALIFICATIONS

1. Master's degree
2. Five (5) or more years of administrative experience
3. Experience with program administration in higher education or similar environment
4. One year or more experience in an office with direct student contact
5. Experience using Microsoft Access
6. Experience developing and managing databases
7. Experience with education-related accreditation

APPOINTMENT TERMS

This position is a full-time permanent position. Salary will be commensurate with background and experience. This appointment includes full benefit package and is located in Storrs.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494204 to upload a **cover letter** detailing your related experience to the position as outlined above, **resume**, and the names and contact information for **three (3) professional references**. Screening will begin immediately.

Employment of the successful candidate is contingent on the successful completion of a pre-employment criminal background check. Include the search number in all correspondence.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 6, 2020.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Minority Nurse, and the School of Nursing website.

21 Total applicants: 1 WM, 16 WF, 2 BF, 1 AF, 1 UU

13 Unqualified applicants: 1 WM, 9 WF, 2 BF, 1 AF

- 1 WM, 9 WF, 2 BF, 1 AF did not meet the minimum qualifications of the job posting.

8 Interviewed applicants: 7 WF, 1 UU

- 1 WF possessed skills that were more budgetary and technologically based. The candidate's skills were not aligned with the position's responsibilities.
- 1 WF, 1 UU did not have a variety of experience in their work history nor the long-term experience that the position required.
- 1 WF was offered and declined the position.
- 3 WF withdrew their applications from the employment process.

The 1 WF hired had work history at two different universities. The candidate's skill sets were very closely aligned to the needs of the position and the role in the School of Nursing. Her experience with supporting a variety of administrators as well as programs made for a successful transition. The applicant provided examples of finding ways to streamline complex tasks making them easier, both in the moment and for future reference such as hyperlinking receipts to documents. Her focus and experience on organization and communication of needs across all involved parties to ensure smooth service and programmatic support was valued.

Search 2020184- UCP 05-Program Coordinator- Career Development Center

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Under the direction of the Assistant Director, Corporate Partner Relations, the Corporate Partner Relations Coordinator manages activities and programs supporting the Center's employer engagement strategies and Corporate Partner Relations team. The coordinator supports both day-to-day administrative duties of the team as well as manages large-scale programs and events, including the annual career fairs.

DUTIES AND RESPONSIBILITIES

- Coordinates and manages administrative and technical support for the day-to-day operations of the On-Campus Interview programs, employer events, and tabling activities
- Executes large-scale annual internship and career fairs including registration, logistics, outreach and evaluation
- Interacts with employers and recruiters on a daily basis providing high quality customer service and troubleshooting issues as they arise in a timely manner
- Manages the Careers for the Common Good program in collaboration with the Community Outreach department; supervises, trains and evaluates a part-time graduate assistant in support of the program
- Processes and maintains necessary paperwork and records to support program
- Provides marketing support of the On-Campus Interview program and other employer on-campus activities in partnership with the Marketing Manager
- Assists in planning conferences, meetings, and seminars, with the responsibility to make all necessary arrangements, including travel, and coordinating events and details
- May serve as liaison between University offices, external organizations, and the public
- Responds to inquiries from recruiting program participants, students, employers and others, and explains program policies, procedures, and requirements, making referrals as appropriate
- Provides administrative, technical, and logistical support for the Corporate Partner Relations Team
- Assists Assessment and Technology team in compiling program and employer data, prepares reports as needed to aid in evaluating program effectiveness; recommends changes or improvements
- Works with Employer Relations team to evaluate recruiting programs and collect feedback from program participants
- Supervises, trains, evaluates and assigns work to student staff; establishes work schedules and work priorities; recommends staffing needs and assists in hiring decisions.
- Performs related duties as required

MINIMUM QUALIFICATIONS

1. Bachelor's degree and three to five years related experience
2. Ability to perform and coordinate responsible administrative functions and prioritize multiple projects effectively
3. Strong communication, customer service, and interpersonal skills
4. Demonstrated ability to work independently and exercise sound judgment

PREFERRED QUALIFICATIONS

1. Demonstrated ability using Microsoft Word, Excel, and PowerPoint
2. Demonstrated ability to take initiative in solving problems
3. Demonstrated capabilities in relationship management
4. Experience with event planning or program management
5. Familiarity with campus recruiting programs

APPOINTMENT TERMS

This is a 35-hour per week, full-time, 12-month permanent position, with an excellent benefits package including medical and retirement, as well as employee and dependent tuition waivers at the University of Connecticut (outlined here: <https://hr.uconn.edu/benefits-summaries/>). Salary will be commensurate with successful candidate's background and experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020184. Interested candidates please submit a **letter of application**, **resume**, and contact information for **three professional references**. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020184)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 9, 2019.

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 activity included postings on the following websites: UConn Careers website, listserv HERC, Inside Higher Ed., LinkedIn, Hartford Campus Student Services listserv, EACE LinkedIn Group, Student Affairs Professionals F, Higher Education Job Openings, EACE Professionals Facebook Group, and the Diverse Job Boards.

41 Total applicants: 5 WM, 24 WF, 3 BF, 1 HM, 5 HF, 1 AF, 2 UU

28 Unqualified applicants: 5 WM, 14 WF, 3 BF, 1 HM, 4 HF, 1 UU

- 5 WM, 11 WF, 1 HM, 2 HF did not meet the minimum qualifications as posted.
- 3 WF, 3 BF, 2 HF, 1 UU did not submit a completed application.

3 Qualified applicants: 2 WF, 1 HF

- 1 WF did not have experience with event planning or program management.
- 1 WF, 1 HF were not familiar with campus recruiting programs.

10 Interviewed applicants: 8 WF, 1 AF, 1 UU

- 1 WF, 1 UU did not have the management experience needed for the position based on their answers in the interview.
- 1 WF did not express an interest in all of the responsibilities and duties of the position.
- 1 WF did not have strong customer relations or management experience based on her answers in the interview.
- 1 WF did not provide clear responses during the interview, and her focus on student support was in areas not aligned with the position.

- 1 AF did not have the event management experience needed for the position.
- 3 WF withdrew their applications from the process.

The 1 WF hired met all of the preferred qualifications for the position. She had experience in event management and possessed customer relations skills. Her answers about student support aligned with the needs and goals of the department. She had previous experience in management.

Category 3: Nonteaching Professional – UC Professional 4

Hiring goals: 3 WF, 1 BF, 2 HF, 1 AM

Hiring into Category: 5 WM, 3 WF, 1 AF

Goals met: 3 WF

RG	Search #	Goal
WF	493919	Y
WF	494171	Y
WF	494370	Y
WM	493878	N
WM	2020076	N
WM	2020232	N
WM	2020232	N
WM	PT-FT	N
AF	2020142	N

Search 493919 – UCP 4 Service Desk Administrator (Computer Technical Support Consultant 1

34 Total applicants: 14 WM, 8 WF, 2 BM, 6 HM, 3 AM, 1 UU

23 Unqualified applicants: 11 WM, 4 WF, 2 BM, 5 HM, 1 AM

2 Qualified applicants: 1 HM, 1 UU

9 Interviewed applicants: 3 WM, 4 WF, 2 AM

Hired: 1 WF

This hire met a hiring goal.

Search 494171 – UCP 4 Laboratory Technician 2

28 Total applicants: 10 WM, 10 WF, 2 BF, 1 HF, 1 AM, 3 AF, 1 UU

15 Unqualified applicants: 5 WM, 4 WF, 1 BF, 1 HF, 1 AM, 3 AF

4 Qualified applicants: 1 WM, 2 WF, 1 BF

9 Interviewed applicants: 4 WM, 4 WF, 1 UU

Hired: 1 WF

This hire met a hiring goal.

Search 494370 – UCP 4 Publicity/Marketing Coordinator

39 Total applicants: 14 WM, 18 WF, 1 BF, 2 TF, 4 UU

31 Unqualified applicants: 11 WM, 14 WF, 1 BF, 2 TF, 3 UU

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

Hired: 1 WF

This hire met a hiring goal.

Search 493878 – UCP 4 Laboratory Technician 2

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 2, UCP 4. Reporting to the Laboratory Manager, this position provides technical support for the Soil Nutrient Analysis Laboratory and serves as a primary resource to the University community, the general public and a wide variety of internal and external constituents.

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.

DUTIES AND RESPONSIBILITIES

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. The person selected will work in close cooperation with the Home and Garden Education Center.

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. Excellent verbal and written communication skills, including the ability to explain laboratory procedures and to edit laboratory manuals. Experience using Microsoft Word and Excel, and social media platforms, e.g. Facebook. Demonstrated ability to work independently.

PREFERRED QUALIFICATIONS

B.S. degree in chemistry, geology, biological sciences or other lab oriented scientific discipline. 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; Plant science background; Knowledge of 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

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020296. Applicants should submit a letter of **application**, **resume**, and a list of contact information for **three (3) professional references**. Unofficial transcripts will be required at time of interview. Position available March 15, 2020

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020296)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 15, 2020.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., and Diverse Job Boards. The posting also included on the following employment websites: Soil Science Society of America, Northeast Coordinating Committee on Soil Testing (USDA Federal Working Group NECC-1812), Mid-Atlantic Soil Testing & Plant Analysis Working Group, North Central Soil Testing & Plant Analysis Regional Committee (NCERA 13), CT Nursery & Landscape Association, UConn Dept. of Extension/Stacey Stearns (for social media), UConn PSLA Dept. Rosa Raudales' twitter account, UConn Home & Garden Education Center monthly e-newsletter, UConn Soil Nutrient Analysis Lab website, CT Gardener magazine – posted on their website, and posting on an employee's Linked In account.

27 Total applicants: 11 WM, 5 WF, 2 HM, 1 AM, 2 TM, 3 TF, 3 UU

23 Unqualified applicants: 9 WM, 4 WF, 2 HM, 1 AM, 2 TM, 3 TF, 2 UU

- 9 WM, 4 WF, 2 HM, 1 AM, 2 TM, 3 TF, 2 UU did not meet the minimum qualifications of the job posting.

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

- 1 WF's experience was in microbiological techniques and she was not able to answer questions on basic soil fertility testing, protocols, recommendations or even why we calibrate our pH meter the way we do. She expressed a desire to work in environmental testing which is an area the soil nutrient analysis lab does not offer.
- 1 UU was unable to answer basic questions about soil fertility testing and analysis. While the candidate had indicated that he had used various analytical instruments (not ones used in the UConn lab) he had few opportunities to troubleshoot them. Also the applicant's goals are not aligned with those of a laboratory technician as he indicated he would be looking for faculty positions on the east coast.
- 1 WM did not have opportunities to troubleshoot or maintain equipment in his previous positions. The candidate had not supervised paid employees which was required in this position. His career goals were not in good alignment with those of a laboratory position as he expressed a desire to obtain a faculty position and perform research.

The 1 WM hired possessed the analytical skills utilized daily in this position. The candidate was familiar with ICP-OES, discrete analyzer and CN analyzer as well as standard protocols for soil and plant nutrient analysis. His answers to interview questions supported a strong understanding of the lab's role in the department, college and as part of Cooperative Extension as well as knowledge about how soil test recommendations are made. His background in plant science, employee supervision, data entry, and customer satisfaction were closely aligned to the position's duties.

Search 2020076 – UCP 04-Computer Tech Support Consultant 1 – Campus Technology Services

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Under the general direction of Campus Technology Management, the Computer Support Specialist will primarily be responsible for supporting computer support issues for Faculty & Staff. This position works closely with the Configuration Management Team in providing standards-based support. The selected candidate must be a self-starter with the ability to work independently but also capable and willing to work effectively in a team environment.

The Computer Support Specialist will also play a key role in improving current services, proposing process improvements and identifying new services that will benefit University customers. The Computer Support Specialist applies considerable expertise and knowledge of desktop support, operating systems, application support, enterprise support models, troubleshooting skills, and data security support which will facilitate timely support of University Faculty and Staff device issues.

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

- Work collaboratively on a team and share findings with team to improve shared knowledge and support structure.
- Coordinate and facilitate information gathering for user or service issues, document and communicate progress and outcomes.
- Plan and collaborate to support existing Enterprise Services.
- Troubleshoot business computing devices (PCs, laptops, tablets, printers, etc.) and related software.
- Troubleshoot and Diagnose device connectivity issues.
- Travel to client locations to resolve technical issues if remote support is not possible.
- Support Microsoft related productivity products
- Provide remote customer assistance.
- Communication with customers keeping them informed of incident progress and resolutions.
- Use of support tools, including but not limited to ticketing and inventory tracking software.
- Maintain/enhance technical expertise through professional activities.
- Follow University data compliance and security policies.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Computer Science or related field or equivalent combination of education and experience
- One (1) or more years of computer technical support, computer consulting or computer programming.
- Prior experience supporting and configuring Microsoft Windows 10 in an enterprise environment
- Experience with supporting Hardware and Software in an Enterprise Environment
- Requirements gathering experience.
- Experience with troubleshooting techniques
- Good written and oral communication skills.
- Good organizational, interpersonal and customer service skills.
- Ability to manage multiple tasks and to work well under pressure.
- The ability to work effectively as a project member.
- The ability to work independently with minimal supervision.
- Attention to detail with emphasis on accuracy and quality.
- Must be able to travel to various work locations as needed.

PREFERRED QUALIFICATIONS

- Professional work experience in higher education.
- Certifications relevant to this position.
- Experience using Windows PowerShell and/or Bash
- Programming experience with C# or ASP.net
- Programming experience or an equivalent combination of education and experience.
- Experience with Remote Support tools and techniques
- Experience using active directory and group policy in an enterprise environment
- Experience in building and/or supporting print services
- Experience supporting Macs and iPads/iPhones in an enterprise environment
- Experience installing and scripting software installation for clients
- Experience supporting Bitlocker (and/or MBAM)

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

Applications must be submitted through UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020076. 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 #2020076).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 27, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., DICE, and Diverse Job Boards

19 Total applicants: 14 WM, 2 WF, 2 BM, 1 AM

8 Unqualified applicants: 6 WM, 2 BM

- 6 WM, 2 BM did not meet the minimum qualifications as posted.

3 Qualified applicants: 2 WM, 1 AM

- 2 WM, 1 AM did not have the necessary experience with the specific software and programming languages required for this position.

8 Interviewed applicants: 8 WM, 2 WF

- 2 WM, 1 WF did not demonstrate the experience or technical abilities required for this position based on their responses to interview questions.
- 1 WM, 1 WF withdrew from the application process.
- 1 WM did not expect to graduate within the time needed for this position to be filled.
- 1 WM had experience in a smaller-scale setting than required for this position.

The 1 WM hired demonstrated the necessary technical experience and education required for this position. He showed the initiative and customer service skills necessary for communicating with customers and finding solutions to problems. His answers to interview questions were professional and complete and demonstrated the communications abilities needed for working with a team and customers, which is necessary for this position.

Search 2020232- UCP 04- Computer Tech Support Consultant 1- Campus Technology Services

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut, Information Technology Services (ITS), is seeking a highly technical and self-motivated Audio/Video (AV) Support Technician - Computer Technical Support Consultant 1 (UCP 4). 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 classroom audiovisual systems, including: video conferencing (VTC), lecture capture (LC).

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 classroom technology support, both remotely and in person.
- Supports installation and configuration of new AV/VTC/LC hardware and reconfiguration of existing hardware.
- Provides maintenance, troubleshooting, and repair services for AV/VTC/LC and conference room systems.
- Troubleshoots, identifies, and corrects any AV/VTC/LC equipment malfunctions.
- Creates and distributes support documentation for video conferencing and lecture capture software currently supported by ITS.
- 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. One or more years of related experience.
3. Aptitude for and willingness to develop skills in teaching, good communication ability and excellent writing skills.
4. Demonstrated ability to work well with people, to handle technical problems, to work well under stress and to follow complex plans and strategies.
5. Excellent customer service skills.
6. Ability to read diagrams, schemata and technical manuals.
7. Experience troubleshooting cabling utilizing hand tools, Testers, etc.
8. The ability to travel to all University locations.
9. The willingness and ability to work occasional weekends and outside normal work schedule.

PREFERRED QUALIFICATIONS

1. Demonstrated ability providing technical assistance at an educational institution.
2. Experience supporting complex audio video systems.
3. Lecture Capture experience, preferably with Kaltura.
4. AMX Programmer Certification.
5. Familiarity with Cisco video and web conference solutions.
6. Avixa AV Technology Certification.
7. Certified Technology Specialist (CTS) credential.

APPOINTMENT TERMS

This is a full-time, permanent position. The work schedule for this position is 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, Search #2020232. Please submit an online application that includes a cover letter, a resume and contact information for three (3) professional references.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020232)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 29, 2019.

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 activity included posting on the UConn Careers Website, listserv HERC, Inside Higher Ed., Dice.com, and the Diverse Job Boards

17 Total Applicants: 10 WM, 1 WF, 2 BM, 1 HM, 2 AM, 1 UU

12 Unqualified Applicants: 6 WM, 2 BM, 1 HM, 2 AM, 1 UU

- 6 WM, 2 BM, 1 HM, 2 AM, 1 UU did not meet the minimum qualifications as posted.

2 Qualified Applicants: 1 WM, 1 WF

- 1 WM and 1 WF did not have the necessary experience with Lecture Capture and Kaltura.

3 Interviewed Applicants: 3 WM

- 1 WM did not have hands-on experience with Lecture Capture used in university classrooms.

The 1 WM selected showed proficiency with the systems that are used in classrooms, including Cisco VTC, WebEx, AMX system coding and GUI Design. He had worked extensively with Lecture Capture. He elaborated on his philosophy on customer support and KB documentation, which aligned with the department's vision.

The 1 WM selected was familiar with all of the AV components and systems used in university classrooms. He had experience with Kaltura Lecture Capture systems, AMX system coding and GUI design. He also demonstrated strong troubleshooting skills during his interview.

Part-Time to Full Time

1 WM moved from Part-time to Full-time.

Search 2020142- UCP 04-Computer Tech Support Consultant 1- Campus Technology Services

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Under the general direction of Campus Technology Management, the Learning Management System (LMS) Support Specialist will be primarily responsible for supporting the learning management system by transferring course content, user management and custom requests related to course creation, merging enrollments and course contents, and enrollment management.

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

- Work collaboratively on a team and share findings with team to improve shared knowledge and support structure.
- Plan and collaborate to support learning management system administrative tasks.
- Communication with customers keeping them informed of the progress of their request.
- Use of support tools, including but not limited to Student Administration system (PeopleSoft), shared document repository, forms, and ticketing system.
- Follow University data compliance and security policies.
- Perform related duties as required

MINIMUM QUALIFICATIONS

- Bachelor's degree in Computer Science or related field or equivalent combination of education and experience.
- Professional work experience in higher education.
- Experience with Blackboard system administration interface.
- Experience with PeopleSoft.
- Good written and oral communication skills.
- Good organizational, interpersonal and customer service skills.
- Ability to manage multiple tasks and to work well under pressure.
- The ability to work effectively as a project member.
- The ability to work independently with minimal supervision.
- Attention to detail with emphasis on accuracy and quality.

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, Search #2020142. 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 will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020142)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 25, 2019.

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 activity included postings on the following websites: UConn Careers Website, listserv HERC, Inside Higher Ed., Dice.com, and the Diverse job boards.

9 Total Applicants: 2 WM, 3 WF, 1 AM, 2 AF, 1 UU

7 Unqualified Applicants: 2 WM, 3 WF, 1 AM, 1 UU

- 2 WM, 3 WF, 1 AM, 1 UU did not meet the minimum qualifications as posted.

2 Interviewed Applicants: 2 AF

- 1 AF answered questions that she did not like delegating the tasks to support staff instead of performing tasks herself.

The 1 AF selected had the necessary experience with the daily tasks that the position required. She had performed tasks such as course copies, mergers courses, and created Guest IDs. She also had experience with searching course and user information in PeopleSoft.

Category 3: Nonteaching Professional – UC Professional 4 Administrative Assistant 3

Hiring goals: 1 BM, 2 BF

Hiring into Category: 2 WF

Goals met: None

RG	Search #	Goal
WF	493808	N
WF	2020081	N

Search 493808 – UCP 4 Administrative Services Assistant 3

The University of Connecticut School of Law solicits applications for an Administrative Services Assistant 3 for the Office of the Assistant Dean for Finance, Administration and Enrollment. The School of Law is the top-ranked public law school in the Northeast, with a nationally landmarked campus in Hartford near to the state capitol and courts as well as the headquarters of major corporations. The Law School hosts four student journals, over forty student organizations, extensive clinical and service engagement with the surrounding communities, and one of the largest law libraries in the world. More than 100 research centers and institutes serve the wider University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities.

The successful candidate will, under the general direction of the designated administrator, manage administrative functions in the deans' suite, and perform other duties as outlined in the job description and as required.

DUTIES AND RESPONSIBILITIES

1. 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.
2. Supervises, trains, and evaluates student support staff; determines work assignments and work schedules, adjusting clerical assignments to accommodate priority needs; makes recommendations regarding hiring decisions.
3. Independently composes, prepares and/or edits standard correspondence and reports containing information that requires thorough knowledge of policies, procedures and data sources.
4. Devises, modifies and/or supervises the maintenance of complex filing and record keeping systems, which may be automated.
5. Transmits authoritative information and serves as a resource to students, staff and others regarding policies and procedures governing the department/division.

6. Serves as a liaison to the university offices on campus including but not limited to Parking Services, Facilities, UConn Police, and Dining Services.
7. Within established practice, handle administrative matters for supervisor, signs supervisor's name to correspondence, requisitions, vouchers and other standard forms and makes decisions in supervisor's absence.
8. Maintains and monitors department/unit budget and records; monitors and approves routine expenditures, as delegated, processes fiscal paperwork; advises supervisor of problems; may independently manage specific budget items, such as Student Labor accounts.
9. Monitors and reviews personnel actions for accuracy and compliance with appropriate policies and procedures and resolves related problems as they arise.
10. Assists supervisor and others in resolving budget and other business problems related to department /unit operations.
11. Is responsible for making all necessary arrangements for meetings, conferences and travel; arranges for and implements, as directed, conferences, seminars, committee meetings, assisting as required.
12. Performs complex typing and transcription duties as required; operates automated equipment.
13. Schedules appointments and meetings for supervisor; screens incoming mail and telephone calls, making referrals as appropriate.
14. May represent supervisor to other University offices, the public or outside organizations to gather or transmit information that affects the operations of the department/unit.
15. Review administrative and internal operation procedures for efficiency and effectiveness and recommends improvements; establishes procedures to implement operational and/or fiscal policies.
16. As needed or assigned, may be responsible for special short-term or ongoing projects that require planning, coordination and supervision.
17. Performs related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent combination of education and experience including 4 to 8 years' experience in a progressively responsible administrative support position. Organizational and supervisory ability. Excellent interpersonal skills and ability to work effectively with the department/University staff and other individuals and groups. Commitment to diversity, equity, and inclusion. Ability to resolve administrative problems efficiently, effectively and independently.

PREFERRED QUALIFICATIONS

1. Experience in a Law School or other professional school or college.
2. Experience with systems including PeopleSoft, Quali Financial Systems, PageUp, Concur or other similar systems.

APPOINTMENT TERMS

This is a full time, UCP 4 position. Candidates should expect to work at the Law School located in Hartford, Connecticut. Salary will commensurate with experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020280. Interested candidates please include a **letter of interest**, **resume**, and contact information for **three (3) professional references**. Any questions about application materials may be directed to Karen DeMeola (karen.demeola@uconn.edu), Assistant Dean for Finance, Administration, and Enrollment.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020280)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 6, 2019.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., and Diverse Job Boards and Ability Jobs Online.

34 Total applicants: 1 WM, 9 WF, 4 BF, 1 HM, 1 HF, 1 AF, 17 UU

26 Unqualified applicants: 1 WM, 6 WF, 3 BF, 1 HM, 1 AF, 14 UU

- 1 WM, 6 WF, 3 BF, 1 HM, 1 AF, 14 UU did not meet the minimum qualifications of the job posting.

8 Interviewed: 3 WF, 3 UU, 1 BF, 1 HF

- 1 UU stated that she was concerned about the level of disruption in the office (i.e., a lot of people coming in and out of the suite regularly disrupting work flow).
- 1 UU could not clearly articulate a skill set that would complement the position. She stated that she preferred academic work and indicated a lack of knowledge on administrative and coordination functions.
- 1 HF gave an example in response to an interview question that exhibited that she did not take initiative, failed to inform her supervisor of an issue that could have been resolved months before it was too late.
- 1 WF showed an inability to listen to the question and did not demonstrate a knowledge of administrative skills. The candidate said she could work on her talkativeness - but then failed to stop talking even when informed her the interview had finished.
- 1 WF, 1 BF, 1 UU withdrew their applications during the employment process.

The 1 WF hired exhibited interest in the role and asked pertinent questions. The candidate successfully answered why this position was right for her by detailing her specific skill set, and examples on how she could contribute to the team. She was familiar with processes and systems including the foundation. References confirmed that the applicant was a team player, appreciated feedback, handled conflict well, professional, and had keen attention to detail.

Search 2020081- UCP 04-Administrative Services Assistant - Information Technology Services

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut, Department of Information Technology Services (ITS), is seeking a highly motivated, experienced and energetic individual to fill the position of Administrative Services Specialist 3. The selected candidate must be a self-starter with the ability to work independently, but also capable and willing to work effectively in a team environment. The incumbent will report to the Executive Assistant to the Vice President/CIO and will coordinate many of the administrative matters for the ITS Leadership Team.

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

- Filters incoming inquiries, independently handling and responding to many of them
- Works with Directors and administrators to determine proper response to inquiries or to resolve problems, making referrals as appropriate
- Composes, prepares or edits correspondence or reports for review and signature
- 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
- Works collaboratively with staff in the CIO's office to plan, execute and evaluate the work of the office and administrative activities
- Follows all policies and protocols for dealing with sensitive or confidential materials
- May train, supervise, and establish work schedules of student staff, with responsibility to assign work to such staff according to priority needs
- Arranges vendor demos, project kickoffs, presentations, training, and conferences; coordinating logistics, equipment, room setup, etc.
- Assists in planning and carrying out related support activities, such as meetings, conferences, candidate interviews; makes necessary arrangements including travel and coordinates details
- Attends various meetings as assigned; prepares agendas, records and distributes notes and meeting materials, and follows up with action items
- Coordinates work and supply orders through the Business Office as needed
- Assists with projects in support of the various departments within ITS
- May research and prepare analysis or reports related to the various departments within ITS
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and experience including 4-8 years' experience in a progressively responsible administrative support position
2. Proficient in MS Office Suite and calendaring (Outlook)
3. Excellent interpersonal skills and ability to work effectively with the department, university staff, and other individuals and groups
4. Demonstrated ability to write external communications or develop executive-level communication pieces professionally and effectively
5. Ability to interpret policies and procedures
6. Demonstrated ability to research and resolve administrative problems efficiently, effectively and independently
7. Exceptional customer service skills and professional presentation and demeanor
8. Excellent organizational skills
9. Ability to work in a team environment and to represent the Director by working effectively with University and external offices and individuals
10. Ability to manage multiple projects and prioritize requests appropriately

PREFERRED QUALIFICATIONS

1. Bachelor's degree in a related field
2. Experience in a technical field
3. Experience working in an academic environment
4. Experience supporting Directors or Executives
5. Experience with Financial or Travel Systems such as Quali and Concur, or similar

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment. Salary will be commensurate with 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 via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020081. 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 #2020081. 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 #2020081)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 1, 2019.

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 activity included postings on the following websites: UConn Careers website, listserv HERC, Inside Higher Ed., DICE, Information Technology Services website (UConn), and the Diverse Job Boards.

44 Total Applicants: 4 WM, 26 WF, 6 BF, 1 HM, 4 HF, 1 TM, 1 TF, 1 UU

27 Unqualified Applicants: 4 WM, 15 WF, 4 BF, 1 HM, 1 HF, 1 TM, 1 UU

- 4 WM, 15 WF, 4 BF, 1 HM, 1 TM, 1 UU did not meet the minimum qualifications as posted.

5 Qualified Applicants: 3 WF, 1 HF, 1 BF

- 1 WF did not have experience working in an academic environment.
- 1 WF, 1 BF did not have experience with financial and travel systems.
- 1 WF, 1 HF did not have experience supporting executives.

12 Interviewed Applicants: 8 WF, 1 BF, 2 HF, 1 TF

- 1 BF did not answer questions correctly about how to support the directors on a daily basis.
- 1 WF did not express that she possessed the skills in administrative support based on answers to interview questions.
- 5 WF, 2 HF, 1 TF withdrew from the interview process
- 1 WF declined the offer for the position

The 1 WF hired had an extensive background of diverse administrative experience in a large-scale support role. She provided answers on how she would support multiple directors. She stated that she felt communication was key for this position, which aligned with what the department believes.

Category 3: Nonteaching Professional – UC Professional 4 Admin Serv Sp 2

Hiring goals: 4 WF, 1 BM, 1 BF

Hiring into Category: 2 WM, 6 WF, 1 HF

Goals met: 4 WF

RG	Search #	Goal
WF	2020189	Y
WF	494265	Y
WF	2019616	Y
WF	2020059	Y
WM	493563	N
WM	2020057	N
WF	493563	N
WF	493960	N
HF	20115	N

Search 2020189- UCP 4-Admin Serv Specialist 2- Bursar

55 Total applicants: 2 WM, 34 WF, 1 BM, 5 BF, 1 HM, 5 HF, 1 AF, 1 TM, 1 TF, 4 UU

41 Unqualified applicants: 2 WM, 23 WF, 1 BM, 5 BF, 1 HM, 2 HF, 1 AF, 1 TM, 1 TF, 4 UU

10 Qualified applicants: 8 WF, 2 HF

4 Interviewed applicants: 3 WF, 1 HF

Hired: 1 WF

This hire met a hiring goal.

Search 494265 – UCP 4 Administrative Services Specialist 2

71 Total applicants: 6 WM, 53 WF, 1 BF, 4 HF, 1 AF, 6 UU

53 Unqualified applicants: 4 WM, 41 WF, 1 BF, 4 HF, 1 AF, 2 UU

11 Qualified applicants: 2 WM, 6 WF, 3 UU

7 Interviewed applicants: 6 WF, 1 UU

Hired: 1 WF

This hire met a hiring goal.

Search 2019616- UCP 04-Admin Serv Specialist 2- Kinesiology

16 Total Applicants: 2 WM, 11 WF, 1 HF, 2 UU

5 Unqualified Applicants: 2 WM, 2 WF, 1 UU

9 Qualified Applicants: 7 WF, 1 HF, 1 UU

2 Interviewed Applicants: 2 WF

Hired: 1 WF

This hire met a hiring goal.

Search 2020059- UCP 4-Admin Serv Specialist 2- Sponsored Programs

33 Total applicants: 3 WM, 25 WF, 2 HF, 1 AF, 2 UU

22 Unqualified applicants: 3 WM, 17 WF, 2 UU

11 Interviewed Applicants: 8 WF, 2 HF, 1 AF

Hired: 1 WF, 1 HF.

The 1 WF hire met a hiring goal.

Search 493563 – UCP 4 Administrative Services Specialist 2

The School of Engineering at the University of Connecticut seeks an Administrative Services Specialist 2 (UCP 4) for an annually renewable, 12-month position at the Storrs campus to support the Executive Director of the National Institute for Undersea Vehicle Technology (NIUVT). NIUVT is a partnership between the University of Connecticut (UConn) School of Engineering and the University of Rhode Island (URI) College of Engineering. This position will provide administrative support to the Executive Director and collaborate closely with all NIUVT partners. The NIUVT is headquartered at the scenic UConn Avery Point campus on beautiful Long Island Sound and reflects the region's proud maritime tradition.

Under the general direction of the Executive Director, the successful candidate will provide a broad range of administrative support functions which will include the following:

DUTIES AND RESPONSIBILITIES

1. Assist the Executive Director with calendar management and coordination of meetings and events.
2. Manage NIUVT fiscal and administrative activities, including grant account reconciliation, payroll processing, purchasing, and other financial transactions in accordance with all university and sponsor requirements.
3. Maintain knowledge of and communicates to principle investigators (PI's) and the Executive Director with regards to applicable policies, statutes, regulations and procedures formulated by the University, state and federal government and granting agencies.
4. Coordinate proposal development for PI's, including completion of required forms, formatting of narratives, and development of budgets; coordinate submission of prepared proposals.
5. Assist in obtaining approvals necessary for sponsored grants, contracts, subcontracts and other agreements.
6. Work with the Office of the Vice Provost for Research, maintain security and export control records of faculty, graduate students and others working on approved projects.
7. Coordinate logistics of meetings, events and conferences.
8. Provide support in writing and developing publications and marketing material for NIUVT.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Associate's degree or equivalent combination of education and experience.
2. At least three years of experience in a progressively responsible administrative position
3. Experience developing or working with budgets
4. Experience performing financial transactions.
5. Excellent communication, organizational, written, phone and interpersonal skills.
6. Demonstrated commitment to providing excellent customer service.
7. Proficient in the use of all MS Office applications, particularly Excel.

PREFERRED QUALIFICATIONS

1. Working knowledge of sponsored program administration.
2. Demonstrated experience writing and editing documents for public consumption.
3. Experience arranging travel logistics and processing reimbursements.
4. Knowledge of an online financial system (i.e., KFS).

APPOINTMENT TERMS

This is a full-time, 12 month, annually renewable appointment, and includes a full benefits package. Salary will be commensurate with experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020141. Interested candidates should submit a **cover letter**, **curriculum vitae**, and the names and contact information for **three references**.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020141)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 15, 2019.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Diverse Job Boards, and personal outreach via email.

56 Total applicants: 5 WM, 38 WF, 1 BM, 4 BF, 3 HF, 1 AF, 1 TM, 2 TF, 1 UU

34 Unqualified applicants: 4 WM, 24 WF, 1 BM, 2 BF, 1 HF, 1 TM, 1 TF

- 4 WM, 24 WF, 1 BM, 2 BF, 1 HF, 1 TM, 1 TF did not meet the minimum qualifications of the job posting.

13 Qualified applicants: 10 WF, 1 BF, 1 HF, 1 TF

- 10 WF, 1 BF, 1 HF, 1 TF's application materials did not indicate any knowledge of an online financial system (i.e., KFS).

9 Interviewed applicants: 1 WM, 4 WF, 1 BF, 1 HF, 1 AF, 1 UU

- 1 WF was unable to articulate examples of when she took initiative in her work experiences. The candidate's work history was more of an accounting/financial background than what is needed for this position.
- 1 AF's experience was in a grant and finance heavy industry, but she did not have experience with financial transactions.
- 1 UU's references were not as positive regarding related duties performed.
- 1 WF's experience relied on a supervisor to provide tasks to be done with less self-initiative. This position required a self-starter.
- 2 WF, 1 BF withdrew their applications from the employment process.

The 1 WM hired possessed extensive experience working in grant-funded environment supporting upper level administrators. The candidate had advanced technical skills including website design, financial accounting with KFS software, and gave relevant examples of quality customer service.

The 1 WF hired had extensive experience in supporting executive level administrators. The candidate had experience in planning and executing a startup organization from the ground up. She had professional communication skills and demonstrated a commitment to providing excellent customer service. The applicant was proficient in Microsoft Office and Excel.

Search 2020057 – UCP 04-Administrative Service Specialist 2 – Admissions

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

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), HuskyBuy 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 late-September. Salary will be mid-40's and includes a comprehensive benefits package.

TO APPLY

For full consideration please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020057. Applicants should submit a **cover letter**, **resume**, and contact information for **three (3) professional references**. **Applicants who do not submit 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 #2020057)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 6, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., and Diverse Job Boards

51 Total applicants: 6 WM, 32 WF, 2 BM, 3 BF, 1 HM, 2 HF, 2 TF, 3 UU

44 Unqualified applicants: 5 WM, 27 WF, 2 BM, 3 BF, 1 HM, 2 HF, 2 TF, 2 UU

- 3 WM, 16 WF, 1 BM, 1 BF, 1 TF, 2 UU did not meet the minimum qualifications as posted.
- 2 WM, 11 WF, 1 BM, 2 BF, 1 HM, 2 HF, 1 TF submitted an incomplete application for the position.

3 Qualified applicants: 2 WF, 1 UU

- 1 WF, 1 UU did not have a Bachelor's degree required for this position.
- 1 WF did not have experience with Quali Financial Systems, HuskyBuy, or similar electronic financial records systems.

4 Interviewed applicants: 1 WM, 3 WF

- 1 WF declined to interview.
- 1 WF did not demonstrate the necessary experience with Travel WebForm Responses, Quali Financial Systems, and HuskyBuy in her inability to answer questions regarding the software.
- 1 WF's answers to interview questions indicated that she did not have familiarity and experience with pre-travel policies and procedures and UConn's online booking agency.

The 1 WM selected demonstrated knowledge and experience utilizing the University's financial systems, which was essential to the function of this position. He also had prior experience using Concur, the travel system that UConn is currently in the process of transitioning to in the near future.

Search 493960 – UCP 4 Administrative Services Specialist 2

Under the general direction of the Cash Operations Supervisor, the Administrative Services Specialist 2 coordinates and provides assistance in cash management and is a primary customer service associate in the Bursar's Office. Key areas of activity include creating and maintaining accurate records regarding depositing state receipts for the University and counseling students and parents on their fee bills.

DUTIES AND RESPONSIBILITIES

1. Responsible for processing all departmental receipts into the bank and recording into the University and State accounting systems, ensuring accuracy, completeness and compliance with the University and State regulations. Requires significant understanding of the flow of funds throughout the University and to the State.
2. Maintains fiscal records for the Bursar's Office including posting of student payments, distribution of refund checks and day-end balancing of cash drawers.
3. Counsels students and parents on their fee bills and payment options and resolves related issues.
4. Assists in daily University bank account transfers and ACH payments, including initiating and releasing transactions within the banking system.
5. Responsible for handling all issues related to CORE-CT including reviewing receipts for compliance with general accounting procedures (GASB) as well as Connecticut General Statutes regarding depositing of state receipts.
6. Assists with training and supervision of student employees.
7. Works directly with the State Treasurer's Office and the State Comptroller's Office to resolve discrepancies with funds and coding as well as any other cash accounting related problems.
8. Reviews operating policies and procedures and provides recommendations for changes and/or improvements; assists in preparation of policies and procedures manuals for departmental use; and participates in planning for new departmental policies and procedures based on changes in general accounting procedures, University-wide policies and procedures, and Connecticut General Statutes.
9. Independently communicates with State agencies, University departments and external customers regarding cash management issues and problems in a high volume and fast paced operation.
10. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and experience
2. Three to five years related experience
3. Demonstrated knowledge of cash management function, and ability to independently resolve problems of ordinary difficulty.
4. Superb interpersonal skills and organizational abilities
5. Demonstrated ability in written and verbal communications
6. Experience dealing with customer clients and providing high quality customer service

PREFERRED QUALIFICATIONS

1. Knowledge of relevant Connecticut General Statutes and cash procedures in a higher education environment.
2. Knowledge of relevant GASB accounting procedures regarding deposits of state receipts.
3. Knowledge of Quali Financial System, PeopleSoft Student Admin, CORE CT, and Microsoft Office.

APPOINTMENT TERMS

This is a full-time position based in Storrs, Connecticut. 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

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020311. Applicants should submit a **letter of application**, **resume**, and a list of names and contact information for **three (3) professional references**. Screening of applications will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020311).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 10, 2019.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Diverse Job Boards, Hartford Courant, Chronicle of Higher Ed, and Career Builders.

45 Total applicants: 8 WM, 22 WF, 1 BM, 3 BF, 3 HF, 3 AF, 5 UU

37 Unqualified applicants: 7 WM, 15 WF, 1 BM, 3 BF, 3 HF, 3 AF, 5 UU

- 7 WM, 15 WF, 1 BM, 3 BF, 3 HF, 3 AF, 5 UU did not meet the minimum qualifications of the job posting.

8 Interviewed applicants: 1 WM, 7 WF

- 1 WF was unable to answer questions to indicate a detailed strong knowledge of the principles and practices of the cash management function which was a key component of the position.
- 1 WF did not demonstrate the professional experience on her resume during interview. The candidate could not provide relevant work related answers to the questions.
- 1 WF indicated her weakness was operating Excel which was a key component to the position.
- 1 WF indicated that she did not have the same direct customer service experience.
- 1 WM, 2 WF withdrew their applications from the employment process.

The 1 WF hired gave specific examples of cash management experience and the importance of reconciliation and other important functions. She had supervisory roles in a customer service business that relied heavily on cash management. The candidate also communicated strength in an organization's vision and mission statement along with and conflict management.

As a UConn graduate, the candidate had experience with PeopleSoft as well as an overall knowledge of the University's payment process with an emphasis on supporting the customer base.

Category 3: Nonteaching Professional – UC Professional 4 Program Assistant 2

Hiring goals: 1 BM, 2 BF, 1 HF

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

Goals met: 1 BF, 1 HF

RG	Search #	Goal
BF	494323	Y
HF	493829	Y
WM	2020117	N
WF	494208	N
WF	494509	N
WF	2019630	N
WF	2020158	N
HF	2020042	N
HF	2020043	N

Search 494323 – UCP 4 Program Assistant 2

28 Total applicants: 4 WM, 13 WF, 1 BM, 4 BF, 1 HF, 2 AM, 1 TM, 2 UU

19 Unqualified applicants: 3 WM, 7 WF, 1 BM, 3 BF, 1 HF, 2 AM, 1 TM, 1 UU

6 Qualified applicants: 1 WM, 4 WF, 1 UU

3 Interviewed applicants: 2 WF, 1 BF

Hired: 1 BF

This hire met a hiring goal

Search 493829 – UCP 4 Program Assistant 2

49 Total applicants: 3 WM, 11 WF, 2 BM, 1 BF, 5 HF, 27 UU

29 Unqualified applicants: 1 WM, 7 WF, 2 BM, 2 HF, 17 UU

16 Qualified applicants: 2 WM, 3 WF, 1 BF, 2 HF, 8 UU

4 Interviewed applicants: 1 WF, 1 HF, 2 UU

Hired: 1 HF

This hire met a hiring goal.

Search 2020042 – UCP 4 Program Assistant 2 – UCAELI

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Under direction of the Associate Director, the Program Assistant provides responsible administrative support as well as significant program support for the University's English Language Programs. General position duties include admissions, registration, student services, scheduling and reservations, student worker hiring, training, and supervision, and the creation and coordination of socio-cultural events for international students.

DUTIES AND RESPONSIBILITIES

1. Serves as a resource to individuals and groups on matters relating to all English Program activities and on matters relating to administrative policies and procedures. Serves as an initial point of contact for program applicants, the UConn community, and students, responding to phone, emails, and in-person inquiries regarding admission, course and program information.
2. Coordinates English Language Program logistics and administrative support for program staff, making adjustments to accommodate changing priority needs. Provides administrative support for teaching staff, including coordinating course registrations, student and teacher schedule changes, billing, classroom and office requests, and inventory control of program resources.
3. Provides an initial screening of applicants to confirm student eligibility for English Language programs and communicates with the applicant and appropriate staff when a candidate is not qualified.
4. Writes and/or edits informational and promotional materials for outreach activities, requiring an understanding of the subject matter. Creates and disseminates marketing materials including design and distribution of flyers, email and web-based announcements of sociocultural activities, trips, upcoming programs, and social media postings. Creates a detailed session calendar of events and coordinates room reservations, transportation, and catering for all program events. Schedules and makes arrangements for all sociocultural activities and off campus student trips.
5. Performs office management duties; directs the workflow and supervises the necessary administrative paperwork; including fiscal, personnel, and student records.
6. Complies and maintains collection of resource materials and program information. Processes new applications and follows up with placement exams, welcome packets, and required documentation for immigration, health services, housing, and billing. Ensures all published program information is up to date for recruiting agencies and potential program candidates.
7. Compiles data, which may be computerized, based on research techniques and statistical compilations, requiring an understanding of program objectives and procedures and the understanding and evaluation of data sources. Maintains program database and prepares regular updates on enrollment. Collects and analyzes data required for accreditation and special reports (pass rates, number of semesters to complete the program, demographics, etc.)
8. Assists in the preparation of budgets and the control of expenditures.
9. Acts for and represents supervisor to other University offices, the public or outside agencies on a wide range of administrative matters.
10. Coordinates with student service offices around campus to ensure that students are in compliance and have access to resources.
11. Works independently to resolve compliance issues and acts for and represents the program in communications and meetings.
12. Recruits, supervises, and trains student employees and conversation partners.
13. Performs other duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree
2. At least three years of experience working with an international population in a higher education setting
3. Excellent organizational and supervisory ability
4. Ability to independently manage and prioritize multiple projects to meet deadlines
5. Excellent interpersonal and communication skills
6. Willingness to work flexible and irregular hours, including weekends; some travel may be required
7. Demonstrated ability to work independently and problem solve to provide significant program support

PREFERRED QUALIFICATIONS

1. Master's Degree
2. Knowledge of and proficiency in Student Administration Software by ORACLE/PeopleSoft and Filemaker
3. Familiarity with electronic financial systems

APPOINTMENT TERMS

This is a full-time, permanent position. Salary will be commensurate with candidate credentials and experience. A full benefits package, including health insurance and retirement plan, is provided.

TO APPLY

Please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020042. Please submit a cover letter, CV, and list of names and contact information for three professional references.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020042).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 26, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., NAFSA Listserv, and Diverse Job Boards

19 Total applicants: 3 WM, 6 WF, 1 BM, 1 BF, 1 HF, 5 AF, 2 UU

11 Unqualified applicants: 2 WM, 4 WF, 1 BM, 1 BF, 1 AF, 2 UU

- 2 WM, 4 WF, 1 BM, 1 BF, 1 AF, 2 UU did not meet the minimum qualifications as posted.

8 Interviewed applicants: 1 WM, 2 WF, 1 HF, 4 AF

- 1 AF's short and incoherent answers to interview questions did not demonstrate the communication skills required for this position.
- 1 WF was not able to answer questions regarding how her experience related to the higher-level tasks required for this position.
- 1 WM did not explain about his experience dealing with multiple, simultaneous projects and administrative tasks.
- 1 AF did not explain how she would apply her organizational skills to the required administrative tasks.
- 1 WF demonstrated an approach for supporting students that was based on teaching rather than as an administrator.
- 1 AF withdrew from the process.
- 1 AF gave responses that indicated she did not possess the experience to work with international students.

The 1 HF selected demonstrated expertise in working with students, faculty, and staff. She explained her experience in working in fast paced, higher education environments. The candidate had clear ideas on how to organize administrative tasks, as well as accurate knowledge on real challenges that international students faced and provided ideas on how to support them.

Search 2020117- UCP 04-Program Assistant 3- Athletics Sport Communication

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut is seeking qualified applicants for the full-time position of Assistant Director of Athletic Communications/On-Air Talent within the athletics department. Under the direct supervision of the Associate Director of Athletics for Athletic Communications, the successful candidate will serve as the primary sports information contact for the UConn baseball and women's soccer programs in addition to serving as the secondary sports information contact for the UConn football team while providing support for other sports at the direction of the associate athletic director for athletic communications. This individual will serve as the editor of online media guides, write press releases, coordinate information for content on <https://uconnhuskies.com/> and on various team social media platforms; produce gameday programs and serve as the media relations coordinator at all home games.

The successful candidate will be required to accompany the baseball team on all of its road trips and will serve as on-air talent for radio broadcasts for all home and away games. Additionally, this position will be required to spearhead logistics for on-air talent during any home broadcasts produced internally, including scheduling on-air talent for various broadcasts and serving as on-air talent for various broadcasts. The individual will also provide operational support for the UConn baseball team, assisting the coaching staff in organizing team travel logistics, serving as the liaison between the team and respective hotels and bus companies, and organizing meals for the team on the road.

As this position will work closely with the athletic communications, marketing and video services staffs, as well as many of our varsity teams, it is critical that the individual possess outstanding communication skills and an enthusiastic work ethic.

MINIMUM QUALIFICATIONS

Bachelor's degree in Journalism or a related field; proficient in Adobe Creative Suite, video editing skills, and exceptional creativity skills; outstanding communication skills, both written and verbal; three years of experience working as a primary sports information contact for a Division I collegiate athletics team; proficient in StatCrew software; proficient in NCAA Live Stats software; experience using a content management system tool such as Netitor; and a demonstrated working knowledge of the correct application of NCAA regulations.

PREFERRED QUALIFICATIONS

Four years of radio play-by-play experience for a baseball team at the collegiate level or higher; and proven ability to multi-task effectively, prioritize assignments and meet deadlines.

APPOINTMENT TERMS

Salary will be commensurate with experience.

TO APPLY

Please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020117. Applicants must submit a **letter of application**, **resume**, and the names and contact information of **three professional references**. Screening of applicants will begin immediately.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020117)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 10, 2019.

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 activity included postings on the following websites: the UConn Careers website, listserv HERC, Inside Higher Ed., Professional Networking, UConnHuskies.com, and the Diversity Job Boards.

66 Total Applicants: 51 WM, 4 WF, 3 HM, 1 TM, 7 UU

62 Unqualified Applicants: 48 WM, 3 WF, 3 HM, 1 TM, 7 UU

- 48 WM, 3 WF, 3 HM, 1 TM, 7 UU did not meet the minimum qualifications as posted.

1 Qualified Applicant: 1 WF

- 1 WF did not have the preferred radio play-by-play experience for a baseball team at the collegiate level.

3 Interviewed Applicants: 3 WM

- 1 WM did not have Division 1 media relations experience and was never the primary contact for a baseball team.
- 1 WM did not have the minimum knowledge of StatCrew or SID based on answers in the interview.

The 1 WM hired presented himself in a professional manner and was well prepared for his interview. He displayed thorough knowledge of the programs this position will serve. He also articulated a thought-out plan for the growth of UConn athletics events. He had experience running play-by-play for college baseball as well as experience in media relations for several teams.

Search 494208 – Program Assistant 2

JOB SUMMARY

The University of Connecticut's Neag School of Education is seeking applicants for a Teacher Education Program Assistant (Program Assistant 2). Working collaboratively with the Dean's Office personnel, Business Services Center, faculty, professional staff and others, the Teacher Education Program Assistant performs a variety of administrative duties in support of an academic unit to ensure the effective implementation of its programs and/or activities.

DUTIES AND RESPONSIBILITIES

The duties of the Teacher Education Program Assistant are established by the Director of Teacher Education and Assistant Dean. The specific areas of responsibilities include, but are not limited to, the following areas: Assisting the Director of Teacher Education with administrative support/coordination for the program; personnel and payroll related support; clinical supervisor recruitment and retention; clinical placements; program admissions; student support; program fiscal and business support; program communications, marketing, publicity and website updates.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business or subject matter related to program specialty and three to five years related experience, which demonstrates considerable knowledge of administrative methods and subject areas including educational clinical placements.
- Excellent interpersonal skills and ability to work with diverse groups.
- The ability to work effectively, independently, and regularly exercise judgment regarding a wide variety of administrative matters.
- Proven ability to resolve complex problems efficiently, effectively and independently. Excellent organizational, written and verbal communication skills with attention to details.
- Experience with large scale event/meeting coordination.
- Ability to work occasionally on weekends and evenings and travel to other campuses may be required.
- Applied knowledge of Microsoft Office including proficiency with Word, Excel and Outlook.

PREFERRED QUALIFICATIONS

- Experience working in a higher education institution and with students and faculty.
- Demonstrated ability to learn and adapt to new software/procedures as needed.
- Familiarity with Quali, CORE, Page Up, Husky Buy, Husky CT, SIS and Perceptive Content.

APPOINTMENT TERMS

This is a full-time, 12-month position with an anticipated start date of January 17, 2020 located on the Storrs Campus. Some travel to other campuses may be required occasionally. Salary will be commensurate with qualifications and experience.

TO APPLY

Please apply online via <https://hr.uconn.edu/jobs>, Staff Positions, Search #494208 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 3, 2020.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Diverse Job Boards, and professional networking.

25 Total applicants: 3 WM, 13 WF, 2 BF, 2 HF, 1 AF, 1 TM, 3 UU

19 Unqualified applicants: 2 WM, 9 WF, 2 BF, 2 HF, 1 AM, 1 TM, 2 UU

- 2 WM, 9 WF, 2 BF, 2 HF, 1 AM, 1 TM, 2 UU did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 WF

- 1 WF had only one month of higher education experience over 20 years ago.

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

- 1 WM did not demonstrate an understanding of the requirements for the position. The candidate indicated that he was interested in a position supervising employees and

teaching. The position does not include those responsibilities. The candidate also did not demonstrate strong communications skills in many of his interview responses.

- 2 WF and 1 UU withdrew their applications in the employment process.

The 1 WF hired demonstrated a clear understanding of the role and possesses all of the preferred qualifications for the position. In addition, the candidate exhibited excellent communication, technical, interpersonal, and organizational skills. She had a background utilizing Kuali, CORE, Page Up, Husky Buy, Husky CT, SIS and Perceptive Content computer software systems.

Search 494509 – UCP 4 Educational Program Assistant 2

JOB SUMMARY

The University of Connecticut's Waterbury campus is seeking applicants for a full-time experienced position as an Educational Program Assistant 2. Under the direction of the Associate Campus Director, provides responsible administrative and program support to the Waterbury campus.

DUTIES AND RESPONSIBILITIES

1. Provides administrative and program support to the Waterbury campus in the area of academic programming, academic and event scheduling.
2. Serves as a resource to individuals and groups on matters relating to program and academic activities and on matters relating to administrative policies and procedures.
3. Compiles and analyses data regarding program activities, demonstrating an understanding of the program objectives and procedures and the understanding and evaluation of data sources.
4. Responsible for gathering of data and compiles reports.
5. Compiles and maintains collection of resource materials and program information.
6. Confers with and assists supervisor in the performance of Waterbury campus program administration and activities.
7. Works closely with and provides support to campus faculty.
8. Responsible for special short term projects that require planning, coordination and supervision.
9. Performs office management duties; directs the workflow and supervises the necessary administrative paperwork; records, complex filing system to support program.
10. Represents the academic programs to other University offices.
11. Coordinates program logistics and administrative support, making adjustments to accommodate changing priority needs.
12. Helps prepare materials and assists in recruitment activities, as required.
13. Handles confidential records in a professional manner.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Minimum of two years' related experience, which demonstrates considerable knowledge of administrative methods and subject areas.
- Demonstrated ability to independently provide significant program support.
- Demonstrated ability to work independently and regularly exercise judgment regarding a wide variety of administrative matters.
- Demonstrated ability to provide quality customer service.
- Good interpersonal and organizational skills.
- Good writing and communication skills.
- Proficiency with Office suite, including excel.

PREFERRED QUALIFICATIONS

- Work experience in an academic environment.
- Strong computer literacy and demonstrated ability in office software applications including Outlook, Ad Astra, and PeopleSoft.

APPOINTMENT TERMS

This is a 12 month full-time position with an expected start date of May 22, 2020. Salary commensurate with qualifications and experience.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494509 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on May 8, 2020.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., Diverse Job Boards, and the Connecticut Association of Collegiate Registrars.

63 Total applicants: 10 WM, 31 WF, 3 BM, 4 BF, 1 HM, 6 HF, 8 UU

56 Unqualified applicants: 9 WM, 29 WF, 3 BM, 4 BF, 1 HM, 4 HF, 6 UU

- 9 WM, 29 WF, 3 BM, 4 BF, 1 HM, 4 HF, 6 UU did not meet the minimum qualifications of the job posting.

3 Qualified applicants: 1 WF, 2 HF

- 1 WF, 2 HF did not indicate possessing strong computer literacy and demonstrated ability in office software applications including Outlook, Ad Astra, and PeopleSoft in their application materials.

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

- 1 WM demonstrated some knowledge of student administration and Ad Astra systems but not a fluent understanding as required for the position. PeopleSoft and Ad Astra are also key elements for room scheduling for classes. The candidate indicated on more than one question that he would consult with supervisor before making most decisions. The candidate's experience involved only one department in a narrowly focused scope.
- 2 UU withdrew their applications during the interview portion of the employment process.

The 1 WF hired had detailed knowledge of Campus CE, Ad Astra and PeopleSoft computer software. The candidate indicated they have utilized the platforms for event and classroom scheduling. She stated that they developed policies and procedures for event scheduling by gathering feedback from facilities, IT, and faculty to develop the policies and procedures which have been implemented by their current employer, demonstrating independent action. The applicant was accustomed to contact with a broad scope of customers, faculty across all disciplines, students, parents and staff as well as working with older adult learners through the OLLI program. She was articulate and gave solid examples to all the questions.

Part-Time to Full Time

1 WF moved from Part-time to Full-time.

Search 2020158- UCP 04- Program Assistant 2- Nursing

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut's School of Nursing is seeking to hire a Program Assistant 2 (UCP 4), Recruitment Coordinator in the Office of Admissions and Enrollment Services. Under the supervision of the designated administrator, the Program Assistant 2 (UCP 4) coordinates recruitment of students in the pre-licensure and graduate programs of the School of Nursing, with a major focus on recruitment strategies and results. The position will be based at the Storrs campus. Evening and weekend hours will be required based on need. In-state and occasional out-of-state travel will also be required based on program events and activities.

DUTIES AND RESPONSIBILITIES

1. Serves as first point of contact for students, parents, and prospective students; answers general questions and provides information about the School of Nursing, requiring knowledge of academic programs, requirements and terminology, conducts scheduled informational tours within the School of Nursing.
2. Coordinates School of Nursing recruitment efforts via web and social media, phone, email, and in person. Establishes and evaluates policies and procedures for best practices concerning recruitment. Produces necessary recruitment strategy and result reports to the dean and associate deans.
3. Visits other institutions (academic and health care-related), attends conferences and admission events to speak to prospective and current applicants about the pre-licensure, Master's degree, and DNP programs. Provides information to prospective and current applicants on admission and program requirements, prerequisite courses, general education needs and alternative academic options.
4. Reviews and updates program information, including forms, brochures, and promotional materials and monitors website for up to date recruitment information.
5. Coordinates annually Open Houses for multiple schools, assists with orientations; serves on university's Open House Committee and Student Ambassador Committee; represents School at informational sessions, admissions fairs, and other events throughout the university and State.
6. Assists with the review of diplomas of CEIN_BS graduates to ensure accuracy; assists with student's state board licensure documentation.
7. Provides assistance to faculty and staff users of admissions and recruitment programs such as Slate Technolutions and School of Nursing CAS, as needed.
8. Works in conjunction with other Admissions and Enrollment staff to provide general administrative support to the office, as needed.
9. Assists with reporting of statistical information related to students and maintenance of student databases.
10. Engages in public relations and promotional activities for the School; facilitates or plans and carries out related support activities, such as meetings, interviews, open houses, information sessions, and events that may include arrangements, logistics, correspondence and supervision of assigned events. Plans, organizes, and implements ad hoc or special projects in accordance with School-wide goals.
11. Performs related duties as assigned or required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Nursing, Communications, Marketing or discipline related to program specialty.
2. Three to five years' professional experience, which demonstrates considerable knowledge of administrative procedures, recruitment methods and marketing practices.
3. Knowledge of and experience with business communications and office systems
4. Demonstrated excellent teamwork and interpersonal skills including ability to work effectively with faculty, staff, students, administrators as well as external organizations/groups and the public
5. Demonstrated organizational skills and proven experience managing assigned functions responsibly, efficiently, effectively and independently using sound judgment.
6. Demonstrated proficiency with Microsoft office suite software and social media platforms
7. Willingness and ability to work some irregular, flexible hours and travel in-state or out-of-state as necessary.

PREFERRED QUALIFICATIONS

1. Master's degree in Nursing, Communications, Marketing or related discipline.
2. Demonstrated experience with recruitment, admissions, or student services
3. Training in public speaking, marketing, or advertising
4. Experience working in a fast-paced office setting and managing multiple priorities
5. Experience working in an institution of higher education
6. Knowledge of state and university policies and procedures
7. Working knowledge of Outlook, PeopleSoft, and File Locker and other database programs
8. Experience using web software such as Aurora WordPress.

APPOINTMENT TERMS

This position is a full-time permanent position. Salary will be commensurate with experience and background. This appointment includes full benefit package and is located in Storrs.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020158. Please include a cover letter detailing your related experience to the position as outlined above, resume, and the names and contact information for three (3) professional references. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020158)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 22, 2019.

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 activity included postings on the following websites: UConn Careers Website, listserv HERC, Inside Higher Ed., and the Diversity Job Boards.

6 Total Applicants: 5 WF, 1 AF

3 Unqualified Applicants: 2 WF, 1 AF

- 2 WF, 1 AF submitted an incomplete application.

3 Interviewed Applicants: 3 WF

- 1 WF's experience in recruiting was not on the scale of this position.
- 1 WF withdrew her application.

The 1 WF hired possessed the necessary recruitment experience for the position by having led informational seminars for prospective students. She worked with nursing students at another institution, which gave her an understanding of the demands within the department. She also had the preferred qualification of social media experience, which will help with marketing efforts within the department.

Search 2020043- UCP 04-Program Assistant 2- Education

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut's Neag School of Education is seeking applicants for a Teacher Education Program Assistant (Program Assistant 2). Working collaboratively with the Dean's Office personnel, Business Services Center, faculty, professional staff and others. The Teacher Education Program Assistant performs a variety of administrative duties in support of an academic unit to ensure the effective implementation of its programs and/or activities on the Hartford Campus. The duties of the Teacher Education Program Assistant are established by the Director of Teacher Education and Assistant Dean. The specific areas of responsibilities include, but are not limited to, the following areas: Assisting the Director of Teacher Education with administrative support/coordination for the program; personnel and payroll related support; clinical supervisor recruitment and retention; clinical placements; student support; program fiscal and business support; program communications, marketing, & publicity.

MINIMUM QUALIFICATIONS

Bachelor's degree in subject matter related to program specialty and three to five years related experience, which demonstrates considerable knowledge of administrative methods and subject areas. Excellent interpersonal skills and ability to work with diverse groups. The ability to work effectively independently and regularly exercise judgment regarding a wide variety of administrative matters. Proven ability to resolve complex problems efficiently, effectively and independently. Excellent organizational, written and verbal communication skills with attention to details. Ability to work occasionally on weekends and evenings and travel to other campuses may be required. Knowledge of Microsoft Office including proficiency with Word and Outlook.

PREFERRED QUALIFICATIONS

Master's Degree. Experience working in a higher education institution and with students. Experience with event planning. Demonstrated ability to learn and adapt to new software/procedures as needed. Familiarity with Quali, CORE, Recruitment Solutions, Husky Buy or similar enterprise systems.

APPOINTMENT TERMS

This is a full-time, 12-month position with an anticipated start date of September 6, 2019 located on the Hartford Campus. Some travel to other campuses may be required occasionally. Salary will be commensurate with qualifications and experience. For a complete job description please visit our website <https://education.uconn.edu>.

TO APPLY

Please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020043. For full consideration, please submit a cover letter, resume, and contact information for three professional references.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020043).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 9, 2019.

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 activity included postings on the following websites: UConn Careers website, listserv HERC, Inside Higher Ed., networking, and the Diverse Job Boards.

43 Total Applicants: 7 WM, 18 WF, 4 BF, 6 HF, 4 AF, 1 TM, 3 UU

27 Unqualified Applicants: 6 WM, 8 WF, 3 BF, 3 HF, 4 AF, 1 TM, 2 UU

- 6 WM, 8 WF, 3 BF, 3 HF, 4 AF, 1 TM, 2 UU did not meet the minimum qualifications as posted.

5 Qualified Applicants: 2 WF, 1 BF, 1 HF, 1 UU

- 2 WF, 1 BF did not demonstrate experience with new software and creating new protocols based on application materials.
- 1 HF, 1 UU were not familiar with the necessary programs used in the position based on application materials.

11 Interviewed Applicants: 1 WM, 8 WF, 2 HF

- 1 WM, 1 WF did not provide suitable answers about teamwork and interactions with students, that aligned with the departmental protocols.
- 1 WF's responses during her interview did not show skills in event management.
- 1 WF did not exhibit an ability to work with students despite her higher education experience as based on her examples of previous situations.
- 1 HF indicated that she did not have strong communication skills, particularly in public speaking and presentations and that she did not enjoy these tasks.
- 1 WF was found to not have the preferred qualification of a master's degree.
- 2 WF did not have experience working with a diverse group of students.
- 1 WF was invited to a second interview but did not show.
- 1 WF withdrew her application.

1 HF hired possessed the minimum qualifications and most of the preferred qualifications. This included a master's degree in a related field. She demonstrated skills in all key areas, such as interpersonal and complex problem-solving skills. She also demonstrated she had the ability to support a group of diverse students, which was vital in this position.

Category 3: Nonteaching Professional – UC Professional 3

Hiring goals: 1 WM, 1 WF, 1 BF, 1 AM

Hiring into Category: 1 WM, 1 WF

Goals met: 1 WF

RG	Search #	Goal
WF	2019644	Y
WM	2020159	N

Search 2019644 – UCP 03-Laborary Technician 1 – Chemistry

18 Total applicants: 4 WM, 7 WF, 1 HF, 4 AF, 1 TM, 1 UU

16 Unqualified applicants: 4 WM, 6 WF, 1 HF, 4 AF, 1 UU

2 Interviewed applicants: 1 WF, 1 TM

Hired: 1 WF

This hire achieved a hiring goal.

Search 2020159 – UCP 03-Network Technician 1 – Telecommunications

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut, University Information Technology Services, is seeking an energetic, proactive, self-motivated technician to fill the entry-level position of Network Technician 1, UCP 3. Under the supervision of the technical lead, provides technical support and maintains the University's voice, video and data network systems and infrastructure. This position is intended for individuals with limited experience, but who show a high level of technical potential.

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

- Monitors network switches and wireless access points and performs minor repair and replacement of equipment, maintains documentation including details of location, model, electrical and telecommunication infrastructure.
- Assists with primary diagnostics and testing.
- Analyzes and diagnoses network problems for a variety of users, recommends corrective solutions to be applied to network hardware or software
- Maintains system documentation and drawings of campus network infrastructure, and prepares as-built documentation of implemented network facilities including voice, video and data network systems.
- Provides assistance and effective support of end users and vendor personnel to repair network systems and infrastructure.
- Assists with ensuring the continuous, uninterrupted availability and functionality of the University's network systems and responds to emergency network outages, upgrade and repair requests and/or off-peak network implementations as required for maintaining optimum service levels with minimal interruptions to users and network downtime.
- Assists in integrating and implementing network systems including physical network placement, topology design, telecommunications pathways, spaces and interconnection design and implementation.
- Stays current with new technologies in order to install, maintain and troubleshoot new technologies adopted by the University.
- May research technology and equipment, making recommendations to the technical Manager.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

1. Associates degree or certificate in a related field or equivalent training and experience in telecommunications and/or networking.
2. One to two years' network experience which includes working directly with network or computer systems.
3. Knowledge of network, hardware and software.
4. Thorough understanding of computer equipment and standard operating software.
5. Good verbal and written communication skills.
6. The ability to work independently as well as in a team environment, follow directions and to work well under stress.
7. Experience with office productivity and documentation software (MS Office, databases and spreadsheets and MS Visio)
8. Experience with the tools, equipment, environments, methods and procedures common to telecommunication cabling and system installation and/or general construction.
9. Ability to differentiate colors accurately, climb ladders and lift 30-50 pounds overhead.
10. Ability to read blueprints, network diagrams, schemata and technical manuals.
11. Experience troubleshooting network cabling utilizing hand tools, testers, etc.
12. The ability and transportation to travel to all University locations.
13. The willingness and ability to work occasional weekends and evenings.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in a related field or equivalent training and experience in telecommunications and/or networking.
2. Net+ Certification
3. CCNA Certification
4. Demonstrated experience with fiber optic test equipment. Installation, testing and maintenance of installed fiber optic circuits.

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/>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020159. 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 # 2020159. 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 will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020159)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 30, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., dice.com, Dice Diversity Partners, UConn Jobs, and Diverse Job Boards

20 Total applicants: 12 WM, 1 WF, 3 BM, 1 AM, 1 AF, 1 TM, 1 UU

16 Unqualified applicants: 9 WM, 1 WF, 3 BM, 1 AF, 1 TM, 1 UU

- 9 WM, 1 WF, 3 BM, 1 AF, 1 TM, 1 UU did not meet the minimum qualifications as posted.

4 Interviewed applicants: 3 WM, 1 AM

- 1 AM did not provide answers to questions that explained their experience with common telecommunications tools and procedures, such as cabling, system installation, general construction, and troubleshooting.
- 1 WM did not answer questions correctly related to fiber optic circuits and test equipment.
- 1 WM's answers describing logical networks were not detailed and missed critical information.

The 1 WM selected was able to communicate his knowledge of physical and logical networking and had 3 years of experience as a network technician. He was also able to provide detailed answers about his experience and knowledge of network monitoring software and network topology.

Category 3: Nonteaching Professional – UC Professional 3 Program Assistant 1

Hiring goals: 12 WM, 5 BF, 1 AM, 1 AF

Hiring into Category: 1 WM, 12 WF, 1 HF

Goals met: 1 WM

RG	Search #	Goal
WM	494261	Y
WF	493452	N
WF	493761	N
WF	493798	N
WF	493810	N
WF	494197	N
WF	494266	N
WF	494342	N
WF	2018612	N
WF	2019622	N
WF	2020112	N
WF	2020146	N
WF	2020177	N
HF	493705	N

Search 494261 – UCP 3 Program Assistant 1

40 Total applicants: 3 WM, 22 WF, 2 BF, 3 HM, 3 HF, 3 AF, 1 TU, 3 UU

22 Unqualified applicants: 2 WM, 13 WF, 1 BF, 2 HM, 1 AF, 1 TU, 2 UU

9 Qualified applicants: 3 WF, 1 BF, 1 HM, 1 HF, 2 AF, 1 UU

9 Interviewed applicants: 1 WM, 6 WF, 2 HF

Hired: 1 WF

This hire achieved a hiring goal.

Search 493452 – UCP Program Assistant 1

The Speech, Language and Hearing Sciences Department at the University of Connecticut seeks candidates for a full time Program Assistant 1 (UCP 3) position. This position will directly support the UConn Speech and Hearing Clinic.

This staff member will be expected to regularly exercise strong independent judgement within established practice and policy and to autonomously resolve a wide variety of administrative problems in a fast paced, customer-centered environment. The incumbent will interact daily with the student population, clinic patients and family members, members of the UConn community, and external healthcare and educational facilities, and must be able to provide exemplary service while exercising discretion and carefully maintaining confidentiality.

DUTIES AND RESPONSIBILITIES

- As directed, assists supervisor in the performance of Speech and Hearing Clinic activities, including patient scheduling; patient intake; routine administrative support functions of the office; coordinates work flow and processes administrative paperwork; sets priorities to meet calendar deadlines.
- General understanding of health insurance and benefits.
- Serves as a resource to students, staff and others on matters relating to administrative procedures and on some matters relating to clinic specialties.
- As needed, assist the front office Administrative Specialist to process reports and sensitive patient information while complying with HIPAA standards.
- Responds to requests for information and provides assistance in solving a variety of problems of ordinary difficulty, based on knowledge of procedures, practices and past experience.
- Handle payment transactions with customers.
- Maintains files and records, as well as a collection of resource materials and insurance information.
- May be responsible for coordinating related administrative functions.
- 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.
- Ability to work independently and regularly exercise judgment regarding administrative detail and procedures.
- Ability to provide entry-level program support.
- Good interpersonal and organizational skills
- Good writing and communications skills

PREFERRED QUALIFICATIONS

- Demonstrated experience in a full-time administrative support position in a healthcare setting
- Experience in the field of audiology and/or speech-language pathology
- Experience with insurance/medical coding
- Demonstrated experience using an Electronic Medical Record system

APPOINTMENT TERMS

This is a full-time 35-hour per week position located on the UConn Storrs campus.

TO APPLY

Please apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020121. Please submit a **cover letter**, **resume**, 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 is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020121)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 22, 2019.

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 the posting on: UConn Careers website, listserv HERC, Inside Higher Ed., and Diverse Job Boards.

35 Total applicants: 5 WM, 25 WF, 1 BF, 1 HF, 3 UU

14 Unqualified applicants: 4 WM, 8 WF, 2 UU

- 4 WM, 8 WF, 2 UU did not meet the minimum qualifications of the job posting.

10 Qualified applicants: 1 WM, 8 WF, 1 BF

- 1 WM, 8 WF, 1 BF did not have experience in the field of audiology and/or speech-language pathology nor experience with working with insurance or medical coding.

11 Interviewed applicants: 9 WF, 1 HF, 1 UU

- 1 HF does not have a tenured work experience in speech or audiology and her skills were more technically focused within healthcare rather than administratively focused which is what is required for this role. Her answers to interview questions were not detailed and specific.
- 1 WF was not able to communicate prior experience and how it related to healthcare or the field of audiology/speech pathology and stated she never scheduled appointments of any type. She had no experience in healthcare or experience in EMR.
- 1 WF's previous healthcare experience was as a provider's assistant in the field and she had no administrative healthcare experience. Candidate did not demonstrate through answers to situational questions, that she would be able to handle a very high-volume and fast paced environment.
- 1 WF's answers to most of the questions primarily focused on the audiology field of the clinic without addressing the speech field even after the interviewers reminded her that there were also speech services offered in the clinic. She stated that her goals were to work with more of the technical aspects of the job without addressing how she would manage the administrative tasks.
- 5 WF, 1 UU withdrew from the application process.

The 1 WF hired demonstrated her experience with speech and audiology in an academic and clinical setting. She had experience in a healthcare environment and working in a higher education institution. The candidate had also worked with an EMR system in two different jobs. The candidate was able to answer all questions and provide accurate knowledge and examples. She displayed a high level of professionalism and good communication skills during the interview and expressed her desire to grow within the role.

Search 493761 – UCP Program Assistant 1

The School of Engineering, Management and Engineering for Manufacturing (MEM) Program is seeking a full-time Program Assistant 1 (Program Assistant 1, UCP 3). Under the direction of the Academic Co-Directors, this position will provide responsible administrative and program support for the Management and Engineering for Manufacturing (MEM) Program. The position will be based at the Storrs campus. Occasional in-state travel as well as evening and weekend hours may be required in support of program activities.

DUTIES AND RESPONSIBILITIES

- Coordinate the day-to-day program logistics and administrative support, making adjustments to accommodate priority needs.
- Compiles data; prepares administrative and academic reports.
- Assists in preparation of program budget and monitors expenditures, including but not limited to, lab maintenance and purchases, senior design project revenue/expenditures; student labor expenses.
- Processes financial transactions related to purchasing, travel authorizations and expense reimbursements, UConn Foundation disbursements and reimbursement; oversees the maintenance of program financial records including scholarship funds and donations.
- Plans and coordinates meetings, conferences and outreach events for the program such as MEM Society events and annual banquet; advisory board meetings, alumni events, major fair; Explore Engineering event; assists with developing and disseminates informational, promotional and occasionally technical materials to support program activities.
- Serves as a resource to other university and external offices in regards to administrative matters that affect the operations of the program.
- Acts as first point of contact for the MEM Program regarding university and program policies, course requirements and prerequisites, permission number requests, internship opportunities and career options.
- Supervises, trains and evaluates student support staff; determines work assignments and work schedules, adjusting assignments to accommodate priority needs.
- Assists program directors and faculty with course scheduling.
- Updates the program website and posts program activities, in conjunction with the Office of Communications
- Devises and supervises the maintenance of filing systems record keeping for the program; creates and maintains program databases containing student, alumni, and other constituents.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in related field or equivalent combination of education and experience.
2. One to three years of progressively responsible administrative experience.
3. Demonstrated ability to perform and coordinate administrative functions and provide general program support.
4. Demonstrated experience coordinating, planning and executing events.

5. Demonstrated excellent written and verbal communication skills.
6. Demonstrated organizational skills and experience working independently and accurately.
7. Demonstrated proficiency with Microsoft Office, particularly Word, Excel and Outlook.
8. Ability to regularly travel to other work locations as needed.
9. Ability to work evenings and weekend hours in support of program activities.

PREFERRED QUALIFICATIONS

1. Prior experience working in a higher education academic environment in a university setting.
2. Prior experience in a manufacturing or engineering environment.
3. Demonstrated experience with Quali or a similar financial management system.
4. Demonstrated experience using PeopleSoft or another student administration system.

APPOINTMENT TERMS

This is a full-time permanent position. The University offers a full range of health and retirement benefits. For additional information regarding benefits visit: <https://hr.uconn.edu/benefits-summaries/>. Salary will be commensurate with experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2019408 by uploading upload: (1) a **cover letter**, (2) **resume**, and (3) a list of **three professional references** with contact information. The preferred submission format is a single PDF file in the order shown.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2019408)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 31, 2019.

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 the posting on: UConn Careers website, listserv HERC, Inside Higher Ed., and Diverse Job Boards.

43 Total applicants: 6 WM, 25 WF, 3 BM, 1 HM, 4 HF, 1 AF, 3 UU

30 Unqualified applicants: 4 WM, 16 WF, 3 BM, 1 HM, 4 HF, 1 AF, 1 UU

- 4 WM, 16 WF, 3 BM, 1 HM, 4 HF, 1 AF, 1 UU did not meet the minimum qualifications of the job posting.

5 Qualified applicants: 1 WM, 4 WF

- 1 WM, 4 WF's application materials did not indicate experience with Quali or a similar financial management computer software system.

8 Interviewed: 1 WM, 5 WF, 2 UU

- 1 UU was not able to answer key questions regarding organizational skills and experiences and their ability to work independently.
- 1 UU did not have the experience needed to deal with students as the position required.
- 1 WF was not able to answer key questions regarding organizational skills and experiences and her prior experience with higher education.
- 2 WF accepted positions elsewhere and withdrew their applications.
- 1 WM, 1 WF withdrew their applications.

The 1 WF hired had had on-going experience working in university setting to work with students and PeopleSoft HRIS systems. The candidate also had manufacturing experience working with the Quali financial computer software system. She gave correct and appropriate answers and detailed examples to all questions.

Search 493798 – 3 UCP Program Assistant 1

The Connecticut Education Network (CEN), operated by the University of Connecticut Information Technology Services, is seeking an energetic and self-motivated individual to join a team supporting an advanced Internet service provider network. CEN is Connecticut's only Research and Education network, whose purpose is to deliver reliable, secure, and scalable high-speed Internet access, data transport, and value-added services to its members throughout the state. CEN offers a challenging, fast paced, and rewarding environment where incumbents work in a team environment to help grow the CEN team, business, and brand.

This position supports the CEN Director, Business Operations, and Member Relations teams and requires the ability to regularly exercise independent judgment within known practice and to resolve problems of administrative detail and procedures. In addition, it requires the ability to provide entry-level program support. The CEN offices are located at 55 Farmington Ave, Hartford, CT.

UConn/CEN offers competitive salaries and outstanding benefits and paid time off package. We have an excellent work environment and plenty of room to grow!

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

- Coordinates administrative and programmatic needs for CEN Staff
- Assists in planning and execution of CEN programs, training, events, and CEN Annual Conference
- Assists in the preparation and monitoring of CEN budget and FCC USAC E-Rate program management
- Assists in maintaining and facilitating CEN member information and service requests
- Supports supervisor and CEN staff in administrative functions
- Support CEN Director with calendaring, correspondence, travel arrangements, etc.
- Coordinates and/or assists in: inventory control, travel planning, reimbursements, room reservations, calendaring, catering, supplies, facilities requests, telecom orders, etc.
- Maintains documentation, resource materials, and program information
- Assists in managing content and related material for CEN website and social media
- Assemble data, write/edit reports, including informational, promotional, and occasional technical material
- Serves as a general resource to CEN staff related to administrative functions
- Performs other related duties as required

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and experience

2. 1-3 years' experience in an administrative support position
3. Highly proficient in MS Office 365 Suite (Word, Excel, PowerPoint)
4. Good interpersonal skills
5. Very good writing and communication skills
6. Excellent organizational and time management skills
7. Ability to adapt to new technologies and processes

PREFERRED QUALIFICATIONS

1. Experience with Salesforce or equivalent CRM tool
2. Working knowledge of the FCC USAC E-Rate program and requirements
3. Demonstrated experience with supporting an accounting or related function
4. Demonstrated experience with Microsoft Teams and SharePoint
5. Demonstrated experience with Trello or equivalent tool for task and project management
6. Demonstrated experience with Wordpress or similar CMS

APPOINTMENT TERMS

This is a full time, annually renewable (end dated) position. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition waivers at UConn, and a highly desirable work environment. Classification and salary will be commensurate with the successful candidate's background and experience. For additional information regarding benefits visit: <http://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, Search #2019640 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 #2019640. 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 will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2019640)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 24, 2019.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., and Diverse Job Boards. Additional listings included postings on Dice , Dice Diversity Partners, IT Employee News Letter, ITS website, and the CEN Website.

30 Total applicants: 4 WM, 11 WF, 5 BF, 1 HM, 3HF, 3 AF, 1 TF, 2 UU

19 Unqualified applicants: 1 WM, 6 WF, 3 BF, 1 HM, 3 HF, 2 AF, 1 TF, 2 UU

- 1 WM, 6 WF, 3 BF, 1 HM, 3 HF, 2 AF, 1 TF, 2 UU did not meet the minimum qualifications of the job posting,

2 Qualified applicants: 1 WF, 1 BF

- 1 WF, 1 BF did not meet any of the preferred qualifications.

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

- 3 WM, 1WF. 1 BF did not answer the questions with details and correct information to advance in the process.
- 2 WF, 1 AF's answers to questions on project management, accounting review, and Salesforce or E-Rate programs were not the comprehensive responses required for the position.

The 1 WF hired possessed the ability, aptitude, and attitude to perform the job. She demonstrated considerable computer skill in response to interview questions. In previous positions, she had supervised both sales and accounting staff. The applicant's answers were detailed and comprehensive and even offered suggestions to improve efficiency.

Search 493810 – UCP 3 Program Assistant 1

Under the general supervision of the Director for Asian and Asian American Studies Institute and the Director of the Women's, Gender, and Sexuality Studies Program in the College of Liberal Arts and 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
2. One to three years' experience in a responsible administrative support position, which demonstrates knowledge of administrative methods
3. Ability to work independently and regularly exercise judgment regarding administrative detail and procedures
4. Ability to provide entry-level program support
5. Good interpersonal and organizational skills
6. Good writing and communications skills

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

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, and outstanding benefits, including employee and dependent tuition waivers at UConn, and a highly desirable work environment. For additional information regarding benefits visit:

<https://hr.uconn.edu/benefits-summaries/>

TO APPLY

Applicants must apply online at www.jobs.uconn.edu, Staff Positions, Search #2020313 and include a **cover letter**, **resume** and contact information for **three professional references**.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020313)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 10, 2019.

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 the posting on: UConn Careers website, listserv HERC, Inside Higher Ed., and Diverse Job Boards. Additional listings included postings on Higher Ed Jobs, Indeed.com, Simplicity, and Careerbuilder.com.

44 Total applicants: 10 WF, 2 HF, 1 BF, 5 AF, 1 TF, 25 UU

32 Unqualified applicants: 5 WF, 1 BF, 1 HF, 4 AF, and 21 UU

- 5 WF, 1 BF, 1 HF, 4 AF, 21 UU did not meet the minimum qualifications of the job posting.

3 Qualified applicants: 1 WF, 1 AF, 1 UU

- 1 WF, 1 AF's work experience was not in an academic environment.
- 1 UU's application materials contained spelling and grammatical errors.

9 Interviewed applicants: 4 WF, 1 HF, 1 TF, 3 UU

- 1 UU indicated that she applied for the position because she was an advocate of women's issues not because of the administrative role and she had trouble staying focused during the interview when replying to the questions. She would go off topic in her responses.
- 1 UU was seeking an engagement role instead of a position with administrative tasks. Additionally, she did not elaborate on the questions posed and was not able to communicate effectively.
- 1 HF did not exhibit effective customer service skills when she indicated not having a problem pushing back if the situation warranted it with overly demanding customers. She also indicated that she would make sure each director had a clear understanding of what she was working on even if it did not fit their needs and preferred to work independently not as a team.
- 1 WF's degree was not relevant to the role and her responses about self-direction indicated she would need constant direction and oversight.
- 1 WF indicated that the position had more responsibilities than what she was looking for and she was therefore not interested.
- 1 TF indicated that she was looking for a position that was less entry level and withdrew.
- 1 WF stated she did not like to work independently and was error prone in her administrative tasks.
- 1 UU wanted a position that offered a more flexible work schedule.

The 1 WF hired demonstrated her organization and customer service skills along with her ability to support two supervisors from her previous position. The applicant had experience in advising. She communicated effectively and showed her research into the institutes by speaking about specifics on how she might help in areas if she was the successful candidate. She was able to answer questions about how she could work as a part of a team or independently and how she was self-motivated and a self-starter in a fluctuating environment.

Search 494197 – UCP – Program Assistant 1

JOB SUMMARY

The School of Fine Arts at the University of Connecticut is seeking applications for the position of a full-time Company/House Manager (Program Assistant 1, UCP 3) within Connecticut Repertory Theatre (CRT). Under the direction of the Managing Director, the Company/House Manager assists in the general duties of company management of CRT, which includes the Nutmeg Summer Series, and serves as House Manager for all CRT Productions.

Duties are varied and include administrative, sales and theater event support, artists' services and supervision of graduate students. House management duties include conducting and supervising all front of house activities. The schedule is based on a 35-hour work week, from 9 a.m. - 5 p.m. Monday through Friday, except during CRT performance periods, approximately six weeks per semester and six (or more) weeks in the summer season, when the schedule will change to 3 - 11 p.m. and will include Saturdays and Sundays and some irregular hours. The Company Manager reports to the Managing Director of CRT.

DUTIES AND RESPONSIBILITIES

1. Assist the Managing Director in the performance of program activities, coordinate and plan CRT events and logistics including arranging catering and other event needs.
2. Assist in the development of grant applications, surveys and other documents; maintain files; proof materials; execute Actor's Equity Association (AEA) contracts, reports and other payroll documents for university and URTA artist engagement services. Distributes company paychecks as necessary to guest artists.
3. Assist in outreach, promotional and press efforts; collect articles and maintain press files. May write and/or edit and disseminate informational, promotional and technical materials.
4. Conduct contracting for group sales in coordination with the CRT Sales Office and create and maintain lists of groups and contact them to solicit sales and follow up. Maintain relationships with community group contacts by interacting with organizations including representing CRT at community events and creating and maintaining displays for such events.
5. Serve as resource and acts as the House Manager for all CRT performances; supervises and trouble shoots all front of house activities including but not limited to recruiting and scheduling ushers, communicating with university cleaning services, planning and installing lobby displays, providing concessions inventories (as needed), communicating with UCSD and UCIS for ASL and sensory friendly performances and maintain video signage system for the theatre lobby.
6. Represent the CRT in carrying out artist services for a regional theatre, which includes providing transportation to and from transportation hubs, answering artist questions, liaising with other University departments and staff, etc. in such a way that assists the CRT in building and maintaining strong relationships with the artists.

7. Exercise general supervision over Graduate Assistants in the Management Office; ensure graduate assistants are working appropriate hours, provide job assignments and support, evaluate assistantship performance and keep assistantship related records, as needed.
8. Maintain a collection of resource materials and program information including mailing lists for donors and other CRT audiences/supporters; generate lists and assist in data management and generate boilerplate thank you letters for Patron Fund donors; keep accurate records of letters and update the Patron Fund page in the program periodically.
9. Provide transportation and travel support for all CRT guest artists; submit travel reimbursement documents for all CRT and Department guest artists.
10. Maintain housing units and coordinate housing with Residential Life/Facilities for units under annual and seasonal terms. Ensure that units are clean and prepared for guest artists according to schedule.
11. Responsible for CRT university vehicle maintenance including scheduling routine maintenance, ensuring adequate gas, and general overall cleanliness utilizing University resources, including regular car washes.
12. Provides administrative support to assist the managing director in matters of administrative detail.
13. Responsible for maintaining and updating emergency procedures for the public in the event of fire, or other emergencies.
14. Operates lights in the lobby that are critical to public safety, and serves as the human monitor in the lobby during the show for theatrical fog, haze and other atmospheric effects that can filter into the lobby and other public spaces.
15. Ensures CRT's ADA compliance by providing access to special seats for patrons in wheelchairs, hearing assistive listening devices (ensuring they are in working order) for patrons who need them, and access information for patrons with other disabilities.
16. Perform office support functions such as organization of the Management Office, Storage and Box offices; cleans office appliances and maintains office supply inventory and stock.
17. Make purchases related to administrative, front of house and company management with an UConn Procard, and complete appropriate documentation.
18. Assist in annual budget preparation process for the areas of front of house and company management.
19. Drives an UConn vehicle to provide transportation to AEA actors and other guest artists for meetings, fittings, and other contractually required events.
20. Hires Nutmeg Summer Series company and house management staff; trains and supervises assistant company and house management staff for Nutmeg Summer Series.
21. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. A Bachelor's degree or an equivalent combination of education, training and experience and one to three years of experience in a professional theatre or professional arts organization.
2. Ability to work independently and regularly exercise judgment.
3. Familiarity and experience with appropriate computer software.
4. Willingness to work irregular and flexible hours.

5. Strong verbal and written communication and human relations skills.
6. Demonstrated, exceptional customer service experience.
7. Prior experience managing/supervising volunteers, staff.
8. Experience working with diverse populations.
9. Ability to work calmly in a fast-paced entertainment environment.
10. Computer literacy with ability to use Microsoft Office Suite.
11. In-state travel required.

PREFERRED QUALIFICATIONS

1. Five years of experience in professional theatre or performing arts organization.
2. Undergraduate degree in theatre or related field.
3. Supervisory experience of student workers
4. Demonstrated ability to assess workload and delegate as necessary
5. Prior experience working with significant artists
6. Experience with Adobe Creative Cloud
7. A valid driver's license

APPOINTMENT TERMS

This is a full-time, 12-month, position with excellent benefits.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494197 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Review of applications will begin immediately, and applications will continue to be reviewed until position is filled. Please contact Nisha Hardnett (nisha.hardnett@uconn.edu), Administrative Assistant for Dramatic Arts, with any questions. For more information regarding Connecticut Repertory Theatre, please visit our website at <https://crt.uconn.edu>

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on February 9, 2020.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., and Diverse Job Boards. Additional posting were also included on the following employment websites: ArtSearch, BackStage, Indeed.com, Dramatic Arts Website, Theatre Listserves, and the UConn Cultural Centers.

26 Total applicants: 9 WM, 13 WF, 1 BF, 1 AM, 2 AF

17 Unqualified applicants: 6 WM, 8 WF, 1 AM, 2 AF

- 6 WM, 8 WF, 1 AM, 2 AF did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 WM

- 1 WM's experience did not include working with significant artists or experience with Adobe Creative Cloud.

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

- 1 WM, 3 WF's experience was in house management but they did not have experience and knowledge of company management. Their priorities and knowledge were not aligned with the goals and focus of the department.
- 1 WM, 1 WF, 1 BF withdrew their applications during the employment process.

The 1 WF hired had both the experience and knowledge of house and company management as needed for this position. Additionally, the selected candidate displayed a commitment to the student learning experience and diversity of experience. Her knowledge was aligned with the stated goals and focus of the department.

Search 494266 – UCP Program Assistant 1

JOB SUMMARY

The School of Fine Arts at the University of Connecticut is seeking applications candidates for a full time Program Assistant 1 (UCP 3) position in the Office of the Dean. Under the direction of the Assistant to the Dean, this position will provide administrative and programmatic support to a broad base of undergraduate, graduate and operational functions of the School.

The School of Fine Arts encompasses four academic areas: Art and Art History, Digital Media and Design, Dramatic Arts, and Music. All of these programs offer degrees and certificates at the graduate and undergraduate levels. In addition, the School of Fine Arts accommodates a full calendar of performances and exhibits on campus within the venues of the Ballard Institute and Museum of Puppetry, the Benton Museum of Art, Connecticut Repertory Theatre, Contemporary Art Galleries, the Jorgensen Center for the Performing Arts, and the von der Mehden Recital Hall.

This position will assist in managing a number of administrative functions within the School of Fine Arts. This staff member will be expected to regularly exercise independent judgement within established practice and policy and to independently resolve a wide variety of administrative problems in a fast paced, student-centered environment. The incumbent will interact daily with the School of Fine Arts' student population, family members, and members of the UConn community, and must be able to provide exemplary service while exercising discretion and carefully maintaining confidentiality.

DUTIES AND RESPONSIBILITIES

- Performs front office management duties including directing daily workflow of student front desk staff, and serving as the first point of contact to the Office of the Dean for visitors as needed.
- Performs routine administrative support functions of the office; processes administrative paperwork; sets priorities to meet calendar deadlines.
- Responds to requests for information and serves as a resource to students, staff, faculty, parents and others regarding policies and procedures governing the School of Fine Arts.
- Supervises, trains, and evaluates performance of student employees; determines work assignments and work schedules, adjusting clerical assignments to accommodate priority needs; resolves student employment related problems as they arise.
- Provides the Assistant Dean and Chief Operations Officer (COO) administrative and program assistance to support the operational functions of the School assuring that the human resources, technology systems, finances, and facilities operations of the School operates effectively and efficiently.
- Provides administrative support for the Assistant Dean and Chief Operations Officer (COO); Associate Dean of Graduate Studies, Research and Creative Practices; Associate Dean of Undergraduate Studies; Assistant Dean and Director of Advising; Director of Admissions; and Assistant to the Dean, including correspondence, scheduling, arrangements for meetings, conferences and travel.

- Attends and assists with School of Fine Arts events, many of which occur after hours and/or off-site.
- Maintains files and records, as well as a collection of resource materials and program information.
- Serve as a resource for search committees; supports the administration of hiring related data and uploads to the University's recruitment systems online.
- Manages reservations for the Dean's Conference Room and other spaces and resources managed by the Dean's Office.
- Independently compose, prepare and/or edit standard correspondence and reports containing information that requires thorough knowledge of policies, procedures and data sources.
- As needed or assigned, may be responsible for special short term or ongoing projects that require planning, coordination and supervision.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and experience, including experience in a progressively responsible administrative support position
- One to three years of experience in a responsible administrative support position, which demonstrates knowledge of administrative methods
- Organizational and supervisory experience
- Strong experience scheduling appointments and coordinating calendars; top-tier proficiency with Microsoft Outlook is required
- High-level of proficiency with the rest of Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Demonstrated ability to perform data entry, data management, and record keeping
- Excellent written and oral communication skills

PREFERRED QUALIFICATIONS:

- Bachelor's degree or higher
- Two to five years of experience in a full-time professional administrative support position
- Previous experience in higher education
- Previous experience in an executive level office
- Previous experience at UConn
- Experience supervising student employees
- Knowledge of FERPA regulations
- Experience with PeopleSoft or equivalent management software.

APPOINTMENT TERMS

This is a full-time, 12-month, position with excellent benefits.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494266 to upload a **resume, cover letter**, and contact information for **three (3) professional references**. Be sure to demonstrate through your application materials that you meet all of the minimum qualifications for this position as outlined above, and address any preferred qualifications that you meet as well.

Review of applications will begin immediately and will continue to be reviewed until February 2, 2020. To ensure full consideration, application materials should be submitted no later than February 2, 2020. Please contact Arielle Hill-Moses, Assistant to the Dean (arielle.hill-moses@uconn.edu), with any questions. For more information regarding the School of Fine Arts, please visit our website at <https://sfa.uconn.edu/>.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on February 2, 2020.

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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Recruitment activities included the posting on: UConn Careers website, History HERC, Inside Higher Ed., and Diverse Job Boards. The posting was also published in the following newspapers: Willimantic Chronicle, Manchester Journal Inquirer, and the Norwich Bulletin.

34 Total applicants: 4 WM, 19 WF, 2 BF, 2 HM, 3 HF, 1 AM, 2 AF, 1 UU

22 Unqualified applicants: 3 WM, 11 WF, 1 BF, 2 HM, 1 HF, 1 AM, 2 AF, 1 UU

- 3 WM, 11 WF, 1 BF, 2 HM, 1 HF, 1 AM, 2 AF, 1 UU did not meet the minimum qualifications of the job posting.

2 Qualified applicants: 1 WF, 1 BF

- 1 WF did not have a Bachelor's degree or higher, knowledge of FERPA regulations, previous UConn experience, PeopleSoft or equivalent software experience, and a background supervising student employees.

- 1 BF did not have a Bachelor's degree or higher, knowledge of FERPA regulations, a background supervising student employees, and PeopleSoft or equivalent software experience.

10 Interviewed applicants: 1 WM, 7 WF, 2 HF

- 1 HF could not relate how her previous work experience would translate to the needs of this position.
- 1 WF did not show up for the interview.
- 1 WF did not possess experience with events management and coordinating with shareholders which was necessary for this position
- 1 WF's experience with supervision of staff was not as presented on her application materials and thus did not meet the qualification.
- 1 WF, 1 HF's experience in Outlook did not include experience in managing calendars for others, which was needed for this position.
- 1 WM, 2 WF withdrew.

The 1 WF hired demonstrated advanced relevant experience with events management, coordination with shareholders, and with supervision of staff. The candidate's background was in operations management that dealt specifically with the arts. She answered all questions correctly and gave pertinent examples of her prior work history and explained how it related to the position.

Search 494342– 3-UCP Program Assistant 1

JOB SUMMARY

The Department of Allied Health Sciences at the University of Connecticut is seeking a dynamic, creative, and well-organized team player to serve as Program Assistant 1. Working under the direction of the Business Services Supervisor, the incumbent will be a key member of the front office staff and provide responsible administrative and programmatic support for the Department's academic programs, Advising Center, and main office. The Program Assistant will also play a critical role in developing and maintaining community relationships with experiential learning sites for the Allied Health Sciences undergraduate major and professional programs.

About the Department

The Department of Allied Health Sciences has a vibrant, multidisciplinary faculty dedicated to advancing knowledge through research, teaching, advising, and community engagement. The Department has been in a period of expansion, recruiting 10 new faculty in recent years to meet growing student needs. The Department is now embarking on an initiative to offer the Allied Health Sciences major on UConn's regional Waterbury campus. With 30 faculty, over 750 undergraduates, 30 post-baccalaureate students, and 30 graduate students, we actively engage in educating and training the next generation of health professionals. The Department offers an undergraduate major in Allied Health Sciences with multiple concentrations; three nationally-accredited professional programs (Dietetics, Medical Laboratory Sciences, Diagnostic Genetic Sciences); two master's programs (Health Promotion Sciences, Health Care Genetics); and a PhD program in Health Promotion Sciences. Department faculty conduct grant-funded research in obesity, HIV/AIDS, digital health, behavioral genomics, nutrition, food policy, cancer and cardiovascular disease prevention, women's health, and public health. Diversity is one of UConn's core values, and our Department strives to be an inclusive educational institution that attracts, retains, and values talented people from all backgrounds.

DUTIES & RESPONSIBILITIES

Include but are not limited to:

- Provide administrative support for supervisor, academic programs, advising center, and others in Department as assigned
- Assist with external student placements for experiential learning including clinical compliance monitoring, placement schedules, student tracking, evaluations, reporting, etc.
- Assist in developing and maintaining external placement relationships with sites and preceptors including recruitment, training, communication, and reporting; occasional travel to sites may be required
- Assist with admissions process for undergraduate major, professional programs, graduate programs, and post-baccalaureate certificate programs
- Maintain databases of student, faculty, program, and clinical placement information

- Assist in tracking post-graduation placements and employer surveys as well as alumni relations
- Prepare narrative and informational reports which require gathering and compiling data, organizing information, and offering conclusions
- Draft and/or edit routine correspondence and other documents for supervisor's review and/or signature
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

1. Bachelor's degree in related field or equivalent combination of education and experience and 1-3 years of experience in a responsible administrative or program support position in a health-related discipline
2. Excellent interpersonal skills with demonstrated ability to establish relationships with a variety of constituents, both internal and external to the University
3. Ability to work independently and regularly exercise judgement regarding administrative/programmatic detail and procedures
4. Ability to problem solve, expertly manage time and deadlines, and juggle multiple priorities
5. Excellent organizational skills and attention to detail
6. Excellent oral and written communication skills
7. Excellent knowledge of MS Office applications including Word, Excel, PowerPoint, and Outlook
8. Must be willing and able to travel to various locations throughout the region.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in health-related discipline
2. Experience working in higher education and/or a healthcare setting, laboratory, or other scientific environment
3. Experience in community outreach/networking
4. Experience managing databases and preparing reports
5. Experience working with diverse populations

APPOINTMENT TERMS

This is a full-time, twelve-month position with an excellent benefits package. Salary will be in the low-to-mid-forties.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494342 to upload a **resume, cover letter**, and contact information for **three (3) professional references** (including title, organization/company, phone, and e-mail). Review of applications will begin immediately and continue until March 19, 2020. To ensure full consideration, applications should be submitted no later than March 19, 2020.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on March 19, 2020.

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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Recruitment activities included the posting on: UConn Careers website, History HERC, Inside Higher Ed., and Diverse Job Boards. The posting also included on the following employment websites: Department website, Idealist.org, Allied Health Alumni network (undergraduates and graduates), Targeted outreach to area colleges and universities, Personal outreach by search committee members, CAHNR listserv, and also by personal outreach by Department members.

46 Total applicants: 2 WM, 29 WF, 4 BF, 5 HF, 1 AM, 3 AF, 1 TF, 1 UU

33 Unqualified applicants: 2 WM, 20 WF, 3 BF, 2 HF, 1 AM, 3 AF, 1 TU, 1 UU

- 2 WM, 20 WF, 3 BF, 2 HF, 1 AM, 3 AF, 1 TU, 1 UU did not meet the minimum qualifications of the job posting.

3 Qualified applicants: 2 WF, 1 HF

- 1 WF, 1 HF did not possess a Bachelor's degrees in a health related discipline and did not have experience working in community outreach/networking.
- 1 WF did not have experience working in community outreach/networking or a history of managing databases and preparing reports.

10 Interviewed applicants: 8 WF, 1 BF, 1 HF

- 1 WF did not have a background in health-related disciplines, including in undergraduate and graduate studies and her written communications were not clear and consistent.
- 1 BF's experience in health-related settings was not related to the position. Her answers to interview questions indicated that her problem solving and communication skills were not as well developed as required for the position.

- 1 WF's experience in the more administrative areas required for this position was less than needed and her program support and data management skills were not current.
- 1 WF's communication skills and ability to stay on-task were not consistent over the course of two interviews and the pre-2nd interview task. Additionally, it was determined that she did not have a bachelor's degree.
- 1 WF did not show up for her interview.
- 1 HF's answers to interview questions showed that her communication skills and more broad-based administrative experience were not what was needed for the position.
- 1 WF's experience was primarily administrative and did not have some of the health-related program support areas sought specifically for this position.
- 1 WF had just graduated and her level of work experience was determined to be less related to the position.
- 1 WF withdrew her application during the interview process.

The 1 WF hired met and exceeded both the minimum and preferred qualifications especially her excellent written and oral communication skills, experience in community outreach, and her bachelor's and master's degrees in health-related disciplines. The candidate also had work experience in various health-related fields. She gave detailed relevant examples of problem solving, working collaboratively, and serving a diverse population.

Part-Time to Full Time

1 WF moved from Part-time to Full-time.

Search 2019622- UCP 03 - Program Assistant 1 - Animal Science

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

Working under the general direction of the Administrative Coordinator the Department of Animal Science (ANSC) is seeking a highly motivated individual with a "can do" attitude to serve as a Program Assistant 1. This individual provides responsible administrative support for the Department Head, Administrative Coordinator, Horse Unit, Fiscal Officer and Graduate Admissions Program in support of the Department's operations related to animal science. The Program Assistant 1 is part of a very active academic department and is required to respond with expediency, efficiency, and accuracy, and handle confidential information. Standard hours are 9-5, M-F; may require occasional evening and/or weekend hours to support Departmental programs/events.

DUTIES AND RESPONSIBILITIES

1. Provide program support to the ANSC Horse Unit and Equine Riding Programs including coordination of Practicum programs; create and/or edit web content for riding program and advertising materials for Equine-related activities; independently collect data, and prepare Equine Program reports; coordinate horse donations; provide administrative support to the Equine Management team, including coordination of video/internet sales of horses.
2. Provide general administrative support including the scheduling appointments and meetings, screening incoming mail and calls, making referrals where appropriate.
3. Assists with coordination of graduate student admissions through Slate, including identifying incoming applications, application review and correspondence with prospective and accepted students; assists Fiscal Officer with the preparation of graduate student offer letters.
4. Serves as a Departmental resource and primary liaison for University-required travel. Serve as resource for current policies and procedures; assist UConn faculty, staff and students (including graduate students) on travel including pre-trip assistance through post-trip processes; coordinate travel (and itineraries) as needed; assist faculty to coordinate field trips; and work with the University Travel Office or other department(s) as required to facilitate travel and reimbursement according to the most current University policies and guidelines.
5. Provide support to faculty, staff and students, including but not limited to assistance with the operation general office equipment such as projectors, printers, scanners, photocopiers.
6. Serves as a resource for facilitating payments/reimbursements through the current financial system and/or the University Pro-Card; and under the direction of the Fiscal Officer, places orders with vendors, and provides follow-up that ensures timely receipt of supplies and payments.
7. Maintain fiscal records/files consistent with annual record retention procedures including payroll authorizations, offer letters, purchasing, Pro-Card, travel, UConn Foundation disbursements, invoices, and travel reimbursements and other financial documents.
8. Prepares reports to assist in evaluating expenditures relative to the current budget and for preparation of future budgets.
9. Under the direction of the Fiscal Officer is responsible for maintaining the Department's online UConn Marketplace and for depositing income into appropriate accounts.
10. Will assist faculty and Administrative Coordinator in the planning, arranging and facilitating the delivery of Equine, Extension and outreach activities.
11. Will assist with processing the Department's staff and student timecards each pay period and with processing the Department's student employment authorizations.
12. Performs duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor of Science (BS) degree or equivalent combination of education and experience.
2. One to three years recent experience in a responsible administrative support position, which demonstrates knowledge of administrative methods.
3. Ability to follow oral and written instructions
4. General understanding of the animal sciences including use of animals in research, teaching and outreach, and for the use in meat, milk, fiber and sport.
5. Proven experience using Microsoft Office suite and navigating the Internet.
6. Ability to work independently and in a team setting while taking initiative, exercising sound judgment regarding administrative detail and procedures and meeting deadlines.
7. Excellent interpersonal skills, with ability to establish good working relationship with co-workers and a variety of constituents, inside and outside the University.
8. Excellent organizational skills.
9. Good writing and grammatical skills.
10. Clear, positive, and professional verbal and non-verbal communication skills.
11. Ability and willingness to work flexible work schedule as needed including occasional evening and weekend hours based on departmental needs.

PREFERRED QUALIFICATIONS

1. Bachelor of Science (BS) degree in Animal Science or subject related specialty.
2. One to three years recent experience working in a university or collegiate setting.
3. One to three years recent experience with Kuali Financial Systems (KFS), HuskyBuy, Slate, UConn Marketplace, and University of Connecticut Travel systems and processes.
4. Knowledge of University of Connecticut policies and procedures related to financial transactions.
5. One to three years recent experience working with people from diverse academic, socio-economic, and cultural backgrounds.

Please see <http://www.animalscience.uconn.edu/> for a full position description.

APPOINTMENT TERMS

This is a full-time, permanent position. Salary will be commensurate with candidate credentials and experience. A full benefits package, including health insurance and retirement plan, is provided.

TO APPLY

Interested candidates should apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2019622. Please submit a **cover letter** which includes one (1) paragraph describing most recent work experience, **resume**, and list of names and contact information for **three professional references** in one PDF document. Review of applications will begin immediately and continue until a suitable candidate is identified.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2019622)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 4, 2019.

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 include postings on the following websites: UConn Careers website, listserv HERC, Inside Higher Ed., the department Facebook page, the department alumni List Serve, and Diverse Job Boards.

34 Total Applicants: 2 WM, 29 WF, 3 UU

27 Unqualified Applicants: 2 WM, 23 WF, 2 UU

- 2 WM, 23 WF, 2 UU did not meet the minimum qualifications as posted.

1 Qualified Applicant: 1 WF

- 1 WF did not have experience in a university or collegiate setting.

6 Interviewed Applicants: 5 WF, 1 UU

- 1 WF's responses to interview questions showed that she did not meet the administrative experience of the minimum qualifications.
- 1 WF did not have the preferred Kuali experience for the position.
- 1 WF did not state how her current skill set would be applicable to the position.
- 1 UU's resume indicated that they had administrative experience, but they could only answer questions about their work in horticulture.
- 1 WF withdrew from the process.

The 1 WF hired was well prepared for the interview and presented in a professional manner. She did not display any errors in the technical portion of her skills evaluation. Her previous experience in higher education had been in various administrative positions. She also showed excellent grammatical skills. She had worked with Kuali or systems similar to HuskyBuy.

Search 2020112- UCP 03-Program Assistant I- Digital Media and Design

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut, School of Fine Arts, Digital Media & Design (DMD) Department, invites applications for a Program Assistant 1 (UCP 3). Serving as the primary administrator for the Stamford program, this individual will assist the Associate Director in managing operations, outreach, and recruitment for the DMD program. The focus of the position is on responsible administrative support but also requires some knowledge of audio visual equipment and software. The position will be based in Stamford, with occasional travel to the Storrs Campus.

DUTIES AND RESPONSIBILITIES

Under direction of the Department Head and the Associate Director of Digital Media & Design, Stamford the incumbent will:

Administrative

- Supervise students for the Stamford campus operation, including identification of work assignments and schedules.
- Schedule and coordinate events, workshops and meetings. Assist with program promotion, including advertising, open houses, information sessions, and other activities.
- Maintain detailed statistics for departmental metrics, including enrollments, applications, requests for information, class size, and course scheduling. Prepare and organize data in support of the DMD program in Stamford.

Fiscal

- Facilitates routine office supply purchases through the University procurement system and processes allowable purchases with the University ProCard; Liaise with the SFA Financial Services Office to assure compliance with allocated budgets and university procurement policies.

Outreach/Coordinator

- Serve as a point of contact and resource for prospective and current students, parents and community partners for all program policies and procedures.
- Coordinate internal events for the DMD student community, including guest speakers, professional development workshops, and master classes

General

- Manage the inventory control, scheduling, and rentals for the department's extensive equipment inventory, including check-in and check-out procedures for student usage for classes and projects. Monitor inventory and orders equipment and supplies when needed.
- Offer support to the Storrs Administrative Assistant in the development of Stamford course schedules and other related departmental matters
- Offer logistical support and planning to the BFA Thesis Exhibition each May
- Perform related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in appropriate field or equivalent combination of education or experience
2. 1-3 years' experience in a responsible administrative support position that demonstrates knowledge of administrative methods
3. Ability to work independently and regularly exercise judgement regarding administrative detail and procedures.
4. Demonstrated experience in Microsoft office, Google cloud programs, and fiscal accounting software
5. Excellent communication, organizational, and interpersonal skills
6. Knowledge of audio and visual equipment and software

PREFERRED QUALIFICATIONS

1. Administrative experience in an academic setting.
2. Knowledge of or experience with University of Connecticut policies and procedures.
3. Knowledge of/experience with digital media and design concepts and practices.

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 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/>

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020112. Please submit a **letter of application, resume**, and the names and contact information of **three professional references**. Your materials should address how you meet each minimum qualification and any preferred qualifications. Reference search #2020112. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020112)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 1, 2019.

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.

Recruiting activities include postings on the following websites: UConn Careers Website, listserv HERC, Inside Higher Ed., and Diverse Job Boards.

26 Total Applicants: 6 WM, 7 WF, 1 BM, 4 BF, 1 HM, 4 HF, 1 AF, 2 UU

18 Unqualified Applicants: 4 WM, 4 WF, 1 BM, 4 BF, 1 HM, 2 HF, 1 AF, 1 UU

- 4 WM, 4 WF, 1 BM, 4 BF, 1 HM, 2 HF, 1 AF, 1 UU did not meet the minimum qualifications as posted.

8 Interviewed Applicants: 2 WM, 3 WF, 2 HF, 1 UU

- 2 WM, 1 HF, 1 UU did not have the fiscal, communication and public relations experience required for the position.
- 1 WF did not respond to requests for an interview.
- 1 WF was not familiar with UConn systems, policies and procedures.
- 1 HF was not familiar with digital media and design concepts.

The 1 WF hired demonstrated a strong interest for the position and for digital media and design. She is also familiar with UConn's systems. She had worked in an academic setting in several administrative positions. She had experience with audio and visual equipment and had a Bachelor's degree in design.

Search 2020146 – UCP 03-Program Assistant I – UConn Recreation

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

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 recently opened a new 200,000 square foot, \$100 million recreation center. The expansion of group exercise programs includes five (5) new fitness studios - two (2) multipurpose, cycling, mind/body, and functional training.

Basic Function

Under the general supervision of the Assistant Program Director for Fitness and Wellness, the Coordinator of Group Exercise 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 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
2. One (1) 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. This position is a non-exempt UCPEA 3.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020146. Interested candidates must submit a **letter of application**, **resume**, and the names of **three references**. Screening of applicants will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020146)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 11, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., NIRSA Blue Fish, Campus Rec Magazine, and Diverse Job Boards

10 Total applicants: 2 WM, 4 WF, 1 BM, 3 UU

8 Unqualified applicants: 2 WM, 2 WF, 1 BM, 3 UU

- 2 WM, 2 WF, 1 BM, 3 UU did not meet the minimum qualifications as posted.

2 Interviewed applicants: 2 WF

- 1 WF did not have the necessary experience with developing exercise programs for groups or collegiate recreation groups.

The 1 WF hired was able to demonstrate the necessary abilities with instructing a group fitness class. She was able to articulate how she would incorporate her own style into the demands and needs of this position. She also had experience in managing several staff members in a high-paced environment. She was certified in CPR and First Aid.

Search 2020177- UCP 03 - Program Assistant I-Physiology and Neurobiology

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 transactions 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. Degree in biology or related science area
2. Experience with online student record systems
3. Experience with online student admissions systems.
4. Experience with online personnel records and recruiting systems.

APPOINTMENT TERMS

This is a full-time, permanent position. The University offers a competitive salary, and outstanding benefits, including employee and dependent tuition waivers at UConn, and a highly desirable work environment. For additional information regarding benefits visit: <https://hr.uconn.edu/benefits-summaries/>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020177. Please submit a **cover letter, resume** and contact information for **three professional references**. Indicate search #2020177 in your application.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020177)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 3, 2019.

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.

Recruiting activities included the postings on the following websites: UConn Careers website, listserv HERC, Inside Higher Ed., indeed.com, Simplicity, and Diverse Job Boards.

32 Total Applicants: 6 WM, 17 WF, 2 BF, 2 HF, 3 AF, 2 UU

27 Unqualified Applicants: 6 WM, 12 WF, 2 BF, 2 HF, 3 AF, 2 UU

- 6 WM, 12 WF, 2 BF, 2 HF, 3 AF, 2 UU did not meet the minimum qualifications as posted.

5 Interviewed Applicants: 5 WF

- 1 WF did not have the knowledge of the UConn process and systems based on her answers in the interview.
- 3 WF withdrew from the process.

1 WF demonstrated transferable experience from her former position relevant to this position. She also demonstrated strong communication skills. She spoke about her customer service experience and dealing with other faculty and staff that is needed for the position.

Search 493705 – UCP 3 Program Assistant 1

Under the general supervision of the Director for El Instituto (Institute of Latina/o, Caribbean & Latin American Studies) in the College of Liberal Arts & Sciences, the Program Assistant 1 will provide general administration to the Institute.

DUTIES AND RESPONSIBILITIES

1. Serves as point of contact for office and Institute Director
2. Under the general direction of the Institute Director, provides responsible administrative support as well as entry-level program support for the Institute
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 Director to College and University members
8. Coordinates office orders (liaisons with contracted vendors, evaluates costs)
9. Compiles data and reports for Institute Director 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, reimbursements and other related fiscal documents.
12. Liaises 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 of 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
6. Good writing and communication 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
5. Fluency in Spanish

APPOINTMENT TERMS

This is a full-time 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 candidates' background and experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020275. Please submit a **cover letter**, **resume** and contact information for **three professional references**.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020275)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 19, 2019.

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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Recruitment activities included the posting on: UConn Careers website, listserv HERC, Inside Higher Ed., and Diverse Job Boards. Additional listing included postings on AcademicDiversitySearch.com.

11 Total applicants: 1 WM, 6 WF, 3 HF, 1 UU

8 Unqualified applicants: 1 WM, 4 WF, 2 HF, 1 UU

- 1 WM, 4 WF, 2 HF, 1 UU did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 2 WF, 1 HF

- 1 WF when asked to elaborate on her weaknesses, she explained that her communication style was direct and tends to involve only immediate parties which can detract from the larger picture. The candidate could not give examples of how her past working experience could assist her in this position.
- 1 WF expressed that she had difficulty dealing with interruptions. This position serves as a resource to many diverse populations and the staff member in this position needs to be able to prioritize and organize their work in order to accommodate interruptions/delays.

The 1 HF hired effectively demonstrated how to prioritize tasks with her past working experiences. The candidate was familiar with many of the processes the department uses such as SLATE, KFS and HuskyBuy. She elaborated on her organizational skills and how she would apply them to the various deadlines to which the departmental/institute staff adhere. Additionally, she expressed the desire to expand on her knowledge on University systems and processes to further service the Institute.

Category 3: Nonteaching Professional – UC Professional 1

Hiring goals: 1 BM, 2 BF, 1 HF

Hiring into Category: 2 WM, 4 WF

Goals met: None

RG	Search #	Goal
WM	494271	N
WM	2020049	N
WF	494177	N
WF	494249	N
WF	494336	N
WF	2020167	N

Search 494271 – 3- UCP 1 Research Laboratory Aide

The Department of Plant Science and Landscape Architecture at the University of Connecticut, Storrs Campus, seeks qualified applicants for the position of Research Laboratory Aide, UCP 1. Under the general supervision of the Research Farm Manager and the Department Head, this position provides technical assistance to researchers and faculty members in the planting, care and maintenance of plants used in research, teaching and outreach. Duties also include pesticide application and maintenance and repair of equipment associated with field and controlled environment operations.

DUTIES AND RESPONSIBILITIES

- Responsible for planting, maintaining, and harvesting landscape ornamental plants for research, teaching and outreach activities as directed by farm manager or according to prescribed procedures. Assist in maintaining the proper cultural management of crops and plants. This will include pre-emergent and post-emergent pesticide applications in the field and greenhouses, watering, fertilization, propagating, potting and weeding.
- Assist faculty and researchers in facilitating field and greenhouse support activities and projects for teaching, research, and outreach activities. Participates in actual laboratory exercises and procedures, and may assist students and others with technical problems related to techniques or equipment.
- Assist faculty and researchers with teaching and outreach extension efforts to include preparation of plants, development of instructional materials and organization of outreach activities that may require occasional travel to off-site locations.
- Assist faculty members and researchers with research activities and projects to include setup of studies, management of experimentation and data collection.
- Assist faculty and staff under direction of the Farm Manager for other miscellaneous needs including setup and operation of field days and educational meetings.
- Operate equipment, instrumentation and related components including computer software and systems. Assist in maintaining proper working order of horticultural equipment and tools. May supervise others engaged in these activities.

MINIMUM QUALIFICATIONS

- Bachelor's degree in horticulture science, plant science, or a related field or equivalent experience in landscape ornamental horticulture field.
- Familiarity with basic scientific concepts and methodologies.
- Knowledge and experience in growing or maintaining ornamental horticultural plants.
- Knowledge of Integrated Pest Management for control of ornamental horticultural crop pests.
- Strong time management skills and the ability to prioritize duties.
- Effective communication and conflict resolution skills.
- Self-motivated and independent worker.
- Familiarity with computers and electronic record keeping.

- Must be willing and able to work a flexible and irregular work schedule at times including occasional evening and weekend hours.
- Must have available transportation and be able to travel to other University locations.
- Current Connecticut Governmental Commercial Junior Operator Certification pesticide license and a valid motor vehicle operator license are necessary or must be acquired within 6 months of hire.
- Must possess the adequate physical strength, stamina, agility, and fitness to perform the required duties.
- Must be willing and able to work during closures/delayed openings due to inclement weather or for significant events that effect campus operations.

PREFERRED QUALIFICATIONS

- Master's degree in horticulture science, plant science, or a related field.
- Experience operating and repair of automated irrigation systems.
- Experience with conducting and managing horticulture research.
- Experience with the operation of specialized technical equipment unique to ornamental horticulture research.
- Three or more years of experience with intensively managed container or field nursery crop production systems.
- Supervisory skills.
- Familiarity with and ability to identify woody and herbaceous horticultural plant taxa.
- Basic equipment maintenance and repair skills.

Physical Requirements

Must possess the adequate physical strength, stamina, agility, and fitness to perform the required duties.

APPOINTMENT TERMS

This is a full-time position and is designated as an ad-hoc emergency support services/essential staff. Must be willing and able to work during closures/delayed openings due to inclement weather or for significant events that effect campus operations. Standard work week is 35 hours (7 hours/day; 8:30 AM to 4:00 PM), Monday through Friday, however the work week may occasionally change as required to meet operational and staffing needs.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494271 to upload a **resume, cover letter**, and contact information for **three (3) professional references**. Screening of applications will begin immediately. Preference will be given to applications received by February 20, 2020.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

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

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on February 20, 2020.

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 the posting on: UConn Careers website, listserv HERC, Inside Higher Ed., and Diverse Job Boards. Additional listings included: postings via Mark Brand, Steven Rackliffe, Stephen Olsen Contacts, UConn professional staff including: Sean Vasington, Director of University Landscape Architecture, Aris Ristau, Director of Building Services, Greg Anderson, EEB Professor Emeritus, Nick Pettit – PSLA Floriculture Greenhouse Manager, Shelley Durocher – PSLA Floriculture Greenhouse Staff, Ron Brine – PSLA Floriculture Greenhouse Staff, Clint Morse – UConn EEB Greenhouse –Manager, Mary-Margaret Cole – ANSCI Director of Animal Facilities, Wes Ayers – UConn Facilities Greenscapes – Manager, John Kehoe – UConn Facilities Greenscapes – Arborist, Eileen McHugh - UConn Fac Ops Landscape Architecture Dept., Connecticut Nursery and Landscape Association Winter Meeting posting, Brian Maynard, Professor of Horticulture at URI, Mark Bridgen, Director of Long Island Horticultural Res. and Ext. Center, Nina Bassuk, Professor of Horticulture Cornell University, Andrew Ristvey, Extension Professor of Horticulture Univ. Of Maryland, Mandy Bayer, Asst. Professor of Horticulture UMass, Bryan Peterson, Asst. Professor of Horticulture UMaine, Daryll Newman, Planters Choice Nursery in Newtown CT, Evan Brand, Prides Corner Farms in Lebanon CT, Lisa Kowalyshyn, Prides Corner Farms in Lebanon CT, Greg Schaan, SVP Cultivation at Curaleaf in Simsbury CT, Mark Starrett, Assoc. Professor of Horticulture at UVM, James LaMondia, Senior Scientist at Valley Lab of CAES, Andy Brand, Coastal Maine Botanical Gardens, Connecticut Groundskeeper Association Winter Meeting posting, James Kenney – CT DEEP Pesticide Division, Brian Pope – Turf Products Corp. – sales, Association of Education and Research Greenhouse Curators – website post, American Public Gardens Association –website post, Rand Wells – Kahn Tractor, Inc. email, John Allen – DAF Services, Elaine Chittenden – Smith College, MA - Living Collections manager, Tom Barry – Green Field Academy - Grounds Manager, James Poro – UMASS Turf Research Farm Manage, Rob Durgy – CT CAES Research Farm Manager, Rich Cicarrelli – CT CAES Research Farm Manager, James LoPreste- CT CAES Research Farm Manager, David Petersen, Peterson Landscaping Services, Phil Grande, Connecticut Groundskeepers Assn. board member, and Indeed.com's website.

26 Total applicants: 12 WM, 9 WF, 1 BM, 1 BF, 2 AF, 1 UU

20 Unqualified applicants: 7 WM, 8 WF, 1 BM, 1 BF, 2 AF, 1 UU

- 7 WM, 8 WF, 1 BM, 1 BF, 2 AF, 1 UU did not meet the minimum qualifications of the job posting.

3 Qualified applicants: 2 WM, 1 WF

- 2 WM and 1 WF did not have a Master's degree in horticulture science, plant science, or a related field.

3 Interviewed applicants: 5 WM, 3 WF

- 1 WM did not have experience in conflict resolution from his one prior position.
- 1 WM did not demonstrate the required plant knowledge for the position. The candidate gave many incorrect responses to queries.

The 1 WM selected had an employment history that was varied and well- rounded in the horticulture industry. The candidate had research experience in ornamental plant life with some teaching experience and interaction with students and student mentoring. He possessed broad plant material knowledge and identification. The candidate demonstrated a detailed methodology and had considerable computer experience. The applicant also had experience operating various types of equipment used in horticultural research.

Search 2020049 – UCP 01-Financial Assistant 1 – 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 1 (UCP 1) position for the Business Services Center at the UConn Storrs campus. Under the general direction of the Assistant Finance Director this position is responsible for processing financial and administrative transactions for assigned departments and faculty and providing support in all aspects of grant administration and maintaining related records.

DUTIES AND RESPONSIBILITIES

Analyze and verify details of transactions on for assigned areas and grant and contract accounts; provide data to assist budget preparation and monitor expenditures; monitor, track, interpret and maintain all fiscal records for multiple accounts for faculty; ensure compliance within federal, state and university policies; resolve outstanding issues on grant and contact accounts including follow up on problems to assure timely and accurate completion of work; independently prepare correspondence related to post-award issues; review post-award effort reports and oversee effort certification process for assigned departments; acts as a resource for faculty and staff regarding financial processes and University financial policies and procedures; serve as primary liaison between UConn units and faculty for assigned accounts; maintain files and grant tracking reports; balance and reconcile accounts.

MINIMUM QUALIFICATIONS

1. Associates degree in accounting or business and two-year's experience in accounting or bookkeeping;
2. Strong computer skills including working with spreadsheets, financial software and Microsoft Office programs;
3. Excellent communication and customer service skills;
4. Ability to work independently and provide entry-level administrative support;
5. Excellent organizational skills and demonstrated attention to details.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in accounting, finance, business or related field;
2. Good interpersonal skills and demonstrated ability to effectively communicate with all levels within an organization;
3. Experience providing administrative support for grant projects;
4. Experience working on projects with tight deadlines;
5. Experience with Quali, KFDM Data Mart, Husky Buy, HCM Core-CT or similar financial systems.

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 apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020049. Please upload a **cover letter**, **resume**, and the names and contact information for **three professional references**. Please be sure your application materials demonstrate how you meet the qualifications for this position. Include 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 #2020049).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on August 14, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., networking, and Diverse Job Boards

28 Total applicants: 4 WM, 13 WF, 2 BM, 1 HM, 5 HF, 3 UU

15 Unqualified applicants: 2 WM, 9 WF, 1 HM, 3 HF

- 2 WM, 9 WF, 1 HM, 3 HF did not meet the minimum qualifications as posted.

13 Interviewed applicants: 2 WM, 4 WF, 2 BM, 2 HF, 3 UU

- 1 WF, 1 HF's responses did not show the required communication skills for collaboration with all levels in the organization.
- 3 WF, 2 UU's responses did not show the required communication skills for collaboration with all levels in the organization and they did not have experience in supporting grant projects.
- 1 BM did not have experience in providing support with grant projects and working on projects with tight deadlines.
- 1 BM declined to interview as they had accepted another position.
- 1 WM did not respond to an invitation to interview.
- 1 HF's did not have experience working on projects with tight deadlines.
- 1 UU was offered and declined the position.

The 1 WM hired had demonstrated skills needed in working on projects with tight deadlines, supporting grant projects, and exhibited good interpersonal skills needed for working effectively with all levels of the organization.

Search 494177 - UCP 1 Financial Assistant 1

This position is a state, salaried, full-time position employed by the University of Connecticut's Department of Dining Services, Storrs campus. This position reports to the Administrative Manager 2 or appropriate designee and will assist Dining Services, Business Operations with Catering billing and collections, cash receipts, non-state payroll and coordinating QuickBooks inventory.

DUTIES AND RESPONSIBILITIES

Candidate maintains accounting records for the department to include billing, collections, payroll and other disbursements; verifies and enters detail of transactions such as invoices, requisitions and other disbursements and reconciles monthly bank reconciliation in QuickBooks. Processes billing catering invoices, payroll time cards and Time and Attendance transactions for the department; helps provide data for state and non-state labor dollars and tracks budget and/or forecast to actuals. Monitors catering billing for all events including weddings; assists student payroll administrator with the verification of I-9 documentation and processes student paperwork for employment on campus. Prepares, maintains and/or creates departmental excel spreadsheets for both catering and non-state payroll areas; assists the non-state payroll area with reconciling payroll for approximately 500 employees and reviews time cards for accuracy.

MINIMUM REQUIREMENTS

Associates degree in accounting, bookkeeping or a related discipline; two years' experience in accounting or financial record keeping; demonstrated ability to work independently; demonstrated knowledge of payroll and time and attendance software; excellent organizational skills including attention to detail and the ability to multitask; excellent interpersonal and oral and written communication skills; demonstrated experience prioritizing and scheduling workflow and demonstrated experience with Microsoft office suite.

PREFERRED QUALIFICATIONS

Experience working with Time and Attendance systems; six months experience working in a college environment; experience working with Quali Financial system, Core-CT, ADP and QuickBooks.

APPOINTMENT TERMS

The target salary is \$40,126. Comprehensive benefit package which includes medical and dental insurance.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #494177 to submit a **cover letter**, **resume**, and the names and contact information of **three professional references**. References should include names, email, addresses and phone number of three professional

individuals associated with the candidate. Submissions without this information will not be considered. 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 #494177)

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on December 20, 2019.

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 the posting on: UConn Careers website, listserv HERC, Inside Higher Ed., and Diverse Job Boards. Additional listings included posting in the Hartford Courant newspaper and the NACUF's website.

22 Total applicants: 4 WM, 8 WM, 1 HM, 3 HF, 1 AM, 2 AF, 3 UU

16 Unqualified applicants: 3 WM, 6 WF, 1 HM, 3 HF, 1 AF, 2 UU

- 3 WM, 6 WF, 1 HM, 3 HF, 1 AF, 2 UU did not meet the minimum qualifications of the job posting.

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

- 1 WF had only worked with payroll and time and attendance tangentially in her previous positions. The candidate did not fully answer the questions making it difficult to ascertain if she possessed the required skills.
- 1 AF was not familiar with ADP or Empower software. The candidate's payroll experience was more data entry in nature than processing and running ad hoc reports to resolve problems and issues.
- 1 WM, 1 AM, 1 UU withdrew their applications.

The 1 WF hired had experience with ADP, Empower software, and had worked in a college environment with both students and staff. The candidate also had experience in auditing, I-9

processing, testing SOP's, account reconciliations and assisting with payroll concerns and questions all of which was beneficial for the position. Her background included prior experience in a Dining Service's purchasing department as well. She successfully articulated how her experience would transfer to this position.

Search 494249 – UCP 1 Financial Assistant 1

JOB SUMMARY

Under the direction of the Grants and Contracts Manager within the College of Liberal Arts and Sciences (CLAS), the Financial Assistant 1 keeps a complete set of records of financial transactions for various units, along with providing faculty support in all aspects of grant administration.

DUTIES AND RESPONSIBILITIES

1. Analyze and verify details of transactions on grants and contracts accounts such as invoices, requisitions and other disbursements in conjunction with university and college policies and procedures.
2. Provide statistical information on various expenditures and compiles regular reports pertinent to the operation of each faculty member utilizing electronic spreadsheets and databases.
3. Provide data for proposal development, prepares budget/budget justifications, completes standard forms and monitors expenditures for compliance with approved budget limits and applicable policies.
4. Monitor, track, interpret and maintain all fiscal records for multiple accounts for faculty including payroll records, purchasing, travel, and other disbursements to ensure compliance within federal, state and university policies.
5. Resolve outstanding issues on grant and contact accounts including follow up on problems to assure timely and accurate completion of work.
6. Independently prepare correspondence related to pre- and post-award issues.
7. Serve as main liaison between UConn units, faculty, and external sponsors.
8. Review post-award effort reports and managed effort certification process for assigned departments.
9. Maintain files and grant management database.
10. Perform related duties as required.

MINIMUM QUALIFICATIONS

- Associate's degree in accounting or bookkeeping.
- Two years of experience in accounting or bookkeeping.

PREFERRED QUALIFICATIONS

- Bachelor's degree in accounting, finance, business or related field.
- Demonstrated customer service skills.
- Excellent computer skills including experience with Microsoft programs.
- Experience working in a higher education setting.
- Excellent communication and interpersonal skills.

APPOINTMENT TERMS

This is a full-time 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 candidates' background and experience.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494249 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on February 13, 2020.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., and Diverse Job Boards. Additional listings included posting on CareerBuilder and Monster.com websites.

41 Total applicants: 7 WM, 23 WF, 1 BM, 1 BF, 4 HM, 1 HF, 3 AM, 1 TM

7 Unqualified applicants: 1 WM, 4 WF, 1 BF, 1 HM

- 1 WM, 4 WF, 1 BF, 1 HM did not meet the minimum qualifications of the job posting.

24 Qualified applicants: 5 WM, 12 WF, 1 BM, 1 HM, 1 HF, 3 AM, 1 TM

- 1 WM, 3 WF, 1 HM, 1 AM did not have a Bachelor's degree in accounting, finance, business or related field.
- 4 WM, 9 WF, 1 BM, 1 HF, 2 AM, 1 TM did not have experience working in higher education.

10 Interviewed applicants: 1 WM, 7 WF, 2 HM

- 1 WF was unable to demonstrate strong and clear communication skills. The applicant provided vague answers to questions and was unable to elaborate or expand upon the answers she provided.
- 1 WF candidate stated her weakness was not being “overly confident” with communication to others and supervisor. This position required independent judgements and on-the-spot decisions. The candidate also stated that she preferred the transactional side of accounting rather than the customer service end.
- 1 HM did not provide clear responses to questions, which demonstrated his lack of communication and interpersonal skills. He also was not able to correctly answer technical questions about his Excel experience which was required for the position.
- 1 WM stated that his weakness was "setting up time and multitasking" which was a crucial component to the position. The candidate also mentioned he did not have the type experience with Excel which is required for day-to-day budget preparation and forecasting.
- 1 WF did not have any higher education work experience or demonstrated customer service skills from her answers to interview questions. Customer service was a large component of this position.
- 1 WF projected that she was unable to set boundaries by saying no to staff and faculty for work that does not fall under the grant management umbrella, skills which were necessary for this position.
- 1 WF did not have any higher education work experience. The candidate disclosed her weakness as "needing to improve upon people skills". This position requires interaction with faculty who can be difficult to deal with at times.
- 1 HM had more experience in IT than accounting. The candidate stated that his greatest weakness was his difficulty conveying clear messages and communication. This job requires someone with excellent communication skills to accurately relay information to the CLAS Dean's Office, faculty, SPS and staff members.
- 1 WF stated that she struggled with organization changes and needed structure in order to succeed. This position changes nearly every day with new policies, procedures, sponsor guidelines etc. The workload changes each day is a non-structured environment.

The 1 WF hired had higher education experience and demonstrated communication and customer service skills. She was able to elaborate on her past experiences and connected it to this position. She explained that she was a quick learner which was a valuable skill to have since the department is fast paced and serves numerous faculty and staff. The candidate stressed her ability to effectively communicate and resolve and manage tasks associated with the position.

Search 494336 – UCP 1 Research Laboratory Aide

JOB SUMMARY

The Department of Plant Science and Landscape Architecture at the University of Connecticut, Storrs Campus, seeks qualified applicants for the full-time position of Research Laboratory Aide, UCP 1. Under the general supervision of the Research Farm Manager and the Department Head, this position provides technical assistance to researchers and faculty members in the establishment and maintenance of turfgrass used in research, teaching and outreach. Duties also include pesticide application, and maintenance and repair of equipment associated with field and greenhouse projects.

DUTIES AND RESPONSIBILITIES

- Responsible for establishing, maintaining, and renovating turfgrass areas for research, teaching and outreach activities.
- Prioritize cultural management of turfgrass research plots in consultation with researchers and farm manager. This includes mowing, irrigating, fertilizing, cultivating, and pest scouting.
- Prepare and apply pesticides as needed to manage weeds, insects, and diseases of turfgrasses in research fields and greenhouses.
- Responsible for the operation, maintenance, and repair of high-volume, golf course-style irrigation system and satellite controllers.
- Collect, compile, and distribute climate, soil conditions and other data to researchers to inform experimental activity and turfgrass health management decisions.
- Participate in field laboratory procedures such as establishment of research trials, treatment applications, soil sampling, plant tissue harvest, and other quantitative and qualitative data collection, as needed, for faculty researchers.
- Maintain appropriate digital records and files related to the maintenance of research plots.
- Assist faculty and researchers in facilitating teaching and outreach missions, including preparation of plant specimens; development and presentation of turfgrass instructional content for undergraduate and professional learners; and planning and delivery of outreach activities such as the UConn Turfgrass Field Day and other events.
- Operate equipment, instrumentation and related components including computer software and systems. Assist in maintaining proper working order of equipment and tools.
- Provide supervision of hourly labor, students, and other support positions associated with the Turfgrass Science Program.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in turfgrass science, plant science, or a related field, or equivalent work experience and training in turfgrass industry.
2. Knowledge and experience in growing and maintaining high quality turfgrass areas such as sports fields, golf courses or field research plots.
3. Experience operating and repairing high-volume golf course-style irrigation systems.
4. Experience with specialized turfgrass equipment operation including reel-mowers.

5. Knowledge of Integrated Pest Management for control of turfgrass pests.
6. Ability to identify turfgrass species and diagnose common weed, insect, and disease problems.
7. Familiarity with calibration, application, maintenance, and repair of large-volume motorized boom-sprayers and broadcast spreaders.
8. Familiarity with computers and electronic record keeping.
9. Effective communication and conflict resolution skills.
10. Self-motivated, independent worker with the ability to prioritize duties.
11. Must be willing and able to occasionally work a flexible and irregular work schedule including evening and weekend hours.
12. Current Connecticut Governmental Commercial Junior Operator Certification pesticide license and a valid motor vehicle operator license are necessary or must be acquired within 6 months of hire.

PREFERRED QUALIFICATIONS

1. Master's degree in turfgrass science, plant science, or a related field.
2. Three or more years of experience with intensively managed turfgrass.
3. Experience conducting and managing turfgrass research.
4. Experience with the operation of research instrumentation and techniques used in turfgrass studies, including digital image analysis, volumetric water content and normalized difference vegetative index measurement
5. Basic maintenance and repair skills for small-engines and specialized turfgrass and landscape equipment including precision adjustment of reel-mowers for fine-cut turfgrass.
6. Supervisory experience.
7. Interest in contributing to the promotion and improvement of the UConn Turfgrass Science Program.
8. Willingness to expand turfgrass knowledge by attending continuing education programs and professional conferences.

Physical Requirements

Must possess the adequate physical strength, stamina, agility, and fitness to perform the required duties.

APPOINTMENT TERMS

This is a full-time position and is designated as an ad-hoc emergency support services/essential staff. Must be willing and able to work during closures/delayed openings due to inclement weather or for significant events that effect campus operations. Standard work week is 35 hours (7 hours/day; 8:00 AM to 3:30 PM), Monday through Friday, however the work week may occasionally change as required to meet operational and staffing needs.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494336 to upload a **resume** and **cover letter** that specifically address your credentials relative to the minimum and preferred qualifications listed above, and contact information for **three (3) professional references**. Screening of applications will begin immediately.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

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

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on March 19, 2020.

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 the posting on: UConn Careers website, History HERC, Inside Higher Ed., and Diverse Job Boards. Additional listings included: the Connecticut Association of Golf Course Superintendents - 2/19/2020 – website – email, Metropolitan Golf Course Superintendents Association - 2/19/2020 – website – email, Golf Course Superintendents Association of New England - 2/19/2020 – website – email, New England Sports Turf Managers Association - 2/20/2020 – website, Turfnet 2/24/2020 – website, and at the New England Regional Turfgrass Conference - 3/3/2020 - print flier - word of mouth.

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

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

- 2 WM, 1 WF, 1 AM did not meet the minimum qualifications of the job posting.

5 Interviewed: 2 WM, 3 WF

- 1 WM's responses to situational scenarios showed that he did not have the knowledge and experience related to how the maintenance of turf research differs from general turf maintenance. The candidate responses to position knowledge varied in scope and correctness.
- 1 WM, 1 WF withdrew their applications from the employment process.

1 WF hired had a M.S. degree in Plant and Soil Sciences. Her thesis was in plant stress physiology focusing on managing drought stress of turfgrasses. The candidate also earned two B.S. degrees in Computer science with a minor in mathematics, and Plant, Soil & Insect Sciences, focusing in Turfgrass Management. She had 16 years of turfgrass maintenance experience at golf courses, athletic fields, and research facilities. She demonstrated excellent knowledge of technical job responsibilities and responded well to situational scenarios. She gave detailed examples of experiences that prepared her with a very good understanding of the job responsibilities and how to accomplish them well in an efficient manner. The committee also felt her research and graduate teaching experience are also an added value to her ability to contribute to educational and Extension missions of the department.

Search 2020167 – UCP 01-Financial Assistant 1 – Liberal Arts and Sciences

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The College of Liberal Arts & Sciences Dean's Office seeks applicants for a full-time position as a Financial Assistant 1 (UCP 1) for the CLAS Shared Services Business Center. Under the direction of the Associate Finance Director, the incumbent will maintain complete sets of records of financial transactions for the College of Liberal Arts & Sciences.

DUTIES AND RESPONSIBILITIES

Analyzing and verifying details of transactions such as invoices, requisitions and other disbursements in conjunction with university and college policies and procedures; providing statistical information on various expenditures and compiling regular reports utilizing electronic spreadsheets and databases; providing data for budget preparation and monitoring expenditures for compliance with approved budget limits and staffing; and performing related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree in accounting or bookkeeping and two years' experience in accounting or bookkeeping.

PREFERRED QUALIFICATIONS

Bachelor's degree in accounting, finance, business or related field; experience working in a higher education setting; excellent communication and interpersonal skills; demonstrated customer service skills and excellent computer skills including experience with Microsoft programs.

APPOINTMENT TERMS

Salary will be in the low \$40's for this position. Benefits include an excellent healthcare and retirement package.

TO APPLY

Please apply online at www.jobs.uconn.edu. Staff Positions, Search #2020167 to submit a **cover letter, resume**, and the contact information of **three professional references**. Please address correspondence to Michelle Cahill and include search # 2020167. Screening will begin immediately and the search will remain open until a suitable candidate is found.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020167)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 6, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., and Diverse Job Boards.

23 Total applicants: 5 WM, 10 WF, 2 BM, 3 BF, 1 HF, 1 AF, 1 UU

4 Unqualified applicants: 2 WM, 1 BF, 1 UU

- 2 WM, 1 BF, 1 UU did not meet the minimum qualifications as posted.

12 Qualified applicants: 1 WM, 7 WF, 1 BM, 2 BF, 1 AF

- 3 WF, 1 AF, 1 BM, 1 BF did not possess experience working in higher education, as well as communication and interpersonal skills.
- 1 WF, 1 BF did not exhibit communication and interpersonal skills, as well as experience with Microsoft programs.
- 3 WF did not possess experience working in higher education, communication and interpersonal skills, and customer service skills.
- 1 WM did not possess experience working in higher education and experience with Microsoft programs.

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

- 1 HF did not show up for the interview.
- 1 WF indicated a tendency to jump into a task before learning the whole process and did not demonstrate an ability to handle a high-volume workload in their responses to situational scenarios in the interview.
- 1 WM, 1 WF did not demonstrate organizational skills and the ability to handle a high-volume workload in their interviews.
- 1 WM indicated he had more experience with the financial aspects of the position, and not in administrative reporting. The candidate was unable to explain how his customer service and organizational functions would translate into the position.
- 1 BM did not respond to requests for an interview.

The 1 WF selected demonstrated her ability to handle a fast-paced and high-volume workload. She also had previous experience at a university and in customer service. She was able to effectively respond to questions about training, working with administrative assistants, and using Microsoft Excel, and could elaborate on how her skills could be applied to the office in various situations.

Category 3: Nonteaching Professional – Academic Assistants

Hiring goals: 1 BM, 3 BF, 1 HM, 1 HF, 3 AF

Hiring into Category: 2 WF

Goals met: None

RG	Search #	Goal
WF	494369	N
WF	494741	N

Search 4974369 – EEO 3 Facilities Scientist 2 (Academic Assistant 2)

The University of Connecticut Proteomics and Metabolomics Facility (UConn PMF, <https://proteomics.uconn.edu>) is hiring a Facilities Scientist 2 to assist the Facility Director with quantitative proteomics and metabolomics analysis using advanced mass spectrometry instrumentation and leading bioinformatics software. The PMF opened in 2017 as the University of Connecticut's first proteomics-focused and full service core facility, and is housed administratively within the Center for Open Research Resources and Equipment (<https://core.uconn.edu>). The laboratory exists to provide fully customized analysis to more than 70 faculty across multiple UConn campuses and at other regional academic and industry research institutions. The position will be a full-time appointment and will provide a unique opportunity to work in a rapidly growing and highly productive core facility at a large research university currently ranked in the top 25 of all public universities in the U.S. The diverse research community at UConn participates in both basic science and clinical research that provides opportunities for a wide variety of innovative proteomics and metabolomics analysis.

Founded in 1881, the UConn is a Land Grant and Sea Grant institution and member of the Space Grant Consortium. It is the state's flagship institution of higher education and includes a main campus in Storrs, CT, four regional campuses throughout the state, and 13 Schools and Colleges, including a Law School in Hartford, and Medical and Dental Schools at the UConn Health campus in Farmington. The University has approximately 10,000 faculty and staff and 32,000 students, including nearly 24,000 undergraduates and over 8,000 graduate and professional students. UConn is a Carnegie Foundation R1 (highest research activity) institution, among the top 25 public universities in the nation.

Through research, teaching, service, and outreach, UConn embraces diversity and cultivates leadership, integrity, and engaged citizenship in its students, faculty, staff, and alumni. UConn promotes the health and well-being of citizens by enhancing the social, economic, cultural, and natural environments of the state and beyond. The University serves as a beacon of academic and research excellence as well as a center for innovation and social service to communities. UConn is a leader in many scholarly, research, and innovation areas. Today, the path forward includes exciting opportunities and notable challenges. Record numbers of undergraduate applications and support for student success have enabled the University to become extraordinarily selective.

MINIMUM QUALIFICATIONS

1. Master's degree in chemistry, biochemistry, analytical chemistry, or related field,
2. At least three years of experience implementing high resolution mass spectrometry for advanced proteomics analysis
3. Extensive familiarity with operating, maintaining, and troubleshooting Thermo Scientific hybrid Orbitrap mass spectrometers and nanoflow ultra-high performance liquid chromatography instrumentation
4. Publication history that demonstrates successful application of state of the art mass spectrometry for label-free and/or label-based (e.g. Tandem Mass Tags, iTRAQ, SILAC) quantitative proteomics

5. Proficiency using common proteomics software platforms for peptide/protein identification and quantification such as MaxQuant/Andromeda, Proteome Discoverer, Byonic, and/or Scaffold Q+S
6. Clear communication skills and the ability to effectively inform researchers with varied scientific backgrounds about the analytical techniques and informatics methods implemented in the core facility
7. Desire to work in a highly collaborative environment that emphasizes comprehensive analysis and one-on-one consultations with researchers
8. Competency in lab management including product and consumable ordering, meticulous record keeping and outstanding organizational skills

PREFERRED QUALIFICATIONS

1. Previous experience with extensive collaborative projects or experience in a core facility setting
2. Experience with untargeted metabolomics workflows, including sample preparation and analysis using TOF instrumentation
3. Operation, maintenance, and troubleshooting experience using Waters Synapt G2Si HDMS mass spectrometers and Acquity UPLC instrumentation
4. Experience with small molecule identification using Progenesis QI, XCMS, and/or other programs
5. Mastery of sample preparation techniques for downstream proteomics analysis including in-gel digestions, in-solution digestions, co-immunoprecipitations, and processing of whole cell lysates or tissue homogenates
6. Experience with PTM enrichment, localization, and manual MS/MS analysis

APPOINTMENT TERMS

This is a full-time, 12-month, non-tenure-track position with an anticipated start date of April 10, 2020. Salary will be commensurate with qualifications and experience.

TO APPLY

Please apply online via <https://academicjobsonline.org/ajo/jobs/16141> and submit a **cover letter**, **curriculum vitae**, and the names and contact information for **three professional references**. Evaluation of applicants will begin immediately. For more information regarding the Center for Open Research Resources and Equipment (COR²E) please visit <https://core.uconn.edu>.

At the University of Connecticut, our commitment to excellence is complemented by our commitment to building a culturally diverse community.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This position will be filled subject to budgetary approval.

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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Recruitment activities included the posting on: UConn Careers website, listserv HERC, Inside Higher Ed., and Diverse Job Boards. Additional listings included postings on the OVPR website, Indeed, CT Hires (CT and US DOL websites), BioCT, ASMS Career Center, Science Careers, Greater Boston MS Discussion Group, Nature Careers, PMF social media, and LinkedIn.

10 Total applicants: 1 WM, 2 WF, 3 AM, 3 AF, 1 UU

3 Unqualified applicants: 2 AM, 1 UU

- 2 AM, 1 UU did not meet the minimum qualifications of the job posting.

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

- 1 WM's seminar on mass spectrometry and its application in metabolomics was meandering and unclear. He misunderstood questions being asked of him throughout the interview and many of his answers drifted into unrelated territory.
- 1 AF did not have an understanding of label-based quantitative proteomics and could not clearly explain Tandem Mass Tag methodologies routinely implement in PMF, incorrectly described how best to quantify PTM stoichiometries and expressed concern about managing more than one project at a time.
- 1 AF was not responsive to direct questions and demonstrated a background in metabolomics and label-based quantitative methods for proteomics that integrate Tandem Mass Tags that was not as advanced as need for the position. The candidate's explanation of data-dependent vs data-independent acquisition was unclear and signaled issues with experimental design. She also had no experience with maintenance, repair, or troubleshooting Q Exactive or Synapt instrumentation housed in PMF.
- 1 WF did not have experience with small molecule analysis, metabolomics and the analysis of protein post-translational modifications and could not form any answer to a hypothetical scenario question focused on label-based quantitative proteomics implementing tandem mass tags. She also had no experience with maintenance, repair, or troubleshooting on the specific types of instrumentation housed in a PMF.

- 1 AF was unable to answer the majority of the questions correctly concerning experimental design. She had no experience with small molecule analysis or metabolomics or with the analysis of protein post-translational modifications.
- 1 AM's recommendation letters did not specifically list in detail his specific research strengths specifically related to mass spectrometry and were not from scientists with direct and extensive knowledge of these techniques. The candidate also did not follow all the instructions for his prepared seminar as the other applicants did.

The 1 WF hired possessed a background in mass spectrometry and was a post-doc in one of the leading mass spectrometry labs (proteomics) in the country under the tutelage of Ben Garcia, of the University of Pennsylvania. The candidate's seminar was clear and her answers were concise, direct, and accurate throughout the mock experimental design section of the interview. The applicant's letters of recommendation were strong and supported her work ethic, outlined her competence with many proteomics applications, and demonstrated she was a clear communicator that had experience with mentorship and scientific collaborations. The references specifically indicated her expertise with varied proteomics and mass spectrometry techniques, plus instrument maintenance and troubleshooting. These letters were written by individuals that were experts in the field.

Search 494741 –Academic Assistant 2

Job Description

This is a staff position in the CVMDL for a veterinary pathologist who has completed or will complete a residency program in veterinary anatomic pathology and is eligible to sit Phase II of the ACVP Board Examination in veterinary anatomic pathology. Duties include necropsy and mail-in pathology service, with an emphasis on aquatic and avian case submissions, teaching in the undergraduate curriculum, and teaching in the residency training program in veterinary anatomic pathology. Participation in diagnostic investigations is highly encouraged and supported, as is gaining experience in one or more specialties related to pathology, such as molecular histotechnology or digital pathology. The position is for one year beginning in September.

Minimum Qualifications

DVM, VMD, or equivalent degree from a veterinary college accredited by the American Veterinary Medical Association

Qualification to sit Phase II of the ACVP Board Examination in veterinary anatomic pathology

Excellent interpersonal and communication skills

Working knowledge of Word, Excel, and PowerPoint

Preferred Qualifications

Masters or PhD in a biomedical field of study, e.g. genetics, pathobiology, marine biology, epidemiology

Job Duties

Participation on the mammalian (domestic), avian, and aquatic pathology services, with effort emphasizing the latter two and including necropsy and mail-in case submissions

Team teaching of the Department's anatomy and physiology course in the undergraduate Pathobiology curriculum (Fall)

Lecturing on one or more topics in the Department's histology course (Fall) and its principles of pathobiology course (Spring)

Moderating/teaching gross pathology and microscopic pathology rounds in the residency program

Participation in a course in digital pathology

Performing RNAscope or Basescope and/or immunohistochemistry in diagnostic investigation or research application

Performing quantitative image analysis as part of diagnostic investigation or research application

Performing field necropsies when necessary

Travel off-campus and participation in instructional events, e.g. necropsy demonstrations for stakeholder groups

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1 Total applicants: 1 WF

1 Interviewed applicant: 1 WF

The 1 WF hired was a veterinarian who had completed a three-year residency in veterinary pathology. The candidate had successfully taken the certification examination in veterinary anatomic pathology of the American College of Veterinary Pathologists. Additionally, she completed her residency training in veterinary anatomic pathology at the CVMDL. As a veterinarian trained in anatomic pathology, the applicant possessed knowledge of the anatomy and physiology of domestic animals, histologic structure and function, and principles of pathobiology. She had experience as a lecturer in three required courses in the undergraduate Pathobiology Major. In addition, having completed her residency training in anatomic pathology, the candidate can teach the graduate students/veterinary residents in the residency/MS program in veterinary anatomic pathology both in the classroom, graduate courses, and on the postmortem room floor.

Category 3: Nonteaching Professional – Specialist

Hiring goals: 3 BM, 2 BF, 2 HM, 1 HF, 5 AM, 1 AF

Hiring into Category: 2 WM, 2 WF, 1 BM, 1 HM

Goals met: 1 BM, 1 HM

RG	Search #	Goal
BM	494736	Y
HM	494152	Y
WM	494651	N
WM	494722	N
WF	494665	N
WF	494775	N

Search 494736 – Specialist IA – Athletics MI Basketball

10 Total applicants: 5 WM, 3 BM, 1 HM, 1 UU

9 Unqualified applicants: 5 WM, 1 HM, 2 BM, 1 UU

1 Interviewed applicant: 1 BM

Hired: 1 BM

This hire achieved a hiring goal.

Search 494152 – Specialist IA – Athletics Strength Center

45 Total applicants: 31 WM, 1 WF, 2 BM, 2 AM, 6 HM, 1 TM, 1 TF, 1 UU

20 Unqualified applicants: 16 WM, 1 BM, 2 HM, 1 TF

20 Qualified applicants: 12 WM, 1 WF, 1 BM, 2 HM, 2 AM, 1 TM, 1 UU

5 Interviewed applicants: 3 WM, 2 HM

Hired: 1 HM

This hire achieved a hiring goal.

Search 494651 – Specialist IA – Athletics MI Basketball

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.

1 Total applicant: 1 WM

1 Interviewed applicant: 1 WM

Hired: 1 WM

The men's basketball team reported back to campus on June 19 to participate in a university reintegration "pilot program." As part of the program, and following state and university guidelines, the coaches and a limited number of essential support staff members were identified for the required COVID-19 testing, in order to ensure a safe environment for all participants. Unfortunately, the current strength and conditioning coach refused to take the test, thus rendering him unavailable to do his job. As an employee whose employment term was expiring, the employee was not renewed. However, this left the Department of Athletics with a challenging health and safety situation of having student-athletes back on campus and no strength coach to train them. Additionally, this situation impacted the team's eligibility and compliance with conference requirements. To quickly remedy this critical issue, the department recruited a previous applicant who was willing to follow all mandated safety protocols and accept the position on a few days' notice.

The candidate possessed 20 years of strength and conditioning experience, including the most recent eight years as the head strength coach at the University of Cincinnati. He uniquely had experience at both the collegiate and professional levels. Additionally, he had demonstrated

through his various experiences that he was committed to the holistic physical development of student-athletes, including ongoing education, self-motivation techniques, sound nutritional practices and a coordinated approach with sports medicine personnel to ensure effective injury rehabilitation. This intense focus on student-athlete development and welfare made him the best candidate.

Search 494722 – Specialist IA – Athletics MI Hockey

JOB SUMMARY

The University of Connecticut Division of Athletics is accepting applications for the full-time position of Director of Men's Ice Hockey Operations. Responsibilities include: assisting the Head Men's Ice Hockey Coach in a variety of team related operational duties including coordinating all team travel arrangements; providing support for practice and game preparation including attending meetings relating to coaching activities which includes game analysis and review of game film; assisting with necessary data collection including preparation including the tracking of performance statistics during competitions and practice sessions; monitoring the Men's Ice Hockey budget; acting as liaison to various internal and external constituencies; and other program duties as assigned by the Head Men's Ice Hockey Coach.

MINIMUM QUALIFICATIONS

Bachelor's degree; five years' experience working in the sports industry; proven experience delivering effective verbal and written communications; experience working with various social media platforms; four years' experience as Division I student-athlete; familiarity with NCAA regulations; strong commitment to the academic goals of the University; and excellent organizational skills.

PREFERRED QUALIFICATIONS

Ten years' experience working in the sports industry; playing experience as a professional athlete.

SALARY

Salary will be commensurate with experience.

TO APPLY

Please apply online at <http://hr.uconn.edu/jobs/>, Staff Positions, Search #494722 to upload a **resume**, **cover letter**, and contact information for **three (3) professional references**. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on August 24, 2020.

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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Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking
- American Hockey Coaches Association

54 Total applicants: 50 WM, 1 WF, 1 BM, 1 AM, 1 UU

53 Unqualified applicants: 49 WM, 1 WF, 1 BM, 1 AM, 1 UU

- 1 WM, 1 UU did not meet the minimum requirements of the position.

1 Interviewed applicant: 1 WM

1 WM hired presented and demonstrated excellent communication skills. He was able to articulate his strong desire to advance the hockey program and be a key member of staff. He also had the ability to support the many operational aspects of the program. His experience as a Division I student athlete and a professional athlete, combined with his many years working in the sports industry, brought the level of expertise needed for the position.

Search 494665 – Specialist IA – Athletics Women Intercollegiate

JOB SUMMARY

The University of Connecticut Division of Athletics is accepting applications for a full-time position of Assistant Women's Lacrosse Coach. Responsibilities include: assisting the Head Women's Lacrosse Coach in planning and organizing all phases of a Division I women's lacrosse program including recruitment and evaluation of prospective student-athletes; development of the student-athlete; game preparation; marketing and community involvement; and other administrative duties as assigned by the Head Women's Lacrosse Coach.

MINIMUM QUALIFICATIONS

Bachelor's degree; Division I collegiate lacrosse playing experience (within the last three years); demonstrated working experience with NCAA regulations; strong commitment to the academic goals of the University; and excellent organizational, communication and public relations skills.

PREFERRED QUALIFICATIONS

Division I coaching experience; experience coaching the draw; experience in film review; experience recruiting prospective student-athletes; experience coaching camps & clinics and/or club teams.

APPOINTMENT TERMS

Salary will be commensurate with experience.

TO APPLY

Please apply online at <http://hr.uconn.edu/jobs/>, Staff Positions, Search #494665 to upload a **resume**, **cover letter**, and contact information for **three (3) professional references**. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on July 16, 2020.

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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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 the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- UConnHuskies.com
- IWLCA

20 Total applicants: 1 WM, 17 WF, 1 HF, 1 TM

7 Unqualified applicants: 1 WM, 5 WF, 1 TM

- 1 WM, 5 WF, 1 TM did not meet the minimum requirements of the position.

7 Qualified applicants: 7 WF

- 5 WF did not have Division 1 coaching experience.
- 2 WF did not have experience with coaching the draw control.

6 Interviewed applicants: 5 WF, 1 HF

- 1 WF's responses to interview questions indicated that she did not have interpersonal communication skills needed for the coaching position.
- 1 WF, 1 HF did not have the experience needed in coaching the draw control.
- 1 WF did not have tactical or technical knowledge regarding coaching details.
- 1 WF did not have the recruitment experience for the position.

The 1 WF hired had excellent communication skills and was able to articulate the passion for the position. The candidate had the technical and tactical knowledge regarding coaching lacrosse and specific skill sets needed for the position. This candidate's specialty was within coaching the draw control.

Search 494775 – Specialist IA – Athletics WI Field Hockey

JOB SUMMARY

The University of Connecticut Division of Athletics is accepting applications for a full-time position of Assistant Women's Field Hockey Coach. Responsibilities include: assisting the Head Women's Field Hockey Coach in planning and organizing all phases of a Division I women's field hockey program including recruitment and evaluation of prospective student-athletes; development of the student-athlete; game preparation; marketing and community involvement; and other administrative duties as assigned by the Head Women's Field Hockey Coach.

MINIMUM QUALIFICATIONS

Bachelor's degree; Division I collegiate field hockey playing experience (within the last six years); Division I collegiate coaching experience (within the last five years); demonstrated working experience with NCAA regulations; strong commitment to the academic goals of the University; and excellent organizational, communication and public relations skills.

PREFERRED QUALIFICATIONS

Master's degree; Senior USA National Team experience; International Club playing and coaching experience; and Division I Final Four playing experience.

APPOINTMENT TERMS

Salary will be commensurate with experience.

TO APPLY

Please apply online at <http://hr.uconn.edu/jobs/>, Staff Positions, Search #494775 to upload a **resume, cover letter**, and contact information for **three (3) professional references**. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on September 24, 2020.

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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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 the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards
- UConnHuskies.com
- Professional Networking

4 Total applicants: 2 WF, 1 HM, 1 AM

3 Unqualified applicants: 1 WF, 1 HM, 1 AM

- 1 WF, 1 HM, 1 AM did not meet the minimum requirements of the position.

1 Interviewed applicant: 1 WF

The 1 WF hired demonstrated thorough understanding of the various aspects of the field hockey program, including the recruiting and development of student-athletes. She shared details on her athletic career as a former UConn student-athlete and a member of the Senior USA National team. Additionally, she articulated a philosophy aligned with the University's, regarding student-athletes in their growth athletically, academically and socially.

Category 3: Nonteaching Professional – Remaining Titles

Hiring goals: 16 WM, 1 BM, 2 BF, 1 HM, 1 AM

Hiring into Category: 6 WF, 1 AF, 1 TF

Goals met: None

RG	Search #	Goal
WF	493903	N
WF	494282	N
WF	494394	N
WF	494553	N
WF	494858	N
WF	2019244	N
TF	494695	N

Search 493903 – University Education Assistant 3 – Human Resources

DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Review and monitor a variety of human resources transactions and supervise the workflow and processing of administrative and personnel paperwork specifically related to the function of University-wide special payroll activity.
- Coordinate administrative processes and provide assistance with training, communication, and the evaluation of processes with responsibility to make recommendations for improvement and efficiency.
- Assist in the management of a central e-mail box and HR phone line as a primary resource for information to employees, departmental liaisons, applicants and others, and ensure professional, courteous and timely delivery of customer service.
- Respond to inquiries by gathering information and composing routine correspondence; assist in updating and maintaining central repository of reference/resource information.
- Track, review, sort and analyze HR documents; may assist with the maintenance and design of file and record keeping systems.
- Research, collect and compile data and assist with preparing confidential reports that may be used in collective bargaining; record confidential data in database.
- 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 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, CoreCT or similar human resource management system or ERP.
3. Working knowledge and experience with MS OneNote, Visio, PeopleSoft, and Applicant Tracking Systems.
4. Experience accurately entering data into a computerized systems.
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

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020256. Please submit a **cover letter, resume**, and contact information for **three (3) work-related references**. It is preferable that one reference be from the immediate supervisor. Please reference Search #2020256. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020256)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 15, 2019.

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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Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on UConn Human Resources Management list serve via Blackboard and a Personal LinkedIn page.

180 Total applicants: 21 WM, 96 WF, 6 BM, 9 BF, 4 HM, 17 HF, 2 AM, 5 AF, 1 TM, 3 TF, 16 UU

136 Unqualified applicants: 16 WM, 74 WF, 5 BM, 9 BF, 4 HM, 12 HF, 1 AM, 1 AF, 1 TM, 2 TF, 11 UU

- 16 WM, 74 WF, 5 BM, 9 BF, 4 HM, 12 HF, 1 AM, 1 AF, 1 TM, 2 TF, 11 UU did not meet the minimum requirements as posted.

34 Qualified applicants: 4 WM, 18 WF, 1 BM, 5 HF, 1 AF, 1 TF, 4 UU

- 4 WM, 18 WF, 1 BM, 4 HF, 1 AF, 4 UU, 1 TF did not have the preferred qualifications of working knowledge and experience with Microsoft OneNote, Visio, PeopleSoft, and Applicant Tracking Systems.
- 1 HF did not have the preferred qualification of experience working in a unionized environment.

10 Interviewed applicants: 1 WM, 4 WF, 1 AM, 3 AF, 1 UU

- 1 WM, 3 WF, 1 AF, 1 UU withdrew their applications from consideration.
- 1 AM provided incomplete responses to interview questions. He also did not provide detailed examples of his time management techniques and his ability to improve customer satisfaction.
- 1 AF did not respond to repeated attempts to schedule an interview.
- 1 AF was unable to articulate her thoughts in a structured, organized, logical way. She also did not provide clear examples of her time management techniques, ability to deal effectively with difficult co-workers, or ability to handle a difficult situation.

The 1 WF selected provided accurate responses to interview questions. She gave clear detailed examples of her ability to handle detailed work in a fast paced environment, her experience following policy and procedures, and her experience responding in high pressure situations. Additionally, she provided the steps to excellent customer service, and described in detail how she performs daily tasks under deadline in addition to completing other special projects.

Search 494282 – University Education Assistant 3 – Provost Academic Affairs

JOB SUMMARY

The Office of the Provost invites applicants to join a team of administrative professionals supporting administrative operations for academic affairs at the University of Connecticut. The person in this position provides administrative support to the overall business and administrative functions of academic affairs, including the management of all financial, capital, and human resources in the division. The Academic Finance and Administrative Assistant works in a team environment to support leadership in tracking, allocation, and disbursement of resources for academic operations spanning finance, budget, human resources, payroll, travel, and special projects.

A successful candidate will provide exceptional administrative support to the Provost's Office with strong organizational, communication, and problem-solving skills. This is a confidential staff position requiring understanding of discretion and professionalism. The person in this position will work in a collaborative, dynamic team environment. This is an excellent opportunity to develop a broad understanding of administration across the university.

DUTIES AND RESPONSIBILITIES

1. Assists in the review and approval of financial, human resource/payroll, and general administration transactions and activities. Troubleshoots routine issues as required.
2. Maintains a collection of fiscal records including payroll, purchasing, travel and other disbursements.
3. Serves as a resource to schools/colleges, departments, administrative units, and central administration on policies and procedures related to academic administration.
4. Assists in monitoring faculty and staff hiring activity and HR/payroll data.
5. Assists in drafting and reviewing recommendations on faculty and staff appointment and compensation configuration.
6. Assists in administration of employee leave requests.
7. Assists in managing the financial resources and records of the Office of the Provost and the Division of Academic Affairs.
8. Assists in coordinating collective bargaining and other employee salary increases.
9. Assembles ad hoc reports on financial/HR/payroll data for use in analyzing policy and budget options, and to support other administrative decision-making.
10. Coordinates appointment scheduling for supervisor and team operations; makes arrangements for meetings, conferences, search committees, and travel as needed.
11. Assists in staffing working groups, committees, and special projects.
12. Works closely with business units such as the Office of Budget and Planning, Institutional Research and Effectiveness, Payroll, Tax and Compliance, Human Resources, and University Business Services to carry out responsibilities and maintain advanced understanding of university policy and procedures.
13. May provides office support such as answering phones and making referrals as needed.
14. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Experience working in an administrative capacity
- Excellent organizational and problem-solving skills; exceptional attention to detail
- Excellent oral and written communication skills
- Proven ability to work collaboratively and effectively in a team environment
- Competence using Microsoft Office Suite

PREFERRED QUALIFICATIONS:

- 1-3 years of professional experience
- Experience working in a higher education setting
- Experience working in finance or budget
- Experience interpreting policy and/or implementing policies and procedures
- Advanced skills using Excel, Access, or enterprise systems

APPOINTMENT TERMS:

This is a full-time, twelve-month, confidential staff position. Salary is commensurate with qualifications and experience.

TO APPLY:

Please apply online at <https://hr.uconn.edu/jobs/>, Staff Positions, Search #494282. Interested applicants must submit the following: 1) a **cover letter** that expands on interest in this position and demonstrates qualification, 2) a current **resume**, and 3) contact details for **three references**. The selection committee will not review incomplete applications. Screening will begin immediately. For full consideration, please apply by February 6, 2020.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on February 6, 2020.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on Ability jobs and Twitter.

44 Total applicants: 3 WM, 24 WF, 6 BF, 2 HM, 1 HF, 2 AF, 1 TM, 5 UU

26 Unqualified applicants: 13 WF, 6 BF, 2 HM, 1 HF, 2 AF, 1 TM, 1 UU

- 13 WF, 6 BF, 2 HM, 1 HF, 2 AF, 1 TM, 1 UU did not meet the minimum requirements as posted.

3 Qualified applicants: 3 WF

- 1 WF did not have the required qualifications of 1-3 years of professional experience and experience working in a higher education setting.
- 2 WF did not have the required qualifications of experience working in a higher education setting and experience working in finance or budget.

15 Interviewed applicants: 3 WM, 8 WF, 4 UU

- 1 WM did not provide specific detailed examples of his finance or budget experience. He also wasn't able to answer questions regarding his advanced skills utilizing Excel, Access, or enterprise systems.
- 1 WM, 3 WF, 2 UU withdrew their applications from consideration.
- 1 WM, 3 WF, 2 UU did not demonstrate the required excellent communication skills. Their responses to interview questions were not clear, coherent, or concise.

The 1 WF selected provided specific detailed examples of her finance and budget experience and her ability to interpret policies. She gave detailed examples of her problem-solving skills. She also provided accurate responses to questions regarding her advanced skills utilizing Excel.

The 1 WF selected was promoted and is discussed in the Promotional Goals Analysis.

Search 494394 – University Education Assistant 3 – Research

The Office of the Vice President for Research invites applications for the position of University Education Assistant 3 to provide confidential administrative support for executive staff in the Office of the Vice President for Research. The incumbent will provide complex scheduling and logistical support, including all arrangements and activities (including financial) related to meetings and travel (domestic and international), while preserving confidentiality and exercising discretion in performing assigned responsibilities. This position requires a high degree of autonomy and accountability, works primarily independently; and will provide back-up support/assistance to the Executive Assistant to the Vice President for Research, Innovation and Entrepreneurship.

DUTIES AND RESPONSIBILITIES

- Serves as the primary scheduling contact for assigned executive staff.
- Coordinates a complex schedule of appearances and activities, requiring coordination with other executive and administrative staff, including arranging for all logistics (i.e. space, technology, catering, parking, agendas, materials, other). Assures that the participants are fully prepared to participate in all scheduled activities. May take and transcribe meeting minutes or notes.
- Arranges for local, domestic and international travel; procures appropriate travel documents; develops itineraries, processes pre- and post-travel advances and expenditures/reimbursements, other related responsibilities.
- Coordinates with Manager of Research Communication to assure marketing, publicity, public relations, media coverage as appropriate.
- Maintains strict confidentiality and exercises discretion and a high degree of autonomy and accountability in the conduct of business.
- Assists or provides back-up support to the Executive Assistant to the Vice President for Research, Innovation and Entrepreneurship.
- May respond to inquiries as assigned or directed.
- Must be willing and able to travel for meetings, and work from satellite offices within the state (primarily Storrs and Farmington).
- Other responsibilities as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of experience and education.
2. At least one year of full-time administrative experience or equivalent, which must include complex scheduling and arranging for related logistics.
3. Ability to maintain strict confidentiality and to function effectively in ambiguous situations requiring the exercise of significant judgment and discretion.
4. Excellent analytical skills.
5. Excellent writing, verbal and interpersonal communication skills.
6. Self-starter, with ability to work with little or no direction, and to consistently follow-through independently.

7. Superior accuracy and attention to formatting, etiquette, conventions and details, as demonstrated by application.
8. Proficient user of Microsoft Office Suite.
9. Ability and willingness to travel to other work locations (primarily Storrs and Farmington).

PREFERRED QUALIFICATIONS

1. Two or more years of general administrative experience, which must include complex scheduling and arranging for related logistics.
2. Experience providing executive scheduling/administrative support in a higher education administrative office or similarly complex organization.
3. Experience arranging for domestic and international travel.
4. Proficiency with administrative technology and tools such as for scheduling meetings and events; updating directories; marketing or publication on social media, etc.

APPOINTMENT TERMS

This is a 40-hour per week, full-time, 12-month permanent position, with an excellent benefits package including medical and retirement, as well as employee and dependent tuition reimbursement at the University of Connecticut (outlined here: <https://hr.uconn.edu/benefits-beyond-pay/>). The target hiring salary range for this position is within the low to high forties. The target start-date for this position is as soon as possible.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494394 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on March 20, 2020.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on OVPR website, CT Hires, US DOL website, Indeed, and UC-RESADM-L listserv.

16 Total applicants: 10 WF, 2 BF, 2 AM, 2 AF

9 Unqualified applicants: 4 WF, 2 BF, 2 AM, 1 AF

- 4 WF, 2 BF, 2 AM, 1 AF did not meet the minimum requirements as posted.

7 Interviewed applicants: 6 WF, 1 AF

- 1 WF did not provide detailed examples of her ability to collect and analyze information, problem-solve, and make decisions. Also, she did not have complex scheduling experience.
- 1 WF did not respond to repeated attempts to schedule an interview.
- 1 WF's responses were generic and she did not provide detailed examples pertaining to the questions asked regarding her level of experience scheduling meetings and providing executive support.
- 1 WF did not provide complete responses to interview questions. Specifically, her responses did not include essential points of the role and scope of the position.
- 1 WF's responses to administrative experience were not detailed or complete.
- 1 AF did not understand the role and scope of the position. Specifically, her responses and examples to interview questions were not complete and detailed.

The 1 WF selected provided detailed examples of her ability to collect and analyze information, problem-solve, and make decisions. She also provided detailed and complete answers to interview questions regarding administrative experience such as complex scheduling, effectively managing assignments, and proficiency with administrative technology.

Search 494553 – Assistant Director - Library

JOB SUMMARY

The UConn Library invites applications and nominations for a highly collaborative, innovative, thoughtful, nimble, and strategic leader for the Associate University Librarian (AUL) for Collections and Discovery. Reporting to the Dean, the AUL shapes all aspects of collecting and discovery for the UConn Library. As a member of the senior leadership team, the AUL actively engages in every aspect of the UConn Library and serves as an ambassador and advocate for the Library with University constituencies, and with state, regional, and national organizations. Along with all UConn Library personnel, the successful candidate makes a positive contribution to a culture of inclusion and respect in all interactions within the Library and across the University and exemplifies the UConn Library values of kindness and trust, curiosity and inquiry, equity and inclusion, and having fun.

DUTIES AND RESPONSIBILITIES

As a member of UConn Library's senior leadership the AUL for Collections and Discovery ensures organizational effectiveness and efficiency and shares in responsibilities for decision-making, resource management, and policy development for library operations and services. While each AUL position has an individual area of responsibility, all AULs support holistic library-wide approaches to strategic planning and communication, and an environment of innovation and collaboration. AULs are expected to lead through promoting teamwork, diversity, and inclusiveness within UConn Library and the campus. In addition, AULs serve as the Library's representative and advocate to relevant university, consortial, or multi-institutional groups.

The AUL for Collections and Discovery provides leadership, strategic direction, and support for the development, assessment, and evaluation of the Collections and Discovery area, including acquisitions, collection strategies, metadata, electronic resource management, and discovery. The position is responsible for the Library collections budget, collection development and management, and technical service operations in the context of trends in digital scholarship, open access, scholarly communications, and the development of next-generation resource discovery systems. The position provides leadership in areas of copyright and fair use as they apply to collections and resource sharing and works collaboratively with staff at the UConn Libraries, UConn Health Sciences Library, and UConn School of Law Library to develop policies and make strategic decisions. Additionally, the AUL for Collections and Discovery takes a leadership role in defining the Libraries' participation in regional and national collaborations that preserve and provide access to shared collections of scholarly materials. The AUL for Collections and Discovery collaboratively establishes goals and objectives for the area and develops, evaluates, and continually improves programs and services.

MINIMUM QUALIFICATIONS

1. Master's degree or higher in library or information science or other relevant discipline.

2. Minimum of seven years of significant academic or research library experience (could also be consortial or related) with responsibility in areas related to collection assessment and management, acquisitions, metadata services, licensing, copyright, or scholarly communications.
3. Minimum of three years of continuous supervisory experience including demonstrated leadership skills, keen analytical and conceptual abilities, ability to influence and manage change, inspire innovation, delegate responsibility appropriately, and successfully support staff development.
4. Ability to work creatively, collaboratively, and effectively and to be a leader in promoting teamwork, diversity, equality, and inclusiveness.
5. Demonstrated interpersonal and public communication skills including ability to serve as an advocate and spokesperson for UConn Library.
6. Knowledge of emerging trends in higher education or academic libraries.
7. Ability to build successful partnerships at the local, regional, and national level.

PREFERRED QUALIFICATIONS

1. Experience in promoting library collections and engaging faculty, students, and administrators.
2. Experience with budget management or grant writing.
3. Experience in consortial or multi-institutional program development.
4. Experience in developing and implementing strategic plans or projects.
5. Evidence of a strong record of professional service, scholarly publishing, or research.

About UConn

UConn is one of the top public research universities in the nation, with more than 30,000 students pursuing answers to critical questions in labs, lecture halls, and the community. Knowledge exploration throughout the University's network of campuses is united by a culture of innovation. An unprecedented commitment from the state of Connecticut ensures UConn attracts internationally renowned faculty and the world's brightest students. As a vibrant, progressive leader, UConn fosters a diverse and dynamic culture that meets the challenges of a changing global society.

The main 4,400-acre campus is set in a university town located in the heart of Connecticut; approximately a half hour's drive from Hartford, 90 minutes from Boston, and 3 hours from New York City. Storrs offers New England village charm, with outstanding recreational facilities and open space initiatives, farm to table agricultural communities, and excellent public schools.

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 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 public research universities.

UConn's faculty and staff are a 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.

APPOINTMENT TERMS

This is a full-time position based in Storrs, Connecticut. 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, Search #494553 and include a **cover letter**, detailed **resume**, and contact information for **three professional references**. Candidates should address in their cover letter and/or resume how their candidacy meets the position responsibilities, minimum qualifications, and preferred qualifications (if applicable).

Nominations and inquiries should be sent in confidence to ellen.silbermann@uconn.edu. To ensure full consideration, inquiries and applications should be submitted by June 14, 2020.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on June 14, 2020.

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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Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on UConn Library's website, Facebook, and Twitter. As well as, UConn Instagram, Syracuse listserv, Program for Cooperative Cataloging listserv, Bibliographic Framework listserv, OCLC-CAT listserv, LinkedIn, Alma listserv, American Library Association, The Chronicle, Simmons College

weekly newsletter, North American Serials Interest Group Jobs page, and New England Library Association Job Opportunities page.

31 Total applicants: 8 WM, 11 WF, 1 BM, 1 BF, 1 HF, 5 AM, 2 AF, 2 UU

13 Unqualified applicants: 5 WM, 5 WF, 1 BM, 2 AM

- 5 WM, 5 WF, 1 BM, 2 AM did not meet the minimum requirements as posted.

10 Qualified applicants: 3 WM, 2 WF, 1 BF, 1 HF, 1 AM, 1 AF, 1 UU

- 1 WM scored 9 out of 15 possible points for preferred qualifications.
- 1 WM, 1 WF scored 13 out of 15 possible points for preferred qualifications.
- 1 WM, 1 AM scored 14 out of 15 possible points for preferred qualifications.
- 1 WF scored 6 out of 15 possible points for preferred qualifications.
- 1 BF scored 3 out of 15 possible points for preferred qualifications.
- 1 HF scored 11 out of 15 possible points for preferred qualifications.
- 1 AF, 1 UU scored 7 out of 15 possible points for preferred qualifications.

Each candidate's preferred qualifications were scored between 0 and 3 points. With 0 having no experience and 3 having all required experience.

8 Interviewed applicants: 4 WF, 2 AM, 1 AF, 1 UU

- 1 WF was unable to articulate her ideas for developing and implementing strategic plans and projects.
- 2 WF, 1 AM withdrew their applications from consideration.
- 1 AM did not have the interpersonal and public communication skills for serving as an advocate and spokesperson. Specifically, he was unable to articulate the emerging trends in higher education or academic libraries.
- 1 AF was unable to articulate her ability to work as a leader in promoting diversity, equality, and inclusiveness. She also had difficulties articulating her responsibility in areas related to implicit bias in metadata services.
- 1 UU did not have the interpersonal and public communication skills needed. Specifically, the candidate was unable to verbalize steps on how they would effectively promote and implement teamwork in a leadership position.

The 1 WF selected provided specific examples of her ability to work creatively, collaboratively, and effectively and to be a leader in promoting teamwork, diversity, equality, and inclusiveness. She also provided specific examples of her experience in developing and implementing strategic plans or projects.

HR Assistant (UEA 3) – HR Services

As part of the HR Operations Team and under the general direction of the Director of HR Benefits, this position is providing front line customer service assistance for the HR Department and assisting with processing transactions related to tuition benefits, retirements and on-boarding for new hires. The incumbent in this position has narrow authority to make independent decisions, exercise judgment and resolve issues that impact the overall operation of the team. This position may be responsible for a variety of assigned functions as part of the Employee Benefits & HR Services Unit. Assignments are subject to change and incumbents may be required to respond to a variety of HR inquiries via phone, e-mail and in person. Maintain and update procedures and practices related to assigned functions including those functions identified as under the purview of customer service/support functions. The successful candidate has a shared responsibility with the HR Operations team to triage and monitor incoming calls that come through HR's main phone line (6-3034).

MINIMUM QUALIFICATIONS

1. Bachelor's degree and at least one year of related professional experience or a combinations of education and 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. Excellent organizational and administrative proficiency with attention to detail.
6. Demonstrated critical thinking and ability to resolve routine problems efficiently, effectively and independently.
7. Ability to preserve confidential information and must have awareness of data integrity protocols.

TO APPLY

Please submit: a cover letter, a resume and contact information for three (3) professional references to Renee Boggis and Aliza Wilder via email. Application materials must be received by October 16, 2020 to 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>.

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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 the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Diverse Job Boards

2 Total applicants: 2 WF

2 Interviewed applicants: 2 WF

- 1 WF did not have the customer service experience needed for the position.

The 1 WF hired had extensive experience as an effective customer service professional. She had over 15 years of frontline customer service experience and 2.5 of those years were in Human Resources. She had worked on a Labor Relations team on an interim basis, which allowed her to gain knowledge of a wide range of Human Resource issues. Her references identified her as a professional who is extremely responsive, resourceful and always willing to assist her team and the department wherever needed. She explained how she had taken initiative to learn more about the operations of the Benefits team and has managed tasks assigned to her with a level of independence. In her detailed answers to interview questions, she gave examples of how she researched answers to inquiries and provided customers with timely responses. The depth of her customer service experience, her time supporting Labor Relations with difficult customer service requests and the outstanding references made her the best choice for the position.

Search 2019244 - UCP 12-SHS Physician 2 – Student Health and Wellness

Visible: Internal and External



Description Type: Job Posting

Description ID:

Description:

The University of Connecticut Student Health Services (SHS) is seeking applicants for a full-time staff physician (UCP 12) on our Storrs Campus. Under the direction of the Medical Director, the SHS Physician diagnoses and treats medical problems consistent with Medical board certification.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides medical services and consultation consistent with board certification.
2. Provides emergency medical care within the limits of resources available through the student health service.
3. Examines patients to determine nature and extent of illness.
4. Be available for emergency on-call services, as assigned.
5. Orders and execute various tests and provide information about the patient's condition.
6. Administers and prescribe treatments and drugs. Prescribe and order inoculations/vaccinations.
7. Take referrals from Nurse Practitioners and advise them as needed.
8. Guide and counsels patients about minor emotional problems and, where applicable, refer students to a psychiatrist or other specialist.
9. Refers patients for specialized medical care beyond the scope of SHS.
10. Advises patients concerning diet and hygiene.
11. Participates in and/or conduct in-service presentations.
12. Performs related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Doctor of Medicine degree or Doctor of Osteopathy degree.
2. Possession of a current license to practice medicine in the State of Connecticut by date of hire.
3. Board Certification in a primary-care specialty approved by the American Board of Medical Specialties.
4. Federal DEA number and state controlled substance registration.
5. Current CPR/AED certification.

PREFERRED QUALIFICATIONS

1. Experience working in a college health setting.
2. Competency with minor office medical procedures

APPOINTMENT TERMS

This is a 12-month permanent position. The incumbent must meet Connecticut State Department of Public Health CME requirements for licensure. 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

Please apply online using UConn Jobs, www.jobs.uconn.edu, Staff Positions, to upload a cover letter, resume, and a list of three professional references with contact information.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search 2019244)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 28, 2019.

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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Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed., Student Affairs website, UConn Cultural center Directors Listserv, Office of Institutional Equity listserv, Journal of American Medicine Assn. website, CareerBuilder.com, CTjobs.com, American College Health Assn. website, linkedin.com, American Family Physician online advertisement, Word of mouth from SHS staff and Medical director, and Diverse Job Boards.

6 Total applicants: 1 WM, 2 WF, 1 HF, 2 UU

6 Interviewed applicants: 1 WM, 2 WF, 1 HF, 2 UU

- 1 HF, 1 UU withdrew based on salary considerations.
- 1 WM did not have experience relevant to UConn's student population and was unable to provide examples of solving difficult situations involving patient and family dissatisfaction.
- 1 UU, 1 WF preferred a 10-month appointment while the current opening is for full-time 12-month position.

The 1 WF hired was able to accurately identify challenges that college students face and had a positive view on how this organization could teach students healthy habits and help them navigate the healthcare system. This candidate also showed expertise in infectious diseases, which is an important clinical issue on a college campus.

Search 494695 – University Educational Assistant 3 – Faculty and Staff Labor Relations

JOB SUMMARY

Reporting to the Executive Director of Employee Relations, this position independently performs a full range of confidential support services requiring general understanding of University operations with emphasis on labor relations and employment functions. This position preserves the confidentiality of administration and employees by exercising discretion in performing assigned responsibilities.

DUTIES AND RESPONSIBILITIES

1. Provides administrative support for the Office of Faculty and Staff Labor Relations under established policies and procedures.
2. Provides office support such as answering phones and making referrals as appropriate, typing, screening incoming mail, or taking notes at meetings. Maintains electronic and paper record keeping system. Evaluates office procedures and recommends improvements.
3. Maintains confidential data in case management database (legal files); tracks grievances and employment-related claims and litigation.
4. Prepares case management and other activity reports periodically and as requested by labor relations staff.
5. Compiles information from a variety of sources and assists with preparing narratives or statistical reports.
6. Performs research and analysis of labor agreements and employment policies at other institutions to inform labor negotiation strategy and/or policy development.
7. May coordinate appointment scheduling and make arrangements for meetings and training programs.
8. Monitors and screens all general inquiries and requests for assistance/advice from Labor Relations staff.
9. Serves as liaison and resource person to University departments and other constituents regarding routine information and department policies and procedures.
10. Participates in cooperative efforts to provide administrative support to the department managers or executives as needed.
11. May assist in the compilation of data or information related to the collective bargaining process. Responds to union requests for information under direction of the Executive Director, Director or Assistant Director.
12. Performs other related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's Degree or an equivalent combination of training and experience may be accepted in lieu of a four year degree.
- Experience in a responsible office support position in the field of human resources, labor relations or personnel administration.

- Excellent organizational skills and an ability to resolve routine office problems efficiently, effectively and independently.
- Demonstrated ability to communicate effectively with a diverse population.
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint) and database management experience.
- Excellent interpersonal skills.

PREFERRED QUALIFICATIONS

- Experience in the field of labor relations or administrative work in a unionized environment.
- Prior office experience in a university or human resource function.

APPOINTMENT TERMS

This is a full-time position. Salary range \$42,000 - \$45,000.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494695 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on August 20, 2020.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included Professional networking.

56 Total applicants: 7 WM, 27 WF, 4 BF, 1 HM, 5 HF, 3 AF, 5 UU, 2 TM, 2 TF

37 Unqualified applicants: 4 WM, 20 WF, 2 BF, 1 HM, 5 HF, 2 AF, 2 UU, 1 TF

- 3 WM, 20 WF, 1 BF, 1 HM, 5 HF, 2 AF, 2 UU, 1 TF did not meet the minimum requirements as posted.
- 1 WM, 1 BF submitted an incomplete application package.

4 Qualified applicants: 2 WM, 2 TM

- 2 WM, 2 TM did not have the preferred experiences in the field of labor relations or administrative work in a unionized environment. They also did not have the preferred experiences of prior office experience in a university or human resource function.

15 Interviewed applicants: 1 WM, 7 WF, 2 BF, 1 AF, 3 UU, 1 TF

- 1 WM, 1 WF did not have experience in a unionized environment related to this position. The experience was on a smaller scale.
- 1 WF did not have labor relations experience that was transferrable or related to this position and stated that she was not proficient in Excel.
- 1 WF was not proficient in Microsoft applications, which was determined from incorrect and inaccurate responses to questions about Word and Excel.
- 4 WF, 3 UU withdrew their applications from consideration.
- 2 BF did not have current experience in a human resources assist roles, and they did not have experience in higher education.
- 1 AF did not have experience in the field of human resources and labor relations in a unionized environment.

The 1 TF selected had the preferred experiences in the field of labor relations and work in a unionized environment as well as experience in a university human resource function. Specifically, she had experience reviewing collective bargaining agreements, gathering information for grievance hearings, and preparing exhibits for arbitration. She also was proficient in Microsoft Word, Excel and PowerPoint, answering all questions correctly and in detail.

Category 7: Maintenance/Service – Protective Services Police Officer

Hiring goals: 1 WM, 1 HF, 1 AM

Hiring into Category: No hiring activity

Goals met: None

Category 7: Maintenance/Service – Protective Services Police

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

Hiring into Category: 9 WM, 4 WF, 1 BF, 1 HM, 1 AM

Goals met: 1 BF, 1 HM, 1 AM

RG	Search #	Goal
BF	493447	Y
HM	494319	Y
AM	493447	Y
WM	493447	N
WM	493447	N
WM	493447	N
WM	493558	N
WM	494307	N
WM	494307	N
WM	494307	N
WM	2019391	N
WM	2019410	N
WF	494307	N
WF	494307	N
WF	494307	N
WF	PT-FT	N

Search 493447 – Protective Services Trainee Police – UConn Police Services

University of Connecticut
Police Department
Statewide Locations
Police Officers

(Positions may be filled with P.O.S.T Certified Police Officers or Police Officer Trainees)

Compensation

Starting salary for certified police officers is \$55,414 - \$72,915 (plus \$5,000 in additional stipends) per NP-5 CT Police and Fire collective bargaining agreement.

Additional benefits include:

- State of Connecticut Hazardous Duty Retirement Plan
- State of Connecticut Medical and Dental Plans
- Voluntary supplemental 457 and 403b Defined Contribution Plans

UConn Police. Protecting Connecticut's Future.

The University of Connecticut Police Department, an internationally accredited police agency, is inviting applicants to apply for Police Officer vacancies currently available throughout statewide locations of the University of Connecticut including Storrs, Hartford, Farmington, Stamford, Avery Point, and Waterbury. A career with UConn Police is multi-dimensional, challenging, and an opportunity to serve a unique and diverse community. UConn Police Officers provide a wide range of police services including the 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. UConn Police Officers work a challenging schedule that includes major University events, NCAA athletics events, dignitary visits and other complex assignments.

For more information on state class specification (job description) and qualifications, go to: <https://www.jobapscloud.com/CT/specs/classspecdisplay.asp?ClassNumber=6599PS&R1=&R3=>

MINIMUM QUALIFICATIONS:

In order to be considered for employment as a Police Officer Trainee with the UConn Police Department, applicants must have the following minimum qualifications:

- Current valid CPCA Entry Level Police Officer exam score.
- Current valid CHIP card at the time of application or ability to pass department issued physical ability assessment.
- Have no Class A or Class B misdemeanor convictions or any act of perjury or false statement
- Have no felony convictions
- Have reached 21st birthday
- Possess excellent written communication
- Possess excellent interpersonal communications
- Experience in and awareness of the sensitivity required when interacting with and addressing the needs of a diverse community.

PREFERRED QUALIFICATIONS:

- A degree in any field of study from an accredited college/university.
- Volunteer work in the community.
- United States Military Service.

Applicants interested in trainee positions can visit <https://www.policeapp.com/> to learn about CPCA exam dates.

APPOINTMENT TERMS:

These are full time, permanent positions on various shifts. The University of Connecticut offers a comprehensive benefits package that includes hazardous duty retirement and full medical and dental benefits. Employment of the successful candidate will be contingent upon successfully completing Polygraph, Psychological, Background and Pre-Employment physical.

TO APPLY:

Qualified applicants must apply online using <https://www.policeapp.com/>. To be eligible you must provide a **resume**, **references**, and a **cover letter** that includes why you want to become a Police Officer at the University of Connecticut; your expectations of the job and what skillsets you can bring to the Police Department. Application deadline is **November 5, 2019**.

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.

Jobs close at 11:59 PM (Eastern) on the deadline date specified, or when the position capacity has been met, or unless otherwise specified in the announcement. If the deadline date is not specified in the announcement, the agency has sole discretion on setting

the deadline and jobs may close without notice. It is the applicant's responsibility to thoroughly read and understand the deadline requirements and capacity limits as outlined by the agency.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on PoliceApp, P.O.S.T., and UConn Police website.

145 Total applicants: 88 WM, 15 WF, 15 BM, 2 BF, 15 HM, 3 HF, 5 AM, 1 TM, 1 UU

70 Qualified applicants: 39 WM, 9 WF, 9 BM, 7 HM, 2 HF, 3 AM, 1 UU

- 39 WM, 9 WF, 9 BM, 7 HM, 2 HF, 3 AM, 1 UU test scores were below 78, and they did not have one or more of the preferred qualifications. Interviewed applicants scored over 78 and possessed at least one preferred qualification.

75 Interviewed applicants: 49 WM, 6 WF, 6 BM, 2 BF, 8 HM, 1 HF, 2 AM, 1 TM

- 1 WM withdrew his application from consideration.
- 1 WM did not provide detailed complete responses to interview questions.
- 1 WM did not have the preferred volunteer work in the community.
- 4 WM, 1 WF did not have the preferred United States Military Service.
- 16 WM, 3 WF, 4 BM, 4 HM did not have the preferred volunteer work in the community and United States Military Service.
- 3 WM, 1 WF, 1 BM, 3 HM, 1 AM did not have the preferred degree in any field of study from an accredited college/university and volunteer work in the community.
- 9 WM, 1 WF did not pass the background check.
- 4 WM, 1 HM did not have the preferred degree in any field of study from an accredited college/university and United States Military Service.
- 1 BM did not have the preferred degree in any field of study from an accredited college/university.
- 7 WM, 1 BF, 1 TM were interviewed and still being considered for the remaining open positions at the end of the Plan year.
- 1 HF was offered the position and declined.

The 3 WM, 1 BF, 1 AM were selected:

The 1 WM selected had solid communication skills. He offered complete responses to interview questions and demonstrated ability to work on his own as well as with a team. He had relevant experience and was able to convey his level of experience throughout his interview.

The 1 WM selected was articulate in his answers and convincing of his desire to work in a community-oriented department. The candidate had solid communication skills, answered all questions with in-depth and logical responses and demonstrated his ability to work in a team as well as independently.

The 1 WM selected was articulate in his answers conveying his experience benefitting law enforcement. He also provided examples of his experience in communicating and engaging with the community. He had experience in public works and community policing.

The 1 BF selected demonstrated her ability to solve problems with detailed responses to interview questions. The candidate had prior law enforcement experience and related her growth in working in law enforcement. She was well prepared for the interview, having researched the department. She was knowledgeable about the Police Department and showed an interest in the campus community.

The 1 AM selected was concise and articulate with his responses and was able to demonstrate his ability to work independently as well as with a team. The candidate had a background in a law enforcement position including cadet experience at the Hartford Police and volunteer experience with his church. He was very interested in working at UConn and prepared for the interview by taking the initiative to speak with branch campus officers.

The 1 BF and 1 AM hires met hiring goals.

Search 494319 — Protective Services Trainee (Police) – UConn Police Services

287 Total applicants: 122 WM, 15 WF, 49 BM, 20 BF, 42 HM, 11 HF, 8 AM, 10 TM, 2 TF, 8 UU

183 Unqualified applicants: 75 WM, 12 WF, 31 BM, 14 BF, 25 HM, 7 HF, 8 AM, 5 TM, 1 TF, 5 UU

79 Qualified applicants: 33 WM, 2 WF, 14 BM, 6 BF, 12 HM, 3 HF, 5 TM, 1 TF, 3 UU

25 Interviewed applicants: 14 WM, 1 WF, 4 BM, 5 HM, 1 HF

1 Offered declined: 1 BM

Hired: 1 HM

This hire met a hiring goal.

Connecticut State

Department of Administrative Services

UConn Dispatcher Trainee

Recruitment #190827-9486PS-001

Location	Mansfield, CT
Date Opened	8/28/2019 12:00:00 AM
Salary	\$41,634 - \$55,872/year
Job Type	Open to the Public
Close Date	9/11/2019 11:59:00 PM

INTRODUCTION

The State of Connecticut, University of Connecticut's Division of Public Safety, Police Department at the Storrs Campus is seeking an applicant for a UConn Dispatcher Trainee position.

This is a fast-paced public safety emergency services dispatch center position that requires heavy computer use and the ability to multi-task. The incumbents in these positions will be required to work varying hours, including evening and night shifts, weekends & holidays. These are full-time, permanent positions with an hourly rate of \$19.94, which is non-negotiable.

These positions will be appointed at the entry level of UConn Dispatcher Trainee and are intended to be promoted to the target level of UConn Dispatcher. The selected candidates will be expected to successfully complete the training and experience required to qualify for the target level of UConn Dispatcher.



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. Employment will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

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. Works holidays with rotating mandatory weekend overtime.

Questions pertaining to this position should be directed to UConn HR's Services Unit phone number, 860-486-3034.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In the University of Connecticut, this class is accountable for receiving class room and on-the-job training in providing a communications link between law enforcement, emergency services and the general public.

EXAMPLES OF DUTIES

Receives on-the-job training in answering calls from the public and responding to complaints and emergency situations by assisting in the dispatching of public safety personnel to incidents within their jurisdiction; receives training in operating communications equipment; assists in contact of appropriate authorities; assists UConn Dispatchers by researching information for public safety personnel on matters such as stolen vehicles and criminal records; receives training and assists with monitoring radio frequencies and dispatching backup assistance to other police departments when needed; assists with maintaining records of communications received; receives training to record, code and enter pertinent law enforcement information and daily activity data into computer terminals and manual logs; completes various law enforcement forms; provides general information to the public; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Some knowledge of and ability to operate communications equipment; knowledge of basic first aid and safety procedures; interpersonal skills; computer keyboarding skills; ability to think and act quickly in emergency situations with judgment and discretion; ability to speak proper English and to enunciate clearly; ability to follow oral and written instruction; ability to exercise discretion in handling confidential information; ability to maintain manual and electronic records.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Any experience or training which would provide the skills and abilities indicated above.

PREFERRED QUALIFICATIONS

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

- Excellent interpersonal and communication skills including the ability to listen and communicate calmly, effectively and courteously in emergency and non-emergency situations.
- basic reading comprehension skills that demonstrate ability to problem solve and make sound decisions;
- ability to speak proper English and enunciate clearly; ability to determine priorities among multiple issues; excellent computer skills;
- good typing skills that demonstrate speed and accuracy;
- knowledge of terminology, coding, symbols and standard abbreviations used in radio communication;
- knowledge of and ability to interpret and apply state and federal laws, statutes, regulations and procedural guidelines relating to emergency services;
- ability to analyze problems and take appropriate actions.
- telecommunicator certification from DSET (Division of Statewide Emergency Telecommunication),
- certification in National Crime Information Center (NCIC)
- certification in Connecticut Online Law Enforcement Communications Teleprocessing (COLLECT) systems
- certification as Emergency Medical Dispatch (EMD)

SPECIAL REQUIREMENTS

Incumbents in this class must receive certification as a Telecommunicator within three (3) months of appointment.

1. Incumbents in this class must receive certification in National Crime Information Center (NCIC) and Connecticut On-Line Law Enforcement Communications Teleprocessing (COLLECT) systems and certification as an Emergency Medical Dispatcher (EMD) within three (3) months of appointment.
2. Incumbents in this class may be required to work a schedule that includes weekends, evenings, and holidays.
3. Incumbents in this class must possess a high school diploma or certification of having passed the General Educational Development (GED) examination.

CHARACTER REQUIREMENTS

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

PHYSICAL REQUIREMENTS

1. A physical examination may be required by the appointing authority.
2. Applicants for this class must possess normal hearing and vision.

WORKING CONDITIONS

Incumbents in this class are required to work in tiring positions for long periods of time in a stressful environment.

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.

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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on Association of Public-Safety Communications Officials-International, and colleges at the surrounding communication centers.

277 Total applicants: 70 WM, 74 WF, 27 BM, 45 BF, 14 HM, 22 HF, 1 AM, 1 AF, 4 TM, 11 TF, 8 UU

3 Unqualified applicants: 2 WM, 1 BF

- 2 WM, 1 BF did not meet the minimum requirements as posted.

260 Qualified applicants: 62 WM, 71 WF, 26 BM, 44 BF, 12 HM, 21 HF, 1 AM, 1 AF, 4 TM, 10 TF, 8 UU

- 61 WM, 69 WF, 26, BM, 44 BF, 11 HM, 21 HF, 1 AF, 4 TM, 10 TF, 8 UU did not have telecommunicator certification from DSET and certification in National Crime

Information Center (NCIC) and Connecticut Online Law Enforcement Communications Teleprocessing (COLLECT) systems as well as Emergency Medical Dispatch (EMD).

- 1 WM, 2 WF, 1 HM, 1 AM did not have telecommunicator certification from DSET.

14 Interviewed applicants: 6 WM, 3 WF, 1 BM, 2 HM, 1 HF, 1 TF

- 2 WM, 1 WF, 1 HM, 1 TF withdrew their applications from consideration.
- 2 WM, 1 WF did not show for their scheduled interviews or call to reschedule.
- 1 WM, 1 WF, 1 BM, 1 HF did not provide detailed responses regarding problem solving and their experience relating to specific scenarios.
- 1 HM did not have specific experience with dispatch which was reflected in his responses to scenario questions.

The 1 WM selected provided clear, concise, and detailed responses and examples to the interview questions. His responses showed his knowledge of and ability to interpret and apply state and federal laws, his experience as a dispatcher, and his ability to listen and communicate calmly, effectively and courteously in emergency and non-emergency situations. In addition, he held a Telecommunicator certification in the state of Connecticut and had developed training for new dispatchers.

Search 494307 – Protective Services Trainee Police – UConn Police Services

University of Connecticut

Police Department

Statewide Locations

Police Officers

(Positions may be filled with P.O.S.T Certified Police Officers or Police Officer Trainees)

Compensation

- Annual salary upon Connecticut P.O.S.T. Certification: \$55,414 - \$72,915 (plus \$5,000 in additional stipends)

Additional benefits include:

- State of Connecticut Hazardous Duty Retirement Plan
- State of Connecticut Medical and Dental Plans
- Voluntary supplemental 457 and 403b Defined Contribution Plans

UConn Police. Protecting Connecticut's Future.

The University of Connecticut Police Department, an internationally accredited police agency, is inviting applicants to apply for Police Officer vacancies currently available throughout statewide locations of the University of Connecticut including Storrs, Hartford, Farmington, Stamford, Avery Point, and Waterbury. A career with UConn Police is multi-dimensional, challenging, and an opportunity to serve a unique and diverse community. UConn Police Officers provide a wide range of police services including the 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. UConn Police Officers work a challenging schedule that includes major University events, NCAA athletics events, dignitary visits and other complex assignments.

For more information on state class specification (job description) and qualifications, go to: <https://www.jobapscloud.com/CT/specs/classspecdisplay.asp?ClassNumber=6599PS&R1=&R3=>

MINIMUM QUALIFICATIONS:

In order to be considered for employment as a Police Officer Trainee with the UConn Police Department, applicants must:

- Current valid CPCA Entry Level Police Officer exam score.
- Current valid CHIP card at the time of application or ability to pass department issued physical ability assessment.

- Have no Class A or Class B misdemeanor convictions or any act of perjury or false statement.
- Have no felony convictions.
- Have reached 21st birthday.
- Possess excellent written communication.
- Possess excellent interpersonal communications.
- Experience in and awareness of the sensitivity required when interacting with and addressing the needs of a diverse community.

PREFERRED QUALIFICATIONS:

- Earned Associates degree or minimum of 60 credits in any field of study from an accredited college/university.
- Volunteer work in the community. Please reference specific details in application materials.
- United States Military Service.

Applicants interested in trainee positions can visit <https://www.policeapp.com/> to learn about CPCA exam dates.

APPOINTMENT TERMS:

These are full time, permanent positions on various shifts. The University of Connecticut offers a comprehensive benefits package that includes hazardous duty retirement and full medical and dental benefits. Employment of the successful candidate will be contingent upon successfully completing Polygraph, Psychological, Background and Pre-Employment physical.

TO APPLY:

Qualified applicants must apply online using <https://www.policeapp.com/>. To be eligible you must provide a **resume, references, and a cover letter** that includes why you want to become a Police Officer at the University of Connecticut; your expectations of the job and what skillsets you can bring to the Police Department. Candidates will be selected for interview based on a review of their application materials and exam score. Preference will be given to candidates who meet one or more of the preferred qualifications.

Application will be accepted until May 31, 2020.

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.

Jobs close at 11:59 PM (Eastern) on the deadline date specified, or when the position capacity has been met, or unless otherwise specified in the announcement. If the deadline date is not specified in the announcement, the agency has sole discretion on setting the deadline and jobs may close without notice. It is the applicant's responsibility to thoroughly read and understand the deadline requirements and capacity limits as outlined by the agency.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on PoliceApp, P.O.S.T., and UConn Police website.

203 Total applicants: 114 WM, 21 WF, 16 BM, 2 BF, 21 HM, 6 HF, 2 AM, 6 TM, 1 TF, 14 UU

115 Qualified applicants: 62 WM, 10 WF, 13 BM, 2 BF, 11 HM, 3 HF, 2 AM, 2 TM, 1 TF, 9 UU

- 62 WM, 10 WF, 13 BM, 2 BF, 11 HM, 3 HF, 2 AM, 2 TM, 1 TF, 9 UU test scores were below 78, and they didn't have 1 or more of the preferred requirements. Interviewed applicants scored above 78 and possessed at least one preferred requirement.

88 Interviewed applicants: 52 WM, 11 WF, 3 BM, 10 HM, 3 HF, 4 TM, 5 UU

- 1 WM expressed his hesitation with the hiring process and profession.
- 3 WM was unable to articulate his responses. He also did not provide detailed examples to scenario questions.
- 1 WM did not provide detailed responses to situational questions. Also, his responses to law enforcement questions were incomplete.
- 3 WM did not provide clear, concise, detailed responses to interview questions.
- 1 WM did not have the preferred earned Associates degree or minimum of 60 credits in any field of study from an accredited college/university, and United States Military Service.
- 1 WM did not have the preferred voluntary work in the community and his responses to questions indicated that he was not interest in community policing.
- 4 WM, 2 WF did not have the preferred United States Military Service, voluntary work in the community or interest in community policing based on responses to interview questions.
- 4 WM, 1 WF, 1 BM failed the background check.
- 2 HM, 1 HF withdrew their applications from consideration.

- 1 UU did not provide complete responses to interview questions. The candidate also did not provide detailed examples of how they had handled stressful situations.
- 33 WM, 5 WF, 2 BM, 8 HM, 2 HF, 4 TM, 4 UU had been interviewed and were still under consideration for the remaining open positions

The 6 applicants were selected: 3 WM, 3 WF

- 1 WM provided clear, concise, detailed responses to interview questions. He also provided detailed examples of his ability to problem solve.
- 1 WM provided clear, concise, detailed responses to interview questions. He also provided detailed examples of how his experience would benefit our department.
- 1 WM provided clear, logical, detailed responses to questions. He also provided detailed examples of how he would utilize his experience to be successful in our department.
- 1 WF was articulate in her responses to interview questions. She also provided detailed examples of her ability to communicate with a diverse community.
- 1 WF provided clear, concise, detailed responses to interview questions. She also provided detailed examples of her experience in a higher education environment.
- 1 WF was articulate in her responses to interview questions. She provided detailed examples of her ability to problem solve as well as her ability to work independently and as part of a team. She also asked follow up questions specific to UConn Police Department.

Buildings and Grounds Patrol Officer (Part-Time)

Recruitment #190306-1248PS-001

Location Mansfield, CT

Date Opened 3/7/2019 12:00:00 AM

Salary \$19.27 - \$25.85/hour

Job Type Open to the Public

Close Date 3/29/2019 11:59:00 PM

[Go Back](#) [View Benefits](#)

INTRODUCTION



The [State of Connecticut](#), University of Connecticut Library is seeking applications for a part-time, Buildings & Grounds Officer to join a dedicated team that serves and supports the UConn community in its use of Library facilities and services at the Storrs campus. Under the general direction and reporting to the Head of Facilities & Security, the Buildings and Grounds Officer enforces the facilities and environmental policies of the UConn Library as mandated to maintain an environment conducive to an academic setting. The incumbent is responsible to be familiar with applicable University of Connecticut regulations and Connecticut State Laws to maintain a degree of safety in the UConn Library. This position is considered an Emergency Support Services/Essential Staff position. Incumbent must be available for weather or other emergency openings and possess the ability to be flexible and adjust to a schedule changes generated by severe weather and/or emergency circumstances. The schedule for this position is listed below, and the hourly salary is \$19.27 and is non-negotiable.

Schedule (subject to change):

Academic Hours (30.5 weekly hours): Thursday 5:30PM-2:30AM, Friday 3:30PM-9:30PM, Saturday 2:00PM-9:30PM, Sunday 9:30AM-5:30PM

Recess Hours: (May 12, 2019 through August 26, 2019; 25.5 weekly hours) Thursday 3:30PM-9:30PM, Friday 12:00PM-6:00PM, Saturday and Sunday 11:30AM-5:30PM

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. **It is highly recommended that you include a resume and cover letter with your application.**

If selected for an interview, you will be asked to provide the names and phone numbers of three professional references. Employment will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

Please note, 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 pertaining to this position and/or 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 a state institution, university or school, facility or at the State Regional Market this class is accountable for providing basic security services designed to insure the control and safety of clients, students, employees and the visiting public.

EXAMPLES OF DUTIES

1. Enforces regulations relating to control of state property.
2. Provides information and assistance to Library patrons and the general public.
3. Guards entrances and exits to prevent trespass, vandalism, and theft.
4. Performs routine patrol of library; check mechanical systems and monitor alarm systems and report troubles to the appropriate departments.
5. Performs opening and closing procedures including securing all interior and exterior doors.
6. Enforces Library policies related to eating and drinking, smoking, disruptive behavior, use of classrooms and Library space, as well as the University's student code of conduct.
7. Writes accurate incident reports and maintains security logs.
8. May assist Police and Fire Departments in emergencies such as building evacuations, suspect searches, and medical emergencies.
9. Maintains the Library's lost and found.
10. Provides security escorts for staff and student workers as needed.

KNOWLEDGE, SKILL AND ABILITY

Interpersonal skills; basic oral and written communication skills; ability to think and act quickly in an emergency with judgment and discretion.

MINIMUM QUALIFICATIONS

Any experience or training which would provide the skills and abilities indicated above.

PREFERRED QUALIFICATIONS

Preference will be given to those applicants who can effectively demonstrate the ability to use the current technologies and basic software as needed for the position in their submitted application.

SPECIAL REQUIREMENTS

1. Appointment to positions within the Connecticut Marketing Authority will be in accordance with Section 22-63a(d) of the Connecticut General Statutes.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
3. Incumbents in this class may be required to obtain and maintain a Standard First Aid Certificate and/or CPR certification.
4. 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.

CHARACTER REQUIREMENTS

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

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform 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 the attendant discomforts of working outdoors, to the effort of prolonged periods of walking and standing while on foot patrol and/or guard duty, and to some danger of injury in performing the duties of the class.

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.

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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included sending the posting to Ashford Town Hall, Town of Willimantic, Town of Chaplin, Town of Windham, Town Bolton, Town of Stafford, Town of Coventry, contractor, building management, and a lieutenant.

116 Total applicants: 46 WM, 6 WF, 22 BM, 7 BF, 16 HM, 9 HF, 1 AM, 3 TM, 6 UU

72 Unqualified applicants: 22 WM, 5 WF, 13 BM, 4 BF, 12 HM, 9 HF, 1 AM, 2 TM, 4 UU

- 17 WM, 4 WF, 12, BM, 3 BF, 12 HM, 6 HF, 1 AM, 2 TM, 4 UU did not provide requested additional referral questions.
- 5 WM, 1 WF, 1 BM, 1 BF, 2 HF didn't meet the minimum requirements as posted.
- 1 HF withdrew her application from consideration.

36 Qualified applicants: 18 WM, 1 WF, 7 BM, 3 BF, 4 HM, 1 TM, 2 UU

- 18 WM, 1 WF, 7 BM, 3 BF, 4 HM, 1 TM, 2 UU scored lower than 19 points based upon their minimum and preferred qualifications. Each qualification was scored by utilizing the following method: 1 for minimal evidence, 2 for evidence, and 3 for strong evidence. Candidates who scored 19 or higher out of a possible 21 points were scheduled for an interview.

8 Interviewed applicants: 6 WM, 2 BM

- 3 WM, 1 BM withdrew their applications from consideration.
- 1 WM did not have experience with building environmental systems.
- 1 BM did not provide articulated responses to interview questions regarding his ability to use current technology, experience with building environmental systems, and prior experience with building security.

- 1 WM did not provide clear concise responses to interview questions regarding his experience with building environmental systems, experience with building security, and his ability to utilize current technology.

The 1 WM selected provided articulated responses to interview questions along with detailed examples of his experiences with building environmental systems, building security, and utilizing current technology.

Search 2019410 – Buildings and Grounds Patrol Officer, Educational Outreach, UConn Police Services

INTRODUCTION



The [State of Connecticut](#), the University of Connecticut Police Department at [UConn Health in Farmington](#) is seeking applications for a full-time, Buildings & Grounds Officer to provide security at the emergency department lobby, assist medical staff with violent patients, provide interior patrol of the facility, and occasionally perform dispatching duties in the absence of a dispatcher. This position is considered an Emergency Support Services/Essential Staff position. Incumbent must be available for weather or other emergency openings and possess the ability to be flexible and adjust to a schedule changes generated by severe weather and/or emergency circumstances. The hourly rate is \$19.27 and is non-negotiable.

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. Employment 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 a state institution, university or school, facility or at the State Regional Market this class is accountable for providing basic security services designed to insure the control and safety of clients, students, employees and the visiting public.

EXAMPLES OF DUTIES

Enforces regulations relating to parking and traffic control as established by assigned agency; directs traffic on state property; issues tickets for violations; gives information and assistance to visitors; guards entrances and exits to prevent trespass, vandalism, theft and other violations; performs routine vehicle and foot patrol duty and monitors security and alarm systems to detect theft and other criminal acts; provides security escorts; provides first aid when necessary; performs dispatching and record keeping functions at a desk post; at a state hospital, assists in maintaining order among patients; assists in searching for missing patients; may assist in fire prevention and fire fighting activities; at an agency or institution, may oversee the activities of fellow officers as designated; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Interpersonal skills; basic oral and written communication skills; ability to think and act quickly in an emergency with judgment and discretion.

MINIMUM QUALIFICATIONS

Any experience or training which would provide the skills and abilities indicated above.

PREFERRED QUALIFICATIONS

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

- Prior hospital security experience
- Skill in report writing
- Dispatching experience

WORKING CONDITIONS

Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effort of prolonged periods of walking and standing while on foot patrol and/or guard duty, and to some danger of injury in performing the duties of the class.

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.

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 the posting on UConn Careers website, JobAps, CCSU and Tunxis Community College outreach, and Diverse Job Boards

346 Total applicants: 143 WM, 14 WF, 62 BM, 19 BF, 55 HM, 17 HF, 4 AM, 2 AF, 7 TM, 4 TF, 19 UU

305 Unqualified applicants: 121 WM, 13 WF, 58 BM, 16 BF, 48 HM, 16 HF, 3 AM, 2 AF, 7 TM, 3 TF, 18 UU

- 114 WM, 13 WF, 58 BM, 16 BF, 46 HM, 16 HF, 3 AM, 2 AF, 7 TM, 3 TF, 18 UU did not meet the minimum qualifications for this position.
- 5 WM withdrew from the process prior to review.
- 2 WM, 2 HM did not submit a complete application to be considered for the position.

41 Interviewed applicants: 22 WM, 1 WF, 4 BM, 3 BF, 7 HM, 1 HF, 1 AM, 1 TF, 1 UU

- 11 WM, 1 BM, 2 BF, 3 HM, 1 TF did not give detailed responses to questions and did not respond accurately to scenarios.

- 1 WM, 1 HF did not show for the interview.
- 1 WM, 1 HM were offered and declined the position.
- 6 WM, 1 WF, 2 BM, 1 BF, 2 HM, 1 AM, 1 UU withdrew from the interview process.
- 2 WM, 1 BM, 1 HM were hired and reported in the previous 2019 AA Plan.

The 1 WM selected had the qualities needed for the position. He was engaged in the interview and gave detailed responses throughout the interview. His answers to scenario questions were accurate and complete.

Part-Time to Full-Time

1 WF moved from Part-Time to Full-Time

Category 7: Maintenance/Service – Protective Services Fire

Hiring goals: 2 BM, 2 HM, 1 AM

Hiring into Category: No hiring activity

Goals met: None

Category 4: Secretarial/Clerical – Administrative Assistant

Hiring goals: 1 BF

Hiring into Category: No hiring activity

Goals met: None

Category 4: Secretarial/Clerical – Office Assistant

Hiring goals: 2 BF, 1 HF

Hiring into Category: 1 WF

Goals met: None

RG	Search #	Goal
WF	PT-FT	N

1 WF moved from part-time to full-time.

Category 4: Secretarial/Clerical – Remaining Titles

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

Hiring into Category: 1 WF

Goals met: None

RS	Search #	Goal
WF	494322	N

Search 494322 – Secretary 2 – Student Health

Secretary 2

Recruitment #200210-7539CL-001

Location Mansfield, CT

Date Opened 2/10/2020 12:00:00 PM

Salary \$48,357 - \$63,235/year

Job Type Open to the Public

Close Date 2/24/2020 11:59:00 PM

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INTRODUCTION



The [State of Connecticut](#), University of Connecticut, Storrs campus Student Health and Wellness, Mental Health Services is seeking a permanent, twelve-month Secretary 2 position, as part of a multidisciplinary, multicultural university campus-based mental health team. Under the general direction of the mental health Office Manager, responsibilities include onboarding and ongoing support for APA (American Psychological Association) accreditation requirements for the training program, front office check-in, registration and obtaining mental health insurance benefits; and performing other duties as assigned by supervisor.

The work schedule is Monday through Friday, 8:00 a.m. to 4:30 p.m. The hourly salary is \$23.16/hour and is non-negotiable. Employment of the successful candidate is contingent upon the successful completion of a pre-employment 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 may be asked to provide the names, titles and phone numbers of three professional references. Employment will be contingent upon the successful completion of a criminal background check.

Questions pertaining to this position 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 independently performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures.

EXAMPLES OF DUTIES

1. Onboarding the Mental Health Services (MHS) Psychology Practicum, Doctoral and Social Work Internship training programs. Data management and collection specific to APA accreditation requirements including annual report and related processes. Coordinating communications, record management & licensure documentation requirements in accordance with APA Implementing Regulations.
2. Screens correspondence, records and other documents for appropriate action and works with administrators to determine proper response or to resolve problems; utilizing computerized systems.
3. Responsible for obtaining mental health insurance benefits, utilizing web portals and complex filing systems, records and insurance data systems which are computerized.
4. Duties include understanding all aspects of front office for the mental health clinic operations, including patient registration, collections of co-pays, scheduling appointments, answering phones and patient inquiries.
5. Coordinates all aspects of the mental health assessments, including releases, forms and reports related to the online portal.
6. Coordination of medical records request.
7. Respond to requests for information and provide assistance in solving a variety of problems of ordinary difficulty, based on knowledge of the procedures, practices and past experience.
8. Regularly communicates with other University offices and/or outside agencies to request or provide information or to clarify procedures.
9. Perform routine administrative functions of the office; coordinates workflow and processes administrative paperwork.

10. May be responsible for coordinating and supporting related administrative functions.
11. Performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

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

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

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

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

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

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

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

PREFERRED QUALIFICATIONS

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

1. Previous experience working in a mental health environment.
2. Demonstrated experience with mental health insurance benefits.
3. Demonstrated experience with information technology.
4. Good organizational and interpersonal skills as well as excellent verbal and written communication skills, and attention to detail.

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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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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on JobAps.

282 Total applicants: 16 WM, 155 WF, 3 BM, 27 BF, 3 HM, 39 HF, 11 AF, 9 TF, 19 UU

113 Unqualified applicants: 5 WM, 58 WF, 1 BM, 12 BF, 3 HM, 19 HF, 4 AF, 3 TF, 8 UU

- 3 WM, 48 WF, 10 BF, 2 HM, 13 HF, 3 AF, 7 UU, 3 TF did not respond to the JobsAps questionnaire.
- 2 WM, 9 WF, 1 BM, 2 BF, 1 HM, 6 HF, 1 AF, 1 UU were disqualified based upon their responses to the State of Connecticut Department of Administrative Services (DAS) supplemental questions.
- 1 WF did not meet the minimum qualifications as posted.

158 Qualified applicants: 10 WM, 91 WF, 2 BM, 14 BF, 18 HF, 6 AF, 11 UU, 6 TF

- 10 WM, 91 WF, 2 BM, 14 BF, 18 HF, 6 AF, 11 UU, 6 TF responded to the supplemental questions but did not have the preferred qualifications of working in a mental health environment or working with mental health insurance benefits.

11 Interviewed applicants: 1 WM, 6 WF, 1 BF, 2 HF, 1 AF

- 1 WM's responses to interview questions were not detailed and complete.
- 1 WF did not provide a detailed example of her ability to handle an activated situation with a student. Also she did not provide detailed responses to questions regarding her administrative and systems experience as well as working within an office team.
- 1 WF did not provide a detailed example of her understanding of working with the student population. She also did not provide detailed responses to questions regarding her experience in a university setting and front office environment.
- 1 WF did not provide detailed responses regarding her mental health experience and understanding the needs of the student population.
- 1 WF did not have direct contact with mental health disciplines or patients. She also did not provide a detailed example of her ability to handle an activated situation with a student. Additionally, she did not provide detailed responses to questions regarding administrative and systems experience.
- 1 WF, 1 BF, 1 AF withdrew their applications from consideration.
- 1 HF did not provide a detailed example of her front office environment experience.

- 1 HF had experience working at a management level not direct interaction with the front office environment. She also did not provide detailed responses to questions regarding student needs.

The 1 WF hired provided detailed examples of her experience and understanding of the mental health environment, mental health insurance, mental health front office environment, and working with a student population. She gave detailed and accurate responses to situational questions about an activated situation. She also provided clear, concise, detailed responses to questions regarding her ability to be a team player, organized, flexible and adaptable.

Category 5: All Titles

Hiring goals: 3 WF, 1 BM, 1 BF, 1 HF, 1 AM

Hiring into Category: No hiring activity

Goals met: None

Category 6: Qualified Craft Workers – All Titles

Hiring goals: 4 BM, 1 HM, 1 HF, 1 AM

Hiring into Category: 11 WM, 1 HM

Goals met: 1 HM

RG	Search #	Goal
HM	493680	Y
WM	493551	N
WM	493668	N
WM	493812	N
WM	493812	N
WM	493812	N
WM	493812	N
WM	494347	N
WM	494347	N
WM	494558	N
WM	2019351	N
WM	2020050	N

Search 493680 – 6 Qualified Craft Workers – Facilities Mechanical and Plumbing Services

14 Total applicants: 10 WM, 4 HM,

11 Unqualified applicants: 8 WM, 3 HM

3 Interviewed applicants: 2 WM, 1 HM

Hired: 1 HM

This hire achieved a hiring goal.

Search 493551 – QCW Sign Making – Transportation and Parking

Qualified Craft Worker (Sign Making) (37.5 Hour)

Recruitment #190717-6920TC-001

Location Mansfield, CT

Date Opened 7/18/2019 12:00:00 AM

Salary \$49,646 - \$64,269/year

Job Type Open to the Public

Close Date 8/8/2019 11:59:00 PM

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INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations Department has a job opening for a QCW Sign Maker on 1st Shift. This is a permanent, full-time, position 37.5 hours per week. The work schedule is Monday - Friday 7:00 a.m. to 3:00 p.m. The hourly salary is \$25.37/hour 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.** Applicants must also be willing to respond to emergencies on overtime (nights, weekends or holidays). This position is categorized as "Open to the Public" and current UConn NP-2 employees will be given preference in the hiring process.

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 names, titles and phone numbers of three professional references. In addition, state employee applicants will be asked to provide copies of their last two (2) performance appraisals. Employment 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 and it must be retained throughout employment with the University.

Questions pertaining to this position 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 highly skilled duties in one or more trade areas.

EXAMPLES OF DUTIES

Performs highly skilled maintenance and/or construction work requiring application of trade skills, codes and standard trade practices; makes estimates of time, personnel and material required on assigned tasks; keeps necessary records; in smaller trade areas may be the sole worker running a skilled trade area; performs duties related to 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; performs related duties as required.

ADAPTIVE MEDICAL EQUIPMENT: Performs highly skilled design, construction, repair and alteration of medical and therapeutic equipment such as wheelchairs, mobile units, stretchers, benches, walkers, assistive ambulatory devices, adaptive toilet seats, bed sitters, bed wedges and other adaptive medical equipment; performs skilled bench work, operating such equipment as power saws, jointers, wood lathes, planers, boring, sanding, and upholstering machines and equipment, pipefitting and welding equipment and appropriate hand tools; works in consultation with medical staff in designing, measuring and fitting clients to specialized adaptive medical equipment; works with clients for measuring and fitting of specialized equipment; may design and fabricate needed parts and equipment for use in construction of adaptive medical equipment.

CARPENTRY: Performs highly skilled carpentry tasks in accordance with standard trade practices; performs alterations, repairs and maintenance of structures and facilities; performs skilled bench work, operating with such equipment as power saws, jointers, wood lathes, planers, boring, sanding and mortising machines; builds and repairs cabinets; cleans, sharpens and repairs hand and bench tools; lays resilient flooring and Formica; may cut glass and glaze windows; may fabricate signs.

GLAZING: Performs highly skilled glazing tasks in accordance with standard trade practices; installs/maintains/repairs all types of glass windows, doors, mirrors, display cases, partitions, etc.; takes precise measurements for areas requiring glass; removes broken glass; prepares area for replacement or new glass; installs glass; caulks with an appropriate caulking; may remove and replace sash and window moldings.

MACHINE SHOP: Performs highly skilled tasks in accordance with standard trade practices; sets up and operates lathes, shapers, planers, slotters, power saws, milling machines, drill presses and similar metal working power equipment working to close tolerances; uses taps, reamers, files and other hand tools; gauges work using micrometers, calipers and other precision type measuring instruments; fashions machine parts, shafts, bearings, gears and a variety of other items of specialized machinery and equipment; dismantles equipment, locates source of inadequate performance and makes necessary repairs; operates, assembles and tests equipment, makes repairs to a wide variety of tools and other metal objects; uses both electric and acetylene welders in making repairs; may do blacksmith work; may repair builders hardware; may act as chief mechanic on heavy, fixed equipment servicing, dismantling, overhauling, repairing and reassembling such equipment.

MASONRY: Performs highly skilled tasks in accordance with standard trade practices; lays bricks, stones, hollow tile, terra cotta and building blocks to construct or repair walls, partitions, abutments and other structures; constructs intricate forms for end walls, catch basins and other similar structures; supervises mixing and pouring of concrete and cement; does more difficult grouting; may lay and repair resilient flooring and Formica; may install or repair plastering.

PAINTING: Performs highly skilled painting tasks in accordance with standard trade practices; performs all types of hand and spray painting; mixes paint by hand or machine; matches colors; erects working scaffolds and ladders; removes old paint by paint removers, blowtorches or scrapers; cleans brushes, maintains spraying equipment; does wallpapering and drywall taping; may do furniture refinishing work; may lay and repair resilient flooring and Formica; may cut glass and glaze windows; may remove broken glass; may prepare temporary plywood coverings for areas with broken glass; may take precise measurements of areas requiring new glass; may remove and replace sash and window moldings; may fabricate signs including laying out patterns, designing lettering and logos, cutting film from patterns, manufacturing wood sign frames and screening patterns onto silk; may stain, prime and paint signs.

UNIVERSITY OF CONNECTICUT, Storrs:

ROOFING: Performs highly skilled roofing tasks in accordance with standard trade practices; performs alterations, repairs, and maintenance of structures and facilities primarily maintenance and repair of built-up roofing systems, rolled roofing, asphalt shingles, metal roofs, and single-ply roofing systems; performs inspections of roofing systems for damage, wear, and preventative maintenance; determines appropriate methods and materials for repairs; operates lift equipment for repair and maintenance functions; performs cleaning of roofs and gutters.

SIGN MAKING: Performs highly skilled tasks to design, fabricate and install signs and other visual communication media; utilizes computer software and hardware to design signs and other visual communications; prepares substrates for assembly and operates computerized vinyl cutters, printers, engravers, metal shears and other equipment and tools for fabrication; installs signs as assigned; maintains inventory levels of supplies and tools; maintains equipment to ensure proper functionality; prepares required reports; performs related duties as required.

TINSMITH: Performs highly skilled sheet metal tasks in accordance with standard trade practices; fabricates, assembles, alters, repairs and installs sheet metal articles and equipment; lays out and cuts metal by hand or machine operated shears; forms metals; punches or drills holes; assembles parts, brackets and hangers; makes attachments and seams by bolting, riveting, soldering, nailing, welding or otherwise fastening; repairs flashing and gutters.

WELDING: Performs highly skilled tasks in accordance with standard trade practices; welds metal parts by oxyacetylene torch and welding rods or electric welding apparatus; brazes parts; lays out

parts; dismantles equipment and makes necessary repairs; tests welds; assembles and tests equipment; maintains and repairs welding tools and equipment; may do blacksmith work.

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 particular craft indicated by the parenthetical title.

Note: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2. Housekeeping, custodial and food services duties will not be considered as qualifying experience.

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 may be substituted for the General and Special Experience.
3. Experience performing technical duties within the 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 those applicants who can effectively demonstrate the following in their submitted application:

- Considerable knowledge of and proven experience in the use of the computer hardware, software (including Corel Draw), and equipment commonly used to design, fabricate, and install signs and visual communications.
- Excellent oral and written communication skills.
- Considerable knowledge of Standard Highway Signs and Markings (MUTCD) standards and practical work experience in the application of those standards.
- Considerable knowledge of the materials, methods, tools and supplies used in the manufacture of all types of road signs.
- Considerable knowledge of the use of blueprints, electronic files, and sketches to layout signage and visual communications.
- Demonstrated supervisory ability.
- Experience using a Computerized Maintenance Management System (CMMS) such as AiM.

SPECIAL REQUIREMENTS

1. Incumbents in this class at the Department of Transportation or the Connecticut Airport Authority performing structural steel welding will be required to possess a Department of Transportation welding certification.
2. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

CHARACTER REQUIREMENTS

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

PHYSICAL REQUIREMENTS

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

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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on JobAps, Veterans Enterprise, Broadbean, Manchester Journal Inquirer, Willimantic Chronicle, CT Jobs.com, Career Builder, and Monster.

35 Total applicants: 22 WM, 3 WF, 3 BM, 3 HM, 2 TM, 2 UU

29 Unqualified applicants: 20 WM, 2 WF, 3 BM, 3 HM, 1 TM

- 20 WM, 2 WF, 3 BM, 3 HM, 1 TM did not have the required minimum qualifications as posted.

6 Interviewed applicants: 2 WM, 1 WF, 1 TM, 2 UU

- 1 WM was an hour late for his scheduled interview. His experience had been in operations oversight and management, Specifically, leading daily operations, budgets, team performance and customer service, not in the hands-on work of fabricating signs. He indicated that he had performed many of the tasks of design, fabrication and installation but not frequently and not recently.
- 1 WF's fabrication experience was limited to signage created with vinyl and she did not have installation experience as she hired people to install the signs and did not do any installations. She also did not have knowledge of the MUTCD standards, knowledge of the materials, methods, tools and supplies used in the manufacture of road signs and no knowledge of the use of blueprints.
- 1 TM currently made defined, standardized signs that were placed in package stores, restaurants and on vehicles. Therefore, his knowledge and experience in the use of computer hardware, software and equipment used to design, fabricate and install signs and visual communications was specific to only those types of signs. He did not have knowledge of the MUTCD standards and did not have supervisory experience. He also did not have experience in preparing estimates or keeping shop records.
- 1 UU did not have experience with the use of the computer hardware, software, and equipment commonly used to design, fabricate, and install signs and visual communications and the knowledge of Standard Highway Signs and Markings standards and practical work experience in the application of those standards. He also did not have supervisory experience.
- 1 UU currently did the programming for the fabrication of corporate signage. Although he had made signs and had some experience with installation of signage, he provided very few details about his knowledge and experience in these areas during the interview. He also did not have any knowledge of MUTCD standards, and did not describe any knowledge of the materials, methods, tools and supplies used in the manufacture of road signs. Lastly, he did not have experience in preparing estimates or keeping shop records.

The 1 WM hired was a graphic designer who had knowledge and experience in the design, fabrication and installation of signs and visual communications. He had experience with MUTCD Standards, had worked with blueprints, electronic files and sketches regularly and had supervisory experience. He also had experience with a large variety of computer hardware,

software, equipment and tools. Lastly, he had experience in maintaining sign-making equipment and monitoring inventory levels of supplies.

Qualified Craft Worker Intern (37.5 Hour)

Recruitment #190827-6819TC-001

Location Mansfield, CT

Date Opened 8/28/2019 12:00:00 AM

Salary \$43,218 - \$56,440/year

Job Type Open to the Public

Close Date 9/18/2019 11:59:00 PM

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INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations Department has two (2) openings for Qualified Craft Worker (QCW) Intern Locksmith positions. These positions will receive on-the-job training and vocational education in order to complete the requirements of a QCW Locksmith job classification within a period of time normally not to exceed two (2) years.

These are permanent, full-time, first shift positions, 7.5 hours/week, with a work schedule of Monday through Friday 7:00 a.m. to 3:00 p.m. The hourly salary is \$22.08 and is non-negotiable. **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. A current motor vehicle license is required.

SELECTION PLAN

These positions are categorized as “Open to the Public” and current UConn NP-2 employees will be given preference in the hiring process.

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. Graduation from a vocational or technical school with a diploma designating completion of the subject requirements in CARPENTRY, MACHINE TOOL, MANUFACTURING OR PRECISION MACHINE TECHNOLOGY is a minimum requirement. **Applicants are required to indicate on their application (under the Job-Related Academic, Technical or Vocational Training section of the application) the name of the Educational Institution attended for one of the following courses: CARPENTRY, MACHINE TOOL, MANUFACTURING OR PRECISION MACHINING TECHNOLOGY, Address, City, State where the Education Institution is located, the years attended and the number of Credits earned or Diploma Earned.** If this section of the application is not completed in its entirety, you will not be considered qualified for the position.

If selected for an interview, you will be asked to provide the names, titles and phone numbers of three professional references. In addition, state employee applicants will be asked to provide copies of their last two (2) performance appraisals. Copies of official transcripts documenting the credits earned in CARPENTRY, MACHINE TOOL, MANUFACTURING OR PRECISION MACHINING TECHNOLOGY and/or a copy of your diploma documenting coursework in one of these courses of study will also be required at the time of interview. Employment 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 and retain a current motor vehicle operator license throughout employment with the University.

Questions pertaining to this position 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

At UConn the QCW Intern Locksmith will receive training in all aspects of the Locksmith trade. They will work alongside of a QCW Locksmith on a daily basis to gain knowledge and ability to apply standard tools, materials, methods and practices of locksmithing.

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.

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/>

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.

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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on JobAps, Veterans Enterprise, Broadbean, Manchester Journal Inquirer, Willimantic Chronicle, CT Jobs.com, Career Builder, and Monster.

73 Total applicants: 52 WM, 2 WF, 1 BM, 1 BF, 9 HM, 1 AM, 1 TF, 6 UU

62 Unqualified applicants: 47 WM, 1 WF, 1 BF, 6 HM, 1 AM, 6 UU

- 47 WM, 1 WF, 1 BF, 6 HM, 1 AM, 6 UU did not meet the minimum qualifications as posted.

3 Qualified applicants: 2 WM, 1 BM

- 1 WM, 1 BM met the general experience with the substitution of an Associate degree but not in related areas
- 1 WM was an internal applicant with the lowest seniority ranking.

8 Interviewed applicants: 3 WM, 1 WF, 3 HM, 1 TF

- 1 WM failed to provide a list of three professional references. Also, his responses to interview questions were not detailed, and he did not answer some of the questions regarding locksmithing tasks completely.
- 1 WM, 1 HM did not have any experience with locksmithing related tasks or work in their vocational education.
- The 1 WF was promoted to her target title per the NP-2 QCW Intern Pilot Program Agreement.
- 2 HM, 1 TF withdrew their applications from consideration.

The 1 WM hired provided articulated responses to all of the interview questions. He provided a detailed example of the importance of providing good customer service. He also had hands-on work experience in the field of locksmithing. He provided a thorough response to an interview question regarding his knowledge and experience with locking hardware as he elaborated on the types of hardware he was knowledgeable of as well as how he has actually worked with them. He explained how he participated in changing out hardware on his own and he discussed electrified as opposed to mechanical hardware. He has installed both types of hardware independently and successfully.

Qualified Craft Worker (HVACR) (37.5 Hour)

Recruitment #191115-6823TC-001

Location Mansfield, CT

Date Opened 11/15/2019 12:00:00 PM

Salary \$52,088 - \$67,164/year

Job Type Open to the Public

Close Date 12/8/2019 11:59:00 PM

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INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations Department has three job openings for Qualified Craft Worker (QCW) – HVACR positions at the Storrs Campus. These are permanent, full-time, 37.5 hours/week positions. These 2nd shift positions have a work schedule of 3:00 p.m. to 11:00 p.m. These positions are eligible for shift differential. Weekend differential is applied to hours worked on Saturday or Sunday if the entire 7.5 hour shift is worked.

Please see summary of work schedules below. **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 also be willing to respond to emergencies on overtime (nights, weekends or holidays). These positions are categorized as "Open to the Public"; current

UConn NP-2 employees will be given preference in the hiring process. The following are the current work schedules and locations this announcement is recruiting for:

- 2nd Shift Preventative Maintenance: Tuesday – Saturday, 3:00 p.m. to 11:00 p.m.
- 2nd Shift Preventative Maintenance: Sunday – Thursday, 3:00 p.m. to 11:00 p.m.
- 2nd Shift Evening Trades: Tuesday – Saturday, 3:00 p.m. to 11:00 p.m.

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.

Applicants are required to indicate on their application (under the Licenses and Professional Certification section of the application) the specific current heating, piping or cooling license held, along with the issuing agency, license number, date issued and expiration date. If this section of the application is not completed in its entirety, the applicant will not be considered qualified for the position.

If selected for an interview, you will be asked to provide the names, titles and phone numbers of three professional references. In addition, state employee applicants will be asked to provide copies of their last two (2) performance appraisals. Employment will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

An active Heating, Piping, or Cooling license is a minimum requirement of this position and must be retained throughout employment with the University. Obtaining a pool/spa certificate may be required within 6 months of employment and if required, the certification must be retained throughout employment with the University.

Applicants must possess and retain a current motor vehicle operator license throughout employment with the University.

Questions pertaining to this position 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 highly skilled duties in one of the following trade areas: electrical, plumbing and steamfitting, 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 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 those applicants who can effectively demonstrate the following in their submitted application:

- An active S-2 or S-1 license
- Extensive knowledge and experience in the air conditioning and refrigeration field
- 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.

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.

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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on JobAps, Veterans Enterprise, Broadbean, Manchester Journal Inquirer, Willimantic Chronicle, CT Jobs.com, Career Builder, and Monster.

13 Total applicants: 10 WM, 3 HM

2 Unqualified applicants: 1 WM, 1 HM

- 1 WM, 1 HM did not meet the minimum qualifications as posted.

11 Interviewed applicants: 9 WM, 2 HM

- 1 WM provided several inaccurate responses and did not know the answer to other questions, even with some prompting from the hiring team. He did not have troubleshooting skills and experience servicing existing HVACR equipment.
- 1 WM provided incomplete and/or inaccurate responses to 12 of the 32 interview questions. He did not have experience making repairs to a variety of equipment.
- 3 WM, 1 HM withdrew their applications from consideration.
- 1 HM was unable to answer questions about several aspects of the trades regarding steam heat, A/C and refrigeration. He also did not have a universal refrigerant recovery certificate.

The 1 WM hired provided accurate and detailed responses to the interview questions. He had worked with a wide variety of HVACR equipment and had a thorough understanding of planned maintenance on heating equipment. He also had experience in the areas of gas, oil, ventilation and equipment controls. Additionally, he had a B-2 license along with a refrigerant recovery certificate.

The 1 WM hired provided accurate and detailed responses to the interview questions. He had worked with a wide variety of HVACR equipment including the type of equipment utilized by UConn. He also had an S-1 license along with a refrigerant recovery certificate.

The 1 WM hired provided accurate and detailed responses to the interview questions. He had worked with a wide variety of HVACR equipment and had knowledge of steam and troubleshooting ability. He also had experience with the service and installation of gas and oil boilers and hot air furnaces as well as A/C. Additionally, he had an S-1 license along with a refrigerant recovery certificate.

The 1 WM hired provided accurate and detailed responses to the majority of the interview questions. He had technical ability in HVACR field, in depth knowledge of A/C and refrigeration as well as steam. He also had a D-2 license and a refrigerant recovery certificate.

Search 494347 – QCW Plumbing & Steamfitting – Facilities Mechanical and Plumbing Services

Qualified Craft Worker (Plumbing and Steamfitting) (37.5 Hour)

Recruitment #200213-6827TC-001

Location Mansfield, CT

Date Opened 2/13/2020 12:00:00 PM

Salary \$52,088 - \$67,164/year

Job Type Open to the Public

Close Date 3/15/2020 11:59:00 PM

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INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations Department has five (5) job openings for Qualified Craft Worker (Plumber/Steamfitters). These are permanent, full-time, positions 37.5 hours per week. The hourly salary is \$26.61/hour and is non-negotiable. These positions offer a full benefits package including medical and dental insurance. The 2nd and 3rd shift positions are eligible for shift differential. Weekend differential is applied to hours worked on Saturday or Sunday if the entire 7.5 hour shift is worked.

Please see summary of work schedules below. **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 also be willing to respond to emergencies on overtime (nights, weekends or holidays). These positions are categorized as "Open to the Public"; current UConn NP-

2 employees will be given preference in the hiring process. The following are the current work schedules and locations this announcement is recruiting for:

- 1st Shift Preventative Maintenance: Tuesday – Saturday, 7:00 a.m. to 3:00 p.m.
- 1st Shift Plumbing Shop: Monday – Friday, 7:00 a.m. to 3:00 p.m.
- 2nd Shift Evening Trades: Tuesday – Saturday, 3:00 p.m. to 11:00 p.m.
- 3rd Shift Midnight Trades: Tuesday – Saturday, 11:00 p.m. to 7:00 a.m.
- 3rd Shift Midnight Trades: Sunday – Thursday, 11:00 p.m. to 7:00 a.m.

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.

Applicants are required to indicate on their application (under the Licenses and Professional Certification section of the application) the specific current plumbing license held, along with the issuing agency, license number, date issued and expiration date. If this section of the application is not completed in its entirety, the applicant will not be considered qualified for the position.

If selected for an interview, you will be asked to provide the names, titles and phone numbers of three professional references. Employment 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.

Questions pertaining to this position 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 highly skilled duties in one of the following trade areas: electrical, plumbing and steamfitting, 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 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 those applicants who can effectively demonstrate having extensive knowledge and experience in the plumbing/steamfitting field in their submitted applications.

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.
3. Applicant **must** have a current State of Connecticut P-1 or P-2 License.
4. Ability to read and interpret mechanical blueprints for building and utility systems.

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.

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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on JobAps, Veterans Enterprise, Broadbean, Manchester Journal Inquirer, Willimantic Chronicle, Norwich Bulletin, CT Jobs.com, Career Builder, Monster, and ERAPPA.

22 Total applicants: 19 WM, 2 BM, 1 TM

13 Unqualified applicants: 11 WM, 1 BM, 1 TM

- 11 WM, 1 TM did not have the required minimum qualifications as posted.
- 1 BM did not submit the required application materials.

9 Interviewed applicants: 8 WM, 1 BM

- 1 WM was scheduled for an interview, after Plan date.

- 2 WM were lateral transfers. They had seniority and contractual bargaining rights to these positions.
- 1 WM was offered the position and he declined it.
- 1 WM, 1 BM withdrew their applications from consideration.

1 WM hired provided accurate and detailed responses to all the interview questions presented to him. He had on-call experience demonstrating his ability to resolve/troubleshoot plumbing repairs independently. He also had experience in the areas of safety, snaking drains, water heaters, and with steam related equipment and controls.

1 WM hired had experience in several aspects of the plumbing trade. He provided accurate and detailed responses to the interview questions presented to him. He also had experience with rebuilding backflows and installing PRV stations, LOTO safety measures, plumbing code knowledge and installing drainage pipe. Additionally, he had a good understanding of low-pressure steam and was able to provide adequate responses to the steam related interview questions.

1 WM hired had experience in heat service and sprinkler work. He had performed maintenance tasks such as clearing drains, faucet repairs and repaired backflows. He also provided accurate and detailed responses to the interview questions pertaining to the plumbing code.

INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations Department has an opening for a Qualified Craft Worker Intern (HVACR) position on the Preventive Maintenance Team. This position will receive on-the-job training and vocational education in order to complete the requirements of a QCW HVACR job classification within a period of time normally not to exceed two (2) years. The QCW Intern HVACR will be required to obtain a heating, piping, cooling license and refrigerant recovery certificate normally within the two (2) year period. The license must be maintained throughout employment with the University once promoted to the QCW HVACR job classification. A pool/spa certificate must also be obtained within six (6) months of reaching the target level of QCW HVACR. This certification must also be retained throughout employment with the University.

This is a permanent, full-time, 2nd Shift position 37.5 hours/week, with a work schedule of Monday – Friday 3:00 p.m. to 11:00 p.m. This position is eligible for shift differential. The hourly salary is \$22.08 and is non-negotiable. **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 categorized as "Open to the Public" and current UConn NP-2 employees will be given preference in the hiring process.

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. Applicants are required to indicate on their application (under the Job-Related Academic, Technical or Vocational Training section of the application) the name of the Educational Institution attended for HVACR studies, Address, City, State where the Education Institution is located, the years attended and the number of Credits earned or Diploma Earned. If this section of the application is not completed in its entirety, the applicant will not be considered qualified for the position.

If selected for an interview, you will be asked to provide the names, titles and phone numbers of three professional references. In addition, state employee applicants will be asked to provide copies of their last two (2) performance appraisals. Copies of official transcripts documenting the credits earned in HVACR studies and/or a copy of your diploma documenting coursework in HVACR will also be required at the time of interview. Employment 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 and retain a current motor vehicle operator license throughout employment with the University.

Questions pertaining to this position 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

At UConn the QCW Intern HVACR will receive training in all aspects of the HVACR trade. He/she will work alongside of a QCW HVACR employee to learn how to perform preventive maintenance tasks on equipment. He/she will also learn how to operate, maintain, repair, install, modify and assemble heating, air conditioning and refrigeration equipment and systems. In this position the QCW Intern HVACR will gain knowledge and the ability to apply standard tools, materials, methods and practices of the HVACR trade. This position is part of the Preventive Maintenance Team and will receive training from QCW HVACR's on the PM Team as well as 1st, 2nd, and 3rd Shift QCW HVACR employees.

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.

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.
3. Incumbents must possess a current motor vehicle operator license.

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/>

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.

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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed., JobAps, Broadbean, CTJobs webpage, Career Builders, Monster webpage, Willimantic Chronicle, Manchester Journal Inquirer, and Diverse Job Boards.

28 Total applicants: 4 WM, 2 HM, 22 UU

13 Unqualified applicants: 1 WM, 12 UU

- 1 WM, 12 UU did not meet the minimum qualifications as posted.

15 Interviewed applicants: 3 WM, 2 HM, 10 UU

- 2 WM, 10 UU did not respond accurately to questions regarding refrigerant recovery card during the interview process.
- 1 HM was found to not meet the minimum educational requirement for the position during the interview process.
- 1 HM was promoted and was included in the 2019 Affirmative Action Plan.

The 1 WM hired provided detailed and thorough responses to the interpersonal skills interview questions asked of him. He demonstrated customer services skills in the example he provided of owning his own landscape side business where he damaged a section of the lawn and met with the customer to explain what had happened and then made the repair at his own expense. Out of the seven HVACR trade questions asked of him, he provided accurate and detailed responses to all the questions. The candidate also had a current refrigerant recovery card. He has also participated in the Work Based Learning Program with the department where he had an opportunity to work with QCW HVACR employees to repair HVACR equipment located at the Storrs Campus.

INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations Department has five job openings and one anticipated job opening for Qualified Craft Worker (QCW) – HVACR positions at the Storrs Campus. These are permanent, full-time, 37.5 hours/week positions. The 2nd shift positions have a work schedule of 3:00 p.m. to 11:00 p.m. and the 3rd shift positions have a work schedule of 11:00 p.m. to 7:00 a.m. These positions are eligible for shift differential. Weekend differential is applied to hours worked on Saturday or Sunday if the entire 7.5 hour shift is worked. Please see summary of work schedules below. **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 also be willing to respond to emergencies on overtime (nights, weekends or holidays). These positions are categorized as "Open to the Public" and current UConn NP-2 employees will be given preference in the hiring process. The following are the current work schedules and locations this announcement is recruiting for:

- 2nd Shift Preventative Maintenance Team: Tuesday to Saturday, 3:00 p.m. to 11:00 p.m.
- 2nd Shift Preventative Maintenance Team: Sunday to Thursday, 3:00 p.m. to 11:00 p.m.
- 2nd Shift Evening Trades: Sunday to Thursday, 3:00 p.m. to 11:00 p.m.
- 2nd Shift Evening Trades: Tuesday to Saturday, 3:00 p.m. to 11:00 p.m.
- 3rd Shift Midnight Trades: Sunday to Thursday, 11:00 p.m. to 7:00 a.m.
- 3rd Shift Midnight Trades: Tuesday to Saturday, 11:00 p.m. to 7:00 a.m. (*Anticipated Vacancy)

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. Applicants are required to indicate on their application (under the Licenses and Professional Certification section of the application) the specific current heating, piping or cooling license held, along with the issuing agency, license number, date issued and expiration date. If this section of the application is not completed in its entirety, the applicant will not be considered qualified for the position.

If selected for an interview, you will be asked to provide the names, titles and phone numbers of three professional references. In addition, state employee applicants will be asked to provide copies of their last two (2) performance appraisals. Employment will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

An active Heating, Piping, or Cooling license is a minimum requirement of this position and must be retained throughout employment with the University. Obtaining a pool/spa certificate may be required within 6 months of employment and if required, the certification must be retained throughout employment with the University.

Applicants must possess and retain a current motor vehicle operator license throughout employment with the University.

Questions pertaining to this position 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 highly skilled duties in one of the following trade areas: electrical, plumbing and steamfitting, 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 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 those applicants who can effectively demonstrate the following in their submitted application:

- An active S-2 or S-1 license
- Extensive knowledge and experience in the air conditioning and refrigeration field
- Current "universal" certificate for refrigerant transition and recovery

SPECIAL REQUIREMENTS

1. Applicants must possess and retain a current motor vehicle operator license.
2. An active Heating, Piping, or Cooling license is a minimum requirement of this position and must be retained throughout employment with the University.
3. Obtaining a pool/spa certificate may be required within 6 months of employment and if required, the certification must be retained throughout employment with the University.
4. This position is categorized as Emergency Support Services/Essential Staff.
5. Must be willing and able to work during emergency closures/delayed openings due to inclement weather or for significant events that effect campus operations.
6. 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 HVACR trade area.
7. 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/>

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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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed., CT Jobs webpage, Career Builders, Monster webpage, Willimantic Chronicle, Manchester Journal Inquirer, JobAps, Broadbean, Granite Group, FW Webb, Torrco – Commercial Heating Supply, Torrco – East Windsor, Reliable Electric Motors, Tower Equipment, and Diverse Job Boards

16 Total applicants: 11 WM, 1 WF, 1 BM, 1 HM, 1 HF, 1 AM

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

- 5 WM, 1 WF, 1 HM, 1 HF, 1 BM did not meet the minimum qualifications of the position.

7 Interviewed applicants: 6 WM, 1 AM

- 2 WM did not answer questions regarding refrigeration, air conditioning and steam heat accurately during the interview.
- 1 WM, 1 AM were offered and declined the position.
- 1 WM withdrew from the process.
- 1 WM was laterally transferred and reported in the 2019 Affirmative Action Plan in the Employment Process Analysis.

1 WM hired had a D-2 license and good experience and knowledge of the HVACR trade. He provided accurate responses to the air conditioning and refrigeration questions and to the heating questions during the interview. He also had his universal certificate for refrigerant transition and recovery.

Category 7: General Trade Worker

Hiring goals: 3 HM

Hiring into Category: No hiring activity

Goals met: None

Category 7: Maintenance/Service – Lead Custodian

Hiring goals: None Set

Hiring into Category: 1 WM

Goals met: None

RG	Search #	Goal
WM	2020099	N

Search 2020099 – Lead Custodian – Student Union

INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Student Union Department has a job opening for permanent, full-time, Lead Custodian position. The work schedule is Friday through Tuesday, 3:00pm to 11:00pm. These position 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. 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.

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 supply the names, titles and phone numbers of three, work related references which must include one current or previous supervisor.

Questions pertaining to this position 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 acting as a working supervisor for a crew of Custodians engaged in the cleaning of buildings.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of building custodial work; good interpersonal skills; good oral and written communication skills; ability to follow orders and written instructions; ability to operate, care, and perform minor maintenance on tools and equipment used in daily work (for example, use of maintenance equipment, automatic scrubbers, high speed buffers, and steam cleaning); understanding of cleaning solutions; ability to provide accurate recordkeeping; experience supervising staff.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

One (1) year of experience in work that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

PREFERRED QUALIFICATIONS

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

- Experience with cleaning in an educational setting
- Ability to read meeting and event diagrams to complete rooms set-ups (including staging, tables, and chairs)

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.
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>

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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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed., Internal posting for NP-2, word of mouth, and Diverse Job Boards

59 Total applicants: 30 WM, 1 WF, 6 BM, 2 BF, 12 HM, 3 HF, 1 AM, 3 AF, 1 UU

52 Unqualified applicants: 26 WM, 1 WF, 6 BM, 2 BF, 9 HM, 3 HF, 1 AM, 3 AF, 1 UU

- 26 WM, 1 WF, 6 BM, 2 BF, 9 HM, 3 HF, 1 AM, 3 AF, 1 UU did not meet the minimum qualifications as posted.

7 Interviewed applicants: 4 WM, 3 HM

- 1 WM was unable to demonstrate how his past work experience would relate to the current position in his responses to interview questions.
- 2 WM, 3 HM withdrew from the application process.

The 1 WM hired demonstrated the necessary experience in custodial work and operating the tools and equipment used in this role. He also demonstrated the interpersonal and communication skills needed for working with a team, providing accurate recordkeeping, and supervising staff.

Category 7: Maintenance/Service – Custodian

Hiring goals: 36 WM, 4 WF, 6 BM, 4 BF, 3 AM, 1 AF

Hiring into Category: 6 WM, 1 WF, 1 BM, 7 HM, 4 HF

Goals met: 5 WM, 1 WF, 2 BM

RG	Search #	Goal
WM	494301	Y
WM	494301	Y
WM	494301	Y
WM	494302	Y
WM	2019552	Y
WF	2019552	Y
BM	494301	Y
BM	494302	Y
HM	494301	N
HM	494301	N
HM	494302	N
HM	494302	N
HM	494302	N
HM	494302	N
HM	2019552	N
HF	494301	N
HF	494301	N
HF	494302	N
HF	2019552	N

INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations Department has openings for temporary, full-time, Custodian positions with various work days and hours available. **These position 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.** 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 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).

Questions pertaining to this position 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 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 individuals.

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 the posting on:

- JobAps

156 Total applicants: 45 WM, 6 WF, 19 BM, 4 BF, 33 HM, 25 HF, 3 AM, 1 AF, 10 TM, 10 UU

116 Unqualified applicants: 33 WM, 6 WF, 13 BM, 4 BF, 24 HM, 13 HF, 3 AM, 1 AF, 10 TM, 9 UU

- 33 WM, 6 WF, 13 BM, 4 BF, 24 HM, 14 HF, 3 AM, 1 AF, 10 TM, 9 UU did not meet the minimum qualifications as posted.

5 Qualified applicants: 1 BM, 2 HM, 1 HF, 1 UU

- 1 HF did not perform the physical exam for the position and therefore could not be interviewed.
- 2 HM were already in the same Temporary Custodian positions at the University.
- 1 UU was previously a Temporary Custodian and had attendance issues.
- 1 BM had problems with their criminal background paperwork and could not be interviewed.

35 Interviewed applicants: 12 WM, 5 BM, 7 HM, 11 HF

- 1 WM, 1 BM, 1 HF did not have the experience, knowledge or ability to operate cleaning equipment based on their interview responses.
- 1 WM, 3 BM, 3 HM, 1 HF did not respond to requests to set up an interview.
- 5 WM, 1 HM, 5 HF declined the offer for the position.
- 1 HM, 1 HF's offers were rescinded.
- 1 WM was offered a position under search 494302 and declined.
- 1 HF was offered a position under search 494302 with a hire date after this Plan date.
- 1 WM withdrew from the application process.

3 WM, 1 BM, 2 HM, 2 HF 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

The 3 WM, 1 BM hired met hiring goals.

INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations and Student Union Departments have job openings for permanent, full-time, Custodian positions with various shifts and work days available. **These position 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.** 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.

Questions pertaining to this position 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 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 individuals.

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.

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 the posting on:

- JobAps

226 Total applicants: 81 WM, 20 WF, 27 BM, 5 BF, 42 HM, 20 HF, 6 AM, 3 AF, 5 TM, 2 TF, 15 UU

162 Unqualified applicants: 57 WM, 18 WF, 22 BM, 4 BF, 25 HM, 8 HF, 5 AM, 3 AF, 4 TM, 1 TF, 15 UU

- 57 WM, 18 WF, 22 BM, 4 BF, 25 HM, 8 HF, 5 AM, 3 AF, 4 TM, 1 TF, 15 UU did not meet the minimum qualifications as posted.

4 Unqualified applicants: 1 BM, 1 HM, 2 HF

- 1 HF did not perform the physical exam for the position and therefore could not be interviewed.
- 1 HM did not want a 3rd shift position and this position is a third shift position.
- 1 HF was previously a Temporary Custodian and had attendance issues.
- 1 BM had issues with their criminal background paperwork and could not be interviewed.

60 Interviewed applicants: 24 WM, 2 WF, 4 BM, 1 BF, 16 HM, 10 HF, 1 AM, 1 TM, 1 TF

- 2 WM, 2 WF, 1 BM, 3 HM, 2 HF did not have the experience, knowledge or ability to operate cleaning equipment based on their interview responses.
- 3 WM, 1 HM, 1 AM, 1 TF withdrew
- 4 WM, 1 BM, 3 HM, 1 HF, 1 TM did not respond requests to set up an interview.
- 4 WM was offered and declined the position
- 3 WM, 2 HM, 2 HF declined an offer on search 494301.
- 1 HM's offer was rescinded on 494301 and he could not be considered for this position.
- 1 WM, 1 HF were offered a position with a hire date after the Plan year date and will be explained in the next Plan.
- 2 WM, 1 BM, 1 HM, 2 HF, were offered positions under search 494301.
- 4 WM, 1 BF, 1 HM, 1 HF were not yet interviewed when durational custodians were given priority for the open positions as per the NP-2 contract. Labor Relations, Human Resources and union representatives mandated and attended the draft meeting.

1 WM, 1 BM, 4 HM, 1 HF selected provided detailed examples to questions on operating and performing minor maintenance on tools and equipment. They were familiar with various types of cleaning equipment and had cleaning experience from previous positions. They were able to demonstrate the ability to follow written and oral instructions in their responses to interview questions.

The 1 WM, 1 BM met hiring goals.

Search 2019552 – Custodian (Various Hours, Locations, & Shifts)

INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations and Student Union Departments have job openings for permanent, full-time, Custodian positions with various shifts and work days available. **These position 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.** 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.

Questions pertaining to this position 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 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 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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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 the posting on UConn Careers website, JobAps, listserv HERC, Inside Higher Ed., Bulletin Board posting, word of mouth, referrals by current staff, and Diverse Job Boards.

152 Total applicants: 49 WM, 12 WF, 15 BM, 5 BF, 36 HM, 22 HF, 2 AM, 2 AF, 5 TM, 1 TF, 3 UU

90 Unqualified applicants: 29 WM, 6 WF, 9 BM, 5 BF, 19 HM, 12 HF, 1 AM, 2 AF, 3 TM, 1 TF, 3 UU

- 29 WM, 6 WF, 9 BM, 5 BF, 19 HM, 12 HF, 1 AM, 2 AF, 3 TM, 1 TF, 3 UU did not meet the minimum qualifications for this position.

1 Qualified applicant: 1 HM

- 1 HM was a temporary custodian within the department and did not have positive reviews or references.

61 Interviewed applicants: 20 WM, 6 WF, 6 BM, 16 HM, 10 HF, 1 AM, 2 TM

- 7 WM, 1 WF, 5 BM, 5 HM, 6 HF, 1 AM did not articulate their experience with the full range of cleaning tasks and ability to operate cleaning equipment
- 2 WM, 1 WF, 1 BM, 3 HM, 2 HF did not respond to multiple attempts to set an interview appointment.
- 3 WM, 2 HM, 2 TM did not show up for their interviews.
- 4 WM, 2 WF, 2 HM were offered the position and declined.
- 3 WM, 1 WF, 3 HM, 1 HF were hired in the Goals Analysis section of the 2019 AA Plan.

The 1 WM, 1 WF, 1 HM, 1 HF hired were able to articulate their ability to operate cleaning equipment and other duties needed for the position. They had previous experience with cleaning and operation of cleaning equipment. They demonstrated the ability to follow oral and written instructions in their interviews.

The 1 WM, 1 WF met hiring goals.

Category 7: Service/Maintenance – Remaining Titles

Hiring goals: 4 BM, 2 BF, 7 HM, 7 HF, 1 AF

Hiring into Category: 8 WM, 1 HM, 2 TM

Goals met: 1 HM

RG	Search #	Goal
HM	493814	Y
WM	493633	N
WM	493633	N
WM	493638	N
WM	494552	N
WM	494552	N
WM	494571	N
WM	494571	N
WM	494571	N
TM	493633	N
TM	494571	N

Search 493814 – 7 Maintenance/Service – Remaining Titles

41 Total applicants: 27 WM, 8 WF, 1 BM, 2 HM, 1 TM, 1 TF, 1 UU

35 Unqualified applicants: 23 WM, 7 WF, 1 BM, 1 HM, 1 TM, 1 TF, 1 UU

6 Interviewed applicants: 4 WM, 1 WF, 1 HM

Hired: 1 HM

This hire met a hiring goal.

Power Plant Operator Trainee (40 Hour)

Recruitment #190802-9317FM-001

Location Mansfield, CT

Date Opened 8/2/2019 2:00:00 PM

Salary \$48,234 - \$62,833/year

Job Type Open to the Public

Close Date 8/25/2019 11:59:00 PM

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INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations Department has three (3) job openings for Power Plant Operator Trainees. The Co-Generation Plant produces high-pressure superheated steam, electrical power and chilled water to supply energy to its Storrs campus. The plant has three 7 MW Solar combustion turbines as well as a 5 MW steam turbine and associated support equipment.

These positions will receive on-the-job training in order to complete the requirements of a Power Plant Operator 1 job classification within a period of time not to exceed two years. These are permanent, full-time positions, working a rotating shift. Five (5) teams of three (3) persons rotate working eight (8) hour weekdays and twelve (12) hour weekends. This is often called the "8 Plus 12 Plan". Hourly salary is \$23.11 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. 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 also be willing to respond to emergencies on overtime (nights, weekends or holidays). Applicants must possess a current motor vehicle operator license.

Check out our latest YouTube video below to learn more about the Power Plant Operator positions at the University of Connecticut!

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 names, titles and phone numbers of three professional references. In addition, current state employees will be asked to provide copies of the last two (2) performance appraisals. Employment will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

Questions pertaining to this position 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 for receiving on-the-job training in the operations, monitoring and maintenance of the cogeneration power plant.

EXAMPLES OF DUTIES

Receives on-the-job training to perform tasks as outlined for the Power Plant Operator 1; assists in the operation, monitoring and maintaining of multiple power plant equipment for safe operation and production of high pressure superheated steam, electrical power and chilled water to meet energy needs; tours power plant to check and ensure reliable operation of equipment and to detect faculty or erratic operation of systems through excessive vibration, abnormal noises, extreme temperatures and/or leakages; monitors gauges and other devices to standards and records performance indicators on log deficiency report; coordinates equipment abnormalities and assists in diagnosis with the control room Power Plant Operator 2; performs preventative maintenance repairs ; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of general industrial or manufacturing operations, maintenance and repair of mechanical equipment; knowledge of industrial instrumentation and control systems; knowledge of arithmetic functions including algebra and geometry; interpersonal skills; oral and written communication skills; some ability to read and interpret schematic diagrams; ability to utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Experience in an industrial or manufacturing setting to include the operation, maintenance and repair of 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 equalling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS

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

- Some knowledge of theory and application of large high pressure boilers equipped with super heaters, heat recovery steam generators, steam turbines and auxiliary systems
- Some ability to apply basic principles of physics, chemistry, thermodynamics, heat transfer, fluid flow, and combustion
- Some ability to read and interpret piping and instrument diagrams, electrical one-line, schematic and logic diagrams
- Some knowledge of 7MW solar combustion turbines
- A heating/piping/cooling or plumbing license

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.
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.
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>

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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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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on JobAps, Manchester Journal Inquirer, Veterans Enterprise, Willimantic Chronicle, Monster, Career Builder, CT Jobs.com, Broadbean, Worcester Telegram and Gazette, Norwich Bulletin, Hartford Courant, New London Day, Zip Recruiter, SUNY, Maine Maritime, Massachusetts Maritime, Peterson School, Maritimejobs.com, US National Labor Exchange Network, and NAPE.

143 Total applicants: 82 WM, 4 WF, 17 BM, 14 HM, 6 AM, 6 TM, 14 UU

98 Unqualified applicants: 53 WM, 3 WF, 16 BM, 9 HM, 6 AM, 3 TM, 8 UU

- 9 WM, 1 WF, 7 BM, 3 HM, 3 AM, 1 TM, 1 UU were not qualified based upon their responses to supplemental questions.
- 44 WM, 2 WF, 9 BM, 6 HM, 3 AM, 2 TM, 7 UU did not meet the minimum requirements as posted.

45 Interviewed applicants: 29 WM, 1 WF, 1 BM, 5 HM, 3 TM, 6 UU

- 18 WM, 1 WF, 1 BM, 4 HM, 3 UU withdrew their applications from consideration.

- 1 WM was unable to provide detailed examples of his experience following a blueprint or P&ID. He also needed to be prompted in order to answer the safety acronyms SDS and PPE.
- 1 WM was unable to provide detailed examples for all the interview questions regarding his knowledge in the field.
- 1 WM did not provide detailed examples of his knowledge and experience in an industrial/manufacturing setting.
- 1 WM had been working in a supervisor and directors' role in the last 10 years. He had not performed operations, maintenance and repair of equipment in over 10 years.
- 1 WM was found to not meet the minimum requirements. Specifically, he could not answer some of the questions regarding troubleshooting and safety. He also did not provide detailed examples regarding his knowledge of general industrial/manufacturing operations, maintenance and repair of mechanical equipment. Additionally, he did not have experience following a blueprint or P&ID.
- 1 WM was found to not meet the minimum requirements. Specifically, he could not answer some of the questions regarding mechanic hand tools and technical background. His answers were not clear and concise, and he did not provide detailed examples regarding his knowledge of industrial/manufacturing operations, maintenance and repair of mechanical equipment, and safety. Additionally, he did not have experience following a blueprint or P&ID.
- 1 WM, 1 UU were not able to provide complete and accurate answers about their knowledge of high-pressure boilers, and auxiliary equipment.
- 1 WM was found to not meet the minimum requirements. Specifically, he did not provide detailed examples which indicated he had inadequate knowledge of general industrial/manufacturing operations, maintenance and repair of mechanical equipment. Also, the lack of details demonstrated weak interpersonal skills. Additionally, he did not have experience following a blueprint or P&ID.
- 1 WM, 1 TM were unable to provide detailed examples of their experience following a blueprint or P&ID.
- 1 HM did not have the experience with operations, maintenance and repair of mechanical equipment needed for the position, having only worked as a maintenance assistance in an educational setting. Specifically, as a maintenance assistant, he was tasked with maintenance and repair of boilers and electrical systems. He also provided incorrect responses to questions regarding maintenance and repair of mechanical equipment.
- 1 TM was found to not meet the minimum qualifications. Specifically, he was unable to answer a couple of the safety questions and did not provide any examples of his knowledge of general industrial/manufacturing operations. Additionally, he did not have experience following a blueprint or P&ID.
- 1 UU did not have the knowledge of general industrial/manufacturing operations and maintenance and repair of mechanical equipment needed for the position. Specifically, for the last five years, the candidate worked as a CNC equipment operator in an industrial/manufacturing setting and made minor modifications and repairs and prior to that he was in the food service industry. They could not answer some of the operational questions such as the function of a boiler and chiller. Also, they did not provide a detailed response regarding his ability to follow a blueprint or P&ID.

- 1 UU did not provide detailed examples of his experience performing a tailboard and safety briefing. The candidate's description of their responsibilities for connecting, installing and maintaining the electric metering for energy consumption for customers showed that they did not have operational experience in an industrial/manufacturing setting.

The 1 WM hired had the preferred qualifications of knowledge of high-pressure boilers, and auxiliary equipment and the ability to read and interpret piping and instrument diagrams, schematic and logic diagrams. He had knowledge and operational experience in industrial/manufacturing settings which included operations, maintenance and repair of mechanical equipment in a waste to energy power plant. He also had operated controls related to a piping system within a manufacturing facility, which indicated knowledge and operational experience of industrial instrumentation and control systems. In addition, he had taken classes in machine technology and had certification in Blueprint reading. Furthermore, he answered interview questions clearly, concisely, and provided detailed examples indicating his operational experience and capability to troubleshoot and repair equipment.

The 1 WM hired had the preferred qualifications of knowledge of high-pressure boilers, and auxiliary equipment and the ability to read and interpret diagrams. He had knowledge and operational experience in an industrial/manufacturing setting that included operations, maintenance, and repair of mechanical equipment in paper manufacturing. He also had knowledge of industrial instrumentation and control systems as well as experience with P&IDs and schematics to install new production equipment machinery. In addition, he attended a technical school and had an array of technical skills such as minor electrical, plumbing, and welding. He answered interview questions clearly, concisely, and provided detailed examples.

The 1 TM hired had the preferred qualifications of having knowledge of high-pressure boilers, and auxiliary equipment, the ability to read and interpret piping and instrument diagrams, schematic and logic diagrams and ability to apply basic principles of physics, chemistry, heat transfer and combustion. Specifically, he had knowledge and operational experience in industrial/manufacturing settings that includes operations, maintenance and repair of mechanical equipment at a power plant and had a power plant technology degree. He also had experience with valve work, cleaned strainers, reading P&ID prints, completing daily inspections and routine maintenance such as balancing accumulator tanks, low/high voltage breakers, generators, etc. Additionally, he had knowledge in safety such as LOTO, PPE, etc. Furthermore, he answered interview questions clearly and concisely, and provided detailed examples indicating his operational experience and capability to troubleshoot and repair equipment.

Power Plant Operator 1 (40 Hour)

Recruitment #190802-9321FM-002

Location Mansfield, CT

Date Opened 8/2/2019 2:00:00 PM

Salary \$61,119 - \$78,267/year

Job Type Open to the Public

Close Date 8/25/2019 11:59:00 PM

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INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations Department has a job opening for a Power Plant Operator 1. The Co-Generation Plant produces high-pressure superheated steam, electrical power and chilled water to supply energy to its Storrs campus. The plant has three 7 MW Solar combustion turbines as well as a 5 MW steam turbine and associated support equipment.

This is a permanent, full-time position working a rotating shift. Five (5) teams of three (3) persons rotate working eight (8) hour weekdays and twelve (12) hour weekends. This is often called the "8 Plus 12 Plan". 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. Applicants must also be willing to respond to emergencies on overtime (nights, weekends or holidays). Applicants must possess a current motor vehicle operator license.

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 names, titles and phone numbers of three professional references. In addition, current state employees will be asked to provide copies of the last two (2) performance appraisals. Employment will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

Questions pertaining to this position 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 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

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 one (1) year of the General Experience.
2. College training in mechanical engineering or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience up to one (1) year.
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.

PREFERRED QUALIFICATIONS

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

- Experience operating 7MW Solar combustion turbines
- Experience operating industrial boilers over 50KPPH capacity
- Experience operating industrial steam turbines
- Experience operating gas, electric, and steam driven chillers
- Understanding of an electrical high voltage 69 kV / 13.8 kV distribution power grid

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.
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.
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>

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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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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on JobAps, Broadbean, CT Jobs.com, Career Builders, Monster, Veterans Enterprise, Zip Recruiter, SUNY, Maritimejobs.com, US National Labor Exchange, and NAPE. Furthermore they were advertised in the Hartford Courant, New London Day, Willimantic Chronicle, Worcester Telegram & Gazette, Manchester Journal Inquirer, and Norwich Bulletin. Additionally it was sent to Maine Maritime, Massachusetts Maritime, and Peterson School.

38 Total applicants: 20 WM, 1 WF, 6 BM, 3 HM, 2 AM, 1 AF, 3 TM, 2 UU

31 Unqualified applicants: 17 WM, 4 BM, 3 HM, 2 AM, 1 AF, 3 TM, 1 UU

- 17 WM, 4 BM, 3 HM, 2 AM, 1 AF, 3 TM, 1 UU did not meet the minimum qualifications as posted.

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

- 2 WM, 1 BM, 1 UU withdrew their applications from consideration.
- 1 WF, 1 BM were offered the position and declined.

The 1 WM hired had experience as a boiler operator at Wesleyan University where he operated, monitored and maintained power plant equipment including steam boilers, chillers, and other auxiliary equipment. He had knowledge of theory and application of large high-pressure boilers equipped with super heaters, heat recovery, steam generators, and auxiliary system. He answered interview questions clearly and had a good basic understanding of boilers.

Lead Power Plant Operator (40 Hour)

Recruitment #190802-9323FM-001

Location Mansfield, CT

Date Opened 8/2/2019 2:00:00 PM

Salary \$72,079 - \$94,115/year

Job Type Open to the Public

Close Date 8/25/2019 11:59:00 PM

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INTRODUCTION

The State of Connecticut, University of Connecticut's Facilities Operations Department has a job opening for a Lead Power Plant Operator. The Co-Generation Plant produces high-pressure superheated steam, electrical power and chilled water to supply energy to its Storrs campus. The plant has three 7 MW Solar combustion turbines as well as a 5 MW steam turbine and associated support equipment.

This is a permanent, full time position working a rotating shift. Five (5) teams of three (3) persons rotate working eight (8) hour weekdays and twelve (12) hour weekends. This is often called the "8 Plus 12 Plan". 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. Applicants must also be willing to respond to emergencies on overtime (nights, weekends or holidays). Applicants must possess a current motor vehicle operator license.

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 names, titles and phone numbers of three professional references. In addition, current state employees will be asked to provide copies of the last two (2) performance appraisals. Employment will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

Questions pertaining to this position 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 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

Four (4) 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 included work performed at 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

1. Graduation from a vocational or technical school with a diploma in a related field may be substituted for one (1) year of the General Experience.

2. 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 up to one (1) year.

PREFERRED QUALIFICATIONS

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

- Demonstrated leadership ability
- Experience operating 7MW Solar combustion turbines
- Experience operating industrial boilers over 50KPPH capacity
- Experience operating industrial steam turbines
- Experience operating gas, electric, and steam driven chillers
- Understanding of an electrical high voltage 69 kV / 13.8 kV distribution power grid

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.
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. 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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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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on JobAps, Broadbean, CT Jobs.com, Career Builders, Monster, Veterans Enterprise, Zip Recruiter, SUNY, Maritimejobs.com, US National Labor Exchange, and NAPE. Furthermore they were advertised in the Hartford Courant, New London Day, Willimantic Chronicle, Worcester Telegram & Gazette, Manchester Journal Inquirer, and Norwich Bulletin. Additionally it was sent to Maine Maritime, Massachusetts Maritime, and Peterson School.

18 Total applicants: 15 WM, 1 BM, 2 HM

7 Unqualified applicants: 5 WM, 1 BM, 1 HM

- 4 WM, 1 BM did not meet the minimum requirements based on the answers they provided to DAS supplemental questions.
- 1 WM, 1 HM did not meet the minimum requirements as posted.

11 Interviewed applicants: 10 WM, 1 HM

- 5 WM withdrew their applications from consideration.
- 1 WM was offered the position and he declined.
- 1 WM was unable to describe his leadership skills and knowledge of cogeneration power plant operations. Specifically, his responses to questions regarding NOx emissions on a

combined cycle unit, causes of high NOx, and leadership skills were short, not clear, and missing details.

- 1 WM did not provide detail in some of his answers to operational questions. For example, he was unable to answer operational questions related to chilled water, the basic cycle of a chiller, and what a power plant parasitic load is. He also did not provide detailed examples on his leadership ability and skills.
- 1 HM had difficulty staying on topic when responding to interview questions. His responses to interview questions regarding reverse osmosis, and selective catalytic reduction (SCR) systems were short and did not have details. He also did not have supervisory skills because he only had experience supervising one person. His supervisory examples showed that he did not make quick and smart decisions and follow through.

The 1 WM hired had experience with industrial boilers, turbines, pipe installation, operations and maintenance of chiller equipment, piping, control systems, calibration of equipment, electrical high voltage distribution power grid, HVACR work, scheduling, and quality assurance tasks. Specifically, he had experience and knowledge in cogeneration power plant operations. He also had an OE-2 State of Connecticut license. He was clear, concise and provided detailed answers regarding his knowledge in this field. He was responsible for 15-20 people at a previous job 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), and safety.

The 1 WM selected had experience with running the plant, safety, start up and shut down of the plant, day to day operations, maintenance, assigning duties, control room operator, industrial boilers, turbines, and an understanding of electrical high voltage distribution power grid. Specifically, he had experience and knowledge in power plant operations. He also had a degree in Facilities and Power. He was clear, concise and provided detailed answers indicating his knowledge in this field. He was responsible for 30 people 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 disagreements, operational issues, and safety.

Power Plant Operator Trainee (40 Hour)

Recruitment #190802-9317FM-001

Location Mansfield, CT

Date Opened 8/2/2019 2:00:00 PM

Salary \$48,234 - \$62,833/year

Job Type Open to the Public

Close Date 8/25/2019 11:59:00 PM

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INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations Department has three (3) job openings for Power Plant Operator Trainees. The Co-Generation Plant produces high-pressure superheated steam, electrical power and chilled water to supply energy to its Storrs campus. The plant has three 7 MW Solar combustion turbines as well as a 5 MW steam turbine and associated support equipment.

These positions will receive on-the-job training in order to complete the requirements of a Power Plant Operator 1 job classification within a period of time not to exceed two years. These are permanent, full-time positions, working a rotating shift. Five (5) teams of three (3) persons rotate working eight (8) hour weekdays and twelve (12) hour weekends. This is often called the "8 Plus 12 Plan". Hourly salary is \$23.11 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. 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 also be willing to respond to emergencies on overtime (nights, weekends or holidays). Applicants must possess a current motor vehicle operator license.

Check out our latest YouTube video below to learn more about the Power Plant Operator positions at the University of Connecticut!

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 names, titles and phone numbers of three professional references. In addition, current state employees will be asked to provide copies of the last two (2) performance appraisals. Employment will be contingent upon the successful completion of a pre-employment physical examination, including drug testing, as well as a criminal background check.

Questions pertaining to this position 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 for receiving on-the-job training in the operations, monitoring and maintenance of the cogeneration power plant.

EXAMPLES OF DUTIES

Receives on-the-job training to perform tasks as outlined for the Power Plant Operator 1; assists in the operation, monitoring and maintaining of multiple power plant equipment for safe operation and production of high pressure superheated steam, electrical power and chilled water to meet energy needs; tours power plant to check and ensure reliable operation of equipment and to detect faculty or erratic operation of systems through excessive vibration, abnormal noises, extreme temperatures and/or leakages; monitors gauges and other devices to standards and records performance indicators on log deficiency report; coordinates equipment abnormalities and assists in diagnosis with the control room Power Plant Operator 2; performs preventative maintenance repairs ; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of general industrial or manufacturing operations, maintenance and repair of mechanical equipment; knowledge of industrial instrumentation and control systems; knowledge of arithmetic functions including algebra and geometry; interpersonal skills; oral and written communication skills; some ability to read and interpret schematic diagrams; ability to utilize computer software.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Experience in an industrial or manufacturing setting to include the operation, maintenance and repair of 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 equalling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS

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

- Some knowledge of theory and application of large high pressure boilers equipped with super heaters, heat recovery steam generators, steam turbines and auxiliary systems
- Some ability to apply basic principles of physics, chemistry, thermodynamics, heat transfer, fluid flow, and combustion
- Some ability to read and interpret piping and instrument diagrams, electrical one-line, schematic and logic diagrams
- Some knowledge of 7MW solar combustion turbines
- A heating/piping/cooling or plumbing license

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.
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.
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 the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on JobAps.

5 Total applicants: 3 WM, 1 TM, 1 UU

5 Interviewed applicants: 3 WM, 1 TM, 1 UU

- 1 UU withdrew their application from consideration.

1 WM hired had the ability to read and interpret piping and instrument diagrams, electrical one line, schematic and logic diagrams. He also had knowledge and experience in an industrial/manufacturing setting that included operations, maintenance and repair of mechanical equipment, construction and heavy equipment repair. Additionally, he had plumbing experience repairing and installing water mains.

1 WM hired had the ability to read and interpret piping and instrument diagrams, electrical one line, schematic and logic diagrams. He also had knowledge and experience in an industrial/manufacturing setting which included packaging equipment, CNC machining, assembling equipment and automotive experience.

1 WM hired had the ability to read and interpret piping and instrument diagrams, electrical one line, schematic and logic diagrams. He also had knowledge and experience in an industrial/manufacturing setting that included maintenance and repair of mechanical equipment as well as moving and installing machinery. Additionally, he had experience working with machinery, wire and cable, automotive and welding/wood/metal jobs.

1 TM hired had knowledge of theory and application of boilers, generators and auxiliary systems, and the ability to apply principles of physics, chemistry, heat transfer and combustion. Additionally, he had been taking online courses to obtain a Power and Utilities certification.

Category 4: Secretarial/Clerical – All Titles (Hartford)

Hiring goals: 1 WM, 2 WF, 1 BM

Hiring into Category: No hiring activity

Goals met: None

Category 6: Qualified Craft Worker – All Titles (Hartford)

Hiring goals: 1 WM

Hiring into Category: No hiring activity

Goals met: None

Category 7: Maintenance/Service – All Titles (Hartford)

Hiring goals: 1 HM

Hiring into Category: 1 WM

Goals met: None

RS	Search #	Goal
WM	493969	N

General Trades Worker (37.5 Hour)

Recruitment #191114-0382TC-001

Location Hartford, CT

Date Opened 11/15/2019 12:00:00 AM

Salary \$45,219 - \$58,905/year

Job Type Open to the Public

Close Date 12/1/2019 11:59:00 PM

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INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations Department has a job opening for a General Trades Worker at the Hartford Campus. This is a permanent, full-time, first shift position, 37.5 hours per week. The work schedule is 7:00 a.m. to 3:00 p.m. Monday through Friday. The hourly salary is \$23.11/hour 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.** Applicants must be willing to respond to emergencies on overtime (nights, weekends or holidays).

Under general supervision of the Facility Manager, and the Maintenance Supervisor 2, the General Trades Worker (GTW) is responsible for following detailed instructions and completing assignments

pertaining to the maintenance and repair of building facilities, systems, utilities and equipment at the Hartford Campus. The GTW may independently perform highly skilled maintenance assignments and/or construction work in areas such as carpentry, locksmith, masonry, painting, plumbing, HVAC equipment repair and basic electrical repair. The GTW conducts routine, periodic work site assessments, as directed, to determine maintenance work necessary to prevent breakdowns of facilities, building systems and equipment. There are many tasks performed on a daily basis that require the use of ladders up to 14'. This position may be required to perform tasks associated with set up, break down, and clean-up of special events. The GTW estimates time, labor and material and maintains records as needed.

The UConn Hartford Campus currently consists of 2 buildings, residing at 10 & 38 Prospect Street, Hartford, CT 06103, totaling roughly 203,000 sq. ft. In addition, the UConn Library leases space in the Hartford Public Library; the UConn Bookstore, Barnes & Noble, is located in the lower level of the Front Street Lofts across from 10 Prospect Street.

Responsibilities include a variety of tasks including but not limited to: changing hardware, replacing/repairing electrical receptacles, tie-in wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; replacing damaged paneling, counters and floor tiles; hanging doors and installing door locks; may assist in the replacement of broken window panes; performs landscaping and snow removal duties and other related duties as required.

Applicants must possess and retain a current motor vehicle operator license throughout employment with the University.

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 names, titles and phone numbers of three professional references. In addition, state employee applicants will be asked to provide copies of their last two (2) performance appraisals and may be asked to provide a copy of their attendance record for the last two years.

Questions pertaining to this position should be directed to UConn HR's Services Unit phone number, 860-486-3034.

PURPOSE OF JOB CLASS (NATURE OF WORK)

This class is accountable for performing highly skilled trades duties in various trade areas.

EXAMPLES OF DUTIES

Performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc; makes estimates of time, personnel, and material required on assigned tasks; keeps necessary records; in smaller trade areas, may be the sole worker running a skilled trade area; performs duties related to the trade or trade areas as required; at State owned airports may be required to stand by for and respond to fire

and/or crash emergency situations; may operate and maintain heavy earth moving equipment; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of and ability to apply the standard tools, materials, methods, and practices of a variety of trade areas; 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 one or more trade areas.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Two (2) years of the General Experience must have been performing skilled trade functions in one or more trade areas.

Note: For State Employees this is interpreted at or above the level of Skilled Maintainer or Transportation Maintainer 2. Housekeeping, custodial, and food services duties will not be considered as qualifying experience.

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 may be substituted for the General and Special Experience.

PREFERRED QUALIFICATIONS

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

- Knowledge and ability to work with a Computerized Maintenance Management System (CMMS) such as AiM.
- Knowledge and ability to work with a computerized building control management system such as Automated Logic.
- Ability to read and interpret engineering/architectural drawings, specifications, maintenance manuals and contract documents.
- Experience operating small construction equipment utilized to perform landscaping and snow removal tasks.
- Graduation from a vocational or technical school, or experience performing technical duties within a maintenance trade area on a military base.

SPECIAL REQUIREMENTS

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

CHARACTER REQUIREMENTS

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

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

1. Incumbents 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

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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Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. and Diverse Job Boards. It also included the posting on JobAps, Manchester Journal Inquirer, Veterans Enterprise, Willimantic Chronicle, Monster, Career Builder, and CT Jobs.com.

133 Total applicants: 81 WM, 1 WF, 17 BM, 1 BF, 20 HM, 1 HF, 3 AM, 3 TM, 6 UU

68 Unqualified applicants: 32 WM, 14 BM, 1 BF, 11 HM, 1 HF, 2 AM, 2 TM, 5 UU

- 31 WM, 14 BM, 1 BF, 10 HM, 1 HF, 2 AM, 2 TM, 5 UU did not have the minimum requirements as posted.
- 1 WM, 1 HM did not submit a complete application package.

49 Qualified applicants: 36 WM, 3 BM, 8 HM, 1 AM, 1 TM

- 36 WM, 3 BM, 7 HM, 1 AM, 1 TM did not have the preferred requirement of knowledge and ability to work with a computerized building control management system such as Automated Logic.
- 1 HM did not have the preferred requirement of knowledge and experience operating small construction equipment utilized to perform landscaping and snow removal tasks.

16 Interviewed applicants: 13 WM, 1 WF, 1 HM, 1 UU

- 8 WM, 1 WF, 1 HM, 1 UU withdrew their applications from consideration.
- 1 WM did not provide detailed examples of his experience with electrical, HVAC, and valves/steam. He also did not have irrigation systems experience.
- 1 WM had difficulty understanding HVAC interview questions. He also did not answer questions regarding electrical systems accurately.
- 1 WM had difficulty with the terminology of HVAC systems. He did not take the opportunity to expand on his skills beyond reiterating his proficiency with carpentry.
- 1 WM did not provide detailed examples of his experience with electrical, HVAC, plumbing, irrigation, and higher education facilities.

The 1 WM hired provided clear detailed examples of his trade skills. He had been a Skilled Maintainer for Connecticut Airport Authority (CAA) at Bradley Airport. His experience included plumbing, irrigation systems, ceiling systems, tile flooring, glass panel replacement, minor glazing, painting, doors/hardware including locksets and closers. He also had experience in commercial plumbing including flush valves, faucets, pump systems. As well as experience in the operation of fork trucks, aerials lifts, and small construction equipment. Additionally, he maintained all airport badging and credentials, movement and escorts. And he had worked at CT DMV as a mechanic.

Category 4: Secretarial/Clerical – All Titles (Avery Point)

Hiring goals: 1 WM

Hiring into Category: No hiring activity

Goals met: None

Category 5: Technical/Paraprofessional – All Titles (Avery Point)

Hiring goals: 1 WF

Hiring into Category: No hiring activity

Goals met: None

Category 6: Qualified Craft Worker – All Titles (Avery Point)

Hiring goals: 1 WM

Hiring into Category: No hiring activity

Goals met: None

Category 7: Maintenance/Service – Remaining Titles (Avery Point)

Hiring goals: 1 WF, 1 BM

Hiring into Category: No hiring activity

Goals met: None

Category 4: Secretarial/Clerical – All Titles (Stamford)

Hiring goals: 1 WM, 1 WF

Hiring into Category: No hiring activity

Goals met: None

Category 7: Maintenance/Service – All Titles (Stamford)

Hiring goals: 1 HM, 1 HF

Hiring into Category: No hiring activity

Goals met: None

Category 4: Secretarial/Clerical – All Titles (Waterbury)

Hiring goals: 1 WF

Hiring into Category: No hiring activity

Goals met: None

Category 5: Technical Paraprofessional – All Titles (Waterbury)

Hiring goals: 1 WF

Hiring into Category: No hiring activity

Goals met: None

Category 7: Maintenance/Service – All Titles (Waterbury)

Hiring goals: 1 WF

Hiring into Category: No hiring activity

Goals met: None

Category 1: Executive/Managerial

Promotional Goals: 4 WF, 1 HM,

Promotions into Category: 1 WM, 2 WF, 1 BM, 1 BF

Goals met: 2 WF

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WF	UCP 09-Asst Dir-DRL Assign	Dept Head Student Affairs	Residential Life	Y
Reclass	WF	UCP 09-Asst Dir-DRL Assign	Dept Head Student Affairs	Residential Life	Y
Reclass	WM	University Director	Executive Director	Planning, Design and Construct	N

The 1 WM and 2 WF candidates' promotions into these titles were 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	RG	Previous Title	New Title	Department	Goal
494606	BM	Department Head & Professor	Vice Provost	Provost Academic Affairs	N

JOB SUMMARY

Reporting directly to the Provost and Executive Vice President for Academic Affairs, the Vice Provost for Faculty and Staff Affairs and Development oversees workforce and professional development initiatives for the Office of the Provost, serving as a leader in these areas on behalf of the Provost. The Vice Provost will work closely with the Office of Human Resources (OHR), Payroll, Diversity and Inclusion, and other university partners regarding all aspects of faculty and staff affairs and development, including employee relations; recruitment and retention; Promotion, Tenure, and Reappointment (PTR); merit and compensation; mentoring; and observance of collective bargaining agreements.

The Provost seeks candidates with a comprehensive resume of success in academic leadership roles, who can demonstrate exceptional skills that will enable them to support the growing workforce and development needs of the University. The successful candidate for this position will be a tenured professor at the University with a strong ethical sense, a deep commitment to diversity and inclusion, good judgment, and the ability to work as part of a team to efficiently manage a complex portfolio.

DUTIES AND RESPONSIBILITIES

- **Collaborates with OHR** in the creation, implementation, and coordination of professional development programs and projects for faculty and academic staff. This will

be done in close collaboration with school and college leaders, OHR training and engagement teams, the Center for Excellence in Teaching and Learning, and other university partners. Current programs include the Provost Distinguished Speaker Series, and an array of faculty mentoring and teaching improvement initiatives. Partners with OHR in the creation of new professional and career development endeavors for the academic community and in support of the University's strategic plan.

- **Maintains** a comprehensive understanding of workforce matters and coordinates decisions about resource allocation and strategic planning related to academic personnel. Participates in decisions affecting resource allocation among schools, colleges, and programs; promotion and tenure; and the setting of human capital priorities.
- **Engages the community on** faculty and academic staff hiring and recruitment/retention issues; develops forecasts and recommendations in support of strategic workforce decisions in the academic community. Provides executive oversight for faculty and staff searches, collaborates with OHR and the HR Governance Committee on merit and compensation determinations, recruitment and retention, and other personnel initiatives.
- **Oversees and coordinates** recognition for faculty and academic staff achievement to include Promotion, Tenure, and Reappointment; Board of Trustees Professorships; Provost service awards; and a number of other faculty/staff awards.
- **Collaborates** with university partners to provide timely, comprehensive, and thoughtful workforce and hiring analyses, and is directly involved in strategic decision-making.
- **Resolves** personnel-related business issues that arise between central offices and schools/colleges.
- **Partners with** OHR and other University partners on the development and modification of policies, guidance, processes, and procedures related to personnel, such as extra compensation, faculty appointments, moving reimbursement, secondary appointments, faculty leaves, etc.
- **Collaborates** with Executive Director of Finance and Budget in managing Provost Office commitments related to personnel, including new faculty lines, start-up packages, cost-sharing arrangements, etc.
- **Keeps abreast of** developments and trends that may require new studies or modification of current projects or practices.
- **Devises and monitors** key program and project performance indicators.

MINIMUM QUALIFICATIONS

- Ph.D. or terminal degree.
- Current appointment at rank of Professor in one of UConn's schools or colleges.
- At least 5 years' experience in a progressively responsible leadership position at the University.
- Demonstrable experience applying sound judgement and political acumen.
- A leadership style that invites collaboration, encourages teamwork, welcomes diverse perspectives, and values transparency.
- Demonstrated excellence in written and oral communication about complex topics with proven experience interacting effectively with members of diverse constituencies.
- Demonstrable familiarity with the University's policies, guidance, and procedures related to personnel, especially the complexity of faculty appointments and compensation.

- Demonstrated ability to manage change, resolve conflict, and build consensus.
- Demonstrated commitment to diversity and inclusion.

PREFERRED QUALIFICATIONS

- At least 10 years' experience in a progressively responsible leadership position at the University.
- At least 3 years' experience in workforce planning, including managing hiring and compensation.
- Experience interpreting collective bargaining agreements or working directly with Employee Relations to resolve questions about collective bargaining agreements.
- The skills to navigate the organizational, political, and fiscal realities unique to a major public research university, and to make changes to improve current practice, including effective advocacy for the resources required to uphold mandates and achieve aspirations.
- Experience working with applicant tracking and HR/Payroll systems (PageUp, Core-CT, etc.).

APPOINTMENT TERMS

This is a twelve-month, management position. This position is open to current faculty at the University of Connecticut.

TO APPLY

Interested applicants should visit

<https://secure.dc4.pageuppeople.com/apply/967/gateway/Default.aspx?c=apply&sJobIDs=494606&SourceTypeID=796&sLanguage=en-us> to upload a **CV, cover letter**, and contact information for **three (3) professional references**. Applicant review will begin immediately and will continue until the position is filled. This is an open search with disclosure to the University community about candidates and the selection process. The final round of interviews will include a public forum requiring each candidate to participate in a presentation and Q&A.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on June 22, 2020.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, and networking amongst University administrators.

13 Total applicants: 1 WM, 4 WF, 1 BM, 1 BF, 3 AM, 2 AF, 1 UU

4 Unqualified applicants: 1 BF, 2 AM, 1 UU

- 1 BF, 2 AM, 1 UU did not meet the minimum qualifications of the job posting.

4 Qualified applicants: 2 WF, 1 AM, 1 AF

- 2 WF, 1 AM did not have at least 3 years' experience in workforce planning, including managing, hiring and compensation.
- 1 AF did not have experience interpreting collective bargaining agreements or working directly with Employee Relations to resolve questions about collective bargaining agreements.

5 Interviewed applicants: 1 WM, 2 WF, 1 BM, 1 AF

- 1 AF had a background in sociology specifically with diversity and social justice issues. The candidate gave examples of her experiences working with items in the portfolio at the Department Head level (PTR, workload policies, hiring, budgets) that indicated a lack of understanding of key procedures and lack of administrative competencies necessary for success in the position.
- 1 WF did not elaborate enough on her commitment to diversity and how she would lead in the role. The candidate did not have experience interacting with and implementing collective bargaining agreements, an important aspect of this role.
- 1 WF did not communicate her experiences well. In her responses to interview questions, the candidate was unable to clearly demonstrate her readiness and abilities to take on the advanced administrative portfolio for this role.
- 1 WM gave examples of his experiences and contributions that indicated a lack of collaborative spirit and an inability to enable a team environment to be successful. His portfolio was unbalanced in focus on certain areas of the position responsibilities (faculty, employee relations, PTR) and were missing other key areas and philosophies (staff development, diversity and inclusion).

The 1 BM selected had a broad array of experiences related to the position that should allow him to work effectively with a wide range of constituencies. Ten years of military service (six as a submariner, four as an MP) gave him a task-oriented focus. The candidate's service as an adjunct (2 years) and as a tenure-track faculty member at Avery Point, give him direct experience of challenges faced by non-tenure track and regional campus faculty. As Director of CRT, he managed a staff of 10+ professionals in addition to visiting professional actors represented by

Actors Equity. He had substantial and direct experience supervising professional staff. His work depended on collaboration and his success demonstrated his collaborative leadership abilities. The applicant's answers to interview questions indicated that he was committed to diversity and inclusion and emphasized that UConn needed to invest more energy in welcoming diverse faculty and staff to the community. He exhibited a strong servant-leadership approach to his shortcomings, indicating he would take a top-down approach that would help him connect with constituents.

Search	RG	Previous Title	New Title	Department	Goal
493581	BF	University Director	Asst Vice President	Global Affairs	N

The Office of Global Affairs (OGA) provides university-wide leadership to build and sustain global education at the University of Connecticut. We service international students and scholars; nurture strategic global partnerships; create and manage student, faculty, and staff mobility programs; promote collaborative international research; develop curricula designed to build global competency; and deliver educational and professional services that support sustainable economic and social development. See: <https://global.uconn.edu>.

Since its establishment in 2012, the OGA has worked with academic and administrative units on all UConn campuses to ensure that the University has clearly defined policies and procedures for its activities abroad. Our mission is to produce quality programs while mitigating risk for faculty, staff, and students. Global Affairs aims to ensure that all University international teaching, learning, research, and service activities are compliant to state, federal, and host country's laws and regulations with priority for our community's safety.

Global Affairs designs learning outcome assessments for international students, and for education abroad programs. We collect, analyze, and disseminate data related to student success and program evaluation. We will build a central database which contains core Global Affairs program data and information for monitoring and evaluating progress on our strategic plan, for compliance, and for communication inside UConn and around the world.

DUTIES AND RESPONSIBILITIES

Reporting to the Associate Vice President for Global Affairs, the Assistant Vice President for Global Affairs is a member of the senior leadership team under the Vice President for Global Affairs. Core responsibilities include OGA/University leadership related to international risk management and the oversight of OGA data/information systems.

The OGA Assistant Vice President will work with all UConn campus units to ensure the implementation of global safety, security, and risk related policies and procedures; will ensure university's duty of care during international travel; and will be responsible for leading the review of faculty, staff, and student travel to high-risk countries and regions.

The OGA Assistant Vice President will develop a unit data management system and implement specific assessment systems to: 1) evaluate the student and faculty impact of their education abroad experiences; 2) better understand how UConn international students are performing academically and experiencing their overseas study; and 3) work with the Global Training and Development Institute to further develop OGA management and evaluation systems.

Working with the OGA leadership team, the Assistant Vice President will also help build UConn Global Strategic Partnerships, a core aspect of our strategic plan, and work on special projects, as assigned. They will coordinate activities enforcing University policies and implementing procedures on risk assessment and management with colleges, schools, compliance units, UConn

Health, and others on campus. They will work closely with the Office of the Vice President of Research, Procurement Office, and others to ensure compliance to all federal and state laws and regulations, and university policies and procedures.

MINIMUM QUALIFICATIONS

1. Earned terminal degree in research methodology, measurement, assessment, and evaluation, psychometrics, statistics, law, or related fields
2. At least five years working in higher education administration, preferably in international education, institutional research, risk assessment and management, and/or program assessment;
3. Demonstrated mastery proficiency in statistical software;
4. Experiences serving on various institutional tasks forces and university-wide committees, and demonstrated support and connection with the units across the institution;
5. Demonstrated critical thinking, analytical, and problem-solving skills; and
6. Demonstrated diplomatic communication skills and experiences with diverse campus constituents.

PREFERRED QUALIFICATIONS

1. Seven or more years working in higher education administration, preferably in international education, institutional research, risk assessment and management, and/or program assessment.

APPOINTMENT TERMS

This is a full-time, permanent position. Salary will be commensurate with candidate credentials and experience. A full benefits package, including health insurance and retirement plan, is provided.

TO APPLY

Interested candidates should apply online via UConn Jobs (<https://hr.uconn.edu/jobs/>), Staff Positions, Search #2020038. Please submit a **cover letter**, **CV**, and list of names and contact information for **three professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. (Search #2020038).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on September 6, 2019.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, Chronicle of Higher Education, Academic Jobs Online, Hartford Courant, Academic Diversity Search, and the Boston Globe.

29 Total applicants: 4 WM, 10 WF, 1 BM, 2 BF, 3 HM, 3 AM, 3 AF, 1 TF, 2 UU

21 Unqualified applicants: 1 WM, 7 WF, 1 BM, 1 BF, 3 HM, 3 AM, 2 AF, 1 TF, 2 UU

3 Qualified applicants: 1 WM, 2 WF

- 1 WM, 2 WF did not possess seven or more years working in higher education administration. They did not have a background in international education, institutional research, risk assessment and management, and/or program assessment.

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

- 1 WM was found to not possess any statistical software proficiency based on answers to interview questions.
- 1 WM was not able to articulate his research clearly and concisely. The candidate's communication style was rambling and jumped from topic to topic randomly.
- 1 AF did not have the administrative leadership experience critical to the organization's success.
- 1 WF withdrew her application during the interview process.

The 1 BF selected had extensive administrative leadership experience. The candidate was a former director who specialized in international education and institutional research. Her references were from notable sources in the academic field and were very positive.

Category 1: Executive/Managerial – University Director

Promotional Goals: 2 WM, 1 WF

Promotions into Category: 1 WF

Goals met: 1 WF

Search	RG	Previous Title	New Title	Department	Goal
494144	WF	U Staff Professional 3	University Director	Accounting Office	Y

Search 494144 – Associate Controller and Director of Accounting – Accounting Office

6 Total applicants: 1 WM, 2 WF, 3 UU

3 Unqualified applicants: 3 UU

3 Interviewed applicants: 1 WM, 2 WF

Selected: 1 WF

The 1 WF selected met a promotional goal.

Category 2: Faculty – Professor

Promotional goals: 14 WF, 2 BM, 3 BF, 1 HM, 2 HF

Promotional into Category: 20 WM, 9 WF, 1 BM, 1 HM, 2 HF, 3 AM, 4 AF

Goals Met: 9 WF, 1 BM, 1 HM, 2 HF

Promotion	RG	Previous Title	New Title	Department	Goal
PTR	WF	Assoc Professor	Professor	Political Science	Y
PTR	WF	Assoc Professor	Professor	English	Y
PTR	WF	Assoc Professor	Professor	Educational Psychology	Y
PTR	WF	Assoc Professor	Professor	English	Y
PTR	WF	Assoc Professor	Professor	Political Science	Y
PTR	WF	Assoc Professor	Professor	Art and Art History	Y
PTR	WF	Assoc Professor	Professor	Human Dev and Family Sciences	Y
PTR	WF	Assoc Professor	Professor	Lit, Cultures and Languages	Y
PTR	WF	Assoc Professor	Professor	Educational Leadership	Y
PTR	BM	Assoc Professor	Professor	Operations and Info Management	Y
PTR	HM	Assoc Professor	Professor	Education	Y
PTR	HF	Assoc Professor	Professor	Lit, Cultures and Languages	Y
PTR	HF	Assoc Professor	Professor	Lit, Cultures and Languages	Y
PTR	WM	Assoc Professor	Professor	Business	N
PTR	WM	Assoc Professor	Professor	Political Science	N
PTR	WM	Assoc Professor	Professor	Philosophy	N
PTR	WM	Assoc Professor	Professor	Finance	N
PTR	WM	Assoc Professor	Professor	Geosciences	N
PTR	WM	Assoc Professor	Professor	Molecular and Cell Biology	N
PTR	WM	Assoc Professor	Professor	Material Science and Engr	N
PTR	WM	Assoc Professor	Professor	Mathematics	N
PTR	WM	Assoc Professor	Professor	Mathematics	N
PTR	WM	Assoc Professor	Professor	Sociology	N
PTR	WM	Assoc Professor	Professor	Music	N
PTR	WM	Assoc Professor	Professor	Chem and Biomolecular Engr	N
PTR	WM	Assoc Professor	Professor	English	N
PTR	WM	Assoc Professor	Professor	Linguistics	N
PTR	WM	Assoc Professor	Professor	Sociology	N
PTR	WM	Assoc Professor	Professor	Sociology	N
PTR	WM	Assoc Professor	Professor	Human Dev and Family Sciences	N
PTR	WM	Assoc Professor	Professor	Ed Curriculum and Instruction	N
PTR	WM	Assoc Professor	Professor	English	N

Promotion	RG	Previous Title	New Title	Department	Goal
PTR	WM	Assoc Professor	Professor	Lit, Cultures and Languages	N
PTR	AM	Assoc Professor	Professor	Pharmaceutical Science	N
PTR	AM	Assoc Professor	Professor	Mechanical Engineering	N
PTR	AM	Assoc Professor	Professor	Electrical and Computer Engr	N
PTR	AF	Assoc Professor	Professor	Nutritional Sciences	N
PTR	AF	Assoc Professor	Professor	Mathematics	N
PTR	AF	Assoc Professor	Professor	Operations and Info Management	N
PTR	AF	Assoc Professor	Professor	Operations and Info Management	N

20 WM, 9 WF, 1 BM, 1 HM, 2 HF, 3 AM, 4 AF filed applications for promotion from Associate Professor to Professor. All candidates listed above were considered and promoted under the University's Promotion, Tenure, and Reappointment Process (PRT). No candidates were rejected.

Category 2: Associate Professor

Promotional Goals: 4 WF, 2 HM, 1 AM, 2 AF

Promotions into Category: 13 WM, 9 WF, 3 HM, 1 HF, 8 AM, 2 AF

Goals met: 4 WF, 2 HM, 1 AM, 2 AF

Promotion	RG	Previous Title	New Title	Department	Goal
PTR	HM	Asst Professor	Assoc Professor	History	Y
PTR	HM	Asst Professor	Assoc Professor	Mechanical Engineering	Y
PTR	AM	Asst Professor	Assoc Professor	Animal Science	Y
PTR	AF	Asst Professor	Assoc Professor	Statistics	Y
PTR	AF	Asst Professor	Assoc Professor	Mathematics	Y
PTR	WF	Asst Professor	Assoc Professor	Pharmacy Practice	Y
PTR	WF	Asst Professor	Assoc Professor	Statistics	Y
PTR	WF	Asst Professor	Assoc Professor	Chem and Biomolecular Engr	Y
PTR	WF	Asst Professor	Assoc Professor	Civil and Environ Engineering	Y
PTR	WM	Asst Professor	Assoc Professor	Art and Art History	N
PTR	WM	Asst Professor	Assoc Professor	Pathobiology	N
PTR	WM	Asst Professor	Assoc Professor	Ed Curriculum and Instruction	N
PTR	WM	Asst Professor	Assoc Professor	Mathematics	N
PTR	WM	Asst Professor	Assoc Professor	Economics	N
PTR	WM	Asst Professor	Assoc Professor	Management	N
PTR	WM	Asst Professor	Assoc Professor	Marine Sciences	N
PTR	WM	Asst Professor	Assoc Professor	Agricultural and Resource Econ	N
PTR	WM	Asst Professor	Assoc Professor	Biomedical Engineering	N
PTR	WM	Asst Professor	Assoc Professor	Music	N
PTR	WM	Asst Professor	Assoc Professor	Anthropology	N
PTR	WM	Asst Professor	Assoc Professor	Mathematics	N
PTR	WM	Asst Professor	Assoc Professor	Dramatic Arts	N
PTR	WF	Asst Professor	Assoc Professor	Human Dev and Family Sciences	N
PTR	WF	Asst Professor	Assoc Professor	Communication	N
PTR	WF	Asst Professor	Assoc Professor	Natural Resources and Environ	N
PTR	WF	Asst Professor	Assoc Professor	Ed Curriculum and Instruction	N
PTR	WF	Asst Professor	Assoc Professor	Allied Health Sciences	N
PTR	HM	Asst Professor	Assoc Professor	Anthropology	N
PTR	HF	Asst Professor	Assoc Professor	Plant Sci and Landscape Arch	N
PTR	AM	Asst Professor	Assoc Professor	Physiology and Neurobiology	N
PTR	AM	Asst Professor	Assoc Professor	Chemistry	N
PTR	AM	Asst Professor	Assoc Professor	Chem and Biomolecular Engr	N

Promotion	RG	Previous Title	New Title	Department	Goal
PTR	AM	Asst Professor	Assoc Professor	Biomedical Engineering	N
PTR	AM	Asst Professor	Assoc Professor	Material Science and Engr	N
PTR	AM	Asst Professor	Assoc Professor	Mathematics	N
PTR	AM	Asst Professor	Assoc Professor	Finance	N

13 WM, 9 WF, 3 HM, 1 HF, 8 AM, 2 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 (PRT). No candidates were rejected.

Category 2: Assistant Professor

Promotional Goals: None

Promotions into Category: None

Goals met: None

Category 2: Faculty – Extension & Instructor

Promotional Goals: None

Promotions into Category: None

Goals met: None

Category 3: Nonteaching Professional – Academic Assistant

Promotional Goals: None

Promotions into Category: None

Goals met: None

Category 3: Nonteaching Professional – UC Professional 11

Promotional Goals: 1 WF

Promotions into Category: None

Goals met: None

Category 3: Nonteaching Professional – UC Professional 10

Promotional Goals: 1 WF, 1 BF, 1 HM, 1 AM

Promotions into Category: 2 WM, 1 AM, 1 AF

Goals met: 1 AM

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	AM	UCP 09-Sr Comp Prog/Analyst	UCP 10-Asst Computer Mgr	Enterprise Applications	Y
Reclass	WM	UCP 09-Oper Sys Prog/Analyst 3	UCP 10-Asst Computer Mgr	Enterprise Systems	N
Reclass	WM	UCP 08-Info Systems Analyst 3	UCP 10-Asst Computer Mgr	Enterprise Applications	N
Reclass	AF	UCP 09-Facilities Prof 3	UCP 10-Facilities Prof 4	Utility Plant Operations	N

The 2 WM, 1 AM, 1 AF candidates' promotions into these titles were 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 9

Promotional Goals: 16 WF, 1 BF, 1 HF

Promotions into Category: 6 WM, 4 WF, 1 HF

Goals met: 4 WF, 1 HF

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WF	UCP 08-Asst Finance Dir 1	UCP 09-Asst Finance Dir 2	Education	Y
Reclass	WF	UCP 08-Info Systems Analyst 3	UCP 09-Mgr Technical Projects	Sponsored Programs	Y
Reclass	WF	UCP 08-Writer/Editor 4	UCP 09-Publicity/Mrkg Director	Education	Y
Reclass	HF	UCP 08-Program Director	UCP 09-Executive Program Dir	Social Work	Y
Reclass	WM	UCP 08-Asst Finance Dir 1	UCP 09-Asst Finance Dir 2	Pharmacy	N
Reclass	WM	UCP 07-Program Specialist 2	UCP 09-Executive Program Dir	Education	N
Reclass	WM	UCP 08-Sr Machine Shop Engr	UCP 09-Machine Shop Engr/Mgr	Ctr Open Research Resrcs/Equip	N
Reclass	WM	UCP 08-Comp Prog/Analyst 2	UCP 09-Sr Comp Prog/Analyst	Campus Technology Services	N
Reclass	WM	UCP 08-Media Producer 2	UCP 09-Technical Lab Manager	Art and Art History	N

The 5 WM, 3 WF, 1 HF candidates' promotions into these titles were 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	RG	Previous Title	New Title	Department	Goal
494260	WF	Manager Financial Serv	Assoc Dir Financial Aid	Financial Aid	Y

494260 – UCP 9 Associate Director Financial Aid – Financial Aid

14 Total applicants: 4 WM, 4 WF, 1 BM, 2 BF, 1 HM, 1 HF, 1 UU

7 Unqualified applicants: 3 WM, 1 BM, 1 BF, 1 HM, 1 HF

7 Interviewed applicants: 1 WM, 4 WF, 1 BF, 1 UU

Selected: 1 WF

The 1 WF selected met a promotional goal.

Search	RG	Previous Title	New Title	Department	Goal
493846	WM	Lead Power Plant Oper	09-Facilities Prof 3	Utility Plant Operations	N

The University of Connecticut owns and operates a 24.9 MW Cogeneration Facility as the main supplier of electricity, steam, and chilled water for the Storrs Campus. Due to campus growth and climate change initiatives, additional generation sources are in planning to expand the Micro-Grid. This position will be responsible for developing, implementing and tracking data collection, coordinating and scheduling shutdowns and performance testing of new equipment integrations and systems hierarchy. Current planning includes an additional 16 MW Supplemental Utility Plant, Satellite Chilled Water and Steam Production Facilities, distribution systems, and renewable generation sources such as fuel cells, solar photovoltaic and windmills.

Under supervision of the Utilities System Manager, this position will be responsible for being the University of Connecticut supply and demand side energy expert by analyzing current energy production and usage, developing the energy supply plan, and ensuring a complete understanding of onsite generation, vendor utility supply, and customer usage profiles. The Cogeneration Facilities Micro-Grid Specialist will be responsible for improving plant control, energy supply and distribution, the tracking and billing of energy production and distribution, conservation of energy and water, and management of energy attributes and sustainability programs. Incumbent will also perform engineering analysis, design, plan, review and inspection for small to medium projects and/or designated segments of larger complex projects in a specific engineering discipline for an assigned functional area. Job requires application of professional engineering concepts, principles, practices and methods sufficient to perform a broad range of engineering activities in a variety of work environments.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in mechanical engineering, engineering technology, business or related field with emphasis on power plant operations or equivalent training and significant plant and building operations experience utilizing automated management systems controls.
2. Eight years of experience in plant operations, plant maintenance, plant system design or a closely related field.
3. Ability to apply professional engineering concepts, principles, practices and methods sufficient to perform a broad range of engineering activities in a variety of work environments.
4. Considerable knowledge of the methods, materials and equipment used in the maintenance, operation and repair of power plants and all utilities services and equipment.
5. Knowledge of materials and methods of plant building construction.
6. Knowledge of preventive maintenance techniques.
7. Considerable knowledge of relevant State and Federal laws, statutes and regulations.
8. Knowledge of and ability to apply engineering principles and techniques.
9. Considerable interpersonal skills; considerable oral and written communication skills.
10. Ability to read and interpret blueprints and specifications.
11. Ability to plan, supervise and inspect building repair and maintenance work.

12. Knowledge of tri-generation plant operations and protocols at an equivalent scale commercial industrial campus.
13. Strong data management and spreadsheet abilities, data historian experience and organizational skills.
14. Must have reliable transportation. Must be willing and able to report to work during emergency closures, inclement weather or for significant events that effect campus utilities and operations.

PREFERRED QUALIFICATIONS

1. Experience providing utility distribution engineering support for conditional maintenance needs.
2. Experience providing capacity analysis and planning, and Utilities Master planning. This includes such systems as steam, condensate, chilled water, sewage, wastewater, reclaim water, electrical and potable water as well as others.
3. Experience managing and minimizing generation/consumption imbalance and ensuring the plants are operated in a manner consistent with vendor supply agreements, interconnection agreements and interconnection operating guidelines.
4. Demonstrated ability to develop policies and systems for buying energy and conduct contract negotiations, review and negotiate energy purchase agreements and make recommendations regarding energy source selection.
5. Demonstrated ability to develop and implement training options and/or improvement plans to ensure the best operation of facilities, micro-grid and buildings.
6. Demonstrated experience in compiling utility budgets and energy conservation measure cost estimates based upon needs.
7. Familiarity with equipment suppliers in order to help facilitate the conducting of the bidding process for equipment upgrades and retrofits.
8. Proven ability to initiate and develop the necessary professional skills appropriate to job assignments. Demonstrate behavior that is professional, ethical, and responsible and serve as a role model for all staff.

PHYSICAL REQUIREMENTS

Must be able to inspect and review facilities issues near live electrical equipment, rotating machinery and other mechanical systems. Use of personal protective equipment is required when/where necessary.

APPOINTMENT TERMS

This is a full-time, permanent position. The work schedule is Monday through Friday, 8:00 a.m. to 4:00 p.m. with an hour for lunch. Salary will be commensurate with background and experience. This position is categorized as Emergency Support Services/Essential Staff. Must be willing and able to work during emergency closures/delayed openings due to inclement weather or for significant events that effect campus operations. For a full description of this position, please visit the Facilities Operations website at <http://fo.uconn.edu/employment-opportunities/>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020276. Qualified applicants must submit a **cover letter**, **resume**, and contact information for **three (3) professional references**. Please identify in your cover letter Search #2020276 and ensure that your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred qualifications you may have. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020276)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 24, 2019.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, Hartford Courant, Willimantic Chronicle, New London Day, CT Jobs.com, Career Builder, Monster, Norwich Bulletin, Manchester Journal Inquirer, and the NAPE website.

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

5 Unqualified applicants: 4 WM, 1 AM

- 4 WM, 1 AM did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 2 WM, 1 WF

- 1 WM stated he lacked proficiency in energy and management software and that he had no experience in energy budgeting compliance and reconciliation. The candidate did not have proficiency in OEM automation and/or energy performance programs and was not familiar with university or similar sized micro-grids. The applicant had never directly been involved in a Title V Air Permit and was unable to articulate how OSHA aspects

apply to generation and distribution facilities specifically other than Confined Space requirements. He also could not articulate how FERC/NERC/ISO aspects apply to generation and distribution facilities specifically other than Reliability standards).

- 1 WF withdrew her application during the process.

The 1 WM selected had personally managed and operated a deep ocean drilling rig 27 MW micro-grid and the UConn 24.9 MW micro-grid. He described multiple situations emphasizing his ability to manage complex detailed work with minimal errors and articulated the descriptors as responsible, trustworthy, reliable, and a tweaker making incremental operational improvements. The candidate clearly explained making a mistake and described appropriate resolutions. He considered his current position at UConn solid preparation for the responsibilities of this position. The applicant described correct responses to electrical dispatch and gas curtailment from the demand and supply energy management views and summarized the one- and five-year budget development, audit preparations, and capital renewal methods. He provided specific examples of best methods to present using hard data and iterative process control and demonstrated an understanding of lowest life cycle cost and first cost methods.

Category 3: Nonteaching Professional – UC Professional 9 OSD

Promotional Goals: None

Promotions into Category: None

Goals met: None

Category 3: Nonteaching Professional – UC Professional 9 Librarian

Promotional Goals: 1 WM, 1 BF, 1 HM

Promotions into Category: None

Goals met: None

Category 3: Nonteaching Professional – UC Professional 8

Promotional Goals: 8 WF, 2 BM, 2 BF, 2 HF

Promotions into Category: 2 WM, 2 WF, 1 BF, 1 HM, 1 TF

Goals met: 2 WF, 1 BF

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WF	UCP 07-Comp Tech Sup Cons 2	UCP 08-Comp Tech Sup Cons 3	Law Library and Technology	Y
Reclass	WF	UCP 07-Univ Library Asst V Law	UCP 08-Univ Library Asst 4	Law Library and Technology	Y
Reclass	BF	UCP 07-Program Manager	UCP 08-Acad Advisory Ctr Dir	Waterbury Campus	Y
Reclass	WM	UCP 07-Comp Tech Sup Cons 2	UCP 08-Comp Tech Sup Cons 3	Law Library and Technology	N
Reclass	HM	UCP 06-Administrative Mgr 1	UCP 08-Manager Financial Serv	Bursar	N
Reclass	TF	UCP 07-Training Dev Coord	UCP 08-Instructional Dev 2	Environmental Hlth and Safety	N

The 1 WM, 2 WF, 1 BF, 1 HM, 1 TF candidates' promotions into these titles were 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	RG	Previous Title	New Title	Department	Goal
493556	WM	Administrative Mgr 2	Asst Finance Dir 1	Residential Life	N

MINIMUM QUALIFICATIONS

Minimum Qualifications

- Bachelors' degree in accounting or related field and two years of administrative accounting experience or Associates' degree in accounting and *five* years administrative accounting experience.
- Familiarity with systems analysis and data processing procedures
- Managerial ability
- Good oral and written communication skills and interpersonal skills
- Knowledge of methods and techniques required in the collection of and the accounting for, money.
- Knowledge of the regulations and policies governing financial control of University

monies.

- Supervisory and office management ability.
- Knowledge of computer operations in the collection, recording and deposit of University monies.

PREFERRED QUALIFICATIONS:

- Experience with State fiscal procedures.
- Experience supervising staff.
- Working knowledge of Kuali Financial system, and WebFocus

TO APPLY:

Please upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on DATE.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, and the Chronicle of higher Education.

30 Total applicants: 12 WM, 13 WF, 1 BF, 1 HF, 1 AM, 1 AF, 1 UU

23 Unqualified applicants: 11 WM, 7 WF, 1 BF, 1 HF, 1 AM, 1 AF, 1 UU

- 11 WM, 7 WF, 1 BF, 1 HF, 1 AM, 1 AF, 1 UU did not meet the minimum qualifications of the job posting.

7 Interviewed applicants: 1 WM, 6 WF

- 1 WF did not have experience in supervising professional staff and in forecasting revenue. The candidate's answers were very short, and she did not elaborate on specifics of the skills she could bring to the position.
- 1 WF's answers were very long-winded and the candidate struggled to provide concrete examples for several questions. The candidate's experience was narrow in scope in relation to most areas of responsibility for this position.
- 1 WF's answers at times lacked depth and did not provide specific examples related to supervisory experience or experience forecasting budgets. Her references indicated there was a lack of supervisory experience and a narrow scope of work in her current responsibilities, which would be challenging for a transition to a much larger role.
- 1 WF did not provide answers regarding strong supervisory experience and budget creation. She was not able to articulate concretely how she would do this with her current skill set. Her references indicated she has some difficulties with seeing issues from various perspectives and with flexibility.
- 1 WF did not have knowledge of state practices surrounding forecasting revenue and monitoring a budget. The candidate did not have experience in supervision.
- 1 WF did not have experience supervising professional staff and in forecasting revenue. The candidate struggled to answer several questions due to lack of experience in the corresponding areas and did not provide enough specifics to indicate she would be capable of position responsibilities.

The 1 WM selected exhibited a clear understanding of the position and its responsibilities. The candidate provided several answers related to training and mentoring staff and creating standard operating procedures. The candidate gave concrete examples to support his responses and demonstrated how his experiences have prepared him for the position. He clearly articulated his supervisory style, indicating that it is important for him to understand the work that his supervisees are responsible for, to appropriately guide and advise and fill in when necessary, without micromanaging. The candidate was able to clearly demonstrate his ability to create standard operating procedures and analyze problems to develop solutions. He gave several concrete examples of when he has done so in his current role and how he could transfer these skills to this position. His references were positive and confirmed depth of experience and ability to problem solve.

Category 3: Nonteaching Professional – UC Professional 8 - Program Director

Promotional Goals: 1 WM, 1 WF

Promotions into Category: 2 WM, 5 WF, 1 HF

Goals met: 1 WM, 1 WF

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WM	UCP 07-Program Specialist 2	UCP 08-Program Director	ISS Academic Programs Center	Y
Reclass	WF	UCP 07-Academic Couns/Coord	UCP 08-Program Director	Waterbury Campus	Y
Reclass	WM	UCP 07-Program Specialist 2	UCP 08-Program Director	Career Development Center	N
Reclass	WF	UCP 07-Program Assoc	UCP 08-Program Director	Enrichment Programs	N
Reclass	WF	UCP 07-Academic Couns/Coord	UCP 08-Program Director	ISS Academic Programs Center	N
Reclass	WF	UCP 07-Program Specialist 2	UCP 08-Program Director	Research Compliance	N
Reclass	WF	UCP 07-Academic Couns/Coord	UCP 08-Program Director	ISS Academic Programs Center	N
Reclass	HF	UCP 07-Program Specialist 2	UCP 08-Program Director	Career Development Center	N

The 2 WM, 5 WF, and 1 HF candidates' promotions into these titles were 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: 10 WM, 1 BF, 2 AF

Promotions into Category: 3 WM, 9 WF, 1 BF, 2 HF, 2 AF

Goals met: 3 WM, 1 BF, 2 AF

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WM	UCP 05-Assignments Coordinator	UCP 07-Administrative Mgr 2	Residential Life	Y
Reclass	WM	UCP 04-Athletic Equipment Mgr	UCP 07-Equip/Fac Mgr Ath	Athletics Equipment Center	Y
Reclass	WM	UCP 06-Laboratory Supervisor	UCP 07-Manager-Lab Services	Biological Sciences	Y
Reclass	BF	UCP 06-Academic Advisor 2	UCP 07-Program Specialist 2	Enrichment Programs	Y
Reclass	AF	UCP 05-Financial Asst 2	UCP 07-Fiscal Manager	Hartford PMBA	Y
Reclass	WF	UCP 06-Admin Services Asst 4	UCP 07-Administrative Mgr 2	Enrichment Programs	N
Reclass	WF	UCP 05-Admin Services Spec 3	UCP 07-Administrative Mgr 2	Agriculture, Health, Natural Rcs	N
Reclass	WF	UCP 06-Program Specialist 1	UCP 07-Facilities Prof 2	Planning, Design and Construct	N
Reclass	WF	UCP 06-Grants & Contr Spec 1	UCP 07-Grants & Contr Spec 2	Sponsored Programs	N
Reclass	WF	UCP 05-Academic Advisor 1	UCP 07-Program Manager	Stamford Campus	N
Reclass	WF	UCP 06-Program Administrator	UCP 07-Program Manager	MS BAPM	N
Reclass	WF	UCP 06-Program Administrator	UCP 07-Program Manager	Law	N
Reclass	WF	UCP 06-Program Specialist 1	UCP 07-Program Specialist 2	Student Activities	N
Reclass	HF	UCP 06-Administrative Mgr 1	UCP 07-Business Manager 2	Enrichment Programs	N
Reclass	HF	UCP 06-Business Manager 1	UCP 07-Fiscal Manager	ISS Academic Programs Center	N

The 3 WM, 8 WF, 2 HF, 1 BF, 1 AF candidates' promotions into these titles were 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	RG	Previous Title	New Title	Department	Goal
493586	AF	Academic Advisor 1	Coord Counselor CAP	ISS Academic Prg Ctr	Y

493586 – UCP 7 Academic Advisor 1, Center for Academic Programs

53 Total applicants: 5 WM, 10 WF, 9 BM, 12 BF, 5 HM, 6 HF, 1 AF, 5 UU

48 Unqualified applicants: 5 WM, 10 WF, 7 BM, 12 BF, 5 HM, 5 HF, 4 UU

5 Interviewed applicants: 2 BM, 1 HF, 1 AF, 1 UU

Selected: 1 AF

The 1 AF selected met a promotional goal.

Search	RG	Previous Title	New Title	Department	Goal
494386	WF	Program Asst 2	UCP-07 Business Consultant	CT Small Bus Development Ctr	N

JOB SUMMARY

The Connecticut Small Business Development Center (CTSBDC) in the School of Business is seeking a full-time Pre-Venture Business Advisor. The incumbent will report to the CTSBDC State Director and will advise, and counsel individuals seeking to start a business, covering management, finance, marketing, and license and registration topics, and providing an overview of tax obligations and other topics. The advisor will be expected to address such topics as: market research, marketing strategies, and customer acquisition; international trade import/export; general understanding of organizational issues related to business structure; operations; accounting/financial analysis; federal, state and local resources for startup and young businesses; and veterans', women's, and minority business issues. The position will be based at the CTSBDC Lead Office in East Hartford, CT. Flexible hours, as well as in-state and out-of-state travel will be required as needed.

DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Providing technical and management assistance to the small business community through traditional on-site visits, mailings, phone or other client outreach methods.
- Providing in-depth counseling and recommending course of action to owners of small businesses or to those about to start a business, in key areas such as business models and plans, startup financing, presentation of financial material, evaluation of current financial condition, industry specific Federal and state regulations, and marketing products/services.
- Assisting clients in developing and recording their business concepts and uses industry tools such as the Business Model Canvas and business plan outlines.
- Maintaining and enhancing the SBDC program's ability and capacity to offer reasoned, logical advice and guidance on all matters of starting, building, and sustaining a business.
- Enhancing and delivering quality programs to the CTSBDC client base and CTSBDC colleagues including planning, coordinating, and evaluating success of advising, learning, and training programs.
- Keeping current on and informing clients about changes or current developments in regulations, laws, or conditions that may affect their business.
- Conducting and/or coordinating on-site administration of community outreach, client development, informational, and training programs, and makes all arrangements necessary to deliver these programs.
- Working toward the goal that each client request receives a response within two (2) business days during the business week and offering an initial consultation with a client within 10 business days of the client submitting initial application.

- Performing necessary administrative duties such as correspondence, progress and summary reports, and the collection of data as required and utilized by the funding agency.
- Participating in professional development programs, online courses, and other self-learning activity.
- Building and maintaining effective working relationships with public agencies, service organizations, and the private sector in order to better assist clients and to keep informed of general business conditions and changes in regulations/laws affecting small business.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business, counseling, social work or related field.
- At least five years of experience of entrepreneurial, business management, financial, counselling, or business education experience or experience with SBDC program methodology.
- Ability to assess the unique needs of each business and relay that information clearly and succinctly.
- Ability to advise, counsel, and mentor individuals from diverse backgrounds, cultures, and financial situations.
- Ability to plan, conduct and implement client development and recruitment programs.
- Ability to work flexible hours and travel, both within and outside Connecticut, on behalf of client/program objectives.
- Demonstrated proficiency with mobile device technology including smartphones and tablets.
- Demonstrated excellent written and verbal communication skills.

PREFERRED QUALIFICATIONS

- Master's Degree in business, counseling, or social work.
- Familiarity with web-based client tracking systems.
- Experience in counseling or advising small business owners and entrepreneurs.

APPOINTMENT TERMS

This is a 12-month, annually renewable position with excellent benefits.

TO APPLY

Please apply online at UConn Careers (<https://hr.uconn.edu/jobs/>), Staff Positions, Search # 494386 to submit a **letter of application**, **resume**, and the names and contact information for **three professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on March 13, 2020.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, <https://americassbdc.org>, www.ziprecruiter.com, www.linkedin.com, and the School of Business Minority Serving Institutions distribution list.

18 Total applicants: 7WM, 2WF, 1 HF, 2 AF, 1 TM, 5 UU

11 Unqualified applicants: 5 WM, 2 AF, 1 TM, 3 UU

- 5 WM, 2 AF, 1 TM, 3 UU did not meet the minimum qualifications of the job posting.

7 Interviewed applicants: 2 WM, 2 WF, 1 HF, 2 UU

- 1 WM, 1 UU were found to not meet minimum qualifications of assessing the needs of businesses and relay information clearly and concisely with superior communication skills. The candidates' responses were rambling and in several cases the responses did not answer the questions.
- 1 UU responses to interview questions were very brief and uninformative, leaving the hiring managers with no way to determine if he possessed the skills required for the role.
- 1 WM owned his own business, but his experience was not in advising, counseling and mentoring.
- 1 WF's experience was in the non-profit realm and her current focus was completing her PhD which was related to her current employment.
- 1 HF withdrew their applications for employment consideration.

The 1 WF selected had a bachelor's degree and over 17 years of experience as an entrepreneur running her own businesses including 7 years of coaching others. The candidate had over a year at UConn helping others start their own businesses. She had the ability to assess the unique needs of businesses and express that information clearly and concisely. The applicant had experience advising, counseling and mentoring individuals from diverse backgrounds, cultures and financial situations. She had planned, conducted and implemented client development and recruitment programs. The candidate had more direct, applicable work experience than the other candidates.

Category 3: Nonteaching Professional – UC Professional 7 Computer Tech 2

Promotional Goals: 4 WF

Promotions into Category: None

Goals met: None

Category 3: Nonteaching Professional – UC Professional 7 Program Manager

Promotional Goals: 2 WF, 1 AF

Promotions into Category: 1 HF

Goals met: None

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	HF	UCP 05-Program Coord	UCP 07-Program Manager	Business	N

The 1 HF 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 6

Promotional Goals: 6 WM, 1 BF

Promotions into Category: 1 WM, 8 WF, 1 BM, 1 AM

Goals met: 1 WM

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WF	UCP 05-Program Coordinator	UCP 06-Academic Advisor 2	Natural Resources and Environ	N
Reclass	WF	UCP 05-Academic Advisor 1	UCP 06-Academic Advisor 2	Liberal Arts and Sciences	N
Reclass	WF	UCP 06-Financial Aid Officer	UCP 06-Administrative Mgr 1	Financial Aid	N
Reclass	WF	UCP 05-Academic Advisor 1	UCP 06-Academic Advisor 2	CLAS Academic Services	N
Reclass	WF	UCP 04-Publicity/Mktg Coord	UCP 06-Publicity/Mktg Admin	Pharmacy	N
Reclass	WF	UCP 05-Financial Asst 2	UCP 06-Business Manager 1	Animal Science	N
Reclass	BM	UCP 05-Academic Advisor 1	UCP 06-Academic Advisor 2	Waterbury Campus	N
Reclass	AM	UCP 04-Admin Serv Specialist 2	UCP 06-Administrative Mgr 1	Bursar	N

The 6 WF, 1 BM, and 1 AM candidates' promotions into these titles were 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	RG	Previous Title	New Title	Department	Goal
494403	WM	Publicity/Mktg Coord	Publicity/Mktg Admin	University Communications	Y

44 Total applicants: 15 WM, 17 WF, 1 BF, 1 HM, 2 HF, 2 AM, 1 AF, 5 UU

31 Unqualified applicants: 9 WM, 13 WF, 1 BF, 1 HM, 1 HF, 2 AM, 1 AF, 3 UU

7 Qualified applicants: 2 WM, 3 WF, 1 HF, 1 UU

6 Interviewed applicants: 4 WM, 1 WF, 1 UU

Selected: 1 WM

The 1 WM selected met a promotional goal.

Search	RG	Previous Title	New Title	Department	Goal
494169	WF	Academic Advisor 1	Academic Advisor 2	Pharmacy	N

JOB SUMMARY

The School of Pharmacy at the University of Connecticut seeks candidates for a full time Academic Advisor 2, UCP 6 position in the Office of Admissions and Student Affairs. Under the direction of the Associate Dean for Admissions and Student Affairs, this position will advise undergraduate students about specific academic programs and policies of the School of Pharmacy and counsel them regarding appropriate educational and career goals.

DUTIES AND RESPONSIBILITIES

- Functioning independently and applying the broader counseling skills in helping Pharmacy students plan an appropriate academic program.
- Work closely with students, faculty, and other University offices to trouble-shoot and resolve problems that interfere with the successful completion of that program.
- Counsels students in specific curriculum decisions, including the appropriate choice of courses, scheduling of courses, selection or change of major or minor, waiver of requirements/deadlines and related matters.
- Develops plans of academic study. Review student transcripts and assist in making decisions regarding transfer of major within or into the School of Pharmacy, requests for excess credit, double major, or dual degrees.
- Interprets academic regulations and serves as a resource for students, faculty, parents, and others having questions about programs, academic policies, scholarship/award opportunities and other pertinent information; makes referrals as appropriate.
- Monitors student progress and works closely with faculty and other University offices to identify and resolve problems.
- Reviews and makes recommendations regarding warning, exclusion, suspension, or dismissal; provides additional counseling to warned students, those with academic difficulties and students contemplating withdrawal. Provides personal and other non-academic counseling as appropriate.
- Point person to research and implement new resources, programs, technology for advising program, train users (ex. Nexus).
- Plans and implements academic advising programs (i.e. Orientation Programs for BS and Transfer Students) serving as a resource to families and students for information at Orientation and Open Houses
- Compiles statistical reports and maintains appropriate files and records, which may be computerized.
- Writes and/or edits informational and publicity materials.

MINIMUM QUALIFICATIONS

- Master's degree in counseling, education, or related field

- 3-5 years of experience in counseling and advising students
- Ability to trouble-shoot problems that interfere with the student's academic progress and work effectively to resolve them
- Excellent communication, interpersonal and counseling skills
- Knowledge of academic programs in area to be served
- Knowledge of special student populations, if required by the position

PREFERRED QUALIFICATIONS

- Ability to complete tasks of high quality and integrity
- Capacity to work independently, assess programmatic needs, and develop creative solutions
- Demonstrated ability to provide quality customer service and exercise sound judgment and decision-making skills
- Previous related experiences or skills in a similar position, including advising, counseling, or coaching
- Strong communication skills, both verbal and written
- Strong computer literacy and demonstrated ability in office software applications, including Microsoft Word, Excel, Access, PowerPoint, Outlook, and Publisher
- Strong interest in and commitment to student development
- Team-oriented, with excellent interpersonal skills

APPOINTMENT TERMS

This position is a full time, 12-month, permanent position and will include some weekends. Salary is commensurate with experience and includes full benefits.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs/>, Staff Positions, Search #494169 to upload a **resume, cover letter**, and contact information for **three (3) professional references**. 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.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on March 7, 2020.

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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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, and search committee member networking.

29 Total applicants: 2 WM, 18 WF, 1 BF, 1 AM, 4 AF, 1 TF, 2 UU

15 Unqualified applicants: 1 WM, 8 WF, 1 AM, 3 AF, 1 TF, 1 UU

- 1 WM, 8 WF, 1 AM, 3 AF, 1 TF, 1 UU did not meet the minimum qualifications of the job posting.

14 Interviewed applicants: 1 WM, 10 WF, 1 BF, 1 AF, 1 UU

- 1 WF had short term student advising experience. The candidate was very long-winded in answering questions which would impact relatability to students.
- 1 WF was less focused on specifics to academics and more on global advising/coaching. The applicant only had a short-term student advising experience.
- 1 WF had an entry level amount of student advising experience. The candidate's communication skills were not as strong as needed for the position.
- 1 WF provided little to no academic insight in responses. The applicant's background and experience was as a career adviser not an academic adviser.
- 1 WF's answers to questions did not have much detail and no examples. The candidate was more focused on admissions and marketing versus advising.
- 1 WM had a two-year employment gap which was unaccounted for. The candidate's experience was more counselor-focused with little advising experience. His answers were abrupt and non-specific.
- 1 AF's answers lacked depth and student empathy. The candidate's responses were very stringent with no room for follow-up or development.
- 1 WF's communication style was not as strong as needed for the position and raised concerns of ability to engage students.
- 2 WF's candidates have worked with students but did not have direct advising experience.
- 1 WF, 1 BF, 1 UU withdrew their applications from employment consideration.

The 1 WF selected was a Liberal Arts Advisor for four years at Arizona State and Phoenix. The candidate was very familiar with Nexus and other programs. Her experience with students on probation and dismissals was on a much larger scale. The applicant was well versed and experienced in handling multiple and diverse facets relevant to the breadth of an academic advising position as well as Open Houses. She stated she wanted to be forward looking in

personal growth and advising position development. The candidate was able to provide excellent examples of actual experiences as an advisor.

Search	RG	Previous Title	New Title	Department	Goal
493559	WF	Academic Advisor 1	Info Systems Analyst 1	Admissions	N

The Office of Undergraduate Admissions invites applications for a full-time, twelve-month position of Information Systems Analyst 1. Under the supervision of the Associate Director, this position provides technical assistance in developing administrative computing systems and in preparing, verifying and delivering statistical reports.

DUTIES AND RESPONSIBILITIES

- Assists in writing and maintaining queries and reports within WebFocus, PeopleSoft, and Slate.
- Assists in the development of end user dashboards for reporting needs.
- Prepares, verifies and delivers regular weekly and daily reports; planned detailed statistical reports, and ad hoc requests for reports or statistics.
- Provides consulting assistance to administrative users and acts as a resource for UITS supported products, trains end users on workplace tools.
- Assists in research, review, testing and evaluation of potential new administrative support products or enhancements; writes summaries and report recommendations.
- Assists project teams in providing systems analysis and coordination in support of major administrative systems development.
- Assists in analyzing needs, designing databases, writing new programs, enhancing existing programs, writing supporting documentation, preparing and updating processes and best practice documentation, and implementing production procedures.
- Works closely with internal and external constituents to understand data needs.
- Reports progress of projects to users, colleagues and management through formal written and informational verbal communications.
- Participates in Undergraduate Admissions events and open houses as required.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree, or equivalent combination of training and experience.
- Demonstrated experience in training users and consulting with users on data and reporting problems.
- Demonstrated experience programming in a large data environment.
- Demonstrated abilities in analytical reasoning and logical problem solving.
- Demonstrated ability in report writing.
- Knowledge of project management techniques and experience working with diverse groups in a project team setting.
- Excellent written and verbal communication skills.

- High level of motivation, initiative and responsibility.

PREFERRED QUALIFICATIONS

- Bachelor's degree.
- SQL experience (or comparable analytic tool) with an understanding of data structures, joins, and sub queries.
- Report and code development experience with the ability to edit, write, read and understand code.
- Experience with advanced Excel functions.
- WebFocus or FocusCode experience.
- Slate query and reporting experience.
- PeopleSoft query and reporting experience.
- Ability to work independently and prioritize competing needs.
- Experience within a higher education setting.
- Understanding of admissions cycle timing as it relates to reporting needs.

APPOINTMENT TERMS

This is a full-time, permanent position. Salary: low to mid-\$60's and includes a comprehensive benefits package.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020137. For full consideration, please submit a **cover letter**, **resume**, and contact information for **three professional references**. Applicants not submitting all of the requested documentation will not be considered further in the application process.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020137)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 15, 2019.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, HEUG Listserv, and at the State Community Forum.

46 Total applicants: 5 WM, 3 WF, 2 BM, 1 HM, 4 AM, 2 AF, 29 UU

37 Unqualified applicants: 4 WM, 1 WF, 2 BM, 1 HM, 3 AM, 1 AF, 25 UU

- 4 WM, 1 WF, 2 BM, 1 HM, 3 AM, 1 AF, 25 UU did not meet the minimum qualifications of the job posting.

9 Interviewed applicants: 1 WM, 2 WF, 1 AM, 1 AF, 4 UU

- 1 WM had extensive experience reporting data and data tools. The candidate's answers to questions showed professionalism with complex business relationships but did not have experience in higher education.
- 1 AF had a weak interview and was unable to answer questions either directly or robustly which indicated poor communication skills and did not have experience within higher education.
- 1 UU did not have report building, query building, or WebFocus, FocusCode and code development experience which is essential to the position. The candidate did not demonstrate ability in analytical reasoning in their answers to interview questions.
- 1 UU did not have skills and experience with WebFocus, FocusCode or experience with academic data. The applicant did not demonstrate experience in end user training.
- 1 AM, 1 UU did not show the interpersonal skills required for this position. Their interview answers were vague and offered little concrete evidence of skill sets as described in their resumes.
- 1 WF withdrew her application.
- 1 UU declined the offer of employment.

The 1 WF selected was passionate about the data and the mission of the University. The candidate showed tenacity and willingness to learn. She gave creative responses to questions showing fine communication skills. In the applicant's current role, she self-selected to learn reporting and data structure even though it was not required. She spoke about admissions data trends and understood impacts from external pressures. The candidate understood training practices and working with a wide audience.

Category 3: Nonteaching Professional – UC Professional 6 Administrative Services Assistant 4

Promotional Goals: 2 WM

Promotions into Category: 2 WF

Goals met: None

Search	RG	Previous Title	New Title	Department	Goal
493803	WF	Admin Serv Specialist 2	Admin Services Asst 4	Admissions	N

The University of Connecticut's School of Law is the top-ranked public law school in the Northeast, with a nationally landmarked campus in Hartford near to the state capitol and courts as well as the headquarters of major corporations. The Law School hosts four student journals, over forty student organizations, extensive clinical and service engagement with the surrounding communities, and one of the largest law libraries in the world. More than 100 research centers and institutes serve the wider University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities.

The Dean's office at the School of Law seeks applications for an Administrative Assistant 4 (UCP 6). Working under the direction of the Dean, this position assists in managing administrative functions for the College.

DUTIES AND RESPONSIBILITIES

Represent the Law School to other University offices, the public and outside agencies by answering inquiries over the phone and in-person. Interact, both orally and in written communication, with other University and external offices and agencies, both as directed by the Dean or independently while maintaining confidentiality. Serve as the principal manager of the Dean's calendar. Responsible for preparing the Dean's daily briefing folder (schedule and meeting materials) by taking initiative, anticipating needs and priorities. Independently compose, prepare and/or edit complex correspondence and narrative reports containing information which require thorough knowledge and understanding of policies and procedures that govern the operation of the College. Direct the workflow and process administrative paperwork. Serve on the Dean's events teams and help organize events. Draft and/or proofread documents and presentations. Coordinate meetings/conferences and take minutes. Make travel arrangements and submit travel reimbursements for the Dean and his constituents. Approve travel requests for the Dean's direct reports. Order supplies, manage petty cash, and handle Pro-card use for the Dean's office. Prepare, submit and reconcile foundation reimbursements. Approve timecards. Assist the Assistant Dean of Finance and Administration in the departmental process for Annual Reviews, Merit Reviews, and the Promotion, Tenure and Reappointment (PTR) for tenure and tenure-track faculty. Collect, compile, organize documents, data and reports and manage the submission process of the Annual Reports of faculty accomplishments. Supervise student employees hired to assist in the Dean's Office. Train

students and support staff on administrative processes and serve as a resource to them. Review administrative and internal operating procedures for efficiency and effectiveness and make recommendations regarding improvements. Maintain organized filing system for accurate record-keeping. As needed or assigned, may be responsible for special projects or operations which may be on-going or short-term. Perform other related duties as required

MINIMUM QUALIFICATIONS

Bachelor's degree and one to two years of related experience; or equivalent combination of education and experience including 5-10 years of experience in a progressively responsible administrative support position. Demonstrated supervisory and administrative ability. Excellent interpersonal skills with the ability to work effectively with diverse groups. Proven ability to resolve complex problems efficiently, effectively and independently. Excellent organizational skills. Excellent written and verbal communication skills. Ability to maintain confidentiality of sensitive information. Ability to work occasionally on weekends and evenings. Knowledge of Microsoft Office including proficiency with Word and Outlook.

PREFERRED QUALIFICATIONS

Experience working in a Higher Ed institution. Experience managing calendars and scheduling using Microsoft Outlook. Experience with travel logistics. Demonstrated ability to learn and adapt to new software/procedures as needed. Familiarity with Quali, Felix, CORE or similar enterprise systems.

APPOINTMENT TERMS

This is a full-time, 12-month position with an anticipated start date of December 20, 2019. Salary will be commensurate with qualifications and experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020312. For full consideration, please submit a **cover letter**, **resume**, and contact information for **three professional references**.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020312).

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 6, 2019.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, Academic Diversity Search, and AcademicJobsOnline.org.

61 Total applicants: 1 WM, 19 WF, 6 BF, 1 HM, 5 HF, 1 AF, 1 TF, 27 UU

48 Unqualified applicants: 1 WM, 14 WF, 4 BF, 1 HM, 5 HF, 1 TF, 22 UU

- 1 WM, 14 WF, 4 BF, 1 HM, 5 HF, 1 TF, 22 UU did not meet the minimum qualifications of the job posting.

1 Qualified applicant: 1 WF

- 1 WF did not have any working experience in higher education.

12 Interviewed applicants: 4 WF, 2 BF, 1 AF, 5 UU

- 1 WF experience in higher ed was shorter than indicated on her application, which was less than needed for the position.
- 1 AF responses to questions were non-substantive and the examples given demonstrated that she did not have the type of experience or skill set required for the position.
- 1 UU had administrative experience but not at the dean or executive level.
- 1 BF did not have current experience with faculty and failed to answer questions posed to her.
- 2 WF, 1 BF, 4 UU withdrew their applications.

The 1 WF hired possessed strong administrative, budget, and managerial skills. The candidate delivered thoughtful, inclusive, strategic, and detailed answers with examples. She shared her involvement in confidential and time sensitive projects.

Search	RG	Previous Title	New Title	Department	Goal
494306	WF	Program Asst 2	Admin Services Asst 4	Social Work Instruct & Rsrch	N

JOB SUMMARY

The School of Social Work at the University of Connecticut is seeking a full-time Administrative Services Assistant 4 (UCP 6) for the Dean's Office. Under the direction of the Dean and Associate Dean of Academic Affairs, this position assists in managing a number of high-level administrative functions in the School of Social Work Dean's Office. The person will have independent decision-making skills, the ability to exercise independent judgment and resolve administrative problems in the Dean's Office.

DUTIES AND RESPONSIBILITIES

1. Performs office management duties; directs the workflow and supervises the processing of administrative and personnel paperwork; reviews paperwork for accuracy and adherence to the School of Social Work and University of Connecticut policies and procedures.
2. Supervises Dean's office staff and student workers.
3. Adjusts assignments to accommodate priority needs of the administration in the School of Social Work.
4. Serves as the facilitator or assists in facilitating the planning, evaluation, data collection, coordination and review of School accreditation studies
5. Independently composes, prepares and/or edits standard correspondence/reports containing information that requires thorough knowledge of policies, procedures and data sources.
6. Devises, modifies and/or supervises the maintenance of complex filing and record keeping systems, which may be automated.
7. Transmits authoritative information and serves as a resource to administrators, students, staff and others regarding policies and procedures governing the School of Social Work.
8. Within established practice, handles administrative matters for Dean and Associate Deans and has authority to sign specific correspondence, requisitions, vouchers and other standard forms, and makes decisions in supervisor's absence.
9. Coordinates the faculty Promotion, Tenure and Reappointment procedures within the School of Social Work each year.
10. Responsible for scheduling meetings, conferences, travel arrangements, and reimbursements for the Dean's Office.
11. Maintains a strict calendar for specified administrators, screens incoming mail and telephone calls, and makes referrals as appropriate.
12. Represents Deans as needed, to other University offices, public or outside organizations to gather or transmit information that affects the operations of the Dean's Office and School, including the Foundation/Development Office and Alumni Association.

13. Reviews administrative and internal operation procedures for efficiency and effectiveness and recommends improvements to the administrator where appropriate.
14. Responsible for special short-term projects that require planning, coordination and supervision.
15. Responsible for administrative supports for Faculty Search Committees, including liaison with Human Resources, electronic record keeping, correspondence and coordination of candidate campus visits.
16. Facilitates and plans events as needed by the Dean's Office and School.
17. May monitor some budgetary expenses.
18. Handles confidential records in a professional manner.
19. Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Bachelor's degree and 1-2 years' related experience OR equivalent combination of education and experience including 5-10 years' experience in a progressively responsible administrative support position.
2. Proven organizational ability.
3. Ability to resolve administrative problems efficiently, effectively and independently.
4. Excellent interpersonal skills with the ability to work effectively with the School's staff, the University community, and other agencies and groups.
5. Exceptional computer skills and ability to learn new software as required.

PREFERRED QUALIFICATIONS

1. Experience in facilitating with planning, evaluation, data collection, coordination and review of accreditation process.
2. Familiarity with University of Connecticut/State of Connecticut regulations, policies and procedures.
3. Experience working in an academic environment

APPOINTMENT TERMS

This is a full-time 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.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494306. Please upload a **resume**, **cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on February 6, 2020.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, Indeed, LinkedIn, Blacks in Higher Education, Hispanics In Higher Education, and the Women in Higher Education website.

121 Total applicants: 6 WM, 73 WF, 1 BM, 17 BF, 2 HM, 11 HF, 1 TF, 10 UU

33 Unqualified applicants: 2 WM, 19 WF, 4 BF, 2 HM, 1 HF, 5 UU

- 2 WM, 19 WF, 4 BF, 2 HM, 1 HF, 5 UU did not meet the minimum qualifications of the job posting.

74 Qualified applicants: 3 WM, 45 WF, 1 BM, 10 BF, 9 HF, 1 TF, 5 UU

- 3 WM, 45 WF, 1 BM, 10 BF, 9 HF, 1 TF, 5 UU did not have both a background in an academic environment and experience in facilitating with planning, evaluation, data collection, coordination and review of an accreditation process.

14 Interviewed applicants: 1 WM, 9 WF, 3 BF, 1 HF

- 1 WM did not have any accreditation experience and did not demonstrate familiarity with UConn policies.
- 1 WF did not have transferrable experience with accreditation process. The candidate gave brief answers to some questions during interview despite lengthy follow-up questions.
- 1 BF's experience with accreditation process was not related to the position and she did not provide information on her previous employment. The candidate focused mostly on her current position only.
- 1 WF did not possess relevant experience with accreditation process. Several of the candidate's answers went off topic and did not answer the question despite follow-up.

- 1 WF, 1 HF did not have any experience with an accreditation process and could not answer questions about UConn's policies and procedures.
- 3 WF did not have experience with the accreditation process. The candidates did not demonstrate effective communication skills during interview with brief responses despite follow-up questions.
- 2 WF, 2 BF withdrew their applications.

The 1 WF selected met all preferred qualifications. The candidate demonstrated the experience and familiarity with the accreditation process related to the position. She had worked in an academic environment and was knowledgeable of UConn's policies and procedures. The candidate also demonstrated excellent interpersonal skills during interview.

Category 3: Nonteaching Professional – UC Professional 6 Program Administrator

Promotional Goals: 2 WF

Promotions into Category: 2 WM, 6 WF

Goals met: 2 WF

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WF	UCP 05-Admin Services Spec 3	UCP 06-Program Administrator	Students with Disabilities Ctr	Y
Reclass	WM	UCP 05-Program Coordinator	UCP 06-Program Administrator	Dept of Extension Windham	N
Reclass	WF	UCP 05-Program Coordinator	UCP 06-Program Administrator	Cooperative Extension System	N
Reclass	WF	UCP 05-Program Coordinator	UCP 06-Program Administrator	Dept of Extension New London	N
Reclass	WF	UCP 05-Program Coordinator	UCP 06-Program Administrator	Chemistry	N
Reclass	WF	UCP 04-SA Program Advisor	UCP 06-Program Administrator	Student Union	N

The 1 WM, 5 WF candidates' promotions into these titles were 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	RG	Previous Title	New Title	Department	Goal
493907	WF	UCP-07 Program Specialist 2	UCP-06 Program Administrator	MS BAPM	Y
493907	WM	UCP 06-Career Consultant	UCP 06-Program Administrator	MS BAPM	N

The School of Business MS in Business Analytics and Project Management (MSBAPM) Program is seeking two full-time Graduate Career Counselors. The incumbents will report to the Director of the MSBAPM Program and will coordinate and manage the day-to-day activities of career services and assist in providing career development, coaching and placement services to MSBAPM students. The positions will be based at the Graduate Business Learning Center in downtown Hartford. Evening and weekend hours will be required in support of program activities. In-state and out-of-state travel will also be required on occasion in support of program events and activities.

DUTIES AND RESPONSIBILITIES

Include but are not limited to:

- Developing, organizing and independently executing career development programs for MSBAPM students and occasionally for other graduate business students.
- Assisting in the development of job search strategies for a diverse population of graduate students, including international students.
- Providing career coaching and advisement within all components of the student job search.
- Conducting mock interviews/case interviews, negotiation strategies, and preparing students with valuable networking strategies.
- Researching current job market and hiring trends, interpreting findings and using knowledge to support students' career management goals and job search.
- Coordinating and managing external employer relations.
- Supporting career engagement activities to generate job and internship leads for students.
- Collecting and reporting internship and full-time placement data to internal and external audiences.
- Collaborating on events and student job search strategies with career and program staff.
- Assisting with the planning, development, and evaluation of programs, meetings, workshops, etc. for the office.
- Coordinating and managing administrative and fiscal responsibilities for career services.
- Responding to career-related inquiries from students, faculty, recruiters and others.
- Supervising, training, evaluating and assigning work to student staff.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business, counseling or related field.
- Four to five years of related professional experience.
- Experience in corporate recruitment, professional hiring or career coaching in either a corporate environment or graduate level program with an emphasis on placement.
- Demonstrated experience with event or workshop planning.
- Demonstrated interpersonal skills and ability to work effectively with multiple constituencies.
- Proven ability to work independently and use sound judgment when making decisions.
- Must have excellent oral and written communication skills and have demonstrated the ability to successfully present information to small and large groups.
- Demonstrated ability to work well as part of a team.
- Demonstrated proficiency with Microsoft Office products.
- Demonstrated supervisory ability.
- Willingness and ability to work some irregular, flexible hours and travel in-state or out-of-state as necessary.

PREFERRED QUALIFICATIONS

- Specialized Master's degree or MBA.
- Demonstrated experience working with graduate students including an international population.
- Experience working in an academic institutional structure or business setting.
- Familiarity with employment and market trends for analytics graduate student hiring.

APPOINTMENT TERMS

These are full-time positions based in downtown Hartford, CT.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020266. Submission should include 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 # 2020266)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 22, 2019.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, HigherEdjobs.com, Indeed, and the School of Business Minority Serving Institutions distribution list.

38 Total applicants: 10 WM, 18 WF, 3 BF, 1 HM, 2 HF, 2 AF, 1 TM, 1 UU

29 Unqualified applicants: 7 WM, 12 WF, 3 BF, 1 HM, 2 HF, 2 AF, 1 TM, 1 UU

- 7 WM, 12 WF, 3 BF, 1 HM, 2 HF, 2 AF, 1 TM, and 1 UU did not meet the minimum qualifications of the job posting.

4 Qualified applicants: 1 WM, 3 WF

- 1 WM, 3 WF did not have a specialized Master's degree or MBA and experience in an academic institution or business setting.

5 Interviewed applicants: 2 WM, 3 WF

- 1 WF was found to have less than 3 years' experience in an academic setting and career counseling.
- 1 WM, 1 WF withdrew their applications.

1 WF selected had a Bachelor and Master's degree and 5 years of relevant experience in career coaching. All 5 years of experience was in a university setting, including 3.5 years at UConn. The candidate had experience working with international populations and experience working in an academic institutional structure and a business setting. The applicant demonstrated excellent written, oral, interpersonal and teamwork skills. She also had experience with workshop planning and supervisory ability.

1 WM selected had a Bachelor and two Master's degrees and 8 years of relevant experience in career coaching. All 8 years' experience was in a university setting including 6 years at UConn. The candidate had experience working with international populations, and experience working in an academic institutional structure and a business setting.

The 1 WF selected met a promotional goal.

Category 3: Nonteaching Professional – UC Professional 6 - Program Specialist 1

Promotional Goals: 3 WM

Promotions into Category: 2 WM, 2 WF

Goals met: 2 WM

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WM	UCP 05-Admin Services Spec 3	UCP 06-Program Specialist 1	Student Health and Wellness	Y
Reclass	WM	UCP 04-Program Asst 2	UCP 06-Program Specialist 1	Global Affairs	Y
Reclass	WF	UCP 05-Program Coordinator	UCP 06-Program Specialist 1	Univ Event and Conference Svcs	N
Reclass	WF	UCP 05-Program Coordinator	UCP 06-Program Specialist 1	Univ Event and Conference Svcs	N

The 2 WM, 2 WF candidates' promotions into these titles were 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

Promotional Goals: 3 WM

Promotions into Category: 1 WM, 3 WF, 1 AF

Goals met: 1 WM

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WM	UCP 03-Laboratory Technician 1	UCP 05-Laboratory Technician 3	Chemistry	Y
Reclass	WF	UCP 03-Program Asst I	UCP 05-Ticket Manager	Dramatic Arts	N
Reclass	AF	UCP 04-Univ Library Asst 2 Law	UCP 05-Univ Lib Asst 3 Law	Law Library and Technology	N

The 1 WM, 1 WF, 1 AF candidates' promotions into these titles were 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	RG	Previous Title	New Title	Department	Goal
4943830	WF	Program Asst 2	Office Manager	Student Activates	N

The Department of Student Activities (DSA) and the Center for Fraternity and Sorority Development (CFSD) at the University of Connecticut announce the opening of a full-time Office Manager (UCP 5).

The DSA and CFSD offer a diverse portfolio of educational, social, and recreational programs for the entire campus. The related programs and services reach from the classroom and residence halls to the sidelines and beyond and engage students with unique programs and initiatives defined by their quality, creativity, and effectiveness. The DSA and CFSD staffs are a progressive team of individuals, dedicated to the profession, prideful of our University, and committed to excellence.

DUTIES AND RESPONSIBILITIES

Reporting to the Assistant Vice President & Director of Student Activities and supporting DSA and CFSD, this position will provide high level, administrative and programmatic support - including but not limited to: assist with human resource/personnel, travel and professional development, room reservations and catering details for special events; supervise and coordinate daily workflow of department; assist in the hiring and training and support of clerical and student staff; determine work assignments and work schedules where assigned; assist in coordinating

administrative support for professional staff; may monitor and review clerical personnel actions for accuracy and compliance with department and University procedures and resolves problems as they arise; assist in reviewing department administrative policies and procedures for efficiency and effectiveness and recommend improvements; interpret and implement established policies and procedures; assist in disseminating information to staff; may represent supervisor to other University offices, the public or outside agencies in administrative matters; assist in preparation of reports, developing monthly calendars; devise, modify and/or supervise the maintenance and coordination of filing systems, records and mailings; serve as a liaison between the department and other University offices.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent training and experience
- At least five years of related experience in a responsible administrative support position which demonstrates considerable knowledge of administrative methods
- Ability to perform office management duties
- Supervisory and administrative ability
- Ability to work under time constraints and to work effectively with staff and public
- Demonstrated ability to actively foster a campus climate that is welcoming and supportive of University of Connecticut's diverse student body and encourages communication with and among campus constituencies.

PREFERRED QUALIFICATIONS

- Demonstrated ability to work independently and regularly exercise sound judgment regarding a wide variety of administrative matters
- Ability to effectively manage multiple projects and responsibilities at a high level at the same time in a fast-paced environment
- Strong interpersonal and organizational skills
- Strong verbal and written communication skills with students, staff, colleagues and the general public
- Strong knowledge and familiarity with the use of personal computers and basic software programs including Microsoft Suite (Word, Excel, Access, PowerPoint, and Outlook).
- Familiarity/experience and/or ability to learn critical University systems (Human Resources/PageUp, Quali Financial Systems, HuskyBuy, StudentAdmin/PeopleSoft, Core-CT, etc.)
- Ability to represent the Department and collaborate with colleagues/areas across campus and beyond
- Demonstrated knowledge and experience working in and supporting student development/leadership training programs in a college environment.

APPOINTMENT TERMS

The anticipated salary for this position is \$50,000 with excellent benefits.

For additional information about the University or Student Activities, visit our website www.studentactivities.uconn.edu.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #493830 to submit a **letter of application** and **resume** that demonstrate how you meet the qualifications and requirements of this position, and contact information for **three professional references**. Screening will begin immediately.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 6, 2020.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, Hartford Courant, CareerBuilder, Higheredjobs.com, Division of Student Affairs website, and the Division of Student Affairs Newsletter.

106 Total applicants: 11 WM, 61 WF, 3 BM, 6 BF, 3 HM, 6 HF, 2 AM, 4 AF, 1 TM, 9 UU

91 Unqualified applicants: 11 WM, 52 WF, 3 BM, 5 BF, 3 HM, 6 HF, 2 AM, 4 AF, 1 TM, 4 UU

- 11 WM, 52 WF, 3 BM, 5 BF, 3 HM, 6 HF, 2 AM, 4 AF, 1 TM, 4 UU did not meet the minimum qualifications of the job posting.

4 Qualified applicants: 2 WF, 1 BF, 1 UU

- 2 WF, 1 BF, 1 UU's application materials indicated many of the preferred skills, but there were no details about their experience with administrative tasks and details

11 Interviewed applicants: 7 WF, 4 UU

- 1 WF spoke to her inability to support student organizations that use profanity and stressed her lack of experience in a college setting. She did not elaborate on college

diversity inclusion or experience. Her computer software abilities were limited to Microsoft Word.

- 1 WF was not able to demonstrate a high level of administrative experience. The candidate did not demonstrate strong verbal communication skills. She was unable to communicate her software knowledge and usage. She did not have college or student supervising experience.
- 1 WF did not successfully answer questions about taking the initiative to problem solve or troubleshoot.
- 1 WF discussed her ability to work with budgets but did not elaborate on her experience. The candidate was not able to speak in any detail about her abilities nor did she elaborate on any college diversity inclusion or experience.
- 2 WF, 4 UU withdrew their applications.

The 1 WF selected demonstrated the knowledge of high levels of administrative matters and elaborated on a strong familiarity with University software systems including travel. The candidate was able to provide examples of those abilities/skills and displayed knowledge of how to network with others in order to successfully complete out-of-the ordinary job tasks. She demonstrated the ability to supervise student staff and training programs and understands the event planning process. The applicant provided strategies for creating an inclusive college environment and gave specific examples of how to take the initiative to problem solve/troubleshoot.

Search	RG	Previous Title	New Title	Department	Goal
493826	WF	Program Asst 1	Admissions Officer	Admissions	N

The Office of Undergraduate Admissions at the University of Connecticut invites applications for a full-time, twelve-month position of Admissions Officer. Reporting to the Senior Admissions Officer, the Admissions Officer has responsibility for reading, reviewing, evaluating and processing international applications for admission and determining admittance within established guidelines; makes independent decisions based on academic credentials for applications received from a variety of academic systems and countries; responsible for recruitment, admissions and enrollment related activities in assigned international markets; must be willing to travel abroad for extended periods; advises and counsels students, parents, high school counselors and the public regarding University programs, campus life and admission to the University; stays abreast of best practices in international education and global engagements; acts as a Designated School Official (DSO) in preparation of Form I-20, Certificate of Eligibility for Nonimmigrant Student Status; provides resource information to international and domestic students, faculty and staff; responds to written, telephone and personal inquiries and requests for information; maintains and updates files, and compiles Admission reports as directed; assists in admissions and enrollment programs such as the University-wide Open House as assigned; and recognizes and complies with relevant rules and regulations of the National Collegiate Athletic Association (NCAA).

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 internationally as well as in-state and out-of-state.
- Willingness to work flexible and irregular hours.
- Valid driver's license, passport and proof of insurability.
- Familiarity with online computer information systems.

PREFERRED QUALIFICATIONS

- Knowledge of international visas.
- Knowledge of Terra Dotta.
- Demonstrated experience with SEVIS.
- Ability to speak fluently in more than one language.
- Experience working in organizations committed to global diversity.
- Experience working with non-immigrants and diverse populations.

APPOINTMENT TERMS

This is a full-time, permanent position. Salary: mid-\$40's and includes a comprehensive benefits package.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #493826. For full consideration, please submit a **cover letter**, **resume**, and contact information for **three professional references**. Applicants who do not submit the requested documentation will not be considered further in the application process.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 493826)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on December 6, 2019.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, NACAC, NEACAC, AACRAO, and the NEACRAO websites.

31 Total applicants: 2 WM, 2 WF, 1 BM, 1 HM, 1 HF, 1 AM, 23 UU

21 Unqualified applicants: 1 WM, 1 WF, 1 BM, 1 HM, 17 UU

- 1 WM, 1 WF, 1 BM, 1 HM, 17 UU did not meet the minimum qualifications of the job posting.

2 Qualified: 2 UU

- 2 UU's application materials did not indicate any knowledge of Terra Dotta computer software system.

8 Interviewed applicants: 1 WM, 1 WF, 1 HF, 1 AM, 4 UU

- 1 AM stated he needed to pay more attention to details when handling a project. The candidate could not answer questions correctly in relation to his experience in SEVIS and Terra Dotta computer software. He also was vague in other questions and did not give examples with specifics.
- 1WM, 1 UU did not have experience with international visas and admissions. They also had novice level experience with the Terra Dotta and SEVIS on-line information software systems.
- 1 UU declined the offer of employment.
- 1 HF, 2 UU withdrew their applications from the employment process.

The 1 WF selected demonstrated strong communication and interpersonal skills and stressed the importance of attention to detail. The candidate was fluent in English and Spanish and had experience with SEVIS and Terra Dotta software systems. The applicant had traveled internationally was willing to continue to do so to grow UConn international academic reputation.

Category 3: Nonteaching Professional – UC Professional 5 Academic Advisor 1

Promotional Goals: None

Promotions into Category: None

Goals met: None

Category 3: Nonteaching Professional – UC Professional 5 Administrative Coordinator

Promotional Goals: 3 WM

Promotions into Category: 1 WF

Goals met: None

Search	RG	Previous Title	New Title	Department	Goal
494278	WF	Admin Services Asst 3	Admin Coordinator	Chem and Biomolecular Engr	Y

The Chemical & Biomolecular Engineering Department in the School of Engineering seeks applicants for a full-time Administrative Coordinator (UCP 5) position. Working as part of a team, this position will manage the fiscal, personnel, and other business matters of the department, exercising judgment in making decisions and resolving problems independently within established guidelines.

DUTIES AND RESPONSIBILITIES

- Manages the fiscal, personnel and other business matters of the academic department. Within established guidelines, will exercise judgment in making decisions related to the departmental functioning, resolving most problems independently.
- Represents the department to other University and external offices and agencies in administrative matters that affect the operations of the department.
- Oversees the planning and execution of departmental seminars, advisory board meetings and external activities for the department.
- Coordinates the PT&R, annual report, and other recurring projects for the department.
- Maintains and monitors financial records for all university, department, research grant and UConn Foundation accounts, including payroll, purchasing and other income and disbursement records. Assists in development and management of department budgets and in maintaining budgetary control over approved budget. Works with the Office of Sponsored Programs Services to ensure the financial transactions for each award are appropriate and accurate.
- Supervises and trains administrative support staff, determining work assignments to accommodate priority needs. Assists in determining staffing needs and making hiring decisions.

- Prepares regular financial statements for all accounts, and makes available timely and accurate financial information, including budget projections and analysis.
- Prepares reports needed within the university and responds to requests for external information which may require substantial information gathering.
- Serves as a resource to faculty, staff, students and others about University and departmental policies and procedures.
- Performs related duties as required, which may include coordination with departmental faculty and staff.

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of training and experience
2. At least three years of progressively responsible administrative support position
3. Supervisory experience
4. Experience with budget preparation and fiscal control methods
5. Excellent interpersonal and oral communication skills
6. Experience with Microsoft Office Suite (Word, Excel, Power Point, etc.)
7. Experience with online financial and/or payroll systems

PREFERRED QUALIFICATIONS

1. Experience in higher education
2. Previous experience with PT&R
3. Experience with online financial, purchasing, or payroll systems

APPOINTMENT TERMS

This is a full-time permanent position in which the University offers a full range of health/retirement benefits. Salary will be commensurate with experience.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494278 to upload a **resume**, **cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on February 14, 2020.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, and the Willimantic Chronicle newspaper.

34 Total applicants: 3 WM, 26 WF, 1 BF, 2 HF, 1 AM, 1 AF

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

- 3 WM, 14 WF, 1 HF, 1 AM, 1 AF did not meet the minimum qualifications of the job posting.

4 Qualified applicants: 4 WF

- 4 WF did not possess a Bachelor's degree and at least three years of progressively responsible administrative support position or the equivalent combination of training and experience.

10 Interviewed applicants: 8 WF, 1 BF, 1 HF

- 2 WF, 1 HF did not have experience working within an academic department and had not worked directly with faculty. The candidates did not have experience with PTR or annual reports.
- 2 WF, 1 BF's experience managing budget/fiscal planning was basic and they did not have direct experience working with faculty. The applicants did not have experience with PTR or annual reports preparation.
- 3 WF withdrew their applications from their employment process.

The 1 WF selected had 12 years' experience working in an administrative role at the University. The candidate had experience working to support faculty and students within an academic department and participating in PTR and annual reports. She was also involved in the annual budget planning and preparation process.

Category 3: Nonteaching Professional – UC Professional 5 Administrative Services Specialist 3

Promotional Goals: 1 BF, 1 HF

Promotions into Category: 2 WM, 3 WF

Goals met: None

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WM	UCP 04-Admin Serv Specialist 2	UCP 05-Admin Services Spec 3	Facilities Business Svc Center	N
Reclass	WF	UCP 04-Admin Serv Specialist 2	UCP 05-Admin Services Spec 3	Law	N
Reclass	WF	UCP 04-Admin Serv Specialist 2	UCP 05-Admin Services Spec 3	Registrar	N

The 1 WM, 2 WF candidates' promotions into these titles were 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	RG	Previous Title	New Title	Department	Goal
493865	WM	Lead Custodian	Admin Services Spec 3	Custodial Services	N

Reporting to the Senior Housekeeping Development Manager or designee, the Housekeeping Operations Coordinator independently manages a small team of housekeeping staff. The incumbent will develop processes and procedures for various custodial functions for academic, administrative, athletic and residential facilities at the Storrs campus including but not limited to established emergency response protocols and vacancy coverage for the housekeeping workforce and staff.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in a related discipline or equivalent combination of education and relevant experience including considerable knowledge of custodial operations, housekeeping methods and work safety practices.
2. Four to seven years' experience in a housekeeping organization, two of which must have been supervising staff.
3. Demonstrated experience resolving problems effectively and efficiently.
4. General knowledge of commercial cleaning products.
5. Experience using computer software such as Microsoft Office.
6. Ability to effectively communicate and interact well with others throughout the organization.

7. Must be willing and able to be on-call to report to work during emergency closures, inclement weather or for significant events that effect campus operations.

PREFERRED QUALIFICATIONS

1. Experience working within a college or university, or similar environment, with a residential component.
2. Proven supervisory experience within a union environment.
3. Experience using a Computerized Maintenance Management System (CMMS) or a quality inspection program.
4. Bilingual in Spanish and English.

APPOINTMENT TERMS

This is a full-time, permanent position. The work schedule is Monday through Friday, 4:00 a.m. to 12:00 p.m. with an hour for lunch. Salary will be commensurate with background and experience. This position is categorized as Emergency Support Services/Essential Staff. Must be willing and able to work during emergency closures/delayed openings due to inclement weather or for significant events that effect campus operations. For a full description of this position, please visit the Facilities Operations website at <http://fo.uconn.edu/employment-opportunities/>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020287. Applicants should submit a **cover letter**, **resume**, and contact information for **three (3) professional references**. Please identify in your cover letter Search #2020287 and ensure that your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred qualifications you may have. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020287)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 24, 2019.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, Hartford Courant, Willimantic Chronicle, New London Day, Veterans Enterprise, Norwich Bulletin, Manchester Journal Inquirer, CT Jobs.com, CareerBuilder, and Monster employment websites.

9 Total applicants: 3 WM, 2 WF, 1 BM, 2 HM, 1 HF

6 Unqualified applicants: 1 WM, 2 WF, 1 BM, 1 HM, 1 HF

- 1 WM, 2 WF, 1 BM, 1 HM, 1 HF did not meet the minimum qualifications of the job posting.

3 Interviewed applicants: 2 WM, 1 HM

- 1 WM did not expand on many of his answers, which indicated that he did not have the ability to communicate effectively.
- 1 HM responses to the interview questions lacked detail which did not allow the hiring managers to fully assess his abilities. He also indicated that he may not be able to appropriately assign certain tasks to others. He did not fully understand some of the questions, which resulted in some inaccurate answers.

The 1 WM selected demonstrated a strong ability to communicate effectively with others including, staff, co-workers, and managers. The candidate displayed great organizational skills with a strong ability to work with various computer programs including AiM, OTE, and Outlook. He was very driven and wanted to learn more to further his career. Finally, the applicant had a large knowledge of both UConn policy and procedure and has a good understanding of the NP2 union contract.

Search	RG	Previous Title	New Title	Department	Goal
494380	WF	Admin Serv Specialist 2	Admin Services Spec 3	Pharmacy	N

JOB SUMMARY

The School of Pharmacy at the University of Connecticut seeks candidates for a full-time Administrative Program Support 3 position in the Business Office. Under the limited supervision of the Assistant Finance Director and as a member of the Business Office team, this position will serve as a point of contact for the School of Pharmacy and perform administrative functions for the School.

DUTIES AND RESPONSIBILITIES

Providing faculty with some post-award grant support, including monitoring account budgets and expenses, ensuring compliance with University, State, and Federal regulations and UConn Sponsored Programs policies. Participating in the development of the annual budget with the Assistant Finance Director. Proactively monitoring payroll and account end dates; and taking appropriate action on each ahead of those dates. Producing and maintaining fiscal records such as payroll authorizations, purchase requests, payment documentation, credit card documentation and other disbursements. Serving as primary liaison with both accounts payable and purchasing departments. Being responsible for the School's procurement card(s) purchases. Processing supply, equipment, or laboratory orders with vendors, including follow up to ensure timely delivery and payment. Assisting in reconciling and balancing school general ledger accounts. Developing a tickler system to ensure timely processing of license, membership, and software renewals. Coordinating and processing faculty, staff, and student travel and reimbursements. Will serve as School's representative on projects such as travel reimbursement upgrade and others to come. Interacting with various university and external offices and agencies to exchange information or resolve problems. Developing, writing, implementing and maintaining office procedures and policies. Performing office management duties to include processing administrative and personnel paperwork. Maintaining an inventory of all equipment purchased by the School. Managing lease agreements, equipment contracts, and service contracts. Keeping direct contact with ITS, Facilities, and other UConn departments to ensure proper operation of School equipment. Maintaining databases for vendors, passwords, codes, and other information required for operation of the Business Office.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in a Business discipline or related field
- Minimum of three years of experience or equivalent combination of education and experience
- Knowledge of Microsoft Office products (Word, Excel, Access, PowerPoint)
- Demonstrated ability to independently resolve problems of unusual difficulty and interpret policies and procedures
- Excellent interpersonal skills
- Proven attention to detail and accuracy

- Excellent time management skills
- Demonstrated ability to work with multiple levels of staff, faculty, as well as internal and external offices
- Demonstrated ability to communicate financial information orally and in writing
- Demonstrated ability to work well as part of a team

PREFERRED QUALIFICATIONS

- Experience working in a financial or accounting position or in a higher education office
- Knowledge of Quali Financial Systems, HuskyBuy, Concur
- Finance, procurement, or grant management experience

APPOINTMENT TERMS

This position is a full time, 12-month, permanent position. Salary is commensurate with experience and includes full benefits.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494380 where you must upload a **resume**, **cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on March 26, 2020.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, and the Search committee members did networking through word of mouth through various contacts.

30 Total applicants: 2 WM, 18 WF, 1 BF, 1 HF, 1 AM, 3 AF, 4 UU

19 Unqualified applicants: 1 WM, 11 WF, 1 BF, 1 HF, 1 AM, 1 AF, 3 UU

- 1 WM, 11 WF, 1 BF, 1 HF, 1 AM, 1 AF, 3 UU did not meet the minimum qualifications of the job posting.

4 Qualified applicants: 1 WM, 1 WF, 2 AF

- 1 AF did not have experience working in a financial or accounting position or in a higher education office, knowledge of Quali Financial Systems, HuskyBuy, or Concur and Finance, procurement, or grant management experience.
- 1 WM, 1 WF, 1 AF did not have knowledge of Quali Financial Systems, HuskyBuy, or Concur.

7 Interviewed applicants: 6 WF, 1 UU

- 1 WF had research experience and knowledge of UConn systems. The candidate's research experience was limited in scope and duration.
- 1 WF did not have hands on experience with Quali and HuskyBuy, having only attended training.
- 1 WF had experience at UConn although in an entry-level capacity. The candidate's experience was more in day-to-day administration rather than long-term planning.
- 1 WF had UConn experience in inventory control and purchasing but not in grant management or a financial or accounting position.
- 1 WF was involved with the Concur pilot program involving controllable property. The candidate had moved from jobs multiple times. She was unable to answer several questions. The applicant focused on the day-to-day tasks rather than trying to see the big picture of departmental goals.
- 1 UU declined the offer of employment.

The 1 WF selected possessed a high-level of experience at UConn. Her responsibilities included reaffirming affinity for policy, procedures, and streamlining workflow. The candidate had budget and customer service experience as well as excellent grant and Foundation experience. She was proficient in Quali and had experience with HuskyBuy and Concur.

Category 3: Nonteaching Professional – UC Professional 5 Dining Services Assistant Manager

Promotional Goals: None

Promotions into Category: None

Goals met: None

Category 3: Nonteaching Professional – UC Professional 5 Financial Assistant II

Promotional Goals: 2 WM, 1 BF

Promotions into Category: 3 WF, 1 AF

Goals met: None

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WF	UCP 03-Technical Records Coord	UCP 05-Financial Asst 2	Liberal Arts and Sciences	N
Reclass	WF	UCP 05-Financial Asst 2	UCP 05-Financial Asst 2	Nursing	N
Reclass	WF	UCP 01-Financial Asst 1	UCP 05-Financial Asst 2	Sponsored Programs	N
Reclass	AF	UCP 05-Financial Asst 2	UCP 05-Financial Asst 2	Electrical and Computer Engr	N

The 3 WF, 1 AF candidates' promotions into these titles were 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

Promotional Goals: 5 WM

Promotions into Category: 6 WF

Goals met: None

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WF	UCP 04-Admin Services Asst 3	UCP 05-Program Coordinator	Summer and Intersession Admin	N
Reclass	WF	UCP 04-Admin Services Asst 3	UCP 05-Program Coordinator	Operations and Info Management	N
Reclass	WF	UCP 03-Program Asst I	UCP 05-Program Coordinator	UConn Recreation	N
Reclass	WF	UCP 04-Admin Serv Specialist 2	UCP 05-Program Coordinator	Nursing	N
Reclass	WF	UCP 04-Program Asst 2	UCP 05-Program Coordinator	Global Training and Dev Inst	N

The 5 WF candidates' promotions into these titles were 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	RG	Previous Title	New Title	Department	Goal
494418	WF	Program Asst 1	UCP05-Program Coordinator	Pharmacy	N

JOB SUMMARY

The School of Pharmacy at the University of Connecticut seeks candidates for a full time Student Services Program Coordinator position in the Office of Admissions and Student Affairs. Under the direction of the Associate Dean for Admissions and Student Affairs, this position will be responsible for advising and assisting in developing, implementing and administering admissions, recruiting, and student affairs activities, as well as maintenance of all records and compliance with accreditation standards.

DUTIES AND RESPONSIBILITIES

- Participates in and coordinates the recruitment for the Phar.D. Program; reviews, implements and evaluates procedures related to admissions process for the Phar.D. Program; coordinate the interview process; gathers and prepares information, and processes approvals.

- Responds to inquiries from program participants, students, faculty, applicants, advisers, administrators and others and serves as a resource regarding program policies, procedures and requirements, making referrals as appropriate.
- Manages application review process adhering to established guidelines and deadlines; processes and maintains all necessary paperwork related to the Web Admit database; categorizes students for Admissions Committee; makes the initial rejections based on eligibility and sends rejection notification letters.
- Acts for and represents supervisor to public or other agencies on administrative matters, when appropriate
- Participates as a member of admissions committee to the Phar.D. Program
- Oversees the PharmCAS application system.
- Assists in developing and designing various informational and promotional materials (marketing materials; websites; views books, alumni pages; works with visitor's center) for programs; maintains collection of resource material and program information.
- Assists in planning outreach and educational programs designed to recruit and educate prospective applicants on program requirements.
- Compiles statistical data and reports (annual reports, including application information, Phar.D. student information; tuition, graduation information, etc.) for the office, the school and outside agencies to aid in evaluating program effectiveness in student progress, retention trends and overall program effectiveness; recommends changes or improvements; and maintains appropriate files and records.
- Advises students in specific curriculum decisions, including the appropriate choice of courses, scheduling of courses, selection or change of major or minor, waiver of requirements/deadlines and related matters.
- Monitors student progress and works closely with faculty and other University offices to identify and resolve problems.
- Assists in the review and makes recommendations regarding warning, exclusion, suspension, or dismissal; provides additional counseling to warned students, those with academic difficulties and students contemplating withdrawal.
- Provides personal and other non-academic advising as appropriate.
- Develops, coordinates and implements new resources, programs, technology for advising program and inform and trains users (i.e. Nexus).
- Assists in planning and implementing academic advising programs (i.e. Orientation Programs for BS and Transfer Students), serving as a resource to families and students for information at Orientation, Open Houses and UConn Bound Day.
- Monitors policies and procedures for the Office of Admissions and Student Affairs, ensuring they are reviewed and updated annually or as needed.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree.
- 3-5 years of related experience, with one year of experience working with students.
- Excellent communication (both verbal and written) and interpersonal skills.
- Knowledge of academic programs in area to be served.
- Demonstrated ability to work independently and exercise sound judgement.

- Knowledge of special student populations.
- Ability and willingness to travel and work irregular and flexible hours.

PREFERRED QUALIFICATIONS

- Strong interest in and commitment to student development.
- Previous related experiences or skills in a similar position, including advising, counseling, or coaching.
- Ability to complete tasks of high quality and integrity.
- Demonstrated ability to provide quality customer service and exercise sound judgment and decision-making skills.
- Capacity to work independently, assess programmatic needs, and develop creative solutions.
- Team-oriented, with excellent interpersonal skills.
- Strong computer literacy and demonstrated ability in office software applications including Microsoft Word, Excel, Access, PowerPoint, Outlook, Publisher, PharmCAS, Web Admit, and PeopleSoft.

APPOINTMENT TERMS

This position is a full time, 12-month, permanent position and will include some weekends. Salary is commensurate with experience and includes full benefits.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494418 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on March 27, 2020.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, and internal networking.

34 Total applicants: 2 WM, 14 WF, 2 BM, 6 BF, 1 HF, 2 AM, 2 AF, 1 TF, 4 UU

24 Unqualified applicants: 2 WM, 9 WF, 1 BM, 5 BF, 2 AM, 2 AF, 1 TF, 2 UU

- 2 WM, 9 WF, 1 BM, 5 BF, 2 AM, 2 AF, 1 TF, 2 UU did not meet the minimum qualifications of the job posting.

10 Interviewed applicants: 5 WF, 1 BM, 1 BF, 1 HF, 2 UU

- 1 UU was late to the interview. Her answers to questions were broad without detail or examples.
- 1 HF gave short responses without detail or examples.
- 1 WF experience with admissions was basic and not transferrable.
- 2 WF had experience in advising students but did not have admissions experience.
- 1 BM previous experience was in for-profit companies and not related or transferrable to this position.
- 1 WF, 1 BF, 1 UU withdrew their applications from employment consideration.

The 1 WF selected had significant experience working with students. The candidate had strong interpersonal skills and experience in academic affairs which would cross over easily to student affairs. She demonstrated knowledge of the School of Pharmacy, and the Phar.D. program. She stated she was an expert user in Exam Soft and used PeopleSoft. The applicant brought forth ideas and vision for strategic changes to the admissions process.

Category 3: Nonteaching Professional – UC Professional 4

Promotional Goals: 1 WF

Promotions into Category: None

Goals met: None

Category 3: Nonteaching Professional – UC Professional 4 Administrative Assistant 3

Promotional Goals: 2 WM

Promotions into Category: 1 WF

Goals met: None

Search	RG	Previous Title	New Title	Department	Goal
493573	WF	UCP 1 Financial	Admin Ser Asst 3	IT	N

The University of Connecticut, Department of Information Technology Services (ITS), is seeking a highly motivated, experienced and energetic individual to fill the position of Administrative Services Assistant 3. The selected candidate must be a self-starter with the ability to work independently, but also capable and willing to work effectively in a team environment. The incumbent will report to the Executive Assistant to the Vice President/CIO and will coordinate many of the administrative matters for the ITS Leadership Team.

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

- Filters incoming inquiries, independently handling and responding to many of them
- Works with Directors and administrators to determine proper response to inquiries or to resolve problems, making referrals as appropriate
- Composes, prepares or edits correspondence or reports for review and signature
- 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
- Works collaboratively with staff in the CIO's office to plan, execute and evaluate the work of the office and administrative activities
- Follows all policies and protocols for dealing with sensitive or confidential materials
- May train, supervise, and establish work schedules of student staff, with responsibility to assign work to such staff according to priority needs
- Arranges vendor demos, project kickoffs, presentations, training, and conferences; coordinating logistics, equipment, room setup, etc.
- Assists in planning and carrying out related support activities, such as meetings, conferences, candidate interviews; makes necessary arrangements including travel and coordinates details
- Attends various meetings as assigned; prepare agendas, record and distribute notes and meeting materials, and follows up with action items
- Coordinates work and supply orders through the Business Office as needed

Promotional Goals Analysis

- Assist with projects in support of the various departments within ITS
- May research and prepare analysis or reports related to the various departments within ITS
- Performs related duties as assigned

MINIMUM QUALIFICATIONS

1. Bachelor's degree or equivalent combination of education and experience including 4-8 years of experience in a progressively responsible administrative support position
2. Proficient in MS Office Suite and calendaring (Outlook)
3. Excellent interpersonal skills and ability to work effectively with the Department, University staff, and other individuals and groups
4. Demonstrated ability to write external communications or develop executive-level communication pieces professionally and effectively
5. Ability to interpret policies and procedures
6. Demonstrated ability to research and resolve administrative problems efficiently, effectively and independently
7. Exceptional customer service skills and professional presentation and demeanor
8. Excellent organizational skills
9. Ability to work in a team environment and to represent the Director by working effectively with University and external offices and individuals
10. Ability to manage multiple projects and prioritize requests appropriately

PREFERRED QUALIFICATIONS

1. Bachelor's degree in a related field
2. Experience in a technical field
3. Experience working in an academic environment
4. Experience supporting Directors or Executives
5. Experience with Financial or Travel Systems such as Quali and Concur, or similar

APPOINTMENT TERMS

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

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020258. 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 #2020258. 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 will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020258)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 15, 2019.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, DICE.com, Diversity Partners, and professional networking amongst department contacts.

33 Total applicants: 4 WM, 19 WF, 1 BF, 4 HF, 1 AF, 4 UU

21 Unqualified applicants: 4 WM, 10 WF, 1 BF, 3 HF, 3 UU

- 4 WM, 10 WF, 1 BF, 3 HF, 3 UU did not meet the minimum qualifications of the job posting.

4 Qualified applicants: 3 WF, 1 AF

- 1 WF did not possess a Bachelor's degree in a related field, experience in a technical field, or a background with Financial or Travel Systems such as Quali and Concur, or similar software system.
- 1 WF, 1 AF did not have experience supporting Director or Executive level positions.
- 1 WF did not possess a Bachelor's degree in a related field, experience in a technical field, or a background with Financial or Travel Systems such as Quali and Concur, or similar software system. She also did not have experience working in an academic environment.

8 Interviewed applicants: 6 WF, 1 HF, 1 UU

- 1 WF scope of support experience based on her interview and the feedback from her references was not reporting directly to executive level management.
- 1 UU had experience as an executive assistant in a university setting. However, the candidate expressed concern over being micromanaged in her interview while the incumbent in this role would need to have a close working relationship with the directors she supported.
- 1 WF most recent experience was as an administrative assistant in Facilities where she was responsible for a broad set of tasks that did not specifically translate to the level of Director level support required for the position.
- 1 WF's prior experience focused more on budget and web/social media management than executive level administrative support.
- 1 WF possessed experience as an executive assistant for a CFO. However, the candidate did mention that she had issues with responsiveness and attention to detail. The applicant's references confirmed this concern. Her previous boss expressed that she needed reminders to complete tasks and that she was not always great in stressful situations.
- 1 HF had experience providing executive level administrative support. However, the candidate did not effectively communicate her strengths during the interview.
- 1 WF withdrew her application from the employment process.

The 1 WF selected had experience in travel, procurement, and director-level support at UConn. The candidate was engaged throughout in the interview, answered questions completely and came prepared with a list of thoughtful questions that generated discussion from all member of the committee. She demonstrated that she was willing to take on any task, which was later confirmed by several of her references.

Category 3: Nonteaching Professional – UC Professional 4 Administrative Services Specialist 2

Promotional Goals: 4 WF

Promotions into Category: 2 WM, 2WF

Goals met: 2 WF

Search	RG	Previous Title	New Title	Department	Goal
Reclass	WF	Bldgs & Grnd Patrl Ofcr	UCP 04-Admin Serv Specialist 2	University Libraries	Y
Reclass	WF	UCP 01-Financial Asst 1	UCP 04-Admin Serv Specialist 2	Social Work Instruct and Rsrch	Y

The 2 WF candidates' promotions into these titles were 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	RG	Previous Title	New Title	Department	Goal
494231	WM	Office Assist	UCP 4 – Admin Serv Sp 2	Accounts payable	N

Under the general direction of the designated administrator, this Administrative Services Specialist 2 (UCP 4), audits and processes all transactions described within University Policies, Travel policy, and other related University policies as well as assist with special projects.

DUTIES AND RESPONSIBILITIES

1. Audits records related to travel expenses, reimbursement and supplier payments in accordance with regulations, policies and procedures; reviews travel correspondence, records and other documents for appropriate action; identifies and follows up to resolve problems.
2. Composes correspondence and other documents; communicates authoritative information and serves as a resource regarding policies and procedures, with responsibility to interpret such policies and procedures. Communicates with other University offices and/or outside agencies to request information or to provide information. Assists with training for University faculty and staff regarding changes in travel policy and procedures.
3. Responds to requests for information and provides assistance in solving a variety of problems, based on knowledge of the policies, procedures, practices and past experience.

- Prepares narrative and informational reports, as needed or requested; compiles and organizes information from various systems, requiring an understanding of data sources.
4. Is responsible for carrying out special projects requiring planning, organizing and coordinating work activities and the work of others, as assigned; participates in planning and decisions regarding new or changed procedures and process improvement initiatives.
 5. Assists departments with questions, making referrals as appropriate
 6. Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Associates degree in accounting, finance, business operations or equivalent combination of education and experience.
2. Three to five years of related experience.
3. Good interpersonal skills and the ability to effectively communicate verbally and in writing.
4. Ability to independently resolve problems. Good organization skills with demonstrated attention to detail.
5. Ability to work in a high-volume and fast-paced environment.
6. Strong customer service skills.
7. Working knowledge of Microsoft Office applications. Experience in accounting, finance, business or related area

PREFERRED QUALIFICATIONS

1. Bachelor's degree in accounting, finance, business operations or related field.
2. Experience processing payments, travel reimbursements and/or other travel and accounts payable experience.
3. Experience with project management and process improvement.
4. Demonstrated experience using software, such as Concur & Jaggaer. Knowledge of Quali Financial Systems.
5. Strong audit, analytical and problem-solving skills.
6. Demonstrated experience working in a high-volume and fast-paced environment.

APPOINTMENT TERMS

This is a full-time, 12-month position. The University offers a competitive salary, and outstanding benefits, including employee and dependent tuition waivers at UConn, and a highly desirable work environment. For additional information regarding benefits visit: <https://hr.uconn.edu/benefits-summaries/>.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494231 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 20, 2020.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, and AbilityJobs. and extensive department networking with professional contacts, conferences, and workshops

37 Total applicants: 5 WM, 24 WF, 1 BM, 2 BF, 1 HM, 1 AM, 1 AF, 2 UU

18 Unqualified applicants: 3 WM, 9 WF, 1 BM, 2 BF, 1 HM, 1 AM, 1 AF

- 3 WM, 9 WF, 1 BM, 2 BF, 1 HM, 1 AM, 1 AF did not meet the minimum qualifications of the job posting.

19 Interviewed applicants: 2 WM, 15 WF, 2 UU

- 1 WF demonstrated a lack of attention to detail and communication skills by not following instructions on the application process. This translated into her interview as well with vague and broad answers.
- 4 WF did not have the processing skills for Accounts Payable and Travel Services for high volume areas.
- 1 WF stated she was not good with "quick decisions" which was required for this high volume fast paced work environment.
- 1 WF demonstrated a lack of attention to detail in her inaccurate answers to interview questions.
- 1 WF did not answer interview questions in detail and provide vague answers, demonstrating that she did not have the communication skills required for interpersonal and customer service areas of the position.
- 1 WF had mainly administrative experience and did not answer questions about the financial experience needed for this position.

- 1 WF did not demonstrate clear and concise communication skills. The candidate could not give examples of how she could be an effective catalyst of change in the department.
- 1 WF provided a poor annual review from her current position and did not have the financial experience needed for the role.
- 1 WF's experience was focused on auditing rather than providing superior customer service to upper management.
- 1 WM, 3 WF, 2 UU withdrew their applications for employment consideration.

The 1 WM selected had worked in Accounts Payable for 3.5 years. During his tenure, he processed the greatest number of transactions with the lowest error rate. The candidate continually comported himself as a team player, often helping others with their workloads to ensure deadlines were met.

Search	RG	Previous Title	New Title	Department	Goal
493867	WM	General Trade Wrk	UCP 4 – Admin Serv Sp 2	Academic Renovations	N

Reporting to the Associate Director of Building Renovations, this position is responsible for the daily support of Building Renovations projects, including procurement, supply and delivery of construction materials, data management, inventory control and tool management. Working in a fast-paced environment, this position communicates with contract vendors, contractor trades personnel, University Project Managers, staff and other professionals daily.

MINIMUM QUALIFICATIONS

1. Associates degree or equivalent combination of education and experience including a minimum of three years of experience in a construction, facilities or related field.
2. Demonstrated knowledge of commercial construction materials and terminology.
3. Demonstrated ability to handle multiple initiatives concurrently and independently resolve problems.
4. Must be able to regularly lift, hold, carry, pack, unpack, transport, and deliver materials, supplies, tools, and equipment weighing up to approximately 50 lbs. to and from job sites, storage etc.
5. Excellent organizational and interpersonal skills.
6. Proficiency using computers specifically Excel and Word programs.
7. Experience working in a collaborative manner with diverse constituents.
8. Must have reliable and available transportation. Must be willing and able to be on-call to report to work during emergency closures, inclement weather or other significant events that affect campus operations.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Business Management or a related field.
2. Five or more years' experience in a construction or construction materials related field.
3. Experience in supply chain management, inventory control and/or procurement of commercial construction materials.
4. Strong computer skills and knowledge of project management software, Computer Maintenance Management Systems (CMMS) such as AiM, database applications and/or purchasing software programs such as Husky Buy.
5. Knowledge of UConn, State of Connecticut or other state or federal procurement regulations and procedures.
6. Experience in a multi-faceted department and fast-paced environment.
7. Familiarity of University of Connecticut, Storrs Campus buildings and locations.
8. Knowledge of commercial construction tools and equipment.

PHYSICAL REQUIREMENTS

Incumbents must possess the physical ability to perform the required duties set forth above. May be required to wear personal protective equipment (PPE) when necessary.

APPOINTMENT TERMS

This is a full-time, permanent position. The work schedule is Monday through Friday, 7:00 a.m. to 3:00 p.m. with an hour for lunch. Salary will be commensurate with background and experience. This position is categorized as Emergency Support Services/Essential Staff. Must be willing and able to work during emergency closures/delayed openings due to inclement weather or for significant events that effect campus operations. For a full description of this position, please visit the Facilities Operations website at <http://fo.uconn.edu/employment-opportunities/>.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2020103. Applicants should submit a **cover letter**, **resume**, and contact information for **three (3) professional references**. Please identify in your cover letter Search #2020103 and ensure that your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred qualifications you may have. Screening will begin immediately.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020103)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 24, 2019.

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.

Recruiting activities included the posting on:

- UConn Careers website
- listserv HERC
- Inside Higher Ed.
- Manchester Journal Inquirer
- CT Jobs.com

- Career Builder
- Monster
- Willimantic Chronicle
- Diverse Job Boards

14 Total applicants: 7 WM, 1 WF, 1 BF, 1 HM, 4 UU

7 Unqualified applicants: 2 WM, 1 BF, 4 UU

- 2 WM, 1 BF, 4 UU did not meet the minimum qualifications as posted.

4 Qualified applicants: 3 WM, 1 HM

- 3 WM did not have the knowledge of project management and purchasing software such as AIM and Husky Buy.
- 1 HM did not have knowledge of UConn, State of Connecticut or other state federal procurement regulations and procedures.

3 Interviewed applicants: 2 WM, 1 WF

- 1 WF did not have experience in the area of supply chain management and procurement of commercial construction materials.
- 1 WM did not have extensive knowledge with the State of Connecticut and University procurement policies and procedures.

The 1 WM promoted had demonstrated strengths in all areas of the qualifications and requirements of this position providing accurate and detailed responses to the interview questions. He had knowledge and experience in commercial construction materials, construction tools and equipment, inventory and supply chain management, procurement of commercial construction materials and tools and delivery of materials to project locations utilizing a variety of vehicles. He also had experience with computer systems and software such as KFS, HuskyBuy, and AIM.

Category 3: Nonteaching Professional – UC Professional 4 Program Assistant 2

Promotional Goals: 1 WM, 1 BM

Promotions into Category: 5 WF, 1 BM

Goals met: 1 BM

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	BM	UCP 03-Program Asst I	UCP 04-Program Asst 2	Ecology and Evolutionary Bio	Y
Reclass	WF	UCP 03-Program Asst I	UCP 04-Program Asst 2	Werth Institute	N
Reclass	WF	UCP 03-Program Asst I	UCP 04-Program Asst 2	Animal Science	N
Reclass	WF	UCP 03-Program Asst I	UCP 04-Program Asst 2	Psychological Sciences	N
Reclass	WF	UCP 03-Program Asst I	UCP 04-Program Asst 2	Psychological Sciences	N
Reclass	WF	UCP 03-Program Asst I	UCP 04-Program Asst 2	Art and Art History	N

The 5 WF, 1 BM candidates' promotions into these titles were 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 WF

Promotions into Category: 3 WF

Goals met: 1 WF

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WF	UCP 01-Financial Asst 1	UCP 03-Technical Records Coord	Chemistry	Y
Reclass	WF	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

The 3 WF candidates' promotions into these titles were 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

Promotional Goals: 1 HF

Promotions into Category: None

Goals met: None

Category 3: Nonteaching Professional – UC Professional 1

Promotional Goals: None

Promotions into Category: None

Goals met: None

Category 3: Nonteaching Professional – Remaining Titles

Promotional Goals: None

Promotions into Category: 1 WM, 1 WF

Goals met: None

Search	RG	Previous Title	New Title	Department	Goal
494364	WM	Program Asst 2	U Ed Asst 2	President	N

LIMITED TO CURRENT UCONN EMPLOYEES ONLY

JOB SUMMARY

This position provides confidential support relating to the day-to-day activities and operations of the President and the Office of the President. It requires contact with administrators and executives such as deans, directors, department heads, students, and public and private officials. This position is expected to maintain positive public relations and serve as a resource to the University community requiring discretion and judgment in obtaining and providing confidential and factual information.

DUTIES AND RESPONSIBILITIES

- Works in conjunction with President's Executive Assistant to provide support for the President to include meeting and event scheduling and preparation, filing paperwork, travel, and other duties as needed.
- Assists in providing administrative support for the Board of Trustees meetings and events.
- Responsible for maintaining and overseeing office communication channels to include web, email, university-wide communications, calendars, and new technologies when added and needed. Makes recommendations for efficiencies and improvements as it relates to communication.
- In conjunction with other administrative staff, tracks correspondence to assure expeditious response; meticulously proofreads documents that are prepared by the President's Office staff.
- With guidance, may be required to prepare confidential and general correspondence and conduct research to assist in preparing narrative or statistical reports.
- Performs office processes under established policies and procedures; copying, filing, and record maintenance, including managing filing systems (paper and electronic); completes necessary paperwork and assists in preparing and monitoring various office procedures and reports.
- Assists department or division receptionist by providing general information regarding departmental policies and procedures. Provides office support including answering phones, making referrals, and greeting and directing visitors as appropriate.

Promotional Goals Analysis

- Provides administrative support for searches, committees, and task forces overseen by the President's Office to include working with internal or external entities, chairs, departments or agencies, and the coordination of meetings, travel, and other necessary duties.
- Participates in cooperative efforts to provide administrative support to the department managers, executives, and colleagues as needed.
- Responsible for maintaining and record keeping for office inventory.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

1. Must be a current University of Connecticut employee on regular payroll.
2. Bachelor's degree or equivalent combination of experience and training.
3. Three years of experience in a responsible related support position.
4. Demonstrated word-processing and computer training and expertise in MS Office, including Excel spreadsheets, Word, and PowerPoint, as well as Outlook and web applications.
5. Exceptional organizational skills and an ability to resolve routine office problems professionally, efficiently, effectively and independently.
6. Strong written and oral communication skills with the ability to interact effectively with internal and external constituents.
7. Strong interpersonal skills and work ethic.
8. Ability to work under tight deadlines, manage multiple assignments efficiently, and effectively and work independently with minimum supervision.

PREFERRED QUALIFICATIONS

- Knowledge of UConn's organizational structure, and University policies and procedures.
- Experience with web site updating.

APPOINTMENT TERMS

This is a full-time, twelve-month position, requiring the successful candidate to work 40-hours per week.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494364 to upload a **resume, cover letter, writing sample of business correspondence/memoranda of no more than one page**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on February 28, 2020.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, and AbilityJobs.

6 Total Applicants: 1 WM, 5 WF

1 Unqualified applicant: 1 WF

- 1 WF did not meet the minimum qualifications of the job posting.

2 Qualified applicants: 2 WF

- 2 WF did not have experience updating web sites.

3 Interviewed applicants: 1 WM, 2 WF

- 1 WF was an administrative professional specifically in event planning and clerical support. The candidate's experience was in the Fine Arts department. She did not have direct interaction with leadership at UConn. The applicant was not as knowledgeable of the interconnectedness of the many departments and the experience in networking to connect with catalysts of change in other divisions.
- 1 WF withdrew her application.

The 1 WM selected had experience as both a student and a professional in several offices that interact very closely with the President's Office to include the Provost's Office and Audit, Compliance and Ethics. He was knowledgeable about confidentiality, what those offices do, and had relationships with critical partners to shorten the time needed for onboarding. He had broad based knowledge of UConn, direct usage of UConn's platforms (PageUp, Quali, web platforms, etc.), and potential to add value to the office with skills that currently do not exist related to his technology use and implementation.

Search	RG	Previous Title	New Title	Department	Goal
2020227	WF	Program Coord	U Ed Asst 3	Financial Oper and Controller	N

Visible: Internal and External 

Description Type: Job Posting

Description ID:

Description:

LIMITED TO CURRENT UCONN EMPLOYEES ONLY

The Office of the Controller at the University of Connecticut seeks qualified applicants for the position of University Educational Assistant 3 to independently perform a full range of administrative support services, requiring a general understanding of the organization's operation and provides confidential support to the management team of the Controller's Office. Incumbent provides Controller Division's directors and staff central document production support including advanced presentations, financial statements and graphics, Division-wide website management including: creating, editing, and maintaining web pages, scripts and contents for all departments, and serves as a resource to the University community requiring discretion and judgment in obtaining and providing confidential and factual information that may pertain to future collective bargaining negotiations.

DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to: supports office operations following established policies and procedures; completes necessary paperwork and assists in preparing and monitoring various processes and procedures for conformity with standard practices and guidelines; provides office support referring complex and non-routine issues to the supervisor, appropriate manager or director with relevant background material; assists with preparing presentations, financial statements and graphics; creates, edits, and maintains web pages, scripts, and contents for all departments; provides general information regarding departmental policies and procedures; researches highly sensitive and confidential issues; collects and compiles data and information that may be used to develop strategies, plans and/or contract proposals for collective bargaining purposes; maintains department files and record-keeping systems to include archiving and cross-indexing; manages calendars to

include scheduling and arranging meetings, conferences, special events and travel as needed; manages inventory, prepares purchase orders, travel authorizations, and reimbursements; serves as a liaison and primary resource to University Departments and other constituents; participates in cooperative efforts to provide administrative support to Departmental Managers or Directors; serves as a backup for extended or intermittent periods of time for the Executive Assistant to the Controller; provides confidential support in the annual evaluation performance process; and initiates, coordinates and completes job searches to include onboarding and departmental orientation.

MINIMUM QUALIFICATIONS

Associate's degree and three to four years of experience in a responsible support position; excellent organizational and administrative skills and an ability to resolve routine administrative problems efficiently, effectively and independently; must have excellent analytical skills and keen attention to detail; must be able to effectively manage multiple competing priorities; must be able to effectively communicate in both writing and orally with a diverse population; proficiency using Microsoft Office Suite to include extensive computer skills and knowledge using word processing and excel; website management experience; excellent interpersonal skills.

PREFERRED QUALIFICATIONS

Bachelor's degree; knowledge of Quali Financial Systems, HuskyBuy (Jaggaer), CORE-CT/Smart HR, and UConn travel applications, (Concur), and PageUP; experience working in a higher education environment; demonstrated experience or ability to work in a fast pace environment.

APPOINTMENT TERMS

This is a full-time, twelve month, confidential/exempt position, requiring the successful candidate to work 40 hours per week.

TO APPLY

Please apply online at www.jobs.uconn.edu, Jobs for Current UConn Employees, Search #2020227. Applications must include a **cover letter**, **resume**, and the names and contact information for **three professional references**.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020227)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 5, 2019.

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.

Recruiting activities included the posting on UConn Careers website.

1 Total applicants: 1 WF

1 Interviewed applicant: 1 WF

The 1 WF selected had a Bachelor of Science degree in Business Administration and a Master's degree in Business Administration. She had over 6 years of experience working in higher education at various colleges including 10 months of experience working at UConn. Her experience had relevant duties required of this position and established professional relationships with many of the staff. She had demonstrated the interpersonal skills and will work well as a team player to improve processes and achieve departmental and University goals.

Category 3: Nonteaching Professional – Specialists

Promotional Goals: None

Promotions into Category: 1 BF

Goals met: None

Search	RG	Previous Title	New Title	Department	Goal
494607	BF	Program Director	Asst Coach	Athletics WI Basketball	N

Search 494607 – Assistant Women’s Basketball Coach (Specialist 1A)

1 Total applicant: 1 BF

1 Interviewed applicant: 1 BF

The 1 BF selected was previously the National C Club Director in Athletics and had been serving in an interim assistant women’s basketball coaching role since a former assistant coach took personal leave and then resigned in mid-January. The candidate was a former student-athlete and assistant coach at UConn. She had been praised by Coach Auriemma as an extremely positive influence on the team during this time in the interim role. Direct feedback from the student-athletes has been similarly positive. It was critical for the continuity of the women’s basketball program that this position was filled as soon as possible, as Coach Auriemma and the staff were preparing for the coming season and planning for necessary recruiting activities during the pandemic.

Category 3: Nonteaching Professional – U Staff Prof II

Promotional Goals: 2 WM, 2 AF

Promotions into Category: 2 WF

Goals met: None

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WF	U Staff Professional 1	U Staff Professional 2	University Compliance	N

The 1 WF candidates' 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 the duties at a higher level, met all job requirements of the higher-level position, and was promoted.

Search	RG	Previous Title	New Title	Department	Goal
494181	WF	Publicity/Mktg Mgr	U Staff Professional 2	University Communications	N

JOB SUMMARY

University Communications seeks candidates for a Director of Digital Content & Strategy for *UConn Today*, UConn's news website. Reporting to the Assistant Vice President for University Relations, the successful candidate will be the creative leader working independently and collaboratively with colleagues to develop strategic and compelling content for seamless use across multiple UConn platforms including the website, social and multimedia outlets and a variety of other publications. The successful candidate will be responsible for developing and implementing strategies to enhance the readership and viewership of UConn content, identifying and utilizing new avenues and outlets to share and promote it. They will also regularly review and report on analytic data associated with *UConn Today*, using it to support data-driven decisions related to content to improve the reach and effectiveness of UConn's communications efforts through the site.

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

DUTIES AND RESPONSIBILITIES

- Play a key role in the upcoming reevaluation and redesign of the *UConn Today* news website and related communications tools, including the daily, weekly and monthly e-mails the site generates.
- Contribute to the evaluation of the approach to and effectiveness of the site and related outreach efforts and implement ideas to improve and enhance them.

- Manage and curate the *UConn Today* website integrating and strategically disseminating written stories, photos, videos, multimedia content and other graphics.
- Work independently to create compelling content and collaborate with the multimedia and social media staff, graphic designers, the news directors for UConn and UConn Health and news & information officers to produce content to accompany *UConn Today* stories, for use specifically on social or multimedia, or other publications, as well as stand-alone content that tells a story visually.
- Understand UConn's key audiences and what kind of content they find most useful, interesting and appealing.
- Play a lead role in researching, developing and implementing strategies designed to expand the reach and effectiveness of *UConn Today* with the goal of increasing readership and viewership.
- Regularly review analytic data to determine how UConn content is performing, analyze potential factors contributing to its performance and make data-driven decisions based on that regarding *UConn Today's* content and how, when or where it is disseminated.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- At least five (5) years of experience producing and disseminating creative and/or journalistic content strategically across multiple platforms, such as the web, social media, multimedia and/or other publications, digital and/or print.

PREFERRED QUALIFICATIONS

- Understanding of email marketing strategy, including management and optimization.
- Speed and proficiency with digital publishing tools.
- Proficiency in Adobe Creative Suite (Photoshop, etc.).
- Possession of exceptional creative and news judgement.
- Knowledge and understanding of the news media and social media.
- Experience using analytic data and using it to make data-driven decisions.
- Ability to work closely and collegially with colleagues in a creative environment.
- Ability to meet deadlines, take initiative and make sound judgments.
- Excellent communications skills, including both written and verbal
- Appreciation for the mission and values of a major public research university.
- Willingness to work flexible and irregular hours.
- Ability to prioritize and manage requests from various sources with an ability to work well with varied personalities and deadlines.
- Exceptional attention to detail, with strong organizational skills.
- Experience in higher education, a creative environment, and/or the news media.

APPOINTMENT TERMS

This is a permanent, full-time position at UConn based in Storrs.

TO APPLY

Please apply online via <https://hr.uconn.edu/jobs>, Staff Positions, Search #494181 to upload a **resume, cover letter, five (5) samples of your work** and contact information for **three (3) professional references**. Preference will be given to resumes received by January 7, 2020.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on January 7, 2020.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, Career Builder, LinkedIn, Higher Ed Jobs, Chronicle of Higher Ed, and Diverse Issues in Higher Education.

36 Total applicants: 17 WM, 10 WF, 1 BM, 1 HF, 2 AF, 5 UU

7 Unqualified applicants: 1 WM, 4 WF, 1 AF, 1 UU

- 1 WM, 4 WF, 1 AF, 1 UU did not meet the minimum qualifications of the job posting.

23 Qualified applicants: 13 WM, 4 WF, 1 BM, 1 HF, 1 AF, 3 UU

- 8 WM, 3 WF, 1 BM, 1 HF, 3 UU's application materials did not indicate an understanding of email marketing strategy including management and optimization.
- 1 WM did not have a proficiency in Adobe Creative Suite (Photoshop, etc.) based on application materials.
- 2 WM, 1 AF's backgrounds and experience were not in the news media and social media.
- 2 WM, 1 WF did not have experience using analytic data and making data-driven decisions.

6 Interviewed applicants: 3 WM, 2 WF, 1 UU

- 1 WF did not have higher education/institutional knowledge of promotion marketability.

- 1 WM presented no vision to better organize and deliver the UConn Today site. The candidate had good athletics communications however he did not have news/institutional promotion expertise.
- 1 UU did not have management experience in content origination, editing, and related website work.
- 1 WM did not present clear information on ways to renew UConn Today and extend its reach beyond returning to topics and skill sets more in line with a news editor position.
- 1 WM did not present articulate information on ways to extend UCT's reach and effectiveness. The candidate didn't have a clear vision of the role or its duties.

The 1 WF selected presented a strong and clear framework to make the position effective and complementary to the University's goals. The candidate possessed detailed knowledge of UConn's mission and institutional values. She demonstrated the ability to work creatively and collaboratively. She had management experience in content origination and editing and had worked on numerous websites.

Category 3: Nonteaching Professional – U Staff Professional III

Promotional Goals: 2 AM, 2 AF

Promotions into Category: 1 WF, 1 HF

Goals met: None

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WF	U Staff Professional 2	U Staff Professional 3	Budget and Planning	N
Reclass	HF	UCP 09-Executive Program Dir	U Staff Professional 3	Research Compliance	N

The 1 WF and 1 HF candidates' promotion into this title was the result of a reclassification of a filled position. No other candidates applied or were considered. These employees were performing duties at the higher level, met all job requirements of the higher-level position, and was promoted.

Category 3: Nonteaching Professional – U Staff Professional Other

Promotional Goals: 5 WM

Promotions into Category: 4 WF

Goals met: None

Promotion	RG	Previous Title	New Title	Department	Goal
Reclass	WF	UCP 07-Administrative Mgr 2	U Staff Professional 1	University Libraries	N
Reclass	WF	U Ed Asst 3	U Staff Professional 1	Human Resources	N

The 2 WF candidates' promotions into these titles were 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	RG	Previous Title	New Title	Department	Goal
2019450	WF	U Ed Asst 3	U Staff Professional 1	Institutional Equity	N

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, program evaluation and compliance with government regulations. The EEO & Search Compliance Specialist will work in the UConn's Storrs campus and UConn Health in Farmington.

DUTIES AND RESPONSIBILITIES

1. Assists with 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. Works with Hiring Managers, Search Administrators and Human Resources, providing guidance and assisting 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 reviewing narrative reports regarding search activity, compiling and preparing quantitative charts. Establishes procedures and meets critical deadlines for collecting and updating required information in a timely and accurate manner.
4. 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.
5. Assists in the training of search committees and administrators regarding the search process, AA/EEO compliance and other related topics.

6. Maintains and updates computerized and non-computerized data files. Produces scheduled reports and updates.
7. 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.
8. 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 work experience in a related field.
3. Strong written communication skills with an emphasis on preparing organized and professional reports and communications for various audiences.
4. Demonstrated proficiency with Microsoft Word and Excel.
5. Strong verbal communication skills, including public speaking and presentation skills.
6. Strong organizational and administrative skills.
7. The ability to work independently in a fast-paced work environment and successfully manage multiple assignments with competing deadlines.
8. Demonstrated excellent interpersonal skills and the ability to work collaboratively.
9. Demonstrated strong analytical, critical thinking and problem-solving skills.
10. Experience working with diverse populations.

PREFERRED QUALIFICATIONS

1. Knowledge of advanced Excel functions including pivot tables and charts.
2. High degree of individual initiative and strategic approach to tasks
3. Experience in a fast-paced work environment in a customer service or communications role that required sophisticated interactions with diverse groups.
4. Experience in higher education.

APPOINTMENT TERMS

This is a full-time twelve-month, confidential/exempt position. Salary is commensurate with qualifications and experience.

TO APPLY

Please apply online at www.jobs.uconn.edu, Staff Positions, Search #2019450. Interested candidates should submit a **letter of application, resume, and the names and contact information of three references.**

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2019450)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on April 19, 2019.

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.

Recruiting activities included the posting on UConn Careers website, listserv HERC, Inside Higher Ed. CADEP, AAAED, LinkedIn, professional networking, and Diverse Job Boards

31 Total applicants: 5 WM, 11 WF, 1 BM, 2 BF, 1 HF, 1 AM, 1 AF, 9 UU

24 Unqualified applicants: 5 WM, 10 WF, 1 BM, 2 BF, 1 HF, 1 AM, 1 AF, 3 UU

- 4 WM, 8 WF, 1 BF, 1 HF, 1 AM, 2 UU did not meet the minimum qualifications as posted.
- 1 WM, 2 WF, 1 BM, 1 BF, 1 AF, 1 UU submitted incomplete applications.

7 Interviewed applicants: 1 WF, 6 UU

- 1 UU did not explain how her experience and skills were relevant to the position and how she would transition from an HR position to an AA/EEO compliance role.
- 1 UU did not have experience with the high volume of quantitative data required for AA Plans.
- 1 UU was unable to provide correct answers to questions regarding AA/EEO processes and reports.
- 3 UU withdrew from the process.

The 1 WF selected gave specific examples that demonstrated her organization, administrative and multitasking skills. She discussed the qualities she had to be an effective team member and provided an example that supported her ability to work collaboratively. She also gave examples of completed analytical projects involving Excel. She performed similar tasks in her Human Resources position, such as reviewing searches for compliance, working with hiring managers by providing guidance, producing scheduled reports and updates. She had worked in higher education for all her career and has experience training on related topics in her current and previous roles.

Search	RG	Previous Title	New Title	Department	Goal
494583	WF	Program Asst 3	Program Asst 2	University Compliance	N

JOB SUMMARY

The Office of University Compliance at the University of Connecticut seeks a Policy and Compliance Coordinator (USP-1) for the Storrs, Regional and UConn Health campuses.

The Policy and Compliance Coordinator will report to the Chief Compliance Officer and will be a member of the Office of University Compliance staff. Responsible for the overall coordination, review, and promulgation of policies and associated procedures across the institution, this position will serve as a central resource providing expertise and guidance on all aspects of the policy process at UConn and UConn Health.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Oversees the formulation, review and publication of institutional policies, ensuring consistency with existing policies and current applicable laws and regulations.
- Advises policy owners, and maintains procedures for the different aspects of the policy process
- Coordinates with units and administrators in identifying policies or procedures that could be revised, simplified, eliminated, or created to better meet the needs of the UConn and UConn Health communities;
- Primary responsibility for the development and enhancement of tools and processes used in policy development, review, and maintenance (policy management software, website, templates, reports, etc.)to ensure policies, procedures, and web resources are accurately archived, published and updated in a timely manner
- Works collaboratively with policy owners to identify and implement various strategies to improve the communication and awareness of policies;
- Facilitates meetings where policies and other related documents are reviewed for clarity and consistency; Serves as a resource for various committees and workgroups established in connection with policy development;
- Benchmarks with peer institutions and researches policy trends and options;
- Maintains knowledge of current web and internet technology and software pertaining to policy development, dissemination and archiving;
- Ensures compliance with University policies and processes related to the policy management process through ongoing monitoring.

MINIMUM QUALIFICATIONS

- Bachelor's degree and three years related to the duties and responsibilities specified;

- Demonstrated written and oral communication skills; ability to evaluate and edit the content, structure, and format of a range of written material;
- Ability to work independently and to manage and meet multiple priorities within the University and its academic medical center
- Demonstrated organizational skills;
- Ability to develop, plan, and implement short- and long-term goals;
- Excellent teamwork and interpersonal skills;
- Ability to maintain websites and policy management software.

PREFERRED QUALIFICATIONS

- Experience working at an institution of higher education and/or an academic medical center
- Experience managing policy development for an institution or organization
- Experience working with policy management software

APPOINTMENT TERMS

This is a full-time permanent position. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition reimbursement at UConn, and a highly desirable work environment. Target annual salary is \$80,000. For additional information regarding benefits visit: <https://hr.uconn.edu/employee-benefits-overview/>.

TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #494583 to upload a **resume, cover letter** and contact information for **three (3) professional references**.

Please note that references will not be contacted without prior discussion with candidate. Search committee review of completed application packets will begin immediately and continue until a successful candidate is identified.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on August 25, 2020.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, Indeed, and posted on LinkedIn by our staff along with contacting professional associates.

56 Total applicants: 8 WM, 30 WF, 3 BM, 2 BF, 2 HM, 3 HF, 1 AM, 2 AF, 1 TF, 4 UU

47 Unqualified applicants: 6 WM, 26 WF, 2 BM, 2 BF, 2 HM, 2 HF, 1 AM, 1 AF, 1 TF, 4 UU

- 6 WM, 26 WF, 2 BM, 2 BF, 2 HM, 2 HF, 1 AM, 1 AF, 1 TF, 4 UU did not meet the minimum qualifications as posted.

9 Interviewed applicants: 2 WM, 4 WF, 1 BM, 1 HF, 1 AF

- 1 WM did not demonstrate database management skills. The candidate had difficulty providing answers to policy questions.
- 1 BM had significant dining experience and managing employees in the hospitality environment. The candidate's skill set was not transferrable to a large university or hospital environment.
- 1 WM had familiarity with hospital and university environment but did not explain his ability to successfully design a policy platform. Several of the candidate's responses to questions posed were vague.
- 1 WF did not demonstrate the skill set for managing policy software. The applicant had difficulty providing concise, thorough explanations.
- 1 HF was unable to provide substantial feedback during interview. The candidate had difficulty with scenario situations. She was unable to grasp that the position requires policy coordination between UConn Health and UConn Storrs. The candidate had only worked in small organizations and was unable to understand the intricacies of a large hospital and university environment.
- 1 AF did not exhibit advanced communication skills. The candidate had difficulty providing strong responses to policy questions.
- 1 WF was unfamiliar with a hospital environment and did not have database management experience.
- 1 WF withdrew her application from the employment process.

The 1 WF selected displayed a strong knowledge of the policy programs at UConn Health and UConn Storrs. The candidate had extensive technologic knowledge, understanding of policy protocols, and has innovative ideas on how to move forward with the process. She was provided two scenarios for review and provided effective feedback and trouble shooting skills.

Category 7B: Maintenance/Service – Protective Service Police

Promotional Goals: 1 BM

Promotions into Category: 4 WM, 1 WF

Goals met: None

Search	RG	Previous Title	New Title	Department	Goal
494362	WM	Police Officer (Unc)	PoliceSgt (Uncl)	UConn Police Services	N
494362	WM	Police Officer (Unc)	PoliceSgt (Uncl)	UConn Police Services	N
494362	WM	Police Officer (Unc)	PoliceSgt (Uncl)	UConn Police Services	N
494362	WM	Police Officer (Unc)	PoliceSgt (Uncl)	UConn Police Services	N
494362	WF	Police Officer (Unc)	PoliceSgt (Uncl)	UConn Police Services	N

Police Sergeant Promotional

TITLE, SHIFT, LOCATIONS

University of Connecticut, DEPARTMENT

To apply for this job opening, visit LINK. 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/>.

**THE UCONN POLICE DEPARTMENT
EXAMINATION ANNOUNCEMENT
POLICE SERGEANT**

Written Exam Date: Monday, January 6, 2020

Exam Time: 0900, estimated time is 3 hours

Exam Location: Public Safety Training Room

Oral Exam Date: Wednesday, January 8, 2020

Exam Time: 0900

Oral Exam Location: Public Safety Training Room



Exam weight: 60% written and 40% oral

The UConn Police Department will be holding an examination for the rank of Police Sergeant. All interested personnel, who meet the minimum qualifications below, should participate in the examination process if they are interested in becoming a Police Sergeant.

Minimum Qualifications Required

This promotional examination is open to any current UConn Police employee who, by December 6, 2019, has permanent status and possess the minimum qualifications as described below:

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 7294-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



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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

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 December 6, 2019.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, and AbilityJobs.

11 Total applicants: 4 WM, 1 WF, 6 UU

3 Unqualified applicants: 3 UU

- 3 UU did not complete the pre-interview evaluation.

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

- 1 UU declined the offer of employment.
- 2 UU withdrew their applications from consideration.

1 WF selected demonstrated excellent progression towards a supervisory role. The candidate had a sound understanding of the department's goals and vision. Her answers to interview questions confirmed what was garnered during the promotional exam process based on her understanding of the role of Sergeant. The candidate had been a community outreach officer that has represented the department favorably with many University partners.

1 WM selected presented a favorable disposition towards a supervisory role. He had a sound understanding of the department's goals and vision. His responses to interview questions confirmed what was garnered during the promotional exam process based on his understanding

of the role of Sergeant. The candidate had taken on departmental wide programs and efforts that benefited all personnel.

1 WM selected demonstrated his readiness to perform in a supervisory capacity. He had a solid understanding of the department's needs and goals. The applicant had independently involved himself in several extensive investigations that contributed to his future role as a supervisor.

1 WM selected had taken on several police functions that have contributed to his experience overseeing other personnel. The candidate answered all questions correctly and demonstrated an understanding of the role of Sergeant.

1 WM selected answered interview questions correctly and presented himself as a capable and ready candidate for a Sergeant confirmation. The applicant had former supervisory experience in past employment with another department and expressed favorably how this would benefit his current duty station.

Category 7B: Maintenance/Service – Protective Service Police Officer

Promotional Goals: 1 WM

Promotions into Category: 5 WM, 1 WF, 1 HM

Goals met: 1 WM

Search	RG	Previous Title	New Title	Department	Goal
Promo	WM	ProtSrvTrainee(Police)(Uncls)	Police Officer (Unc)	UConn Police Services	Y
Promo	WM	ProtSrvTrainee(Police)(Uncls)	Police Officer (Unc)	UConn Police Services	N
Promo	WM	ProtSrvTrainee(Police)(Uncls)	Police Officer (Unc)	UConn Police Services	N
Promo	WM	ProtSrvTrainee(Police)(Uncls)	Police Officer (Unc)	UConn Police Services	N
Promo	WM	ProtSrvTrainee(Police)(Uncls)	Police Officer (Unc)	UConn Police Services	N
Promo	WF	ProtSrvTrainee(Police)(Uncls)	Police Officer (Unc)	UConn Police Services	N
Promo	HM	ProtSrvTrainee(Police)(Uncls)	Police Officer (Unc)	UConn Police Services	N

The 5 WM, 1 WF, 1 HM successfully completed training and probationary requirements and were promoted to the target class of Police Officer.

Category 7B: Maintenance/Service – Protective Service Fire

Promotional Goals: None

Promotions into Category: 3 WM

Goals met: None

Search	RG	Previous Title	New Title	Department	Goal
2019528	WM	Firefighter	Fire Lieutenant	Fire Department	N
2019528	WM	Firefighter	Fire Lieutenant	Fire Department	N
2019528	WM	Firefighter	Fire Lieutenant	Fire Department	N

THE UCONN FIRE DEPARTMENT EXAMINATION ANNOUNCEMENT FIRE LIEUTENANT

The UConn Fire Department will be holding an examination for the rank of University Fire Lieutenant. The examination will be conducted in accordance with UCFD SOG 22000. All interested personnel, who meet the minimum qualifications below, should participate in the examination process if they are interested in becoming a Fire Lieutenant.

Application Deadline: Friday, April 19, 2019

Optional Examination Orientation: TBD the week of April 22, 2019

Written Examination:

- **Date: Wednesday, May 8, 2019**
- **Exam Time: 0900, estimated time is 3 hours**
- **Exam Location: Public Safety Training Room**

Oral Examination:

- **Anticipated Dates: May 21st – May 22nd**

Written Examination Passing Score: Candidates must attain a score of 70% on the written examination to participate in the Oral Examination.

Overall Score: Candidates must attain a minimum overall score of 70% in order to be eligible for the UConn Fire Lieutenant promotional process.

MINIMUM QUALIFICATIONS REQUIRED

This promotional examination is open to any current UConn Fire Department personnel who, by April 19, 2019, has permanent status in the classified service and the following experience and training.

General Experience

Three (3) years of experience as a Firefighter in an organized fire department at the level of a National Fire Protection Association (NFPA) Firefighter 2 or in the state firefighting service.

Special Experience

1. Incumbents in this class must obtain and retain National Fire Protection Association (NFPA) Fire Officer 1 certification.
2. Incumbents in this class must possess and retain a valid Motor Vehicle Operator's license with proper endorsements.
3. Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification or a Paramedic license.
4. Incumbents in this class may be required to possess and retain Department of Emergency Services and Public Protection, Office of State Fire Marshal, Fire Inspector certification.

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.

Knowledge, Skill and Ability

Considerable knowledge of firefighting, fire prevention and crash rescue techniques; knowledge of emergency medical services techniques; knowledge of hazardous materials and instrumentation; knowledge of fire inspection and prevention techniques; knowledge of fire safety codes; some knowledge of training practices and procedures; considerable interpersonal skills; oral and written communication skills; ability to evaluate emergency situations and develop effective courses of action; ability to work under pressure; ability to prepare reports; ability to utilize computer software; some supervisory ability.

Working Conditions

Incumbents in this class may be exposed to a moderate amount of lifting equipment, danger of injury or loss of life during firefighting and crash rescue operations and handling of hazardous materials, significant mental stress in responding to life and death emergencies and to strongly disagreeable conditions including exposure to weather, loud noises, chemicals and hazardous materials.

INFORMATION ABOUT THE EXAMINATION:

Examination Process: The examination process will consist of a written and oral examination. The written examination may consist of multiple choice, true/false and or essay questions. Those candidates receiving a score of 70% or higher will then take an oral examination.

Examination Parts and Weights: The written examination will be 60% and the oral examination will be 40% of a candidate's final grade.

Date of the Written Examination: The written examination will be administered on May 8, 2019. The oral examination will be administered on May 21 and 22 at a location to be announced.

Examples of Knowledge, Skills, Abilities' and Personal traits for which candidates will be tested:

Firefighting, fire prevention and crash rescue techniques; emergency medical services techniques; hazardous materials and instrumentation; fire inspection and prevention; knowledge of fire safety codes; training practices and procedures; response to and firefighting and supervisory procedures in emergency situations; supervision of assigned staff in performance of firefighting functions and duties; fire rescue; emergency medical services, fire prevention activities, equipment maintenance and communications; formulating shift assignments; coordination of information transfer across shifts; acting as Incident Commander on scene of fire, emergency and medical responses which includes formulation of strategy and tactics for effective mitigation of situations; hazardous materials and mass decontamination procedures; report review: the inspections process; educational instruction and training to fire fighting and non-firefighting departmental personnel, other agency personnel and individuals; conducting performance evaluations; record maintenance and reports, building inspection to ensure compliance with fire safety codes.

Examples of Firefighter Supervision, Management, and Administration for which candidates will be tested:

Knowledge of the various theories of supervision, management, administration, organization, leadership, motivation, and the communication process to include interpersonal communication; knowledge and ability to ensure thorough investigation of job tasks assigned to subordinates; knowledge of how and ability to complete administrative functions such as scheduling, summary reports, etc.; the discipline process, methods of evaluation and appraisal, team building, and factors associated with managing change; labor relations; delegation; knowledge of planning, organizing, staffing, budgeting, directing; line and staff inspections; decision making, the inspection and reporting process; how to define problems, collect data, establish facts, and draw valid conclusions; the University of Connecticut Department of Public Safety Fire Department Standard Operating Guidelines and Memorandums listed below.

Note: Other areas may be tested. See reading list below.

- Fire Officer, Principles and Practice, Enhanced third edition, Michael J. Wards, Jones and Bartlett Learning, 2015
- Fire and Emergency Services Instructor, Eighth Edition, IFSTA, 2012
- UConn Fire Department SOG 103: "Overtime and Callbacks"
- UConn Fire Department Memorandum 19-001a: "Interim Accrued Time-off Requests"

- UConn Fire Department Memorandum 19-004: “NFIRS/Firehouse Reporting Requirements”
- UConn Fire Department Memorandum 18-010: “Officer Roles and Responsibilities”

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 any college degrees earned and current licenses and certifications. **Applications must include a copy of National Fire Protection Association (NFPA) Fire Officer 1 certification. Completed packets must be submitted to Shannon Page (Human Resources located at the Brown Building or by e-mail to Shannon.Page@uconn.edu) by 1700 hours, on Friday, April 19, 2019.**

REASONABLE ACCOMMODATION NOTICE:

The UConn Department of Human Resources is charged with facilitating requests for workplace accommodations from applicants and employees with disabilities. Please contact the ADA Case Manager at (860) 486-2036 or via e-mail at Ryan.Bangham@uconn.edu to request an accommodation for taking this promotional exam. The request and subsequently the required forms will need to be received within 5 business days of this notice.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, and AbilityJobs.

15 Total applicants: 15 WM

2 Unqualified applicants: 2 WM

- 2 UU did not successfully pass the promotional exam process.

2 Qualified applicants: 2 WM

- 2 UU were qualified to take the promotional exam but withdrew before testing.

11 Interviewed applicants: 11 WM

- 5 WM's answers to interview questions indicated that they had a moderate level of understanding and preparedness of the role of Lieutenant and the need for more preparation for the role.
- 1 WM had the coursework and certifications for the position but his answers to questions indicated that he needed to gain a more complete understanding of the Lieutenant role.
- 2 WM had been promoted in the previous *Plan* year and were reported in the 2019 *Affirmative Action Plan* as promotions within category as the Firefighter and Lieutenant tiles were grouped together in the *Plan*.

1 WM selected demonstrated the highest level of understanding and preparedness for the position and Department operations. The candidate's preparation incorporated some experience in coursework and certifications throughout his career. This included participating in several projects. He answered interview questions in an appropriate manner with responses that reflected his experience and a strong desire to develop further.

1 WM selected demonstrated the highest level of understanding and preparedness for the position and Department operations. The candidate's preparation incorporated experience in coursework and certifications throughout his career as well as training details. He answered interview questions in the most comprehensive and desirable manner with the most well-rounded responses with strong leadership abilities.

1 WM selected fully explained and understood the department's goals and needs. He answered interview questions correctly with well-rounded responses that reflected his experience and a strong desire to develop further. The candidate understood the supervisory role and stated he wanted to be a model and coach for fellow team members.

Category 7B: Maintenance/Service – Protective Services Firefighter

Promotional Goals: None

Promotions into Category: 5 WM, 1 WF

Goals met: None

Search	RG	Previous Title	New Title	Department	Goal
Promo	WM	PSTrne(Fire)	Firefighter	Fire Department	N
Promo	WM	PSTrne(Fire)	Firefighter	Fire Department	N
Promo	WM	PSTrne(Fire)	Firefighter	Fire Department	N
Promo	WM	PSTrne(Fire)	Firefighter	Fire Department	N
Promo	WM	PSTrne(Fire)	Firefighter	Fire Department	N
Promo	WF	PSTrne(Fire)	Firefighter	Fire Department	N

The 5 WM, 1 WF successfully completed training and probationary requirements and were promoted to the target class of Firefighter.

Category 6: Qualified Craft Worker – All Titles

Promotional Goals: 1 BM

Promotions into Category: 1 WM, 1 WF, 1 HM

Goals met: None

Search	RG	Previous Title	New Title	Department	Goal
Reclass	WM	QCW Intern	QCW (Auto&MechEquip)	Facilities Structure Shop	N
Reclass	HM	QCW Intern	QCW (Auto&MechEquip)	Facilities Structure Shop	N

The 1 WM, 1 HM successfully completed training and probationary requirements and were promoted to the target class of Qualified Craft Worker as per contractual bargaining unit agreements.

Search	RG	Previous Title	New Title	Department	Goal
493668	WF	General Trades Worker	QCW Intern	FO Operations and Distribution	N

Qualified Craft Worker Intern – Locksmith

University of Connecticut, Facilities Operations

To apply for this job opening, visit <https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=190827&R2=6819TC&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/>.

Job Opening: QCW Intern - Locksmith

Campus:

Storrs

CLOSING DATE:	September 18, 2019	SEARCH #:	2020108	PC #:	00083948
DEPARTMENT:	Facilities Operations	NUMBER OF POSITIONS:	2		
SUPERVISOR:	Robert Chieka	BUILDING/ARE:	Facilities Operations/Locksmith Shop		
WORK HOURS:	7:00 a.m. – 3:00 p.m.	DAYS:	Monday - Friday		

To be eligible for the above position, the applicant must be a current, permanent or durational UConn NP-2 employee. To apply for the above position(s), please visit <https://www.jobapscloud.com/ct/> which is the State of Connecticut's JobAps recruiting website. Please reference **recruitment number #190827-6819TC-001.**

DEPARTMENT:	Facilities Operations	BUILDING/ARE:	Facilities Building, 1 st Floor
CONTACT PERSON:	Tracey Miller	PHONE #:	860-486-5357

EXAMPLES OF DUTIES

At UConn the QCW Intern Locksmith will receive training in all aspects of the Locksmith trade. These positions will receive on-the-job training and vocational education in order to complete the requirements of a QCW Locksmith job classification within a period of time normally not to exceed two (2) years. They will work alongside of a QCW Locksmith on a daily basis to gain knowledge and ability to apply standard tools, materials, methods and practices of locksmithing.

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. Applicants are required to indicate on their application (under the Job-Related Academic, Technical or Vocational Training section of the application) the name of the Educational Institution attended for one of the following courses: CARPENTRY, MACHINE TOOL, MANUFACTURING OR PRECISION MACHINING TECHNOLOGY, Address, City, State where the Education Institution is located, the years attended and the number of Credits earned or Diploma Earned.

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.

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.

This position is classified as Emergency Support Services/Essential Staff. Must be willing to work during emergency closures/delayed openings due to inclement weather or for significant events that affect campus operations.

Questions on the maintenance bargaining unit posting process should be addressed to:

Department of Human Resources, 860-486-3034.

THIS NOTICE MUST BE POSTED UNTIL CLOSING DATE

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Recruitment activities included UConn Careers website, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, Veterans Enterprise, JobAps, Broadbean, Manchester Journal Inquirer, Willimantic Chronicle, CT Jobs.com, Career Builder, and Monster.

73 Total applicants: 51 WM, 2 WF, 1 BM, 1 BF, 10 HM, 1 AM, 1 TF, 6 UU

Promotional Goals Analysis

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62 Unqualified applicants: 46 WM, 1 WF, 1 BF, 7 HM, 1 AM, 6 UU

- 46 WM, 1 WF, 1 BF, 7 HM, 1 AM, 6 UU were determined unqualified based on answers to supplemental questions of the application process.

3 Qualified applicants: 2 WM, 1 BM

- 2 WM, 1 BM indicate that they were unable and unwilling to travel for the position which was a special requirement.

8 Interviewed applicants: 3 WM, 1 WF, 3 HM, 1 TF

- 1 HM provided his transcript from Norwich Technical School - June 2012 - Course of Study Carpentry along with three references as requested. The candidate was not as knowledgeable in locksmithing as he was only able to discuss simple door locks that are found in a residential area. The example that he provided to the interview question that asked him to describe his knowledge and/or experience with locking hardware was that he changed locks for tenants. He does not have any knowledge in troubleshooting or repairing anything lock related.
- 1 WM provided his transcript from Ellis Technical School - June 2018 - Course of Study Precision Machining Technology and Certificate from Quinebaug Valley Community College - May 2019 - Course of Study Advanced Manufacturing Machine Technology along with three references as requested. The candidate did not show locksmithing knowledge in his Responses to interview questions. He had not ever touched a lock or performed any locksmithing tasks. Some of his responses to the interview questions were incomplete and/or lacked detail.
- 1 WM provided his transcript from Windham Technical School - June 2016 - Course of Study Manufacturing. The candidate failed to follow written instruction provided to him prior to the interview requesting that he provide a list of three professional references at the time of interview. He provided weak responses to the interview questions presented to him. His answers were mostly short and quick, lacking detail and he did not elaborate. He did not answer some of the questions completely.
- 2 HM, 1 TF withdrew their applications for employment eligibility.

The 1 WF selected had contractual rights to this position. Per the NP-2 QCW Intern Pilot Program Agreement, one job offer will be made to the senior most qualified internal applicant and the most qualified external candidate. Ten NP-2 waivers were approved, leaving this candidate as the senior most qualified. The candidate provided the required educational documentation, a copy of her diploma and transcript documenting that she graduated from SUNY in May 1983 with a Vocational Certificate Automotive Mechanics 1 and Associate

Degree Occupational Studies in May 1984. She provided articulate responses to all the interview questions presented to her; her responses were complete and clear. She demonstrated strong interpersonal skills and communication skills and she has a good understanding of the importance of providing good customer service.

1 WM, an external candidate was selected and is explained in the Hiring Goals Analysis under this search.

Category 7: General Trades Worker Storrs

Promotional Goals: 1 WF, 2 HM

Promotions into Category: 1 HM

Goals met: 1 HM

Search	RG	Previous Title	New Title	Department	Goal
494262	HM	Storekeeper	General Trades Worker	Student Union	Y

31 Total applicants: 14 WM, 1 WF, 2 BM, 3 HM, 1 HF, 10 UU

26 Unqualified applicants: 11 WM, 2 BM, 2 HM, 1 HF, 10 UU

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

1 HM selected.

The 1 HM selected met a promotional goal.

Category 7: Service Maintenance – Lead Custodian Storrs

Promotional Goals: 1 BF, 5 HF

Promotions into Category: 1 BF, 1 HM, 1 HF

Goals met: 1 BF, 1 HF

Search	RG	Previous Title	New Title	Department	Goal
2020136	BF	Custodian	Lead Custodian	Student Union	Y

49 Total applicants: 19 WM, 3 WF, 9 BM, 2 BF, 8 HM, 2 HF, 1 AM, 5 UU

46 Unqualified applicants: 19 WM, 3 WF, 8 BM, 1 BF, 8 HM, 1 HF, 1 AM, 5 UU

2 Qualified applicants: 1 BM, 1 HF

1 Interviewed applicant: 1 BF

1 BF selected

The 1 BF selected met a promotional goal.

Search	RG	Previous Title	New Title	Department	Goal
494274	HF	Custodian	Lead Custodian	FO Custodial Services	Y

41 Total applicants: 14 WM, 2 WF, 6 BM, 2 BF, 10 HM, 2 HF, 1 TM, 4 UU

33 Unqualified applicants: 12 WM, 1 WF, 5 BM, 2 BF, 7 HM, 1 HF, 1 TM, 4 UU

5 Qualified applicants: 2 WM, 1 WF, 1 BM, 1 HM

3 Interviewed applicants: 2 HM, 1 HF

1 HF selected

The 1 HF selected met a promotional goal.

Search	RG	Previous Title	New Title	Department	Goal
493954	HM	Custodian	Lead Custodian	FO Custodial Services	N

Lead Custodian (Monday-Friday, 11:00PM-7:00AM, Various Locations)

University of Connecticut, Facilities Operations

To apply for this job opening, visit

<https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=191114&R2=0428TC&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/>.

THE UNIVERSITY OF CONNECTICUT

FACILITIES OPERATIONS & BUILDING SERVICES

LEAD CUSTODIAN JOB DUTIES

Lead Custodial duties performed:

Supervises 5 to 6 Custodians

Record attendance of personnel assigned to unit at the beginning and end of shift.

Process any requests for time off - subject to review and approval of Complex Supervisor.

Regulate and issue supplies to custodial staff.

Report each morning to Complex Supervisor to give attendance and to receive any verbal or written instructions for the day.

Check repair request forms. Make out any repair requests according to Physical Plant and Housing Policies. Each repair request to be reviewed and signed by Complex Supervisor.

Check with custodial staff in their assigned area at least once in the morning and afternoon to assure the proper equipment, cleaning and safety techniques are being used to maintain their assigned area, etc.

Maintain adequate amount of custodial supplies and equipment; submit requests through Complex Supervisor.

Maintain adequate supply of linen for guests and conferences with the assistance of Conference Personnel.

Unplug sinks, drinking fountains, toilets and shower using plunger only.

Replace broken light bulbs, fluorescent tubes, exit lights and bulb replacement in difficult and problem fixtures (as specified by their supervisor).

Replace cloth shades and shade pulls.

Work with Complex Supervisor inspecting for substandard work and required repairs and any area that appears to have deliberate damage.

Check for security of buildings during recess and vacation periods.

Under the direction of Complex Supervisor, inspect with staff member all buildings in area during final inspection and prepare necessary work orders in common areas only.

May assist supervisor in testing and evaluating cleaning equipment and supplies.

Cleaning coverage - covering will be done by the custodian in conjunction with the Lead.

Will evaluate custodian's job performance with Complex Supervisors.

Tighten bed bolts, towel bars, switch plates and outlet plates.

Provide Complex Supervisors with information regarding building facilities and maintenance needs.

May be required to provide Lead coverage in other areas of campus.

Does related duties as required.

UNIVERSITY OF CONNECTICUT

Job Opening: Lead Custodian

CAMPUS: STORRS

CLOSING
DATE:

December 1, 2019

SEAR
CH #:

2020306

PC
#:

00108167

DEPARTMENT:	Facilities Operations	NUMBER OF POSITIONS:	1
SUPERVISOR:	Mary Spruell	BUILDING/AREA :	Various Locations
WORK HOURS:	11:00PM- 7:00AM	DAYS:	Monday – Friday

To be eligible for the above position, the applicant must be a current permanent or durational UConn NP-2 (maintenance) employee. To apply for the above position(s), please visit the State of Connecticut's JobAps recruiting website at <https://www.jobapscloud.com/ct/>. Please reference recruitment number **#191114-0428TC-001**.

DEPARTMENT :	FACILITIES OPERATIONS	BUILDING/AREA :	FACILITIES OPERATIONS, 1 ST FL.
CONTACT PERSON:	Sheryl Nasansky	PHONE #:	860-486-5249

MINIMUM QUALIFICATIONS REQUIRED - Knowledge, Skill and Ability:

Knowledge of building custodial and/or housekeeping work and related equipment; interpersonal skills; oral and written communication skills; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some supervisory ability; some ability to utilize computer software.

EXPERIENCE AND TRAINING:

General Experience: One (1) year experience in work that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

QUESTIONS ON THE MAINTENANCE BARGAINING UNIT POSTING PROCESS SHOULD BE ADDRESSED TO: THE DEPARTMENT OF HUMAN RESOURCES, 486-3034.

THIS NOTICE MUST BE POSTED UNTIL CLOSING DATE

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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.

Recruitment activities included UConn Careers website, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, posted on bulletin boards within the department, word of mouth and referrals by current staff, and JobAps.

7 Total applicants: 4W, 2 HM, 1 AM

6 Unqualified applicants: 4 WM, 1 HM, 1 AM

- 3 WM, 1 AM were determined unqualified based on the supplemental questions by DAS in the application process.
- 1 WM, 1 HM were not UConn employees and it was an internal position only.

1 Interviewed applicant: 1HM

1 HM was selected as he was ranked 1st in seniority in NP-2 agreements.

Category 7: Service Maintenance – Custodian

Promotional Goals: None

Promotions into Category: None

Goals met: None

Category 7: Service Maintenance – Remaining Titles

Promotional Goals: 1 BM, 1 BF, 6 HM, 4 HF

Promotions into Category: 7 WM, 1 WF, 1 HM, 1 AF

Goals met: 1 HM

Search	RG	Previous Title	New Title	Department	Goal
2020077	HM	QCW(Elecl)	PowerDistrElectrician	Facilities Structure Shop Svcs	Y
2020077	WM	QCW(Elecl)	PowerDistrElectrician	Facilities Structure Shop Svcs	N
2020077	WM	QCW(Elecl)	PowerDistrElectrician	Facilities Structure Shop Svcs	N
2020077	WM	QCW(Elecl)	PowerDistrElectrician	Facilities Structure Shop Svcs	N
2020077	WM	QCW(Elecl)	PowerDistrElectrician	Facilities Structure Shop Svcs	N

INTRODUCTION



The [State of Connecticut](#), University of Connecticut's Facilities Operations Department has five job openings for Power Distribution Electricians in the Electrical Shop. These are permanent, full-time, positions working 37.5 hours per week. The work schedule is 7:00 a.m. to 3:00 p.m. Monday through Friday. The hourly salary is \$27.89/hour and is non-negotiable. These positions offer a full benefits package including medical and dental insurance. 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) and must make the commitment to work scheduled shutdowns during regular work hours and on overtime. These positions are categorized as "Agency Only"; and are only open to current UConn NP-2 employees who meet all of the minimum qualifications and special requirements of the job specification.

SELECTION PLAN

In order to be considered for this job opening, you must be a current State of CT employee of the University of Connecticut, who has permanent state status*, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

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

Applicants are required to indicate on their application (under the Licenses and Professional Certification section of the application) the specific current electrical license and certification(s) held, along with the issuing agency, license number, date issued and expiration date.

If selected for an interview, you may be asked to provide copies of your last two (2) performance appraisals and attendance records for the last two (2) years.

Applicants must possess a current motor vehicle operator license. A current Connecticut E-1 or E-2 license is required, along with Eversource TD 800 certification and both must be retained throughout employment with the University.

Questions pertaining to this position 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 performing the most complex tasks in the installation, maintenance and repair of the University's power distribution system.

EXAMPLES OF DUTIES

Performs highly skilled and specialized installation, maintenance and repair work to equipment and machinery used in a power distribution system; installs, maintains and performs electrical repair work to both overhead and underground power distribution systems such as utility metering systems, circuit breakers, voltage regulators, power transformers, distribution transformers, switchboard wiring and controls, control circuits, insulators, switchers on substation structures and systems, cutouts, re-closers and wiring; utilizes specialized electrical and computerized equipment and instruments to conduct repairs and analyze power plant electrical generation performance such as a thermal infrared imaging, meters, voltmeters, ammeters and monitors software; interprets electrical drawings, diagrams and schematics to initiate repairs and verify high voltage switching procedures; performs necessary safety testing of electrical equipment, performs Lock Out/Tag Out safety procedures; performs pole work and confined space work; maintains sub-station and transformers and connections through oil tests and visual inspections; maintains required records, may diagnose power plant electrical failures and recommend adjustments to Power Plant Operators; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of and ability to apply standard tools, materials, methods and practices of electrical trade; knowledge of and ability to utilize specialized equipment such as thermal infrared imagery, metering software; knowledge of principles and safety practices used in power distribution systems; interpersonal skills; oral and written communication skills; basic computer skills; ability to prepare work order estimates; ability to organize and maintain accurate records including computerized databases.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience performing highly skilled work in the electrical trade area.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

Two (2) years of the General Experience must have included some experience in the repair and maintenance of electrical equipment and machinery with an energized voltage over 600 volts.

Note: For State Employees this is interpreted at the level of Qualified Craft Worker (Electrical).

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

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.

PREFERRED QUALIFICATIONS

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

1. Commercial Driver's License, CDL - Class A or B.
2. Experience maintaining high voltage substations.
3. Experience performing markouts with CBYD and locating high voltage underground cables.
4. Considerable experience and knowledge of Eversource procedures in performing high voltage work.
5. Experience working with 4160 high voltage power systems and high voltage generation plants.
6. Experience working with high voltage cable vaults.
7. Bucket truck operator experience performing maintenance on overhead high voltage equipment.

SPECIAL REQUIREMENTS

1. Incumbents in this class must have up to date Eversource TD 800 High Voltage training or hold its equivalent.
2. Incumbents in this class may be required by the appointing authority to possess and retain licenses, permits and/or certifications.
3. Incumbents in this class may be required to possess and retain appropriate specific education and/or experience to meet various certification requirements.
4. Applicant must have a current State of Connecticut E-1 or E-2 License.
5. Proven ability to read and interpret mechanical blueprints for building and utility systems.

PHYSICAL REQUIREMENTS

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

WORKING CONDITIONS

1. Incumbents in this class may be required to lift moderate to heavy weights, use protective equipment such as high voltage apparatus and may be exposed to risk of injury from equipment and extreme weather 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/>

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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.

Recruitment activities included UConn Careers website, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, and AbilityJobs.

10 Total applicants: 9 WM, 1 HM

5 Unqualified: 5 WM

- 5 WM were determined unqualified by the supplemental questions DAS queried during the application process.

5 Interview applicants: 4 WM, 1 HM

1 HM selected had an active E-2 license and up to date TD800 Eversource High Voltage training. He provided accurate responses to the interview/high voltage test questions asked of him during the interview. The candidate had gained knowledge and experience over the last few years working on numerous high voltage jobs. He has good knowledge of the equipment required to perform high voltage tasks. He understood the high level of safety that is associated with high voltage work.

1 WM selected had an active E-1 license and up to date TD800 Eversource High Voltage training. He provided accurate responses to the interview/high voltage test questions asked of him during the interview. The candidate had knowledge and experience in the equipment and tools utilized in high voltage work. He understood the safety aspects of being on the high voltage crew and he knows the correct PPE to be used during switching events.

1 WM selected had an active E-1 license and up to date TD800 Eversource High Voltage training. He provided accurate responses to the interview/high voltage test questions asked of him during the interview. The applicant possessed a good understanding of the equipment associated with high voltage work and has gained experience working on the high voltage team. He is knowledgeable of the high voltage systems on campus and has a good comprehension of the configuration of the circuits. He understood the safety aspect of working on high voltage systems.

1 WM selected was certified with an active E-1 license and up to date TD800 Eversource High Voltage training. He provided accurate responses to the interview/high voltage test questions asked of him during the interview. The candidate had knowledge and experience working on UConn's high voltage systems and the circuits and equipment associated with these systems. He understood the safety protocols required in high voltage work. He has gained a lot of knowledge and hands on experience in high voltage work from the numerous high voltage projects he has participated in.

1 WM selected retained an active E-2 license and up to date TD800 Eversource High Voltage training. He provided accurate responses to the interview/high voltage test questions asked of him during the interview. The applicant had knowledge and experience working with the high voltage systems and equipment at the Storrs Campus. He is very knowledgeable of the level of safety required to work on the high voltage systems. He has good knowledge of the PPE required for high voltage work and has experience working with the specialized tools required for high voltage work.

The 1 HM selected met a promotional goal.

Search	RG	Previous Title	New Title	Department	Goal
493694	WM	QCW(Lock)	MaintSupv1(Lock)	FO Operations and Distribution	N

Maintenance Supervisor 1 - Locksmith

University of Connecticut, Facilities Operations

To apply for this job opening, visit <https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=191015&R2=5578TC&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/>.

MS1 – Locksmith

University of Connecticut

Facilities Operations

OPEN TO THE PUBLIC

INTRODUCTION

UConn's Facilities Operations Department has a job opening for a Maintenance Supervisor 1 – Locksmith position. This position will be responsible for supervising a crew of QCW Locksmith and QCW Intern Locksmith positions.

This is a permanent, full-time 1st shift position, Monday - Friday, 37.5 hours/week. The work hours are 7:00 a.m. to 3:00 p.m. with a 30-minute unpaid lunch. The hourly salary is \$29.28 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 categorized as “Open to the Public”. In order to be considered for this job opening, you must meet the minimum qualifications as listed on the job posting and must specify your qualifications on your application. Application materials will be evaluated based on the information provided by the applicant that demonstrates that the requirements in the Knowledge, Skill and Ability section and Minimum Qualifications section(s) have been met. Please ensure that your application materials demonstrate how you meet the stated minimum qualifications and any of the preferred qualifications you may have.

If selected for an interview, you will be asked to provide the names, titles and phone numbers of three professional references. In addition, state employee applicants will be asked to provide copies of their last two (2) performance appraisals. Employment 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 and retain a current motor vehicle operator license throughout employment with the University.

EXAMPLES OF DUTIES

At UConn the Maintenance Supervisor I – Locksmith position, will be responsible for coordinating the daily work assignments for the QCW Locksmith and QCW Intern Locksmith employees; scheduling and assigning work to the employees through AiM, estimating labor and material for jobs including writing quotes; ordering and tracking the status of materials, providing information to supervisors and managers on the progress of jobs; working with contractors and other trades employees; assisting employees with troubleshooting work and resolving issues; working with the manager to address disciplinary actions as required; monitoring the progress of job assignments through completion; establishing good customer relations/communication; reviewing/signing time sheets and completing overtime equalization rosters; completing administrative computer work and paperwork as required; working with staff members of the Business Service Team to coordinate the scheduling of Environmental Health & Safety and UConn training for the employees.

PREFERRED QUALIFICATIONS

Strong leadership skills are an important qualification for this position.

Experience using computer software such as AiM, HuskyBuy, Microsoft Excel, Word, Outlook, and/or Kuali Financial System (KFS) is desired.

Demonstrated experience in the use of computerized maintenance management software (CMMS).

Experience working in a union environment at a college, university or similar entity is desired.

Experience working in a residential environment.

Basic knowledge of card access software.

Four (4) years' experience in the installation, troubleshooting and repair of camera and low voltage access control system hardware both hardwired and stand alone is preferred.

Knowledge of design requirements for the Top Master Key, Sequence of Progression, incorporation of the system requirements, future expansion, SKD's and Selective Master Keys is preferred.

The ability to successfully maintain existing master key systems and design computerized master key systems is desirable.

Knowledge and experience in gaining access by defeating a variety of mechanical locksets.

Experience overseeing key and card access inventory control processes and a key issue/return process.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, JobAps, Broadbean, Manchester Journal Inquirer, Veterans Enterprise, Willimantic Chronicle, Monster, Career Builder, and CT Jobs.com.

24 Total applicants: 15 WM, 1 WF, 3 BM, 5 HM

21 Unqualified applicants: 12 WM, 1 WF, 3 BM, 5 HM

- 12 WM, 1 WF, 3 BM, and 5 HM were determined unqualified based on the supplemental questions by DAS in the application process.

3 Interviewed applicants: 3 WM

- 1 WM was unable to articulate his abilities as a leader and supervisor. When asked to describe his experience in a supervisory role and how he would plan to lead the team of QCW's in the locksmith trade, he simply stated that he has been a leader for 21 years and leads without any issues, day-to-day just like breathing. The candidate did not identify or provide any details about his supervisory style or examples to support how he would be

successful in this position. When asked to describe a time where he had a conflict at work and how he handled the situation, the applicant referred to a priest that he had as a customer where he was way behind schedule with installing a new keying system in a very old building and his responses of "hand holding, being overly nice, killing with kindness" and use of an inappropriate term demonstrated poor customer service and interpersonal skills. When asked to describe his experience with the administrative tasks associated with supervisory roles, he stated that he does not have any experience with recording attendance or managing time off requests of staff reporting to him. The interview was completed within 20 minutes and there were 18 questions presented supporting the fact that he did not answer the questions completely and his responses lacked detail.

- 1 WM withdrew his application from the employment process.

The 1 WM selected provided accurate and detailed responses to all the interview questions presented to him. The applicant demonstrated strong leadership and supervisory skills and ability. He discussed his plan to lead the team of QCW's by providing them with the resources and support they need and to work alongside of them when needed and to address mistakes made in an appropriate manner. He mentioned the importance of praising staff for the good work that they do, to make it enjoyable to come to work and to be a work family. He discussed the three factors that he feels improve teamwork and success as communication with staff, trust and delegate work to staff and support the staff by providing resources. When asked about his experience with the administrative tasks in a supervisory role, the applicant stated that he prioritizes assignments to manage the workload, he is comfortable with estimating work hours as he has performed the QCW tasks personally and knows how long the work should take to complete, he has experience composing email messages, providing price quotes, managing time off requests and recommending courses/training to staff.

Search	RG	Previous Title	New Title	Department	Goal
494576	WM	QCW(Plmb & Stmfitng)	Lead Stationary Engineer	Facilities Regional Cmps Svcs	N

Lead Stationary Engineer - Avery Point

University of Connecticut, Facilities Operations

To apply for this job opening, visit <https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=200512&R2=7550FM&R3=001>. Onl
y 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/>.

UNIVERSITY OF CONNECTICUT

Job Opening: Lead Stationary Engineer

Campus: Avery Point

CLOSING DATE:	<u>TBD</u>	SEARCH #:	<u>494576</u>	PC #:	<u>00087971</u>
DEPARTMENT:	<u>Facilities Operations</u>	NUMBER OF POSITIONS:	<u>1</u>		
SUPERVISOR:	<u>James Kane</u>	BUILDING/AREA:	<u>Avery Point Campus – Facilities Operations</u>		
WORK HOURS:	<u>7:00 a.m. – 3:30 p.m.</u>	DAYS:	<u>Monday - Friday</u>		

To be eligible for the above position, the applicant must be a current, permanent or durational UConn NP-2 employee. To apply for the above position(s), please visit <https://www.jobapscloud.com/ct/> which is the State of Connecticut's JobAps recruiting website. Please reference **recruitment number # TBD**.

DEPARTMENT:	<u>Facilities Operations</u>	BUILDING/AREA:	<u>Facilities Building, 1st Floor</u>
CONTACT PERSON:	<u>Tracey Miller</u>	PHONE #:	<u>860-486-5357</u>

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of and ability to operate, maintain, inspect and make running repairs to boiler and engine room, generating and related mechanical equipment; knowledge of and ability to maintain building utility equipment including power, light, water, steam and plumbing lines; interpersonal skills; oral and written communication skills; ability to utilize computer software; some supervisory ability.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE

Four (4) years of experience in the operation, maintenance and repair of steam heating and generating equipment.

MINIMUM QUALIFICATIONS – SPECIAL EXPERIENCE

One (1) year of the General Experience must have included the independent performance of the full range of tasks involved in the operation, maintenance and repair of steam heating and generating equipment.

Note: For State employees, this is interpreted at or above the level of Stationary Engineer.

PREFERRED QUALIFICATIONS

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

- State of CT Trades License preferably a Plumbing License or a Heating, Piping & Cooling License.
- Knowledge and experience working with a Computerized Maintenance Management System (CMMS) preferably AiM.
- Proficiency and ability to work with BMS systems (JCI Metasys).
- Ability to operate equipment such as skid steers, backhoes, lifts and hoists.

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.
2. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

THIS NOTICE MUST BE POSTED UNTIL CLOSING DATE

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, New London Day, Willimantic Chronicle, Veterans Enterprise, CT Jobs.com, Career Builder, Monster, Norwich Bulletin, and JobAps.

16 Total applicants: 11 WM, 1 WF, 1 BM, 3 AM

10 Unqualified applicants: 7 WM, 1 WF, 2 AM

- 7 WM, 1 WF, 2 AM were determined unqualified based on the supplemental questions by DAS in the application process.

1 Qualified applicant: 1 AM

- 1 AM did not possess a State of CT Trades License preferably a Plumbing License or a Heating, Piping & Cooling License and did not have knowledge and experience working with a Computerized Maintenance Management System (CMMS) preferably AiM.

5 Interviewed applicants: 4 WM, 1 BM

- 1 WM did not have any stationary plant experience. The candidate's CT State B-2 journeyman license was limited to gas and oil burners only.
- 1 WM ended the interview abruptly before the hiring committee could finish asking him all the interview questions. The team called him back three times, but he did not answer, and he did not call back. The candidate did not respond since the incomplete interview.
- 1 BM did not have experience in the operation, maintenance and repair of steam heating and generating equipment. The candidate did not have a CT Trades License.
- 1 WM did not have computer skills including CMMS and BMS. The candidate also preferred not to work independently.

The 1 WM selected had experience in tending high-pressure steam boilers (3-500 HP Cleaver Brook Fire Tube Boilers) at Manchester Memorial Hospital where he was also the backup boiler tender. The candidate holds two licenses, P-1 and F-2. The candidate had extensive experience in the plumbing trade and most recently and currently in the Plumbing Shop at Facilities.

Search	RG	Previous Title	New Title	Department	Goal
493687	WM	GeneralTradesWorker	MaintSupv1(Genl)	FO General Trades	N
493687	WF	QCW(Carpy)	MaintSupv1(Genl)	FO General Trades	N

Maintenance Supervisor 1 General - Building Services

University of Connecticut, Facilities Operations

To apply for this job opening, visit <https://www.jobapscloud.com/CT/sup/bulpreview.asp?R1=190927&R2=5574TC&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/>.

MS1 – General

University of Connecticut

Facilities Operations – Building Services

OPEN ONLY TO STATEWIDE EMPLOYEES

INTRODUCTION

UConn's Facilities Operations Department has two job openings for 1st Shift Maintenance Supervisor 1 – General positions. These positions are responsible for supervising a crew of general trade workers.

These are permanent, full-time 1st shift positions, Monday - Friday, 37.5 hours/week. The work hours are 7:30 a.m. to 3:30 p.m. with a 30-minute unpaid lunch. (The work hours during the summer break mid-May to mid-August are 7:00 a.m. to 3:00 p.m. with a 30-minute unpaid lunch). The hourly salary is \$29.28 and is non-negotiable. These positions offer a full benefits package including medical and dental insurance. 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. A current motor vehicle license is required.

SELECTION PLAN

These positions are categorized as “Open Only to Statewide Employees”; current UConn NP-2 employees will be given preference in the hiring process.

In order to be considered for these job openings, you must meet the minimum qualifications as listed on the job posting and must specify your qualifications on your application.

If selected for an interview, you will be asked to provide the names, titles and phone numbers of three professional references. In addition, applicants will be asked to provide copies of their last two (2) performance appraisals. Employment 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 and retain a current motor vehicle operator license throughout employment with the University.

EXAMPLES OF DUTIES

At UConn the 1st Shift Maintenance Supervisor I – General positions for the Facilities Operations Department, Building Services Unit, will be responsible for coordinating the daily work assignments for the General Trades Worker employees in the Building Services Unit; scheduling and assigning work to the employees through AiM, estimating labor and material for jobs including writing quotes; ordering and tracking the status of materials, providing information to supervisors and managers on the progress of jobs; working with contractors and other trades employees; assisting employees with troubleshooting work and resolving issues; working with the manager to address disciplinary actions as required; monitoring the progress of job assignments through completion; overseeing the progress of renovations and upgrades; establishing good customer relations/communication; reviewing/signing time sheets and completing overtime equalization rosters; completing administrative computer work and paperwork as required; training staff in the task of conducting inspections for building and room assessments; working with staff members of the Business Service Team to coordinate the scheduling of Environmental Health & Safety and UConn training for the employees which includes but is not limited to: Asbestos Awareness, Confined Space, Lockout/Tag out, Mold Awareness, and Respiratory Protection & Fit Testing.

These positions are also responsible for leading and coordinating snow and ice removal tasks during the regular work schedule as well as on second and third shifts and on weekends. It is a requirement of these positions to report to work and remain at work during inclement weather events (or other campus emergencies). During significant weather events or emergencies, this may mean that the requirement may be to remain at work around the clock for multiple consecutive days.

PREFERRED QUALIFICATIONS

Strong leadership skills are an important qualification for this position.

Experience using computer software such as AiM, HuskyBuy, Microsoft Excel, Word, Outlook, and/or Quali Financial System (KFS) is desired.

Demonstrated experience in the use of computerized maintenance management software (CMMS).

Working knowledge of the management and removal of regulated materials including asbestos, mold, lead and PCBs, as well as knowledge of applicable laws, regulations, nationally recognized standards and guidelines, as related to occupational safety and health is desired.

Experience working in a union environment at a college, university or similar entity is desired.

Experience working in a residential environment.

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, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, and DAS JobAps.

31 Total applicants: 23 WM, 2 WF, 5 BM, 1 HM

20 Unqualified applicants: 16 WM, 3 BM, 1 HM

- 16 WM, 3 BM, 1 HM were determined to be unqualified based on the supplemental applications questions from DAS.

11 Interviewed applicants: 7 WM, 2 WF, 2 BM

- 1 WM focused on the negative actions of others rather than explaining what he could do to resolve the challenges presented to him. When the candidate was asked about how he would form relationships with colleagues and staff, he primarily focused on the colleague part of the question and did not discuss fostering relationships with the staff that would be reporting to him.
- 1 WM had difficulty relating his knowledge and skills to a supervisory position in a residential environment as recorded in his responses to interview questions. The

candidate did not demonstrate that he understood how the residential life staff factored into the General Trades Worker program. He was able to identify challenges but was then unable to explain how he would resolve the issues.

- 1 BM did not provide concrete information on how he planned to implement the changes that he envisioned for the General Trades Worker program. The candidate discussed his ideas and goals for the program, but he was unable to communicate effectively how he would go about implementing the required steps to make these changes. He focused his responses to the questions presented to him on how to develop the staff through shop cross over and training, but he did not explain how this could be achieved while keeping up with the current workload. The applicant demonstrated some supervisory ability during the phone interview, but he was unable to demonstrate strong leadership ability.
- 1 WM was unable to provide specific examples in responses to questions. He did not effectively explain how he would be successful in a supervisory position. The candidate discussed some of his ideas, but he did not explain how he would implement his plans for the program. He was unable to provide specific examples for some questions asked of him and for other questions he did not provide responses that indicated how he would handle the situation presented. In most cases he stated that he would resolve issues as a supervisor by working alongside the staff reporting to him, which may be a good approach in certain situations, but this would not be an appropriate solution to all matters on a larger scale.
- 1 WM was not able to provide detailed information on how he would develop and supervise the General Trades Worker program. The candidate's responses to interview questions often referenced how the General Trades Workers used to be organized in years past and how he wanted things to be like that again. However, he was not able to describe or articulate what steps he would take to make these changes. The applicant referenced a desire to have the other supervisor focus more on administrative tasks as this was not his strong suit. It will be critical that the supervisors selected for these two positions be able to perform administrative tasks independently that relate to purchasing, payroll, overtime equalization etc.
- 1 WM was able to provide clear responses and explanations to the questions presented to him and reasons why he wanted to implement these ideas for the General Trades Worker program. The candidate was not able to articulate as clear an understanding of the program in his responses to questions. He could not communicate the effectiveness of his program and planning abilities.
- 1 BM discussed how he was excelling in his current position as a General Trades Worker but was unable to articulate how he could apply his skills to a supervisory role. The candidate provided limited examples of one-on-one and side-by-side situations when asked about supervising and leadership/planning for the General Trades Worker program. His responses to the interview questions lacked detail and did not demonstrate ability for strategic planning or leading a large group of employees.
- 1 WM had difficulty connecting the examples that he provided to the interview questions back to the intent of the question. The candidate had trouble relating his response back to

the initial question asked of him; he failed to answer the question and instead jumped off point to another topic.

- 1 WF was unable to clearly express how she would be an effective supervisor. The responses she provided to the interview questions asked of her focused on her willingness to be hands-on, and work alongside the staff that would be reporting to her. The candidate did not elaborate on how her planning and supervising skills could be utilized to oversee, provide direction and lead the staff.

1 WM selected was able to communicate a clear vision for the General Trades Worker program and explained in detail how he planned to implement a successful program. The candidate provided responses describing the long-term goals he would set and then proceeded to explain how he would execute the plan he laid out. He demonstrated a deep understanding of the role of the General Trades Workers and articulated how to improve the current program. The applicant demonstrated strong leadership skills during the interview.

1 WF selected demonstrated that she understood the intent of the question presented to her by how she would resolve the situation and how she would meet the challenge in a supervisory role. The candidate provided details of how she would use planning and information to best complete tasks without having to jump in and assist with performing tasks that General Trades Workers are responsible for completing. She explained what steps she would take to complete the long-term vision she has for the program. The applicant demonstrated a clear understanding of the current program and how to improve several aspects of the program going forward.

Search	RG	Previous Title	New Title	Department	Goal
494560	AF	Lead Custodian	Supervising Custodian	FO Custodial Services	N

Supervising Custodian (Internal Only)

University of Connecticut, Facilities Operations Department

To apply for this job opening, visit

<https://www.jobapscloud.com/CT/SUP/BulPreview.asp?R1=200520&R2=0430TC&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>.

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UNIVERSITY OF CONNECTICUT

Job Opening: Supervising Custodian

CAMPUS: Storrs

CLOSING

DATE: June 5, 2020 **SEARCH #:** 494560 **PC #:** 00110059

DEPARTMENT: Facilities Operations & Building Services **NUMBER OF POSITIONS:** 1

SUPERVISOR: Mary Spruell **BLDG/AREA:** Various

WORK HOURS: 7:00 a.m. – 3:30 p.m. **DAYS:** Monday through Friday

To be eligible for the above position, the applicant must be a current, permanent or durational UConn NP-2 employee. To apply for the above position(s), please visit <https://www.jobapscloud.com/ct/> which is the State of Connecticut's JobApps recruiting website. Please reference **recruitment number**

#200520-0430TC-001.

DEPARTMENT:	Facilities Operations/Bldg. Svcs	BUILDING/AREA:	Facilities Operations, 1st Floor
CONTACT PERSON:	Sheryl Nasansky	PHONE #:	860-486-5249

MINIMUM QUALIFICATIONS 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.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years' experience in building custodial/housekeeping work.

Special Experience: One (1) year of the General Experience must have been in a lead capacity.

NOTE: For State employees, the Special Experience will be interpreted at or above the level of Lead Custodian.

SPECIAL REQUIREMENTS:

The appointing authority may require possession of an appropriate current license or permit during employment in this class.

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 of the class.

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.

This position is categorized as Emergency Support Services/Essential Staff.

Questions on the maintenance bargaining unit posting process should be addressed to: The Department of Human Resources, 860-486-3034.

THIS NOTICE MUST BE POSTED UNTIL CLOSING DATE

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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.

Recruitment activities included UConn Careers website, Broadbean, Diverse, Inside Higher ED, HERC, RecruitMilitary, AbilityJobs, Internal Posting (Green Sheet) and DAS JobAps.

23 Total applicants: 9 WM, 2 BM, 7 HM, 2 HF, 1 AF, 1 TM, 1 UU

16 Unqualified applicants: 6 WM, 2 BM, 4 HM, 2 HF, 1 TM, 1 UU

- 6 WM, 2 BM, 4 HM, 2 HF, 1 TM, and 1 UU were not current NP-2 employees per contractual bargaining agreement.

7 Interviewed applicants: 3 WM, 3 HM, 1 AF

- 1 HM was ranked 8th most senior NP-2 applicant that applied for the position.
- 1 WM was ranked 7th most senior NP-2 applicant that applied for this position.
- 1 WM was ranked 6th most senior NP-2 applicant that applied for our position.
- 1 WM was ranked 5th most senior NP-2 applicant that applied for this position.
- 1 HM was ranked 4th most senior NP-2 applicant that applied for this position.
- 1 HM was ranked 3rd most senior NP-2 applicant that applied for this position.

1 AF selected was ranked as the most senior NP-2 applicant for this position. She was currently a Lead Custodian in the department and was familiar with the duties and responsibilities of the position.