

Board of Regents

Affirmative Action Plan

December 1, 2018 to November 30, 2020

EDWARD D. KLONOSKI
President

CHARTER OAK STATE COLLEGE



55 Paul Manafort Drive ♦ New Britain, CT 06053
85 Alumni Road ♦ Newington, CT 06111

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Director, Diversity and Inclusion
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Charter Oak State College does not discriminate on the basis of race, color, religious creed, age, gender, sexual orientation, marital status, national origin, ancestry, physical or mental disabilities (including learning disabilities, intellectual disabilities and past or present history of a mental disability), family medical history or genetic information, or prior conviction of a crime.

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Section 46a-68-78
Policy Statement



CharterOak STATE COLLEGE

Degrees Without Boundaries

Charter Oak State College, is committed to equal opportunity and to the effective implementation of affirmative action. The Connecticut State Colleges and Universities (CSCU) oversees the state universities, community colleges, and Charter Oak State College. We share in their efforts to promote representative racial and ethnic diversity among our students, faculty, administrators and staff as well as compliance with Title IX requirements and the Americans with Disabilities Act (ADA).

The College recognizes that equal opportunity means employment without consideration of race; color; sex (including pregnancy, sexual harassment and sexual assault); workplace hazards to reproductive systems, religious creed; marital status; national origin; ancestry; intellectual disability; past or present history of mental disability; learning disability; physical disability (including blindness); age; gender identity and expression, sexual orientation, previously opposed discrimination or coercion, or other factors that cannot lawfully be the basis for employment action, unless there is a bona fide occupational qualification. The College does not request or require family medical history nor does it discriminate against any person based on genetic information, veteran status, or a person with a prior conviction of a crime. It further recognizes that the goal of affirmative action is equal opportunity. The College's Affirmative Action Program creates positive action, undertaken with conviction and effort, to overcome the present effects of past practices, policies or barriers to equal employment and to achieve the full and fair participation of women, Blacks and Hispanics and any other underrepresented group found to be underutilized in the workforce or affected by policies or practices having an adverse impact.

As the President and appointing authority of Charter Oak State College and responsible for carrying out College policies, I remain committed to affirmative action, the institution's affirmative action plan, and to equal employment opportunity as an immediate and necessary agency objective of our organization. I expect my staff to successfully implement the program's objectives and evaluation. Annual evaluations of managerial staff also include assessments of responsibilities regarding these provisions. A link has been made available of these laws which mandate and regulate our plan and program.

This Policy Statement is based on the spirit and letter of state and federal anti-discrimination laws, regulations and executive orders. Enclosed is an attachment of these laws which mandate and regulate our plan and program.

In accordance with the attached legal requirements, every agency staff member will share in the responsibility to implement this policy. In all aspects of the employment process, including recruitment, selection, compensation, assignment, promotion and upgrading, training, transfer, discipline, termination, layoff and recall, and all other terms, conditions, and privileges of employment every agency staff member will share the responsibility of applying internal and external policies of equal opportunity.

The Affirmative Action Officer will monitor all activities undertaken in these areas and shall take reasonable action in relation to problems disclosed, such as to make recommendations for policies and procedures that will eliminate actual or potential problems, establish goals and timetables which recognize the race, sex or national origin of employees and applicants for employment.

All members of Charter Oak State College shall ensure that no person be excluded from participation in, denied benefits of, or otherwise be discriminated against under any program because of his/her race; color; sex (including pregnancy, sexual harassment and sexual assault); workplace hazards to reproductive systems, religious creed; marital status; national origin; ancestry; intellectual disability; past or present history of mental disability; learning disability; physical disability (including blindness); age; gender identity and expression, sexual orientation, previously opposed discrimination or coercion, veteran status, prior conviction of a crime or other factors that cannot lawfully be the basis for employment action, unless there is a bona fide occupational qualification. Additionally, we will not knowingly use the services of, patronize, nor otherwise deal with any business, contractor or agency that engages in acts of unlawful discrimination. We are committed to recognizing the hiring difficulties experienced by the physically disabled and by older persons. Program goals and timetables will be established to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of physically disabled and older persons in the workforce.

Sexual harassment, another form of sex discrimination, will not be tolerated in any workplace overseen by the Board of Regents. Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act and Section 46a-60(a)(8) of the Connecticut General Statutes. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment shall constitute grounds for disciplinary action.

Rowena McGoldrick, Manager, Personnel & Finance served as the College's Affirmative Action Officer through the Plan year 2020 and had the responsibility for development and implementation of past Charter Oak State College's Affirmative Action Plan. Future responsibility will be held by the CSCU Diversity & Inclusion Center of Excellence lead by Leah Glende, CSCU Director of Diversity & Inclusion. She is located at 61 Woodland Street, Hartford, CT 06105, and may be reached at (860) 723-0727 or by email at glendel@ct.edu.

Internal complaints involving the plan and affirmative action policy are to be forwarded to Leah Glende.



Ed Klonoski
President, Charter Oak State College

Date: January 4, 2021

4.5 Affirmative Action Policy Statement

This Affirmative Action Policy Statement has been prepared as required by section 46a-68 of the Connecticut General Statute which requires that all state agencies with 25 or more employees create an affirmation plan in accordance with Commission on Human Rights and Opportunities regulations. CHRO regulations require that affirmation action plans contain a policy statement.

The Board must formally adopt its own statement of policy in compliance with Connecticut State Agency Regulation 46a-68-33. The Policy Statement is necessary to formalize its commitment to maintaining a work environment free from influence or prejudicial behavior and sexual harassment and a workplace in which all terms, conditions, privileges and benefits are administered in an equitable manner.

As the statewide policy making authority for public higher education in Connecticut, the Board of Regents for Higher Education is committed to leading, by example, in the areas of equal employment opportunity and affirmative action. Additionally, the Board of Regents has been charged by state statutes (specifically Connecticut General Statutes 10a-10 and 10a-11) to promote representative racial and ethnic diversity among the students, faculty, administrators and staff at public institutions of higher education. The Board of Regents for Higher Education's policies also advances compliance with the Americans with Disabilities Act at all Connecticut state colleges and universities. Equal employment opportunity and affirmative action are essential to achieving higher education's twin goals of academic excellence and equity.

The CT State Colleges and Universities (CSCU) recognizes that affirmative action is positive action undertaken with diligence and conviction to:

- Overcome any remaining effects of past practices, policies or barriers to equal employment opportunity, and;
- Achieve the full and fair participation of all protected class members found to be underutilized in the workplace, or adversely impacted by policies or practices.

The CSCU deems equal employment opportunity to be the employment of individuals without consideration of race; color; sex (including pregnancy, sexual harassment and sexual assault); workplace hazards to reproductive systems, religious creed; marital status; national origin; ancestry; intellectual disability; past or present history of mental disability; learning disability; physical disability (including blindness); age; gender identity and expression, sexual orientation, previously opposed discrimination or coercion, veteran status, or other factors that cannot lawfully be the basis for employment action, unless there is a bona fide occupational qualification. The CSCU will not request or require genetic information from job applicants or employees, or otherwise discriminate against any person in employment conditions on the basis of genetic information. Additionally, the CSCU will not unlawfully discriminate against persons with a prior criminal conviction. Equal opportunity is the purpose and goal of affirmative action.

It is the policy of the CSCU to administer all personnel policies in manners that insure that there is no discrimination based upon race, color, sex, religious creed, marital status, national origin, ancestry, intellectual disability, past or present history of mental disability, learning

disability, physical disability (including blindness), age, genetic information, gender identity and expression, sexual orientation and retaliation for previous opposition to discrimination. The CSCU's personnel policies involve employment applications, job qualifications, job specifications, recruitment practices, job structuring, orientation, training, counseling, grievance procedures, evaluation procedures, layoffs and terminations. To ensure the full and fair participation of protected group members in the employment process the Employee Relations Office shall be consulted and shall monitor the complete employment process. In addition, the Affirmative Action Officer/Designee has sign off responsibilities in all aspects of the staff recruitment and selection process.

The CSCU recognizes the hiring difficulties experienced by the physically disabled and by many older persons. If necessary, the CSCU shall establish program goals within the Affirmative Action Plan for action eliminating hiring barriers and actively recruiting members from these groups, to overcome any remaining effects of past discrimination against these groups and to achieve full and fair participation of such persons in the workforce.

The CSCU shall explore alternative approaches wherever personnel practices have a negative impact on protected classes and establish procedures for the extra effort deemed necessary to assure that the recruitment and hiring of protected group members reflect their availability in the job market. To this end, the CSCU shall continuously review its personnel policies and procedures to ensure that barriers that unnecessarily exclude protected classes and practices that have a discriminatory impact are identified and eliminated. Recognizing that there are residual effects of past discrimination, the CSCU pledges not only to provide services in a fair and impartial manner, but also establish, through this policy, affirmative action and equal opportunity as immediate and necessary CSCU objectives.

The CSCU is committed to maintaining a work environment free from influence or prejudicial behavior and sexual harassment and a workplace in which all terms, conditions, privileges and benefits are administered in an equitable manner.

Dr. Jane Gates, the interim Chief Executive Officer for the CSCU, is committed to successfully implementing the Affirmative Action Plan within timetables set forth. The President assures that all employees, especially managers and professionals, understand the policies and their responsibilities for implementing such and take positive steps to ensure compliance with the plan, policy and procedures.

Leah Glende, is the appointed Affirmative Action Officer for the CT State Colleges and Universities. The Affirmative Action Plan is available to all members of the workforce through the Employee Relations Office which is located at 61 Woodland Street, Hartford, CT 06105. Ms. Glende can be reached by telephone at (860) 723-0794 and email at glendel@ct.edu.

Section 46a-68-79
Internal Communication

INTERNAL COMMUNICATION

Attached you will find the memos emailed to all Charter Oak staff for the Affirmative Action Plan during the reporting period. Along with emailing the notice to employees, the Affirmative Action Officer presents the plan at the monthly staff meeting in April. The memo invites staff to review the plan and identifies where the full Affirmative Action Plan is located electronically, placed on the College's intranet - Sharepoint. Hard copies are also available in the President's Office and the HR Office.

Based on the availability of the previous plan to staff by hard copy and/or electronically, there were no comments on the plan.

Since the Department of Administrative Services no longer provides diversity training on a statewide basis, Charter Oak State College works with the State Universities and Community Colleges to provide this training. Those trained this period include 1 - Black female, 1 – AAIANHNPI female, 1 – 2 or More female, 5 - White females and 2 - White males. There were 2 – White males and 1 – White female attended training while in a previous State positions. Furthermore, 2 - White males were not trained due to either termination/resignation within a month of hire. 2 - White males, 2 - White females and 1 – Black female are awaiting diversity training due to COVID constraints on meetings. We continue to closely monitor participation in diversity training and ensure that all new staff participate as soon as a course becomes available.

Upon hire, staff are required to take DCF Mandatory Reporter (discontinued this past summer with the new Title XIV rules); Sexual Harassment Prevention; Ethics; Workplace Violence Prevention; Title IX, VAWA & Clery Act; FERPA for Higher Education and Gramm-Bliley Act training. Furthermore, supervisors and managers are required to participate in Sexual Harassment Prevention training on ground. Staff are also required to take Ethics, FERPA for Higher Education, Security (SANS) training, Workplace Violence Prevention, Sexual Harassment Prevention training at the beginning of each fiscal year.

The College continues the training of staff through the filling of any new positions. Employees selected to sit on a search committee need to attend an orientation session with the Affirmative Action Officer prior to the evaluation of candidates. This orientation session consists of presenting an overview of our Affirmative Action Plan and our efforts to guarantee fair employment participation of protected classes by going above and beyond normal practices in order to correct any imbalance in the workforce. Our hiring goals; the requirement of only evaluating criteria from the position description; the role of the Affirmative Action Officer in the search process; review of the institutional search process; and a review of non-discriminatory search questions is discussed. We inform the search members of our expectation that the evaluation of all candidates needs to be objective and without bias. In addition to this meeting, the Affirmative Action Officer continues involvement in the search process, reviewing applications to ensure that the Committee has assessed applicants relative to the position

announcement criteria. Furthermore, the Affirmative Action Officer guides the committee through the considerations used to move a qualified candidate to the interview stage as well as helping the committee in formulating questions that will help the committee determine what characteristics are necessary for a candidate to be successful. Once interviewed, the committee assesses each candidate's response to the questions and selects the best candidate. This engagement by the Affirmative Action Officer ensures an unbiased hiring process.



Affirmative Action Policy Statement
Comments Received from Staff

We distributed the Affirmative Action Policy Statement to all staff on January 15, 2020 for their review and comment. The staff had until February 15, 2020 to respond with their comments. None were received.

We also distributed the Affirmative Action Policy Statement to all staff on January 4, 2021 for their review and comment. The staff had until February 4, 2020 to respond with their comments. None were received.

A handwritten signature in black ink that reads "Ed Klonoski".

Edward D. Klonoski

February 6, 2021

Date

Degrees Without Boundaries

From: [Rowena McGoldrick](#)
To: [Charter Oak All Staff](#)
Cc: [Glende, Leah A](#)
Subject: Charter Oak Policy Statement
Date: Monday, January 4, 2021 4:02:00 PM
Attachments: [section 78 - Charter Oak Policy Statement 2020.docx](#)

Attached is the Policy Statement that accompanies our Affirmative Action Plan to CHRO. One of the elements of the Affirmative Action Plan is to distribute the Policy Statement. Please submit any comments by February 4, 2021 to Leah Glende, CSCU Director of Diversity & Inclusion. She may be reached at (860) 723-0727 or by email at glendel@ct.edu.

Furthermore, I am also providing you the current anti-discrimination laws link: <https://portal.ct.gov/CHRO> and enter the keyword Anti-Discrimination Law List.

Thank you.

Rowena McGoldrick
Manager, Personnel & Finance
Charter Oak State College
85 Alumni Road
Newington, CT 06111
Phone: 860-515-3751
Fax: 860-606-9686
www.CharterOak.edu
<http://CharterOak.edu/facebook>

Charter Oak State College: A dynamic community of online learners advancing the nation's workforce one graduate at a time.

Rowena McGoldrick

From: Rowena McGoldrick
Sent: Wednesday, January 15, 2020 8:47 AM
To: Charter Oak All Staff
Subject: Policy Statement and Sexual Harassment Prevention Training
Attachments: section 78 - Charter Oak Policy Statement 2018.docx

Attached is the Policy Statement that accompanies our Affirmative Action Plan to CHRO. One of the elements of the Affirmative Action Plan is to distribute the Policy Statement. Please forward any comments to me by February 15, 2020.

Furthermore, employees are being asked to take the newly developed online Sexual Harassment Prevention training. Going forward, this training will need to be completed on an annual basis. This training is through FirstNet and is titled "Harassment Prevention for Connecticut Supervisors. It will be sent to you shortly.

Finally, I am also providing you the current anti-discrimination laws link: http://www.ct.gov/chro/lib/chro/AA_Law_List.pdf

Rowena McGoldrick
Manager, Personnel & Finance
Charter Oak State College
85 Alumni Road
Newington, CT 06111
Phone: 860-515-3751
Fax: 860-606-9686
www.CharterOak.edu
<http://CharterOak.edu/facebook>

Charter Oak State College: A dynamic community of online learners advancing the nation's workforce one graduate at a time.

MEMORANDUM

TO: All Staff

FROM: Leah Glende
CSCU Director of Diversity & Inclusion

DATE: March 30, 2021

SUBJECT: CHARTER OAK AFFIRMATIVE ACTION PLAN

Affirmative action is defined as those special and positive efforts undertaken with conviction and effort necessary to overcome the present effects of past practices, policies or barriers to equal employment opportunity. As stated in the Policy Statement, **every agency staff member** shares in the responsibility to implement the policy in all aspects of the employment process.

No person shall be excluded from participation in, denied benefits of, or otherwise be discriminated against under any program because of race, age, color, religious creed, sex (including pregnancy, sexual harassment and sexual assault, gender identity or expression, marital status, ancestry, transgender and sexual orientation or civil union status), national origin, physical or mental disabilities (including learning disabilities, intellectual disabilities, and past or present history of mental disability), family medical history or genetic information, veteran status, workplace hazards to reproductive systems, or prior conviction of a crime. Any complaints related to discrimination in employment shall follow the procedures established for handling grievances as found in the agency's Affirmative Action Plan Section 46a-68-89.

The December 2018 - November 2020 Affirmative Action Plan for Charter Oak State College was completed and submitted to the Commission on Human Rights and Opportunities on March 30, 2021. A copy of the Plan will be available for your review on April 1st from 8:30 a.m. and 4:30 p.m. each workday in Charter Oak's HR office, the President's office and on Sharepoint (HR/Policies/Affirmative Action Plan).

Your comments on the Plan are invited and should be submitted in writing, as soon as possible following your review or, at the latest, by Friday, May 7, 2021. Additional opportunities for comments on the goals and objectives of the Plan are the monthly general staff meeting. All correspondence, comments and responses will be included in the next Affirmative Action Plan.

No comments were received from the last plan submitted for the December 1, 2017 through November 30, 2018.

**SUMMARY OF 2018 - 2020
AFFIRMATIVE ACTION PLAN**

The Affirmative Action Plan was prepared to comply with Connecticut General Statutes, Section 46a-68 which requires each State Agency, Board, Department and Commission to submit to the Commission on Human Rights and Opportunities (CHRO) an Affirmative Action Plan for equal employment opportunity in all aspects of personnel administration.

The current plan submission for 2020, among other items, reports on the following:

- Affirmative Action activities and goals completed from December 1, 2018 through November 30, 2020;
- Hiring procedures;
- The degree of parity of the College's workforce with comparable organizations within the State;
- Demonstrated institutionalization of affirmative action principles;
- Hiring goals for 2020-2021 plan.

SELECTED DATA

WORKFORCE ANALYSIS
NOVEMBER 30, 2020 – Full-Time

Category	GRAND	TOTAL	TOTAL	WHITE		BLACK		HISPANIC		AAIANHPI		2 OR MORE RACES	
	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Admin	3	2	1	2	1	0	0	0	0	0	0	0	0
Prof	64	20	44	17	33	2	3	0	4	1	2	0	2
Total	67	22	45	19	34	2	3	0	4	1	2	0	2
%	100.0%	32.8%	67.2%	28.4%	50.7%	3.0%	4.5%	0.0%	6.0%	1.5%	3.0%	0.0%	3.0%

HIRING GOALS FOR 2020 (New Plan)

Hiring goals are as follows:

Administrative Group:

- 1 White female
- 1 Black female

Professional Staff Group:

- 2 Black females
- 2 Hispanic males
- 1 AAIANHPI male

GOAL ATTAINMENT BASED ON 2018-2020 PLAN

1. Work with the CADEP (Connecticut Association of Diversity and Equity Professionals) to find ways to do outreach to the Black and Hispanic female population. This will be done through the attendance of their annual meetings.
 - Achieved – Attended monthly meetings and spoke with other members regarding their outreach.
 - Achieved – Posted position announcements through CADEP.
2. Review the full list of recruitment sources to find out which have been most effective in reaching the Black and Hispanic female applicants. When a position is posted, the Associate for Business Services will contact these sources to encourage these groups to apply.
 - Achieved – Contacted and removed recruitment sources that did not respond or provide an email address for future outreach.
3. Make available the offerings of workshops on diversity and inclusion that are presented at other State Colleges and Universities.
 - Achieved - Reached out to CCSU's Office of Diversity and Equity for notification of workshop announcements.
 - Achieved – Reached out to CSCU for offerings within the College System.
 -

PROGRAM GOALS 2020 (New Plan)

After a review of the outcomes of the plan and the summary data, the following major goals were developed for the current plan year:

1. Continue to work with each College department head to ensure that open job announcements are posted to the listserv of all Associations their department is a member.
2. Continue to work with CADEP to increase the outreach to under-utilized groups.
3. Continue to work with the other State Colleges and Universities for offerings to our employees of diversity and inclusion workshops.

Section 46a-68-80
External Communication

EXTERNAL COMMUNICATION

Charter Oak State College publicly affirms its position as an Affirmative Action/ Equal Opportunity Employer. Consistent with that posture, the agency performs several activities as noted below.

The agency regularly sends job postings to recruiting sources and organizations that are capable of referring qualified goal applicants for employment along with written expression of the agency's commitment to affirmative action. These sources include approximately 650 organizations from a variety of backgrounds. A sample copy of the notifications mailed to all recruiting sources is included in this section.

Over the past few years, the College has continually tried to add to its recruitment sources base list. However, this has produced very little traffic as seen on the system report included in this section. The majority of applicants, 65%, come through the announcement placed on Indeed while 12% of all applicants come through the charteroak.edu website.

The existing recruitment source list contains a number of businesses and organizations that serve goal candidates, protected class audiences, agencies of the State, along with members of our consulting and distance learning faculty. The faculty, who serve at Charter Oak State College, are primarily full-time faculty members at other public and private Connecticut higher education institutions. Updates are made to the recruitment lists on a continual basis. College staff also share information on individuals or organizations that may be contacted for employment recruitment purposes to assist in increasing minority applicants.

In an effort to reduce costs (paper, postage, labor, mailing time, etc.) and increase efficiency, the College conducts job searches online. Newspaper ads or Internet job postings (Northeast News Today, Identidad Latina, Career Builder and Indeed), typically contain just a short description of the position. Interested parties are guided to the College's website where they can view detailed information of the position and can apply for the position online. However, as the advertising statistics show (attached), the Indeed posting produces the most applicants.

The College uses publication sources which include media that target goal candidates in the labor market areas most relevant for filling a vacant position, or position classification. Also, College position announcements may be viewed worldwide. Some of the web recruitment sources used by the College place our advertisements on the Internet, and our position announcements are included on the Charter Oak State College website – www.charteroak.edu. As mentioned in the previous plan, the JobAps currently used by the State of Connecticut (DAS) only pertain to classified job positions. This has severely reduced our access to less than 1% of the applicant pool received in previous reporting periods. Therefore, with using CSCU Shared Services model, Charter Oak will benefit from the resources provided.

Charter Oak State College regularly sends notice of the availability of the most recent Affirmative Action Plan to AFSCME, which is the agency's union for its professional staff. A copy of this notice is included in this section.

The College initiates and undertakes aggressive, positive, relationship-building activity to ensure that affirmative action is more than a paper commitment. Consistent with that effort, the agency performs several activities as noted below.

- The agency, on a regular basis, has face-to-face contact with goal candidate resource agencies and potential candidates. Charter Oak employs staff in outreach positions for student recruitment as well as various civic groups. Businesses and organizations, including those which target a protected class audience, are contacted. Contacts made in this student recruitment effort also are utilized to inform candidates regarding position openings. Additionally, whenever the agency is filling a vacancy, all staff is asked to act as recruitment sources. Staff hosting or attending meetings, conferences and training sessions distribute copies of position announcements or direct the potential candidate to our employment website.
- The Affirmative Action Officer continues to increase efforts to maintain relationships with directors and staff of agencies that serve underrepresented groups.
- The Affirmative Action Officer is a member of the Connecticut Association of Diversity & Equity Professionals. The organization holds regularly scheduled meetings which are designed to strengthen relationships and help to develop further recruitment sources.
- The College works in concert with the Board of Regents and/or other pertinent agencies to coordinate and unify activity undertaken pursuant to this section to eliminate unnecessary duplication of effort and expense. These relationships facilitate the notification of open positions.



March 31, 2020

Cheryl Poindexter
AFSCME Council 4
444 East Main Street
New Britain, CT 06051
ldafoe@council4.org

Dear Ms. Dafoe:

Charter Oak State College, through this correspondence, is communicating to the AFSCME union, which represents agency employees, that Charter Oak State College is an Affirmative Action/Equal Opportunity Employer. Affirmative Action is defined as those special and positive efforts undertaken with conviction and effort necessary to overcome the present effects of past practices, policies, or barriers to equal employment opportunity.

You are welcome to examine our December 1, 2018 to November 30, 2020 Affirmative Action Plan at any time. We will be happy to make it available upon request, or you may review a copy in the HR office located at Charter Oak State College, 85 Alumni Road, Newington at any time between the office hours of 8:30 am and 4:30 pm. In addition, we solicit any comments you may have on our plan and/or suggestions you might volunteer concerning how we might be more successful in achieving affirmative action goals.

Sincerely,

Leah Glende
CSCU Director of Diversity & Inclusion
61 Woodland Street, Hartford, CT 06105
(860) 723-0727; glendel@ct.edu

Degrees Without Boundaries

PUBLICATION SOURCES

CHARTER OAK STATE COLLEGE

PROCEDURES FOR PLACING EMPLOYMENT ADS IN NEWSPAPERS

Newspapers

For positions of Dean and above (national searches), ads are generally placed in some combination of the following, depending on the extent of the search:

The Chronicle of Higher Education	Display ad
The New York Times, Sunday Section on Careers in Education	Display ad
Black Issues in Higher Education	Display ad
The Hartford Courant	Display ad
The Boston Globe	Column ad
Affirmative Action Register	Column ad
The Northend Agent's	Column ad
The Hartford Inquirer	Column ad

For positions of Director and below (more local searches), ads are generally placed in some combination of the following, depending on the extent of the search, all in regular column format:

The Boston Globe
The Hartford Courant
The New Haven Register
Waterbury Republican-American
The Northend Agent
Northeast Minority News
Inner City Newspaper
The Hartford Inquirer
International Press Associates, Inc.
Black Issues in Higher Education
Insight

*Ads may be placed in other publications from the Board Publication Sources listing, based on the extent of the search.

By Phone/Mail/Fax

Ads are read over the phone or faxed to classified sections of newspapers, except for minority-owned papers, which publish weekly and therefore their deadlines are not as stringent. Ads are mailed with a cover letter to these weeklies. When placing ads by phone or fax, ask for a cost estimate.

For regular column ads, place ad under title of position, or “Education”. Begin wording of part-time positions with “part-time” so ad will be listed under this category.

Deadlines

Ask that ads be published in the Sunday edition except for the Chronicle of Higher Education and other weeklies. The deadline for placing ads for Sunday is usually the previous Thursday evening. The Chronicle publishes on a Wednesday; its deadline is seven weekdays previous. (Check the Chronicle’s Bulletin column for specific dates.)

Advertising materials should be prepared and submitted to the Affirmative Action Office **ten days** prior to deadline for desired publication.

PUBLICATION SOURCES

Ads are placed in some combination of the following publications, depending on the level of the search, specific hiring goals, and recruitment area/focus (national, regional, local, and/or customer base).

National

*Black Enterprise
Earl G. Graves Publishing Company

130 Fifth Avenue
New York, NY 10011
(212) 242-8000

The Chronicle of Higher Education
Attn: Bulletin Board

1255 23rd NW
Washington, DC 20037
(202) 466-1055
FEIN No. 042-42-4747
Fax No. (202) 296-2691

*Hispanic Times Magazine

701 South First Avenue #385
Arcadia, CA 91006
(717) 926-2119

*El Diario Newspaper

143 Varick Street
New York, NY 10013
(212) 807-4600
FEIN No. 061-17-3169

The New York Times
Attn: Greg

229 West 43 Street
New York, NY 10036
(212) 556-8034
FEIN No. 131-10-2020
Fax No. (212) 556-8829

The Boston Globe
Attn: Mary Simons
Classified Department

Boston, MA 02107
(617) 929-1500
FEIN No. 041-37-1160
Fax No. 929-2070

*The Black Collegian Magazine

1240 South Broad Avenue
New Orleans, LA 70125
(504) 821-5694

*Black Issues in Higher Education

10520 Warwick Avenue
Suite B-8
Fairfax, VA 22030
(703) 385-2981
FEIN No. 541-20-1869
Fax No. (703) 385-1839

International Press Associates, Inc.

8344 Melrose Avenue, Suite 22
Los Angeles, CA 90069
(213) 656-3970
FEIN No. 952-45-9369

Mainstream Magazine
Attn: Edie Shack

P. O. Box 370598
San Diego, CA 92137-9894

Spanish-American Language
Newspaper Agency

55 East Jackson Boulevard
Chicago, IL 60604-4106
(312) 368-4840
FEIN No. 362-33-6501

*Affirmative Action Register

8356 Olive Boulevard
St. Louis, MO 63132
(314) 991-1335
FEIN No. 431-03-5592

Education Week
Attn: Barbara Ross

1255 23 Street, NW
Washington, DC 20037
(202) 466-5190
FEIN No. 530-24-6895

Local

The Hartford Courant

285 Broad Street
Hartford, CT 06105
(860) 520-6923
FEIN No. 06-038-3490
Fax No. (860) 241-3866

The New Haven Register
Attn: Mark

100 Gando Drive
New Haven, CT 06513
(203) 772-3700
FEIN No. 060-717-011
Fax No. (203) 789-5705

The Waterbury Republican-American
Attn: Darlene

389 Meadow Street
Waterbury, CT 06722
(203) 574-3636
FEIN No. 060-581-760
Fax No. (203) 754-0644

The Bridgeport Post
Post Telegram Newspapers

410 State Street
Bridgeport, CT 06604
(203) 333-4151
FEIN No. 06-112-0272

Priority

The Northend Agent
Attn: Mr. John Allen

P. O. Box 20076
Hartford, CT 06120
(860) 522-1888
FEIN No. 045-28-9296

Northeast Minority News
Attn: Mika

P. O. Box 20080
Hartford, CT 06120
(860) 249-6065
FEIN No. 066-12-8500
Fax No. (860) 249-5955

Inner City Newspaper
Attn: Delores

Penfield Communications
DBA Inner City Newspaper
50 Fitch Street
New Haven, CT 06515
(203) 387-0354
FEIN No. 06-135-8742 Fax
No. (203) 387-2684

8/30/2020

EEO DATA REPORT

User Name: ADMIN

Reporting Period: September 1, 2018 - July 31, 2020

EB-7646912032 Closed 100818 Controller

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
Asian (Not Hispanic or Latino)-4	Female-25	I AM NOT A		NO, I DON'T	AcademicCareers.com-1
Black or African American (Not Hispanic or Latino)-6	Male-22	PROTECTED		HAVE A	Careerbuilder.com-2
Hispanic or Latino-3		VETERAN-1		DISABILITY-1	charteroak.edu-2
I Choose Not to Self Identify					College Peer-1
Race/Ethnicity-3					COSC Website-2
White (Not Hispanic or Latino)-31					DAS Website-1
					Friend forwarded me the job description from COSC HR department-1
					Indeed.com-33
					Person/Organization-1
					SimplyHired.com-1
					State of CT Website-1

EB-8089812077 Closed - 123018 Staff Associate

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
Asian (Not Hispanic or Latino)-6	Female-141	I AM NOT A	I am NOT a	NO, I DON'T	CACER job posting-1
Black or African American (Not Hispanic or Latino)-29	Male-30	PROTECTED	protected veteran-11	HAVE A	Central Connecticut State University's employment bulletin board-1
Hispanic or Latino-28		VETERAN-11		DISABILITY-9	charteroak.edu-20
I Choose Not to Self Identify				YES, I HAVE A	COSC Website-1
Race/Ethnicity-13				DISABILITY (or previously had a disability)-2	CT Dept of Education-1
Two or More Races (Not Hispanic or Latino)-10					CTJobs.com-2
White (Not Hispanic or Latino)-85					DAS Website-2
					e-mail through Tunxis COmmunity College-1
					family memeber-1
					Google.com-1
					HigherEdJobs.com-5
					Indeed.com-110
					Notified of position from an employee of Charter Oak State College-1
					peer-1
					Person/Organization-6
					Posting was given to me by a co-worker at CCSU-1
					State of CT Website-3
					Student-1
					TXCC email-1

EB-1166969003 Closed 2/12/19 - Director, Health care

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
American Indian or Alaska Native (Not Hispanic or Latino)-1	Female-6				charteroak.edu-2
Asian (Not Hispanic or Latino)-2	Male-3				Indeed.com-4
I Choose Not to Self Identify					Monster.com-1
Race/Ethnicity-2					
White (Not Hispanic or Latino)-4					

EB-2124155551 Closed 2/21/19 - Director, Enterprise Systems

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
Asian (Not Hispanic or Latino)-3	Female-1				Careerbuilder.com-3
	Male-26				charteroak.edu-4

Black or African
American (Not
Hispanic or Latino)
-4
I Choose Not to Self
Identify
Race/Ethnicity-5
White (Not Hispanic
or Latino)-15

COSC Website-1
Indeed.com-12

EB-1952333933 Closed 3/24/19 - Associate Director of Admissions

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
American Indian or Alaska Native (Not Hispanic or Latino) -1	Female-59 Male-28	I AM NOT A PROTECTED VETERAN-5	I am NOT a protected veteran-5	NO, I DON'T HAVE A DISABILITY-6	Careerbuilder.com-3 charteroak.edu-21 COSC Website-2 Co-Worker -1 DAS Website-1 Email to NETA Members from Director of Admissions-1 HigherEdJobs.com-3 Indeed.com-45 MxCC Human Resource Department-1 New England Transfer Association-1 Person/Organization-1 State of CT Website-4
Asian (Not Hispanic or Latino)-5 Black or African American (Not Hispanic or Latino) -18 Hispanic or Latino-7 I Choose Not to Self Identify Race/Ethnicity-4 Two or More Races (Not Hispanic or Latino)-4 White (Not Hispanic or Latino)-48					

EB-1292369663 Closed 6/3/19 - Asst. Dir. Info Systems Analyst

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
Asian (Not Hispanic or Latino)-1 Hispanic or Latino-1 I Choose Not to Self Identify Race/Ethnicity-1 White (Not Hispanic or Latino)-7	Female-2 Male-8				Careerbuilder.com-1 charteroak.edu-1 Indeed.com-6 Person/Organization-1

EB-2110997861 Closed 6/20/19 - Asst Coord, ARC

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
Asian (Not Hispanic or Latino)-3 Black or African American (Not Hispanic or Latino) -8 Hispanic or Latino-8 I Choose Not to Self Identify Race/Ethnicity-8 Two or More Races (Not Hispanic or Latino)-3 White (Not Hispanic or Latino)-34	Female-56 Male-8	I AM NOT A PROTECTED VETERAN-1	I am NOT a protected veteran-1	NO, I DON'T HAVE A DISABILITY-1	Careerbuilder.com-2 charteroak.edu-4 CT Dept of Education-2 DAS Website-1 Family Member-1 HigherEdJobs.com-1 Indeed.com-44 Person/Organization-2 State of CT Website-1

EB-2988971593 Closed 6/20/19 - Marketing & Web Technologist

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
Black or African American (Not Hispanic or Latino)-3	Female-12	I AM NOT A PROTECTED VETERAN-1	I am NOT a protected veteran-1	NO, I DON'T HAVE A DISABILITY-1	Careerbuilder.com-1 Google.com-1 Indeed.com-23 Other-2 Referral-1 State of CT Website-1
Hispanic or Latino-1					
I Choose Not to Self Identify					
Race/Ethnicity-2					
Two or More Races (Not Hispanic or Latino)-2					
White (Not Hispanic or Latino)-22					

EB-1483910001 Closed 9/16/19 - Admissions Counselor

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
Asian (Not Hispanic or Latino)-2	Female-217	I AM NOT A PROTECTED VETERAN-14	I am NOT a protected veteran-14	NO, I DON'T HAVE A DISABILITY-15	AcademicCareers.com-1 Capital Community College website-1 Careerbuilder.com-4 charteroak.edu-37 COSC Website-7 CT Dept of Education-1 CTJobs.com-2 Dept of Labor Website-1 Google.com-1 HigherEdJobs.com-8 Indeed-2 Indeed.com-210 MxCC Human Resource Department-1 Other-2 pcrecruiter.net-1 Person/Organization-1 State of CT Website-5
Black or African American (Not Hispanic or Latino)-10	I Choose Not to Self Identify				
Hispanic or Latino-55	Gender-4 Male-79				
Hispanic or Latino-43					
I Choose Not to Self Identify					
Race/Ethnicity-32					
Two or More Races (Not Hispanic or Latino)-10					
White (Not Hispanic or Latino)-158					

EB-1772492927 Closed 10/14/19 - Assistant Bursar

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
American Indian or Alaska Native (Not Hispanic or Latino)-1	Female-74	I AM NOT A PROTECTED VETERAN-4	I am NOT a protected veteran-4	NO, I DON'T HAVE A DISABILITY-4	AmericasJobBank-1 Careerbuilder.com-4 charteroak.edu-12 COSC Website-4 CTJobs.com-2 Indeed.com-70 NACUBO website-1 Nuevoo-1 Other-1 Person/Organization-1
Asian (Not Hispanic or Latino)-5	Gender-1 Male-30				
Black or African American (Not Hispanic or Latino)-20					
Hispanic or Latino-12					
I Choose Not to Self Identify					
Race/Ethnicity-7					
Two or More Races (Not Hispanic or Latino)-4					
White (Not Hispanic or Latino)-56					

EB-1384659666 Closed 10/14/19 - Enrollment Services Associate

<u>Race</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
Asian (Not Hispanic)				AcademicCareers.com-2

or Latino)-5	<u>Gender</u>	I AM NOT A	I am NOT a	I DON'T WISH TO	AmericasJobBank-1
Black or African	Female-210	PROTECTED	protected veteran-	ANSWER-1	Careerbuilder.com-4
American (Not	Male-80	VETERAN-20	17	NO, I DON'T	charteroak.edu-40
Hispanic or Latino)				HAVE A	COSC Website-7
-66				DISABILITY-17	CT Dept of Education-2
Hispanic or Latino-				YES, I HAVE A	CTJobs.com-1
47				DISABILITY (or	Google.com-1
I Choose Not to Self				previously had a	HigherEdJobs.com-5
Identify				disability)-3	Indeed.com-202
Race/Ethnicity-19					JobCentral.com-1
Native American or					Nuevoo-1
Alaska Native (Not					Other-2
Hispanic or Latino)					Person/Organization-2
-1					implyHired.com-1
Pacific Islander					State of CT Website-4
(Not Hispanic or					through a mutual friend and state
Latino)-1					employee-1
Two or More Races					
(Not Hispanic or					
Latino)-7					
White (Not Hispanic					
or Latino)-144					

EB-5008145963 Closed 10/21/19 - Director, Instructional Design

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
Asian (Not Hispanic	Female-10				charteroak.edu-4
or Latino)-2	Male-6				COSC Website-2
Black or African					current employee of Charter Oak State
American (Not					College-1
Hispanic or Latino)					HigherEdJobs.com-1
-3					Indeed.com-4
I Choose Not to Self					Person/Organization-2
Identify					State of CT Website-1
Race/Ethnicity-1					
Two or More Races					
(Not Hispanic or					
Latino)-1					
White (Not Hispanic					
or Latino)-9					

EB-1923149731 Closed 11/2019 Systems Administrator II

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
American Indian or	Female-3				Careerbuilder.com-1
Alaska Native (Not	I Choose Not				charteroak.edu-2
Hispanic or Latino)	to Self				DAS Website-1
-1	Identify				Google.com-1
Asian (Not Hispanic	Gender-2				Indeed.com-5
or Latino)-1	Male-9				State of CT Website-1
Black or African					
American (Not					
Hispanic or Latino)					
-3					
I Choose Not to Self					
Identify					
Race/Ethnicity-2					
White (Not Hispanic					
or Latino)-7					

EB-1943911185 Closed 11/2019 Systems Administrator III

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
Black or African	Female-2				charteroak.edu-3
American (Not	I Choose Not	I AM NOT A	I am NOT a	NO, I DON'T	CTJobs.com-1

Hispanic or Latino) to Self PROTECTED protected HAVE A Indeed.com-13
 -2 Identify VETERAN-1 veteran-1 DISABILITY-1 itjobsweb.com-1
 I Choose Not to Self Gender-2
 Identify Male-16
 Race/Ethnicity-4
 White (Not Hispanic
 or Latino)-14

EB-9519262753 Closed 010720 Director, RN to BSN Program

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
White (Not Hispanic or Latino)-1	Female-1				Current Interim Director of Program-1

EB-1209713137 Closed 7/6/20 Enrollment Services Associate

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
American Indian or Alaska Native (Not Hispanic or Latino) -1	Female-316 I Choose Not to Self Identify Gender-22	I AM NOT A PROTECTED VETERAN-213	ARMED FORCES SERVICE MEDAL VETERAN-1	I DON'T WISH TO ANSWER-11 NO, I DON'T HAVE A DISABILITY-196	Careerbuilder.com-6 charteroak.edu-41 colleague-1 COSC Website-3 CT Dept of Education-2 CT Works-2 CTJobs.com-2 Current Connecticut community college employee and was forwarded the posting.-1 DAS Website-4 Friend-1 Google.com-4 HigherEdJobs.com-7 I am an adjunct for Charter Oak State College's CT AVHS program.-1 Indeed.com-181 Middlesex Community College Human Resources-1 Notified of position from an employee of Charter Oak State College-1 Person/Organization-8 State of CT Website-3 Walk in-1
Asian (Not Hispanic or Latino)-3	Male-89	I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERANS LISTED-2	I am a protected veteran, but I choose not to self- identify the classifications to which I belong-4 I am NOT a protected veteran- 202	YES, I HAVE A DISABILITY (or previously had a disability)-11	
Black or African American (Not Hispanic or Latino) -61		I PREFER NOT TO ANSWER-5			
Hispanic or Latino- 33					
I Choose Not to Self Identify Race/Ethnicity-164					
Native Hawaiian or Pacific Islander (Not Hispanic or Latino)-1					
Two or More Races (Not Hispanic or Latino)-5					
White (Not Hispanic or Latino)-159					

EB-3522323685 Closed AVHS Coordinator and Instructional Designer

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
Asian (Not Hispanic or Latino)-1	Female-12 Male-9	I AM NOT A PROTECTED VETERAN-18	I am NOT a protected veteran- 20	I DON'T WISH TO ANSWER-3 NO, I DON'T HAVE A DISABILITY-17	charteroak.edu-4 Indeed.com-12 SimplyHired.com-1 word of mouth-1
Black or African American (Not Hispanic or Latino) -1		I PREFER NOT TO ANSWER-1		HAVE A DISABILITY (or previously had a disability)-1	
Hispanic or Latino-1				YES, I HAVE A DISABILITY (or previously had a disability)-1	
I Choose Not to Self Identify Race/Ethnicity-3					
Two or More Races (Not Hispanic or Latino)-1					
White (Not Hispanic or Latino)-14					

EB-1787293400 Closed - Administrative Assistant to the Provost

<u>Race</u>	<u>Gender</u>	<u>Veteran Status</u>	<u>Veteran Type</u>	<u>Disability</u>	<u>Source</u>
Asian (Not Hispanic or Latino)-4	Female-282 I Choose Not	I AM NOT A	ARMED FORCES	I DON'T WISH TO	AcademicCareers.com-1 Careerbuilder.com-17

Black or African American (Not Hispanic or Latino)-28	to Self Identify Gender-16 Male-31	PROTECTED VETERAN-244	SERVICE MEDAL VETERAN-1	ANSWER-14 NO, I DON'T HAVE A DISABILITY-227	charteroak.edu-22 COSC Website-1 CT Dept of Education-2 CTJobs.com-2 Employee -1 Friend-1 Glassdoor-1 Google.com-2 HigherEdJobs.com-1 Indeed.com-204 My mentor at CCSU referred me to your institution-1 MyJobhelper-1 Person/Organization-2 SimplyHired.com-2
Hispanic or Latino-29		I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERANS LISTED-3	I am a protected veteran, but I choose not to self-identify the classifications to which I belong-2	YES, I HAVE A DISABILITY (or previously had a disability)-13	
I Choose Not to Self Identify		I PREFER NOT TO ANSWER-5	I am NOT a protected veteran-238		
Race/Ethnicity-76					
Native American or Alaska Native (Not Hispanic or Latino)-1					
Two or More Races (Not Hispanic or Latino)-11					
White (Not Hispanic or Latino)-180					

Totals:

American Indian or Alaska Native (Not Hispanic or Latino)-5	Female-1429	I AM NOT A PROTECTED VETERAN-533	ARMED FORCES SERVICE MEDAL VETERAN-2	I DON'T WISH TO ANSWER-29 NO, I DON'T HAVE A DISABILITY-495	AcademicCareers.com-5 AmericasJobBank-2 CACER job posting-1 Capital Community College website-1 Careerbuilder.com-48
Asian (Not Hispanic or Latino)-47	Gender-47 Male-492	OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERANS LISTED-5	I am a protected veteran, but I choose not to self-identify the classifications to which I belong-6	YES, I HAVE A DISABILITY (or previously had a disability)-30	Central Connecticut State University's employment bulletin board-1 charteroak.edu-219 colleague-1 College Peer-1 COSC Website-30 Co-Worker -1 CT Dept of Education-10 CT Works-2 CTJobs.com-12
Black or African American (Not Hispanic or Latino)-307		I PREFER NOT TO ANSWER-11	I am NOT a protected veteran-514		
Hispanic or Latino-213					
I Choose Not to Self Identify					
Race/Ethnicity-346					
Native American or Alaska Native (Not Hispanic or Latino)-2					
Native Hawaiian or Pacific Islander (Not Hispanic or Latino)-1					
Pacific Islander (Not Hispanic or Latino)-1					
Two or More Races (Not Hispanic or Latino)-58					
White (Not Hispanic or Latino)-988					

JobCentral.com-1
Middlesex Community College Human
Resources-1
Monster.com-1
MxCC Human Resource Department-2
My mentor at CCSU referred me to your
institution-1
MyJobhelper-1
NACUBO website-1
New England Transfer Association-1 Notified
of position from an employee of Charter Oak
State College-2
Nuevoo-2
Other-7
pcrecruiter.net-1
peer-1
Person/Organization-28
Posting was given to me by a co-worker at
CCSU-1
Referral-1
SimplyHired.com-5
State of CT Website-24
Student-1
through a mutual friend and state
employee-1 TXCC email-1
Walk in-1
word of mouth-1

Candidate Inquiry Information
11/30/2020

	# Applicants 12/1/18 - 11/30/20	Percent
(Not Specified)	68	3.46%
AcademicCareers.com	5	0.25%
AmericaJobBanks	2	0.10%
Careerbuilder.com	52	2.65%
charteroak.edu	252	12.84%
COSCWebsite	42	2.14%
CT Dept of Education	11	0.56%
CT works	2	0.10%
CTJobs.com	15	0.76%
CTNow.com	0	0.00%
DASWebsite	10	0.51%
Dept of Labor Website	2	0.10%
Google.com	11	0.56%
HigherEdJobs.com	38	1.94%
Identidad Latina	0	0.00%
Indeed.com	1279	65.16%
JobCentral.com	1	0.05%
LatinoInHigherEd.com	1	0.05%
LinkedIn	0	0.00%
Monster.com	1	0.05%
NorthEast News Today	0	0.00%
Other Sources	103	5.25%
Person/Organization	35	1.78%
SimplyHired.com	5	0.25%
State of CT Website	28	1.43%
Total Applicants*	1963	

5 applicants were overlap in Systems Administrator II & III

From: [Rowena McGoldrick](#)
To: Janice.Dufrend@ct.gov
Subject: Job Announcement - Associate Director, Admissions
Date: Friday, February 22, 2019 3:05:00 PM
Attachments: [Position Announcement - Associate Director of Admissions.docx](#)

Good Afternoon,

Please see the attached announcement for the Associate Director of Admissions. This is a full time position.

The application deadline is **March 24, 2019**

Charter Oak State College, as outlined in the Affirmative Action Plan, has an underutilization of Black and Hispanic Females as well as Hispanic and other males. If you know goal candidates that meet the position requirements, please encourage them to apply. The web address is www.charteroak.edu/aboutus/employment.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

Rowena McGoldrick
Manager, Personnel & Finance
Charter Oak State College
85 Alumni Road
Newington, CT 06111
Phone: 860-515-3751
Fax: 860-606-9686
www.CharterOak.edu
<http://CharterOak.edu/facebook>

Charter Oak State College: A dynamic community of online learners advancing the nation's workforce one graduate at a time.



Associate Director of Admissions

The Associate Director provides operational, communication, and admissions technology leadership and management expertise to ensure the recruitment and enrollment services operations function effectively to successfully meet enrollment goals. Implements and oversees communication resources, including a CRM, and/or other enterprise systems and encourages enrollment by providing information about college programs and processes to prospective students. Serves as inquiry manager supervising associates and works as a member of the Admissions team to direct the timely engagement of new students. The Associate Director supervises Admissions Associate staff involved in inquiry management and admissions operation staff creating a cohesive enrollment services team committed to reaching enrollment goals; Encourages enrollment of prospective students by providing persuasive information around college programs and services; Builds out communication and campaign tracking in conjunction with the Director of Admissions and marketing team, providing structure and strategy as needed; Researches, evaluates, and recommends changes to the technological needs, systems and processes related to the collection, reporting, and dissemination of enrollment services data, and oversee the implementation of these solutions; Works in conjunction with the Admissions team to promote awareness of the college, staff events and serve students. **Minimum** Master's degree and a minimum of four (4) years of experience in customer service operations, preferably in higher education admissions; experience designing functionality within a CRM environment; excellent interpersonal, communication and problem solving skills, ability to work independently and as a member of a team. Some evening and weekend hours required. Salary: \$68,775. See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume by March 24, 2019.

AA/EEO

Identidad Latina

Size: 1/8 page 3 (5.1" x 3.5")
Issue: 2-28-19
Due: 2-25
Cost: \$183.45

Northeast News Today

Size: 2 (5") x 3.5"
Issue: 2-28-19
Due: 2-26
Cost: \$378.00

Includes 15-day web posting

CareerBuilder.com

Duration: 30 days online
Cost: \$375.00

Indeed

Duration: 30 days online
Cost: \$400.00

**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position Title: Associate Director, Admissions

Salary: \$68,775

Position Summary: The Associate Director provides operational, communication, and admissions technology leadership and management expertise to ensure the recruitment and enrollment services operations function effectively to successfully meet enrollment goals. Implements and oversees communication resources, including a CRM, and/or other enterprise systems and encourages enrollment by providing information about college programs and processes to prospective students. Serves as inquiry manager supervising associates and works as a member of the Admissions team to direct the efficient, timely engagement of new students.

Minimum Qualifications: Master's degree and a minimum of four (4) years of experience in customer service operations, preferably in higher education admissions; experience designing functionality within a CRM environment; excellent interpersonal, communication and problem solving skills, ability to work independently and as a member of a team. Some evening and weekend hours required.

Position Responsibilities:

- Oversees the inquiry/application process, including integration of inquiry and application forms, manages multi-channel communication plan including telephone, texting, email and chat usage within the CRM platform.
- Supervises Admissions staff involved in inquiry management and operations staff creating a cohesive team committed to reaching enrollment goals
- Encourages enrollment of prospective students by providing persuasive information around college programs and services.
- Interacts and serves as liaison to the Information Technology department with regards to the implementation and integration of a CRM with other enterprise systems.
- Builds out communication workflows and campaign tracking in conjunction with the Director of Admissions and marketing team, providing structure and strategy as needed.
- Creates, generates, and maintains all statistical dashboards for the Director of Admissions and other internal stakeholders
- Researches, evaluates, and recommends changes to the technological needs, systems and processes related to the collection, reporting, and dissemination of enrollment services data, and oversee the implementation of these solutions.
- Works in conjunction with the Admissions team to promote awareness of the college, staff events and serve students.

To Apply: Interested candidates should submit a resume and cover letter by March 24, 2019 at www.charteroak.edu/AboutUs/Employment.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

Degrees Without Boundaries

Rowena McGoldrick

From: Silas Shannon
Sent: Friday, February 22, 2019 1:38 PM
To: CharterOak All Staff
Subject: Position Announcement
Attachments: Position Announcement - Associate Director of Admissions.docx

Good Afternoon,

Please see the attached announcement for the Associate Director of Admissions. This is a full time position.

The application deadline is **March 24, 2019**

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*Silas Shannon III
Associate for Business Services
Charter Oak State College
85 Alumni Road
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Phone: (860) 515-3755
Fax: (860) 606-9610*

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DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR 2019
Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 1ST / 2ND / 3RD / 4TH Fiscal Year Period 2018-2019

ENTER THIS QTR-

Agency Name:	Charter Oak State College	Agency Number:	BORAA
Prepared by:		E-mail Address:	ralmeida@charteroak.edu
Tel. # -	860-515-3765	<i>Please submit a digital copy of this form to Joshua.Goldberg@ct.gov</i>	

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

	QUARTER		YEAR TO DATE	
	TOTALS (\$)	Number Contracts	TOTALS (\$)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 116,628.21	35	\$ 249,359.25	61
6) Total Agency FY Expenditures for Purchases and from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 31,968.42	14	\$ 44,526.23	20
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)				
F) Iberian Peninsula (I)				
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$ 21,865.75	7	\$ 24,666.15	9
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBE TOTAL (Lines L - W)	\$ 21,865.75		\$ 24,666.15	
MBE TOTAL (Lines A - W)	\$ 21,865.75		\$ 24,666.15	

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR **2019**
Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter **1ST / 2ND / 3RD / 4TH** Fiscal Year Period **2018-2019**

ENTER THIS QTR-

Agency Name:	Charter Oak State College	Agency Number:	BORAA
Prepared by:	Rafaella Almeida	E-mail:	ralmeida@charteroak.edu
Tel. # -	860-515-3765	Address:	

Please submit a digital copy of this form to Joshua.Goldberg@ct.gov

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

	QUARTER	Number	YEAR TO DATE	Number
	TOTALS (\$)	Contracts	TOTALS (\$)	Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 129,519.25	36	\$ 378,878.50	97
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 22,671.96	10	\$ 67,198.19	30
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)				
F) Iberian Peninsula (I)				
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$ 3,573.60	4	\$ 28,239.75	13
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBE TOTAL [Lines L - W]	\$ 3,573.60		\$ 28,239.75	
MBE TOTAL {Lines A - W}	\$ 3,573.60		\$ 28,239.75	

DEPARTMENT OF ADMINISTRATIVE SERVICES
 SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR 2019
Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 1ST / 2ND / 3RD / 4TH Fiscal Year Period 2018-2019

ENTER THIS QTR-

Agency Name:	Charter Oak State College	Agency Number:	BORAA
Prepared by:	Rafaella Almeida	E-mail Address:	ralmeida@charteroak.edu
Tel. # -	860-515-3765	<i>Please submit a digital copy of this form to Joshua.Goldberg@ct.gov</i>	

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

	QUARTER		YEAR TO DATE	
	TOTALS (\$)	Number Contracts	TOTALS (\$)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 183,799.42	39	\$ 562,677.92	136

6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 27,684.57	11	\$ 94,882.76	41
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7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.				
--	--	--	--	--

A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)				
F) Iberian Peninsula (I)				
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	\$ 11,456.78	8	\$ 39,696.53	21
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)				
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBE TOTAL (Lines L - W)	\$ 11,456.78		\$ 39,696.53	
MBE TOTAL (Lines A - W)	\$ 11,456.78		\$ 39,696.53	

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR **2020**
Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter **1ST / 2ND / 3RD / 4TH** Fiscal Year Period **2019-2020**

ENTER THIS QTR-

Agency Name:	Charter Oak State College	Agency Number:	BORAA
Prepared by:	Rafaella Almeida	E-mail Address:	ralmeida@charteroak.edu
Tel. # -	860-515-3765	<i>Please submit a digital copy of this form to Joshua.Goldberg@ct.gov</i>	

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

	QUARTER		YEAR TO DATE	
	TOTALS (\$)	Number Contracts	TOTALS (\$)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 217,861.71	39	\$ 217,861.71	39
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 35,305.43	13	\$ 35,305.43	13
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.				
A) American Indian (N)	\$ -			
B) Asian (A)	\$ -			
C) Black (B)	\$ -			
D) Disabled Individual (D)	\$ -			
E) Hispanic (H)	\$ -			
F) Iberian Peninsula (I)	\$ -			
G) Disabled American Indian (DN)	\$ -			
H) Disabled Asian American (DA)	\$ -			
I) Disabled Black American (DB)	\$ -			
J) Disabled Hispanic American (DH)	\$ -			
K) Disabled Iberian Peninsula American (DI)	\$ -			
L) Woman (W)	\$ 7,464.26	7	\$ 7,464.26	7
M) Woman American Indian (NW)	\$ -			
N) Woman Asian (AW)	\$ -			
O) Woman Black (BW)	\$ -			
P) Woman Disabled (DW)	\$ -			
Q) Woman Hispanic (HW)	\$ -			
R) Woman Iberian Peninsula (IW)	\$ -			
S) Disabled American Indian Woman (DNW)	\$ -			
T) Disabled Asian American Woman (DAW)	\$ -			
U) Disabled Black American Woman (DBW)	\$ -			
V) Disabled Hispanic American Woman (DHW)	\$ -			
W) Disabled Iberian Peninsula American Woman (DIW)	\$ -			
DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W)	\$ -		\$ -	
WBE TOTAL [Lines L - W]	\$ 7,464.26	7	\$ 7,464.26	7
MBE TOTAL {Lines A - W}	\$ 7,464.26		\$ 7,464.26	

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR **2020**
Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter: 1ST **2ND** / 3RD / 4TH Fiscal Year Period: 2019-2020

ENTER THIS QTR-

Agency Name:	Charter Oak State College	Agency Number:	BORAA
Prepared by:	Rafaella Almeida	E-mail Address:	ralmeida@charteroak.edu
Tel. # -	860-515-3765	<i>Please submit a digital copy of this form to Joshua.Goldberg@ct.gov</i>	

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$ 16,999,691.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$ 138,691.00
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ 34,672.75
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ 8,668.19

	QUARTER		YEAR TO DATE	
	TOTALS (\$)	Number Contracts	TOTALS (\$)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 166,924.22	34	\$ 384,785.93	73
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 29,492.15	13	\$ 35,305.43	26
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.				
A) American Indian (N)	\$ -			
B) Asian (A)	\$ -			
C) Black (B)	\$ -			
D) Disabled Individual (D)	\$ -			
E) Hispanic (H)	\$ -			
F) Iberian Peninsula (I)	\$ -			
G) Disabled American Indian (DN)	\$ -			
H) Disabled Asian American (DA)	\$ -			
I) Disabled Black American (DB)	\$ -			
J) Disabled Hispanic American (DH)	\$ -			
K) Disabled Iberian Peninsula American (DI)	\$ -			
L) Woman (W)	\$ 17,409.94	8	\$ 24,874.20	15
M) Woman American Indian (NW)	\$ -			
N) Woman Asian (AW)	\$ -			
O) Woman Black (BW)	\$ -			
P) Woman Disabled (DW)	\$ -			
Q) Woman Hispanic (HW)	\$ -			
R) Woman Iberian Peninsula (IW)	\$ -			
S) Disabled American Indian Woman (DNW)	\$ -			
T) Disabled Asian American Woman (DAW)	\$ -			
U) Disabled Black American Woman (DBW)	\$ -			
V) Disabled Hispanic American Woman (DHW)	\$ -			
W) Disabled Iberian Peninsula American Woman (DIW)	\$ -			
DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W)	\$ -		\$ -	
WBE TOTAL (Lines L - W)	\$ 17,409.94	8	\$ 24,874.20	15
MBE TOTAL (Lines A - W)	\$ 17,409.94		\$ 24,874.20	

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR **2020**
Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter **1ST / 2ND / 3RD / 4TH** Fiscal Year Period **2019-2020**

ENTER THIS QTR-

Agency Name:	Charter Oak State College	Agency Number:	BORAA
Prepared by:	Rafaella Almeida	E-mail:	ralmeida@charteroak.edu
Tel. # -	860-515-3765	Address:	

Please submit a digital copy of this form to Joshua.Goldberg@ct.gov

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$ 16,999,691.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$ 138,691.00
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ 34,672.75
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ 8,668.19

	QUARTER		YEAR TO DATE	
	TOTALS (\$)	Number Contracts	TOTALS (\$)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 128,345.22	36	\$ 513,131.15	109
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 12,444.70	11	\$ 77,242.28	37
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.				
A) American Indian (N)	\$ -			
B) Asian (A)	\$ -			
C) Black (B)	\$ -			
D) Disabled Individual (D)	\$ -			
E) Hispanic (H)	\$ -			
F) Iberian Peninsula (I)	\$ -			
G) Disabled American Indian (DN)	\$ -			
H) Disabled Asian American (DA)	\$ -			
I) Disabled Black American (DB)	\$ -			
J) Disabled Hispanic American (DH)	\$ -			
K) Disabled Iberian Peninsula American (DI)	\$ -			
L) Woman (W)	\$ 5,497.05	6	\$ 30,371.25	21
M) Woman American Indian (NW)	\$ -			
N) Woman Asian (AW)	\$ -			
O) Woman Black (BW)	\$ -			
P) Woman Disabled (DW)	\$ -			
Q) Woman Hispanic (HW)	\$ -			
R) Woman Iberian Peninsula (IW)	\$ -			
S) Disabled American Indian Woman (DNW)	\$ -			
T) Disabled Asian American Woman (DAW)	\$ -			
U) Disabled Black American Woman (DBW)	\$ -			
V) Disabled Hispanic American Woman (DHW)	\$ -			
W) Disabled Iberian Peninsula American Woman (DIW)	\$ -			
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBE TOTAL [Lines L - W]	\$ 5,497.05	6	\$ 30,371.25	21
MBE TOTAL {Lines A - W}	\$ 5,497.05		\$ 30,371.25	

DEPARTMENT OF ADMINISTRATIVE SERVICES
 SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR **2020**
 Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter **1ST / 2ND / 3RD / 4TH** Fiscal Year Period **2019-2020**

ENTER THIS QTR-

Agency Name:	Charter Oak State College	Agency Number:	BORAA
Prepared by:	Rafaella Almeida	E-mail:	ralmeida@charteroak.edu
Tel. # -	860-515-3765	Address:	

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1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	\$ 16,999,691.00
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	\$ 138,691.00
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	\$ 34,672.75
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	\$ 8,668.19

	QUARTER		YEAR TO DATE	
	TOTALS (\$)	Number Contracts	TOTALS (\$)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 86,588.17	38	\$ 599,719.32	147

6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 9,573.66	8	\$ 86,815.94	45
---	-------------	---	--------------	----

7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.

A) American Indian (N)	\$ -			
B) Asian (A)	\$ -			
C) Black (B)	\$ -			
D) Disabled Individual (D)	\$ -			
E) Hispanic (H)	\$ -			
F) Iberian Peninsula (I)	\$ -			
G) Disabled American Indian (DN)	\$ -			
H) Disabled Asian American (DA)	\$ -			
I) Disabled Black American (DB)	\$ -			
J) Disabled Hispanic American (DH)	\$ -			
K) Disabled Iberian Peninsula American (DI)	\$ -			
L) Woman (W)	\$ 3,793.58	3	\$ 34,164.83	24
M) Woman American Indian (NW)	\$ -			
N) Woman Asian (AW)	\$ -			
O) Woman Black (BW)	\$ -			
P) Woman Disabled (DW)	\$ -			
Q) Woman Hispanic (HW)	\$ -			
R) Woman Iberian Peninsula (IW)	\$ -			
S) Disabled American Indian Woman (DNW)	\$ -			
T) Disabled Asian American Woman (DAW)	\$ -			
U) Disabled Black American Woman (DBW)	\$ -			
V) Disabled Hispanic American Woman (DHW)	\$ -			
W) Disabled Iberian Peninsula American Woman (DIW)	\$ -			
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBE TOTAL (Lines L - W)	\$ 3,793.58	3	\$ 34,164.83	24
MBE TOTAL (Lines A - W)	\$ 3,793.58		\$ 34,164.83	

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR 2021
Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter

1ST / 2ND / 3RD / 4TH

Fiscal Year Period

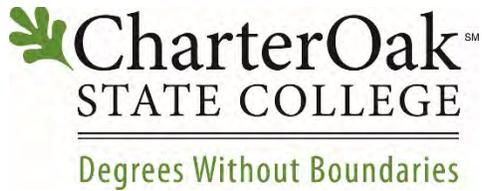
2020-2021

ENTER THIS QTR-

Agency Name:	Charter Oak State College	Agency Number:	BORAA
Prepared by:	Rafaella Almeida	E-mail Address:	ralmeida@charteroak.edu
Tel. # -	860-515-3765	<i>Please submit a digital copy of this form to Joshua.Goldberg@ct.gov</i>	

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

	QUARTER		YEAR TO DATE	
	TOTALS (\$)	Number Contracts	TOTALS (\$)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	\$ 220,313.19	26	\$ 220,313.19	26
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	\$ 5,176.39	4	\$ 5,176.39	4
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.				
A) American Indian (N)	\$ -			
B) Asian (A)	\$ -			
C) Black (B)	\$ -			
D) Disabled Individual (D)	\$ -			
E) Hispanic (H)	\$ -			
F) Iberian Peninsula (I)	\$ -			
G) Disabled American Indian (DN)	\$ -			
H) Disabled Asian American (DA)	\$ -			
I) Disabled Black American (DB)	\$ -			
J) Disabled Hispanic American (DH)	\$ -			
K) Disabled Iberian Peninsula American (DI)	\$ -			
L) Woman (W)	\$ 1,537.47	2	\$ 34,164.83	2
M) Woman American Indian (NW)	\$ -			
N) Woman Asian (AW)	\$ -			
O) Woman Black (BW)	\$ -			
P) Woman Disabled (DW)	\$ -			
Q) Woman Hispanic (HW)	\$ -			
R) Woman Iberian Peninsula (IW)	\$ -			
S) Disabled American Indian Woman (DNW)	\$ -			
T) Disabled Asian American Woman (DAW)	\$ -			
U) Disabled Black American Woman (DBW)	\$ -			
V) Disabled Hispanic American Woman (DHW)	\$ -			
W) Disabled Iberian Peninsula American Woman (DIW)	\$ -			
DisBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	\$ -		\$ -	
WBE TOTAL (Lines L - W)	\$ 1,537.47	2	\$ 34,164.83	2
MBE TOTAL (Lines A - W)	\$ 1,537.47		\$ 34,164.83	



Position Announcement

Position Title: Controller
Rank: Director 1
Supervisor's Title: Chief Financial Officer
Starting Salary: \$80,233

Position Summary:

Reporting into the Chief Financial Officer, the Controller is responsible for the accounting operations of the institution including:

- General Ledger Reconciliation
- Procurement & Payables
- Fixed Asset Management
- Financial Planning & Reporting
- Budget Development
- Internal Controls
- Treasury
- Audit & Compliance
- Facilities Management
- Other Duties as Assigned

Position Responsibilities:

The Controller, as department head will act as the lead agent for the matters identified above. Successful candidates will work in conjunction with other department heads, most notably the Bursar's office to promote sound fiscal management across the institution. The position is responsible for the management and supervision of the Associate Controller and staff; responsibilities which may evolve over time. The Controller represents a trusted resource to the Chief Financial Officer providing guidance so the institution's initiatives and goals are achieved.

As a member institution of the Connecticut State College & University system, the Controller will additionally participate in system wide policy setting and consult with peers to identify synergies amongst sister schools.

Required Qualifications:

- Bachelor's degree in accounting or relevant business concentration
- Historical experience working in accounting, with functional knowledge of U.S. GAAP
- Direct experience producing cash and accrual based financial statements
- Demonstrated ability to design, implement and monitor internal controls
- Advanced knowledge of Microsoft Word, Excel, PowerPoint and Outlook

Degrees Without Boundaries

- Advanced skills maintaining online policies, directories and repositories of financial information
- Proven ability to lead, transform and coach finance personnel to success
- Outstanding customer service abilities including excellent written and oral communication skills

Preferred Qualifications:

- Relevant experience utilizing higher education information systems (i.e. Jenzabar, Banner, etc)
- Master's degree in accounting or relevant business concentration
- Functional knowledge of GASB accounting framework

Interested and qualified candidates should submit a resume and cover letter by October 8, 2018 at www.charteroak.edu/AboutUs/Employment.

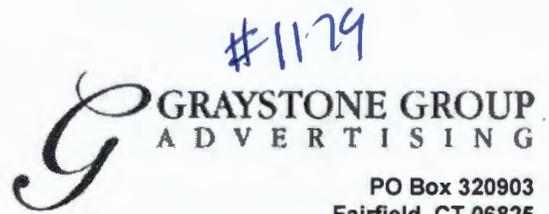
CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

Degrees Without Boundaries

Invoice

Invoice No. 128268-490446

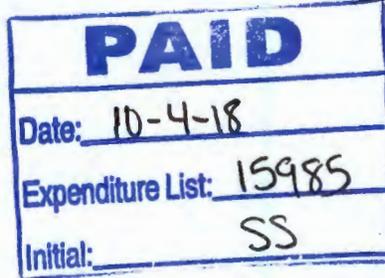
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 Fairfield, CT 06825
 Tel: 203.549.0060

Accounting Fax: 203.549.0065

Email: AccountingDept@GraystoneAdv.com
 Federal ID# 06-1422266



Charter Oak State College
 Attn: Silas Shannon III
 Business Services
 85 Alumni Road
 Newington, CT 06111

Order No:	Blanket Order No:
Contact: Silas Shannon III	Job No: 128268

Ad Title: Controller

	Insert Date	Size	Description	Amount	
CAREERBUILDER.COM	9/7/2018	1 x 1	Web	\$ 375.00	
				Ad Subtotal	\$375.00
Identidad Latina	9/20/2018	3 x 3.5	Display Ad	\$ 170.59	
				Ad Subtotal	\$170.59
INDEED.COM	9/7/2018	1 x 1	Web	\$ 400.00	
				Ad Subtotal	\$400.00
Northeast News Today, Inc. (formally Northeast Minority News)	9/20/2018	2 x 3.5	Display Ad	\$ 378.00	
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INVOICE TOTAL					\$1,323.59

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Sort by:

relevance - date

Distance:

Salary Estimate

- \$45,000 (172)
- \$65,000 (137)
- \$85,000 (104)
- \$100,000 (72)
- \$120,000 (33)

Job Type

- Full-time (198)
- Contract (12)
- Temporary (7)
- Part-time (6)
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Location

- Hartford, CT (57)
- East Hartford, CT (18)
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Company

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Experience Level

- Mid Level (94)
- Entry Level (47)
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Newington, CT

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Assistant Controller

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Assistant Controller

Keystone Human Services 172 reviews
Wethersfield, CT 06109

The Assistant Controller will report to the Director of Finance and assist with projects and assignments as needed....

Financial Statement Preparation Time Management Excel

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Graphics Operator / Controller, Motion Graphics

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Finance, Associate Vice President & Controller

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Under the direction of the Senior Vice President for Finance and Strategy, the AVP for Finance and Controller directs and manages all of the accounting and...

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Merchandise Controller

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RJ Media Group
Meriden, CT

The Controller will manage the accounting team including accounts payable, accounts receivable, and payroll functions....

GAAP CPA

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The Mark Twain House & Museum
Hartford, CT 06105 (Asylum Hill area)

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HKA Enterprises 44 reviews
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Position Information Title Assistant Director of Financial Aid Department Financial Aid Office Regular or Temporary Regular Hours Per Week 40 FLSA...

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Chief Financial Officer

Catholic Charities - Archdiocese of Hartford
Hartford, CT

Position Type: Management IV/Chief Financial Officer Date Posted: 9/5/2018 Location: Hartford, CT 839-841 Asylum Ave., 06105 Closing Date: 10/09/2018...

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The Controller will manage the accounting team including accounts payable, accounts receivable, and payroll functions....

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- telecommunications analyst - San Antonio, TX
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Newington, CT
\$80,233 a year

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Desired:

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Position Title: Controller

Rank: Director 1

Supervisor's Title: Chief Financial Officer

Starting Salary: \$80,233

Position Summary:

Reporting into the Chief Financial Officer, the Controller is responsible for the accounting operations of the institution including:

General Ledger Reconciliation

Internal Controls

Procurement & Payables

Treasury

Fixed Asset Management



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Controller

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Job Snapshot

Full-Time
Education - Teaching - Administration
Education

Job Description

Position Title: Controller
Rank: Director 1
Supervisor's Title: Chief Financial Officer
Starting Salary: \$80,233

Position Summary:

Reporting into the Chief Financial Officer, the Controller is responsible for the accounting operations of the institution including:

- General Ledger Reconciliation
- Internal Controls
- Procurement & Payables
- Treasury
- Fixed Asset Management
- Audit & Compliance
- Financial Planning & Reporting
- Facilities Management
- Budget Development
- Other Duties as Assigned

Position Responsibilities:

The Controller, as department head will act as the lead agent for the matters identified above. Successful candidates will work in conjunction with other department heads, most notably the Bursar's office to promote sound fiscal management across the institution. The position is responsible for the management and supervision of the Associate Controller and staff; responsibilities which may evolve over time. The Controller represents a trusted resource to the Chief Financial Officer providing guidance so the institution's initiatives and goals are achieved.

As a member institution of the Connecticut State College & University system, the Controller will additionally participate in system wide policy setting and consult with peers to identify synergies amongst sister schools.

Required Qualifications:

- Bachelor's degree in accounting or relevant business concentration
- Historical experience working in accounting, with functional knowledge of U.S. GAAP
- Direct experience producing cash and accrual based financial statements
- Demonstrated ability to design, implement and monitor internal controls
- Advanced knowledge of Microsoft Word, Excel, PowerPoint and Outlook
- Advanced skills maintaining online policies, directories and repositories of financial information
- Proven ability to lead, transform and coach finance personnel to success
- Outstanding customer service abilities including excellent written and oral communication skills

Preferred Qualifications:

- Relevant experience utilizing higher education information systems (i.e. Jenzabar, Banner, etc)
- Master's degree in accounting or relevant business concentration
- Functional knowledge of GASB accounting framework

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Charter Oak State College

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- New Britain, CT



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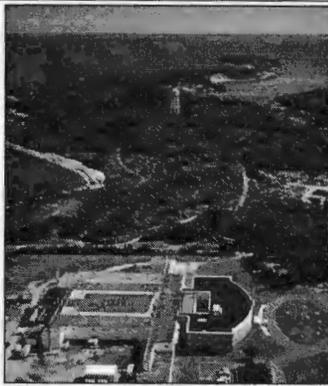
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Opositores a la venta de la Isla Plum ganan terreno

Una coalición de grupos ambientales se opone al plan del gobierno federal de vender la Isla Plum, al mejor postor, están progresando en varios frentes. El gobierno federal ha acordado conducir un nuevo estudio sobre el impacto ambiental en la flora y fauna diversa en la isla, de llevarse a cabo la venta propuesta, mientras varias propuestas de leyes que obstruirían la venta están bajo consideración en el Congreso.

Ana Radelat (ctmirror.org)



Hospitales recaudan \$1.2 mil millones en pacientes ambulatorios

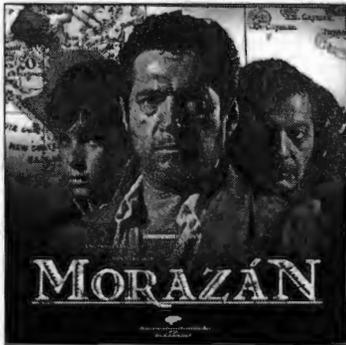


Hospitales en Connecticut y redes de salud han recibido un estimado \$1.2 mil millones en honorarios de instalación de pacientes desde 2015 hasta 2017, de acuerdo con datos anunciados recientemente. Estos honorarios son cobrados por un rango amplio de servicios, incluyendo oncología, cirugía de los ojos, psicoterapia y atención primaria, provistos en ubicaciones fuera del predio, administradas por hospitales y redes de salud.

Jake Kara and Mackenzie Rigg

Celebraron Independencia Centroamericana en Hartford

Se llevó a cabo la celebración de la Independencia Centroamericana en Trinity College con la exhibición de la película "Morazán" y un debate con el director de la cinta, Hispano Durón. Esto fue el 15 de Septiembre. Más tarde hubo con una recepción de comida y música centroamericana. Se cantaron los Himnos Nacionales de cinco países centroamericanos, hubo invitados especiales y autoridades. El Comité Centroamericano Unido y el Centro de Estudios del Caribe del Trinity College fue el organizador. Francisco Morazán, tema de la película, es considerada la figura más importante en la historia de Centroamérica. Esta celebración fue copatrocinada por el Departamento y Programas del Trinity College: Estudios Cinematográficos, Historia, Estudios Internacionales y Estudios de Lengua y Cultura.



Comienza exención tributaria por matrícula privada K-12

Una nueva exención tributaria está disponible este año escolar para ayudar a padres a pagar por matrícula de educación privada K-12 - un progreso desencadenado por los ajustes tributarios federales.

Por años el estado ha permitido que los padres eviten pagar impuestos tributarios estatales en hasta \$10,000 cada año que depositan en la cuenta de ahorros de colegio, conocida como cuenta 529 CHET. Adicionalmente, no han tenido que pagar impuestos en el dinero cuando es retirado o en las ganancias de la inversión cuando lo usan para pagar por el colegio. Ahora, esos beneficios tributarios estatales han sido extendidos para permitir que los padres y parientes usen estas cuentas 529 para escuela privada, elemental y secundaria. Esto es porque la ley tributaria estatal que fue cambiada el pasado diciembre en estas cuentas, extiende un beneficio federal tributario que incluye el costo de matrícula de K-12.

Jacqueline Rabe Thomas

Candidatos se manifiestan sobre Kavanaugh

Un puñado de candidatos republicanos de Connecticut se unieron a otros demócratas, pidiendo una investigación de la denuncia que el candidato a la Corte Suprema, Brett Kavanaugh agredió sexualmente a una niña de 15 años en una fiesta de escuela superior hace décadas. El deseo fue concedido el lunes 10 cuando el presidente del Comité Jurídico del Senado, rindiéndose a llamadas de demócratas y varios republicanos claves, anunció que una audiencia sobre la presunta agresión se llevaría a cabo el 24 de septiembre, con Kavanaugh y su acusador, Christine Blasey Ford, como testigo.

Ana Radelat

Anthem Foundation dona \$1.5 millones de dólares

March of Dimes, líder en la lucha por la salud de todas las madres y bebés, anunció su última colaboración con Anthem Foundation, el brazo filantrópico de Anthem, Inc., dirigida a reducir los nacimientos prematuros y mejorar la salud materna e infantil. El nacimiento prematuro es el mayor contribuyente a la muerte infantil en los EE.UU., y la muerte relacionada con el embarazo se ha duplicado en los últimos 25 años. "Aplaudimos a Anthem Foundation por su dedicación para ampliar el acceso a intervenciones de parto prematuro basadas en la evidencia e intervenciones de salud materna al proporcionar a March of Dimes fondos críticos para ayudar a enfrentar estas tendencias alarmantes", dijo un directivo de March of Dimes.

Motivará a votantes Puertorriqueños lo del Huracán María

Un año después que el Huracán María devastó Puerto Rico, hay un debate sobre si la tormenta ha creado vientos políticos que provocará a los Puertorriqueños de Connecticut a deshacerse de su reputación como votantes improbables. Ellos que usualmente favorecen a los demócratas, podrían inclinar la balanza en competencias claves en las elecciones de Noviembre, haciendo una diferencia en un concurso competitivo del gobernador y varias carreras tirantes legislativas que podrían decidir cual partido controla la casa estatal y el senado.



Connecticut tiene la comunidad puertorriqueña sexta más grande en la nación, después de Florida, New York, New Jersey, Pennsylvania y Massachusetts. Connecticut también tiene la concentración más alta de puertorriqueños de cualquier estado como porcentaje de la población estatal, y los puertorriqueños son por mucho la comunidad latina más grande en el estado.

Ana Radelat

Mas estudiantes hispanos están tomando clases AP

El estado ha visto un aumento drástico en la participación en cursos AP entre estudiantes hispanos. Cerca de 2,000 más estudiantes en Connecticut, tomaron por lo menos un examen de Advanced Placement (colocación avanzada) el año escolar pasado en comparación a cinco años atrás, un aumento de 79 por ciento.

Jacqueline Rabe Thomas



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CONSTRUCTION



GARRITY ASPHALT RECLAIMING, INC

seeks: **Construction Equipment Mechanic** preferably experienced in Reclaiming and Road Milling Equipment. We offer factory training on equipment we operate.

Location: Bloomfield CT
Contact: Dan Peterson: Phone: 860-243-2300
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CLASS A DRIVER

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Email: **HR@redtechllc.com**
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Union Company seeks: **Tractor Trailer Driver** for Heavy & Highway Construction Equipment. Must have a CDL License, clean driving record, capable of operating heavy equipment; be willing to travel throughout the Northeast & NY. We offer excellent hourly rate & excellent benefits.

Contact: Dana Briere
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711 Blue Hills Avenue Hartford CT 06112
LEONARD C. LINDEAY, DMD. (508) 588-8264
1934 North Main Street Brockton MA 02301
MARTINEZ, BARRIN K. DDS. (203) 348-7034
1875 Bedford Street Stamford CT 06905
WILSON, EMMETT E., DDS. (860) 727-8145
453 Albany Ave. Hartford CT 06112

8712 - Design, Structure See Architectural

7391 - Detective Agencies

INTERCEPT REC. & PROTECTION LLC. (203) 388-5837
433 Blake Street New Haven CT 06515

8084 - Diesel/Natural Gas Eng. Electricians

CUMMINS METROPOWER, INC. (716) 892-2400
890 Zerega Ave. Bronx NY 10473
www.metropwer.cummins.com

8331 - Dollar Stores, Retail

8031 - Downs, See Windows & Doors

8289 - Driving Schools

EDWARDS DRIVING SCHOOL (860) 242-1773
118 Cottage Grove Rd #107 Bloomfield CT 06002
www.edwardsdrivingschool.com
J & J DRIVING SCHOOL & LOGISTICS INC. (508) 899-1395
978 Nash Rd. New Bedford MA 02746
www.jandjdrivingschoolandlogistics.com

8812 - Drugs & Variety Stores

EAST SIDE PRESCRIPTION CENTER (401) 751-1430
832 Hope St. Providence RI 02906

7212 - Dry Cleaners

COLLEGE TOWN CLEANERS (508) 897-4632
278 Great Street Bridgewater MA 02324
QUEEN STREET CLEANERS (203) 426-5100
6 Queens Street Newtown CT 06470
RITE-WAY CLEANERS & TAILORS, LLC. (203) 788-9561
190 Dixwell Ave. New Haven CT 06511
Q-P CLEANERS (860) 247-9192
581 Albany Ave. Hartford CT 06112
WALNUT DELUXE, INC. (617) 438-3390
200 Blue Hill Ave. Boston MA 02121
WALT'S CLEANERS (203) 624-0926
310 Dixwell Ave. New Haven CT 06511

1744 - Drywall, See Construction

3089 - Election Maliffs

1731 - Electrical Contractors

A & S ELECTRIC CO. INC. (212) 238-0500
45 E 7th Street New York NY 10003
A.C. PETERWAY ELECTRICAL CONTR. (203) 974-0032
316 Union Street Waterbury CT 06704
ACUSMET POWER LINES, INC. (508) 998-3061
58 Perry Hill Road Acushnet MA 02743
ANDERSON ELECTRICAL CONTR. LTD. (860) 244-3189
380 Homestead Avenue Hartford CT 06112
BOLT'S ENTERPRISES LLC. (860) 922-7896
50 Linwood Drive Bloomfield CT 06002-1717
EGG ELECTRIC (212) 833-8551
24 West 25th St. 6th Fl. New York NY 10011-5710
www.egg-electric.com
GOMEZ ELECTRICAL CONTRACTORS, INC. (518) 427-8365
281 North Pearl Street Albany NY 12207
LLOYD'S ELECTRICAL CONSTRUCTION (617) 484-1544
50 White Street Belmont MA 02478
POWER CONTRACTING COMPANY (412) 278-0889
51 Arch Street Carnegie PA 15106
www.powercontractingllc.com
POWER SERVICE, INC. (631) 751-9800
11 Satterly Road Setauket East Setauket NY 11733
www.powerserviceinc.com
RDR CONSTRUCTION, INC. (610) 582-3820
320 Loraine Road Reading PA 19605
SHERADEN LIGHTING & ELECTRICAL (718) 250-0057
1617 63rd Street Brooklyn NY 11204
THORN ELECTRIC, INC. (212) 996-7689
322 E 117th Street MA New York NY 10035-4909
WALTON ELECTRICAL CONSTR. I. TION (718) 978-2004
12239 Farmers Blvd. Jamaica VT 11613
www.waltoncorp.com

8083 - Electrical Equipment & Supplies

CTL ELECTRONICS, INC. (212) 233-0754
45 Murray Street New York NY 10007
www.ctleg.com
LASERMATION, INC. (215) 226-7900
2628 North 15th Street Philadelphia PA 19132
www.lasermation.com

3089 - Electrical Equipment & Supplies

AI TECHNOLOGY, INC. (908) 799-9389
70 Coopers Road 526 Princeton NJ 08540
www.aitechology.com
LUCILLE MANN CORPORATION (609) 396-7539
613 North Olsen Ave. Trenton NJ 08638
www.lucillemann.com
MAST DISTRIBUTORS, INC. (631) 471-4422
710 Union Plwy #2 Ronkonkoma NY 11779
www.mastid.com

7381 - Employment & Personnel Services

AQUENT (617) 535-5000
711 Boylston Street Boston MA 02116
www.aquent.com
HORIZON STAFFING SERVICES (860) 282-6124
185 Asylum Street Hartford CT 06105
www.horizontaff.co

**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position: Staff Associate, Registrar Office
Salary: \$46,492 approximate annual, plus State supported benefits

Position Summary: Manages a variety of office processes critical to the function of the office. These processes for internal and external audiences include: creating unofficial student transfer credit evaluations for review; student portal processing; student course attendance monitoring; fulfilling student transcript requests, and special projects that involve the monitoring of the office. In addition serves as a point of contact for the office to resolve record or processing issues. Both technical and non-technical in nature.

Minimum Qualifications:

- Associate degree and minimum of two (2) years relevant experience working in Higher Education and within the Registrar's Office is preferred.
- Demonstrate competency in computer applications.
- Must possess strong oral and written communication skills, as well as, outstanding customer service skills
- Demonstrated ability to work in a fast-paced office, ensuring deadlines and responsibilities are met. Exceptional follow-up and follow-through skills, as well as the ability to plan, organize, and control projects through their completion.

Preferred Qualifications: Typing skills of 60-70 wpm preferred.

Responsibilities:

- Creates unofficial student transfer credit evaluations for review
- Manages the student attendance process and interdepartmental communication regarding student attendance
- Processes incoming and outgoing transcript requests
- Responsible for self-service registration processes and maintains the office's information in the student portal.
- Tests functionality of new updated versions of the student information system
- Attends internal student information system meetings
- Researches and resolves discrepancies in reports through work with the student information system and IT
- Maintains office's policy and procedure manual
- Resolves student issues related to registration
- Communicates with students to explain or rectify issues with student records
- Other duties as assigned

To Apply: Interested candidates should submit a resume and cover letter by December 30, 2018 at www.charteroak.edu/AboutUs/Employment.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

NORTHEAST BUSINESS DIRECTORY

INTERNATIONAL TRAVEL
 TRAVELERS SERVICE (212) 467-1000
 227 W. 14th Street New York, NY 10011

1622 - Construction, Bridges & Towers, Etc.
 CONSTRUCTION CONTRACTORS (516) 378-5400
 289 N. Main St. Freeport, NY 11520-1612

1623 - Computer Networking & Internet
 PLANET INC. (203) 796-9964
 175 Capital Blvd., Rocky Hill, CT 06067

1624 - Construction, General
 ACCURATE CONCRETE CORPORATION (516) 378-5400
 289 N. Main St. Freeport, NY 11520-1612

1625 - Construction, Masonry
 CONSTRUCTION CONTRACTORS (516) 378-5400
 289 N. Main St. Freeport, NY 11520-1612

1626 - Construction, Mechanical
 CONSTRUCTION CONTRACTORS (516) 378-5400
 289 N. Main St. Freeport, NY 11520-1612

1627 - Construction, Electrical
 CONSTRUCTION CONTRACTORS (516) 378-5400
 289 N. Main St. Freeport, NY 11520-1612

1628 - Construction, Drywall
 J & D DRYWALL, INC. (508) 999-7093
 788 State Rd. North Dartmouth, MA 02747

1629 - Construction, Excavating
 GONZALEZ, JACK & SONS, INC. (413) 589-8762
 172 Munasing Street Ludlow, MA 01056

1630 - Construction, Foundation
 PALMER CONSTRUCTION INC. (802) 796-3935
 784 Us Rte. 2 S, Alburt, VT 05440

1631 - Construction, Remodel
 ACCURATE CONCRETE CORPORATION (516) 378-5400
 289 N. Main St. Freeport, NY 11520-1612

1632 - Construction, Roofing
 CONSTRUCTION CONTRACTORS (516) 378-5400
 289 N. Main St. Freeport, NY 11520-1612

FRED WALDEN CATERING (617) 266-9239
 442 Blue Hill Ave., Dorchester MA 02121-4308

LILY CATERERS (860) 241-8132
 305 Windsor Ave., Windsor CT 06095
 www.lily-caterers.com

SPOONREAD CATERING (212) 865-0700
 364 West 110th Street New York NY 10025
 www.spoonreadinc.com

TONY'S ALL SEASON CATERING (860) 690-3656
 3580 Main Street Hartford, CT 06120

4142 - Charter Bus Service

6351 - Child Care Centers

ALICE IN WONDERLAND DAY CARE (201) 673-2146
 81 Eastwood St. East Orange NJ 07017

AMBER'S PLAYHOUSE (860) 286-8838
 299 Rockwell Ave. Bloomfield CT 06002

CHILDREN'S CONNECTIONS (617) 489-4443
 614 Trapelo Rd., Belmont MA 02478
 www.childrens-connection.com

HENRY BUCKNER SCHOOL, INC. (617) 547-5564
 85 Bishop Allen Drive Cambridge MA 02139-3407
 www.henrybucknerschool.org

LITTLE PRINCE AND PRINCESS FAMILY DAY CARE (508) 587-2883
 877 N. Main St. Brockton MA 02301

MAGIC TOUCH NURSERY AND PRESCHOOL CENTER (508) 584-2228
 P.O. Box 265, West Bridgewater MA 02379-0265
 www.magictouchnursery.com

Mt. OLIVE CHILD DEVELOPMENT CENTER, INC. (860) 549-6880
 80 Bellies Street Hartford CT 06120
 www.mtolivechildcare.com

FAMILY LOVING CARE (718) 256-9658
 151 Dvlington Ave. Brooklyn NY 11218

5184 - Cigarettes & Candy Wholesale

LASH N CARRY WHOLESALERS, INC. (860) 525-8905
 864 Main Street Unit A Hartford CT 06120

6661 - Clothing, Men, Women, Children

ELAN FORMALWEAR (817) 427-8930
 84 Blue Hill Ave. Dorchester MA 02121

ASABLANCA BOUTIQUE & TAILORING (203) 562-7700
 146 Chapel St. New Haven CT 06511

EXCLUSIVE LINEZ (860) 206-0384
 825 Main Street Hartford CT 06112

HIS BY NATALIE, FKA (203) 606-8691
 85 Orla Dr., Cheshire CT 06410
 www.hisbynatalie.com

MOD THINGS (203) 572-4540
 881 Chipsey Hill Rd., Bridgeport CT 06606

RE US SHOP (860) 754-8088
 10 Lutland Avenue Plainfield NJ 07062
 www.theusshop.com

BOAY'S FASHIONS (860) 525-8844
 75 Barbour Street Hartford CT 06120

6889 - Cool Beaters

AMERICAN COAL & MINERALS CO. (724) 387-2450
 21 Old William Penn Hwy #100 Murrysville PA 15868

1672 - Construction, Bridges & Towers, Etc.

1781 - Construction, Carpentry

C&Y CONSTRUCTION INC. (978) 874-0951
 27 Barnhick Road Westminster MA 01473

1795 - Construction, Demolition

SQUIRE, PHIL TRUCKING (617) 206-1381
 14 Woolson Street Boston MA 02128-1834

1791 - Construction, Drywall

J & D DRYWALL, INC. (508) 999-7093
 788 State Rd. North Dartmouth MA 02747

1794 - Construction, Excavating

GONZALEZ, JACK & SONS, INC. (413) 589-8762
 172 Munasing Street Ludlow, MA 01056

PALMER CONSTRUCTION INC. (802) 796-3935
 784 Us Rte. 2 S, Alburt, VT 05440

1771 - Construction, Foundation

1642 - Construction, General

ACCURATE CONCRETE CORPORATION (516) 378-5400
 289 N. Main St. Freeport, NY 11520-1612

ASA ENVIRONMENTAL PRODUCTS, INC. (860) 535-9391
 22 Bayview Avenue, Storington, CT 06378
 www.ASAEnvironmental.com

CONSTRUCTION SERVICES (508) 477-4329
 49 Somerset Rd., Mashpee MA 02649

DM MAINTENANCE CLEANUP, LLC (203) 919-9964
 175 Capital Blvd., Rocky Hill, CT 06067
 www.linkedin.com/public/maintenance-cleanup-llc-mbe

DELIGHT CONSTRUCTION CORPORATION (718) 399-8300
 1380 Fulton St, #500 Brooklyn NY 11216
 delightcorp@aol.com

EASTERN GENERAL CONTRACTORS, INC. (413) 739-6544
 52-60 Berkshire Avenue Springfield MA 01109
 www.egc.com

EATON ELECTRIC INC. (718) 994-9212
 2345 Hollers Avenue Bronx NY 10475

GATES ROOFING & GEN. CONST. CO. INC. (518) 563-5090
 7518 State Route B, Plattsburgh NY 12901
 gatesroofingplattsburgh.com

GOLDEN DEV. & CONST. CORP. (718) 875-1898
 26 Court Street Brooklyn NY 11201

HART CONSTRUCTION CO. INC. (413) 458-3267
 65 Hill Street Waltham MA 01267

H & K INDUSTRIES, LLC (860) 841-7938
 200 Nutmeg Lane East Hartford, CT 06118
 hkc121@gmail.com

H&K CONSTRUCTION LTD. (516) 623-5555
 280 W. Main St. Freeport NY 11520-1612
 hknorthern.com

LACE CONSTRUCTION & DEV. CORP. (718) 852-7700
 150 King Street Brooklyn NY 11231

132619



Staff Associate, Registrar Office

The Staff Associate is responsible for creating unofficial student transfer credit evaluations for review, manages the student attendance process and interdepartmental communication regarding student attendance, processes incoming and outgoing transcript requests, responsible for self-service registration processes and maintains the office's information in the student portal, tests functionality of new updated versions of the student information system, attends internal student information system meetings, researches and resolves discrepancies in reports through work with the student information system and IT, maintains office's policy and procedure manual, resolves student issues related to registration, communicates with students to explain or rectify issues with student records and other duties as assigned. Associates degree and minimum of two (2) years relevant experience working in Higher Education and within the Registrar's Office is preferred. Demonstrate competency in computer applications. Must possess strong oral and written communication skills, as well as, outstanding customer service skills. Demonstrated ability to work in a fast-paced office, ensuring deadlines and responsibilities are met. Exceptional follow-up and follow-through skills, as well as the ability to plan, organize, and control projects through their completion. Salary: \$46,492. See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume by December 30, 2018. No phone calls please.

AA/EEO



Accessibility Specialist (Part-Time, 20 hours/week)

The Accessibility Specialist is responsible for providing administrative support and academic focused decision making for the Office of Accessibilities (OAS), which includes review of documentation, identification of appropriate accommodations based on the American Disabilities Act and Section 504, interacting with students/faculty/staff, knowledge of specific learning strategies and assistive technologies, organized record-keeping and confidential communication. Bachelors degree in Special Education, Education, Psychology, Counseling or a directly related field from a regionally accredited college or university. Strong interpersonal skills, ability to build trust, and connect with students in a warm but professional manner both by phone and email; ability to adapt to changing student and office needs and handle frequent interruptions; Knowledge of laws pertaining to people with disabilities including ADA and Section 504; Must work collegially with other departments (i.e., Academics, Instructional Design, etc.); May require occasional evening or weekend hours, must be available at Commencement. Salary: \$28.82/hour plus State supported benefits. See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume by December 30, 2018. No phone calls please.

AA/EEO

ACCOUNTING

ACCOUNTS RECEIVABLE ASSISTANT

Accounting Department has an immediate opening for a full time **Accounts Receivable Assistant** for a fast-paced office environment. Must be experienced, highly organized, possess good computer skills and be detail oriented. Able to manage multiple projects. **Send resume to: Human Resource Dept. P O Box 388, Guilford CT 06437.**

****An Affirmative Action/Equal Opportunity Employer****

ASSESSOR

TOWN ASSESSOR

Town of Farmington. CCMA II certification required. Applications and information available. at <http://www.farmington-ct.org>. **Due 4:30 p.m. December 21, 2018.** EOE.

CONSTRUCTION



ASSISTANT PROJECT SUPER

PDS Eng & Construction Inc seeks a self-motivated, energetic individual for an **Assistant Project Super** position at our project located in Southeastern CT to assist the Project Super in all aspects of construction.

Qualified candidates must have:

- 3yrs exp in industrial and commercial construction
- Be well-versed in all construction methods
- VProficient site Civil or MEP infrastructure skills preferred.

PDS Eng & Construction has been a progressive leader in the construction industry for over 50yrs, offering a competitive salary/benefits pkg.

Apply online at www.pdsec.com.

-Affirmative Action / Equal Opportunity Employer-

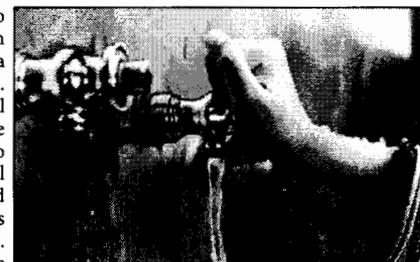
15 de Diciembre: Fecha límite de inscripción de cobertura de salud

Access Health CT es el mercado oficial de seguros de salud de Connecticut. Esta agencia ofrece a los residentes y empleadores de Connecticut una gama de opciones de seguros de salud y dentales asequibles y de calidad de varios socios de seguros de salud. Para la cobertura que comienza el 1 de Enero de 2019, la inscripción abierta de AHCT finaliza el sábado 15 de Diciembre de 2018. Si está listo para inscribirse, visite <http://learn.accesshealthct.com> o llame al 1-855-909-2428 para hablar un representante. Ayuda gratuita y en persona de especialistas en inscripción y corredores de bolsa certificados está disponible en las siguientes fechas y lugares de 10am - 2pm: **Sábado, 8 de Diciembre de 2018** en el Hospital Waterbury, Sala de Conferencias Bizzozero (4to Piso), 64 Robbins Street, Waterbury, CT. Estacionamiento: Por favor estacione en el frente. (La entrada norte está cerrada los fines de semana). **Sábado, 8 de diciembre de 2018** El Liceo - Centro de conferencias, 227 calle de Lorenzo, Hartford, CT. Estacionamiento: Hay un estacionamiento gratuito y estacionamiento en la calle. **Sábado, 15 de Diciembre de 2018** Jonathan Law High School - Cafeteria, 20 avenida Lansdale, Milford, CT. **Sábado, 15 de Diciembre de 2018** UConn Stamford - Auditorio, 1 plaza universitaria, Stamford, CT. Estacionamiento gratuito en el garaje de Summer Street.



Discuten problema de asequibilidad del servicio de agua

La asequibilidad del servicio de agua se ha convertido en una preocupación crítica para muchos hogares de Connecticut. Este miércoles, Operation Fuel realizó una conferencia de prensa en el Capitolio del estado para concienciar más sobre el problema de la asequibilidad del agua que afecta a muchos hogares de bajos ingresos. Después de la conferencia de prensa, hubo una mesa redonda que incluyó al líder de la mayoría en la Cámara de Representantes, Matthew Ritter; El senador electo estatal Matthew Lesser; Bart Halloran, abogado del Distrito Metropolitano (MDC), entre otras autoridades y representantes de empresas de servicios públicos. Los panelistas examinaron los desafíos que enfrentan las familias e individuos de bajos ingresos y vulnerables con los gastos de los servicios de agua. En abril, Operation Fuel y el MDC formaron una asociación y desarrollaron un programa piloto de asistencia de agua para ayudar a los clientes de MDC de bajos ingresos que están en peligro de que se les cancele el servicio de agua. Desde que comenzó el programa, se han otorgado casi \$44,000 en subsidios de asistencia de servicios de agua a 111 hogares que tenían dificultades para pagar sus facturas y se enfrentaban a la terminación del servicio. El programa de asistencia de agua continuará en 2019. Para obtener más información, visite www.operationfuel.org.



Beneficiarios del programa "First Livable Communities" de AARP

AARP Connecticut ha seleccionado cuatro galardonados para su nuevo programa "Programa de Subvenciones de Comunidades Habitables" dedicado a financiar proyectos de acción rápida en las comunidades de Connecticut que ayudarán a realizar mejoras inmediatas o impulsar el progreso a largo plazo que apoyará a los residentes. El programa que se lanzó en agosto, busca brindar a las organizaciones sin fines de lucro y los municipios de Connecticut hasta \$2,500 para proyectos destinados a ayudar a los vecinos, pueblos y ciudades a ser más habitables para personas de todas las edades. Los beneficiarios de este año serán: Goodwin College: Seguridad de senderos y señalización informativa; Groundwork Bridgeport: Downtown Film Fest; Mansfield Downtown Partnership: Creando grandes espacios públicos y Oak Hill: Biblioteca de préstamo de dispositivos para el hogar inteligente. Oak Hill albergará la biblioteca de préstamos como parte de su Smart Home on Wheels (SHOW), que recientemente debutó y recorrerá las zonas urbanas y rurales de Connecticut.



Iniciativa nacional para terminar violencia sexual en Universidades

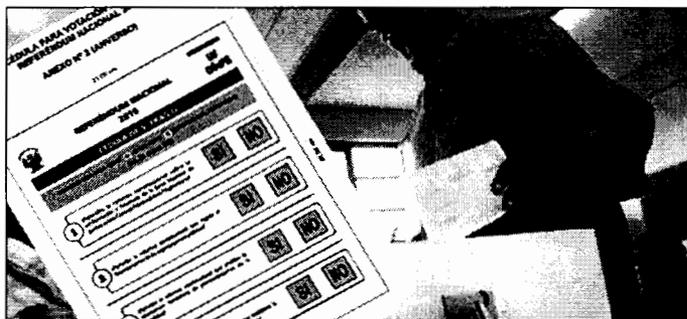
Cuatro instituciones del sistema de universidades estatales y Colleges del estado de Connecticut - Southern and Western Connecticut State Universities and Housatonic and Norwalk Community Colleges - se han unido a más de 60 instituciones en todo el país en una iniciativa para poner fin a la violencia sexual en los campus universitarios. "The Culture of Respect Collective", una iniciativa creada por la Asociación Nacional de Administradores de Personal Estudiantil (NASPA), es un ambicioso programa piloto de dos años que reúne a las instituciones de educación superior dedicadas a eliminar la violencia sexual en el campus, y las guía a través de un riguroso proceso de autoevaluación y cambio focalizado. El objetivo es que todas las instituciones de CSCU finalmente se unan a la iniciativa Cultura de Respeto.



The Culture of Respect fue fundada en 2013 por los padres de estudiantes universitarios que estaban alarmados por la alta tasa de agresión sexual en los campus universitarios y la falta de recursos integrales para sobrevivientes, estudiantes, administradores y padres que intentan responder y prevenir el asalto sexual en el campus. Para obtener más información, visite cultureofrespect.org.

9 de diciembre: Peruanos votan en EEUU Referéndum Nacional

Los peruanos de nuestra área acudirán a votar este Domingo 9 de Diciembre de 2018, un Referéndum convocado por el Presidente de la República, Martín Vizcarra. La convocatoria tiene el objetivo de someter a consulta ciudadana, la ratificación de las siguientes cuatro Leyes de reforma constitucional, aprobadas por el Pleno del Congreso de la República: 1) "Ley de reforma constitucional sobre la conformación y funciones de la Junta Nacional de Justicia"; 2) "Ley que modifica el art. 35 de la Constitución Política del Perú para regular el financiamiento de organizaciones políticas"; 3) "Ley de reforma constitucional que prohíbe la reelección inmediata de parlamentarios de la República"; y, 4) "Ley que modifica diversos artículos de la Constitución Política de 1993, para establecer la bicameralidad dentro de la estructura del Congreso de la República". Los lugares de votación del área están ubicados en las siguientes direcciones: EN NUEVA JERSEY: Instituto de Tecnología de Nueva Jersey (NJIT), 104 Lock Street, Newark, NJ 07103. Estacionamiento Gratuito: 42 Wilsey Street, Newark, NJ 07103. EN NUEVA YORK: Queens College, 65-30 Kissena Blvd. Flushing, Queens, NY 11367. EN CONNECTICUT: Escuela CREC, 160-172 Huyshope Ave. Hartford, CT 06106.



CharterOak
STATE COLLEGE
Degrees Without Boundaries

Staff Associate, Registrar Office

The Staff Associate is responsible for creating unofficial student transfer credit evaluations for review, manages the student attendance process and interdepartmental communication regarding student attendance, processes incoming and outgoing transcript requests, responsible for self-service registration processes and maintains the office's information in the student portal, tests functionality of new updated versions of the student information system, attends internal student information system meetings, researches and resolves discrepancies in reports through work with the student information system and IT, maintains office's policy and procedure manual, resolves student issues related to registration, communicates with students to explain or rectify issues with student records and other duties as assigned. Associates degree and minimum of two (2) years relevant experience working in Higher Education and within the Registrar's Office is preferred. Demonstrate competency in computer applications. Must possess strong oral and written communication skills, as well as, outstanding customer service skills. Demonstrated ability to work in a fast-paced office, ensuring deadlines and responsibilities are met. Exceptional follow-up and follow-through skills, as well as the ability to plan, organize, and control projects through their completion. Salary: \$46,492. See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume by December 30, 2018. No phone calls please.



Degrees Without Boundaries

Staff Associate, Registrar Office

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AA/EEO

Identidad Latina

Size: 1/8 page 3 (5.1" x 3.5")

Issue: 12-6-18

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Charter Oak State College

Contact Info

- New Britain, CT



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Feedback

serves as a point of contact for the office to resolve record or processing issues. Both technical and non-technical in nature.

Minimum Qualifications:

- Associate degree and minimum of two (2) years relevant experience working in Higher Education and within the Registrar's Office is preferred.
- Demonstrate competency in computer applications.
- Must possess strong oral and written communication skills, as well as, outstanding customer service skills
- Demonstrated ability to work in a fast-paced office, ensuring deadlines and responsibilities are met. Exceptional follow-up and follow-through skills, as well as the ability to plan, organize, and control projects through their completion.

Preferred Qualifications: Typing skills of 60-70 wpm preferred.

Responsibilities:

- Creates unofficial student transfer credit evaluations for review
- Manages the student attendance process and interdepartmental communication regarding student attendance
- Processes incoming and outgoing transcript requests
- Responsible for self-service registration processes and maintains the office's information in the student portal.
- Tests functionality of new updated versions of the student information system
- Attends internal student information system meetings
- Researches and resolves discrepancies in reports through work with the student information system and IT
- Maintains office's policy and procedure manual
- Resolves student issues related to registration
- Communicates with students to explain or rectify issues with student records
- Other duties as assigned

Feedback

To Apply: Interested candidates should submit a resume and cover letter by December 30, 2018 at www.charteroak.edu/AboutUs/Employment.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

PI105868198

Job ID: 26117452

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Feedback

Staff Associate, Registrar Office

Charter Oak State College • New Britain, CT

Posted 16 hours ago

Job Snapshot

Full-Time
Education - Teaching - Administration
Education

Job Description

Position: Staff Associate, Registrar Office
Salary: \$46,492 approximate annual, plus State supported benefits

Position Summary: Manages a variety of office processes critical to the function of the office. These processes for internal and external audiences include: creating unofficial student transfer credit evaluations for review; student portal processing; student course attendance monitoring; fulfilling student transcript requests, and special projects that involve the monitoring of the office. In addition

Invoice

Invoice No. 132619-508877

Date: December 27, 2018



PO Box 320903
Fairfield, CT 06825
Tel: 203.549.0060
Accounting Fax: 203.549.0065
Email: AccountingDept@GraystoneAdv.com
Federal ID# 06-1422266

Charter Oak State College
Attn: Silas Shannon III
Business Services
85 Alumni Road
Newington, CT 06111

#1179

Order No:	Blanket Order No:
Contact: Silas Shannon III	Job No: 132619

Ad Title: Staff Associate, Registrar Office

	Insert Date	Size	Description	Amount
CAREERBUILDER.COM	11/28/2018	1 x 1	Web	\$ 375.00
				Ad Subtotal \$375.00
Identidad Latina	12/6/2018	3 x 3.5	Display Ad	\$ 166.77
			-10.00% 10% Admin fee (Gross)	+\$ 16.68
				Ad Subtotal \$183.45
INDEED.COM	11/28/2018	1 x 1	Web	\$ 400.00
				Ad Subtotal \$400.00
Northeast News Today, Inc. (formally Northeast Minority News)	12/13/2018	2 x 3.5	Display Ad	\$ 378.00
				Ad Subtotal \$378.00
				INVOICE TOTAL \$1,336.45

Payment Terms: Strictly 30 days. Due Date: 1/26/2019

Finance Charges of 1.50% per month if not paid within terms

Amount Due if paid after due date: \$1,356.49

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PAID
Date: 1-2-19
Expenditure List: 16323
Initial: SS

all to pay
RM
12/28/18
Page 1 of 1

**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position Title: Director, Enterprise Systems

Salary: \$92,223

Position Summary: Oversees College Enterprise Systems including student information systems, CRM systems, and document imaging. Responsible for strategic planning, implementation and operational support of college information systems including software development and maintenance projects.

Minimum Qualifications: Master's Degree in MIS or Computer Science and a minimum of six (6) years experience in managing technology; specific background in information systems management; strategic planning, managing vendors, project management, and technology systems planning. Considerable ability to communicate effectively with individuals and groups on IT and administrative matters. Strong supervisory and problem solving skills.

Position Responsibilities:

- Administers college information systems, database projects and production systems. Coordinates among the client offices and various units of Information Technology in systems development, project management, testing, and implementation.
- Develops and implements long-range strategic and near-term operating plans and prepares periodic progress reports.
- Researches, evaluates, recommends and implements emerging technology-based opportunities for improving college operations and services. Communicates with vendors, users, management, and technology staff.
- Develops and supervises staff by defining and prioritizing goals, assigning tasks, providing guidance and direction; evaluating performance; promoting personal and professional development. Establishes general schedules and priorities for system, programming, standards, communications, and other support projects.
- Manages in-depth process analysis to interpret and evaluate obscure/vague information in the development of new solutions for complex technical and/or managerial problems.
- Authorizes and monitors data access and production software changes
- Advises supervisors and committees on systems issues; participates in budgeting and strategic planning.
- Assists with the development, implementation, and maintenance of the strategic master plan for technology that is based on college-wide participation and encompasses a multi-campus and digital delivery system; provides responsive advice, counsel, and service.
- Represents ITS and acts on behalf of the CIO on committees, task force groups, and other strategic planning activities internally and externally.

To Apply: Interested candidates should submit a resume and cover letter by February 21, 2019 at www.charteroak.edu/AboutUs/Employment.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

Degrees Without Boundaries

Invoice



**GRAYSTONE GROUP
ADVERTISING**

PO Box 320903
Fairfield, CT 06825
Tel: 203.549.0060

Accounting Fax: 203.549.0065

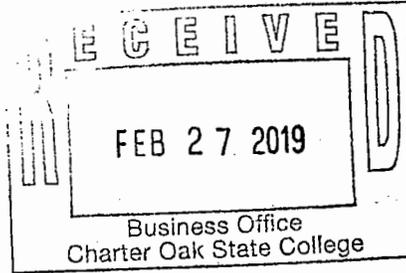
Email: AccountingDept@GraystoneAdv.com

Federal ID# 06-1422266

Invoice No. 134731-518526

Date: February 27, 2019

Charter Oak State College
Attn: Silas Shannon III
Business Services
85 Alumni Road
Newington, CT 06111



Order No:

Blanket Order No:

Contact: Silas Shannon III

Job No: 134731

Ad Title: Director, Enterprise Systems

	Insert Date	Size	Description	Amount
CAREERBUILDER.COM	1/24/2019	1 x 1	Web	\$ 375.00
Ad Subtotal				\$375.00
Identidad Latina	2/7/2019	3 x 5	Display Ad	\$ 238.24
			-10.00% 10% Admin fee (Gross)	+\$ 23.82
Ad Subtotal				\$262.06
INDEED.COM	1/24/2019	1 x 1	Web	\$ 400.00
Ad Subtotal				\$400.00
Northeast News Today, Inc. (formally Northeast Minority News)	2/7/2019	2 x 5	Display Ad	\$ 540.00
Ad Subtotal				\$540.00
INVOICE TOTAL				\$1,577.06

Payment Terms: Strictly 30 days. Due Date: 3/29/2019

Finance Charges of 1.50% per month if not paid within terms

Amount Due if paid after due date:

\$1,600.72

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OK to pay
2/27/19
[Signature]

PAID

Date: 3/1/19

Expenditure List: 17004

Initial: [Signature]



Degrees Without Boundaries

Director, Enterprise Systems

The Director will be responsible for overseeing College Enterprise Systems including student information systems, CRM systems, and document imaging. Responsible for strategic planning, implementation and operational support The director administers college information systems, coordinates among the client offices and various units of Information Technology in systems development, project management, testing, and implementation; prepares periodic progress reports; Researches, evaluates, recommends and implements emerging technology-based opportunities for improving college operations and services. Communicates with vendors, users, management, and technology staff; Develops and supervises staff by defining and prioritizing goals, assigning tasks, providing guidance and direction; evaluating performance; promoting personal and professional development. Establishes general schedules and priorities for system, programming, standards, communications, and other support projects; Manages in-depth process analysis to interpret and evaluate information in the development of new solutions for complex technical problems; Authorizes and monitors data access and production software changes; Advises supervisors and committees on systems issues; participates in budgeting and strategic planning; Assists with the development, implementation, and maintenance of the strategic master plan for technology that is based on college-wide participation and encompasses a multi-campus and digital delivery system; provides responsive advice, counsel, and service; Represents ITS and acts on behalf of the CIO on committees, task force groups, and other strategic planning activities internally and externally. Master's Degree in MIS or Computer Science and a minimum of six (6) years experience in managing technology; specific background in information systems management; strategic planning, managing vendors, project management, and technology systems planning. Considerable ability to communicate effectively with individuals and groups on IT and administrative matters. Strong supervisory and problem solving skills. **Salary:** \$92,223. See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume by February 21, 2019. No phone calls please.

AA/EEO

Northeast News Today

Size: 2 (5") x 5"

Issue: 2-7-19

What
Job title, keywords, or company

Where
City, state, or zip code

New Britain, CT [Advanced Job](#)

Director jobs in New Britain, CT

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Salary Estimate

\$55,000	(526)
\$75,000	(429)
\$95,000	(326)
\$115,000	(215)
\$135,100	(113)

Job Type

Full-time	(635)
Part-time	(30)
Temporary	(21)
Contract	(9)
Commission	(4)

Location

Hartford, CT	(194)
East Hartford, CT	(46)
Farmington, CT	(39)
Middletown, CT	(29)
Windsor, CT	(25)

more »

Company

Businesses Pratt & Whitney	(33)
Travelers	(32)
Prudential	(19)
Glastonbury Family YMCA	(18)
Businesses Collins Aerosp...	(15)

more »

Experience Level

Mid Level	(293)
Senior Level	(168)
Entry Level	(72)

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Director, Enterprise Systems

Charter Oak State College 5 reviews
New Britain, CT 06053

\$92,223 a year
CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING
Position Title: Director, Enterprise Systems Salary: \$92,223 Position Summary: Oversees College...

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Director of Continuing Legal Education and Section Programmi...

Connecticut Bar Association
New Britain, CT

Soressi, Executive Director, 30 Bank Street, New Britain, CT, 06051 or by e-mail. Develop, propose, prioritize and monitor CLE offerings throughout the year;...

Easily apply

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Director of Technical Education

International Masonry Institute
13 reviews

Wallingford, CT

The Director of Technical Education will: Educate and advise designers and other project stakeholders regarding the performance of masonry in the building...

Easily apply

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Director, Enterprise Systems

Charter Oak State College 5 reviews
New Britain, CT 06053

\$92,223 a year
CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING
Position Title: Director, Enterprise Systems Salary: \$92,223 Position Summary: Oversees College...

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Communications Director

Working Families 4 reviews
Hartford, CT 06106

\$55,000 - \$65,000 a year
Connecticut Working Families is seeking a talented and energetic Communications Director. The Communications Director will serve as a key strategist, a key...

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Associate Director (lead the team that changes lives!)

Prudence Crandall Center
New Britain, CT

\$70,000 a year

The Associate Director is the senior staff member working in partnership with the Executive Director, Management Team, and Board committees to develop and carry...

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Associate Program Director

Community Solutions, Inc. 74 reviews
Hartford, CT

Participate in community civic groups or Advisory Boards/committees, Board of Directors' committee meetings, training sessions, and community presentations...

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Associate Director, Public Safety

University of Saint Joseph 28 reviews
West Hartford, CT

The Associate Director assists the Director with all aspects of department management and operations, and acts for the Director in their absence....

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Leadership Program Director

Girl Scouts of Connecticut 1.260 reviews
Bristol, CT +2 locations

Reports needed repairs of equipment and facilities to the Camp Director. Position works closely with the Camp Director and administration team to develop...

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Associate Director I

ESPN 641 reviews
Bristol, CT 06010

The program audio may be in Spanish, and the Director and Associate Director will make his/her commands in English....

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Director, Customer Support

Vertafore 107 reviews
Windsor, CT 06006

Vertafore has an opening for an experienced, energetic Customer Support Director. The ideal candidate will be committed to customer service and able to grow and...

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Technical Director

Landmark Community Theatre
Thomaston, CT 06787

\$36,000 - \$45,000 a year

Responsible for overseeing or advising on all technical aspects of Landmark Community Theatre productions and rental productions including setup, run,...

Easily apply

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Membership Sales Director

GG LLC
Hartford, CT

\$50,000 - \$60,000 a year

Membership Sales Director*. Lucrative opportunity - we are seeking a Director of Sales to drive new business and meet or exceed goals....

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Director, Health care

Charter Oak State College 5 reviews
New Britain, CT 06053

\$80,233 a year

Director, Master's Degree in Health Care Administration and Health Informatics. The Director will be responsible for promoting the mission of Charter Oak State...

Sponsored save job

Technical Director

Landmark Community Theatre
Thomaston, CT 06787

\$36,000 - \$45,000 a year

Responsible for overseeing or advising on all technical aspects of Landmark Community Theatre productions and rental productions including setup, run,...

Easily apply

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Director jobs in New Britain, CT

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Distance: within 25 miles

Salary Estimate	
\$55,000	(526)
\$75,000	(429)
\$95,000	(326)
\$115,000	(215)
\$135,100	(113)

Job Type	
Full-time	(635)
Part-time	(30)
Temporary	(21)
Contract	(9)
Commission	(4)

Location

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Director, Enterprise Systems

Charter Oak State College ★★★★★ 5 reviews
 New Britain, CT 06053

\$92,223 a year

CHARTER OAK STATE COLLEGE ANNOUNCEMENT OF POSITION OPENING Position Title: Director, Enterprise Systems Salary: \$92,223 Position Summary: Oversees College...

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Director of Continuing Legal Education and Section Programmi...

Connecticut Bar Association
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Easily apply

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Director of Technical Education

International Masonry Institute ★★★★★ 13 reviews
 Wallingford, CT

The Director of Technical Education will: Educate and advise designers and other project stakeholders regarding the performance of masonry in the building...

Easily apply

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Director, Enterprise Systems

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ANNOUNCEMENT OF POSITION OPENING

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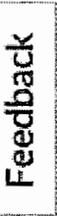
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Director, Enterprise Systems

Charter Oak State College • New Britain, CT

Posted 7 days ago

Job Snapshot

Full-Time
Education - Teaching - Administration
Education

Job Competition

Job Description

Position Title: Director, Enterprise Systems

Salary: \$92,223

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PI107203474

Job ID: 26194184

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Charter Oak State College

Contact Info

- New Britain, CT



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FEBRERO

BIBLIOTECA PÚBLICA DE HARTFORD
CLASES GRATUITAS DE INGLÉS Y CIUDADANÍA EN HARTFORD. Matrícula en persona. Lugar: 500 Main St. Hartford, CT. Más info: (860) 695-6357. O escribe a: learning@hpcrt.org.

Viernes 8. 5:30pm-8:30pm
HAPPY HOUR EN EL SCIENCE CENTER EN HARTFORD. Explore la conexión entre la comida y el amor con actividades prácticas, expertos en ciencia, entretenimiento y cócteles. Lugar: Connecticut Science Center 250 Columbus Blvd. Hartford, CT. Más info: (860) 724-3623. ctsciencecenter.org

Viernes 8. 6:00pm-9:00pm
GOZA DUO DAVE GIARDINA-GUITAR, BRIAN WALLACE-TRUMPET EN HARTFORD. Lugar: Chango Rosa, 1 Union Place, Hartford, CT. Más info: (860) 438-8746. www.changorosa.com

Viernes 8. 6:30pm-9:30pm
RAY SANTIAGO'S SALSA JAZZ QUINTET (ORQ. ESPADA) EN HARTFORD. Lugar: Casona, 681 Wethersfield Ave. Hartford, CT. Info: 860-519-5590. Dinner/ Party Reservations: (860) 578-8416.

Viernes 8. 6:30pm-9:30pm
JOEL SANCHEZ Y LOS BOHEMIOS: NOCHE ROMÁNTICA EN HARTFORD. Lugar: Casona, 681 Wethersfield Ave. Hartford, CT. Info: 860-519-5590. Dinner/ Party Reservations: (860) 578-8416.

Viernes 8. 9:00pm-11:00pm
PARQUE DE AVENTURAS: NOCHE DE NIÑOS EN ORANGE. Disfruta de las mejores atracciones y la noche con luces de colores y música. Lugar: Urban Air Adventure Park, 260 Bull Hill Lane Orange, CT. Más info: (203) 350-0241. www.urbanairorange.com

Viernes 8. 9:00pm
A FUEGO MÁXIMO CELEBRA SAN VALENTIN EN HARTFORD. Lugar: El 8 de Blanco, 518 Park St. Hartford, CT. Más info: Facebook @El 8 de Blanco Sports Bar

Viernes 8. 9:00pm
VERZACE DESDE PUERTO RICO EN HARTFORD. Lugar: Piolin Bar & Restaurant, 395 Franklin Ave., Hartford, CT. Entrada \$10. Más info: piolin2.com (860) 296-2062.

Febrero 9 y 10. 10:00am-5:00pm
FERIA DE NIÑOS DE CONNECTICUT EN HARTFORD. Diversión, entretenimiento, exhibiciones, premios y un montón de actividades para familias con bebés y niños pequeños. Lugar: Connecticut Convention Center, 100 Columbus Blvd. Hartford, CT. Más info: (860) 249-6000. www.jenksproductions.com

Sábado 9. 12:00pm-2:00pm
SEMINARIO GRATIS PARA PRIMEROS COMPRADORES DE CASA EN HARTFORD. Seminario de Remax. Comprar una casa es más fácil de lo que piensas. Lugar: Remax, 534 Franklin Ave. Hartford, CT. Más info: (860) 756-0980.

Sábado 9. 12:00pm-9:00pm
FESTIVAL DE SAN VALENTIN DE FUEGO Y HIELO EN PUTNAM. ¡Una escapada romántica apta para toda la familia! Demostraciones profesionales de tallado en hielo y actuaciones de fuego en vivo. Lugar: Downtown, 158 Main St. Putnam, CT. Más info: <http://www.discoverputnam.com>

Sábado 9. 8:30pm-11:00pm
DAVIS DE JESUS & DRIVE EN OLD LYME. Lugar: The Side Door Jazz Club at Old Lyme Inn, 85 Lyme St., Old Lyme. Boletos: www.the-sidedoorjazz.com Telefono: 860-434-2600. Descuento de 10% si compran por línea.

Domingo 10. 5:00pm-8:00pm
LOS TROVADORES DE AMERICA MARIACHIS EN NEWINGTON. Lugar: Puerto Vallarta, 2385 Berlin Turnpike, Newington, CT. Más info: (860) 667-8080.

Lunes 11. 8:00pm
MEJOR SABOR DE JAZZ EN VIVO EN HARTFORD. Experimenta la genial música original de una "Jam Session" en vivo mientras disfrutas de la mejor cocina sureña. Lugar: Black-Eyed Sally's, 350 Asylum St. Hartford, CT. Más info: <http://www.blackeyedsallys.com/live-music/>

Martes 12. 8:00pm-11:00pm
TRIVIALIDADES EN HARTFORD. Pon tu conocimiento de la cultura pop a prueba. Lugar: The Half Door, 270 Sisson Ave. Hartford, CT. Más info: <https://www.facebook.com/thehalfdoorhartford>

Miércoles 13. 5:00pm-7:00pm
TEQUILA 101 EN NEW HAVEN. Aprende más sobre el tequila y la selección completa de tequila del restaurante, que es la más

grande de la costa este. Lugar: Geronimo Tequila Bar & Southwest Grill, 271 Crown St. New Haven, CT. Más info: (203) 777-7700. geronimobarandgrill.com

Miércoles 13. 6:30pm-9:30pm
DAVID GOYA GONZALEZ & SINCOPIÁ EN HARTFORD. Lugar: Casona, 681 Wethersfield Ave. Hartford, CT. Info: 860-519-5590. Dinner/ Party Reservations: (860) 578-8416.

Jueves 14. 8:00pm-9:30pm
ROMANCE DE LA GUITARRA EN WEST HARTFORD. Lugar: The Auditorio Center for the Arts & Humanities University of Saint Joseph, 1678 Asylum Ave. West Hartford, CT. Más info: (860) 231-5555. raiderginsburg@usj.edu

Viernes 15. 6:30pm-9:30pm
JOEL SANCHEZ Y LOS BOHEMIOS: NOCHE ROMÁNTICA EN HARTFORD. Lugar: Casona, 681 Wethersfield Ave. Hartford, CT. Info: 860-519-5590. Dinner/ Party Reservations: (860) 578-8416.

Viernes 15. 7:00pm-8:30pm
CONCIERTO DE MEDITACIÓN DESONIDO EN EAST HARTFORD. La orquestación relajante envuelve una habitación donde los estados meditativos profundos neutralizan el entorno tumultuoso de la vida cotidiana. Lugar: The Conduit Center, 1227 Burnside Ave. Suite 1, East Hartford, CT. Más info: (860) 888-4314.

Sábado 16. 10:00am-5:00pm
CELEBRA EL AÑO DEL CERDO 2019 EN NEW HAVEN. Todas las actividades y programas son gratis y para todas las edades con comida, arte, música, literatura y danza. Lugar: New Haven Museum 114 Whitney Ave. New Haven, CT. Más info: (203) 432-3427. www.valechina.org/lunarfest

Sábado 16. 2:00pm & 7:00pm
HARLEM GLOBETROTTERS EN HARTFORD. Algunos de los atletas más electrizantes del planeta llevarán su espectacular show a Hartford durante su World Tour de 2019. Lugar: XL Center, 1 Civic Center Plaza, Hartford, CT. Más info: www.xlcenter.com/events/detail/harlem-globetrotters-3

Sábado 16. 8:00pm
CONCIERTO DE GLADYS KNIGHT LA LEYENDA DE LA MUSICA MOTOWN EN STORRS. Lugar: Jorgensen Center for the Performing Arts 2132 Hillside Rd. Storrs, CT. Más info: jorgensen.uconn.edu

Sábado 16. 8:00pm
TEATRO MUSICAL "THE BIKINIS" EN BERLIN. Un espectáculo que promete hacer bailar a todos en los pasillos. Lugar: Connecticut Cabaret Theatre, 31 Webster Square Rd. Berlin, CT. Más info: (860) 829-1248. www.ctcabaret.com

Domingo 17. 5:00pm
RAQUEL MALDONADO, PAULA LOPEZ Y RACHEL MARIE EN ENFIELD. Lugar: Old Country Banquet Hall, 4 Alden Ave. Enfield, CT. Más info: (413) 885-9615.

Lunes 18. 6:00pm-10:00pm
CERVEZA Y CURIOSIDADES EN HARTFORD. Entrena tu cerebro mientras disfrutas de \$4 borradores de manualidades y juega por premios. Lugar: Hooker Brewery at Colt, 140 Huyslope Ave. Hartford, CT. Más info: (860) 461-0945. <https://hookerbeer.com/colt/>

Martes 19. 6:00pm-7:30pm
TALLER DE DANZA KIZOMBA DE ÁFRICA EN HARTFORD. Este divertido taller de danza incluye técnica, patrones y estilo. Lugar: The 224, 224 Farmington Ave. Hartford, CT. Más info: <http://l.earnkizomba.eventbrite.com>

Miércoles 20. 6:15pm-7:45pm
PODEROSAMEDITACIÓN EN HARTFORD. Entrada Gratuita. Abierto para personas en todos los niveles de práctica de meditación. Experimente los innumerables beneficios de la meditación de atención plena, para menor estrés y ansiedad, claridad mental y un mejor sueño. Lugar: Hartford Mindfulness Center, 645 Farmington Ave. Hartford, CT. Más info: www.hartfordmindfulnesscenter.org

Jueves 21. 6:00pm-9:00pm
JASON JENKINS SOLO FLAMENCO/ ACOUSTIC GUITAR EN MANCHESTER. Lugar: Cavey's, 45 East Center St. Manchester, Connecticut. Info: 860-643-2751.

Jueves 21. 6:00pm-11:00pm
HAMBURGUESAS Y CUBOS DE CERVEZAS EN HARTFORD. Hamburguesas \$5 y cubos de Miller High Life \$5. Lugar: Dish Bar & Grill, 900 Main St. Hartford, CT. Más info: (860) 249-3474. dishbarandgrill.com

Viernes 22. 6:30pm-9:30pm
MARIO PUEBLO Y LOS SABROSOS DE LA SALSA EN HARTFORD. Lugar: Casona, 681 Wethersfield Ave. Hartford, CT. Info: 860-519-5590. Dinner/ Party Reservations: (860) 578-8416.

Sábado 23. 10:00am-1:00pm
YARD GOATS FERIA DE TRABAJO EN HARTFORD. Ellos ocuparán 300 puestos de trabajo cada año para el estadio. Lugar: Dunkin Donuts Park, 1214 Main St. Hartford, CT. Más info: (860) 246-4628.

Miércoles 27. 6:30pm-9:30pm
BENNY VELAZQUEZ TRIO EN HARTFORD. Benny Velazquez-bass, Rufus Davis-piano, Miguel Rios-percussion. Lugar: Casona, 681 Wethersfield Ave. Hartford, CT. Info: 860-519-5590. Dinner/ Party Reservations: (860) 578-8416.

Charter Oak STATE COLLEGE

Degrees Without Boundaries

Director, Enterprise Systems

The Director will be responsible for overseeing College Enterprise Systems including student information systems, CRM systems, and document imaging. Responsible for strategic planning, implementation and operational support. The director administers college information systems, coordinates among the client offices and various units of Information Technology in systems development, project management, testing, and implementation; prepares periodic progress reports; Researches, evaluates, recommends and implements emerging technology-based opportunities for improving college operations and services. Communicates with vendors, users, management, and technology staff; Develops and supervises staff by defining and prioritizing goals, assigning tasks, providing guidance and direction; evaluating performance; promoting personal and professional development. Establishes general schedules and priorities for system, programming, standards, communications, and other support projects; Manages in-depth process analysis to interpret and evaluate information in the development of new solutions for complex technical problems; Authorizes and monitors data access and production software changes; Advises supervisors and committees on systems issues; participates in budgeting and strategic planning; Assists with the development, implementation, and maintenance of the strategic master plan for technology that is based on college-wide participation and encompasses a multi-campus and digital delivery system; provides responsive advice, counsel, and service; Represents ITS and acts on behalf of the CIO on committees, task force groups, and other strategic planning activities internally and externally. Master's Degree in MIS or Computer Science and a minimum of six (6) years experience in managing technology; specific background in information systems management; strategic planning, managing vendors, project management, and technology systems planning. Considerable ability to communicate effectively with individuals and groups on IT and administrative matters. Strong supervisory and problem solving skills. Salary: \$92,223. See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume by February 21, 2019. No phone calls please.

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CLASSIFIEDS

DIRECTOR

CHARTER OAK STATE COLLEGE



Director, Enterprise Systems

The Director will be responsible for overseeing College Enterprise System including student information systems, CRM systems, and document imaging. Responsible for strategic planning, implementation and operational support. The director administers college information systems, coordinate, among the chief officer and various unit, of Information Technology in systems development, project management, testing, and implementation, prepares periodic progress reports; Researches, evaluates, recommends, and implement, emerging technology-based opportunities for improve college operation and services; Communicate with vendors, users, management, and technology staff; Develops and supervises staff by defining and prioritizing goals, assigning tasks, providing guidance and direction, evaluating performance; promoting personal and professional development; Establishes general schedules and priorities for system programming, standard, communication, and other support projects; Manages in depth process only in its interest and evaluate information in the development of new solutions for complex technical problems; Authorizes, and monitors data access and production software changes; Advises supervisors and committees on system issues, participates in budgeting and strategic planning; Assists with the development, implementation, and maintenance of the strategic master plan for technology that is based on college-wide participation and encompasses a multi vendor, and digital delivery system; provides responsive advice, counsel and service. Represents ITS on behalf of the CIO on committees, task force groups, and other strategic planning activities internally and externally. Master's Degree in MS or Computer Science and a minimum of six (6) years experience in managing technology, specific background in information systems management, strategic planning, managing vendors, project management, and technology system planning. Considerable ability to communicate effectively with individuals and groups on IT and administrative matters. Strong supervisory and problem solving skills. Salary \$92,223. See complete job description at <http://www.charteroak.edu/AboutUs/> Employment and apply with cover letter and resume by February 21, 2019. No phone calls please.

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134731

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**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position Title: Associate Director, Admissions

Salary: \$68,775

Position Summary: The Associate Director provides operational, communication, and admissions technology leadership and management expertise to ensure the recruitment and enrollment services operations function effectively to successfully meet enrollment goals. Implements and oversees communication resources, including a CRM, and/or other enterprise systems and encourages enrollment by providing information about college programs and processes to prospective students. Serves as inquiry manager supervising associates and works as a member of the Admissions team to direct the efficient, timely engagement of new students.

Minimum Qualifications: Master's degree and a minimum of four (4) years of experience in customer service operations, preferably in higher education admissions; experience designing functionality within a CRM environment; excellent interpersonal, communication and problem solving skills, ability to work independently and as a member of a team. Some evening and weekend hours required.

Position Responsibilities:

- Oversees the inquiry/application process, including integration of inquiry and application forms, manages multi-channel communication plan including telephone, texting, email and chat usage within the CRM platform.
- Supervises Admissions staff involved in inquiry management and operations staff creating a cohesive team committed to reaching enrollment goals
- Encourages enrollment of prospective students by providing persuasive information around college programs and services.
- Interacts and serves as liaison to the Information Technology department with regards to the implementation and integration of a CRM with other enterprise systems.
- Builds out communication workflows and campaign tracking in conjunction with the Director of Admissions and marketing team, providing structure and strategy as needed.
- Creates, generates, and maintains all statistical dashboards for the Director of Admissions and other internal stakeholders
- Researches, evaluates, and recommends changes to the technological needs, systems and processes related to the collection, reporting, and dissemination of enrollment services data, and oversee the implementation of these solutions.
- Works in conjunction with the Admissions team to promote awareness of the college, staff events and serve students.

To Apply: Interested candidates should submit a resume and cover letter by March 24, 2019 at www.charteroak.edu/AboutUs/Employment.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

Degrees Without Boundaries

Milena Fonseca
Administrative Assistant
Identidad Latina Multimedia
milena@identidadlatina.com
8603109886

EXTERNAL EMAIL - Please verify sender before opening attachments or links.

EXTERNAL EMAIL - Please verify sender before opening attachments or links.

Thanks,

Sherri

From: Sherri Luba

Sent: Friday, February 22, 2019 10:46 AM

To: 'adela@identidadlatina.com' <adela@identidadlatina.com>

Subject: RE: Graystone Group Tear Sheet Request-Charter Oak College (position: "Academic Assistant, Prior Learning Assessment (p/t 30 ! hours)")

Hi Adelia,

You were such a big help in getting the last tear sheet, I am hoping you could help me in obtaining another one, it's for the same Client Charter Oak College, but different position, this one is for the Academic Assistant, Prior Learning Assessment (p/t 30 hours).

The placement date was January 17th, and it was not with the tear sheet you last sent.

Any assistance in getting this tear sheet would be great!

Thank you!

Sherri

Milena Fonseca
Administrative Assistant
Identidad Latina Multimedia
milena@identidadlatina.com
8603109886

EXTERNAL EMAIL - Please verify sender before opening attachments or links.

From: milena@identidadlatina.com <milena@identidadlatina.com>
Sent: Tuesday, March 12, 2019 1:31 PM
To: Sherri Luba <SLuba@graystoneadv.com>
Cc: adelia <adelia@identidadlatina.com>
Subject: RE: FWD: Graystone Group Tear Sheet Request-Charter Oak College (position: "Academic Assistant, Prior Learning Assessment (p/t 30 hours)")

Good afternoon Sherri,

I review our records, we didn't receive the order for the Ad that you are requesting, we have orders for the positions: "Director Master's Degree in Health Care Administration and Health Informatics" that run on 1/24/2019 and "Director, Enterprise Systems" that run 2/7/2019.

Would you still be interested in placing the ad for the position "Academic Assistant, Prior Learning Assessment (p/t 30 hours)"?
please let me know if you have any questions.

Milena Fonseca
Administrative Assistant
Identidad Latina Multimedia
milena@identidadlatina.com
8603109886

From: "Mercedes" <mercedes@identidadlatina.com>
Date: Tue, Mar 12, 2019 1:14 pm
To: "milena" <milena@identidadlatina.com>
Subject: FWD: RE: Graystone Group Tear Sheet Request-Charter Oak College (position: "Academic Assistant, Prior Learning Assessment (p/t 30 hours)")

From: "Sherri Luba" <SLuba@graystoneadv.com>
Date: Tue, Mar 12, 2019 9:15 am
To: "adelia@identidadlatina.com" <adelia@identidadlatina.com>
Subject: RE: Graystone Group Tear Sheet Request-Charter Oak College (position: "Academic Assistant, Prior Learning Assessment (p/t 30 hours)")

Hi Adelia,

I'm just follow up on the below tear sheet request from January.

Anything you can do to expedite this would be very helpful!

Cell: 965-5646
adelia@identidadlatina.com
Identidadlatina.com
Identidadlatinaradio.com
ILRadio.net
Tunein: Identidad Latina Radio
Social Media: Facebook, Twitter, YouTube..

From: "Milena" <milena@identidadlatina.com>
Date: Tue, Mar 12, 2019 2:48 pm
To: "Sherri Luba" <SLuba@graystoneadv.com>
Cc: "adelia" <adelia@identidadlatina.com>
Subject: RE: FWD: Graystone Group Tear Sheet Request-Charter Oak College (position: "Academic Assistant, Prior Learning Assessment (p/t 30 hours)")
Hello Sherri,

I am attaching the tear sheet of the 2/7/19 ad.
any questions, please let me know.

From: "Sherri Luba" <SLuba@graystoneadv.com>
Date: Tue, Mar 12, 2019 2:30 pm
To: "milena@identidadlatina.com" <milena@identidadlatina.com>
Subject: RE: FWD: Graystone Group Tear Sheet Request-Charter Oak College (position: "Academic Assistant, Prior Learning Assessment (p/t 30 hours)")

Hi Milena,

We do need the 2/7 tear sheet as well, are you able to send that to me?

I just forwarded it on to the Designer who will get in contact with the client.

Thanks,

Sherri

To: "adelia@identidadlatina.com" <adelia@identidadlatina.com>

Subject: RE: Graystone Group Tear Sheet Request-Charter Oak College (position: "Associate Director, Admission")

Thank you for your quick reply!

I'm sorry I sent you that message, I think we took care of that last week.

I am looking for another ad from the same college that ran in the 2/28 issue, jog title: Associate Director, Admission.

Are you able to find that?

Thanks,

Sherri

From: adelia@identidadlatina.com <adelia@identidadlatina.com>

Sent: Tuesday, March 19, 2019 10:17 AM

To: Sherri Luba <SLuba@graystoneadv.com>

Subject: FWD: RE: FWD: Graystone Group Tear Sheet Request-Charter Oak College (position: "Academic Assistant, Prior Learning Assessment (p/t 30 hours)")

Good afternoon Sherri,

I review our records, we didn't receive the order for the Ad that you are requesting, we have orders for the positions: "Director Master's Degree in Health Care Administration and Health Informatics" that run on 1/24/2019 and "Director, Enterprise Systems" that run 2/7/2019.

Would you still be interested in placing the ad for the position "Academic Assistant, Prior Learning Assessment (p/t 30 hours)"?

please let me know if you have any questions.

Milena Fonseca
Administrative Assistant

ADELIA SANTA CRUZ

Director of Marketing & Sales

199 Oakwood Ave. West Hartford CT 06119

Tel: (860)231-9891

Silas Shannon

From: Sherri Luba <SLuba@graystoneadv.com>
Sent: Tuesday, March 19, 2019 1:07 PM
To: Dorothy Schreiner
Cc: Chris Gensur
Subject: FW: Graystone Group Tear Sheet Request-Charter Oak College (position: "Associate Director, Admission")

Looks like another ad that DNR b/c they didn't receive the IO.

What is going on???

Next steps??

From: adelia@identidadlatina.com <adelia@identidadlatina.com>
Sent: Tuesday, March 19, 2019 12:27 PM
To: Sherri Luba <SLuba@graystoneadv.com>
Subject: RE: Graystone Group Tear Sheet Request-Charter Oak College (position: "Associate Director, Admission")

Hi Sherri,

I didn't receive the order for the Ad that you are requesting (Associate Director, Admission). If you are still be interested in placing the ad for the position or this ("Academic Assistant, Prior Learning Assessment (p/t 30 hours)"? We can do it, This Thursday we have the next edition, you could send until tomorrow before noon.

Thanks!

Adelia.

ADELIA SANTA CRUZ

Director of Marketing & Sales

199 Oakwood Ave. West Hartford CT 06119

Tel: (860)231-9891

Cell: 965-5646

adelia@identidadlatina.com

Identidadlatina.com

Identidadlatinaradio.com

ILRadio.net

Tunein: Identidad Latina Radio

Social Media:Facebook, Twitter, YouTube..

From: "Sherri Luba" <SLuba@graystoneadv.com>
Date: Tue, Mar 19, 2019 10:39 am



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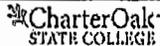
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136185

ASSOCIATE DIRECTOR

CHARTER OAK STATE COLLEGE



Degree Without Boundaries

Associate Director of Admissions

The Associate Director provides operational, communication, and admissions technology leadership and management expertise to ensure the recruitment and enrollment services operations function effectively to successfully meet enrollment goals. Implements and oversees communication technology, including a CRM, and/or other enterprise systems and encourages enrollment by providing information about college programs and processes to prospective students. Serves as inquiry manager supervising associates and works as a member of the Admissions team to direct the efficient, timely engagement of new students. The Associate Director supervises Admissions Associate staff involved in inquiry management and admissions operations staff creating a cohesive enrollment services team committed to reaching enrollment goals; increases enrollment of prospective students by providing persuasive information about college programs and services; builds out communication workflows and campaign tracking in conjunction with the Director of Admissions and marketing team, tracking structure and strategy as needed; Researches, evaluates, and recommends changes to the technological needs, systems and processes related to the collection, reporting, and dissemination of enrollment services data, and oversees the implementation of these solutions; Works in conjunction with the Admissions team to promote awareness of the college, staff events and serve students. Minimum Qualifications: Master's degree and a minimum of four (4) years of experience in customer service operations, preferably in higher education admissions; experience designing functionality within a CRM environment; excellent interpersonal, communication and problem solving skills; ability to work independently and as a member of a team. Some evening and weekend hours required. Salary: \$68,715. See complete job description at <http://www.charteroak.edu/about/employment> and apply with cover letter and resume by March 24, 2019.

AAVEO

* THIS IS YOUR AD
THANK YOU

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DIRECTOR:2

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ESTIMATOR:1

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Charter Oak State College

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- New Britain, CT



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operations function effectively to successfully meet enrollment goals. Implements and oversees communication resources, including a CRM, and/or other enterprise systems and encourages enrollment by providing information about college programs and processes to prospective students. Serves as inquiry manager supervising associates and works as a member of the Admissions team to direct the efficient, timely engagement of new students.

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Position Responsibilities:

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- Encourages enrollment of prospective students by providing persuasive information around college programs and services.
- Interacts and serves as liaison to the Information Technology department with regards to the implementation and integration of a CRM with other enterprise systems.
- Builds out communication workflows and campaign tracking in conjunction with the Director of Admissions and marketing team, providing structure and strategy as needed.
- Creates, generates, and maintains all statistical dashboards for the Director of Admissions and other internal stakeholders
- Researches, evaluates, and recommends changes to the technological needs, systems and processes related to the collection, reporting, and dissemination of enrollment services data, and oversee the implementation of these solutions.
- Works in conjunction with the Admissions team to promote awareness of the college, staff events and serve students.

To Apply: Interested candidates should submit a resume and cover letter by March 24, 2019 at www.charteroak.edu/AboutUs/Employment.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

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Associate Director, Admissions

Charter Oak State College • New Britain, CT

Posted 1 day ago

Job Snapshot

Full-Time
Education - Teaching - Administration
Education

Job Description

Salary: \$68,775

Position Summary: The Associate Director provides operational, communication, and admissions technology leadership and management expertise to ensure the recruitment and enrollment services



What

Job title, keywords, or company

Where

City, state, or zip code



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within 25 miles

Salary Estimate

\$32,000	(33)
\$45,000	(25)
\$55,500	(22)
\$63,700	(13)
\$70,000	(7)

Job Type

Full-time	(28)
Part-time	(10)

Location

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Associate Director of Admissions

Charter Oak State College ★★★★★ 5 reviews
New Britain, CT 06053

\$68,775 a year

Associate Director, Admissions. The Associate Director provides operational, communication, and admissions technology leadership and management expertise to...

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OASIS Registered Nurse (RN)

Sunbelt Staffing ★★★★★ 89 reviews
Hartford, CT 06114 (South Meadows area)

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Sponsored save job

OASIS Certified RN

Sunbelt Staffing ★★★★★ 89 reviews
East Hartford, CT

The director is ready to review your resume and interview qualified candidates, so please apply today for immediate consideration...

Sponsored save job

Associate Director of Admissions

Charter Oak State College ★★★★★ 5 reviews
New Britain, CT 06053

\$68,775 a year

Associate Director of Admissions

Charter Oak State College ★★★★★ 5 reviews - New Britain, CT 06053
\$68,775 a year

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CHARTER OAK STATE COLLEGE

ANNOUNCEMENT OF POSITION OPENING

Position Title: Associate Director, Admissions

Salary: \$68,775

Position Summary: The Associate Director provides operational, communication, and admissions technology leadership and management expertise to ensure the recruitment and enrollment services operations function effectively to successfully meet enrollment goals. Implements and oversees communication resources, including a CRM, and/or other enterprise systems and encourages enrollment by providing information about college programs and processes to prospective students. Serves as inquiry manager supervising associates and works as a member of the Admissions team to direct the efficient, timely engagement of new students.

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Position Responsibilities:

the admissions office....

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Administrative Assistant

Trinity College 91 reviews
Hartford, CT

The Administrative Assistant provides administrative support to the Senior Associate Director for Enrollment Systems and Operations and the Admissions Office in...

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Associate Program Director

Community Solutions, Inc. 76 reviews
Hartford, CT

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Admission Officer

Choate Rosemary Hall 10 reviews
Wallingford, CT

The Admission Officer is a full time (46-week) administrative faculty position reporting to the Director of Admission....

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Associate Dean of Business and Professional Programs

Naugatuck Valley Community College 36 reviews
Waterbury, CT

\$73,200 - \$95,400 a year

Jacque Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, 203-575-8043. Associate Dean of Business and Professional Programs, 12...

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Assistant/Associate Athletics Director for Compliance

University of Hartford 113 reviews
West Hartford, CT 06117 (Downtown area)

Working closely with the Office of Financial Aid, oversees athletics scholarship limits and liaison to

- Yale University (2)
- Wheeler Clinic (2)
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Experience Level

- Mid Level (18)
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\$68,775 a year

Associate Director, Admissions. The Associate Director provides operational, communication, and admissions technology leadership and management expertise to...

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Central Admissions Assistant

National Health Care Assoc 65 reviews
Wethersfield, CT 06109

Participates in daily meeting with Director of Central Admissions. Performs other duties assigned by the Director of Central Admissions....

National Health Care Associates, Inc. 30+ days ago [save job](#) [more...](#)

Receptionist

Brookdale Senior Living 4,357 reviews
West Hartford, CT 06110 +2 locations

Hurricanes, etc.)May assist Executive Director in community admissions and discharges. An associate should perform all duties as assigned by his/her supervisor....

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Director of Enrollment Management, FES

Yale University 491 reviews
New Haven, CT 06511 (Newhallville area)

Provide deep engagement with evaluation and selection of students for admission including the development and implementation of a holistic admissions evaluation...

30+ days ago [save job](#) [more...](#)

Associate Vice President for Development

Wesleyan University 40 reviews
Middletown, CT 06459

Oversee the partnership between University Relations and the Admission Office. The AVP will

What

Job title, keywords, or company

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Where

City, state, or zip code

New Britain, CT

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associate director of admissions jobs in New Britain, CT

Sort by: relevance - date

Distance: within 25 miles

Salary Estimate

- \$32,000 (33)
- \$45,000 (25)
- \$55,500 (22)
- \$63,700 (13)
- \$70,000 (7)

Job Type

- Full-time (28)
- Part-time (10)

Location

- Waterbury, CT (8)
- Woodbridge, CT (5)
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Company

- Brookdale Senior Living (12)
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Page 1 of 37 jobs

Associate Director of Admissions

Charter Oak State College 5 reviews
New Britain, CT 06053

\$68,775 a year

Associate Director, Admissions. The Associate Director provides operational, communication, and admissions technology leadership and management expertise to...

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OASIS Registered Nurse (RN)

Sunbelt Staffing 89 reviews
Hartford, CT 06114 (South Meadows area)

The director is ready to review resumes and interview candidates, so please apply today for immediate consideration!...

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OASIS Certified RN

Sunbelt Staffing 89 reviews
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The director is ready to review your resume and interview qualified candidates, so please apply today for immediate consideration!...

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Associate Director of Admissions

Charter Oak State College 5 reviews
New Britain, CT 06053

Be the first to see new associate director of admissions jobs in New Britain, CT

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Activate



Associate Director of Admissions

The Associate Director provides operational, communication, and admissions technology leadership and management expertise to ensure the recruitment and enrollment services operations function effectively to successfully meet enrollment goals. Implements and oversees communication resources, including a CRM, and/or other enterprise systems and encourages enrollment by providing information about college programs and processes to prospective students. Serves as inquiry manager supervising associates and works as a member of the Admissions team to direct the efficient, timely engagement of new students. The Associate Director supervises Admissions Associate staff involved in inquiry management and admissions operation staff creating a cohesive enrollment services team committed to reaching enrollment goals; Encourages enrollment of prospective students by providing persuasive information around college programs and services; Builds out communication workflows and campaign tracking in conjunction with the Director of Admissions and marketing team, providing structure and strategy as needed; Researches, evaluates, and recommends changes to the technological needs, systems and processes related to the collection, reporting, and dissemination of enrollment services data, and oversee the implementation of these solutions; Works in conjunction with the Admissions team to promote awareness of the college, staff events and serve students. **Minimum Qualifications:** Master's degree and a minimum of four (4) years of experience in customer service operations, preferably in higher education admissions; experience designing functionality within a CRM environment; excellent interpersonal, communication and problem solving skills, ability to work independently and as a member of a team. Some evening and weekend hours required. Salary: \$68,775. See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume by March 24, 2019.

AA/EEO

Identidad Latina

Size: 1/8 page 3 (5.1" x 3.5")

Issue 2-28-19

Invoice



Invoice No. 136185-522887

Date: March 27, 2019

PO Box 320903
Fairfield, CT 06825
Tel: 203.549.0060

Accounting Fax: 203.549.0065

Email: AccountingDept@GraystoneAdv.com
Federal ID# 06-1422266

*OK to pay
3-28-19
[Signature]*

Charter Oak State College
Attn: Accounts Payable
55 Paul Manafort Drive
New Britain, CT 06053

Order No: PO # 1179 Blanket Order No:
Contact: Silas Shannon III Job No: 136185

Ad Title: Associate Director, Admissions

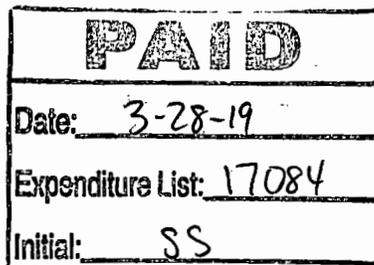
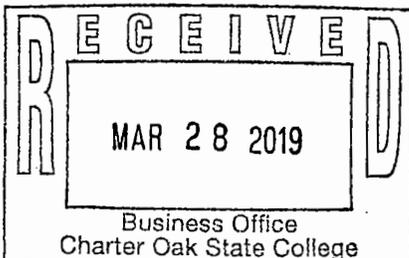
	Insert Date	Size	Description	Amount	
CAREERBUILDER.COM	2/25/2019	1 x 1	Web	\$ 375.00	
				Ad Subtotal	\$375.00
INDEED.COM	2/25/2019	1 x 1	Web	\$ 400.00	
				Ad Subtotal	\$400.00
Northeast News Today, Inc. (formally Northeast Minority News)	2/28/2019	2 x 3.5	Display Ad	\$ 378.00	
				Ad Subtotal	\$378.00
INVOICE TOTAL					\$1,153.00

Payment Terms: Strictly 30 days. Due Date: 4/26/2019

Finance Charges of 1.50% per month if not paid within terms.

Amount Due if paid after due date: \$1,170.30

Graystone Group provides quality advertising services at very close margins therefore prompt processing of this invoice would be appreciated!



**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position: Director, Master's Degree in Health Care Administration and Health Informatics
Salary: \$80,233 approximate annual, plus State supported benefits

Position Summary: As part of the Connecticut State Colleges & Universities system, Charter Oak is the state's only public, online, degree-granting institution designed to provide affordable, diverse and alternative opportunities for adults to earn undergraduate and graduate degrees and certificates. The Director will be responsible for promoting the mission of Charter Oak State College, and directing the Health Care Administration and Health Informatics programs.

Minimum Qualifications:

Doctorate degree from a regionally accredited higher education institution. Degree must be in either Health Care Administration or Health Informatics, with substantial courses or a master's degree in the non-Ph. D. area. Two to three years of experience managing a higher education graduate program at the director/departmental level, along with a minimum of five years of teaching experience and curriculum development at the graduate level. Strong interpersonal and communication skills required.

Preferred Qualifications: Online teaching experience preferred

Responsibilities:

- Administers and evaluates master's degree in Health Care Administration and Health Informatics
- Manages the faculty recruitment, faculty development, and evaluation process
- Advises students
- Teaches two courses per year as part of load, after the first year
- Develops, monitors, and evaluates program budgets
- Develops academic policies in collaboration with the Provost, appropriate academic committee, and faculty
- Oversees online library, in conjunction with the Provost, including evaluating resources based on pedagogical need and usage
- Establishes course schedules, oversees course development, and ensures courses remain relevant
- Works with the Provost to facilitate core faculty advisory committee meetings
- Assists Registrar in updating the Catalog
- Coordinates learning outcomes assessment with the Office of Institutional Effectiveness and the faculty assessment committee
- Teams with enrollment management committee around recruitment and retention
- Teams with marketing department to market degree program
- Assists Provost with reporting to external agencies
- Stays current in the field by attending or presenting at conferences, publishing, and conducting research
- Manages the admissions process, with the Admissions Office, for the HCA and HI graduate students

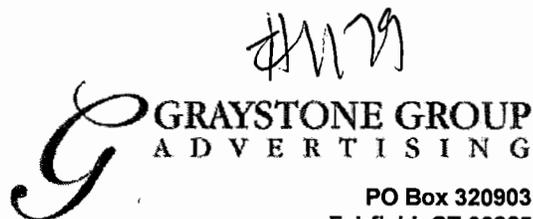
To Apply: Interested candidates should submit a resume and cover letter by February 12, 2019 at www.charteroak.edu/AboutUs/Employment.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

Invoice

Invoice No. 134194-517145

Date: February 20, 2019



PO Box 320903
Fairfield, CT 06825
Tel: 203.549.0060

Accounting Fax: 203.549.0065
Email: AccountingDept@GraystoneAdv.com
Federal ID# 06-1422266

Charter Oak State College
Attn: Silas Shannon III
Business Services
85 Alumni Road
Newington, CT 06111

OK to Pay
2-26-19
[Signature]

Order No:	Blanket Order No:
Contact: Silas Shannon III	Job No: 134194

Ad Title: Director, Master's Degree in Health Care Administration and Health Informatics

	Insert Date	Size	Description	Amount
CAREERBUILDER.COM	1/10/2019	1 x 1	Web	\$ 375.00
				Ad Subtotal \$375.00
Identidad Latina	1/24/2019	3 x 3.5	Display Ad	\$ 166.77
			-10.00% 10% Admin fee (Gross)	+\$ 16.68
				Ad Subtotal \$183.45
INDEED.COM	1/10/2019	1 x 1	Web	\$ 400.00
				Ad Subtotal \$400.00
Northeast News Today, Inc. (formally Northeast Minority News)	1/17/2019	2 x 3.5	Display Ad	\$ 378.00
				Ad Subtotal \$378.00
				INVOICE TOTAL \$1,336.45

Payment Terms: Strictly 30 days. Due Date: 3/22/2019

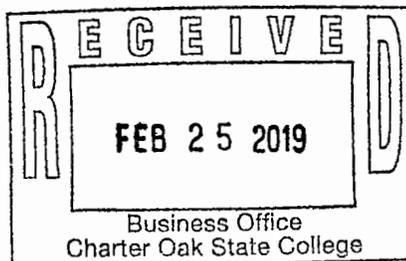
Finance Charges of 1.50% per month if not paid within terms.

Amount Due if paid after due date: \$1,356.49

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PAID

Date: 2/26/19
Expenditure List: 16984
Initial: [Signature]



134194

DIRECTOR

CHARTER OAK STATE COLLEGE

**Charter Oak
STATE COLLEGE**
Degree's Without Boundaries

Director, Master's Degree in Health Care Administration and Health Informatics

The Director will be responsible for promoting the mission of Charter Oak State College, and directing the Health Care Administration and Health Informatics programs. The Director administers and evaluates Master's degree in Health Care Administration and Health Informatics; manages the faculty recruitment, faculty development, and evaluation process; advises students; teaches two courses per year as part of load after the first year; develops, monitors, and evaluates program budgets; develops academic policies in collaboration with the Provost, appropriate academic committee, and faculty; oversees online library, in conjunction with the Provost, including evaluating resources based on pedagogical need and usage; establishes course schedules; oversees course development and ensures courses remain relevant; works with the Provost to facilitate core faculty advisory committee meetings; assist Registrar in updating the Catalog; coordinates learning outcomes assessment with the Office of Institutional Effectiveness; and the faculty assessment committee; teams with enrollment management committee around recruitment and retention; teams with marketing department to market degree program; assists Provost with reporting to external agencies; stays current in the field by attending or presenting at conferences, publishing, and conducting research; and manages the admissions process, with the Admissions Office, for the HCA and HI graduate students. Doctorate degree from a regionally accredited higher education institution. Degree must be in either Health Care Administration or Health Informatics, with substantial courses or a Master's degree in the non-Ph.D. area. Two to three years of experience managing a higher education graduate program at the director/departmental level. Along with a minimum of five years of teaching experience and curriculum development at the graduate level. Strong interpersonal and communication skills required. Salary: \$60,233. See complete job description at <http://www.charteroak.edu>. About Us: Employment and apply with cover letter and resume by February 12, 2019. No phone calls please.

AA/EEO

* THIS IS YOUR AD
THANK YOU

Major Categories

EMPLOYMENT (MISC)-17

Search Classifieds:

DIRECTOR

CHARTER OAK STATE COLLEGE

Director, Master's Degree in Health Care Administration and Health Informatics.

The Director will be responsible for promoting the mission of Charter Oak State College and directing the Health Care Administration and Health Informatics programs. The Director administers and evaluates Master's degree in Health Care Administration and Health Informatics, manages the faculty recruitment, faculty development, and evaluation process, advises students, teaches two courses per year as part of load, after the first year, develops, monitors, and evaluates program budgets, develops academic policies in collaboration with the Provost, appropriate academic committee, and faculty, oversees online library, in conjunction with the Provost, including evaluating resources based on pedagogical need and usage, establishes course schedules, oversees course development, and ensures courses remain relevant, works with the Provost to facilitate core faculty advisory committee meetings, assists Registrar in updating the Catalog, coordinates learning outcomes assessment with the Office of Institutional Effectiveness and the faculty assessment committee, teams with enrollment management committee around recruitment and retention, teams with marketing department to market degree program, assists Provost with reporting to external agencies, stays current in the field by attending or presenting at conferences, publishing, and conducting research and manages the admissions process, with the Admissions Office, for the HCA and HI graduate students. Doctorate degree from a regionally accredited higher education institution. Degree must be in either Health Care Administration or Health Informatics, with substantial courses or a Master's degree in the non-Ph.D. area. Two to three years of experience managing a higher education graduate program at the director/departmental level, along with a minimum of five years of teaching experience and curriculum development at the graduate level. Strong interpersonal and communication skills required. Salary: \$80,233. See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume by February 12, 2019. No phone calls please. AA/EEO

Major Categories

EMPLOYMENT (MISC)***

Search Classifieds:

search

* PLEASE THANK YOU

ENERO**BIBLIOTECA PÚBLICA DE HARTFORD**

CLASES GRATUITAS DE INGLÉS Y CIUDADANÍA EN HARTFORD. Matrícula en persona. Lugar: 500 Main St. Hartford, CT. Para mayor información: (860) 695-6357. O escribe a: learning@hpct.org.

Enero 24, 25, 26, 2:30pm y 7:30pm
PELÍCULA: "ROMA" EN HARTFORD. Lugar: Cinestudio, 300 Summit St. Hartford, CT. Para mayor información: (860) 297-2463. www.cinestudio.org

Jueves 24, 7:00pm-9:00pm
NOCHE DE COMEDIA EN SOUTH WINDSOR. Venga para reírse, buena comida y buena cerveza. Lugar: CT Valley Brewery, 765 Sullivan Ave. South Windsor, CT. Para mayor información: (954) 729-6282. www.comedycraftbeer.com

Viernes 25, 6:30pm
JOEL SANCHEZ y LOS BOHEMIOS EN HARTFORD. Lugar: Francesco's Restaurant, 318 Franklin Ave. Hartford. Info: 860-296-3024.

Viernes 25, 7:00pm-8:00pm
BOBBY LATIN JAZZ QUARTET EN HARTFORD. Recaudación de fondos de becas. Lugar: South Congregational Church, 277 Main St. Hartford, CT. Más info: (860) 249-8627.

Viernes 25, 7:00pm-10:00pm
JASON JENKINS SOLO FLAMENCO/ACOUSTIC GUITAR EN CHESHIRE. Lugar: Waverly Inn, 286 Maple Ave. Cheshire, Connecticut. Info: 203-272-5998.

Viernes 25, 9:00pm-11:00pm
PARQUE DE AVENTURAS: NOCHE DE NIÑOS EN ORANGE. Disfruta de las mejores atracciones y la noche con luces de colores y música. Lugar: Urban Air Adventure Park, 260 Bull Hill Lane Orange, CT. Para mayor información: (203) 350-0241. www.urbanairorange.com

Viernes 26, 9:30pm
SABOR LATINO NOCHE DE BAILE EN HARTFORD. Lugar: Piolin Bar & Restaurant, 395 Franklin Ave. Hartford, CT. Más info: (860) 293-1255.

Sábado 26, 7:00pm-10:00pm
JASON JENKINS SOLO FLAMENCO/ACOUSTIC GUITAR EN CHESHIRE. Lugar: Waverly Inn, 286 Maple Ave. Cheshire, Connecticut. Info: 203-272-5998.

Domingo 27, 5:00pm-8:00pm
LOS TROVADORES DE AMERICA MARIACHIS EN NEWINGTON. Lugar: Puerto Vallarta, 2385 Berlin Turnpike, Newington, CT. Más info: (860) 667-8080.

Domingo 27, 5:30pm
CONCIERTO DE INVIERNO EN NEW HAVEN. Disfruta de los sonidos de Caribbean Vibe Steel Drum Band lo mejor en música de tambor de acero festiva y divertida durante más de 30 años. Lugar: Kehler Liddell Gallery, 873 Whalley Ave. New Haven, CT. Más info: (203) 389-9555. www.arteconinitiative.org

Lunes 28, 6:00pm-10:00pm
CERVEZA Y CURIOSIDADES EN HARTFORD. Entrena tu cerebro mientras disfrutas de \$ 4 borradores de manualidades y juega por premios. Lugar: Hooker Brewery at Colt, 140 Huyshope Ave. Hartford, CT. Más info: (860) 461-0945. <https://hookerbeer.com/colt/>

Lunes 28, 8:00pm
MEJOR SABOR DE JAZZ EN VIVO EN HARTFORD. Experimenta la genial música original de una "Jam Session" en vivo mientras disfrutas de la mejor cocina sureña. Lugar: Black-Eyed Sally's, 350 Asylum St. Hartford, CT. Más info: <http://www.blackeyedsallys.com/live-music/>

Martes 29, 7:00pm
PELÍCULA "THE WIZARD OF OZ" MUESTRA ESPECIAL PARA 80 ANIVERSARIO EN RIDGEFIELD. Lugar: Ridgefield Playhouse 80 East Ridge Rd. Ridgefield, CT. Más info: (203) 438-5795. ridgefieldplayhouse.org/events/the-wizard-of-oz-80th-anniversary/

Miércoles 30, 6:30pm-9:30 pm
DAVID GOYA GONZALEZ y SINCOPÁ EN HARTFORD. Live Music Wednesdays 2019. Lugar: Casona, 681 Wethersfield Ave. Hartford, CT. Info: 860-519-5590. Dinner/ Party Reservations: 860-578-8416.

Jueves 30, 6:00pm-11:00pm
HAMBURGUESAS Y CUBOS DE CERVEZAS EN HARTFORD. Hamburguesas \$5 y cubos de Miller High Life \$5. Lugar: Dish Bar & Grill, 900 Main St. Hartford, CT. Más info: (860) 249-3474. dishbarandgrill.com

Jueves 30, 6:00pm-9:00pm
JASON JENKINS SOLO FLAMENCO/ACOUSTIC GUITAR EN MANCHESTER. Lugar: Cavey's, 45 East Center St. Manchester, Connecticut. Info: 860-643-2751.

FEBRERO

Viernes 1, 6:30pm-9:30pm
JOEDIAZYBORIKENENHARTFORD. Lugar: Casona, 681 Wethersfield Ave. Hartford, CT. Más info: (860) 519-5590. Reservas: (860) 578-8416.

Viernes 1, 7:00pm-8:30pm
CONCIERTO DE MEDITACIÓN DE SONIDO EN EAST HARTFORD. La orquestación relajante envuelve una habitación donde los estados meditativos profundos neutralizan el entorno tumultuoso de la vida cotidiana. Lugar: The Conduit Center, 1227 Burnside Ave. Suite 1, East Hartford, CT. Más info: (860) 888-4314.

Viernes 1, 9:00pm
GRUPO TENTACION SALSA, CUMBIA, MERENGUE, BACHATA EN HARTFORD. Lugar: Piolin, 395 Franklin Ave. Hartford, CT. Más info: (860) 293-1255

Sábado 2, 9:00am-1:00pm
EXPOSICIÓN COMUNITARIA DE SALUD EN AVON. Los vendedores ofrecerán información, y presentaciones. Un evento comunitario gratis. Lugar: The Residence at Brookside, 117 Simsbury Rd. Avon, CT. Más info: (860) 651-7307. info@simsburycoc.org

Sábado 2, 7:30pm
"SLEEPING BEAUTY" UN BALLET ROMÁNTICO EN NEW HAVEN. Durante mucho tiempo ha sido famosa por sus lujosas producciones y es considerada la cumbre del ballet clásico. Lugar: Shubert Theater, 247 College St. New Haven, CT. Más info: (203) 562-5666. shubert.com/shows-events/sleeping

Sábado 2, 9:00pm (Door)
PRESENTACION DE "GRUPO TENTACION" EN HARTFORD. Salsa, Cumbia, Merengue, Bachata y Regueatón. Lugar: Piolin bar Restaurant, 395 Franklin Ave. Hartford, CT.

Martes 5, 6:00pm-7:30pm
TALLER DE DANZA KIZOMBA DE ÁFRICA EN HARTFORD. Este divertido taller de danza incluye técnica, patrones y estilo. Lugar: The 224, 224 Farmington Ave. Hartford, CT. Más info: <http://Learnkizomba.eventbrite.com>

Miércoles 6, 6:15pm-7:45pm
PODEROSA MEDITACIÓN EN HARTFORD. Entrada Gratuita. Abierto para personas en todos los niveles de práctica de meditación. Experimente los innumerables beneficios de la meditación de atención plena, para menor estrés y ansiedad, claridad mental y un mejor sueño. Lugar: Hartford Mindfulness Center, 645 Farmington Ave. Hartford, CT. Más info: www.hartfordmindfulnesscenter.org

Martes 12, 8:00pm-11:00pm
TRIVIALIDADES EN HARTFORD. Pon tu conocimiento de la cultura pop a prueba. Lugar: The Half Door, 270 Sisson Ave. Hartford, CT. Más info: <https://www.facebook.com/thehalfdoorhartford>

Jueves 14, 8:00pm-9:30pm
ROMANCE DE LA GUITARRA EN WEST HARTFORD. Lugar: The Auditorio Center for the Arts & Humanities University of Saint Joseph, 1678 Asylum Ave. West Hartford, CT. Más info: (860) 231-5555. raiderginsburg@usj.edu

Viernes 15, 6:30pm-9:30pm
JOEL SANCHEZ Y LOS BOHEMIOS: NOCHEROMÁNTICA EN HARTFORD. Lugar: Casona, 681 Wethersfield Ave. Hartford, CT. Info: 860-519-5590. Dinner/ Party Reservations: (860) 578-8416.

Viernes 22, 6:30pm-9:30pm
MARIO PUEBLO Y LOS SABROSOS DE LA SALSA EN HARTFORD. Lugar: Casona, 681 Wethersfield Ave. Hartford, CT. Info: 860-519-5590. Dinner/ Party Reservations: (860) 578-8416.

Charter Oak STATE COLLEGE
Degrees Without Boundaries

Director, Master's Degree in Health Care Administration and Health Informatics

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AA/FFO

Directorio de Eventos realizado con la colaboración de

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Para más información: 860-989-5355 o escribiendo a: fimcnu@yahoo.com



IDENTIDAD
Latina MULTIMEDIA

(860) 231-9891
news@identidadlatina.com
www.identidadlatina.com
ILRadio.net

Nueva Dirección: 199 Oakwood Ave. West Hartford, CT 06119



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Director, Masters Degree in Health Care Administration and Health Informatics

Charter Oak State College • New Britain, CT

Posted 4 days ago

Job Snapshot

Full-Time
Education - Teaching - Administration
Education

Job Description

Position: Director, Master's Degree in Health Care Administration and Health Informatics
Salary: \$80,233 approximate annual, plus State supported benefits

Position Summary: As part of the Connecticut State Colleges & Universities system, Charter Oak is the state's only public, online, degree-granting institution designed to provide affordable, diverse and alternative opportunities for adults to earn undergraduate and graduate degrees and certificates. The Director will be responsible for promoting the mission of Charter Oak State College, and directing the Health Care Administration and Health Informatics programs.

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- Assists Registrar in updating the Catalog
- Coordinates learning outcomes assessment with the Office of Institutional Effectiveness and the faculty assessment committee
- Teams with enrollment management committee around recruitment and retention
- Teams with marketing department to market degree program
- ~~Assists Provost with reporting to external agencies~~
- Stays current in the field by attending or presenting at conferences, publishing, and conducting research
- Manages the admissions process, with the Admissions Office, for the HCA and HI graduate students

To Apply: Interested candidates should submit a resume and cover letter by February 12, 2019 at www.charteroak.edu/AboutUs/Employment.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

PI106796952

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By applying to a job using CareerBuilder you are agreeing to comply with and be subject to the CareerBuilder [Terms and Conditions](#) for use of our website. To use our website, you must agree with the [Terms and Conditions](#) and both meet and comply with their provisions.

Charter Oak State College

Contact Info

- New Britain, CT



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Job title, keywords, or company

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director health care charter oak state college jobs in New Britain, CT

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Job Type Full-time (1)

Location New Britain, CT (1) Director Health Care Chart... nationwide

Company CHARTER OAK STATE CO... (1)

Experience Level Mid Level (1)

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Director, Health care
 Charter Oak State College 5 reviews
 New Britain, CT 06053
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Director, Health care
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 \$80,233 a year

CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING
Position: Director, Master's Degree in Health Care Administration and Health Informatics
Salary: \$80,233 approximate annual, plus State supported benefits
Position Summary: As part of the Connecticut State Colleges & Universities system, Charter Oak is the state's only public, online, degree-granting institution designed to provide affordable, diverse and alternative opportunities for adults to earn undergraduate and graduate degrees and certificates. The Director will be responsible for promoting the mission of Charter Oak State College, and directing the Health Care Administration and Health Informatics programs.

Minimum Qualifications:
 Doctorate degree from a regionally accredited higher education institution. Degree must be in either Health Care Administration or Health Informatics, with substantial courses or a master's degree in the non-Ph. D. area. Two to three years of experience managing a higher education graduate program at the director/departmental level, along with a minimum of five years of teaching experience and curriculum development at the graduate level. Strong

**CHARTER OAK STATE COLLEGE
POSITION ANNOUNCEMENT**

Position Title: Marketing & Web Technologist
Rank: Senior Associate
Supervisor's Title: Director of Marketing & Public Relations
Starting Salary: \$63,043 annualized with State Benefits

Position Summary:

The Marketing & Web Technologist is a key member of the College's marketing department utilizing technology to grow website traffic and generate inquiries for the College's undergraduate, graduate, certificate and other online programs. They will have oversight of the College's website CharterOak.edu, create dynamic email communications to engage prospects within the College's CRM platform; and employ MarTech strategies to engage the public and support internal constituencies.

Position Responsibilities:

Website Management:

- Maintains the College's expanding website, thinks through high end maintenance and growth strategies including navigation, section additions, logic and breadcrumbing;
- Utilizes knowledge of html, css, javascript and php to advance the site and resolve back end issues
- Manages all staff requests for updates; Communicates with staff and works with outside web support team to implement changes ; or, implement changes as needed
- Troubleshoots problems on site with internal constituents, outside support team and website vendor;
- Creates and maintains content for the site including copywriting and image selection with an understanding of current SEO best practices, making real time edits on site as needed;
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- Keeps abreast of all OU Campus changes, attends training sessions and annual conference as needed;

Customer Relationship Management:

- Operating within Salesforce Pardot, collaborates with team to build, write and deploy automated communications strategies to "top of funnel" prospects;
 - Develops, writes, uploads, links, tracks all emails to support campaigns to incoming leads;
 - Creates landing page hubs that target specific audiences to push prospect to lead conversion;
 - Monitors, reports and analyzes campaign success creating actionable insights for team;
 - Writes email communications as needed; Pulls query lists; Manages subscribed audiences and targeted lists
-
- Social Media:

- Repurposes website content to contribute to social media streams
- With Marketing Director, curates a constant stream of content for all social feeds;
- Assists in responding to prospect communication and growing social networks and audiences;
- Duties as assigned.

Qualifications:

- Tech and Marketing savvy communications pro with 3 to 5 years of website administration
- Knowledge of html, CSS, javascript and php;
- Email communications management;
- Experienced Content Management System (CMS) user; Content Relationship Management (CRM) system knowledge a plus;
- Strong writing skills;
- Bachelor's degree in related field;
- Enjoys working as a member of a collaborative, results-oriented marketing team;
- Deadline oriented and attention to detail a must.

To Apply: Interested candidates should submit a resume and cover letter by June 24, 2019 at www.charteroak.edu/AboutUs/Employment. Application review will begin June 24, 2019. POSITION OPEN UNTIL FILLED.

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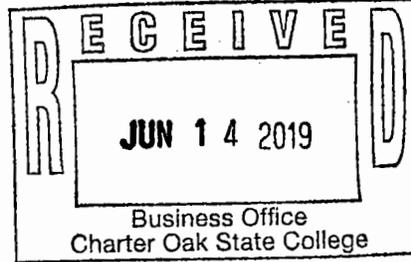
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Ad Title: Marketing & Web Technologist

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COMPUTERJOBS.COM	6/3/2019	1 x 1	Initial: RA Web	\$ 330.00
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Identidad Latina	6/6/2019	3 x 3.5	Display Ad	\$ 166.77
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Society for Marketing Professional Services	5/31/2019	1 x 1	Web	\$ 359.00

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Women in Higher Education - John Wiley & Sons	5/31/2019	1 x 1	Web	\$	295.00	
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Charter Oak State College Marketing & Web Technologist

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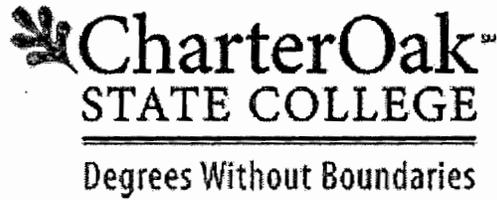
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Description

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Job Information
Location:



New Britain, Connecticut,
United States

Job ID:
48728941

Posted:
May 31, 2019

Position Title:
Marketing & Web
Technologist

Company Name:
Charter Oak State College

Industry:
Education / Teaching /
Administration

Specialties:
Online Marketing

Entry Level:
No

Job Level:
Middle Management

**CHARTER OAK STATE COLLEGE
POSITION ANNOUNCEMENT**

Position Title: Marketing & Web Technologist

Rank: Assistant Director

Starting Salary: \$63,043 annualized with State Benefits

Position Summary:

The Marketing & Web Technologist is a key member of the College's marketing department utilizing technology to grow website traffic and generate inquiries for the College's undergraduate, graduate, certificate and other online programs. They will have oversight of the College's website CharterOak.edu, create dynamic email communications to engage prospects within the College's CRM platform; and employ MarTech strategies to engage the public and support internal constituencies.

Position Responsibilities:

Website Management:

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- Manages all staff requests for updates; Communicates with staff and works with outside web support team to implement changes ; or, implement changes as needed
- Troubleshoots problems on site with internal constituents, outside support team and website vendor;
- Creates and maintains content for the site including copywriting and image selection with an understanding of current SEO best practices, making real time edits on site as needed;

- Runs annual editor and publisher training for internal staff as well as intermittent one on one staff new user training;
- Keeps abreast of all OU Campus changes, attends training sessions and annual conference as needed;

Customer Relationship Management:

- Operating within Salesforce Pardot, collaborates with team to build, write and deploy automated communications strategies to “top of funnel” prospects;
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- Monitors, reports and analyzes campaign success creating actionable insights for team;
- Writes email communications as needed; Pulls query lists; Manages subscribed audiences and targeted lists

Social Media:

- Repurposes website content to contribute to social media streams
- With Marketing Director, curates a constant stream of content for all social feeds;
- Assists in responding to prospect communication and growing social networks and audiences;
- Duties as assigned.

Qualifications:

- Tech and Marketing savvy communications pro with 3 to 5 years of website administration
- Knowledge of html, CSS, javascript and php;
- Email communications management;
- Experienced Content Management System (CMS) user; Content Relationship Management (CRM) system knowledge a plus;
- Strong writing skills;
- Bachelor’s degree in related field;
- Enjoys working as a member of a collaborative, results-oriented marketing team;
- Deadline oriented and attention to detail a must.

POSITION OPEN UNTIL FILLED.

To Apply: Interested candidates should submit a resume and cover letter at www.charteroak.edu/AboutUs/Employment (<http://www.charteroak.edu/AboutUs/Employment>).

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

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Marketing & Web Technologist

Charter Oak State College • New Britain, CT

Posted 3 days ago

Job Snapshot

Full-Time
Education - Teaching - Administration
Marketing

Job Description

Position Title: Marketing & Web Technologist

Rank: Assistant Director

Starting Salary: \$63,043 annualized with State Benefits

Position Summary:

The Marketing & Web Technologist is a key member of the College's marketing department utilizing technology to grow website traffic and generate inquiries for the College's undergraduate, graduate, certificate and other online programs. They will have oversight of the College's website CharterOak.edu, create dynamic email communications to engage prospects within the College's CRM platform; and employ MarTech strategies to engage the public and support internal constituencies.

Position Responsibilities:

Website Management:

1. Maintains the College's expanding website, thinks through high end maintenance and growth strategies including navigation, section additions, logic and breadcrumbing;
2. Utilizes knowledge of html, css, javascript and php to advance the site and resolve back end issues
3. Manages all staff requests for updates; Communicates with staff and works with outside web support team to implement changes ; or, implement changes as needed
4. Troubleshoots problems on site with internal constituents, outside support team and website vendor;
5. Creates and maintains content for the site including copywriting and image selection with an understanding of current SEO best practices, making real time edits on site as needed;
6. Runs annual editor and publisher training for internal staff as well as intermittent one on one staff new user training;
7. Keeps abreast of all OU Campus changes, attends training sessions and annual conference as needed;

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1. Repurposes website content to contribute to social media streams
2. With Marketing Director, curates a constant stream of content for all social feeds;
3. Assists in responding to prospect communication and growing social networks and audiences;
4. Duties as assigned.

Qualifications:

1. Tech and Marketing savvy communications pro with 3 to 5 years of website administration
2. Knowledge of html, CSS, javascript and php;
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4. Experienced Content Management System (CMS) user; Content Relationship Management (CRM) system knowledge a plus;
5. Strong writing skills;
6. Bachelor's degree in related field;
7. Enjoys working as a member of a collaborative, results-oriented marketing team;
8. Deadline oriented and attention to detail a must.

POSITION OPEN UNTIL FILLED.

To Apply: Interested candidates should submit a resume and cover letter at www.charteroak.edu/AboutUs/Employment.

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Charter Oak State College

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- New Britain, CT 06053



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Marketing & Web Technologist

New Britain Connecticut - \$63,043 annualized with State Benefits

Full Time

Posted: Monday, 3 June 2019

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Position Summary:

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PI110385062

Location	New Britain Connecticut, United States of America
Industry	<u>IT</u>
Category	Graduate
Rate	\$63,043 annualized with State Benefits
Employment Agency	<u>Charter Oak State College</u>
Contact	HR & Recruiting Manager
Reference	CJPI110385062
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Assistant Director, Marketing & Web Technologist

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Job Type: Full-time (1)

Location: Newington, CT (1) assistant Director Market... nationwide

Company: Charter Oak State College (1)

Experience Level: Mid Level (1)

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Assistant Director, Marketing & Web Technologist

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Newington, CT

\$63,043 a year

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Assistant Director, Marketing & Web Technologist

Charter Oak State College 6 reviews
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Marketing & Web Technologist. The Marketing & Web Technologist is a key member of the College's marketing department utilizing technology to grow website...

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Assistant Director, Marketing & Web Technologist

Charter Oak State College 6 reviews - Newington, CT
\$63,043 a year



Position Title: Marketing & Web Technologist

Starting Salary: \$63,043 annualized with State Benefits

Position Summary:

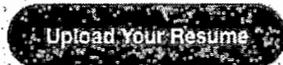
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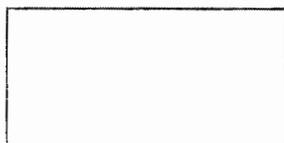
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Charter Oak State College

Marketing & Web Technologist



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Description



Job Information

Location:

New Britain, Connecticut, United States

Job ID:

48728950

Posted:

May 31, 2019

Position Title:

Marketing & Web Technologist

Company Name:

Charter Oak State College

Job Function:

Other

Entry Level:

No

CHARTER OAK STATE COLLEGE POSITION ANNOUNCEMENT

Position Title: Marketing & Web Technologist

Rank: Assistant Director

Starting Salary: \$63,043 annualized with State Benefits

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- networks and audiences;
- Duties as assigned.

Qualifications:

- Tech and Marketing savvy communications pro with 3 to 5 years of website administration
- Knowledge of html, CSS, javascript and php;
- Email communications management;
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- Strong writing skills;
- Bachelor's degree in related field;
- Enjoys working as a member of a collaborative, results-oriented marketing team;
- Deadline oriented and attention to detail a must.

POSITION OPEN UNTIL FILLED.

To Apply: Interested candidates should submit a resume and cover letter at www.charteroak.edu/AboutUs/Employment (<http://www.charteroak.edu/AboutUs/Employment>).

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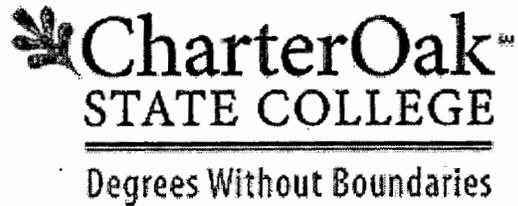
Job Information

Location:

New Britain, Connecticut,
United States

Job ID:

48728947



Posted:

May 31, 2019

Position Title:

Marketing & Web Technologist

Company Name:

Charter Oak State College

Job Function:

Marketing

Entry Level:

No

**CHARTER OAK STATE COLLEGE
POSITION ANNOUNCEMENT**

Position Title: Marketing & Web Technologist

Rank: Assistant Director

Starting Salary: \$63,043 annualized with State Benefits

Position Summary:

The Marketing & Web Technologist is a key member of the College's marketing department utilizing technology to grow website traffic and generate inquiries for the College's undergraduate, graduate, certificate and other online programs. They will have oversight of the College's website CharterOak.edu, create dynamic email communications to engage prospects within the College's CRM platform; and employ MarTech strategies to engage the public and support internal constituencies.

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POSITION OPEN UNTIL FILLED.

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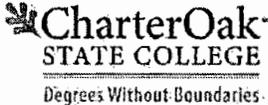
Marketing & Web Technologist

Charter Oak State College

New Britain, CT, USA

38 views

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About Charter Oak State College

JOB DESCRIPTION

Position Title: Marketing & Web Technologist
Rank: Assistant Director
Starting Salary: \$63,043 annualized with State Benefits

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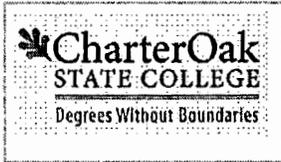
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Marketing & Web Technologist

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Assistant Coordinator, Alternate Route to Certifi... Charter Oak State College

Employer: Charter Oak State College

Location: New Britain, CT

Starts: May 31, 2019

Closes: Jul 2, 2019

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Marketing & Web Technologist

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CharterOak STATE COLLEGE
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AA/EEO.

**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position Title: Information Systems Analyst
Salary: 68,775

Position Summary: The Information Systems Analyst supports, modifies, and maintains information systems with primary responsibility for Salesforce and related systems; analyzes and designs methodologies to create detailed specifications and complex software; works with users to define solutions to solve business problems. Also acts as primary technology liaison for all special project IT initiatives of the College.

Minimum Qualifications: Bachelor's Degree Bachelor's degree and a minimum of four (4) years of experience in systems analysis, Salesforce, database administration (Jenzabar EX preferred) and/or computer programming. Considerable knowledge of principles and techniques of systems analysis, design and development; computer programming; information systems; Microsoft SQL, and report writing. Experience translating business needs to technical specifications. Excellent oral and written communication and problem solving skills. Experience in preparing manuals, reports and documentation and writing and debugging computer programs.

Preferred Qualifications: Preferred: Experience with visualforce, apex, Salesforce API and XML

Responsibilities:

- Design and execute solutions for common challenges such as data mapping, object modeling, page layout design, and workflow rules within the context of the Salesforce platform and Jenzabar EX, JICS, PowerFAIDS, OnBase document imaging.
- Create training materials and user documentation, and maintain ongoing documentation processes as needs evolve or features are added
- Report writing to internal and system office customers
- Creates, modifies and supports integrations between Salesforce and related systems.
- Recommends third party applications to extend functionality of Salesforce platform to meet business objectives.
- Support system upgrades including project management, testing, user training, department acceptance and support.
- Works with various vendors to ensure system availability and functionality to support ongoing information system requirements.
- Practices excellent customer service
- Works closely and collaboratively with other IS team members to support applications and users. Responds quickly, professionally and courteously to help desk tickets and support calls to ensuring quick response to all customers.
- Manages application level security
- Maintains current knowledge of professional issues.
- Performs related duties as assigned.

To Apply: Interested candidates should submit a resume and cover letter by June 3, 2019 at www.charteroak.edu/AboutUs/Employment.

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**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position Title: Assistant Coordinator,
Alternate Route to Certification-Early Child Education

Salary: 60,178

Position Summary: The Assistant Coordinator will perform a full range of administrative support and advising activities, including data entry, report generation, mail and correspondence preparation and maintenance of candidate files for the Alternate Route to Certification candidates. The Assistant Coordinator will be required to communicate extensively with candidates as well as college staff and will assist in the transcript review process for ECE programs. In addition, the Assistant Coordinator will conduct evaluations of student practicums.

Qualifications: Master's Degree required in early childhood. Experience working in child care center. Knowledge of early child education state and NAEYC requirements. Excellent oral and written communication skills, excellent interpersonal skills in dealing with people of diverse backgrounds; competency in computer applications; ability to prioritize workflow. Ability to adjust to change as the needs of the early childhood programs evolve.

Responsibilities:

- Responds to phone and e-mail inquiries and provides information to prospective candidates regarding the program and the application process;
- Manages the application process and assist with the acceptance process including:
 - Review of application for new candidates;
 - Scheduling of Interviews;
 - Communicating information to prospective candidates regarding their application status and how they meet or do not meet the requirements of the ARC programs, in writing and verbally; and
 - Conduct candidate interviews.
- Assists students and faculty with acquisition of textbooks, if needed, and other course materials;
- Facilitates candidate access by coordinating with registrar's office, business office, other internal departments and external program sites as needed;
- Maintains candidate files;
- Reviews candidate's work for edTPA;
- Ability to learn new program applications, I.e. ViaLivetext;
- Under the direction of the Program Coordinator, works with candidates on their preliminary enrollment process and follow up with any candidate problems;
- Conducts candidate observations throughout CT;
- Works a minimum of two Saturdays per month;
- Consolidates candidate assessments to report to CSDE;
- Maintains the standards of confidentiality as established by Charter Oak State College under HIPAA and FERPA;

About the Program:

Charter Oak State College, Connecticut's online public college, serves adult students who want to complete their degree, expand their skill set, or advance in the workforce. The Alternate Route in ECE is designed for adults who already have a bachelor's degree and who want to advance their ECE careers. The ARC/ECE prepares adults for the Connecticut Birth through Five teaching certificate (112 endorsement). This teaching certificate qualifies professionals to work in a variety of settings such as public preschools, Birth to Three Early Intervention services, and public school kindergartens.

To Apply: Interested candidates should submit a resume and cover letter by June 20, 2019 at www.charteroak.edu/AboutUs/Employment.

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LatinArte News

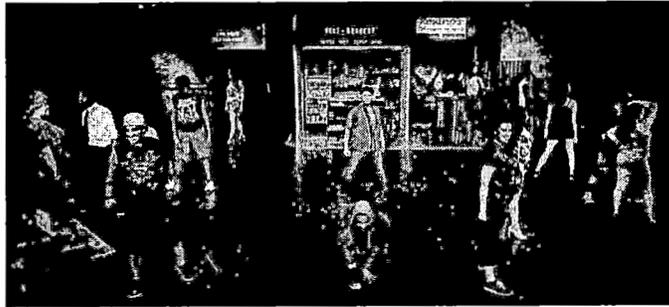
“Connecticut Critics Circle” anuncia finalistas para premios teatrales: Resaltan Latinos en escenarios locales

Por: Bessy Reyna
 bessy_reyna@hotmail.com
 Identidad Latina Newspaper
 @IdentidadLatina



En esta temporada teatral, la gran participación de actores Latinos en obras en escenarios de Connecticut, ha sido impresionante. Es algo que espero se repita. Este acontecimiento es algo que nos enorgullece y que tenemos que celebrar, y hacer resaltar sobre todo en estos momentos en los que artistas Latinos y la contribución de Latinos en Connecticut pareciera no existir.

Ente los actores y las obras que incluyeron a Latinos están los siguientes:



“Hi, My Name is Ben” en Terris Theater en Chester, cuenta con David Baida y Carlos López en su elenco. En “Flamingo Kid” en Hartford Stage, está el actor Omar López Cepedo, y el estudiante de teatro de la Universidad de Hartford, Gregory Rodriguez. En Long Wharf Theater, en New Haven, la actriz Maggie Bofill y el actor Jorge Cordova tienen los papeles principales en la obra “Doll’s House Part 2”.

Este año, otra sorpresa fue la presentación de dos producciones distintas de “In the Heights” de Lin-Manuel Miranda, una en Westport y otra en Playhouse on Park, en West Hartford, ambas con un elenco de actores Latinos. “El Huracán” en Yale Rep, contó con un gran elenco en el que se destacaron los actores, Irene Sofía Lucio, Jonathan Nichols, María-Christina Oliveras, Jennifer Paredes, Adrianna Sevahn Nichols y Arturo Soria. Mientras que la dramaturga Cindy Martínez estrenará su obra “Pegao” al finales de mayo, en una producción de HartBeat Ensemble en Hartford.

En la selección de nominaciones para los Premios que acaba de hacer la organización Connecticut Critics Circle, a la que pertenezco, también han resaltado los Latinos. Philip Hernández, es nominado por su trabajo en “Man of La Mancha”, en Westport y Rodolfo Soto en “In the Heights”, en Playhouse on Park.

El coreógrafo Marcos Santana, nominado por la obra “In the Heights” en Westport y las actrices Adriana Sevahn Nichols y Jennifer Paredes, ambas por su actuación en “El Huracán” en Yale Rep, en New Haven. [Pueden leer mi reseña de “In the Heights” en Playhouse

on Park en: <http://identidadlatina.com/teatro-in-the-heights-playhouse-on-park-escribe-bessy-reyna/>]

La mayoría de las nominaciones para los Premios de Connecticut Critics Circle fueron para las obras “Twelfth Night” de Yale Rep y “The Music Man” en Goodspeed. La obra “El Huracán” también fue nominada, así como ambas producciones de “In the Heights”. El talento de Lin-Manuel Miranda que se hizo sentir en dos escenarios, le brindó una gran oportunidad para hacer resaltar las actuaciones de varios actores Latinos. [Pueden leer mi reseña de la obra “The Music Man” en <http://identidadlatina.com/resena-de-teatro-the-music-man-en-goodspeed-musicals-por-bessy-reyna/>]

Cada año CCC entrega el Premio Tom Hillen a una persona que se ha destacado en el campo teatral de



Cindy Martínez

Connecticut. Este año, el diseñador escenográfico Michael Yeargan es el recipiente de este honor.

La ceremonia de entrega de Premios se celebrará el lunes 3 de junio, a las 7:00pm, en el Teatro Goodspeed Opera House, en East Haddam. La actriz, Jennifer Cody será la maestra de ceremonias. Para más información y direcciones de Goodspeed visiten: www.goodspeed.org

*Bessy Reyna es miembro de la CT Critics Circle, la Asociación de Críticos Teatrales de Connecticut.



David Baida



Jennifer Paredes

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Assistant Coordinator, Alternate Route to Certification-Early Child Education

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Charter Oak State College

CHARTER OAK STATE COLLEGE ANNOUNCEMENT OF POSITION OPENING

Position Title: Assistant Coordinator, Alternate Route to Certification-Early Child Education
Salary: 60,178

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Responsibilities:

Responds to phone and e-mail inquiries and provides information to prospective candidates regarding the program and the application process;

Manages the application process and assist with the acceptance process including:

Review of application for new candidates;

Scheduling of Interviews;

Communicating information to prospective candidates regarding their application status and how they meet or do not meet the requirements of the ARC programs, in writing and verbally; and

Conduct candidate interviews.

Assists students and faculty with acquisition of textbooks, if needed, and other course materials;

Facilitates candidate access by coordinating with registrar's office, business office, other internal departments and external program sites as needed;

Maintains candidate files;

Reviews candidate's work for edTPA;

Ability to learn new program applications, i.e. ViaLivetext;

Under the direction of the Program Coordinator, works with candidates on their preliminary enrollment process and follow up with any candidate problems;

Conducts candidate observations throughout CT;

Works a minimum of two Saturdays per month;

Consolidates candidate assessments to report to CSDE;

Maintains the standards of confidentiality as established by Charter Oak State College under HIPAA and FERPA; and

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- Under the direction of the Program Coordinator, works with candidates on their preliminary enrollment process and follow up with any candidate problems;
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Responsibilities:

- Responds to phone and e-mail inquiries and provides information to prospective candidates regarding the program and the application process;
- Manages the application process and assist with the acceptance process including:
 - Review of application for new candidates;
 - Scheduling of Interviews;
 - Communicating information to prospective candidates regarding their application status and how they meet or do not meet the requirements of the ARC programs, in writing and verbally; and
 - Conduct candidate interviews.
- Assists students and faculty with acquisition of textbooks, if needed, and other course materials;
- Facilitates candidate access by coordinating with registrar's office, business office, other internal departments and external program sites as needed;
- Maintains candidate files;
- Reviews candidate's work for edTPA;
- Ability to learn new program applications, I.e. ViaLivetext;



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Assistant Coordinator, Alternate Route to Certification-Early Child Education

Charter Oak State College • New Britain, CT

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Job Snapshot

Full-Time
Education - Teaching - Administration
Education

Job Description

**CHARTER OAK STATE COLLEGE
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throughout CT;

- Works a minimum of two Saturdays per month;
- Consolidates candidate assessments to report to CSDE;
- Maintains the standards of confidentiality as established by Charter Oak State College under HIPAA and FERPA; and

To Apply: Interested candidates should submit a resume and cover letter by June 20, 2019 at www.charteroak.edu/AboutUs/Employment.

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applications; ability to prioritize workflow.
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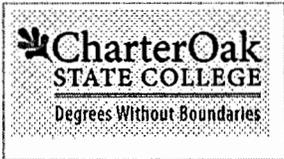
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- Reviews candidate's work for edTPA;
- Ability to learn new program applications, i.e. ViaLivetext;
- Under the direction of the Program Coordinator, works with candidates on their preliminary enrollment process and follow up with any candidate problems;
- Conducts candidate observations

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Assistant Coordinator, Alternate Route to Certification-Early Child Education

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- Conduct candidate interviews.
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Charter Oak State College

New Britain, CT, USA

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CHARTER OAK STATE COLLEGE

ANNOUNCEMENT OF POSITION OPENING

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Distance:

within 25 miles

Salary Estimate

\$36,000+ (2)

\$60,100+ (1)

Job Type

Full-time (3)

Temporary (1)

Location

Hartford, CT (1)

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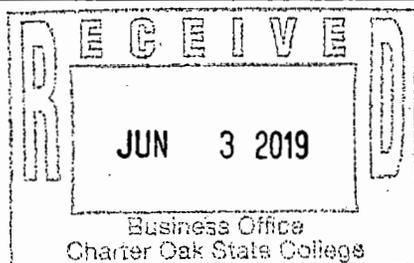
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Division for Early Childhood	5/22/2019	1 x 1	Web	\$ 175.00	line 43
				Ad Subtotal	\$175.00
Identidad Latina	5/23/2019	3 x 3.5	Display Ad	\$ 166.77	
			-10.00% 10% Admin fee (Gross)	+\$ 16.68	line 39 ✓
				Ad Subtotal	\$183.45
INDEED.COM	5/20/2019	1 x 1	Web	\$ 400.00	line 41 ✓
				Ad Subtotal	\$400.00
Minority Professional Network	5/21/2019	1 x 1	Web	\$ 150.00	✓ line 44
				Ad Subtotal	\$150.00
Women in Higher Education - John Wiley & Sons	5/20/2019	1 x 1	Web	\$ 295.00	✓ line 42
				Ad Subtotal	\$295.00



OK to Pay
6-21-19
Silas Shannon III

PAID
Date: <u>6/21/19</u>
Expenditure List: <u>17621</u>
Initial: <u>RS</u>

**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position: Admissions Counselor
Salary: \$62,285 approximate annual, plus State supported benefits

Position Summary: The Admissions Counselor provides academic and educational counseling to prospective students; develops and executes targeted recruitment activities, cultivates and nourishes relationships with business, military and educational partners; assists in the development of documents, policies and systems congruent with the College's strategic enrollment management plan.

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- Assist with the development and execution of MOUs, transfer and articulation agreements and CCAP agreements;
- Assists with the construction and realization of targeted marketing plans;
- Assists in the planning and implementation of departmental events;
- Presents workshops and attends college/career fairs in corporate, community and educational settings;
- Represents the Enrollment Services Department at Faculty Committee meetings;
- Serves on College-wide committees as needed;
- Maintains current knowledge of professional issues;
- Performs other duties as assigned.

To Apply: Interested candidates should submit a resume and cover letter by September 16, 2019 at www.charteroak.edu/AboutUs/Employment.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

Invoice

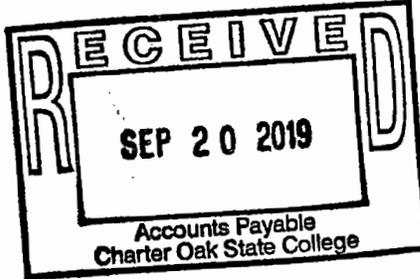
Invoice No. 143808-552700

Date: September 20, 2019



PO Box 320903
 Fairfield, CT 06825
 Tel: 203.549.0060
 Accounting Fax: 203.549.0065
 Email: AccountingDept@GraystoneAdv.com
 Federal ID# 06-1422266

Charter Oak State College
 Attn: Accounts Payable
 55 Paul Manafort Drive
 New Britain, CT 06053

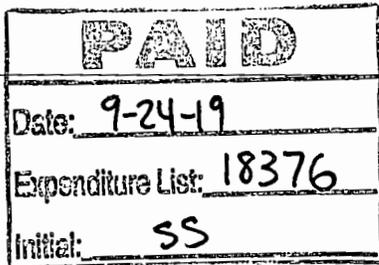


OK to Pay
 9-20-19
[Signature]

Order No: Blanket Order No: 1407
 Contact: Silas Shannon III Job No: 143808

Ad Title: Admissions Counselor

	Insert Date	Size	Description	Amount
CAREERBUILDER.COM	8/21/2019	1 x 1	Web	\$ 375.00
Ad Subtotal				\$375.00
Identidad Latina	9/12/2019	3 x 3.5	Display Ad	\$ 166.77
			-10.00% 10% Admin fee (Gross)	+\$ 16.68
Ad Subtotal				\$183.45
INDEED.COM	8/21/2019	1 x 1	Web	\$ 400.00
Ad Subtotal				\$400.00
Minority Professional Network	8/21/2019	1 x 1	Web	\$ 150.00
Ad Subtotal				\$150.00
National Association for College Admissions Counseling	8/21/2019	1 x 1	Web	\$ 475.00
Ad Subtotal				\$475.00
Women in Higher Education - John Wiley & Sons	8/21/2019	1 x 1	Web	\$ 295.00
Ad Subtotal				\$295.00



INVOICE TOTAL \$1,878.45

Payment Terms: Strictly 30 days. Due Date: 10/20/2019

Finance Charges of 1.50% per month if not paid within terms.

**Amount Due if paid
after due date:** \$1,906.62

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prompt processing of this invoice would be appreciated!**

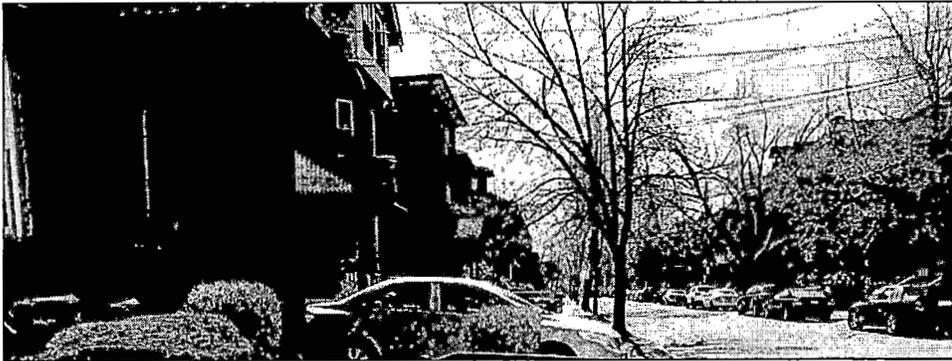
Protección al Consumidor advierte contra estafas de caridad

Tras las trágicas secuelas del huracán Dorian en las Bahamas, y ante la amenaza de otros fenómenos naturales en los Estados Unidos, el Departamento de Protección al Consumidor está asesorando a los consumidores y a las familias que desean contribuir a los esfuerzos de ayuda para evitar estafas de caridad. “Los estafadores se aprovechan de los consumidores y sus familias cuando son más vulnerables y en momentos de gran urgencia”, dijo la comisionada de Protección al Consumidor, Michelle H. Seagull. Para más información visite: <https://portal.ct.gov/dcp>



Impuestos a la propiedad aumentaron en varias ciudades

Un nuevo análisis indica que casi 60% de las ciudades y pueblos de Connecticut aumentaron los impuestos a la propiedad este año fiscal. La mayoría de esos aumentos de impuestos superaron la tasa de inflación. Estos hechos van en contra de la promesa del Gobernador Ned Lamont, quien prometió durante la campaña de 2018 expandir la desgravación fiscal de la propiedad para los hogares de bajos y medianos ingresos a partir de su primer presupuesto.



Banderas a media asta en memoria de las víctimas del 9/11

En Connecticut como en todo los Estados Unidos las banderas de la nación y del Estado, en este caso la bandera de Connecticut, por orden del Gobernador Lamont, permanecieron izadas a media asta desde el amanecer del miércoles 11 de septiembre hasta el anochecer de ese día, en memoria de los más de 3.000 hombres, mujeres y niños que fueron asesinados en el 2001, en los brutales ataques terroristas en Nueva York.



Conversatorios con residentes por

Union 32BJ felicitó por su victoria e

Juan Hernández, vicepresidente de 32BJ SEIU y líder del sindicato en Connecticut, conocidos los resultados de las elecciones primarias, declaró: “Nuestras más sinceras felicitaciones al alcalde Luke Bronin por su victoria en las primarias demócratas. El alcalde Bronin ha demostrado una y otra vez su apoyo a los derechos de los inmigrantes y los trabajadores, incluidos los miembros de 32BJ. Nos enorgullece apoyarlo con nuestras llamadas telefónicas y tocando puertas para que salgan a votar en Hartford, y continuaremos apoyándolo durante las elecciones generales de Noviembre”.

Congresista DeLauro cigarrillos electrónicos

La Congresista por Connecticut en Washington, Rosa DeLauro escribió una carta al Secretario del Departamento de Salud y Servicios Humanos, Alex Azar y al Comisionado en funciones de la Administración de Alimentos y Medicamentos (FDA), Ned Sharpless instándolos a que tomen medidas para retirar de los mercados los cigarrillos electrónicos, en medio de un brote de enfermedad más de 450 personas se han enfermado en 30 personas han muerto. Recientemente los funcionarios los consumidores que consideraran no usar pr

Gobernador y Com Educación hablan sob

Recientemente el Gobernador Ned Lamont y Miguel Cardona, presentaron una agenda que de pasantías, aumentar el número de maestro rendimiento, garantizar que todos los estudios la informática y la codificación de clases. Van asistieron a la reunión dijeron que, si bien es amplia del Gobernador, no escucharon muchos más detalles sobre su plan para mejorar las esc

“Northeast Charter S cambia para ser 1

precios altos de medicamentos

El pasado 4 de setiembre, el Senador por Connecticut, Richard Blumenthal se reunió con residentes de West Hartford en el Conard High School, para discutir los precios altos de los medicamentos recetados. A nivel federal, el Senador está trabajando para reducir los costos de los medicamentos recetados al exigir negociaciones de los precios con Medicare, importar medicamentos recetados, prohibir la medición de precios de las compañías farmacéuticas y los abusos de patentes. Busca estimular la competencia para que los consumidores tengan más opciones. Los que deseen pueden compartir sus experiencias escribiendo a: drugprices@blumenthal.senate.gov

La organización anteriormente conocida como (NECSN) ha experimentado un cambio de nombre. Las escuelas públicas chárter de Connecticut y realineamiento, la organización se denomina "Association" (en español, la Asociación de Escuelas Chárter). Para obtener más información sobre las escuelas chárter o el trabajo que realiza la Asociación de Escuelas Chárter, visite ctcharters.org

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STATE COLLEGE
Degrees Without Boundaries

Admissions Counselor

The Admissions Counselor provides academic and educational counseling to prospective students; develops and executes targeted recruitment activities, cultivates and nourishes relationships with business, military and educational partners; assists in the development of documents, policies

Oasis Bilingual Counseling Service

¿Te sientes deprimido? ¿A
¿Tienes algún problema en
o has sufrido alguna pér

What job do you want?



Admissions Counselor
Charter Oak State College | New Britain |
Full-Time
No salary data



Admissions Counselor
Charter Oak State College | New Britain | Full-Time

Job Details

Position: Admissions Counselor

Salary: \$62,285 approximate annual, plus State supported benefits

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- Performs other duties as assigned.

What

Job title, keywords, or company

Where

City, state, or zip code

Advanced Job Search

Admissions Counselor jobs in Newington, CT

Sort by: relevance - date

Distance: within 25 miles

Salary Estimate

- \$41,700+ (5)
- \$45,200+ (3)
- \$55,800+ (2)
- \$62,200+ (1)

Experience Level

- Entry Level (4)
- Mid Level (2)

Job Type

- Full-time (6)

Location

- Waterbury, CT (3)
- New Britain, CT (1)
- Hartford, CT (1)
- West Hartford, CT (1)
- "admissions Counselor" jobs nationwide

Company

- Post University (3)
- University of Saint Joseph (2)
- Charter Oak State College (1)

Upload your resume - Let employers find you

Page 1 of 6 jobs

Admissions Counselor

Charter Oak State College 8 reviews
New Britain, CT 06053

\$62,285 a year

The Admissions Counselor provides academic and educational counseling to prospective students; \$62,285 approximate annual, plus State supported benefits.

Sponsored save job

Admissions Counselor - ADP

Post University 111 reviews
Waterbury, CT 06708

Post University is seeking an Admissions Counselor to join our online Accelerated Degree team. As an Admissions Counselor for our online Accelerated Degree...

save job

Military Advisor - ADP Admissions

Post University 111 reviews
Waterbury, CT 06720

As a Military Admissions Counselor, you will be responsible for following up on military student inquiries regarding achieving a college degree through Post...

save job

See new jobs for this search

Admissions Counselor - University of Saint

Joseph

University of Saint Joseph 31 reviews

West Hartford, CT +1 location

Successfully move students through the admissions funnel, evaluate applications, process admissions materials, make recommendations regarding admissions and...

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Military Advisor – ADP Admissions

Post University 111 reviews

Waterbury, CT 06708

As a Military Admissions Counselor, you will be responsible for following up on military student inquiries regarding achieving a college degree through Post...

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Assistant Director of Admissions – ADP (Undergraduate)

Post University 111 reviews

Waterbury, CT 06708

Responsible for interviewing potential admissions counselor candidates. The Assistant Director of Online Admissions plays a vital and critical role within the...

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What

Job title, keywords, or company

Where

City, state, or zip code

Search input field with magnifying glass icon

Newington, CT

Admissions Counselor jobs in Newington, CT

Upload your resume - Let employers find you

Page 1 of 6 jobs

Sort by: relevance - date

Distance:

within 25 miles

Salary Estimate

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Experience Level

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Mid Level (2)

Job Type

Full-time (6)

Admissions Counselor

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New Britain, CT 06053

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Sponsored save job

Admissions Counselor - ADP

Post University 111 reviews
Waterbury, CT 06708

Post University is seeking an Admissions Counselor to join our online Accelerated Degree team. As an Admissions Counselor for our online Accelerated Degree...

save job

Admission
Charter
\$62,285



Position
Salary:

Position
educati
recruitm
military
policies
manage

Minim

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Admissions Counselor

Charter Oak State College

New Britain, CT, USA

105 views

Full Time

Academia

JOB DESCRIPTION

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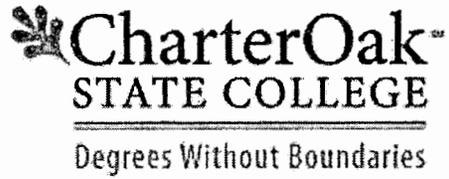
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Apply Here (<http://www.Click2Apply.net/vf9gv9wr8fzxsyz9>)

PI113000930

EDUCATION REQUIREMENTS

Bachelor's Degree



(<http://www.mpniversityjobs.com/company/2990/charter-oak-state->

[college/](#))

About Charter Oak State College

Company Profile (<http://www.mpniversityjobs.com/company/2990/charter-oak-state-college/>)

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Admissions Counselor

Charter Oak State College



Position: Admissions Counselor

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Application

First Name

Last Name

Email

APPLY ON EMPLOYER'S SITE

By using this feature you agree to our Terms and Conditions and Privacy Policy.

Details

Posted: August 21, 2019

Location: New Britain, Connecticut

Salary: Research Salary

- Assist with the development and execution of MOUs, transfer and articulation agreements and CCAP agreements;
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- Performs other duties as assigned.

Type:

Full Time - Experienced

Category:

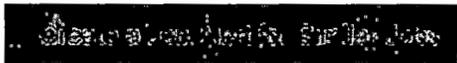
Postsecondary College/University

Required Education:

4 Year Degree

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About Charter Oak State College

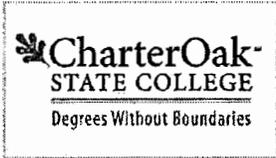
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charter oak state college X

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Admissions Counselor

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Position: Admissions Counselor

Salary: \$62,285 approximate annual, plus State supported benefits

Employer: Charter Oak State College

Location: New Britain, CT

Starts: Aug 21, 2019

Closes: Sep 22, 2019

Apply

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CLASSES ARE ENCOURAGED TO APPLY.**

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**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position: Enrollment Services Associate
Salary: \$54,870 approximate annual, plus State supported benefits

Position Summary: The Enrollment Services Associate uses positive and persuasive communication skills to interact with prospective students at various stages in the recruitment and enrollment process with the intent of enrolling students that match the Charter Oak State College profile; disseminates program and course information to prospective students, promotes the advantages of the College's online course offerings and uses multi-channel communications including phone, text, email and chat to engage prospective students. Some evening hours required.

Qualifications:

Associate's degree (Bachelor's preferred) plus minimum of two (2) years relevant experience, preferably in admissions higher education; dynamic, positive oral and written communication skills; experience in creating appropriate written messages for email, text and chat formats; and demonstrated ability to be a self-starter, work independently and in a team environment, and manage multiple tasks efficiently and effectively.

Responsibilities:

- Responds to prospective student inquiries via email, phone and text delivering positive, informative messaging;
- Provides information and encouragement to prospective students and applicants regarding College programs and procedures including the admission process, the benefit of online learning and degree and certificate opportunities offered by the College;
- In conjunction with the Associate Director of Admissions, uses a CRM to drive a proactive communication plan to ensure continuous contact with prospects with the goal of converting to applicant;
- Uses other admissions technologies including but not limited to document imaging and student information systems to manage prospective student records;
- Works with Associate Director of Admissions and other Enrollment Services Associates to triage inbound leads and outbound communications;
- Provides support for Enrollment Services events and initiatives;
- Maintains current knowledge of professional issues;
- Performs other duties as assigned.

To Apply: Interested candidates should submit a resume and cover letter by October 14, 2019 at www.charteroak.edu/AboutUs/Employment.

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PO #1407

Invoice



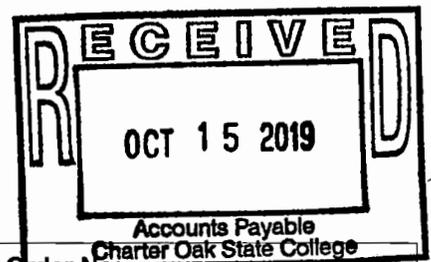
Invoice No. 145108-557461

Date: October 10, 2019

PO Box 320903
Fairfield, CT 06825
Tel: 203.549.0060
Accounting Fax: 203.549.0065
Email: AccountingDept@GraystoneAdv.com
Federal ID# 06-1422266

Charter Oak State College
Attn: Accounts Payable
55 Paul Manafort Drive
New Britain, CT 06053

OK to Pay
10/15/19
Silas Shannon III



Order No: Blanket Order No: Job No: 145108
Contact: Silas Shannon III

Ad Title: Enrollment Services Associate

	Insert Date	Size	Description	Amount
Aacrao Jobs Online	9/17/2019	1 x 1	Web	\$ 420.00
				Ad Subtotal \$420.00
CAREERBUILDER.COM	9/16/2019	1 x 1	Web	\$ 375.00
				Ad Subtotal \$375.00
Identidad Latina	9/26/2019	3 x 3.5	Display Ad	\$ 166.77
			-10.00% 10% Admin fee (Gross)	+\$ 16.68
				Ad Subtotal \$183.45
INDEED.COM	9/16/2019	1 x 1	Web	\$ 400.00
				Ad Subtotal \$400.00
JobsInAdmissions.com	9/17/2019	1 x 1	Web	\$ 100.00
				Ad Subtotal \$100.00
Minority Professional Network	9/17/2019	1 x 1	Web	\$ 150.00
				Ad Subtotal \$150.00
Women in Higher Education - John Wiley & Sons	9/16/2019	1 x 1	Web	\$ 295.00
				Ad Subtotal \$295.00

PAID

Date: 10/16/19

Expenditure List: 8551

Initial: RA

INVOICE TOTAL \$1,923.45

Payment Terms: Strictly 30 days. Due Date: 11/9/2019

Finance Charges of 1.50% per month if not paid within terms.

**Amount Due if paid
after due date: \$1,952.30**

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prompt processing of this invoice would be appreciated!**



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Job Details

Job Title	Enrollment Services Associate
Job Location	New Britain, CT (US)
Institution	Charter Oak State College
Job Traveling	None
Listing Expires	Oct 17, 2019 (27.2 Days Remaining)

Job Description CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

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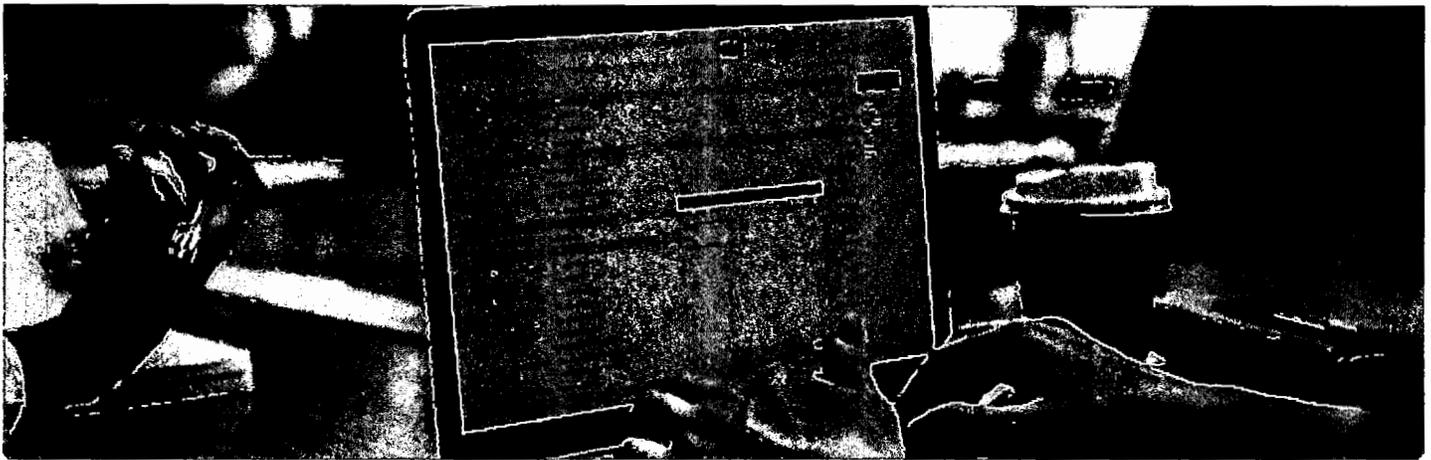
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Enrollment Services Associate

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CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

Position: Enrollment Services Associate

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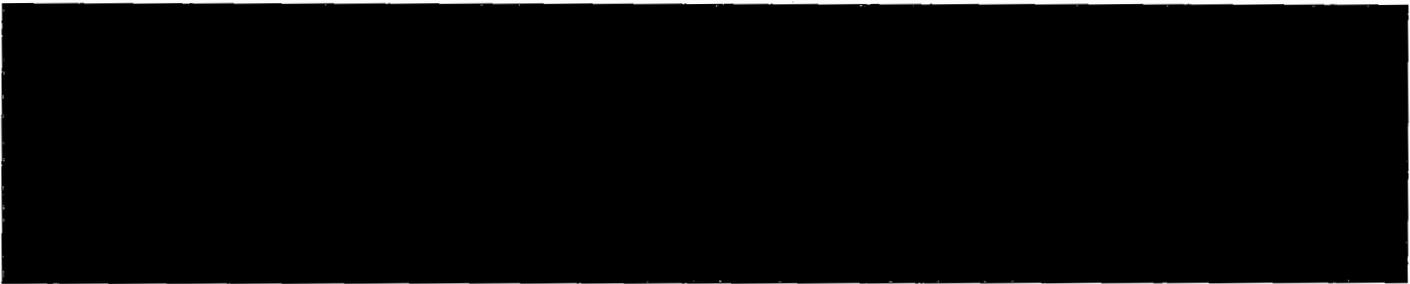
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Enrollment Services Associate

Charter Oak State College

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Job Details

 Charter Oak State
College

Enrollment Services Associate 
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Position Number: 1618662 Location: New Britain, CT Position Type: Admissions/Enrollment

CHARTER OAK STATE COLLEGE ANNOUNCEMENT OF POSITION OPENING

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Enrollment Services Associate

Charter Oak State College

New Britain, CT, USA

39 views

Full Time

Education



JOB DESCRIPTION

CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

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About Charter Oak State College

Company Profile
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Enrollment Services Associate

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CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

Position: Enrollment Services Associate
Salary: \$54,870 approximate annual, plus State supported benefits

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Location	New Britain, CT
Starts	Sep 16, 2019
Closes	Oct 18, 2019

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Enrollment Services Associate

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El calentamiento global y la Amazonía

Por: Armando Zarazú
azarazu@aol.com

 Identidad Latina Newspaper
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Hace pocas semanas la Amazonía Sudamericana estaba virtualmente en llamas. En efecto, buena parte de ella estaba bajo los estragos de un incendio forestal que, en algunas partes del Brasil, el horizonte era cubierto por el humo. El fuego que devoró buena parte de la vegetación amazónica fue provocado por colonizadores, quienes con el apoyo implícito del nuevo presidente brasileño están penetrando, cada vez más en la selva Amazónica con el fin de explotarla económicamente. De acuerdo a imágenes satelitales, desde la juramentación de Bolsonaro como presidente del Brasil, la deforestación ha aumentado en un 92%.

Durante la realización de la conferencia de las siete economías más grandes del mundo, entre las que no se encuentra Brasil, el presidente francés Emmanuel Macron llamó mentiroso al jefe de estado brasileño. Este, quien es ya es conocido por ser un desbocado, acusó al mandatario francés y en un gesto nada elegante se burló de la esposa de Macron. Lo que sí ha quedado claro es que el manejo político de la situación Amazónica del gobierno de Bolsonaro está siendo muy, pero muy destructiva para la selva Amazónica.



La deforestación amazónica en el Brasil ha aumentado en el 67% en los primeros siete meses de este año, comparada con el mismo periodo del año pasado. Por supuesto, que el extravagante presidente brasileño ha llamado a esto "una gran mentira". Muchas de las ideas sobre el tema que tiene Bolsonaro son producto de sus ideas de un derechismo anticuado y nacionalismo en extremo, al punto que sostiene que el movimiento de protección al medio ambiente es parte de la extrema izquierda mundial.

A todo esto es necesario puntualizar que, según Ricardo Galvao, de la agencia que sigue de cerca la deforestación brasileña y que ha sido despedido por Bolsonaro dijo, "si la selva del Amazonas es destruida, será imposible controlar el calentamiento global". Ya existen señales alarmantes sobre el cambio climático que se viene. En el Perú por ejemplo, se ha perdido casi la mitad de los glaciares andinos desde 1970, lo cual impacta a miles de sus habitantes que utilizan el agua de los glaciares para

húmeda (noviembre a junio), y luego incendiando los troncos de los árboles varios meses más tarde en la estación seca (julio a octubre). Los incendios son más comunes en julio y agosto.

Consecuencias de la tala y quema ilegal

En algunos casos, los trabajadores que realizan la quemadura no son calificados y pueden permitir que estos incendios se propaguen sin darse cuenta. Si bien la mayoría de los países de la Amazonía tienen leyes y cumplimiento ambiental contra la deforestación, estas no se aplican bien y gran parte de la actividad de tala y quema se realiza ilegalmente. La deforestación conduce a una gran cantidad de incendios observados en el Amazonas durante la estación seca, generalmente rastreados por datos satelitales.

Si bien es posible que ocurran incendios naturales en el Amazonas, es mucho menos probable que ocurran en comparación con los de California o Australia. Incluso con el calentamiento global, los incendios espontáneos en el Amazonas no pueden provenir solo del clima cálido, pero el clima cálido es capaz de exacerbar los incendios una vez que se inicia, ya que habrá biomasa más seca disponible para que el fuego se propague.

Alberto Setzer, estudioso del tema, estimó que el 99% de los incendios

La deforestación de

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Job Details

Job Title	Enrollment Services Associate
Job Location	New Britain, CT (US)
Institution	Charter Oak State College
Job Traveling	None
Listing Expires	Oct 17, 2019 (27.2 Days Remaining)

Job Description CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

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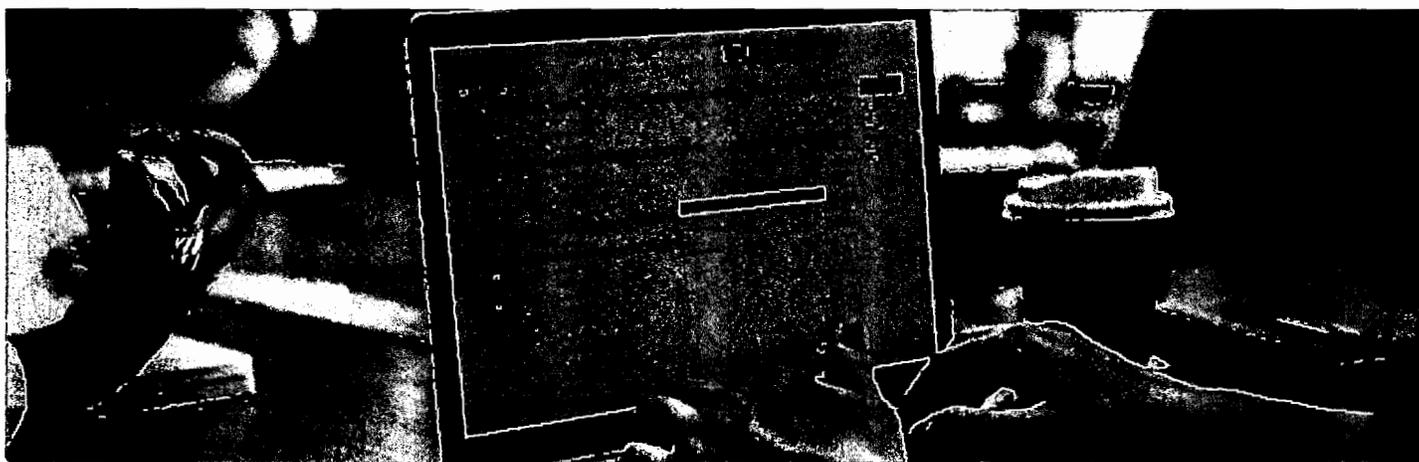
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Enrollment Services Associate

Charter Oak State College New Britain Full-Time

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Job Details

 Charter Oak State
College

Enrollment Services Associate 
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Position Number: 1618662 Location: New Britain, CT Position Type: Admissions/Enrollment

CHARTER OAK STATE COLLEGE ANNOUNCEMENT OF POSITION OPENING

Position: Enrollment Services Associate
Salary: \$54,870 approximate annual, plus State supported benefits

Position Summary: The Enrollment Services Associate uses positive and persuasive communication skills to interact with prospective students at various stages in the recruitment and enrollment process with the intent of enrolling students that match the Charter Oak State College profile; disseminates program and course information to prospective students, promotes the advantages of the College's online course offerings and uses multi-channel communications including phone, text, email and chat to engage prospective students. Some evening hours required.

Qualifications:

Associate's degree (Bachelor's preferred) plus minimum of two (2) years relevant experience, preferably in admissions higher education; dynamic, positive oral and written communication skills; experience in creating appropriate written messages for email, text and chat formats; and demonstrated ability to be a self-starter, work independently and in a team environment, and manage multiple tasks efficiently and effectively.

Responsibilities:

- Responds to prospective student inquiries via email, phone and text delivering positive, informative messaging;
- Provides information and encouragement to prospective students and applicants regarding College programs and procedures including the admission process, the benefit of online learning and degree and certificate opportunities offered by the College;
- In conjunction with the Associate Director of Admissions, uses a CRM to drive a proactive communication plan to ensure continuous contact with prospects with the goal of converting to applicant;
- Uses other admissions technologies including but not limited to document imaging and student information systems to manage prospective student records;
- Works with Associate Director of Admissions and other Enrollment Services Associates to triage inbound leads and outbound communications;
- Provides support for Enrollment Services events and initiatives;
- Maintains current knowledge of professional issues;
- Performs other duties as assigned.

To Apply: Interested candidates should submit a resume and cover letter by October 14, 2019 at www.charteroak.edu/AboutUs/Employment.

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Enrollment Services Associate

Charter Oak State College

New Britain, CT, USA

39 views

Full Time

Education

JOB DESCRIPTION

CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

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About Charter Oak State College

Company Profile
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- Works with Associate Director of Admissions and other Enrollment Services Associates to triage inbound leads and outbound communications;
- Provides support for Enrollment Services events and initiatives;
- Maintains current knowledge of professional issues;
- Performs other duties as assigned.

To Apply: Interested candidates should submit a resume and cover letter by October 14, 2019 at www.charteroak.edu/AboutUs/Employment (<http://www.charteroak.edu/AboutUs/Employment>).

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Enrollment Services Associate

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CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

Position: Enrollment Services Associate

Salary: \$54,870 approximate annual, plus State supported benefits

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Enrollment Services Associate

The Enrollment Services Associate uses positive and persuasive communication skills to interact with prospective students at various stages in the recruitment and enrollment process with the intent of enrolling students that match the Charter Oak State College profile; disseminates program and course information to prospective students, promotes the advantages of the College's online course offerings and uses multi-channel communications including phone, text, email and chat to engage prospective students. Some evening hours required. The Enrollment Services Associate Responds to prospective student inquiries via email, phone and text delivering positive, informative messaging; Provides information and encouragement to prospective students and applicants regarding College programs and procedures including the admission process, the benefit of online learning and degree and certificate opportunities offered by the College; Works with Associate Director of Admissions and other Enrollment Services Associates to triage inbound leads and outbound communications; Provides support for Enrollment Services events and initiatives; Performs other duties as assigned. **Minimum Qualifications:** Associate's degree (Bachelor's preferred) plus minimum of two (2) years relevant experience, preferably in admissions higher education; dynamic, positive oral and written communication skills; experience in creating appropriate written messages for email, text and chat formats; and demonstrated ability to be a self-starter, work independently and in a team environment, and manage multiple tasks efficiently and effectively. **Salary:** \$54,870. See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume by October 14, 2019. No phone calls please.

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Issue: 9-26-19

El calentamiento global y la Amazonía

Por: Armando Zarazú
azarazu@aol.com

Identidad Latina Newspaper
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Hace pocas semanas la Amazonía Sudamericana estaba virtualmente en llamas. En efecto, buena parte de ella estaba bajo los estragos de un incendio forestal que, en algunas partes del Brasil, el horizonte era cubierto por el humo. El fuego que devoró buena parte de la vegetación amazónica fue provocado por colonizadores, quienes con el apoyo implícito del nuevo presidente brasileño están penetrando, cada vez más en la selva Amazónica con el fin de explotarla económicamente. De acuerdo a imágenes satelitales, desde la juramentación de Bolsonaro como presidente del Brasil, la deforestación ha aumentado en un 92%.

Durante la realización de la conferencia de las siete economías más grandes del mundo, entre las que no se encuentra Brasil, el presidente francés Emmanuel Macron llamó mentiroso al jefe de estado brasileño. Este, quien es ya es conocido por ser un desbocado, acusó al mandatario francés y en un gesto nada elegante se burló de la esposa de Macron. Lo que sí ha quedado claro es que el manejo político de la situación Amazónica del gobierno de Bolsonaro está siendo muy, pero muy destructiva para la selva Amazónica.

La deforestación amazónica en el Brasil ha aumentado en el 67% en los primeros siete meses de este año, comparada con el mismo periodo del año pasado. Por supuesto, que el extravagante presidente brasileño ha llamado a esto "una gran mentira". Muchas de las ideas sobre el tema que tiene Bolsonaro son producto de sus ideas de un derechismo anticuado y nacionalismo en extremo, al punto que sostiene que el movimiento de protección al medio ambiente es parte de la extrema izquierda mundial.

A todo esto es necesario puntualizar que, según Ricardo Galvao, de la agencia que sigue de cerca la deforestación brasileña y que ha sido despedido por Bolsonaro dijo, "si la selva del Amazonas es destruida, será imposible controlar el calentamiento global". Ya existen señales alarmantes sobre el cambio climático que se viene. En el Perú por ejemplo, se ha perdido casi la mitad de los glaciares andinos desde 1970, lo cual impacta a miles de sus habitantes que utilizan el agua de los glaciares para

La deforestación de la selva amazónica impulsada por el hombre ha sido una gran preocupación durante décadas, ya que se ha medido el impacto de la selva tropical en el clima global. Desde una perspectiva climática global, el Amazonas ha sido el sumidero de dióxido de carbono más grande del mundo y se estima que captura hasta el 25% de la generación global de dióxido de carbono en plantas y otra biomasa.

Sin este sumidero, las concentraciones de dióxido de carbono atmosférico aumentarían y contribuirían a temperaturas globales más altas, haciendo que la viabilidad de la Amazonía sea una preocupación global. Además, cuando el bosque se pierde por el fuego, se libera dióxido de carbono adicional a la atmósfera y podría contribuir significativamente al contenido total de dióxido de carbono. La flora también genera cantidades significativas de vapor de agua a través de la transpiración que viaja grandes distancias a otras partes de América

húmeda (noviembre a junio), y luego incendiando los troncos de los árboles varios meses más tarde en la estación seca (julio a octubre). Los incendios son más comunes en julio y agosto.

Consecuencias de la tala y quema ilegal

En algunos casos, los trabajadores que realizan la quemadura no son calificados y pueden permitir que estos incendios se propaguen sin darse cuenta. Si bien la mayoría de los países de la Amazonía tienen leyes y cumplimiento ambiental contra la deforestación, estas no se aplican bien y gran parte de la actividad de tala y quema se realiza ilegalmente. La deforestación conduce a una gran cantidad de incendios observados en el Amazonas durante la estación seca, generalmente rastreados por datos satelitales.

Si bien es posible que ocurran incendios naturales en el Amazonas, es mucho menos probable que ocurran en comparación con los de California o Australia. Incluso con el calentamiento global, los incendios espontáneos en el Amazonas no pueden provenir solo del clima cálido, pero el clima cálido es capaz de exacerbar los incendios una vez que se inicia, ya que habrá biomasa más seca disponible para que el fuego se propague.

Alberto Setzer, estudioso del tema, estimó que el 99% de los incendios

**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position: Assistant Bursar
Salary: \$54,870 approximate annual (\$26.28 hourly)
Hours: Full time or part time hours available to qualified candidates
plus State supported benefits

Position Summary: Charter Oak State College, Connecticut's online public college, serves adult students who want to complete their degree, expand their skill set, or advance in the workforce. The Assistant Bursar is primarily responsible for student service operations of the Bursar's office. Must use excellent communication skills in handling complex information and the ability to relate positively to students and staff. The Assistant Bursar is the responsible for responding to student account inquiries from internal and external customers and independently performing a full range of professional level fiscal and administrative functions using a computerized financial management system, including accounts receivable, daily deposits, third-party processing and ensuring compliance with State regulations.

Qualifications: Bachelor's degree and a minimum of two (2) years of relevant experience involving any combination of technical work in accounting, budget preparation, considerable knowledge of principles and practices of public administration with special reference to governmental accounting and budget management; ability to prepare and interpret financial reports; ability to work independently and manage multiple tasks with on time delivery; excellent oral, written and interpersonal communication skills; and knowledge of and experience with automated financial and student systems and the development of database queries and reports; and competency in computer applications.

Responsibilities:

- Performs a variety of professional fiscal and administrative functions including accounts receivable, daily deposits and third-party processing ensuring compliance with State regulations;
- Assists the Bursar and Controller with budget projections, preparation, development and management by compiling and consolidating data;
- Manage escheat process for credit balances on student accounts;
- Performs reconciliation of various accounts including fiscal receipts to student accounts, general ledger, and student activity;
- Prepares and monitors third party billings;
- Monitors student payment plans, holds, and past due accounts;
- Assists Bursar in planning, designing and implementing fiscal procedures or systems, and recommends accounting related improvements;
- Prepares various financial and administrative reports utilizing the State and college information technology systems for departmental reporting;
- Must be able to demonstrate excellent communication skills when handling complex information with students and staff;
- Participate in internal committees as assigned;
- Provides fiscal processes training to Charter Oak State College Departments;
- Serves, on an as-needed basis, as liaison to other units and agencies regarding the Jenzabar system processes as well as fiscal policies and processes;
- Develop, implement and maintain effective policies and procedures required to assure efficiencies and accuracy for area responsibilities;
- Provides support for all programs operating from the Bursar's office and backup to Controllers office.
- Maintains current knowledge of professional issues;
- Performs other duties as assigned.

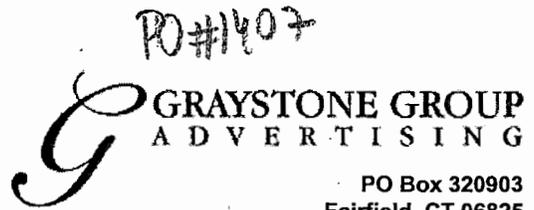
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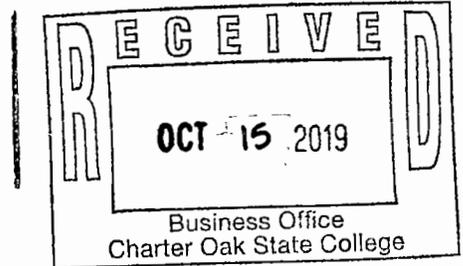


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Assistant Bursar
Charter Oak State College | New Britain | Full-Time

Job Details

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processes as well as fiscal policies and processes;

• Develop, implement and maintain effective policies and procedures required to assure efficiencies and

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Assistant Bursar

Charter Oak State College

8 reviews

Newington, CT

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Provides fiscal processes training to Charter Oak State College Departments; Charter Oak State College, Connecticut's online public college, serves adult...

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Prospect - Companion - Part-time - Home

Healthcare

ABI Resources LLC 8 reviews
Prospect, CT 06712

Lots of energy, loves conversation. Enjoys his family and sees them often. Hiring experienced team members to work one on one with clients within their personal...

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Andover - ABI Independent Living Skills

Instructor ILST

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Andover, CT 06232

Hiring experienced team members to work with brain injury survivors within their personal homes. Candidates should possess at least one/two years of experience...

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Tolland - Job Coach - Part-time - Home Healthcare

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Lots of energy, loves conversation. Hiring experienced team members to work one on one

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NAUGATUCK / 1ST / TUES - WED / HOME HEALTH AIDE / COMPANION

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VALID DRIVER'S LICENSE AND CAR REQUIRED. Top consideration is given to those with experience working with individuals exhibiting challenging medical, physical...

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Cheshire - Weekends - 1st and 2nd shifts - Companions - Care...

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Cheshire, CT 06408

May work every other weekend if desired. Hiring experienced team members to work one on one with clients within their personal homes.

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\$31,300+ (6)

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\$53,700+ (3)

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Charter Oak State College jobs in Newington, CT

Page 1 of 12 jobs

Assistant BursarCharter Oak State College 8 reviews
Newington, CT**\$54,870 a year**

Provides fiscal processes training to Charter Oak State College Departments; Charter Oak State College, Connecticut's online public college, serves adult...

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Enrollment Services AssociateCharter Oak State College 8 reviews
New Britain, CT 06053**\$54,870 a year**

The Enrollment Services Associate uses positive and persuasive communication skills to interact with prospective students at various stages in the recruitment...

AssistCharter
\$54,870**Position****Salary:** \$**Hours:** F

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Back

Assistant Bursar

Charter Oak State College

New Britain, CT, USA

12 views

Full Time Education

JOB DESCRIPTION

CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

Position: Assistant Bursar

Salary: \$54,870 approximate annual (\$26.28 hourly)

Hours: Full time or part time hours available to qualified candidates, plus State supported benefits

Position Summary: Charter Oak State College, Connecticut's online public college, serves adult students who want to complete their degree, expand their skill set, or advance in the workforce. The Assistant Bursar is primarily responsible for student service operations of the Bursar's office. Must use excellent communication skills in handling complex information and the ability to relate positively to students and staff. The Assistant Bursar is the responsible for responding to student account inquiries from internal and external customers and independently performing a full range of professional level fiscal and administrative functions using a computerized financial management system, including accounts receivable, daily deposits, third-party processing and ensuring compliance with State regulations.

Qualifications: Bachelor's degree and a minimum of two (2) years of relevant experience involving any combination of technical work in accounting, budget preparation, considerable knowledge of principles and practices of public administration with special reference to governmental accounting and budget management; ability to prepare and interpret financial reports; ability to work independently and manage multiple tasks with on time delivery; excellent oral, written and interpersonal communication skills; and knowledge of and experience with automated financial and student systems and the development of database queries and reports; and competency in computer applications.

Responsibilities:

- Performs a variety of professional fiscal and administrative functions including accounts receivable, daily deposits and third-party processing ensuring compliance with State regulations;
- Assists the Bursar and Controller with budget projections, preparation, development and management by compiling and consolidating data;
- Manage escheat process for credit balances on student accounts;
- Performs reconciliation of various accounts including fiscal receipts to student accounts, general ledger, and other accounts;
- Prepares and monitors third party billings;



(<http://www.mpniversityjobs.com/company/charter-oak-state-college/>)
About Charter Oak State College

Company Profile
(<http://www.mpniversityjobs.com/company/charter-oak-state-college/>)

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- Monitors student payment plans, holds, and past due accounts;
- Assists Bursar in planning, designing and implementing fiscal procedures or systems, and recommends accounting related improvements;
- Prepares various financial and administrative reports utilizing the State and college information technology systems for departmental reporting;
- Must be able to demonstrate excellent communication skills when handling complex information with students and staff;
- Participate in internal committees as assigned;
- Provides fiscal processes training to Charter Oak State College Departments;
- Serves, on an as-needed basis, as liaison to other units and agencies regarding the Jenzabar system processes as well as fiscal policies and processes;
- Develop, implement and maintain effective policies and procedures required to assure efficiencies and accuracy for area responsibilities;
- Provides support for all programs operating from the Bursar's office and backup to Controllers office.
- Maintains current knowledge of professional issues;
- Performs other duties as assigned.

To Apply: Interested candidates should submit a resume and cover letter by October 14, 2019 at www.charteroak.edu/AboutUs/Employment (<http://www.charteroak.edu/AboutUs/Employment>).

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

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Assistant Bursar Charter Oak State College

CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

Position: Assistant Bursar

Salary: \$54,870 approximate annual (\$26.28 hourly)

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Responsibilities:

- Performs a variety of professional fiscal and administrative functions including accounts receivable, daily deposits and third-party processing ensuring compliance with State regulations;
- Assists the Bursar and Controller with budget projections, preparation, development and



Application

First Name

Last Name

Email

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Details

Posted:
September 16, 2019

Location:
New Britain, Connecticut

Salary:
Type:
Full Time - Experienced

CASP Certification:
Not Applicable

Category:
Finance

Required Education:
4 Year Degree

- management by compiling and consolidating data;
- Manage escheat process for credit balances on student accounts;
 - Performs reconciliation of various accounts including fiscal receipts to student accounts, general ledger, and student activity;
 - Prepares and monitors third party billings;
 - Monitors student payment plans, holds, and past due accounts;
 - Assists Bursar in planning, designing and implementing fiscal procedures or systems, and recommends accounting related improvements;
 - Prepares various financial and administrative reports utilizing the State and college information technology systems for departmental reporting;
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 - Maintains current knowledge of professional issues;
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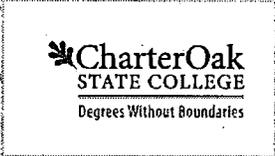
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Assistant Bursar

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CHARTER OAK STATE COLLEGE ANNOUNCEMENT OF POSITION OPENING

Employer Charter Oak State College

Position: Assistant Bursar

Salary: \$54,870 approximate annual (\$26.28 hourly)

Location New Britain, CT

Hours: Full time or part time hours available to qualified candidates, plus State supported benefits

Starts Sep 16, 2019

Closes Oct 18, 2019

Apply

Position Summary: Charter Oak State College, Connecticut's online public college, serves adult students who want to complete their degree, expand their skill set, or advance in the workforce. The Assistant Bursar is primarily responsible for student service operations of the Bursar's office. Must use excellent communication skills in handling complex information and the ability to relate positively to students and staff. The Assistant Bursar is the responsible for responding to student account inquiries from internal and external customers and independently performing a full range of professional level fiscal and administrative functions using a computerized financial management system, including accounts receivable, daily deposits, third-party

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Enrollment Services Associate
Charter Oak State College

Admissions Counselor
Charter Oak State College

processing and ensuring compliance with State regulations.

Qualifications: Bachelor's degree and a minimum of two (2) years of relevant experience involving any combination of technical work in accounting, budget preparation, considerable knowledge of principles and practices of public administration with special reference to governmental accounting and budget management; ability to prepare and interpret financial reports; ability to work independently and manage multiple tasks with on time delivery; excellent oral, written and interpersonal communication skills; and knowledge of and experience with automated financial and student systems and the development of database queries and reports; and competency in computer applications.

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- Manage escheat process for credit balances on student accounts;
- Performs reconciliation of various accounts including fiscal receipts to student accounts, general ledger, and student activity;
- Prepares and monitors third party billings;
- Monitors student payment plans, holds,

- and past due accounts;
- Assists Bursar in planning, designing and implementing fiscal procedures or systems, and recommends accounting related improvements;
 - Prepares various financial and administrative reports utilizing the State and college information technology systems for departmental reporting;
 - Must be able to demonstrate excellent communication skills when handling complex information with students and staff;
 - Participate in internal committees as assigned;
 - Provides fiscal processes training to Charter Oak State College Departments;
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 - Provides support for all programs operating from the Bursar's office and backup to Controllers office.
 - Maintains current knowledge of professional issues;
 - Performs other duties as assigned.

To Apply: Interested candidates should submit a resume and cover letter by October 14, 2019 at www.charteroak.edu/AboutUs/Employment.

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CLASSES ARE ENCOURAGED TO APPLY.**

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SETIEMBRE**Jueves 26, 6pm-9pm**

ESTEBAN ARRUFATT LATIN JAZZ TRIO EN SIMSBURY. Lugar: SOMA GRILLE THE 1820 HOUSE, 731 Hopmeadow st Simsbury CT 06070. Mas info: (860) 217-0937

Viernes 27, 6:00pm-9:00pm

NOCHE DE DIVERSION PARA LAS FAMILIAS EN HARTFORD. Un evento de recaudación de fondos para apoyar los programas de Adult Education. Habrá juegos, comida y rifas. Lugar: 110 Washington Street, Hartford, CT. Más info: www.adulted.hartfordschools.org

Viernes 27, 6:30pm-9:30pm

JOE DIAZ Y BORIKEN EN HARTFORD. Lugar: CASONA, 681 Wethersfield ave Hartford CT
Dinner/Party Reservations: 860-578-8416

Viernes 27, 8:30pm

TROMBEATZ EN HARTFORD. Lugar: Black-Eyed Sally's Jazz Club, 350 Asylum St. Hartford, CT. Más info: (860) 278-7427.

Sábado 28, 8:00pm-1:00am

ROCK EN FAVELA, EN HARTFORD. Bandas en vivo: Esquina Baja, Unify Rock y desde Boston Dioniso, Lugar: Favela

Domingo 29, 5:00pm-8:00pm

LOS TROVADORES DE AMERICA CON JAIME CHILUISA EN NEWINGTON. Lugar: Puerto Vallarta, 2385 Berlin Turnpike Newington, CT.

OCTUBRE**Miércoles 2, 6:00pm-9:00pm**

JASON JENKINS SOLO ACOUSTIC GUITAR EN GUILFORD. Lugar: Quattro's Restaurant, 14 Waters st Guilford CT 06437 - Mas info: 203-453-6575.

Jueves 3, 6:00pm-9:00pm

ESTEBAN ARRUFATT LATIN JAZZ TRIO EN SIMSBURY. Lugar: SOMA GRILLE THE 1820 HOUSE, 731 Hopmeadow St. Simsbury, CT 06070. Mas info: (860) 217-0937.

Viernes 4, 6:30-9:30pm

NELSON BELLO & COMPANY EN HARTFORD. Lugar: Casona, 681 Wethersfield ave Hartford CT 860-519-5590. Dinner/ Party Reservations: 860-578-8416

Viernes 4, 6:30pm-9:30pm

JASON JENKINS SOLO FLAMENCO ACOUSTIC GUITAR EN WALLINGFORD. Lugar: Ola Restaurant, 728 N Colony Rd, Wallingford, CT 0649 Mas info: 203-626-9170

Viernes 4, 8:00pm**Sábado 5, 8pm-2am**

ALA JAZA GRAN ARTISTA DOMINICANO EN BRIDGEPORT. Ven y disfruta de sus mejores éxitos como "Nadie se meta", "Mi forma de ser" y otros. Lugar: Sazón y Mambo, 1691 Main St. Bridgeport, CT 06604 Para info de boletos: (203) 690-7619

Domingo 6, 5:00pm-8:00pm

LOS TROVADORES DE AMERICA CON JAIME CHILUISA EN NEWINGTON. Lugar: PUERTO VALLARTA, 2385 Berlin Turnpike Newington, CT.

Miércoles 9, 6:00pm-9:00pm

JASON JENKINS SOLO ACOUSTIC GUITAR EN GUILFORD. Lugar: Quattro's Restaurant, 14 Waters st Guilford, CT 06437 - Mas info: 203-453-6575

Jueves 10, 6:00pm-9:00pm

ESTEBAN ARRUFATT LATIN JAZZ TRIO EN SIMSBURY. Lugar: SOMA GRILLE THE 1820 HOUSE, 731 Hopmeadow st Simsbury, CT 06070. Mas info: (860) 217-0937

Viernes 11, 6:30pm-9:30pm

ESTEBAN ARRUFATT LATIN JAZZ ENSEMBLE EN HARTFORD. Lugar: Casona, 681 Wethersfield Ave. Hartford CT 860 519 5590 Dinner/ Party

Domingo 13, 5pm-8pm

LOS TROVADORES DE AMERICA CON JAIME CHILUISA EN NEWINGTON. Lugar: PUERTO VALLARTA, 2385 Berlin Turnpike Newington CT - Mas info: 860-667-8080.

Miércoles 23, 11:30am-2:30pm

DIVERSEABILITY CAREER FAIRENORANGE. DiverseAbility Career Fair is a free hiring and informational event that will bring together job seekers and employers in the manufacturing, transportation, healthcare, educational and social services industries with seasonal, temporary, and immediate full-and part-time job openings. Lugar: Yale University West Campus, 100 West Campuis Drive, Orange, CT. Mas info: 203-867-4030 x254.

Miercoles 30, 5pm-7pm

2nd ANNUAL WOMEN'S EMPOWERMENT EVENT EN HARTFORD. Un Camino al Amor Propio. Lugar: Hartford Public Library, 500 Main st Hartford, CT. Cuidado de niños gratis. Mas info: María Ortiz 860-527-0856 ext. 1243.

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**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position: Director, Instructional Design
Salary: \$83,042 approximate annual, plus State supported benefits

Position Summary: The Director provides instructional design and pedagogical leadership to ensure that best practices and quality standards guide curriculum development, design, and delivery of all online courses. Working with the Provost, the Director of Undergraduate Programs and Graduate Program Directors, the Director develops a strategic plan for the ID department. The Director coordinates departmental resources and personnel to provide effective and appropriate instructional design support services to faculty. The Director collaborates with department members to provide high quality instructional design support services including, but not limited to course maintenance, assessment materials, digital media integration, and integration with other technologies. The Director does course design as well in order to stay current on the latest pedagogy and technology. The Director also provides leadership to the College and system in matters of online learning.

Minimum Qualifications: Doctorate and minimum of 5 years of relevant experience in higher education, including online course development, outcomes assessment, and instructional design; an understanding of adult learning theory; excellent oral and written communications skills; strong attention to detail; supervisory experience; and competency in a variety of computer software packages and tools to be used in online course development. Available to work evenings and weekend as needed.

Required Knowledge:

- Ability to apply adult learning theory and online andragogical/pedagogical best practices to course development;
- Above average skills in design and development of web-based instructional pages, including extensive knowledge of ADA and WAG 2.0, various learning management systems, HTML, graphic design, multimedia, and screen capture;
- Ability to interpret faculty needs in course maintenance and instructional design;
- Ability to manage tasks to meet specified deadlines;
- Ability to work collaboratively with faculty, staff, and other clients of the College; and
- Ability to continually adapt and learn new procedures and software programs.

Responsibilities:

- Coordinates resources, personnel, and processes needed to ensure that instructional design projects and course developments are delivered in a timely manner meeting the agreed upon goals and objectives.
- Works with the Provost and ID and Undergraduate staff to develop schedule of course developments and redevelopments and other ID projects, including faculty training and development.
- Serves as an advanced level resource in providing consultations to faculty in the application of instructional design and the use of online instructional technology.
- Designs online courses.
- Utilizing best practices, oversees the quality control measures utilized to ensure high standards of instructional design.
- Manages scheduling of project and course developments for the department based on programmatic needs of the College, request from faculty, and, in conjunction with the Provost, from outside groups.
- Leads instructional design department meetings and facilitates ongoing communication with the department members and student workers.
- Utilizing continuous improvement, reviews and evaluates the instructional effectiveness of course materials that are being developed and produced and assists them in adopting new technologies and research that will improve course delivery and student learning.
- Ensures a customer-service approach in responding to assigned faculty requests for instructional design support using various communication methods including but not limited to email, telephone and tracking systems.
- Remains current with and has a thorough understanding of the latest industry technology tools and trends in online education and instructional technologies.
- Evaluates and recommends for purchase the hardware, software, and peripheral needs for the ID Department.
- Works collaboratively with IT department and serves as the College's liaison to our LMS provider and to the system office on ID issues.
- Works with the Instructional Design department staff to develop and deliver workshops for faculty in online teaching and course design.
- Performs other duties as assigned or required.

To Apply: Interested candidates should submit a resume and cover letter by October 21, 2019 at www.charteroak.edu/AboutUs/Employment.

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Invoice

Invoice No. 145519-560099

Date: October 22, 2019



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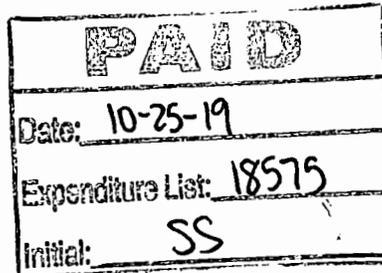
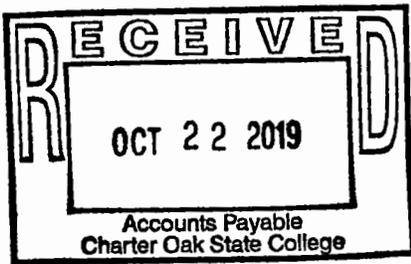
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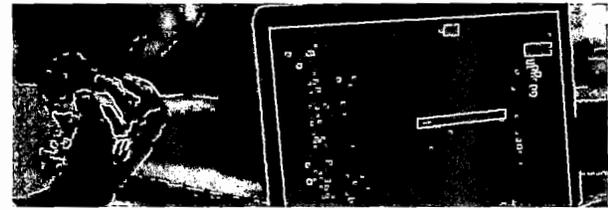
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Director, Instructional Design
Charter Oak State College | New Britain | Full-Time
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Director, Instructional Design

Charter Oak State College | New Britain | Full-Time

Job Details

Position: Director, Instructional Design

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- Ability to work collaboratively with faculty, staff, and other clients of the College; and
- Ability to continually adapt and learn new procedures and software programs.

Responsibilities:

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- Designs online courses.
- Utilizing best practices, oversees the quality control measures utilized to ensure high standards of instructional design.
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- Leads instructional design department meetings and facilitates ongoing communication with the department members and student workers.

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Job Title: Director, Instructional Design

Organization: Charter Oak State College

Location: New Britain, CT

Director, Instructional Design Salary: \$83,042 approximate annual, plus State supported benefits

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The Director collaborates with department members to provide high quality instructional design support services including, but not limited to course maintenance, assessment materials, digital media integration, and integration with other technologies. The Director does course design as well in order to stay current on the latest pedagogy and technology. The Director also provides leadership to the College and system in matters of online learning.

Minimum Qualifications:

- Doctorate and minimum of 5 years of relevant experience in higher education, including online course development, outcomes assessment, and instructional design; an understanding of adult learning theory; excellent oral and written communications skills; strong attention to detail; supervisory experience; and competency in a variety of computer software packages and tools to be used in online course development.
- Available to work evenings and weekend as needed.

Required Knowledge:

- Ability to apply adult learning theory and online andragogical/pedagogical best practices to course development;
- Above average skills in design and development of web-based instructional pages, including extensive knowledge of ADA and WAG 2.0, various learning management systems, HTML, graphic design, multimedia, and screen capture;
- Ability to interpret faculty needs in course maintenance and instructional design;
- Ability to manage tasks to meet specified deadlines;
- Ability to work collaboratively with faculty, staff, and other clients of the College; and
- Ability to continually adapt and learn new procedures and software programs.

Responsibilities:

- Coordinates resources, personnel, and processes needed to ensure that instructional design projects and course developments are delivered in a timely manner meeting the agreed upon goals and objectives.
- Works with the Provost and ID and Undergraduate staff to develop schedule of course developments and redevelopments and other ID projects, including faculty training and development.
- Serves as an advanced level resource in providing consultations to faculty in the application of instructional design and the use of online instructional technology.
- Designs online courses.
- Utilizing best practices, oversees the quality control measures utilized to ensure high standards of instructional design.
- Manages scheduling of project and course developments for the department based on programmatic needs of the College, request from faculty, and, in conjunction with the Provost, from outside groups.
- Leads instructional design department meetings and facilitates ongoing communication with the department members and student workers.
- Utilizing continuous improvement, reviews and evaluates the instructional effectiveness of course materials that are being developed and produced and assists them in adopting new technologies and research that will improve course delivery and student learning.
- Ensures a customer-service approach in responding to assigned faculty requests for instructional design support using various communication methods including but not limited to email, telephone and tracking systems. • Remains current

with and has a thorough understanding of the latest industry technology tools and trends in online education and instructional technologies.

- Evaluates and recommends for purchase the hardware, software, and peripheral needs for the ID Department.
- Works collaboratively with IT department and serves as the College's liaison to our LMS provider and to the system office on ID issues.
- Works with the Instructional Design department staff to develop and deliver workshops for faculty in online teaching and course design.
- Performs other duties as assigned or required.

To Apply:

Interested candidates should submit a resume and cover letter by October 21, 2019 at www.charteroak.edu/AboutUs/Employment.

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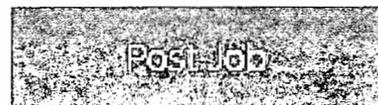
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Director, Instructional Design

Charter Oak State College

160 views

New Britain, CT, USA

Full Time

Education



JOB DESCRIPTION

Position: Director, Instructional Design

Salary: \$83,042 approximate annual, plus State supported benefits

Position Summary: The Director provides instructional design and pedagogical leadership to ensure that best practices and quality standards guide curriculum development, design, and delivery of all online courses. Working with the Provost, the Director of Undergraduate Programs and Graduate Program Directors, the Director develops a strategic plan for the ID department. The Director coordinates departmental resources and personnel to provide effective and appropriate instructional design support services to faculty. The Director collaborates with department members to provide high quality instructional design

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Director, Instructional Design

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Position: Director, Instructional Design

Salary: \$83,042 approximate annual, plus State supported benefits

Employer: Charter Oak State College

Location: New Britain, CT

Starts: Sep 24, 2019

Closes: Oct 26, 2019

Position Summary: The Director provides instructional design and pedagogical leadership to ensure that best practices and quality standards guide curriculum development, design, and delivery of all online courses. Working with the Provost, the Director of Undergraduate Programs and Graduate Program Directors, the Director develops a strategic plan for the ID department. The Director coordinates departmental resources and personnel to provide effective and appropriate instructional design support services to faculty. The Director collaborates with department members to provide high quality instructional design support services including, but not limited to course maintenance, assessment materials, digital media integration, and integration with other technologies. The Director does course design as well in order to stay current on the latest pedagogy and technology.

The Director also provides leadership to the College and system in matters of online learning.

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Minimum Qualifications: Doctorate and minimum of 5 years of relevant experience in higher education, including online course development, outcomes assessment, and instructional design; an understanding of adult learning theory; excellent oral and written communications skills; strong attention to detail; supervisory experience; and competency in a variety of computer software packages and tools to be used in online course development. Available to work evenings and weekend as needed.

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- Serves as an advanced level resource in providing consultations to faculty in the application of instructional design and the use of online instructional technology.
- Designs online courses.
- Utilizing best practices, oversees the quality control measures utilized to ensure high standards of instructional design.
- Manages scheduling of project and course developments for the department based on programmatic needs of the College, request from faculty, and, in conjunction with the Provost, from outside groups.
- Leads instructional design department meetings and facilitates ongoing communication with the department members and student workers.
- Utilizing continuous improvement, reviews and evaluates the instructional effectiveness of course materials that are being developed and produced and assists them in adopting new

technologies and research that will improve course delivery and student learning.

- Ensures a customer-service approach in responding to assigned faculty requests for instructional design support using various communication methods including but not limited to email, telephone and tracking systems.
- Remains current with and has a thorough understanding of the latest industry technology tools and trends in online education and instructional technologies.
- Evaluates and recommends for purchase the hardware, software, and peripheral needs for the ID Department.
- Works collaboratively with IT department and serves as the College's liaison to our LMS provider and to the system office on ID issues.
- Works with the Instructional Design department staff to develop and deliver workshops for faculty in online teaching and course design.
- Performs other duties as assigned or required.

To Apply: Interested candidates should submit a resume and cover letter by October 21, 2019 at www.charteroak.edu/AboutUs/Employment.

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Director, Instructional Design

The Director provides instructional design and pedagogical leadership to ensure that best practices and quality standards guide curriculum development, design, and delivery of all online courses. Working with the Provost, the Director of Undergraduate Programs and Graduate Program Directors, the Director develops a strategic plan for the ID department. The Director coordinates departmental resources and personnel to provide effective and appropriate instructional design support services to faculty. The Director collaborates with department members to provide high quality instructional design support services including, but not limited, to course maintenance, assessment materials, digital media integration, and integration with other technologies. The Director also provides leadership to the College and system in matters of online learning. The Director coordinates resources, personnel, and processes needed to ensure that instructional design projects and course developments are delivered in a timely manner meeting the agreed upon goals and objectives; Serves as an advanced level resource in providing consultations to faculty in the application of instructional design and the use of online instructional technology; Manages scheduling of project and course developments for the department based on programmatic needs of the College, request from faculty, and, in conjunction with the Provost, from outside groups; Evaluates and recommends for purchase the hardware, software, and peripheral needs for the ID Department; Performs other duties as assigned or required. **Minimum Qualifications:** Doctorate and minimum of 5 years of relevant experience in higher education, including online course development, outcomes assessment, and instructional design; an understanding of adult learning theory; excellent oral and written communications skills; strong attention to detail; supervisory experience; and competency in a variety of computer software packages and tools to be used in online course development. Available to work evenings and weekend as needed. **Salary:** \$83,042. See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume by October 21, 2019. No phone calls please.

AA/EEO

Identidad Latina

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Issue: 10-10-19

OCTUBRE

Jueves 10, 6:00pm-9:00pm
ESTEBAN ARRUFATT LATIN JAZZ TRIO EN SIMSBURY. Lugar: Soma Grille - 731 Hopmeadow St. Simsbury, CT 06070. Mas info: (860) 217-0937.

Viernes 11, 6:30pm-9:30pm
ESTEBAN ARRUFATT LATIN JAZZ ENSEMBLE EN HARTFORD. Lugar: Casóna - 681 Wethersfield Ave. Hartford CT. Info: 860-578-8416 / 860-519-5590.

Viernes 11, 8:00pm
VINNY & RAY A NIGHT OF SALSA & AFRO-CUBAN MUSIC EN BRIDGEPORT. Lugar: Bijou Theatre - 275 Fairfield Ave. Bridgeport - Tickets \$10 www.BijouTheatrect.ticketfly.com

Viernes 11, 8:00pm
WILLIE GONZALES EN STAMFORD. Lugar: The Palms Night Club - 129 Atlantic St. Stamford. Tickets \$10 before 10pm.

Sábado 12, 7:00pm-10:30pm
LOS IMPORTADOS-SALSA SOCIAL CON DJ JP EN WEST HAVEN. Lugar: RVP Studios Performance Plus - 221 Bull Hill Ln, West Haven. Tickets \$15 - www.PayPal.me/ImportadosMusic

Sábado 12, 8:00pm
CRISTIAN LA VOZ DE ORO EN HARTFORD. Lugar: Piolin Restaurant - 395 Franklin Ave. Hartford. Tickets \$10

Domingo 13, 5:00pm-8:00pm
LOS TROVADORES DE AMERICA CON JAIME CHILUISA EN NEWINGTON. Lugar: Puerto Vallarta, 2385 Berlin Tnkp.

Sábado 19, 8:00pm-11:00pm
JASON JENKINS EN EAST HAVEN. Lugar: Bistro Mediterranean - 383 Main St. East Haven. Info:203-467-2500.

Domingo 20, 1:00pm
PELICULA "A MIDSUMMER NIGHT'S DREAM" EN HARTFORD. Lugar: Cinestudio Trinity College, 300 Summit St. Hartford, CT. .

Domingo 20, 5:00pm-8:00pm
LOS TROVADORES DE AMERICA CON JAIME CHILUISA EN NEWINGTON. Lugar: Puerto Vallarta, 2385 Berlin Tnkp. Newington CT.

Martes 22, 7:30pm-9:00pm
PRESERVATION HALL JAZZ BAND - A TUBA TO CUBA EN RIDGEFIELD. Lugar: Ridgefield Playhouse, 80 East Ridge Road, Ridgefield, CT .

Miércoles 23, 11:30am-2:30pm
DIVERSEABILITY CAREER FAIR EN ORANGE. Diverse Ability Career Fair is a free hiring and informational event that will bring together job seekers in many industries with seasonal, temporary, and immediate full- and part-time job openings. Lugar: Yale University West Campus, 100 West Campus Dr. Orange, CT. Info: 203-867-4030 x254.

Miércoles 23, 6:00pm-9:00pm
JASON JENKINS EN GUILFORD. Lugar: Quattro's Restaurant, 14 Waters St. Guilford. Info: 203-453-6575.

Domingo 27, 5:00pm-8:00pm
LOS TROVADORES DE AMERICA CON JAIME CHILUISA EN NEWINGTON.

¡Acontecimientos de HARTFORD PUBLIC LIBRARY!

¡Bienvenidos a nuestra nueva columna mensual - Acontecimientos de HPL! La Biblioteca Pública de Hartford (HPL) está lanzando esta nueva columna mensual para mantener a lectores como usted al tanto con la Biblioteca. A continuación, se detallan algunas de nuestros programas ofrecidos. Para averiguar todo lo que está disponible, visite nuestro sitio web www.hplct.org.

OCTUBRE:

Jueves 10, 4:30pm
DISCUSION SOBRE EL LIBRO "LONG WAY DOWN" (LARGO CAMINO HACIA ABAJO). Lugar: Biblioteca Dwight, 7 New Park Ave, hartford, CT. Info: 860-695-7640.

Jueves 10, 5:30pm-7:30pm
LA GRAN LECTURA "ADVICE FROM THE LIGHTS" Y FIRMA DE LIBRO CON STEPHANIE BURT. Lugar: Hartford Public Library Downtown - 500 Main St. Hartford, CT.

Viernes 11, 5:30pm-7:30pm
DESFILE DE MODA POR YOUMEDIA. Lugar: Hartford Public Library Downtown - 500 Main St. Hartford, CT. Info: 860-695-7500.

Sábado 12, 12:00pm
SABADO DE PELICULA "BATMAN BEGINS". Lugar: Biblioteca Albany - 1250 Albany Ave. Hartford, CT. Info: 860-695-7380.

Sábado 12, 8:30am-9:30am
YOGA CON MICHELLE BANKS. Lugar: Biblioteca Albany - 1250 Albany Ave. Hartford, CT. Info: 860-695-7380.

Viernes 18, 5:30pm
"YOU'RE FIRED! I QUIT!" CON SARAH SCHNEIDERMAN. Lugar: Hartford Public Library 3er piso -Artwalk Downtown - 500 Main St. Hartford, CT. El espectáculo se extenderá hasta el 1de Diciembre. Info: 860-695-7500.

Sábado 19, 10:00am-4:00pm
CELEBRACION DE LAS PERSONAS INDIGENAS. Lugar: Hartford Public Library Downtown - 500 Main St. Hartford, CT. Info: 860-695-7500.

Jueves 24, 4:30pm
FABRICACION DE MASCARAS Y FESTIVAL DE OTOÑO. Lugar: Biblioteca Dwight, 7 New Park Ave, Hartford, CT. Info: 860-695-7640.

Jueves 24, 4:00pm-5:00pm
CUENTOS ESPELUZNANTES ANTICIOANDO HALLOWEEN. Lugar: Biblioteca Rawson, 260 Holcomb Street, Hartford. Info: 860-695-7481.

Sábado 26, 12:00pm
SABADO DE PELICULA "DIVERGENT". Lugar: Biblioteca Albany, 1250 Albany Ave. Hartford, CT. Info: 860-695-7380.

**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position: Systems Administrator II
Salary: \$54,870 approximate annual, plus State supported benefits

Position Summary: The Systems Administrator II assists with issues related to the technology infrastructure including physical and virtual configuration deployment; provides technical support to the end-user community; develops and maintains physical server-based and virtual technologies, and systems maintenance and deployment.

Minimum Qualifications: Two (2) years relevant experience in the design, implementation, and support of a Windows based network. Demonstrated knowledge of fundamental computing and networking methodologies and technologies, Microsoft server technologies such as Exchange, SQL, SharePoint, and Active Directory.

Preferred Qualifications: Bachelor's degree in MIS/Computer Science or computer-related field. Technology certifications such as MCP/MCSE, CCNA/CCIE, VCA/VCP.

Responsibilities:

- Monitors network and data center systems.
- Supports Windows domain and client computing infrastructure.
- Responsible for management and maintenance of client endpoints – includes desktops, laptops, tablets, virtual desktops and all peripherals.
- Implements PC installations of laptops and virtual desktops.
- Provides end-user support for MS Windows, Office Suite, and other PC Applications.
- Assist with management of all ancillary Information Technology resources (Servers, Client computers, telecommunication equipment).
- Maintains documentation, monitors performance & capacity planning.
- Maintains current knowledge of professional issues.
- Performs other duties as assigned.

To Apply: Interested candidates should submit a resume and cover letter by October 27, 2019 at www.charteroak.edu/AboutUs/Employment.

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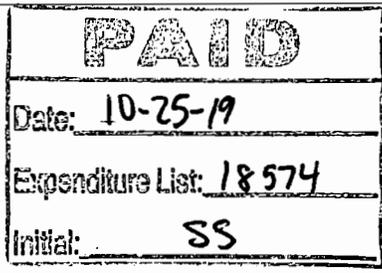
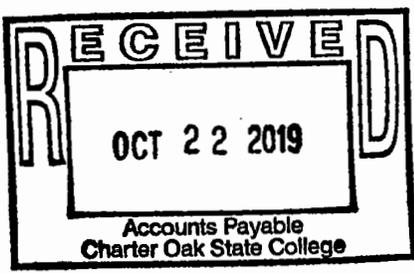
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Systems Administrator II

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CHARTER OAK STATE COLLEGE ANNOUNCEMENT OF POSITION OPENING

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Responsibilities:

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- Supports Windows domain and client computing infrastructure.
- Responsible for management and maintenance of client endpoints – includes desktops, laptops, tablets, virtual desktops and all peripherals.
- Implements PC installations of laptops and virtual desktops.
- Provides end-user support for MS Windows, Office Suite, and other PC Applications.

- Assist with management of all ancillary Information Technology resources (Servers, Client computers, telecommunication equipment).
- Maintains documentation, monitors performance & capacity planning.
- Maintains current knowledge of professional issues.
- Performs other duties as assigned.

To Apply: Interested candidates should submit a resume and cover letter by October 27, 2019 at [URL blocked - click to apply](#).

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

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V Mware Certified Professional (Vcp)
Microsoft Certified Professional
Microsoft Certified Systems Engineer

Recommended Jobs

C
Systems Administrator II
Charter Oak State College New Britain Full-Time



Systems Administrator
iTech Solutions, Inc CT - Hartford Contractor



Systems Administrator
Robert Half Technology CT - Farmington Seasonal/Temp

Location



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Systems Administrator II
Systems Engineer (Computer And Mathematical)
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Systems Administrator II

Newington Connecticut - \$54,870 Approximate Annual + State Supported Benefits

Full Time

Posted: Wednesday, 9 October 2019

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Position Summary: The Systems Administrator II assists with issues related to the technology infrastructure including physical and virtual configuration deployment; provides technical support to the end-user community; develops and maintains physical server-based and virtual technologies, and systems maintenance and deployment.

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- Responsible for management and maintenance of client endpoints - includes desktops, laptops, tablets, virtual desktops and all peripherals.
- Implements PC installations of laptops and virtual desktops.
- Provides end-user support for MS Windows, Office Suite, and other PC Applications.
- Assist with management of all ancillary Information Technology resources (Servers, Client computers, telecommunication equipment).
- Maintains documentation, monitors performance & capacity planning.
- Maintains current knowledge of professional issues.
- Performs other duties as assigned.

To Apply: Interested candidates should submit a resume and cover letter by October 27, 2019 at (see below)

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

PI114197360

Location	Newington Connecticut, United States of America
Industry	<u>IT</u>
Rate	\$54,870 Approximate Annual + State Supported Benefits
Employment Agency	<u>Charter Oak State College</u>
Contact	HR & Recruiting
Reference	CJPI114197360
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Job Type

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Location

Newington, CT (1)

"systems Administration II" ... nationwide

Company

Charter Oak State College (1)

Experience Level

Mid Level (1)

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Systems Administration II

Charter Oak State College

8 reviews

Newington, CT

\$54,870 a year

The Systems Administrator II assists with issues related to the technology infrastructure including physical and virtual configuration deployment;

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systems administration II jobs in Newington, CT

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My recent searches

"chief technology officer" - Tallahassee, FL

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"assistant/associate professor r..." - Birmingham, AL

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Sort by:

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Job Type

Full-time (1)

Location

Newington, CT (1)

"systems Administration II" ... nationwide

Company

Charter Oak State College (1)

Systems Administration II

Charter Oak State College 8 reviews

Newington, CT

\$54,870 a year

The Systems Administrator II assists with issues related to the technology infrastructure including physical and virtual configuration deployment.

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Systems Administrator II

Charter Oak State College

New Britain, CT

105 views

Full Time Information Technology



JOB DESCRIPTION

CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

Position: Systems Administrator II
Salary: \$54,870 approximate annual, plus State supported benefits

Position Summary: The Systems Administrator II assists with issues related to the technology infrastructure including physical and virtual configuration deployment; provides technical support to the end-user community; develops and maintains physical server-based and virtual technologies, and systems maintenance and deployment.

Minimum Qualifications: Two (2) years relevant experience in the design, implementation, and support of a Windows based network. Demonstrated knowledge of fundamental computing and networking methodologies and technologies, Microsoft server technologies such as Exchange, SQL, SharePoint, and Active Directory.

Preferred Qualifications: Bachelor's degree in MIS/Computer Science or computer-related field. Technology certifications such as MCP/MCSE, CCNA/CCIE, VCA/VCP.

Responsibilities:

- Monitors network and data center systems.
- Supports Windows domain and client computing infrastructure.
- Responsible for management and maintenance of client endpoints – includes desktops, laptops, tablets, virtual desktops and all peripherals.
- Implements PC installations of laptops and virtual desktops.
- Provides end-user support for MS Windows, Office Suite, and other PC Applications.
- Assist with management of all ancillary Information Technology resources (Servers, Client computers, telecommunication equipment).
- Maintains documentation, monitors performance & capacity planning.
- Maintains current knowledge of professional issues.
- Performs other duties as assigned.

[\(http://www.mpniversityjobs.com/compan-oak-state-college/\)](http://www.mpniversityjobs.com/compan-oak-state-college/)

About Charter Oak State College

Company Profile
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To Apply: Interested candidates should submit a resume and cover letter by October 27, 2019 at www.charteroak.edu/AboutUs/Employment (<http://www.charteroak.edu/AboutUs/Employment>).

~~CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.~~

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PI114259159

Systems Administrator II

Save 



CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

Employer Charter Oak State College

Location New Britain, CT

Starts Oct 1, 2019

Closes Nov 2, 2019

Position: Systems Administrator II
Salary: \$54,870 approximate annual, plus State supported benefits

Position Summary: The Systems Administrator II assists with issues related to the technology infrastructure including physical and virtual configuration deployment; provides technical support to the end-user community; develops and maintains physical server-based and virtual technologies, and systems maintenance and deployment.

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Preferred Qualifications: Bachelor's degree in MIS/Computer Science or computer-related field. Technology

More search results

Enrollment Services Associate
Charter Oak State College

Assistant Bursar
Charter Oak State College

Systems Administrator III
Charter Oak State College

Director,
Instructional Design
Charter Oak State College

certifications such as MCP/MCSE, CCNA/CCIE, VCA/VCP.

Responsibilities:

- Monitors network and data center systems.
- Supports Windows domain and client computing infrastructure.
- Responsible for management and maintenance of client endpoints – includes desktops, laptops, tablets, virtual desktops and all peripherals.
- Implements PC installations of laptops and virtual desktops.
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- Assist with management of all ancillary Information Technology resources (Servers, Client computers, telecommunication equipment).
- Maintains documentation, monitors performance & capacity planning.
- Maintains current knowledge of professional issues.
- Performs other duties as assigned.

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CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

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Systems Administrator II

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See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and interested candidates should submit a resume and cover letter by October 27, 2019. No phone calls please.

AA/EEO

Identidad Latina

Size: 1/8 page 3 (5.1" x 3.5")

Issue: 10-10-19

Connecticut: El delito ha disminuido en la última década

El número de personas admitidas en las cárceles de Connecticut disminuyó drásticamente entre 2009 y 2018. Según investigaciones de *Criminal Justice Policy Planning Division*, la cantidad de personas que ingresan a prisión ha disminuido mucho más rápido que la cantidad de personas que se van, dijo Kyle Baudoin, de la División. Los índices de delitos disminuyeron en casi un 27% entre 2008 y 2017, y las detenciones disminuyeron en un 44% entre 2009 y 2018. Durante ese mismo período, las admisiones en prisión cayeron en un 33%.

“ShopRite” de West Hartford decidió cerrar sus puertas

El Supermercado “ShopRite” de la Kane Street en West Hartford recientemente anunció que cerrará sus puertas oficialmente después de operar durante casi una década. Lo hará en forma permanente justo antes del Día de Acción de Gracias de este 2019. Los gerentes de la tienda dijeron que el motivo es que viven un “clima comercial desafiante” lo que ha dificultado que la tienda sea rentable. Entre los desafíos para la compañía estaban el aumento de los costos, las regulaciones y el nuevo aumento del salario mínimo, según una portavoz de *Wakefern Food Corporation*.



Connecticut: Siete muertos en accidente en el Aeropuerto Bradley

Siete personas murieron en accidente de un bombardero de la Segunda Guerra Mundial (B-17G Flying Fortress) el miércoles 2 de octubre, en el Aeropuerto Internacional Bradley. El avión se estrelló y fue envuelto en fuego poco después del despegue a las 9:45am. Llevaba dos pilotos, 10 pasajeros y un asistente.

El comisionado de la policía estatal, James Rovella dijo al principio dijo que no podía divulgar los nombres de los muertos porque las familias de los fallecidos aún no habían sido contactadas. Dijo también que no había niños en el avión y que dos personas en tierra, un empleado del aeropuerto y un bombero, también sufrieron lesiones. En otro momento manifestó que hay historias de heroísmo, incluyendo “un individuo que fue al avión y ayudó a la gente”.

El bombardero B-17 era propiedad de la Fundación Collings, organización sin fines de lucro de Massachusetts que restaura aviones de la Segunda Guerra Mundial. Fue uno de los cinco aviones en el aeropuerto esta semana para visitas públicas.



El avión había estado tratando de aterrizar de nuevo, dijo la Administración Federal de Aviación en Twitter. Luego chocó contra una instalación de deshielo y estalló en llamas, alimentado por el combustible del avión. La investigación completa puede tardar hasta 18 meses y la NTSB recopilará información, incluyendo fotos, video y documentación, y entrevistando a testigos.

Prensa Latina invitada a Albertus Magnus College en New Haven

Albertus Magnus College de New Haven invitó el 9 de octubre pasado, a varios medios latinos a tener una conversación para expresar ideas y establecer conexiones. Representantes de cuatro medios del área de Hartford asistieron, Univisión, Telemundo, CT en Vivo e Identidad Latina. Entre las ideas expresadas se destacó, de cómo mejorar la conexión entre los mercados de Hartford y New Haven, y de cómo mejorar la información a la comunidad latina sobre el proceso de ingresar a una universidad estadounidense. Para muchos, la complejidad de los requisitos y el alto precio lleva a muchos a no ir a la universidad. Albertus Magnus, que comenzó

POSITION DESCRIPTION

(rev. 09-12-19)



Position: Enrollment Services Associate

Salary: \$54,870 approximate annual, plus State supported benefits

Position Summary: The Enrollment Services Associate uses positive and persuasive communication skills to interact with prospective students at various stages in the recruitment and enrollment process with the intent of enrolling students that match the Charter Oak State College profile; disseminates program and course information to prospective students, promotes the advantages of the College's online course offerings and uses multi-channel communications including phone, text, email and chat to engage prospective students. Some evening hours required.

Position Responsibilities:

- Responds to prospective student inquiries via email, phone and text delivering positive, informative messaging;
- Provides information and encouragement to prospective students and applicants regarding College programs and procedures including the admission process, the benefit of online learning and degree and certificate opportunities offered by the College;
- In conjunction with the Associate Director of Admissions, uses a CRM to drive a proactive communication plan to ensure continuous contact with prospects with the goal of converting to applicant;
- Uses other admissions technologies including but not limited to document imaging and student information systems to manage prospective student records;
- Works with Associate Director of Admissions and other Enrollment Services Associates to triage inbound leads and outbound communications;
- Provides support for Enrollment Services events and initiatives;
- Maintains current knowledge of professional issues;
- Performs other duties as assigned.

Qualifications: Associates degree required, Bachelor's degree preferred, and minimum of two (2) years relevant experience, preferably in admissions higher education; dynamic, positive oral and written communication skills; experience in creating appropriate written messages for email, text and chat formats; and demonstrated ability to be a self-starter, work independently and in a team environment, and manage multiple tasks efficiently and effectively.

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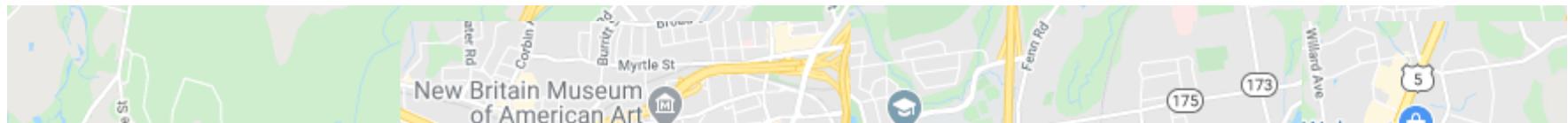
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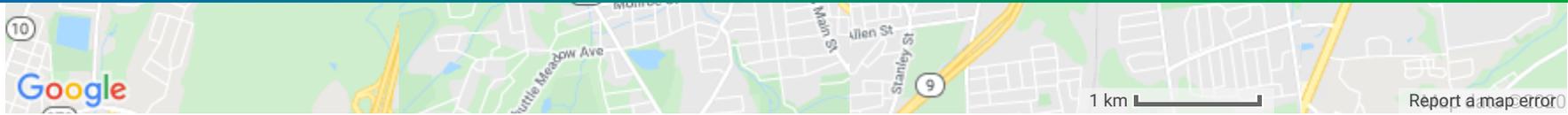


Charter Oak State College

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AACRAO Jobs



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AACRAO Jobs



by the College;

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AACRAO Jobs



See complete job description at <http://www.charteroak.edu/AboutUs/Employment> and apply with cover letter and resume.
Position is open until filled. No phone calls please.

AA/EEO

Job Traveling : None

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July 3, 2020

Location:

[New Britain, CT, USA](#)

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Enrollment Services Associate

Charter Oak State College

3 views

New Britain, CT

Full Time

Admin-Clerical



JOB DESCRIPTION

Position: Enrollment Services Associate**Salary:** \$54,870 approximate annual, plus State supported benefits

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Position Responsibilities:

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Enrollment Services Associate



Employer Charter Oak State College

Location New Britain, CT

Starts Jun 3, 2020

Closes Jun 18, 2020

Apply

Position: Enrollment Services Associate

Salary: \$54,870 approximate annual, plus State supported benefits

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More search results

President

State University of New York
College of Environmental
Science and Forestry

Director of Finance & Administration

Columbia University School of
International & Public Affairs

Dean, School of Social Work University of Alabama

Assistant Professor - RWA / R97061

University of Arkansas at Little
Rock

Dean, College of Fine Arts University of Texas at Austin

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AA/EEO

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Enrollment Services Associate

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AA/EEO

Identidad Latina

Size: 1/8 page 3 (5.1" x 3.5")
Issue: 6-4-20

Empieza a decidirse la ayuda federal que va a los Municipios

El debate sobre la cantidad de ayuda federal por la pandemia que se debe compartir con los municipios de Connecticut se reduce a una pregunta obvia: ¿qué es exactamente un gasto relacionado con el coronavirus? Si bien las nuevas pautas federales parecen alentar a la administración del Gobernador Lamont a dedicar cientos de millones de dólares a ciudades y pueblos, la letra pequeña en las reglas federales dice algo diferente. Se espera que Lamont anuncie el inicio de fondos para las comunidades, que han estado presionando por asistencia desde hace dos meses. Joe DeLong, director de la Conferencia de Municipios y Betsy Gara, directora del Consejo de Pueblos Pequeños de CT, se reunieron con la secretaria de Política y Gestión del Estado, Melissa McCaw, directora de presupuesto de Lamont. “Creo que estamos teniendo un buen diálogo”, dijo Gara, y agregó que la administración ofrecerá un seminario web la próxima semana para dar más orientación a los líderes municipales.

Keith M. Phaneuf (CT Mirror)



Siguen los problemas en hogares de ancianos

Varias semanas después del inicio de la pandemia de Covid-19, los inspectores del gobierno encontraron problemas de control de infecciones en uno de cada cuatro hogares de ancianos de Connecticut. Los problemas iban desde el personal que no usaba equipo de protección hasta la mezcla de residentes infectados con el virus con aquellos que no lo estaban. Los datos de los Centros de Servicios de Medicare y Medicaid (CMS) muestran que los hogares de ancianos en los que el virus ha afectado particularmente eran más propensos a tener problemas de control de infecciones que aquellos con menos casos. Esas fallas también se dieron donde la mayoría de los residentes son personas de color. Hasta la fecha, hay un total de 8,322 infecciones documentadas entre residentes en hogares de ancianos, 57% de ellas vivían en hogares donde los inspectores encontraron fallas. Del mismo modo, el 58% de los casi 2,400 residentes que murieron a causa del virus estaban en hogares de ancianos con fallas de inspección.

Jacqueline Rabe Thomas (CT Mirror)



Es hora de estar unidos, de nuevo

“Como comunidad de atención médica, estamos aquí para sanar. El núcleo de nuestro llamado es tan claro como lo es nuestra misión: “Mejorar la salud y curar a las personas y comunidades a las que servimos”. Hoy, las personas en nuestras comunidades, y en particular, en las comunidades minoritarias de nuestra nación, están sufriendo, enfrentando al menos dos traumas: la pandemia prolongada y su efecto desproporcionado en las comunidades de color; y la innegable realidad del racismo anti-afroamericano en nuestra nación. Sin duda, la ira justificada por el grotesco asesinato de George Floyd provocó un punto crítico, al igual que las muertes de Ahmaud Arbery y Breonna Taylor. Sus asesinatos son parte de un marco más amplio de inequidad, injusticia y racismo que está entrelazado en nuestra nación. Este es un momento para comprender nuestra misión de sanar algunas de las heridas profundas en nuestra nación. En los últimos meses, frente a la crisis del COVID, repetidamente hemos dicho: “Nos mantenemos unidos”. Esto no era solo retórico. Lo vivimos. Juntos trabajamos para combatir un virus que nos amenazaba a todos. Estoy indignado. Y esa indignación alimenta mi compromiso personal para impulsar esta conversación y nuestro trabajo.”

Jeffrey Flaks, Presidente y Director Ejecutivo de Hartford HealthCare

Senadores de CT preocupados por uso de militares en manifestantes

Los senadores Richard Blumenthal y Chris Murphy se unieron a un grupo de senadores demócratas para preguntar a los jefes del Pentágono sobre el uso de la fuerza militar contra los manifestantes que marchan y se manifiestan en docenas de ciudades, bajo la Ley de Insurrección. Mediante una carta al secretario del Departamento de Defensa Mark Esper y al presidente del Estado Mayor Conjunto, general Mark Milley preguntaba a los líderes militares si el Pentágono desplegaría tropas federales bajo la Ley de Insurrección. “El comportamiento del presidente Trump en los últimos tres años ha politizado nuestras Fuerzas Armadas insinuando proteger y defender la Constitución, pero más bien lo ha hecho para proteger y defender sus intereses políticos”, “Los militares nunca deberían ser armados por el Presidente para limitar estas expresiones de libertad y justicia. Eso es antitético y una seria amenaza para nuestro sistema democrático”, escribieron los Senadores.

Ana Radelat (CT Mirror)



Fotos: Allan Vega

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Enrollment Services Associate

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AA/EEO

**CHARTER OAK STATE COLLEGE
POSITION ANNOUNCEMENT**



Position Title: Director, RN to BSN Program
Rank: Director 1
Supervisor Title: Provost
Starting Salary: \$83,042 annualized with State Benefits

Open only to current employees of the CT State Colleges and Universities (CSCU)

Position Summary: The RN to BSN Program Director is responsible for directing the Bachelor of Science RN to BSN program, including positioning the program to acquire and maintain nursing accreditation; recruiting, hiring developing, and assessing faculty; working with Admissions to recruit students; advising and working with Advising to provide student support; overseeing the curriculum; establishing practicum/internships experiences in conjunction with the faculty; and conducting community outreach to establish partnerships essential to the program. The Director also teaches one course per semester.

Position Responsibilities:

- Provides leadership in positioning the program for national accreditation in collaboration with program faculty and college staff to include but not be limited to developing the documents required to gain and maintain accreditation; developing a system to obtain the required documentation; and planning and leading accreditation site visits.
- Recruits and selects program faculty (adjunct) to serve as instructors and course developers;
- Evaluates faculty, integrates programs for their professional development, and develops the faculty as a team or "department";
- Works with faculty to ensure that curriculum is current using best practices in curriculum design, teaching, learning strategies, and national accreditation requirements;
- Develops and manages articulation agreements with feeder colleges and health care facilities, in conjunction with the Registrar's Office and Admissions;
- Provides outreach to the healthcare community, including establishing practicum sites for the students;
- Initiates development of program expansion opportunities;
- Leads process to attain and maintain accreditation at state and professional association levels, as applicable;
- Assesses program goals, including student learning outcomes;
- Works with appropriate personnel to mediate student and faculty concerns and resolve conflicts;
- Works with admissions and academic counselors on developing and employing enrollment management, retention and completion strategies to ensure student success;
- Develops, assembles, and recommends annual budgets by researching, reviewing, and analyzing historic information and projecting future needs; controls and authorizes expenditures within the limitations of approved budgets;
- Teaches one course per semester;
- Participates in at least one professional development activity each year;
- Stays current on changes in the nursing field that impact the program; and
- Other duties as assigned.

Minimum Qualifications: Master's degree in nursing, doctorate preferred; experience with nursing accreditation; three to five years' teaching experience, preferably in an online environment; 3 to 5 years higher education program administration; experience developing curriculum; effective communication skills; ability to motivate and manage a team at a distance; excellent organization skills and attention to detail. Evening and weekend hours may be required.

To Apply: Interested candidates should submit a resume and cover letter by January 7, 2020 at www.charteroak.edu/AboutUs/Employment.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position: AVHS Coordinator & Instructional Design
Salary: \$67,534 approximate annual, plus State supported benefits
Grant Funded – approximate start 8/1/2020

Position Summary: This position is a combination of coordinating the Adult Virtual High School (AVHS) and online course design. In both aspects of the job, the AVHS Coordinator and Instructional Designer works with instructors, faculty and staff to provide instructional design and pedagogical support related to course developments for the college's majors, concentrations and the AVHS courses. The Instructional Designer is a member of Charter Oak State College's course development/design team and ensures that best practices and quality standards are employed for curriculum development and delivery of all online courses. Although this position reports to the Director of Instructional Design, the Coordinator will work closely with the Provost, Business Office, and IT to ensure that all the needs of AVHS are met.

Required Knowledge: Knowledge of ADA requirements for online learning; experience in online teaching and a passion for online learning, interface design and educational technology. Experience applying adult learning theory to course development and experience with course management systems, specifically, Blackboard Learning Management System. Ability to use such tools as Web Authoring, Flash, HTML, graphic design, Photoshop, multimedia and screen capture in course design. Knowledge of high impact practices and learner-centered pedagogy. Extensive knowledge of ADA requirements and WCAG 2.0 guidelines.

Qualifications: Bachelor's degree required, Master's degree preferred, in education with 7-12 grade certification and teaching experience as well as experience in instructional/curriculum design. Minimum of three years' experience in online curriculum development and delivery. Strong project management skills; ability to work both independently and in a collaborative environment and to a variety of instructional methods, course facilitation techniques and assessments to course development. Excellent verbal and written communication skills, including strong collaborative qualities as well as the ability to explain technical concepts in non-technical terms to faculty and students. Excellent editorial skills, including the ability to edit and author (as needed) course content in a conversational tone. Ability to work efficiently and effectively with minimal supervision. Creative, practical problem-identification, problem-reporting, and problem-solving skills, including the application of those skills to the design and development of the final product.

Responsibilities:

- Develop annual AVHS application and quarterly reports to State Department of Education.
- Collect data on pass/fail rates for program improvement.
- Conduct a minimum of two Adult Education Program Director meetings per year.
- Attend AVHS state-wide meetings.
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- Coach faculty in the use of our course management system and other supported tools.
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- Contribute creative ideas and solutions for enhancing teaching and learning.
 - Create learning resources and activities for a diverse population of online students;

- Research emerging educational technologies for online teaching and learning;
 - Develop an active research approach to understand and implement methods that positively affect student learning.
- Perform other duties as assigned

To Apply: Interested candidates should submit a resume and cover letter by July 24, 2020 at www.charteroak.edu/AboutUs/Employment.

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7/24/2020
Silas Shannon

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Attn: Accounts Payable
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Contact: Silas Shannon III

Job No: 155890

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	Insert Date	Size	Description	Amount	
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				Ad Subtotal	\$375.00
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INSTRUCTIONAL DESIGN CENTRAL	7/8/2020	1 x 1	Web	\$ 65.00	
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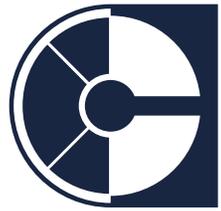
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AVHS Coordinator & Instructional Design

Charter Oak State College New Britain, CT Full-Time

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Grant Funded – approximate start 8/1/2020

Feedback

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To Apply: Interested candidates should submit a resume and cover letter by July 24, 2020 at [Link removed] - [Click here to apply to AVHS Coordinator & Instructional Design.](#)

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-

Recommended skills

Instructional Design
Curriculum Development
Learning
Adult Education
Learning Management Systems
Web Authoring

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Job Details

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Recommended skills

- Instructional Design
- Curriculum Development
- Learning
- Adult Education
- Learning Management Systems
- Web Authoring

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AVHS Coordinator and Instructional Designer

Charter Oak State College 4.2 ★
New Britain, CT 06053

\$67,534 a year

- Advise on instructional design methods for achieving desired learning outcomes;
- Project manage the course design, development and production process;

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AVHS Coordinator and Instructional Designer

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AVHS COORDINATOR & INSTRUCTIONAL DESIGN

Charter Oak State College, New Britain, CT

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June 16, 2020

INSTRUCTIONAL TECHNOLOGY MANAGER

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Indeed Instructional Design Job Board Indeed helps millions of job seekers and employers find the right fit every day. Browse their instructional design related jobs on their job board. [Learn more.](#)

May 15, 2020

INSTRUCTIONAL DESIGNER

Stanislaus University, Stanislaus - Turlock

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May 12, 2020

INSTRUCTIONAL DESIGN SPECIALIST

American Society of Clinical Oncology

APPLY NOW

February 26, 2020

INSTRUCTIONAL DESIGN MANAGER

American Society of Clinical Oncology

APPLY NOW

February 24, 2020

LEARNING DESIGNER

University of Notre Dame

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February 05, 2020

INSTRUCTIONAL DESIGNER 2

The Pennsylvania State University

APPLY NOW

February 04, 2020

International Society for Performance Improvement (ISPI) Instructional Design Job Career Center

The ISPI Career Center is an excellent instructional designer job resource. There are over 100 instructional design and performance improvement related jobs available. It provides resources for both job seekers and employee/recruiters. Job seekers and recruiters can view and post instructional design jobs and view and post resumes. [Learn more.](#)

Association for Talent Development (ATD) Job Bank

The ATD Job Bank contains multiple training and development, instructional design related jobs. These instructional design job opportunities are located all throughout the United States. The ATD Job Bank also features career development resources such as coaching and resume writing services and workshops. [Learn more.](#)

Monster Instructional Design Job

Board Monster helps millions of job seekers and employers find the right fit every day. Browse their instructional design related jobs on their job board. [Learn more.](#)

The eLearning Guild Instructional Design Job Board

This is an excellent job board and resource for for eLearning and instructional design jobs. eLearning Guild Associates can search instructional design and eLearning jobs and resumes and post resumes after log-in. There are no costs to become an eLearning Guild Associate. [Learn more.](#)

Higher Education Instructional Design Job Board

This is one of the best instructional design job boards for academia instructional designer jobs. The Higher Education Job Board provides job seekers with instructional designer jobs available at US colleges and universities of all sizes. The site also provides job seekers with career tools such as salary data and resume and cover letter resources. [Learn more.](#)

Instructional Designer Salary

What is the average instructional designer salary? On average, an instructional designer

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January 26, 2020

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January 25, 2020

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Colgate University

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January 15, 2020

**MGR, INSTRUCTIONAL DESIGN (INSTRUCTIONAL
DESIGN)**

BNSF Railway, Overland Park, KS

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January 06, 2020

INSTRUCTIONAL DESIGN MANAGER

salary in the US makes **\$67,047** according to recent data on Glassdoor.com.

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American Society of Clinical Oncology, Alexandria, VA

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December 21, 2019

INSTRUCTIONAL DESIGNER (PROJECT POSITION)

Pierce College District, Lakewood, WA

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December 12, 2019

CURRICULUM DEVELOPMENT COORDINATOR

PennState University

APPLY NOW

December 06, 2019

TECH TOUCH PROGRAM MANAGER

Widen Enterprises, Inc., Madison, WI

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November 27, 2019

TRAINING DEVELOPER

University of California Los Angeles

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INSTRUCTIONAL DESIGN COORDINATOR

Des Moines University, Des Moines, IA

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APPLY NOW

November 16, 2019

**INSTRUCTOR/ASSISTANT PROFESSOR,
INSTRUCTIONAL DESIGN**

SUNY College At Brockport, Brockport, NY

APPLY NOW

November 09, 2019

INSTRUCTIONAL DESIGNER II

University of New England, Portland, ME

APPLY NOW

October 26, 2019

REMOTE INSTRUCTIONAL DESIGNER

SatProf, Inc., Remote

APPLY NOW

October 14, 2019

**INSTRUCTIONAL TECHNOLOGIST, LEARNING DESIGN
CENTER**

The University of San Diego

APPLY NOW

September 24, 2019

CURRICULUM DEVELOPER/WRITER

Junior Achievement USA

APPLY NOW

September 12, 2019

INSTRUCTIONAL TECHNOLOGIST III

University of Massachusetts Medical School, Worcester, MA

APPLY NOW

August 27, 2019

INSTRUCTIONAL DESIGNER CONTRACTOR

Junior Achievement USA

APPLY NOW

August 24, 2019

AUO ACADEMIC TECHNOLOGY INSTRUCTIONAL DESIGNER

Antioch University, Remote or Campus Base

APPLY NOW

July 30, 2019

INSTRUCTIONAL DESIGNER

Wor-Wic Community College, Salisbury, MD

APPLY NOW

July 30, 2019

INSTRUCTIONAL DESIGNER

University of Missouri, Kansas City

APPLY NOW

July 27, 2019

INSTRUCTIONAL DESIGN SPECIALIST

WESTAT, Rockville, Maryland

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July 24, 2019

ONLINE INSTRUCTIONAL DESIGNER

The Johns Hopkins Center for Talented Youth

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July 20, 2019

INSTRUCTIONAL DESIGN

University of the Pacific

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July 04, 2019

RESEARCH ASSISTANT

WESTAT, Rockville, Maryland

[APPLY NOW](#)

June 28, 2019

INSTRUCTIONAL DESIGNER

LearningMate Solutions, Remote

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June 20, 2019

LEARNING SPECIALIST
Electrical and Electronic Technicians, New York City

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June 19, 2019

INSTRUCTIONAL DESIGNER

AORN - Association of periOperative Registered Nurses, Denver, CO

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June 03, 2019

INSTRUCTIONAL DESIGNER

Penn State University, University Park, PA

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May 28, 2019

TRAINING COORDINATOR

UMKC-Institute for Human Development, Kanas City, MO

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May 28, 2019

**INSTRUCTIONAL DESIGN MANAGER, EDUCATIONAL
ACTIVITIES**

IEEE, Piscataway, NJ

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May 21, 2019

INSTRUCTIONAL DESIGNER/DEVELOPER

Valencia College, Orlando, FL 32835

APPLY NOW

May 21, 2019

ELEARNING SPECIALIST

The American Institute of Chemical Engineers, New York City

APPLY NOW

May 08, 2019

INSTRUCTIONAL DESIGNER

M&T Bank, Buffalo, NY (will consider Remote)

APPLY NOW

April 17, 2019

INSTRUCTIONAL DESIGNER

University of Wisconsin-Platteville Center for Distance Learning,
Platteville, Wisconsin

APPLY NOW

April 11, 2019

SENIOR INSTRUCTIONAL DESIGNER-CONTRACT

The Joint Chiropractic, Scottsdale, AZ

APPLY NOW

April 10, 2019

HUMAN RESOURCES INSTRUCTIONAL DESIGNER

Stuller Inc., Lafayette, LA

APPLY NOW

April 04, 2019

INSTRUCTIONAL TECHNOLOGIST

Bryant & Stratton College, Online Campus, Orchard Park, NY

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March 25, 2019

INFORMATION TECHNOLOGY FACULTY

North Central State College, Mansfield, OH

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March 11, 2019

INSTRUCTIONAL DESIGNER / WRITER

CraneMorley Inc., Long Beach, CA

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March 04, 2019

INSTRUCTIONAL DESIGNER

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March 04, 2019

INSTRUCTIONAL DESIGNER

University of Wisconsin-Platteville Center for Distance Learning,
Platteville, Wisconsin

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Job Title: AVHS Coordinator & Instructional Design

Organization: Charter Oaks State College

Location: New Britain, CT

CHARTER OAK STATE COLLEGE ANNOUNCEMENT OF POSITION OPENING

Position: AVHS Coordinator & Instructional Design

Salary: \$67,534 approximate annual, plus State supported benefits

Grant Funded – approximate start 8/1/2020

Position Summary: This position is a combination of coordinating the Adult Virtual High School (AVHS) and online course design. In both aspects of the job, the AVHS Coordinator and Instructional Designer works with instructors, faculty and staff to provide instructional design and pedagogical support related to course developments for the college's majors, concentrations and the AVHS courses.

The Instructional Designer is a member of Charter Oak State College's course development/design team and ensures that best practices and quality standards are employed for curriculum development and delivery of all online courses. Although this position reports to the Director of Instructional Design, the Coordinator will work closely with the Provost, Business Office, and IT to ensure that all the needs of AVHS are met.

Required Knowledge: Knowledge of ADA requirements for online learning; experience in online teaching and a passion for online learning, interface design and educational technology. Experience applying adult learning theory to course development and experience with course management systems, specifically, Blackboard Learning Management System. Ability to use such tools as Web Authoring, Flash, HTML, graphic design, Photoshop, multimedia and screen capture in course design. Knowledge of high impact practices and learner-centered pedagogy. Extensive knowledge of ADA requirements and WCAG 2.0 guidelines.

Qualifications: Bachelor's degree required, Master's degree preferred, in education with 7-12 grade certification and teaching experience as well as experience in instructional/curriculum design. Minimum of three years' experience in online curriculum development and delivery. Strong project management skills; ability to work both independently and in a collaborative environment and to a variety of instructional methods, course facilitation techniques and assessments to course development. Excellent verbal and written communication skills, including strong collaborative qualities as well as the ability to explain technical concepts in non-technical terms to faculty and students. Excellent editorial skills, including the ability to edit and author (as needed) course content in a conversational tone. Ability to work efficiently and effectively with minimal supervision. Creative, practical problem-identification, problem-reporting, and problem-solving skills, including the application of those skills to the design and development of the final product.

Responsibilities:

- Develop annual AVHS application and quarterly reports to State Department of Education.
- Collect data on pass/fail rates for program improvement.
- Conduct a minimum of two Adult Education Program Director meetings per year.
- Attend AVHS state-wide meetings.
- Market the AVHS program to CT Adult Education Program.
- Set up a schedule for reviewing all courses for currency.

- Work with faculty on the development and redevelopment of online courses in line with the needs of the College in line with national quality standards and ADA requirements.
- Project manage the course design, development and production process;
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- Advise on instructional design methods for achieving desired learning outcomes;
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- Coach faculty in the use of our course management system and other supported tools.
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- Design and facilitate innovative workshops (on ground and virtually) e.g. social media, mobile learning, and cloud computing.
- Contribute creative ideas and solutions for enhancing teaching and learning.
- Create learning resources and activities for a diverse population of online students;
- Research emerging educational technologies for online teaching and learning;
- Develop an active research approach to understand and implement methods that positively affect student learning.
- Perform other duties as assigned

To Apply: Interested candidates should submit a resume and cover letter by July 24, 2020 at www.charteroak.edu/AboutUs/Employment

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AVHS Coordinator & Instructional Design

Charter Oak State College

New Britain, CT

35 views

Full Time

Academia

Admin-Clerical

Design

JOB DESCRIPTION

Position: AVHS Coordinator & Instructional Design

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AVHS Coordinator & Instructional Design

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Position: AVHS
Coordinator & Instructional Design

Salary:
\$67,534 approximate annual, plus State supported benefits

Grant Funded – approximate start 8/1/2020

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Employer Charter Oak State College

Location New Britain, CT

Starts Jul 8, 2020

Closes Jul 25, 2020

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AVHS Coordinator & Instructional Designer

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Identidad Latina

Size: 1/8 page 3 (5.1" x 3.5")

Issue: 7-09-20

Proyecto "Hartford Changemakers" en apoyo de comunidades minoritarias

La Biblioteca Pública de Hartford ha recibido fondos para crear al menos dos murales en la ciudad que muestren las contribuciones de las comunidades minoritarias. En un comunicado de prensa, HPL dijo que trabajará con los líderes y artistas locales para "actualizar" la imagen de Hartford en apoyo a las comunidades latinas, afroamericanas e indígenas. Uno de los murales será pintado en la parte Norte de Hartford (donde la mayoría es afroamericano), y el otro en el Sur (donde la mayoría de la población es latina).

La iniciativa es liderada por tres jóvenes trabajadores de la Biblioteca, la Gerente de Programación y Eventos, Liz Castle; el Coordinador de Programación en el Centro de Adolescentes, Nygel White, y la Gerente de Educación y Alcance Comunitario, Jasmin Agosto. Los murales deben ser terminados para el mes de setiembre. Habrá una ceremonia virtual para estrenar los murales. Bridget Quinn Carey, Presidente de la Biblioteca, dijo que los murales, "serán un orgullo para quienes lo crearon y para las personas que lo verán por años".

Del 13 de julio al 21 de agosto, El Proyecto "Hartford Changemakers" tendrá un programa de verano virtual. Los temas incluirán el diseño de mural, el baile y la poesía. Para registrarse, pueden ingresar a: bit.ly/HartfordChangeMakers.

Alonso Velasquez



Legisladores de Connecticut preparan Agenda para Sesión Especial

Por ahora, cuatro Legisladores de Connecticut se reúnen para producir un proyecto de ley policial bipartidista y además crear una agenda más amplia para tratar diversos temas en una sesión especial que cada vez se ve más próxima. Ellos son los copresidentes Demócratas, el Senador Gary Winfield de New Haven y el Representante Steve Stafstrom de Bridgeport; y los Republicanos de alto rango, el Senador John Kissel de Enfield y la Representante Rosa Rebinbas de Naugatuck. Más adelante, se espera que sus colegas echen un vistazo al borrador del proyecto de ley que produjeron en respuesta al asesinato policial de George Floyd para su consideración en una sesión especial que comenzará el 15 de julio en circunstancias que todavía están conversando. Solo hay dos cosas claras: habrá un proyecto de ley sustantivo de responsabilidad policial y una medida separada que aclarará en los estatutos la capacidad de los votantes de usar las boletas en ausencia durante la pandemia de COVID-19 si se sienten incómodos yendo a las urnas en noviembre.



Con las tasas de COVID bajas en CT, el Censo empezará temprano

La caída de las tasas de infección de COVID-19 en Connecticut permitirá que el Censo de los EEUU comience temprano con el escrutinio puerta a puerta en Hartford, la ciudad con la peor tasa de auto-respuesta en el Estado, dijeron las autoridades recientemente. "Los encuestadores del Censo que usarán equipos de protección personal comenzarán a sondear la semana del 20 de julio en Hartford, East Hartford y West Hartford, más de dos semanas antes que el resto del Estado", dijo Eva Bunnell, una funcionaria del Censo regional. La tasa de auto-respuesta estatal de Connecticut de 65.4% es la mejor en el noreste, pero cuatro ciudades tenían menos del 50% hasta el martes: Hartford, 43.2%; Bridgeport, 47.8%; New Haven, 49%; y Waterbury, 49.9%. Connecticut fue uno de los estados más afectados por la pandemia, pero ahora tiene una de las tasas de infección más bajas y menos de 100 pacientes hospitalizados con la enfermedad. *The Hartford Foundation for Public Giving* es una de las organizaciones que presionó al Estado el otoño pasado para gastar \$500,000 en divulgación del Censo. El 12 de marzo, el Censo comenzó a tomar respuestas personales en Internet, por teléfono y por correo. Ese esfuerzo, originalmente programado para finalizar el 31 de julio, continuará hasta el 31 de octubre.

Mark Pazniokas (CT Mirror)



Jay Williams de The Hartford Foundation for Public Giving

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AVHS Coordinator & Instructional Designer

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**CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING**



Position Title: Administrative Assistant to the Provost
Salary: \$56,791, approximate annual, plus State supported Benefits

Position Summary: The Assistant to the Provost provides administrative support to the Provost, and as needed to the Academic Affairs department and coordinates the commencement ceremony. The administrative support duties include providing clerical support to the Provost, coordinating the faculty review of student concentrations, the maintenance of faculty records and coordination of faculty meetings, the development of publications for Academic Affairs, editing and producing and distributing the UPDATE newsletter, and maintenance of all official records for Academic affairs, including committee minutes. S/he understands the requirements associated with handling confidential information. The role of Commencement Coordinator includes overseeing the virtual or on ground ceremony preparations, working with the appropriate offices to ensure that all aspects of the commencement or completed; and serves as the point person the day of the ceremony.

Position Responsibilities include:

Administrative Support

- Provides administrative support to Provost and to Academic Affairs, as needed;
- Produces final copies of all accreditation documents, and arranges accreditation visits;
- Responsible for State of Connecticut p-card and reconciliation, including ensuring that the charges go to the direct department;
- Arranges faculty meetings, takes minutes and maintains faculty database;
- Manages the Concentration Plan of Study process, including faculty payroll;
- Manages web content for Academic Affairs, including informing web manager of additions and changes needed to the website or making changes;
- Updates catalog pages related to academic affairs, including the faculty pages
- Keeps a record of all academic policy changes;
- Responsible for the Update newsletter, including soliciting articles, editing, and publishing the newsletter;
- Manage all travel arrangements and reimbursements;
- Coordinates the ordering of office supplies, their distribution, storage, and budgetary assignment.

Commencement Coordinator

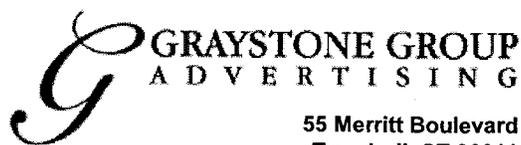
- Secure commencement venue and make arrangements, including refreshments, signage, music, webcasting;
- Coordinate activities with the COSC departments that have responsibilities for the graduation ceremony;
- Work with Registrar's Office to ensure that the website has accurate information regarding commencement ceremony.

Qualifications: Bachelor's degree and a minimum of three (3) years of relevant experience in higher education and/or publications; experience with administrative detail; good written and oral communication skills; and competency in computer applications, spreadsheets, desktop publishing and graphics software. These qualifications may be waived for individuals with appropriate alternate experience.

To Apply: Interested candidates should submit a resume and cover letter by August 24, 2020 at www.charteroak.edu/AboutUs/Employment.

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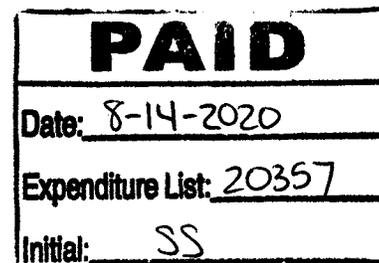
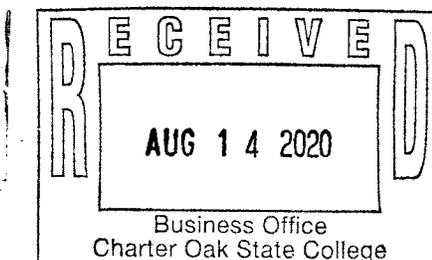
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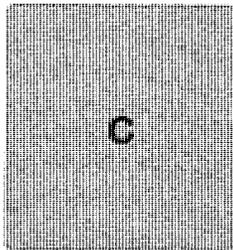
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Administrative Assistant to the Provost

Charter Oak State College | New Britain, Connecticut, United States

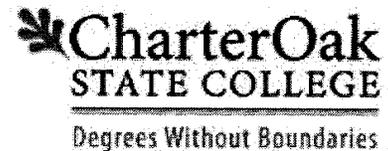
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Description

CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING



Position Title: Administrative Assistant to the Provost
Salary: \$56,791, approximate annual, plus State supported Benefits

Position Summary: The Assistant to the Provost provides administrative support to the Provost, and as needed to the Academic Affairs department and coordinates the commencement ceremony. The administrative support duties include providing clerical support to the Provost, coordinating the faculty review of student concentrations, the maintenance of faculty

7/29/2020

Administrative Assistant to the Provost Job Opening in New Britain, Connecticut - Administrationjobs.com

Qualifications: Bachelor's degree and a minimum of three (3) years of relevant experience in higher education and/or publications; experience with administrative detail; good written and oral communication skills; and competency in computer applications, spreadsheets, desktop publishing and graphics software. These qualifications may be waived for individuals with appropriate alternate experience.

To Apply: Interested candidates should submit a resume and cover letter by August 24, 2020 at www.charteroak.edu/AboutUs/Employment.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.

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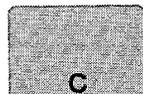
New Britain, Connecticut, United States

Position Title: Administrative Assistant to the Provost

Company Name: Charter Oak State College

Job Function: Other

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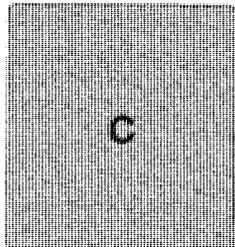
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Administrative Assistant to the Provost

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Charter Oak State College | New Britain, Connecticut, United States

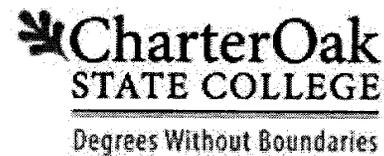
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Job Information

Job ID: 54389383

Location:

New Britain, Connecticut, United States

Position Title: Administrative Assistant to the Provost

Company Name: Charter Oak State College

Job Function: Other

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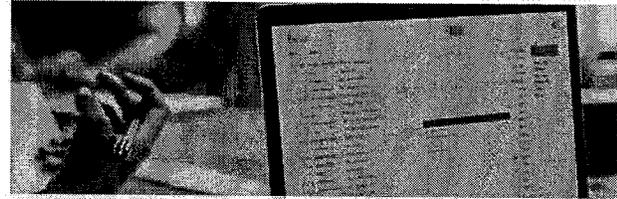
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Hartford



Patient Administrative Assoc...
Hartford HealthCare | Hartford



Administrative Assistant
CoWorx Staffing Services | Waterbury
\$15.00/hour



Administrative Assistant to the Provost

Charter Oak State College | New Britain, CT | Full-Time
\$56,791/year

Job Details

CHARTER OAK STATE COLLEGE

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Apply to this job.

Think you're the perfect candidate?

- > Provides administrative support to Provost and to Academic Affairs, as needed;
- > Produces final copies of all accreditation documents, and arranges accreditation visits;
- > Responsible for State of Connecticut p-card and reconciliation, including ensuring that the charges go to the direct department;
- > Arranges faculty meetings, takes minutes and maintains faculty database;
- > Manages the Concentration Plan of Study process, including faculty payroll;
- > Manages web content for Academic Affairs, including informing web manager of additions and changes needed to the website or making changes;
- > Updates catalog pages related to academic affairs, including the faculty pages
- > Keeps a record of all academic policy changes;
- > Responsible for the Update newsletter, including soliciting articles, editing, and publishing the newsletter;

Apply to this job.

Think you're the perfect candidate?

- > Coordinates the ordering of office supplies, their distribution, storage, and budgetary assignment.

Commencement Coordinator

- > Secure commencement venue and make arrangements, including refreshments, signage, music, webcasting;
- > Coordinate activities with the COSC departments that have responsibilities for the graduation ceremony;
- > Work with Registrar's Office to ensure that the website has accurate information regarding commencement ceremony.



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Charter Oak State College 4.2 ★

New Britain, CT 06053

\$56,791 a year

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New Britain, CT 06053

\$56,791 a year

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ANNOUNCEMENT OF F**

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new

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\$56,791 a year

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- Position Summary: The Assistant to the Provost provides administrative support to...

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Administrative Assistant to the Provost

Charter Oak State College

New Britain, CT

21 views

Full Time

Admin-Clerical

JOB DESCRIPTION

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Position Responsibilities include:

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OCCUPATIONS

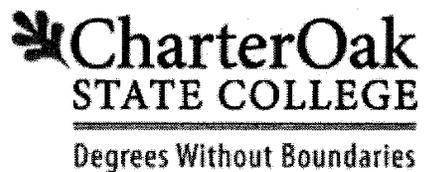
Administrative Support

EDUCATION REQUIREMENTS

Bachelor's Degree

SALARY

\$56,791, approximate annual, plus State supported Benefits



(<http://www.mpndiversityjobs.com/company/3207/charter-oak-state->

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Administrative Assistant to the Provost



Employer Charter Oak State College

Location New Britain, CT

Starts Jul 28, 2020

Closes Aug 29, 2020

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CHARTER OAK STATE COLLEGE ANNOUNCEMENT OF POSITION OPENING

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Identidad Latina

Size: 1/8 page 3 (5.1" x 3.5")

Issue: 8-6-20

COVID-19: Eduardo Rodríguez, lanzador de los "Red Sox" tiene Miocarditis

Eduardo Rodríguez, el lanzador titular número 1 de los Red Sox, está afuera indefinidamente a causa de una miocarditis, una afección cardíaca ahora relacionada con el COVID-19, incluso en pacientes sin antecedentes de enfermedad cardíaca.

Los Red Sox dijeron en la última semana de julio que Rodríguez, de 27 años, permanecería inactivo temporalmente, pero los expertos médicos generalmente recomiendan que las personas eviten los deportes competitivos durante un mínimo de tres a seis meses. "En términos de salud, me siento normal", dijo Rodríguez durante una conferencia de prensa virtual. "Simplemente me dijeron que descansara por una semana y esperara para las próximas pruebas y ver qué es".

Datos de China publicados en *JAMA Cardiology* en marzo indicaron que hasta el 20% de los pacientes con el COVID-19 experimentan complicaciones cardiovasculares causadas por el coronavirus.

"Todavía no estamos seguros si se trata de un ataque directo del virus al corazón o si esto es solo un reflejo de inflamación sistémica y falla multisistémica", dijo la Dra. Heather Swales, Directora del Women's Heart Wellness Center en el Hospital of Central Connecticut en New Britain. "Pero puede pasarle a cualquiera".

Incluso a pacientes sin antecedentes de enfermedad cardíaca, los signos pueden parecer inmediatamente mortales: un ritmo cardíaco anormal y altos niveles de troponina en la sangre que indican daño en el músculo cardíaco. Los médicos podrían concluir lógicamente que tal paciente tiene arterias bloqueadas, pero cuando la inflamación es causada por el COVID-19, ese podría no ser el caso.

En cambio, es más probable que el paciente tenga miocarditis, una inflamación de la capa muscular de la pared del corazón. Esta enfermedad, causada por un virus, también puede crear dolor en el pecho y dificultades respiratorias. La inflamación es un subproducto de la respuesta del sistema inmunológico del cuerpo a la infección viral. El daño severo al músculo cardíaco, identificado a través de los niveles de



troponina, ahora está relacionado con un mayor riesgo de muerte en pacientes con el COVID-19, según el informe de *JAMA Cardiology*.

Rodríguez dijo que cuando comenzó a sentir los efectos complejos del coronavirus el 19 de julio no se parecía a nada que hubiera experimentado antes. "Sentí como que tenía 100 años", dijo. "Mi cuerpo estaba cansado todo el tiempo. Vomitando. Dolores de cabeza... todos los síntomas".

Se estima que un 10% de los pacientes con el COVID-19 que también tienen una enfermedad cardiovascular preexistente morirán, una tasa 10 veces mayor que los pacientes con el COVID-19 que no tienen antecedentes de problemas cardíacos. La presión arterial alta, o hipertensión, también puede aumentar el riesgo.

Algunos medicamentos para la presión arterial, como los inhibidores de la enzima convertidora de angiotensina

(ECA) y los bloqueadores de los receptores de angiotensina (BRA), han sido analizados porque el COVID-19 se adhiere al receptor ACE2 en el tejido pulmonar y cardíaco. (Las personas que toman estos medicamentos tienen más de estos receptores).

"Hay mucha preocupación por la hipertensión", dijo la Dra. Swales. "A muchas personas les preocupa si deberían tomar su inhibidor de la ECA o el BRA. Pero, en este momento, el Colegio Americano de Cardiología y la Asociación Estadounidense del Corazón recomiendan que estos medicamentos continúen".

La edad es un riesgo primario del COVID-19 porque nuestro sistema inmunológico se debilita a medida que envejecemos. Las personas mayores también tienen mayor riesgo de enfermedad cardiovascular. "Entonces, ¿es el problema la enfermedad cardiovascular o la edad?" dijo la Dra.

Swales. "Porque hay un problema claro con la falta de inmunidad. Y a medida que envejecemos, todos nuestros sistemas inmunes disminuyen su función".

La Liga Mayor de Béisbol permite a los jugadores considerados de alto riesgo optar por no jugar en la temporada recortada que acaba de comenzar. Los jugadores seguirán recibiendo salarios prorrateados de temporada. Rodríguez dijo que no se dará de baja.

NOTAS-

- ¿No te sientes bien? Llama a tu proveedor de atención médica para obtener orientación e intenta evitar ir directamente a una sala de urgencias o centro de atención de urgencias, ya que esto podría aumentar las posibilidades de propagación de la enfermedad.
- Más información llamando 866-972-8100 o, sin cargo, 833-621-0660.

CharterOak STATE COLLEGE

Degrees Without Boundaries

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ULTIMO MOMENTO: Explosión en Beirut: ¿Negligencia o atentado?

Al menos 157 personas han muerto, 80 han desaparecidos y alrededor de 300.000 han sido desplazados de su hogar en Beirut, capital de Líbano debido a las explosiones el 4 de agosto. La primera explosión parece haber sido causada por juegos artificiales, y causó una explosión mucho más grande por 2.750 toneladas de nitrato de amonio que había sido abandonado en el puerto de Beirut.

De acuerdo a Axios, el nitrato fue de un barco ruso que había salido del país de Georgia en septiembre de 2013 y estaba en camino al país africano de Mozambique. El nitrato es un material que se puede usar para fertilizante y también explosivos. Por razones todavía no conocidas, el barco fue parado en Beirut y no fue permitido continuar en su ruta. Del 2014 a 2017, oficiales del puerto mandaron al menos 6 pedidos a las Cortes Libanesas para que los materiales sean removidos, pero nada ocurrió.

El presidente francés Emmanuel Macron visitó Beirut dos días después de la explosión, prometiendo ayuda y una "nueva política para Líbano". Líbano es una excolonia de Francia.

Alonso Velásquez

Section 46a-68-81

Assignment of Responsibility and Monitoring

ASSIGNMENT OF RESPONSIBILITY

The ultimate responsibility for effective and demonstrated affirmative action is the President of Charter Oak State College, Edward D. Klonoski, who shall account for the success or failure of the plan. He has assigned the Human Resources cabinet member the duties and responsibilities necessary for the development and implementation of the plan to any employee of this agency. To acquaint employees with their specific responsibilities under the plan, Mr. Klonoski has scheduled regular meetings that emphasize:

- human relations and inter-group relations;
- non-discriminatory employment practices;
- the legal authority for affirmative action and his commitment thereto;
- the review of Affirmative Action Plan; and
- identification of obstacles in meeting the goals of the plan.

Currently, Mr. Klonoski has assigned the responsibilities of Affirmative Action Officer to Rowena McGoldrick, Manager, Personnel & Finance. Ms. McGoldrick reports directly to the President on all matters concerning the plan and has access to all records and personnel necessary for the effective performance of her duties. Ms. McGoldrick spends 40% of her time with affirmative action while the Associate for Business Services spends 5%. Ms. McGoldrick is retiring February 28, 2021 and these duties will be handled by the CSCU Shared Services, Center of Excellence for Affirmative Action moving forward.

The duties of the Charter Oak State College Affirmative Action Officer are, at a minimum, to:

- develop, maintain and monitor the agency Affirmative Action Plan;
- initiate and maintain contact with recruiting sources and organizations serving members of protected classes;
- communicate development/changes in affirmative action law to the agency;
- identify problem areas and oversee the investigation and resolution of complaints of alleged discrimination;
- serve as liaison with government agencies, minority/female groups and community organizations;
- advise employees and applicants of their rights as guaranteed by law;

- represent the agency at affirmative action functions; and
- advise managers and supervisory staff in personnel matters regarding nondiscrimination of staff and candidates for positions that includes selection, promotion, training and discipline.

The Affirmative Action Officer performs the above duties along with her duties as Manager, Personnel & Finance. These duties include managing personnel and payroll processes as well as working with the Bursar on the financial aid disbursement process within the Business Office.

Charter Oak State College is an agency of less than 100 full-time employees and, as such, does not feel an employee advisory committee is necessary at this time.

The President evaluates managers on their affirmative performance as it relates to plan implementation. Said performance shall be part of the evaluation under the agency's management objectives in promotion and merit increase decisions in accordance with Chapters 67 and 68 of the Connecticut General Statutes. Further, managers' responsibilities shall include:

- ensuring that fair and equal employment practices prevail with their areas;
- initiating corrective action where under-utilization exists;
- informing the Affirmative Action Officer of identified problem areas in carrying out the plan;
- assuring that employees are knowledgeable of their rights under the plan, including the right to file a complaint with the Commission on Human Rights and Opportunity if they feel they have been coerced, intimidated or retaliated against by agency administration or any person for performance of Affirmative Action or Equal Opportunity activities; and
- keeping up-to-date, accurate records of employment activities related to the plan.

No employee shall be coerced, intimidated or retaliated against by the agency or any person for performing any of the duties recited in this section. Any person so aggrieved may file a complaint with the Commission on Human Rights and Opportunities, provided that nothing herein shall preclude Charter Oak State College from disciplining or discharging an employee for just cause.

No complaints have been filed concerning the agency during the plan reporting year.

A copy of the annual report to the President is also included.

Memo

To: Ed Klonoski, President

From: Leah Glende, CSCU Director of Diversity & Inclusion

Date: March 30, 2021

Re: Affirmative Action Annual Report

The development of the new Affirmative Action Plan hiring goals for the period of December 1, 2020 through November 30, 2021 is nearly complete. Furthermore, the review of last year's plan that covered December 1, 2018 through November 30, 2020 is ready for submission to the Commission on Human Rights and Opportunities. The following is a summary of our progress for the last plan year.

We achieved all of our program goals; working with the Connecticut Association of Diversity and Equity Professionals to expand the distribution of our position announcements. We contacted and removed recruitment sources that did not respond back to our inquiry to provide an email address for future outreach. Furthermore, we reached out to the CCSU's Office of Diversity and Equity as well as the Board of Regents (State Colleges) for notification of workshop announcements for our employee attendance.

In this reporting period, Charter Oak State College completed 18 searches - 8 needed for expanding academic programs and 10 because of 5 terminations (4 because of a program discontinuation), 4 retirements and 8 resignations (3 with no refill). Therefore, looking at our program goals for next plan year, we will continue efforts to reach the underrepresented groups since it will affect the number of applicants interviewed and subsequently hired.

We continue to analyze our recruitment efforts, finding in this plan year 65% of the applicants came to us through our posting on Indeed. Furthermore, we saw 10% of the Black female and 13% of the Hispanic female candidates withdraw at the time of offering to interview. Likewise, 2 Hispanic females and 1 Black female declined when offered the position. However, we will continue to reach out to other State institutions to find

alternative ways to reach our goal population. Future recruitment will be through the CSCU Shared Services.

As the Affirmative Action Officer, I attended the CADEP meeting(s) for outreach possibilities as well as attend any diversity and Title IX workshops and/or conferences that were offered through the community colleges and universities.

Below are the changes in the Administrator and Professional Plan years.

Administrator	2017 Plan Year	1 Black female (no hire)
Administrator	2018 Plan Year	1 White female, 2 Black females (no hires)
Administrator	2019 Plan Year	1 Black female (no hire)
Administrator	2021 Plan Year	1 White female, 1 Black female
Professional	2017 Plan Year	1 Black female, 1 Hispanic Male, 1 Hispanic female, 1 AAIANHNPI female
Professional	2018 Plan Year	2 Black females, 1 Hispanic male, 1 Hispanic female, 1 AAIANHNPI male (no goal hires)
Professional	2019 Plan Year	4 White males, 2 Black females, 1 Hispanic male, 1 AAIANHNPI male, 1 AAIANHNPI female
Professional	2021 Plan Year	2 Black females, 2 Hispanic males, 1 AAIANHPI male

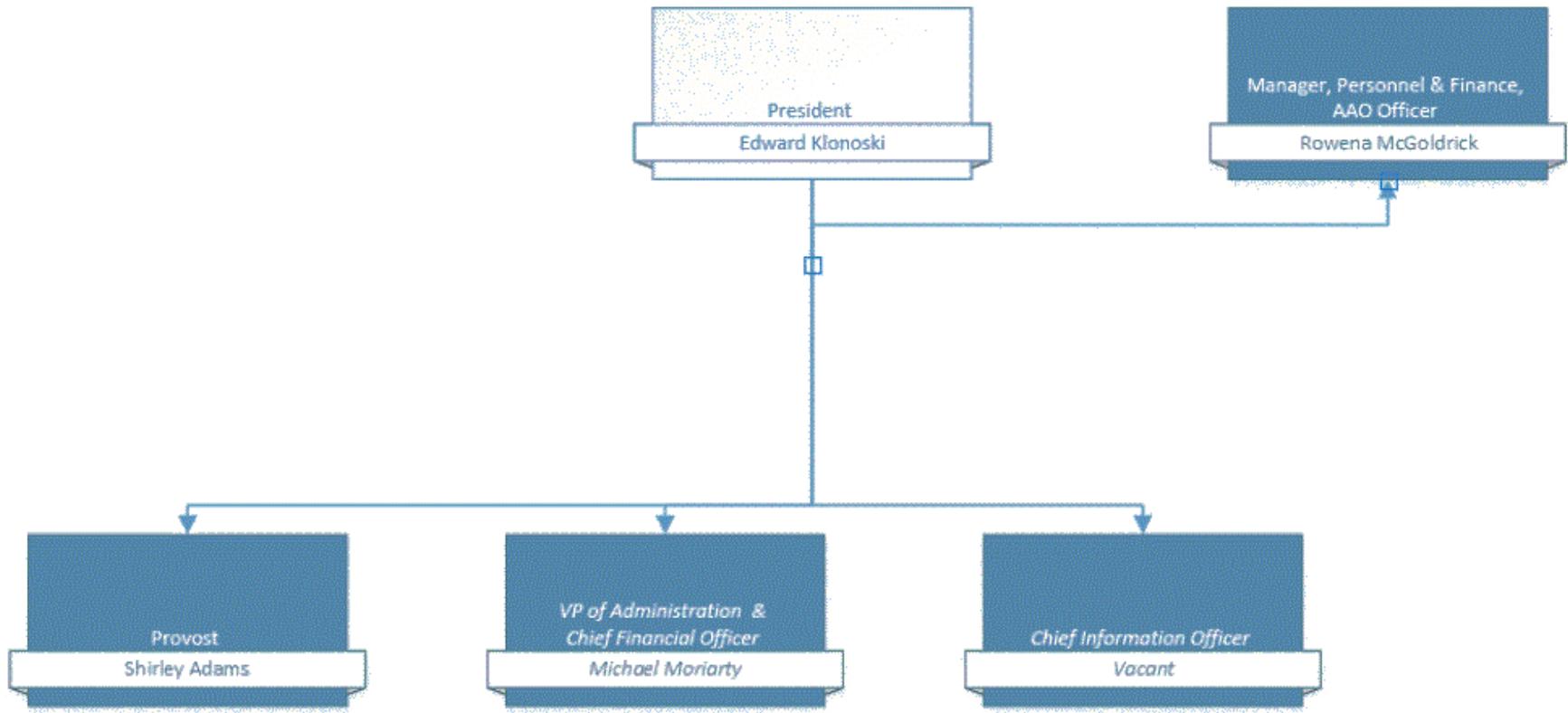
Our last year's plan was available to all staff electronically and they were encouraged to submit any comments regarding the plan to me. We received no comments regarding the plan. All director and management employee evaluations were positive regarding compliance with affirmative action policies. There were no grievances related to discriminatory issues filed during this reporting period. We had a student disability discrimination case that was resolved with CHRO in March 2019.

No other issues were identified that needed to be addressed by the new Affirmative Action Plan.

Please contact me with any questions or comments related to this summary,

Leah Glende
 Director of Diversity and Inclusion
 CT State Colleges and Universities

November 30, 2020



Section 46a-68-82
Organizational Analysis

ORGANIZATIONAL ANALYSIS

The Job Title Classification Study for Charter Oak State College puts all jobs under positions with no opportunity for advancement because of the uniqueness of the responsibilities within each position. Thus, all job classification are without promotional opportunity.

ADMINISTRATIVE POSITIONS (4 positions)

President

Executive 1, Provost

Executive 1, VP of Administration & Chief Financial Officer

Manager 3, Dean, Chief Information Officer (vacant)

PROFESSIONAL POSITIONS (64 positions)

Director 2, Admissions

Director 2, Academic Services

Director 2, Registrar

Director 2, Marketing & Public Relations

Director 1, Financial Aid

Director 1, RN to BSN Program Director

Director 1, Masters, Organizational Effectiveness & Leadership Program Director

Director 1, Health Sciences and Technology Department Chair

Director 1, Health Sciences and Technology Program Director

Director 1, Early Childhood and Child Youth Development Program Director

Director 1, Bursar

Director 1, Controller

Director 1, Academic Affairs

Director 1, Institutional Effectiveness

Director 1, Instructional Design

Associate Director, Associate Registrar

Associate Director, Admissions (2 positions)

Associate Director, Prior Learning Assessment

Associate Director, Programmer IV

Associate Director, Database Administrator

Associate Director, Student Information Systems Analyst

Associate Director, Systems Administrator

Assistant Director, Academic Services

Assistant Director, Health Information Management

Assistant Director, Financial Aid

Assistant Director, Instructional Designer I (2 positions)

Assistant Director, Alternate Route to Certification in Early Childhood Education

Assistant Director, Corporate Recruitment & Alumni Relations

Assistant Director, Technical Support Manager

Assistant Director, AVHS Coordinator & Instructional Designer

Assistant Director, Marketing, Technology and Communications

Professional/Technical, Data Center Administrator

Professional/Technical, Manager for Personnel and Finance
Professional/Technical Associate, Associate Director, Development and
Executive Assistant to the President
Senior Associate, Academic Counselor (5 positions)
Senior Associate, Admissions Counselor (3 positions)
Senior Associate, Financial Aid Counselor (2 positions)
Senior Associate, Associate Bursar
Senior Associate, Associate Controller
Senior Associate, Enrollment Counselor
Senior Associate, Accessibility Specialist
Senior Associate, Assistant Coordinator, ECE ARC
Senior Associate, Instructional Design
Associate 2, Enrollment Services Associates (3 positions)
Associate 2, Assistant Bursar (2 positions)
Associate 2, Assistant Registrar (2 positions)
Associate 2, Assistant to the Provost
Associate 2, System Administrator
Associate 2, Staff Accountant
Associate 1, Registrar Office
Assistant 2, Administrative Assistant/Receptionist

PART-TIME POSITIONS (7 positions)

Assistant Director, Research Associate
Assistant Director, Degree Audit & Transfer
Senior Associate, Marketing and Communications
Senior Associate, Academic Counselor
Senior Associate, Associate Bursar
Associate 2, Academic Affairs
Associate 2, Registrar Office

TEMPORARY POSITIONS (5)

Assistant, Academic Services (2 positions)
Assistant, Technology Support
Foundation Accountant
Test Proctor (vacant)

ADJUNCT FACULTY/TUTOR POSITIONS (255)

STUDENT WORKER POSITIONS (2)

OCCUPATIONAL CATEGORY STUDY

CATEGORY

PAY SCALE

Administrator

President	\$160,200 - \$199,600
Executive 1 (Provost & VP of Admin/CFO)	\$118,003 - \$177,005
Manager 3 (Dean)	\$ 99,994 - \$149,990

Professional

Director 2	\$98,792 - \$131,766
Director 1	\$85,949 - \$116,645
Associate Director	\$73,675 - \$ 98,228
Manager 1 (Professional/Technical)	\$72,845 - \$109,267
Assistant Director	\$67,534 - \$ 92,088
Senior Associate	\$64,465 - \$ 87,484
Professional 3 (Professional/Technical Associate)	\$62,003 - \$ 93,005
Associate 2	\$56,791 - \$ 78,278
Associate 1	\$49,805 - \$ 68,259
Assistant 2	\$42,980 - \$ 58,324

Temporary

Assistant 1 (Proctors)	Various Hourly Rates
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Section 46a-68-83
Workforce Analysis

WORKFORCE ANALYSIS

Form 83B

FULL-TIME WORKFORCE BY POSITION/JOB TITLE WITHIN OCCUPATIONAL CATEGORY

AGENCY: Charter Oak State College

REPORTING DATE: November 30, 2020

OCCUPATIONAL CATEGORY: Professionals

JOB TITLES (UNDER 25 EMPLOYEES)	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNPI		2 OR MORE RACES	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Director, Admissions	1	0	1	0	1	0	0	0	0	0	0	0	0
Director, Academic Services	1	0	1	0	0	0	0	0	0	0	1	0	0
Registrar	1	0	1	0	1	0	0	0	0	0	0	0	0
Director, Marketing & Public Relations	1	0	1	0	1	0	0	0	0	0	0	0	0
Director, Financial Aid	1	1	0	1	0	0	0	0	0	0	0	0	0
RN to BSN Program Director	1	0	1	0	1	0	0	0	0	0	0	0	0
Director, Masters in Organizational Effectiveness & Leadership	1	1	0	1	0	0	0	0	0	0	0	0	0
Health Sciences & Tech Dept Chair	1	0	1	0	0	0	0	0	0	0	1	0	0
Health Sciences & Tech Program Director	1	0	1	0	1	0	0	0	0	0	0	0	0
ECYC Program Director	1	0	1	0	1	0	0	0	0	0	0	0	0
Bursar	1	0	1	0	0	0	0	0	1	0	0	0	0
Controller	1	1	0	1	0	0	0	0	0	0	0	0	0
Director, Academic Affairs	1	0	1	0	0	0	0	0	1	0	0	0	0
Director, Institutional Effectiveness	1	1	0	1	0	0	0	0	0	0	0	0	0
Director, Instructional Design	1	1	0	1	0	0	0	0	0	0	0	0	0
Associate Registrar	1	1	0	1	0	0	0	0	0	0	0	0	0
Associate Director, Admissions	2	2	0	2	0	0	0	0	0	0	0	0	0
SUBTOTAL	18	8	10	8	6	0	0	0	2	0	2	0	0

JOB TITLES (UNDER 25 EMPLOYEES)	GRAND TOTAL	TOTAL MALE	TOTAL FEMALE	WHITE		BLACK		HISPANIC		AAIANHNPI		2 OR MORE RACES	
				MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Associate Director, Prior Learning Assessment	1	0	1	0	1	0	0	0	0	0	0	0	0
Programmer IV	1	1	0	0	0	0	0	0	0	1	0	0	0
Database Administrator	1	0	1	0	1	0	0	0	0	0	0	0	0
SIS Analyst	1	1	0	1	0	0	0	0	0	0	0	0	0
Systems Administrator	1	0	1	0	1	0	0	0	0	0	0	0	0
Assistant Director, Academic Services	1	0	1	0	1	0	0	0	0	0	0	0	0
Assistant Director, Health Information Management	1	1	0	1	0	0	0	0	0	0	0	0	0
Assistant Director, Financial Aid	1	0	1	0	1	0	0	0	0	0	0	0	0
Instructional Designer I	2	1	1	1	1	0	0	0	0	0	0	0	0
Assistant Director, Alternate Route to Certification in ECE	1	0	1	0	1	0	0	0	0	0	0	0	0
Assistant Director, Corporate Recruitment & Alumni Relations	1	0	1	0	1	0	0	0	0	0	0	0	0
Technical Support Manager	1	1	0	1	0	0	0	0	0	0	0	0	0
AVHS Coordinator & Instructional Designer	1	0	1	0	1	0	0	0	0	0	0	0	0
Marketing, Tech & Communications Asst Dir	1	1	0	1	0	0	0	0	0	0	0	0	0
Data Center Administrator	1	1	0	1	0	0	0	0	0	0	0	0	0
Manager for Personnel & Finance	1	0	1	0	1	0	0	0	0	0	0	0	0
Associate Director, Development and Executive Assistant to the President	1	0	1	0	1	0	0	0	0	0	0	0	0
Academic Counselor	5	0	5	0	5	0	0	0	0	0	0	0	0
Admissions Counselor	3	1	2	0	0	1	1	0	0	0	0	0	1
Financial Aid Counselor	2	0	2	0	1	0	1	0	0	0	0	0	0
SUBTOTAL	28	8	20	6	17	1	2	0	0	1	0	0	1

JOB TITLES (OVER 25 EMPLOYEES)	GRAND TOTAL	TOTAL MALE	TOTAL FEMALE	WHITE		BLACK		HISPANIC		AAIANHNPI		2 OR MORE RACES	
				MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Associate Bursar	1	0	1	0	1	0	0	0	0	0	0	0	0
Associate Controller	1	0	1	0	0	0	0	0	1	0	0	0	0
Enrollment Counselor	1	1	0	1	0	0	0	0	0	0	0	0	0
Accessibility Specialist	1	0	1	0	1	0	0	0	0	0	0	0	0
Asst Coordinator, ECE-ARC	1	0	1	0	1	0	0	0	0	0	0	0	0
Instructional Design Associate	1	0	1	0	1	0	0	0	0	0	0	0	0
Enrollment Services Associates	3	0	3	0	2	0	0	0	0	0	0	0	1
Assistant Bursar	2	0	2	0	1	0	1	0	0	0	0	0	0
Assistant Registrar	2	0	2	0	1	0	0	0	1	0	0	0	0
Assistant to the Provost	1	1	0	1	0	0	0	0	0	0	0	0	0
System Administrator	1	1	0	1	0	0	0	0	0	0	0	0	0
Staff Accountant	1	1	0	0	0	1	0	0	0	0	0	0	0
Associate, Registrar Office	1	0	1	0	1	0	0	0	0	0	0	0	0
Assisant 2, Academic Affairs	1	0	1	0	1	0	0	0	0	0	0	0	0
SUBTOTAL	18	4	14	3	10	1	1	0	2	0	0	0	1
TOTAL	64	20	44	17	33	2	3	0	4	1	2	0	2

WORKFORCE ANALYSIS
FULL-TIME WORKFORCE BY LABOR MARKET AREA

Form 83C

AGENCY: Charter Oak State College

REPORTING DATE: November 30, 2020

LABOR MARKET AREA: Statewide

OCCUPATIONAL CATEGORY	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNPI		2 OR MORE RACES	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Administrators	3	2	1	2	1	0	0	0	0	0	0	0	0
Professionals	64	20	44	17	33	2	3	0	4	1	2	0	2
TOTAL	67	22	45	19	34	2	3	0	4	1	2	0	2

WORKFORCE ANALYSIS

Form 83D

FULL-TIME WORKFORCE BY POSITION/JOB TITLE WITHIN OCCUPATIONAL CATEGORY BY LABOR MARKET AREA

AGENCY: Charter Oak State College

REPORTING DATE: November 30, 2020

LABOR MARKET AREA Statewide

OCCUPATIONAL CATEGORY	JOB TITLE	GRAND TOTAL	TOTAL MALE	TOTAL FEMALE	WHITE		BLACK		HISPANIC		AAIANHNP		2 OR MORE RACES	
					MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Administrator	President	1	1	0	1	0	0	0	0	0	0	0	0	0
Administrator	Provost	1	0	1	0	1	0	0	0	0	0	0	0	0
Administrator	Chief Financial Officer	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	Director, Admissions	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Director, Academic Services	1	0	1	0	0	0	0	0	0	0	1	0	0
Professional	Registrar	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Director, Marketing & Public Relations	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Director, Financial Aid	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	RN to BSN Program Director	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Director, Masters in Organizational Effectiveness & Leadership	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	Health Sciences & Tech Dept Chair	1	0	1	0	0	0	0	0	0	0	1	0	0
Professional	Health Sciences & Tech Program Director	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	ECYC Program Director	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Bursar	1	0	1	0	0	0	0	0	1	0	0	0	0
Professional	Controller	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	Director, Academic Affairs	1	0	1	0	0	0	0	0	1	0	0	0	0
Professional	Director, Institutional Effectiveness	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	Director, Instructional Design	1	1	0	1	0	0	0	0	0	0	0	0	0
	Subtotal	18	7	11	7	7	0	0	0	2	0	2	0	0

OCCUPATIONAL CATEGORY	JOB TITLE	GRAND TOTAL	TOTAL MALE	TOTAL FEMALE	WHITE		BLACK		HISPANIC		AAIANHNPI		2 OR MORE RACES	
					MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Professional	Associate Registrar	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	Associate Director, Admissions	2	2	0	2	0	0	0	0	0	0	0	0	0
Professional	Associate Director, Prior Learning Assessment	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Programmer IV	1	1	0	0	0	0	0	0	0	1	0	0	0
Professional	Database Administrator	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	SIS Analyst	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	Systems Administrator	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Assistant Director, Academic Services	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Assistant Director, Health Information Management	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	Assistant Director, Financial Aid	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Instructional Designer I	2	1	1	1	1	0	0	0	0	0	0	0	0
Professional	Assistant Director, Alternate Route to Certification in ECE	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Assistant Director, Corporate Recruitment & Alumni Relations	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Technical Support Manager	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	AVHS Coordinator & Instructional Designer	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Marketing, Tech & Communications Asst Dir	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	Data Center Administrator	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	Manager for Personnel & Finance	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Associate Director, Development and Executive Assistant to the President	1	0	1	0	1	0	0	0	0	0	0	0	0
	Subtotal	21	10	11	9	11	0	0	0	0	1	0	0	0

OCCUPATIONAL CATEGORY	JOB TITLE	GRAND TOTAL	TOTAL		WHITE		BLACK		HISPANIC		AAIANHNPI		2 OR MORE RACES	
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Professional	Academic Counselor	5	0	5	0	5	0	0	0	0	0	0	0	0
Professional	Admissions Counselor	3	1	2	0	0	1	1	0	0	0	0	0	1
Professional	Financial Aid Counselor	2	0	2	0	1	0	1	0	0	0	0	0	0
Professional	Associate Bursar	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Associate Controller	1	0	1	0	0	0	0	0	1	0	0	0	0
Professional	Enrollment Counselor	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	Accessibility Specialist	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Asst Coordinator, ECE-ARC	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Instructional Design Associate	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Enrollment Services Associates	3	0	3	0	2	0	0	0	0	0	0	0	1
Professional	Assistant Bursar	2	0	2	0	1	0	1	0	0	0	0	0	0
Professional	Assistant Registrar	2	0	2	0	1	0	0	0	1	0	0	0	0
Professional	Assistant to the Provost	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	System Administrator	1	1	0	1	0	0	0	0	0	0	0	0	0
Professional	Staff Accountant	1	1	0	0	0	1	0	0	0	0	0	0	0
Professional	Associate, Registrar Office	1	0	1	0	1	0	0	0	0	0	0	0	0
Professional	Assisant 2, Academic Affairs	1	0	1	0	1	0	0	0	0	0	0	0	0
	Subtotal	28	5	23	3	16	2	3	0	2	0	0	0	2
	Total	67	22	45	19	34	2	3	0	4	1	2	0	2

WORKFORCE ANALYSIS
TOTAL PART-TIME WORKFORCE

Form 83G

AGENCY: Charter Oak State College

REPORTING DATE: November 30, 2020

OCCUPATIONAL CATEGORY	GRAND TOTAL	TOTAL MALE	TOTAL FEMALE	WHITE		BLACK		HISPANIC		AAIANHNP		2 OR MORE RACES	
				MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Professionals	7	0	7	0	6	0	1	0	0	0	0	0	0
Adjunct/Faculty/Tutors	255	101	154	79	120	13	23	2	7	7	4	0	0
Temporary Workers	4	2	2	2	0	0	1	0	1	0	0	0	0
University Assistants	0	0	0	0	0	0	0	0	0	0	0	0	0
Student Workers	2	1	1	0	0	0	1	0	0	1	0	0	0
TOTAL	268	104	164	81	126	13	26	2	8	8	4	0	0

Section 46a-68-84
Availability Analysis

AVAILABILITY ANALYSIS

Form 84A

AGENCY: Charter Oak State College
 OCCUPATIONAL CATEGORY: Administrators
 POSITION CLASSIFICATION (25+):

REPORTING PERIOD: November 30, 2020
 LABOR MARKET AREA: Statewide

DP= DATA PERCENTAGE VW= VALUE WEIGHT AB=AVAILABILITY BASE

	TOTAL MALE			TOTAL FEMALE			WHITE						BLACK						HISPANIC					
	TOTAL MALE			TOTAL FEMALE			MALE			FEMALE			MALE			FEMALE			MALE			MALE		
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB
Employment Data in the Applicable LMA	70.0	30	21.0	30.0	30	9.0	65.5	30	19.7	27.2	30	8.2	1.5	30	0.5	1.5	30	0.5	1.3	30	0.4	0.8	30	0.2
Unemployment Data in the Applicable LMA																								
Promotable Data	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Educational/Technical Training or Degrees, Certifications & Licenses																								
Digest of Educational Statistics	42.8	70	30.0	57.2	70	40.0	34.6	70	24.2	43.1	70	30.2	3.7	70	2.6	7.0	70	4.9	2.4	70	1.7	4.1	70	2.9
Client Population Data																								
Other Source (specify)																								
Other Source (specify)																								
FINAL AVAILABILITY BASE PERCENTAGE	51.0			49.0			43.9			38.4			3.1			5.4			2.1			3.1		
	AAIANHNPI/Other						2 OR MORE RACES																	
	MALE			FEMALE			MALE			FEMALE			SOURCE OF STATISTIC						REASON FOR WEIGHTING THE FACTOR					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB												
Employment Data in the Applicable LMA	1.7	30	0.5	0.6	30	0.2							CT Occupational Statistics for EEO and AA Planning - 2000 Census, Codes 119030 and 111011 CT Statewide						Most recruitment comes from Administrators with Higher Education expertise					
Unemployment Data in the Applicable LMA																								
Promotable Data	0	0	0	0	0	0							Not weighted						Promotions are very rare in this category					
Educational/Technical Training or Degrees, Certifications & Licenses																								
Digest of Educational Statistics	2.1	70	1.5	2.9	70	2.0							Digest of Educational Statistics - Table 314.4 Fall 2018 (Table prepared December 2019)						Most relevant data source used for hiring at this level					
Client Population Data																								
Other Source (specify)																								
Other Source (specify)																								
FINAL AVAILABILITY BASE PERCENTAGE	2.0			2.2			0			0														

AVAILABILITY ANALYSIS

Form 84A

AGENCY: Charter Oak State College
 OCCUPATIONAL CATEGORY: Professionals
 POSITION CLASSIFICATION (25+):

REPORTING PERIOD: November 30, 2020
 LABOR MARKET AREA: Statewide

DP= DATA PERCENTAGE VW= VALUE WEIGHT AB=AVAILABILITY BASE

	TOTAL MALE			TOTAL FEMALE			WHITE						BLACK						HISPANIC							
							MALE			FEMALE			MALE			FEMALE			MALE			MALE				
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW
Employment Data in the Applicable LMA	22.5	30	6.8	77.5	30	23.3	18.9	30	5.7	62.4	30	18.7	1.8	30	0.5	7.2	30	2.2	1.3	30	0.4	6.3	30	1.9		
Unemployment Data in the Applicable LMA																										
Promotable Data	0	0	0	0	0	0	0	0	0.0	0	0	0	0	0	0.0	0	0	0.0	0	0	0	0	0	0		
Educational/Technical Training or Degrees, Certifications & Licenses																										
Digest of Educational Statistics	40.4	70	28.3	59.6	70	41.7	29.6	70	20.7	41.3	70	28.9	3.5	70	2.5	7.2	70	5.0	3.6	70	2.5	5.7	70	4.0		
Client Population Data																										
Other Source (specify)																										
Other Source (specify)																										
FINAL AVAILABILITY BASE PERCENTAGE	35.1			65.0			26.4			47.6			3.0			7.2			2.9			5.9				

	AAIANHNPI/Other						2 OR MORE RACES						SOURCE OF STATISTIC	REASON FOR WEIGHTING THE FACTOR
	MALE			FEMALE			MALE			FEMALE				
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB		
Employment Data in the Applicable LMA	0.5	30	0.2	1.6	30	0.5							CT Occupational Statistics for EEO and AA Planning - 2000 Census, Codes 119030 and 259000 CT Statewide	Most recruitment comes from candidates having Educational expertise
Unemployment Data in the Applicable LMA														
Promotable Data	0	0	0.0	0	0	0.0							Not weighted	Promotions are very rare in this category
Educational/Technical Training or Degrees, Certifications & Licenses														
Digest of Educational Statistics	3.7	70	2.6	5.5	70	3.9							Digest of Educational Statistics - Table 314.4 Fall 2018 (Table prepared December 2019)	Most relevant data source used for hiring in an educational institution
Client Population Data														
Other Source (specify)														
Other Source (specify)														
FINAL AVAILABILITY BASE PERCENTAGE	2.8			4.4			0			0				

Amalgamated Titles : Job Category - Administrators

Connecticut Occupational Statistics 2000 Statewide				
	119030	111011	TOTALS	%
Male	4,158	17,743	21,901	70.0%
Female	5,779	3,604	9,383	30.0%
Total	9,937	21,347	31,284	100.0%
W/M	3,695	16,790	20,485	65.5%
W/F	5,060	3,435	8,495	27.2%
B/M	265	205	470	1.5%
B/F	395	60	455	1.5%
H/M	120	285	405	1.3%
H/F	195	50	245	0.8%
O/M	78	463	541	1.7%
O/F	129	59	188	0.6%
Total	9,937	21,347	31,284	100.0%

Digest of Education Statistics Table 314.4 Fall 2018 (Table prepared December 2019)				
	Mgmt	TOTALS	%	
Male	107,367	107,367	42.8%	
Female	143,280	143,280	57.2%	
Total	250,647	250,647	100.0%	
W/M	86,797	86,797	34.6%	
W/F	108,045	108,045	43.1%	
B/M	9,186	9,186	3.7%	
B/F	17,524	17,524	7.0%	
H/M	6,000	6,000	2.4%	
H/F	10,379	10,379	4.1%	
AAIANHNPI/M	5,384	5,384	2.1%	
AAIANHNPI/F	7,332	7,332	2.9%	
Total	250,647	250,647	100%	

<http://www1.ctdol.state.ct.us/lmi/affirm/affirm.asp>
 click on 2000 bullet - under Other Miscellaneous Info
<http://www1.ctdol.state.ct.us/lmi/affirm/2000censum.asp>
 click on Volume 2 - Eastern CT
http://www1.ctdol.state.ct.us/lmi/pubs/eo2000_vol2_easternct.pdf

Amalgamated Titles: Job Category - Professionals

Connecticut Occupational Statistics - 2000 Statewide						
	Ed. Admin		Other Ed. & Training		TOTALS	
		%		%		%
	119030		259000			
Male	4,158	41.8%	1,374	9.4%	5,532	22.5%
Female	5,779	58.2%	13,260	90.6%	19,039	77.5%
Totals	9,937	100%	14,634	100%	24,571	100.0%
W/M	3,695	37.2%	945	6.5%	4,640	18.9%
W/F	5,060	50.9%	10,280	70.2%	15,340	62.4%
B/M	265	2.7%	175	1.2%	440	1.8%
B/W	395	4.0%	1,375	9.4%	1,770	7.2%
H/M	120	1.2%	200	1.4%	320	1.3%
H/F	195	2.0%	1,345	9.2%	1,540	6.3%
O/M	78	0.8%	54	0.4%	132	0.5%
O/F	129	1.3%	260	1.8%	389	1.6%
Totals	9,937	100%	14,634	100%	24,571	100%

Digest of Educational Statistics Table 314.4 Fall 2018 (Table Prepared December 2019)								
	Bus/Fin Ops		Comp/En gnr/Sci		Std/Acad Aff & Other Ed Svc		TOTALS	
		%		%		%		%
Male	55,856	26.9%	128,520	60.4%	53,781	31.8%	238,157	40.4%
Female	151,726	73.1%	84,372	39.6%	115,589	68.2%	351,687	59.6%
Total	207,582	100%	212,892	100%	169,370	100%	589,844	100%
W/M	41,048	19.8%	95,875	45.0%	37,601	22.2%	174,524	29.6%
W/F	105,355	50.8%	57,359	26.9%	81,032	47.8%	243,746	41.3%
B/M	5425	2.6%	8169	3.8%	6997	4.1%	20,591	3.5%
B/F	18803	9.1%	7026	3.3%	16406	9.7%	42,235	7.2%
H/M	5233	2.5%	10019	4.7%	5985	3.5%	21,237	3.6%
H/F	15012	7.2%	6936	3.3%	11531	6.8%	33,479	5.7%
AAIANHNPI	4150	2.0%	14457	6.8%	3198	1.9%	21,805	3.7%
AAIANHNPI	12556	6.0%	13051	6.1%	6620	3.9%	32,227	5.5%
Total	207,582	100%	212,892	100%	169,370	100%	589,844	100%

CONNECTICUT OCCUPATIONAL STATISTICS
for Equal Employment Opportunity and Affirmative Action Planning
2000 Census of Population and Housing - Special EEO Tabulation

Statewide

Occupation	Total All Races *	Total Civilian Labor Force				White Non-Hispanic				Black Non-Hispanic	
		Male	%	Female	%	Male	%	Female	%	Male	%
Total Civilian Labor Force	1,757,139	918,028	52.2	838,344	47.7	744,504	42.4	664,879	37.8	62,231	3.5
MGMT., BUSINESS, & FIN. OCCS. (110000)	269,675	159,068	59.0	110,547	41.0	144,195	53.5	96,010	35.6	5,010	1.9
Management Occupations (110001)	175,185	112,949	64.5	62,224	35.5	102,780	58.7	55,135	31.5	3,058	1.7
Top Executives (111000)	34,085	27,181	79.7	6,908	20.3	25,440	74.6	6,360	18.7	430	1.3
Chief Executives (111011)	21,345	17,743	83.1	3,604	16.9	16,790	78.7	3,435	16.1	205	1.0
General & Operations Mgrs. (111021)	12,395	9,224	74.4	3,169	25.6	8,450	68.2	2,840	22.9	225	1.8
Legislators (111031)	345	214	62.0	135	39.1	200	58.0	85	24.6	0	0.0
Advert., Marketing, Promo., Pub. Rel. (112000)	23,610	13,866	58.7	9,735	41.2	12,820	54.3	8,820	37.4	360	1.5
Advertising & Promotions Mgrs. (112011)	1,495	659	44.1	832	55.7	620	41.5	820	54.8	10	0.7
Marketing & Sales Mgrs. (112020)	21,120	12,774	60.5	8,345	39.5	11,790	55.8	7,495	35.5	335	1.6
Public Relations Mgrs. (112031)	995	433	43.5	558	56.1	410	41.2	505	50.8	15	1.5
Operations Specialties Mgrs. (113000)	42,525	25,851	60.8	16,668	39.2	23,445	55.1	14,575	34.3	744	1.7
Administrative Services Mgrs. (113011)	1,635	1,040	63.6	594	36.3	965	59.0	535	32.7	20	1.2
Computer & Info. Systems Mgrs. (113021)	6,010	4,245	70.6	1,763	29.3	3,855	64.1	1,620	27.0	120	2.0
Financial Managers (113031)	18,790	10,618	56.5	8,163	43.4	9,705	51.6	7,145	38.0	219	1.2
Human Resources Mgrs. (113040)	6,100	2,630	43.1	3,473	56.9	2,170	35.6	3,045	49.9	240	3.9
Industrial Production Mgrs. (113051)	4,675	3,684	78.8	990	21.2	3,415	73.0	815	17.4	65	1.4
Purchasing Managers (113061)	2,955	1,680	56.9	1,275	43.1	1,600	54.1	1,045	35.4	20	0.7
Transp., Storage, & Dist. Mgrs. (113071)	2,360	1,954	82.8	410	17.4	1,735	73.5	370	15.7	60	2.5
Other Management Occupations (119000)	74,965	46,051	61.4	28,913	38.6	41,075	54.8	25,380	33.9	1,524	2.0
Farm, Ranch, & Other Agric. Mgrs. (119011)	975	679	69.6	300	30.8	545	55.9	280	28.7	35	3.6
Farmers & Ranchers (119012)	1,265	995	78.7	275	21.7	985	77.9	265	20.9	0	0.0
Construction Managers (119021)	7,480	7,083	94.7	398	5.3	6,720	89.8	360	4.8	99	1.3
Education Administrators (119030)	9,935	4,158	41.9	5,779	58.2	3,695	37.2	5,060	50.9	265	2.7
Engineering Managers (119041)	2,360	2,214	93.8	145	6.1	2,000	84.7	145	6.1	40	1.7
Food Service Managers (119051)	7,820	4,873	62.3	2,944	37.6	3,835	49.0	2,530	32.4	160	2.0
Funeral Directors (119061)	580	509	87.8	70	12.1	455	78.4	70	12.1	35	6.0
Gaming Managers (119071)	385	228	59.2	154	40.0	220	57.1	135	35.1	0	0.0
Lodging Managers (119081)	865	454	52.5	410	47.4	340	39.3	325	37.6	45	5.2
Medical & Health Services Mgrs. (119111)	6,200	1,834	29.6	4,358	70.3	1,650	26.6	3,905	63.0	60	1.0
Natural Sciences Managers (119121)	360	250	69.4	110	30.6	200	55.6	100	27.8	0	0.0
Postmasters & Mail Superintendents (119131)	275	175	63.6	105	38.2	165	60.0	95	34.5	0	0.0
Prop., Real Est., & Comm. Assoc. Mgrs. (119141)	4,475	2,675	59.8	1,798	40.2	2,410	53.9	1,610	36.0	100	2.2
Social & Community Service Managers (119151)	3,550	1,109	31.2	2,438	68.7	880	24.8	2,015	56.8	190	5.4
Managers, All Other (119199)	28,440	18,815	66.2	9,629	33.9	16,975	59.7	8,485	29.8	495	1.7
Business & Financial Oper. Occs. (130001)	94,490	46,119	48.8	48,323	51.1	41,415	43.8	40,875	43.3	1,952	2.1
Business Operations Specialists (131000)	45,645	20,718	45.4	24,907	54.6	18,410	40.3	21,075	46.2	933	2.0
Agents & Bus. Mgrs. of Artists, Etc. (131011)	455	210	46.2	240	52.7	190	41.8	220	48.4	10	2.2
Purch. Agts & Buyers, Farm Prod. (131021)	80	40	50.0	40	50.0	40	50.0	30	37.5	0	0.0
Whsle & Ret. Buyers, Exc. Farm Prod. (131022)	2,805	1,223	43.6	1,588	56.6	1,115	39.8	1,390	49.6	40	1.4
Purch. Agts, Exc. Whsle, Ret., Etc. (131023)	4,015	1,887	47.0	2,123	52.9	1,725	43.0	1,960	48.8	80	2.0
Claims Adj., Appr., Examiners, & Invest. (131030)	6,275	2,134	34.0	4,134	65.9	1,865	29.7	3,405	54.3	175	2.8
Compliance Officers, Exc. Agri., Etc. (131041)	1,445	724	50.1	720	49.8	590	40.8	590	40.8	70	4.8
Cost Estimators (131051)	1,205	1,074	89.1	130	10.8	1,060	88.0	110	9.1	0	0.0
Human Res., Training, & Labor Rel. Spec. (131070)	12,900	4,408	34.2	8,500	65.9	3,825	29.7	6,970	54.0	270	2.1
Logisticians (131081)	450	267	59.3	172	38.2	255	56.7	150	33.3	4	0.9
Management Analysts (131111)	12,235	7,304	59.7	4,933	40.3	6,540	53.5	4,375	35.8	144	1.2
Meeting & Convention Planners (131121)	705	115	16.3	594	84.3	80	11.3	535	75.9	35	5.0
Other Business Operations Specialists (1311XX)	3,075	1,332	43.3	1,733	56.4	1,125	36.6	1,340	43.6	105	3.4
Financial Specialists (132000)	48,845	25,401	52.0	23,416	47.9	23,005	47.1	19,800	40.5	1,019	2.1
Accountants & Auditors (132011)	27,965	13,848	49.5	14,114	50.5	12,445	44.5	11,825	42.3	664	2.4
Appraisers & Assessors of Real Estate (132021)	1,410	839	59.5	570	40.4	785	55.7	560	39.7	40	2.8

CONNECTICUT OCCUPATIONAL STATISTICS
for Equal Employment Opportunity and Affirmative Action Planning
2000 Census of Population and Housing - Special EEO Tabulation

Statewide

Black Non-Hispanic		Hispanic in Any Race				All Other Non-Hispanic				Occupation
Female	%	Male	%	Female	%	Male	%	Female	%	
76,358	4.3	70,774	4.0	63,532	3.6	40,519	2.3	33,575	1.9	Total Civilian Labor Force
6,910	2.6	4,448	1.6	3,678	1.4	5,415	2.0	3,949	1.5	MGMT., BUSINESS, & FIN. OCCS. (110000)
3,173	1.8	3,276	1.9	1,870	1.1	3,835	2.2	2,046	1.2	Management Occupations (110001)
290	0.9	575	1.7	135	0.4	736	2.2	123	0.4	Top Executives (111000)
60	0.3	285	1.3	50	0.2	463	2.2	59	0.3	Chief Executives (111011)
200	1.6	290	2.3	65	0.5	259	2.1	64	0.5	General & Operations Mgrs. (111021)
30	8.7	0	0.0	20	5.8	14	4.1	0	0.0	Legislators (111031)
334	1.4	282	1.2	223	0.9	404	1.7	358	1.5	Advert., Marketing., Promo., Pub. Rel. (112000)
4	0.3	14	0.9	4	0.3	15	1.0	4	0.3	Advertising & Promotions Mgrs. (112011)
285	1.3	260	1.2	215	1.0	389	1.8	350	1.7	Marketing & Sales Mgrs. (112020)
45	4.5	8	0.8	4	0.4	0	0.0	4	0.4	Public Relations Mgrs. (112031)
910	2.1	875	2.1	528	1.2	787	1.9	655	1.5	Operations Specialties Mgrs. (113000)
0	0.0	35	2.1	34	2.1	20	1.2	25	1.5	Administrative Services Mgrs. (113011)
70	1.2	85	1.4	19	0.3	185	3.1	54	0.9	Computer & Info. Systems Mgrs. (113021)
480	2.6	315	1.7	230	1.2	379	2.0	308	1.6	Financial Managers (113031)
215	3.5	140	2.3	120	2.0	80	1.3	93	1.5	Human Resources Mgrs. (113040)
45	1.0	140	3.0	45	1.0	64	1.4	85	1.8	Industrial Production Mgrs. (113051)
75	2.5	45	1.5	65	2.2	15	0.5	90	3.0	Purchasing Managers (113061)
25	1.1	115	4.9	15	0.6	44	1.9	0	0.0	Transp., Storage, & Dist. Mgrs. (113071)
1,639	2.2	1,544	2.1	984	1.3	1,908	2.5	910	1.2	Other Management Occupations (119000)
0	0.0	65	6.7	20	2.1	34	3.5	0	0.0	Farm, Ranch, & Other Agric. Mgrs. (119011)
0	0.0	10	0.8	10	0.8	0	0.0	0	0.0	Farmers & Ranchers (119012)
20	0.3	185	2.5	4	0.1	79	1.1	14	0.2	Construction Managers (119021)
395	4.0	120	1.2	195	2.0	78	0.8	129	1.3	Education Administrators (119030)
0	0.0	85	3.6	0	0.0	89	3.8	0	0.0	Engineering Managers (119041)
115	1.5	365	4.7	135	1.7	513	6.6	164	2.1	Food Service Managers (119051)
0	0.0	15	2.6	0	0.0	4	0.7	0	0.0	Funeral Directors (119061)
0	0.0	0	0.0	15	3.9	8	2.1	4	1.0	Gaming Managers (119071)
20	2.3	4	0.5	0	0.0	65	7.5	65	7.5	Lodging Managers (119081)
244	3.9	50	0.8	95	1.5	74	1.2	114	1.8	Medical & Health Services Mgrs. (119111)
0	0.0	0	0.0	0	0.0	50	13.9	10	2.8	Natural Sciences Managers (119121)
0	0.0	10	3.6	10	3.6	0	0.0	0	0.0	Postmasters & Mail Superintendents (119131)
90	2.0	130	2.9	60	1.3	35	0.8	38	0.8	Prop., Real Est., & Comm. Assoc. Mgrs. (119141)
260	7.3	35	1.0	110	3.1	4	0.1	53	1.5	Social & Community Service Managers (119151)
495	1.7	470	1.7	330	1.2	875	3.1	319	1.1	Managers, All Other (119199)
3,737	4.0	1,172	1.2	1,808	1.9	1,580	1.7	1,903	2.0	Business & Financial Oper. Occs. (130001)
2,098	4.6	555	1.2	962	2.1	820	1.8	772	1.7	Business Operations Specialists (131000)
10	2.2	0	0.0	0	0.0	10	2.2	10	2.2	Agents & Bus. Mgrs. of Artists, Etc. (131011)
10	12.5	0	0.0	0	0.0	0	0.0	0	0.0	Purch. Agts & Buyers, Farm Prod. (131021)
94	3.4	29	1.0	80	2.9	39	1.4	24	0.9	Whsle & Ret. Buyers, Exc. Farm Prod. (131022)
95	2.4	34	0.8	34	0.8	48	1.2	34	0.8	Purch. Agts, Exc. Whsle, Ret., Etc. (131023)
470	7.5	40	0.6	145	2.3	54	0.9	114	1.8	Claims Adj., Appr., Examiners, & Invest. (131030)
35	2.4	45	3.1	25	1.7	19	1.3	70	4.8	Compliance Officers, Exc. Agri., Etc. (131041)
0	0.0	10	0.8	0	0.0	4	0.3	20	1.7	Cost Estimators (131051)
860	6.7	160	1.2	400	3.1	153	1.2	270	2.1	Human Res., Training, & Labor Rel. Spec. (131070)
4	0.9	8	1.8	8	1.8	0	0.0	10	2.2	Logisticians (131081)
325	2.7	190	1.6	120	1.0	430	3.5	113	0.9	Management Analysts (131111)
10	1.4	0	0.0	30	4.3	0	0.0	19	2.7	Meeting & Convention Planners (131121)
185	6.0	39	1.3	120	3.9	63	2.0	88	2.9	Other Business Operations Specialists (1311XX)
1,639	3.4	617	1.3	846	1.7	760	1.6	1,131	2.3	Financial Specialists (132000)
985	3.5	335	1.2	485	1.7	404	1.4	819	2.9	Accountants & Auditors (132011)
10	0.7	4	0.3	0	0.0	10	0.7	0	0.0	Appraisers & Assessors of Real Estate (132021)

DIGEST OF EDUCATION STATISTICS
 TABLE 314.40 - FALL 2018 EMPLOYEES IN DEGREE GRANTING POSTSECONDARY INSTITUTIONS
 (Fall 2018 - Table Prepared November 2019)

STAFF	TOTAL	TOTAL	TOTAL	WHITE	WHITE	BLACK	BLACK	HISPANIC	HISPANIC	AAIANHNPI	AAIANHNPI
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Management	250647	107367 42.8%	143280 57.2%	86,797 34.6%	108,045 43.1%	9,186 3.7%	17,524 7.0%	6,000 2.4%	10,379 4.1%	5,384 2.1%	7332 2.9%
Professional/ Faculty	1388677	689595 49.7%	699082 50.3%	539,503 38.9%	533,950 38.5%	41,524 3.0%	63,856 4.6%	39,229 2.8%	41,444 3.0%	69339 5.0%	59832 4.3%
Business & Financial	207582	55856 26.9%	151726 73.1%	41,048 19.8%	105,355 50.8%	5,425 2.6%	18,803 9.1%	5,233 2.5%	15,012 7.2%	4150 2.0%	12556 6.0%
Computers, Engineering & Science	212892	128520 60.4%	84372 39.6%	95,875 45.0%	57,359 26.9%	8,169 3.8%	7,026 3.3%	10,019 4.7%	6936 3.3%	14457 6.8%	13051 6.1%
Community, Social Service, Legal, Arts, Design, Entertainment, Sports & Media	173736	77797 44.8%	95939 55.2%	59,792 34.4%	70,640 40.7%	9,672 5.6%	11,624 6.7%	5,634 3.2%	8,996 5.2%	2699 1.6%	4679 2.7%
Healthcare Practitioners & Technicians	99414	28222 28.4%	71192 71.6%	18,855 19.0%	49,580 49.9%	2,530 2.5%	8,752 8.8%	2,463 2.5%	5,624 5.7%	4374 4.4%	7236 7.3%
Librarians, Curators, & Archivists	39441	11693 29.6%	27748 70.4%	9,412 23.9%	22,160 56.2%	765 1.9%	2,308 5.9%	857 2.2%	1,502 3.8%	659 1.7%	1778 4.5%
Student & Academic Affairs & Other Education	169370	53781 31.8%	115589 68.2%	37,601 22.2%	81,032 47.8%	6,997 4.1%	16,406 9.7%	5,985 3.5%	11,531 6.8%	3198 1.9%	6620 3.9%
Graduate Assistants	236226	111463 47.2%	124763 52.8%	81,144 34.4%	88,485 37.5%	6,071 2.6%	10,033 4.2%	10,167 4.3%	12,349 5.2%	14081 6.0%	13896 5.9%

SOURCE: U.S. Department of Education, National Center for Education Statistics,
 Integrated Postsecondary Education Data System (IPEDS)

Spring 2018, Human Resources component, Fall Staff section. (This table was prepared November 2018.)

Section 46a-68-85
Utilization Analysis

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD/CAREER MOBILITY

Form 85A

AGENCY: Charter Oak State College REPORTING DATE: November 30, 2020

OCCUPATIONAL CATEGORY: Professionals LABOR MARKET AREA: Statewide

POSITION CLASSIFICATION (25+): _____

	GRAND TOTAL	TOTAL MALE	TOTAL FEMALE	WHITE		BLACK		HISPANIC		AAIANHNPI/Other		
				MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	
WORKFORCE %	100.0%	31.3%	68.8%	26.6%	51.6%	3.1%	4.7%	0.0%	6.3%	1.6%	6.3%	A
FINAL AVAILABILITY BASE %	100.1%	35.1%	65.0%	26.4%	47.6%	3.0%	7.2%	2.9%	5.9%	2.8%	4.4%	B
WORKFORCE NUMBERS	64	20	44	17	33	2	3	0	4	1	4	C
WORKFORCE PARITY NUMBERS		22.5	41.7	16.9	30.5	1.9	4.6	1.9	3.8	1.8	2.8	D
NET UTILIZATION (+,-)		-2.5	2.3	0.1	2.5	0.1	-1.6	-1.9	0.2	-0.8	1.2	E
PREVIOUS UTILIZATION***		-2.8	2.8	-3.9	5.8	2.3	-2.2	-0.6	0.8	-0.7	-1.5	F

***Enter Line E from previous filing

HIRING GOALS	PREVIOUS PLAN GOALS	9	6	3	4	0	0	2	1	0	1	1	G	
	CURRENT PLAN HIRES	20	10	10	10	7	0	1	0	0	0	0	2	H
	CURRENT PLAN GOALS	5	3	2	0	0	0	2	2	0	1	0	I	

PROMOTIONAL GOALS	PREVIOUS PLAN GOALS												J
	CURRENT PLAN PROMOTIONS												K
	CURRENT PLAN GOALS												L

UPWARD/CAREER MOBILITY GOALS	PREVIOUS PLAN GOALS												M
	CURRENT PLAN PROMOTIONS												N
	CURRENT PLAN GOALS												O

Note: The 1TF hire is counted in the transaction total for AAIANHNPI Female.

Section 46a-68-85
Employment Process Analyses

EMPLOYMENT PROCESS ANALYSIS

Form 86A

AGENCY: Charter Oak State College
 OCCUPATIONAL CATEGORY: Professionals
 POSITION CLASSIFICATION (25+): _____

REPORTING DATE: November 30, 2020
 LABOR MARKET AREA: Statewide

EMPLOYMENT PROCESS ANALYSIS	GRAND TOTAL	TOTAL MALE	TOTAL FEMALE	WHITE		BLACK		HISPANIC		AAIANHNPI		2 OR MORE RACES		
				MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	
WORKFORCE NUMBER CURRENT FILING	64	20	44	17	33	2	3	0	4	1	2	0	2	A
WORKFORCE NUMBER PRIOR FILING	60	18	42	12	34	4	2	1	4	1	1	0	1	B
NET CHANGE (+OR -)	4	2	2	5	-1	-2	1	-1	0	0	1	0	1	C
HIRES	18	9	9	9	6	0	1	0	0	0	1	0	1	D
PART-TIME TO FULL TIME	2	1	1	1	1	0	0	0	0	0	0	0	0	E
DURATIONAL TO PERMANENT	0	0	0	0	0	0	0	0	0	0	0	0	0	F
RECLASS/PROMOTIONS WITHIN CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0	G
PROMOTIONS INTO THE CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0	H
DEMOTIONS INTO THE CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0	I
TRANSFERS FROM ANOTHER LABOR MARKET AREA	0	0	0	0	0	0	0	0	0	0	0	0	0	J
DATA CORRECTION	0	0	0	0	0	0	0	0	0	0	0	0	0	K
														L
TOTAL INCREASES	20	10	10	10	7	0	1	0	0	0	1	0	1	M
TERMINATIONS	1	1	0	1	0	0	0	0	0	0	0	0	0	N
TRANSFERS TO ANOTHER LABOR MARKET AREA	0	0	0	0	0	0	0	0	0	0	0	0	0	O
LAYOFFS	4	1	3	0	3	1	0	0	0	0	0	0	0	P
FULLTIME TO PART-TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	Q
PROMOTIONS OUT OF TITLE OR OCCUP. CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0	R
DEMOTIONS OUT OF TITLE OR OCCUP. CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0	S
RESIGNATIONS	7	5	2	4	2	0	0	1	0	0	0	0	0	T
DEATHS	0	0	0	0	0	0	0	0	0	0	0	0	0	U
RETIREMENTS	4	1	3	0	3	1	0	0	0	0	0	0	0	V
DATA CORRECTION	0	0	0	0	0	0	0	0	0	0	0	0	0	W
														X
TOTAL DECREASES	16	8	8	5	8	2	0	1	0	0	0	0	0	Y
PROMOTIONS WITHIN CATEGORY (NO CHANGE+/-)	5	1	4	1	3	0	0	0	1	0	0	0	0	Z

APPLICANT FLOW ANALYSIS

Form 86B3

PROMOTIONS

AGENCY: Charter Oak State College

REPORTING DATE: November 30, 2020

OCCUPATIONAL CATEGORY: Professionals

LABOR MARKET AREA: Statewide

POSITION CLASSIFICATION (25+): _____

APPLICANT FLOW ANALYSIS	GRAND	TOTAL	TOTAL	WHITE		BLACK		HISPANIC		AAIANHNPI		2 OR MORE RACES			
	TOTAL	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE		
Intra-Agency	0	0	0	0	0	0	0	0	0	0	0	0	0	0	A
TOTAL APPLICANTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	B
TOTAL REJECTED APPLICANTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	C
TOTAL QUALIFIED APPLICANTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
TOTAL INTERVIEWED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	E
Not Offered Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Offered Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	G
Refused Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
TOTAL ACCESSIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I
NO CHANGE(+/-) WITHIN CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	J

No Applicant Promotions or Exams

Section 46a-68-87
Identification of Problem Areas

IDENTIFICATION OF PROBLEM AREAS

In compliance with Affirmative Action Regulations, the College's personnel policies and practices were examined to identify those non-quantifiable aspects of the employment process which may impede or prevent the full and fair participation of protected race/sex group members in the employment process. The following is a summary of the findings.

1. Employment Applications

Applicants for all positions submitted resumes with detailed cover letters. There has been no evidence of discriminatory practices in employment applications.

2. Job Qualifications

An analysis of this area, with regard to unclassified positions, is conducted at the beginning of a search by the department requesting the hire and the Affirmative Action Officer. The examination ensures that all knowledge and skills required and listed on the position description are necessary to be effective, and that the College does not require higher-level skills than the job demands.

3. Recruitment Practices

The College has established recruitment procedures (see Section 46a-68-80) for search committees and persons who would address hiring and promotion goals. The College continued to find alternative ways to ensure that position vacancy announcements reached a targeted underrepresented and protected class audience. Furthermore, the College always includes AA/EEO in the footer of all external correspondence. In future reporting periods, the recruitment process will be moving to the CSU Shared Services.

During this period, there were no searches in the Administrator Category. Within the Professional Category, there were 18 hires and 2 employees who went from PT to FT. The searches produced 50% White candidates, 16% Black candidates, 11% Hispanic candidates and 18% Unknown candidates. We offered interviews to 13 Black candidates and 14 Hispanic candidates with 4 of the Black candidates and 4 of the Hispanic candidates withdrawing prior to interviewing. We made employment offers to 2 Black females, where 1 declined and 2 Hispanic females, where both declined.

The College has reached out to CADEP (Connecticut Association of Diversity and Equity Professionals) along with the Council on Equity and Opportunities to find out how others are pursuing recruitment sources to increase the numbers for Hispanic females. Likewise, we are working with the human resource departments at the Connecticut State Colleges and Universities to review their methods of reaching this population.

Furthermore, when we send out the email acknowledging receipt of the applications, we also send out an email to those that left their identity blank to cut down on the "Unknown" population of our applicants. The applicant clicks on the form and it takes them directly to the points of entry. This reporting period, the College saw an increase of Unknowns from 10 percent last

reporting period to 17 percent this reporting period. The why will be reviewed and addressed in the new Recruitment system.

4. Personnel Policies

The College's policies conform to the state's policies and the professional union contracts. There appears to be nothing in the way that we apply personnel policies that discriminates.

5. Orientation

There is a standard orientation for all new employees, starting with explanations of institutional requirements, job responsibilities, academic procedures and policies provided by the supervisor in charge of the new employee. The Manager of Personnel and Finance presents benefits and personnel policies. Additionally, all agency policies and procedures are available on the College's intranet. With the move to the CSCU Shared Services, benefits and personnel policy orientation will be completed by the HR Benefits Specialist.

6. Training

On-the-job training is provided for all personnel by the individual's supervisor. Due to the small size of the College, current personnel are crossed-trained in many areas. They receive further training on an as-needed basis. A union professional development fund is available to provide opportunities for unclassified staff to participate in courses, conferences and seminars. Additional institutional resources are also available for professional development through the budgeting process. All staff are encouraged to participate in the offering of in-state services courses through the Personnel Development Center of DAS by the Community Colleges. Staff is required to attend mandatory state training in Diversity, Workplace Violence Prevention, Sexual Harassment Prevention, Mandatory Reporter, and Title IX, VAWA & Clery Act.

The College provides at least one professional development opportunity annually for staff. This plan year, a three-part series was put on by the Employee Assistance Program (Stress Management, Conflict Resolution and Financial Resources). Furthermore, due to COVID19, a series of webinars entitled, "Always Learning" was provided: Stay Home, Stay Positive (Positive Psychology; Hope & Optimism; Emerging Trends in Health Care; Leadership, Innovation & Resilience in Nursing; Determinants of Health).

The College also offers free tuition and fees if an employee decides to become a matriculated student of the College, enrolling in certificate, undergraduate, graduate level degree programs. Additionally, if an employee wants to try an online course, they can do so at no cost.

7. Counseling

The Manager for Personnel and Finance, as well as the Charter Oak State College counselors provide career counseling. The Manager for Personnel and Finance is available to provide personal counseling as related to the work environment. Additionally, the College, in conjunction with the UCONN Health Center in Farmington, offers an Employee Assistance Program. This program is a

free, short-term counseling, assessment and referral service available to employees and their eligible family members. If an employee or an eligible family member is experiencing marital or family problems, substance abuse, financial, legal or other personal problems, this voluntary program provides the opportunity to get help in resolving those problems as quickly as possible.

8. Discrimination Complaint Process

See Section 46a-68-89 for details regarding the discrimination complaint procedure which aligns with our grievance procedure. We have found no indication of discrimination related to the College's procedure. There were no complaints in this reporting period. Furthermore, there was a pending student complaint that was resolved. See section 46a-68-89 Discrimination Complaint Log.

9. Evaluation

Annual performance evaluations are completed for almost all personnel: temporary employees and student workers are excluded from this process. A College personnel committee developed an evaluation for use by the employees covered by the ASFCME Charter Oak State College Professional Bargaining Union. Administrators and Management/Confidential staff use a narrative format that includes a self-evaluation followed by the supervisor's official evaluation. There is no evidence of discrimination in this area.

10. Layoffs

During this reporting period, there were no employees laid off at Charter Oak.

11. Terminations

There were no terminations which occurred in the Administrator category. There were 16 terminations in the Professional category: 1 White male terminated while in his working test period; 3 White females and 1 Black male terminated due to the closing of the CT Distance Learning Consortium; 7 employees submitted their resignations (4 White males, 2 White females and 1 Hispanic male) each on a voluntary basis to pursue new opportunities within the State; and 1 Black male and 3 White females voluntarily retired.

There are no factors in the job requirements or environment, which would preclude persons with disabilities from applying or being hired. No employee has come forward to identify having a disability. The age analysis in Section 46a-68-83 shows a good age distribution of the workforce.

No current policies or procedures at Charter Oak State College were identified that would impede or prevent full and fair participation of protected race/sex group members, older persons or persons with disabilities.

Section 46a-68-88
Program Goals and Timetables

PROGRAM GOALS

Upon review of Charter Oak's personnel policies and practices, it is acknowledged that our recruitment efforts to attract more Black and Hispanic applicants continues to be a concern that needs to be addressed in the upcoming Affirmative Action Plan. However, we are making strides with receiving applications for Hispanic females (8% of the total applicant pool) while Black females (12% of the total applicant pool). Furthermore, 9% of the qualified applicant pool were Hispanic females while 14% were Black females. Continually, Black females made up 9% of the offered pool while Hispanic females made up 12% of the offered pool. Still, White females make up the majority of the applicant pool (36%), qualified pool (33%) and offered pool (32%).

We continue to work to reduce the number of Unknown applicants by reaching out to any applicant that does not report their EEO status with a system generated Self-Identification Collection Form as seen below.

Thank you for your application. We noticed that you did not fill out the Equal Employment Opportunities information. While this data is voluntary, it is extremely important for completing our EEO reporting on an annual basis.

Therefore, please take the time to open the link and enter the information.

We appreciate your time. [[Profile.EEO Self Identification Collection Form]]

We need to continue to find alternative ways to reach and attract any under-represented group found to be under-utilized in the workforce.

1. Continue to work with each College department head to ensure that open job announcements are posted to the listserv of the Associations their department has membership.
2. Continue to work with the CT Association of Diversity and Equity Professionals, Council on Equity and Opportunities and Title IX Coordinator Coalition to increase the outreach to under-utilized groups.
3. Continue to work with the State Colleges and Universities for a selection of offerings to our employees on diversity and inclusion workshops.

Section 46a-68-89
Discrimination Complaint Procedure

CONNECTICUT STATE COLLEGES AND UNIVERSITIES (CSCU)

Discrimination Complaint Policy & Procedure

The Connecticut State Colleges and Universities (CSCU) has adopted a policy of "zero-tolerance" with respect to unlawful employee harassment. In this connection, the CSCU's expressly prohibits any form of unlawful employee harassment based on race, color, age, sex, including pregnancy, sexual harassment and sexual assault, religious creed, marital status, national origin, ancestry, physical or mental disabilities (including learning disabilities, intellectual disabilities, past or present history of mental disability), status as a Vietnam-era or special disabled veteran, gender identity or expression, sexual orientation, transgender status, workplace hazards to reproductive systems or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. The Connecticut State Colleges and Universities (CSCU) will not request or require genetic information from job applicants or employees, or otherwise discriminate against any person in employment conditions on the basis of genetic information. Additionally, the Connecticut State Colleges and Universities (CSCU) will not unlawfully discriminate against persons with a prior criminal conviction.

Improper interference with the ability of Connecticut State Colleges and Universities (CSCU) employees to perform their expected job duties will not be tolerated.

The following procedure provides periodic training in confidential counseling and grievance investigation for agency counselors. Confidential counseling is completely independent of any other grievance procedure presently in place. It is for the purpose of resolving employee allegations of discrimination at the Connecticut State Colleges and Universities (CSCU) in an expeditious and informal manner.

This procedure, or submission of a complaint to this procedure, in no way precludes the submission of a complaint of a discriminatory nature to the Commission on Human Rights and Opportunities (CHRO), United State Equal Employment Opportunity Commission (EEOC), United States Department of Education Office of Civil Rights (OCR), United States Department of Labor (DOL), Wage and Hour Division, and any other agencies, state, federal or local, that enforces laws concerning discrimination in employment or public service and accommodation. Nor, does the establishment of this procedure foreclose any other legal options available to the employee.

Violation of this policy may be grounds for disciplinary action, up to and including dismissal from State Service.

Connecticut State Colleges and Universities (CSCU) Discrimination Complaint Procedure

Definition/Legal Basis

Race, Color, Religion, Sex or National Origin

Title VII of the Civil Rights Act of 1964 (as amended) and Executive Order 11246 (as amended) prohibit discrimination in employment against any person (e.g. applicants and employees) on the basis of race, color, religion (religious creed), sex or national origin.

Age

The Age Discrimination in Employment Act of 1967 (ADEA), (as amended) prohibits discrimination in employment on the basis of age against any person (e.g. applicants and employees) age forty (40) or older. Connecticut Sec. 46a-60 prohibits discrimination based on age and protects any worker eighteen (18) years of age or older.

Disability

The Rehabilitation Act of 1973 defines "disabled individual" as any person who has a physical or mental impairment that substantially limits one or more of such person's major life activities, has a record of impairment, or is regarded as having such an impairment. Section 7(b) of the Rehabilitation Act addresses drug and alcohol abuse, noting that the definition of "disabled individual" does not include any individual who: is "an alcoholic or a drug abuser whose current use of alcohol or drugs prevents such an individual from performing the duties of the job in question or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to the property or the safety of others.

Persons with disability are defined in the Connecticut General Statutes Sec. 46a-8 as "any person who has a physical, mental, emotional, or other disability or dysfunction which constitutes a significant obstacle to such person's ability to function normally in society and includes those persons defined as developmentally disabled under Public law 94-103 and any amendments thereto." Physically disabled is defined under Connecticut General Statutes Sec. 46a-51(15) as "any individual who has any chronic physical handicap, infirmity or impairment, whether congenital or resulting from bodily injury, organic processes or changes from illness, including, but not limited to, epilepsy, deafness or hearing impairment or reliance on a wheelchair or other remedial appliance or device." Learning disability is defined in the Connecticut General Statutes Sec. 46a-51(19) as "an individual who exhibits a severe discrepancy between educational performance and measured intellectual ability and who exhibits a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, which may manifest itself in a diminished ability to listen, speak, read, write, spell or to do mathematical calculations."

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against qualified individuals with disabilities.

The ADA covers not only individuals who have disabilities, who have records of disabilities, or who are perceived as having disabilities, but also individuals related to, or associated with, persons who fit into one of these categories.

Status as a Vietnam-era or Special Disabled Veteran

The Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA) defines Vietnam-era veteran as an eligible veteran any part of whose active military, naval, or air service was during the Vietnam era (between August 5, 1964, and May 7, 1975).

To be an eligible veteran, a person must have served on active duty for a period of more than one hundred eighty (180) days and have been discharged or released therefrom with other than a dishonorable discharge or have been discharged or released from active duty because of a service connected disability.

VEVRAA defines a special disabled veteran as:

- c. A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veteran's Administration for a disability rated at thirty (30) percent or more, or rated at ten (10) or twenty (20) percent in the case of a veteran who has been determined to have a serious employment handicap; or
- d. A person who was discharged or released from active duty because of a service-connected disability.

Resolution - Time Constraints

The Manager of Diversity and Inclusion will resolve any alleged discrimination or unfair employment practice within ninety (90) calendar days after the receipt of a written complaint. This timeframe includes filing, processing and resolution of such matters.

Records Retention

All records relevant to employee grievances including counseling sessions and informal allegations which result in complaints to enforcement agencies, are maintained, regularly, reviewed and reported on by the Manager of Diversity and Inclusion in the Affirmative Action Plan.

Training/Notification

The Connecticut State Colleges and Universities (CSCU) will obtain and provide periodic training in counseling and grievance investigations for agency managers, supervisors and employees.

Employees are notified about the Connecticut State Colleges and Universities (CSCU) Discrimination Complaint Procedure when the Affirmative Action Plan has been reviewed by the Commission on Human Rights and Opportunities (CHRO). The employees are also invited to review the Affirmative Action Plan.

Procedure for Handling and Investigating Discrimination Complaints

If you feel you have been a victim of discrimination please follow the following procedures:

1. Complainant requests a confidential meeting with the Manager of Diversity and Inclusion. The Manager of Diversity and Inclusion will advise the complainant of his or her rights in accordance with relevant laws and propose possible remedies.

2. If the complainant is unsatisfied with any of the possible remedies or if a remedy is not readily available the Complainant then has the right to file a written complaint with the assistance of the Manager of Diversity and Inclusion.
3. The written complaint must be filed on the complaint form and should include the following [please note: all grievances should be submitted within thirty (30) days of the alleged discriminatory treatment] :
 - a. Complainant's name
 - b. Work telephone number
 - c. Job title
 - d. Supervisor's name
 - e. Supervisor's Title
 - f. Complainant's home address
 - g. Complainant's home telephone number
 - h. Name of individual against whom the complaint is filed
 - i. The nature of the complaint
 - j. A description of the alleged act (s) of discrimination
 - k. The date (s) the act (s) took place
 - l. The date the complaint was filed
 - m. The complainant's signature
4. The Manager of Diversity and Inclusion will notify the accused party of the particulars of the complaint within seven (7) calendar days after receipt of the written complaint.
5. Upon the filing of a complaint, the Manager of Diversity and Inclusion will conduct a fact finding investigation of the complaint. Within thirty (30) calendar days from the filing of the complaint, the Manager of Diversity and Inclusion will provide a written report to the Complainant, the Accused, the President and/or a Designee as appropriate. If there is evidence that indicates the Complainant was discriminated against, the parties shall endeavor to resolve the matter within thirty (30) calendar days and/or an administrative action (e.g. discipline up to and including dismissal from State service) will be applied to the "harasser". If the endeavors at mediation are successful, a written agreement will be prepared for signature (by the Complainant, the Accused and the Manager of Diversity and Inclusion).
6. If there is no evidence of discrimination, the Manager of Diversity and Inclusion will advise the parties involved and dismiss the complaint.
7. If the complainant does not agree with the findings made in the investigation, he/she may appeal for review and reconsideration by the President. Any such appeal must be in writing and be filed within ten (10) calendar days from the date of the written report of the findings and must include specific information or evidence in support of the appeal. The President will advise the Complainant in writing within fourteen (14) calendar days of receipt of the appeal as to their choice of action on the matter.

Retaliation for Discrimination Complaints

Retaliation for having filed or participated in a complaint or investigation of discrimination is presumptive employment discrimination in violation of the law and as such will not be tolerated.

Definition of Retaliation

Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with an employee because that employee has complained about or resisted harassment, discrimination or retaliation.

Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above.

The above is not to be construed as an all-inclusive list of prohibited acts under this policy. If you feel you have been the subject of retaliation for having filed or taken part in a discriminatory complaint/investigation please contact the Manager of Diversity and Inclusion immediately.

Sexual Harassment Policy & Procedure

It is the policy of the Board of Regents of Higher Education to prohibit harassment of one employee by another or supervisor on the basis of sex. The purpose of this policy is not to regulate our employees' personal morality; rather it is to assure that no employee harasses another on the basis of sex. In this regard, sexually offensive activity will not be tolerated.

Violations of the policy may be grounds for disciplinary action, up to and including dismissal from State Service.

Definition

Sexual harassment is a form of sex discrimination that is prohibited under both Connecticut law and Title VII of the Federal Civil Rights Act of 1964. See C.G.S. 46a-60(a) (8) and 29 C.F.R. 1604.11.

"Sexual harassment" is defined under Connecticut law as: "any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (A) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (B) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (C) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

The Connecticut Courts have distinguished two general categories of sexually harassing behavior: Quid Pro Quo and Hostile Work Environment. The following are descriptions of conduct which constitute each category and are prohibited by this policy.

Quid Pro Quo (literally "this for that")

Quid Pro Quo sexual harassment occurs when an economic or job benefit is conditioned upon the granting of sexual favors. It may also occur when an employee is punished for failing to grant sexual favors in the workplace.

In a Quid Pro Quo case, the sexual overture or conduct is generally clear: for example, the supervisor demands that an employee go out with him or her in exchange for a promotion.

Title VII is violated if the employee's response to such an overture is used as the basis for an employment decision affecting the employee.

Quid Pro Quo harassment may be based on a single incident.

Hostile Work Environment

Sexual harassment may also occur when there is unwanted sexual conduct that creates an intimidating, hostile or offensive work environment, or that has the effect of unreasonably interfering with an individual's work performance. It is not necessarily to show a direct and tangible job or economic loss. This type of claim can be brought against anyone in the workplace, whether it is a supervisor or a coworker.

Conduct that will be considered a violation of this policy includes, but is not limited to the following:

- a. Verbal - includes sexual innuendoes, suggestive comments, insults, jokes of a sexual nature, sexual propositions and threats.
- b. Non-verbal - includes sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling and obscene gestures.
- c. Physical - unwanted physical contact, including touching, patting, grabbing, pinching, brushing the body, massaging, coerced sexual intercourse, rape, molestation, sexual assault and battery.
- d. Any other unwelcome conduct of a sexual nature.

Procedure for Handling and Investigating Sexual Harassment Complaints

If you feel you have been a victim of sexual harassment please follow the following procedures:

- 1) Keep a record of the incidents of sexual harassment. Write down the details of the incident: the date, time and location, the names of any witnesses and your response. Include also any notes, letters, pictures, etc. Keep the records in a safe place.
- 2) Seek assistance from the Manager of Diversity and Inclusion, any Human Resources staff member, supervisor or manager about the harassment or issues.
- 3) Supervisors and managers will contact the Manager of Diversity and Inclusion and refer the employee to the Manager of Diversity and Inclusion. The Manager of Diversity and Inclusion shall receive both written and verbal complaints and may assist the complainant in preparing a statement of allegations. Anonymous complaints and complaints from the public will also be investigated.

- 4) Within five (5) days of receiving a formal complaint of sexual harassment, the alleged harasser shall be contacted by the Manager of Diversity and Inclusion to set up a meeting and will be presented with a copy of the complaint. The individual has the right to union representation or other representation at this meeting (as long as bargaining unit members have signed a waiver of union representation) and shall be given an opportunity to respond to the charges alleged in the complaint.
- 5) All complaints will be investigated expeditiously by the Manager of Diversity and Inclusion.
- 6) Discipline will be applied if a violation of this policy is found to have occurred.

When a complaint is made the Manager of Diversity and Inclusion will have the duty of immediately bringing all sexual harassment and retaliation complaints to the confidential attention of the President.

Retaliation for Sexual Harassment Complaints

Retaliation for having filed or participated in a complaint or investigation of sexual harassment will not be tolerated at the Connecticut State Colleges and Universities (CSCU) and throughout all Connecticut State Colleges and Universities.

Definition of Retaliation

Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with an employee because that employee has complained about or resisted harassment, discrimination or retaliation.

Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above.

The above is not to be construed as an all-inclusive list of prohibited acts under this policy.

Please note: Harassment on the basis of race, color, religious creed, sex, national origin, ancestry, marital status, age, sexual orientation, transgender, genetic background information, prior conviction of a crime, physical disability, learning disability, intellectual disability, past or present history of a mental disability, status as a Vietnam-era or special disabled veteran or status in any group protected by state or federal law is prohibited.

Records of Complaints and Confidentiality

All records associated with complaints will be maintained in the Manager of Diversity and Inclusion's Office.

All complaints and resulting documents will be held in strict confidence to the extent possible. Anyone involved in the intake, investigation, discipline and outcome of a complaint will be disciplined as appropriate for failing to protect the confidentiality of all involved in the investigation and outcome of a complaint.

Sexual Orientation Policy & Procedure

All employees are prohibited from discriminating against another employee or agent of the Connecticut State Colleges and Universities (CSCU) on the basis of his/her sexual orientation, in accordance with Connecticut General Statutes, Section 46a-81c.

For purposes of this policy, "sexual orientation" means having a preference for heterosexuality, homosexuality, or bisexuality; having a history of such preference; or being identified with such preference. .

The following shall be considered a discriminatory practice in violation of this policy and Connecticut General Statutes, Section 46a-81c: If an employer, except in the case of a bona fide occupational qualification or need, refuses to hire, or employ, or to bar or to discharge from employment any individual; or to discriminate against him/her in compensation or in terms, conditions, or privileges of employment because of the individual's sexual orientation. If any person, employer, employment agency or labor organization, except in the case of bona fide occupational qualification or need, advertises employment opportunities in a manner that restricts such employment so as to discriminate against individuals because of their sexual orientation.

Nothing in this policy shall be deemed or construed to mean that the Connecticut State Colleges and Universities (CSCU) authorizes or permits the use of numerical goals or quota, or other types of affirmative action programs, with respect to transgender status, homosexuality or bisexuality in the administration of this policy.

Procedure

Any employee who feels that he or she is the victim of discrimination based on sexual orientation may file a written complaint with the Manager of Diversity and Inclusion.

DISCRIMINATION COMPLAINT AGENCIES

An individual has the right to file his or her complaint of discrimination with any or all of the relevant agencies listed below. The individual can also simultaneously avail himself or herself of the Connecticut State Colleges and Universities (CSCU) Discrimination Complaint Procedure

1. The Connecticut Commission on Human Rights & Opportunities

Southwest Region Office

350 Fairfield Avenue
6th Floor
Bridgeport, CT 06604
Tel: (203) 579-6246
TDD (203) 579 – 6246

West Central Region Office

Rowland State Government Center
55 West Main Street, Suite 210
Waterbury, CT 06702-2004
Tel: (203) 805-6530
TDD (203) 805-6579

Capitol Region Office

450 Columbus Blvd
Hartford, CT 06103
Tel: (860) 566-7710
TDD (860) 566 – 7710

Eastern Region Office

100 Broadway
Norwich, CT 06360
Tel: (860) 886-5703
TDD (860) 886 - 5707

Complaints should be filed with the Commission on Human Rights and Opportunities (CHRO) no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred.

2. The Equal Employment Opportunities Commission

John F. Kennedy Federal Office Building
Government Center, Room 475
Boston, MA 02203
Tel: (617) 565-3200

Complaints should be filed with the Equal Employment Opportunities Commission (EEOC) no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred, except, that in a case when the aggrieved person has initially filed a complaint with the Commission on Human Rights and Opportunities, such complaint should be filed no later than three hundred (300) days after the alleged act of employment discrimination occurred. Alternatively:

3. The Department of Education, Office of Civil Rights

U.S. Department of Education
Boston Office
8th Floor
5 Post Office Square
Boston, Massachusetts 02109-3921
Tel: (617) 289-0111

4. Connecticut Commission on Women, Children and Seniors

18-20 Trinity Street
Hartford, CT 06106
Tel: (860) 240-8300

5. Commission on Equity and Opportunity

18-20 Trinity Street
Room 202
Hartford, CT 06106
Tel. (860) 240-1424

6. State of Connecticut: Employee Grievance Procedure

(Contact Human Resources Office or union representatives for Grievance forms and/or procedures).

200 Folly Brook Boulevard
Wethersfield, CT 06109
Tel: (860) 566-3450

7. Wage and Hour and Public Contracts Division

United States Labor Department
135 High Street
Hartford, CT 06103
Tel: (860) 240-4277

8. Wage and Workplace Standards Division

Connecticut Department of Labor
200 Folly Brook Boulevard
Wethersfield, CT 06109
Tel: (860) 263-6790

DISCRIMINATION COMPLAINT PROCESS

All aggrieved persons shall be advised of their rights under state and federal civil rights laws. The following procedures have been established for handling discrimination complaints relating to equal opportunity and affirmative action. These procedures are designed to ensure fair consideration of any complaints related to discrimination in employment.

Step 1.

Any person who believes that s/he has been aggrieved by a staff member of Charter Oak State College should discuss the problem with the Affirmative Action Officer. Every attempt shall be made to resolve the problem through counseling and informal discussions. Complaints shall be received in confidence and upon request a complainant's identity may be withheld unless settlement of the complaint requires that s/he be identified.

Step 2.

If the aggrieved feels that the complaint has not been resolved through the informal procedure within fifteen (15) days of the alleged discriminatory act, s/he should file a written complaint with the Affirmative Action Officer and the President. The Affirmative Action Officer will initiate a formal investigation of the complaint and may require the grievant to submit relevant documentation of the incident for review. The accused party shall be notified of the particulars of the complaint immediately upon initiation of the investigation. Within ten (10) days of the initiation of the complaint, the Affirmative Action Officer shall notify the complainant in writing of the results of the investigation. If the Affirmative Action Officer finds no sufficient evidence of discrimination, s/he will inform the aggrieved party and the President in writing.

Step 3.

Should a complainant be dissatisfied with the recommendation of the Affirmative Action Officer, s/he may appeal within ten (10) days of the written decision to the President. The President will have access to the complaint file and may call the aggrieved party or the accused party for additional information. The recommendation of the President must be sent to all parties involved in writing within five (5) days of receiving the appeal.

In steps 2 or 3 above, should the Affirmative Action Officer or the President find reason to believe that discrimination has occurred as alleged, the Affirmative Action Officer shall attempt to resolve the matter at the appropriate decision making level. Should efforts at settlement fail, the Affirmative Action Officer shall proceed to the next decision making level and ultimately make recommendations to the President.

The Affirmative Action Officer shall create and maintain a file on each complaint received under steps 2 and 3 of these procedures. All information, including records, reports and correspondence pertaining to this complaint will be kept in said file.

An individual has the right to file his or her complaint of discrimination with any or all of the relevant agencies listed below. The individual can also simultaneously avail himself or herself of the Connecticut State Colleges and Universities (CSCU) Discrimination Complaint Procedure (included in this section).

Connecticut Commission on Human Rights and Opportunities (CHRO)

Capitol Regional Office

450 Columbus Blvd

Hartford, CT 06103, (860) 566-7710

Complaints should be filed with the CHRO no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred.

Equal Employment Opportunity Commission (EEOC)

John F Kennedy Federal Office Building

Government Center, Room 475

Boston, MA 02203, (800)669-4000

Complaints should be filed with the EEOC no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred, except, that in a case when the aggrieved person has initially filed a complaint with the Commission on Human Rights and Opportunities, such complaint should be filed no later than three hundred (300) days after the alleged act of employment discrimination occurred.

United States Department of Labor

Wage and Hour Division

1 Hartford Square West

Hartford, CT 06106, (860) 722-2660

The Department of Education, Office of Civil Rights

U.S. Department of Education

Boston Office

5 Post Office Square, 8th Floor

Boston, Massachusetts 02109-3921, (617) 289-0111

Connecticut Commission on Women, Children and Seniors

18-20 Trinity Street

Hartford, CT 06106, (860) 240-1475

Commission on Equity and Opportunity

18-20 Trinity Street, Room 202

Hartford, CT 06106, (860) 240-1424

State of Connecticut: Employee Grievance Procedure

(Contact Human Resources Office or union representatives for Grievance forms and/or procedures).

200 Folly Brook Boulevard

Wethersfield, CT 06109, (860) 566-3450

Wage and Hour and Public Contracts Division

United States Labor Department

135 High Street

Hartford, CT 06103, (860) 240-4277

Wage and Workplace Standards Division

Connecticut Department of Labor

200 Folly Brook Boulevard

Wethersfield, CT 06109, (860) 263-6790

Furthermore, an employee shall be advised that the use of the Charter Oak grievance procedure shall not affect the grievant's rights simultaneously to file a complaint with any of the above agencies. To be acted upon by the Commission on Human Rights and Opportunities, a complaint must be filed with that office within 180 days of the date of the alleged discriminatory act. The Charter Oak grievance procedure from Step 1 through final recommendations of the Affirmative Action Officer and the decision of the President shall not exceed 90 days.

All records of grievances and dispositions thereof shall be maintained and reviewed on a regular basis by the Affirmative Action Officer to detect any patterns in the nature of the grievances. Records so retained shall be confidential except where disclosure is required by law. The plan shall contain a summary of the matters alleged, the results thereof and the length of time required to resolve the grievance. Where informal allegations have resulted in complaints to enforcement agencies, the plan shall provide information on the number of such complaints, investigating agency, whether such matter is currently pending or the outcome thereof. All records relevant to employee grievances filed under this section shall be maintained by the agency for examination by the commission. The records shall be available for review by properly authorized administrators, regulatory agency representatives, and union representatives, the latter with the consent of the aggrieved person.

Every complainant shall be free from any and all restraint, interference, coercion, or reprisal on the part of associates, supervisors and other staff members in making any complaint or appeal, in appearing as witness or in seeking information related to his or her complaint. The above principles apply with equal force after a complaint has been adjudicated. Should these principles be violated, the facts shall be brought to the attention of the Affirmative Action Officer for review and appropriate action.

The Affirmative Action Officer has and will continue to attend any new state training offered to improve the skills in dealing with grievance proceedings and will communicate any information to the President.

Staff has been notified at meetings that a grievance procedure is available. There were no discrimination complaints filed pursuant to this section during this reporting period of the 2018-2020 Affirmative Action Plan for Charter Oak State College.

STATE OF CONNECTICUT
AGENCY: CHARTER OAK STATE COLLEGE

DISCRIMINATION COMPLAINT STATEMENT

I, _____, being duly sworn, hereby depose and state:

My address is: _____

Lines:

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I have read the above statement consisting of _____ pages, consisting of _____ lines and have initialed all changes. I have given this statement of my own free will and it is true to the best of my knowledge and belief.

Dated: _____

Signed: _____

DISCRIMINATION COMPLAINT LOG

AGENCY: Charter Oak State College

REPORTING DATE: November 30, 2020

NUMBER	COMPLAINANT RACE/SEX	DATE FILED	TYPE*	ACCUSED**	BASIS CLAIMED	FINDING	RESOLUTION	LENGTH OF TIME TO RESOLVE
1	WM (Student)	3/7/2017	Disability	Charter Oak State	Denied	No Reasonable Cause	No Reasonable Cause	3/13/2019
2								
3								
4								
5								
6								
7								
8								
9								
10								

*Internal (within Agency) or External (CHRO, EEOC, OCR, DOL,, etc.)

**Co-worker, Supervisor, Manager, etc.

Section 46a-68-90
Goals Analysis

Goals Analysis Plan Year 2019 and 2020

Administrative Category Goals Analysis

Hiring Goal: 1 - Black female

During the reporting period, there were no new hires or promotions into the category.

Professional Category Goals Analysis

Hiring Goals: 4 – White males, 2 - Black females, 1 - Hispanic male,
1 - AAIANHNPI male, 1 - AAIANHNPI female

During this reporting period, there was 18 new hires. There were two (2) changes from part-time to full-time employment status. There were no promotions into this category. The hiring committee used the Affirmative Action hiring goals for the plan period December 1, 2018 to November 30, 2020.

Controller

Position Summary: *The Controller, as department head will act as the lead agent for the matters identified above. Successful candidates will work in conjunction with other department heads, most notably the Bursar's office to promote sound fiscal management across the institution. The position is responsible for the management and supervision of the Associate Controller and staff; responsibilities which may evolve over time. The Controller represents a trusted resource to the Chief Financial Officer providing guidance so the institution's initiatives and goals are achieved.*

Qualifications: *Bachelor's degree in accounting or relevant business concentration; historical experience working in accounting, with functional knowledge of U.S. GAAP; direct experience producing cash and accrual based financial statements; demonstrated ability to design, implement and monitor internal controls; advanced knowledge of Microsoft Word, Excel, PowerPoint and Outlook; advanced skills maintaining online policies, directories and repositories of financial information; proven ability to lead, transform and coach finance personnel to success; outstanding customer service abilities including excellent written and oral communication skills.*

Preferred Qualifications: *Relevant experience utilizing higher education information systems (i.e. Jenzabar, Banner); master's degree in accounting or relevant business concentration; and functional knowledge of GASB accounting framework.*

Controller	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	47	22	25	13	18	3	3	2	1	2	2	0	0	2	1	0
Not Qualified	31	12	19	6	13	3	3	1	1	1	1	0	0	1	1	0
Qualified	16	10	6	7	5	0	0	1	0	1	1	0	0	1	0	0
Offered Interview	16	10	6	7	5	0	0	1	0	1	1	0	0	1	0	0
Withdrew	4	2	2	1	2	0	0	0	0	0	0	0	0	1	0	0
Interviewed	12	8	4	6	3	0	0	1	0	1	1	0	0	0	0	0
Offered	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Not Accepted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 47 applications for this position. The candidate pool was composed of the following: 13 - White males, 18 - White females, 3 - Black males, 3 - Black females, 2 - Hispanic males, 1 - Hispanic female, 2 – AAIANHNPI males, 2 - AAIANHNPI females, 2 - Unknown males and 1 - Unknown female.

Of the 47 applicants, 31 applicants did not meet the minimum qualifications; 6 - White males, 13 - White females, 3 - Black males, 3 - Black females, 1 - Hispanic male, 1 - Hispanic female, 1 – AAIANHNPI male, 1 - AAIANHNPI female, 1 - Unknown male and 1 - Unknown female.

Of the 31 applicants who did not meet the minimum qualifications:

- 2 – White female and 1- AAIANHNPI female did not meet degree requirements.
- 2 – White males, 9 – White females, 1 – Black male, 1 – Black female, 1 -Hispanic female, 1 – AAIANHNPI male and 1 – Unknown female met degree requirements but did not have Controller or supervisory experience.
- 3 – White males, 2 – White females, 1 - Black male, 2 - Black females, 1 – Hispanic male and 1 - Unknown male met degree requirements but did not have supervisory or address their experience with accrual vs cash based financial statements as well as designing, implementing and monitoring internal controls:
 - 1 – White male managed an accounting office but had no supervisory experience.
 - 1 – White male and 1 – Hispanic male worked with budgeting and financials as it relates to accounts receivable.
 - 1 – White female worked as Pension Investment Officer with no supervisory experience.
 - 1 – White female worked as President/CFO for a Technical College that went bankrupt.
 - 1 – White male and 1 - Black female assisted the controller with gathering information needed for financial statements.
 - 1 - Black male, 1 – Black female and 1 – Unknown male analyzed financial statements but had no supervisory experience.
- 1 – White male and 1 - Black male met degree, Controller and supervisory experience but were not selected for interview:
 - 1 – White male was in Controller role for 4 years, but experience dated back to 2016.
 - 1 - Black male was in Controller role with supervisory responsibilities for only 6 months with prior experience analyzing financial statements.

Of the remaining 16 applicants, 7 – White males, 5 - White females, 1 – Hispanic male, 1 – AAIANHNPI male, 1 - AAIANHNPI female and 1 - Unknown male met the degree, experience and supervisory requirements and all were asked to be interviewed.

- 1 - White male and 2 – White females withdrew from the search due to accepting another position.
- 1 – Unknown male did not respond to interview offer.
- 1 – White male – For-profit higher ed experience, limited report experience, no prior fund accounting (GASB), understood management of FCRP.
- 1 - White male - Academic/programmatic focused answers, prior higher ed experience, did not manage FCRP process, well spoken and articulate, too verbose in theory rather than practice, BI development and implementation experience.
- 1 – White female - Started as bookkeeper and worked up, no prior fund accounting (GASB), limited direct report numbers, did not demonstrate subject matter expertise.

- 1 - Hispanic male - Had wide array of finance knowledge, provided canned responses based on queues, no prior Fund accounting (GASB), misinterpreted question perspective, understood FCRP process.
- 1 - White male – Rehearsed responses not always on subject, no GASB/Fund accounting experience but strong knowledge of KPI's and small business.
- 1 – White female - Strong reporting writing skills, strong finance/accounting knowledge, experience with fund accounting, no GASB accounting experience and no experience compiling financial statements.
- 1 – AAIANHNPI male - Utilized rough language, borderline discriminatory, did thorough analysis of financial statements, no GASB/fund accounting experience, managed complex accounting in industry, discussed examples of mistakes made by others.
- 1 – White male - Was well spoken with higher education, no experience with GASB accounting, no previous management experience.
- 1 - White female – Struggled to provide clear/concise responses, career in non-profit, experience in accrual and cash basis accounting, could not articulate prior supervisory practices, limited direct report experience, no prior GASB/Fund accounting with experience limited to QuickBooks.
- 1 – AAIANHNPI female - Demonstrated commitment to achieving goals, managed difficult workforce, not professional, borderline offensive, let go from accounting firm indicating that yelled at often.
- 1 - White male - Passionate about non-profit accounting, experience with Fund accounting but not GASB accounting, understood FCRP process, experience limited to small budget entities, no higher education experience, weak technical accounting knowledge and could not demonstrate report writing knowledge.
- 1 - White male – **(selected candidate)** Understood management of FCRP, demonstrated ability to research issues and resolve personnel and customer disputes, strong metric report writing skills and compliance reporting of government grants, experience with coordinating annual operating budgets as well as developing and enforcing policies and procedures.

The candidate hired was a **White male**, which is a goal candidate.

Staff Associate – Registrar Office

Position Summary: *Manages a variety of office processes critical to the function of the office. These processes for internal and external audiences include: creating unofficial student transfer credit evaluations for review; student portal processing; student course attendance monitoring; fulfilling student transcript requests, and special projects that involve the monitoring of the office. In addition, serves as a point of contact for the office to resolve record or processing issues. Both technical and non-technical in nature.*

Qualifications: *Associate degree and minimum of two (2) years relevant experience working in Higher Education and within the Registrar's Office is preferred. Demonstrate competency in computer applications. Must possess strong oral and written communication skills, as well as, outstanding customer service skills. Demonstrated ability to work in a fast-paced office, ensuring deadlines and responsibilities are met. Exceptional follow-up and follow-through skills, as well as the ability to plan, organize, and control projects through their completion.*

Staff Associate	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	171	30	141	19	66	2	27	4	24	2	4	2	8	1	12	0
Not Qualified	151	30	121	19	60	2	23	4	19	2	3	2	7	1	9	0
Qualified	20	0	20	0	6	0	4	0	5	0	1	0	1	0	3	0
Offered Interview	6	0	6	0	1	0	0	0	3	0	0	0	0	0	2	0
Withdrew	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Interviewed	5	0	5	0	1	0	0	0	3	0	0	0	0	0	1	0
Offered	2	0	2	0	1	0	0	0	1	0	0	0	0	0	0	0
Not Accepted	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Hired	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 171 applications for this position. The candidate pool was composed of the following: 19 - White males, 66 - White females, 2 - Black males, 27 - Black females, 4 - Hispanic males, 24 - Hispanic females, 2 – AAIANHNPI males, 4 - AAIANHNPI females, 2 – 2 or More males, 8 – 2 or More females, 1 - Unknown male and 12 - Unknown females.

Of the 171 applicants, 151 applicants did not meet the minimum qualifications; 19 - White males, 60 - White females, 2 - Black males, 23 - Black females, 4 - Hispanic males, 19 - Hispanic females, 2 – AAIANHNPI males, 3 - AAIANHNPI females, 2 – 2 or More males, 7 – 2 or More females, 1 - Unknown male and 9 - Unknown female.

- 1 – Unknown female had incomplete application – no documents attached.
- 2 – White males, 8 – White females, 5 – Black females, 3 – Hispanic females and 2 – Unknown female gave no indication of having a degree and did not have any higher education experience.
- 1 – White female gave no indication of having a degree but had a wealth of higher education experience and retired from Assistant Vice Provost
- 10 – White males, 38 – White females, 2 – Black males, 11 – Black females, 4 – Hispanic males, 11 – Hispanic females, 2 - AAIANHNPI males, 3 - AAIANHNPI females, 1 – 2 or More male, 5 – 2 or More females and 4 – Unknown females met the degree requirement but did not have any higher education experience.
- 7 – White males, 13 – White females, 7 – Black females, 5 – Hispanic females, 1 – 2 or More male, 2 – 2 or More females, 1 – Unknown male and 2 – Unknown females met the degree requirement but did not have the relevant higher education experience.
 - 1 – Black female was assistant for 6 months 7 years ago – currently teacher.
 - 1 - Black female was an adjunct and worked in various IT positions.
 - 1 – White female and 1 – Black female is working as an admissions coordinator.
 - 1 – Black female was an enrollment coordinator for 2 years 3 years ago.
 - 1 – White male, 1 – Black female and 1 - 2 or More female working as a teacher assistant while pursuing degree.
 - 1 – Black female was a clerk typist for 2 years 10 years ago.
 - 1 – Black female works as an FA Advisor/supervisor.

- 1 – Hispanic female worked as a research assistant 8 years ago.
- 1 – Hispanic female had various administrative assistant positions 10 years ago.
- 2 – White males, 2 - White females and 1 – Hispanic female works as a mentor and teacher.
- 1 – White female was a receptionist for 2 years 3 years ago.
- 1 – Hispanic female administers tests.
- 1 – Hispanic female worked as helpdesk assistant for 1 year 2 years ago.
- 1 – 2 or More male worked as teaching assistant for 3 years 4 years ago.
- 1 – White female worked as a telecounselor for 6 months 3 years ago.
- 1 – White male and 1 – Unknown female worked as work study for 2 years 2 years ago.
- 1 – Unknown female worked as Compensation HR professional 11 years ago.
- 1 – Unknown male works as an Associate Director Admissions.
- 1 – 2 or More female works as receptionist advising FA students while pursuing Masters.
- 2 – White females works as FA counselor.
- 1 – White male and 2 – White females worked as a program manager.
- 1 – White female worked as a controller, bursar/treasurer and business manager.
- 1 – White female worked with SNAP intake.
- 1 – White female worked as a staff assistant for 4 years 13 years ago and administrative assistant 1 year ago.
- 1 – White female works as a library associate.
- 1 – White male works as an Assistant Coach
- 1 – White male works as a Medical Specialist

Of the 20 applicants that met the minimum qualifications, 14 applicants were not selected for interview: 5 – White females, 4 – Black females, 2 - Hispanic females, 1 - AAIANHNPI female, 1 – 2 or More female and 1 - Unknown female since did not have the preferred experience of working in Registrar Office.

Of the remaining applicants, 6 were selected for interviews; 1 - White female, 3 – Hispanic females and 2 - Unknown females.

- 1 – Unknown female declined the offer to interview.
- 1 – Unknown female had 15 years of experience in a university’s Registrar Office. Tasks performed were processing transcripts, grade changes and assisting in adds/drops. Works mainly in Banner (LMS system) with very little exposure to MS Suite products.
- 1 – Hispanic female had 11 years of experience for a community college as a secretary. Completed various tasks for admissions and registration. Assisted in on-campus events as well as scheduling student placement tests, advising and financial aid appointments. No experience with formatting, templates or mail merge.
- 1 – Hispanic female had 2 years working in the Registrar Office, creating mass communications relevant to Registrar changes sent to the college community. Did give some assistance to students, helping them with access to web portal and Blackboard. Very familiar with MS Suite products.
- 1 – White female (**selected candidate**) had 4 years working in a college setting with the last year and a half working in the Registrar Office evaluating student transcripts for credit

through utilizing TES database. Demonstrated her knowledge of Canvas, Document Imaging, BlackBoard and Acorn along with SnipIt. Spoke about the process she developed with streamlining the process of moving a prospective student to student status within the Registrar Office.

- 1 – Hispanic female (**offered and refused**) had 11 years working in Registrar Office assisting students, processing course registrations, enrollment verifications, graduation audits, transfer evaluations and articulations. Was very well versed in the workings of the Registrar Office.

Two candidates were offered the position; the Hispanic female declined the offer. The candidate hired was a **White female**, which is not a goal candidate.

Director, Enterprise Systems

Position Summary: Oversees College Enterprise Systems including student information systems, CRM systems, and document imaging. Responsible for strategic planning, implementation and operational support of college information systems including software development and maintenance projects.

Qualifications: Master’s Degree in MIS or Computer Science and a minimum of six (6) years’ experience in managing technology; specific background in information systems management; strategic planning, managing vendors, project management, and technology systems planning. Considerable ability to communicate effectively with individuals and groups on IT and administrative matters. Strong supervisory and problem solving skills.

Enterprise Systems	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	27	26	1	14	1	4	0	0	0	3	0	0	0	5	0	0
Not Qualified	22	21	1	11	1	3	0	0	0	2	0	0	0	5	0	0
Qualified	5	5	0	3	0	1	0	0	0	1	0	0	0	0	0	0
Offered Interview	4	4	0	3	0	1	0	0	0	0	0	0	0	0	0	0
Withdraw	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed	4	4	0	3	0	1	0	0	0	0	0	0	0	0	0	0
Offered	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Not Accepted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 27 applications for this position. The candidate pool was composed of the following: 14 - White males, 1 - White female, 4 - Black males, 3 – AAIANHNPI males and 5 - Unknown males.

Of the 27 applicants, 22 applicants did not meet the minimum qualifications; 11 - White males, 1 - White female, 3 - Black males, 2 – AAIANHNPI males and 5 - Unknown males.

- 1 – White male did not submit a complete application package – no cover letter to assess communication skills
- 6 – White males, 1 – White female, 2 - Black males, 1 AAIANHNPI male and 2 – Unknown males did not meet degree requirements.
- 4 – White males, 1 – Black male, 1 AAIANHNPI male and 3 – Unknown males did not have any supervisory experience.

Of the remaining 5 applicants who met minimum qualifications, 1 – AAIANHNPI male was not selected to interview since his resume and cover letter did not address what his experience was for the past year.

Of the remaining 4 applicants, 3 – White males and 1 – Black male were selected for interview.

- 1 – White male experience focused on ERP/CRM and integrating systems. Had some audit and security experience. Demonstrated that he could conceptualize business needs with system ability. However, struggled with pushing a solution beyond what is reasonable.
- 1 – White male focused on a proprietary card system with stored procedures and database design. Had some programming and security in his background. Had a hard time explaining anything outside of reverse engineering blackboxes and databases. Didn't elaborate on the implementation of any systems. Demonstrated limited experience in documentation of processes.
- 1 – Black male was very energetic and passionate about his volunteer work. Did not demonstrate decision making moments – completed projects directed by others. Did not have any real experience implementing an enterprise system but did implement a pay to print system. However, no system integration experience.
- 1 – White male (**selected candidate**) had DBA experience along with Oracle and SQL server. Implemented an ERP system, leading a team through process analysis, budgeting, managing vendors, departmental user-based documentation, code reviews and signing off on scope and defining expectations. Explained various projects showing his ability to work with upper management as well as work in the trenches when necessary. Gave examples of demonstrating an ability to mentor staff through identification of their strengths and weakness.

The candidate hired was a **White male**, which is a goal candidate.

Associate Director, Admissions

Position Summary: *The Associate Director provides operational, communication, and admissions technology leadership and management expertise to ensure the recruitment and enrollment services operations function effectively to successfully meet enrollment goals. Implements and oversees communication resources, including a CRM, and/or other enterprise systems and encourages enrollment by providing information about college programs and processes to prospective students. Serves as inquiry manager supervising associates and works as a member of the Admissions team to direct the efficient, timely engagement of new students.*

Qualifications: *Master's degree and a minimum of four (4) years of experience in customer service operations, preferably in higher education admissions; experience designing functionality within a CRM environment; excellent interpersonal, communication and problem-solving skills, ability to work independently and as a member of a team. Some evening and weekend hours required.*

Assoc Dir - Admissions	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	87	28	59	15	33	7	11	2	5	1	5	1	3	2	2	0
Not Qualified	78	24	54	12	29	6	11	2	5	1	5	1	2	2	2	0
Qualified	9	4	5	3	4	1	0	0	0	0	0	0	1	0	0	0
Offered Interview	6	2	4	2	4	0	0	0	0	0	0	0	0	0	0	0
Withdrew	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0
Interviewed	4	1	3	1	3	0	0	0	0	0	0	0	0	0	0	0
Offered	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Not Accepted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 87 applications for this position. The candidate pool was composed of the following: 15 - White males, 33 - White females, 7 - Black males, 11 - Black females, 2 - Hispanic males, 5 - Hispanic females, 1 – AAIANHNPI male, 5 - AAIANHNPI females, 1 – 2 or More male, 3 – 2 or More females, 2 - Unknown males and 2 - Unknown females.

Of the 87 applicants, 78 applicants did not meet the minimum qualifications; 12 - White males, 29 - White females, 6 - Black males, 11 - Black females, 2 - Hispanic males, 5 - Hispanic females, 1 – AAIANHNPI male, 5 - AAIANHNPI females, 1 – 2 or More male, 2 – 2 or More females, 2 - Unknown males and 2 - Unknown females.

- 1 – White female supplied no cover letter or resume with her notification of interest.
- 1 – Black male, 4 – Black females, 1- Hispanic male, 1 – 2 or More male and 1 – Unknown female did not include a cover letter so could not assess their communications skills.
- 2 – White males, 7 – White females, 1 – Black male, 1 – Black female, 2 – Hispanic females, 2 - AAIANHNPI females and 1 – Unknown female did not meet the degree requirement.
- 8 – White males, 14 – White females, 3 – Black males, 4 – Black females, 1 – Hispanic male, 3 – Hispanic females, 1 – AAIANHNPI male, 3 - AAIANHNPI females, 2 – 2 or More females and 1 Unknown males met the degree requirement but did not have any higher education experience.
- 2 – White males, 7 - White females, 1 – Black male, 2 – Black females and 1 – Unknown male had higher education experience but did not have any team leading or supervisory experience.

Of the remaining 9 candidates, 1 – White male, 1 – Black male and 1 - 2 or More female had the minimum qualifications but was not chosen for interview.

- 1 – White male had CRM experience but only lead a team in the managing of recruitment; no direct supervision of staff.
- 1 – Black male had admissions experience but only 6 months experience directly supervising staff.
- 1 – 2 or More female had admissions experience but only supervising student workers.

Of the 6 remaining candidates, 2 – White males and 4 - White females had a Masters degree, Higher Education and CRM experience as well as supervised Admissions staff. They all were invited to interview.

- 1 - White male did not respond and 1 - White female cancelled due to accepting another opportunity.
- 1 – White female currently worked on a CRM but did not have supervisory experience.
- 1 – White female had great supervisory experience but only some knowledge of using CRM for fundraising.
- 1 – White male and 1 – White female, were called for second interview due to their supervisory and CRM experience.
 - The interview was composed of a live chat and phone exercise along with responding to an email exercise. The live chat/phone exercise had the candidate responding to a prospective student who was asking about Charter Oak’s RN to BSN program. This exercise was designed to help evaluate communication style. Furthermore, the 2 candidates had to respond to the below exercise by email:
 - As you know from our conversation, if you were to join Charter Oak you would be an instrumental part of a team working to implement the College’s first CRM system. Please provide for our consideration a written outline of the steps and strategies that you feel would contribute to a successful rollout of the new system. The steps and strategies may be Enrollment Management focused or a blend of recommendations for Admissions and the Charter Oak State College team.

Both candidates demonstrated great communication skills during the live chat/phone exercise. The 1 – White male (**selected candidate**) demonstrated project management skills in his presentation and the collaboration efforts that would be needed across departments.

The candidate hired was a **White male**, which is a goal candidate.

Director, Master’s Degree in Health Care Administration and Health Informatics

Position Summary: As part of the Connecticut State Colleges & Universities system, Charter Oak is the state’s only public, online, degree-granting institution designed to provide affordable, diverse and alternative opportunities for adults to earn undergraduate and graduate degrees and certificates. The Director will be responsible for promoting the mission of Charter Oak State College, and directing the Health Care Administration and Health Informatics programs.

Qualifications: Doctorate degree from a regionally accredited higher education institution. Degree must be in either Health Care Administration or Health Informatics, with substantial courses or a master’s degree in the non-Ph. D. area. Two to three years of experience managing a higher education graduate program at the director/departmental level, along with a minimum of five years of teaching experience and curriculum development at the graduate level. Strong interpersonal and communication skills required.

Director, HCA/HI	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF
Total Applicants	9	3	6	1	3	0	0	0	0	1	2	0	0	1	1
Not Qualified	6	2	4	0	3	0	0	0	0	1	0	0	0	1	1
Qualified	3	1	2	1	0	0	0	0	0	0	2	0	0	0	0
Offered Interview	3	1	2	1	0	0	0	0	0	0	2	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed	3	1	2	1	0	0	0	0	0	0	2	0	0	0	0
Offered	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0
Not Accepted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0

*AAIANHNPI

We received 9 applications for this position. The candidate pool was composed of the following: 1 - White male, 3 - White females, 1 – AAIANHNPI male, 2 – AAIANHNPI females, 1 – Unknown male and 1 - Unknown female.

Of the 9 applicants, 6 applicants did not meet the minimum qualifications; 3 - White females, 1 – AAIANHNPI male, 1 – Unknown male and 1 - Unknown female.

- 1 – White female did not have any academic or administrative background and did not list a degree.
- 1 – White female did not have a Doctorate degree and had only a couple of years practical experience. Had good teaching experience but no program administration experience.
- 1 – White female had only clinical experience.
- 1 – Unknown male and 1 -Unknown female applied to a different position with backgrounds in psychology and nutrition respectively.
- 1 – AAIANHNPI male was a medical doctor with no academic experience.

Of the remaining 3 applicants all were interviewed; 1 – White male and 2 - AAIANHNPI females.

- 1 – AAIANHNPI female had a Doctorate in Health Services and Policy with public health background. She helped develop an online Public Health Bachelors’ degree program and went on to hire faculty, recruit and teach the students enrolled in the program. Kept coming back to her passion for research during interview.
- 1 – White male had a Doctorate in Health Administration with numerous years in the health care industry performing curriculum development and implementing program improvement strategies. He was involved in multiple health policy and quality committees but was short on details and therefore unable to access his academic background or experience.
- 1 – AAIANHNPI female (**selected candidate**) had a Doctorate degree in Educational Leadership and Management. She has worked as the Department of Human Services Director on HIM Compliance/Quality and Policy as well as other administrative positions in the Health Information Management field. She has taught a wide variety of Undergraduate and Graduate level courses in Health Care and is very involved with the HIM Association.

The candidate hired was an **AAIANHNPI female**, which was a goal candidate.

Assistant Director, Marketing Technology & Communications

Position Summary: *The Assistant Director is a key member of the College’s marketing department generating creative content and utilizing technology to grow website traffic and generate inquiries for the College’s undergraduate, graduate, certificate and other programs. They will have oversight of the College’s website CharterOak.edu, create dynamic email communications to engage prospects within the College’s CRM platform; identify, write and deploy news and information via the College’s public relations platform and contribute creative content to support the College’s social media feeds.*

Qualifications: *Tech savvy communications pro with 3 to 5 years of website administration, email communications management, social media and public relations experience. Experienced using CRM and CMS systems. Creative and compelling content writer for various channels; Exercises sound judgment writing for all target audiences. Bachelor’s degree in marketing, communications or related field. Enjoys working as a member of a collaborative, results-oriented marketing team. Deadline oriented and attention to detail a must.*

Marketing Tech & Communications	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	30	18	12	14	8	1	2	1	0	0	0	0	2	2	0	0
Not Qualified	21	13	8	9	4	1	2	1	0	0	0	0	2	2	0	0
Qualified	9	5	4	5	4	0	0	0	0	0	0	0	0	0	0	0
Offered Interview	6	2	4	2	4	0	0	0	0	0	0	0	0	0	0	0
Withdrew	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0
Interviewed	4	1	3	1	3	0	0	0	0	0	0	0	0	0	0	0
Offered	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Not Accepted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 30 applications for this position. The candidate pool was composed of the following: 14 - White males, 8 - White females, 1 - Black male, 2 - Black females, 1 - Hispanic male, 2 - 2 or More females and 2 - Unknown males.

Of the 30 applicants, 21 applicants did not meet the minimum qualifications; 9 - White males, 4 - White females, 1 - Black male, 2 - Black females, 1 - Hispanic male, 2 - 2 or More females and 2 - Unknown males.

- 1 – White male did not have the required degree or marketing experience and did not include a cover letter so could not assess communication skills.
- 2 – White males managed and supported business functions.
- 1 – White male, 1 – White female, 1 – Black female, 1 – Hispanic male had various positions in sales and/or marketing but no web administration experience.
- 2 – White males, 1 – Black female, 1 - 2 or More female worked in graphic design or information technology field but no web administration experience.
- 2 – White males, 2 - White females, 1 – Black male, 1 – 2 or More female and 2 – Unknown males had communication skills such as content, editorial, social media posts but no web administration experience.
- 1 – White male trained users and supplied guidance to staff on technology and website best practices.
- 1 – White female coordinates marketing strategies, manages a marketing budget, writing, editing, designing and producing print materials with some experience with email blasts and digital campaigns in collaboration with the webmaster.

Of the remaining 9 remaining applicants who met minimum qualifications, 3 applicants were not called for interview; 3 – White males.

- 1 – White male worked 10 years as web/graphic designer; print material, business cards, advertisements and email templates for internal use. Last 4 years lead team to produce landing pages for email projects.
- 1 – White male worked 8 years as webmaster for state community college with duties more geared to graphic design and social media posts.

- 1 – White male worked 12 years with web development writing and editing content but had no experience maintaining the website content or managing a website.

Of the 6 remaining applicants, 2 - White males and 4 - White females, all were invited to interview.

- 1 – White male and 1 – White female withdrew.
- 1 – White female had no degree but has IT training and wealth of technical skills with 6 years' experience as consultant developing new websites and auditing websites to meet security requirements and analyzing and standardizing website templates and their formats. Creating websites is seen as a hobby and she would be interested in working remotely
- 1 – White female had a little over a year working at creating and designing websites; builds and maintains templates; great project management skills along with knowledge of good best practices and processes for automating display of content on website. Has partnership working with clients creating digital marketing, website maintenance, content management and social media presence. Does not consider self a webmaster and feels her strength is project management.
- 1 – White female works as producer and manager of day to day operations for a public radio show. Her web skills date back 10 years where she produced weekly e-newsletters and supported a senior web editor. She took pride of “being the voice of that brand” and does research to ensure that it happens.
- 1 – White male (**selected candidate**) has been a web designer/administrator for 8 years, managing 6 websites through implementing SEO strategies with focus on content, keywords, social media. Regularly published content such as videos, updates to website software; maintained design and usability of websites; troubleshoot websites and networks of each business.

The candidate hired was a **White male**, which was a goal candidate.

Information Systems Analyst

Position Summary: *The Information Systems Analyst supports, modifies, and maintains information systems with primary responsibility for Salesforce and related systems; analyzes and designs methodologies to create detailed specifications and complex software; works with users to define solutions to solve business problems. Also acts as primary technology liaison for all special project IT initiatives of the College.*

Minimum Qualifications: *Bachelor's Degree Bachelor's degree and a minimum of four (4) years of experience in systems analysis, Salesforce, database administration (Jenzabar EX preferred) and/or computer programming. Considerable knowledge of principles and techniques of systems analysis, design and development; computer programming; information systems; Microsoft SQL, and report writing. Experience translating business needs to technical specifications. Excellent oral and written communication and problem solving skills. Experience in preparing manuals, reports and documentation and writing and debugging computer programs. **Preferred Qualifications:** *Experience with visualforce, apex, Salesforce API and XML**

Assoc Dir - ISA -	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	10	8	2	5	2	0	0	1	0	1	0	0	0	1	0	0
Not Qualified	6	4	2	2	2	0	0	1	0	0	0	0	0	1	0	0
Qualified	4	4	0	3	0	0	0	0	0	1	0	0	0	0	0	0
Offered Interview	3	3	0	2	0	0	0	0	0	1	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed	3	3	0	2	0	0	0	0	0	1	0	0	0	0	0	0
Offered	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Not Accepted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 10 applications for this position. The candidate pool was composed of the following: 5 - White males, 2 - White females, 1 - Hispanic male, 1 – AAIANHNPI male, and 1 - Unknown male.

Of the 10 applicants, 6 applicants did not meet the minimum qualifications; 2 - White males, 2 - White females, 1 - Hispanic male and 1 - Unknown male.

- 1 – White male and 1 – Hispanic male had not indication that they held a degree with only helpdesk experience.
- 2 – White female had a degree but no SQL experience - only helpdesk experience.
- 1 – White male and 1 - Unknown male had only networking and hardware experience.

Of the remaining 4 applicants, 1 applicant met minimum qualifications but was not interviewed.

- 1 – White male lead process with no hands-on experience in SQL; high level of user interaction. Light technical skills but no higher education experience.

The remaining applicants were interviewed; 2 – White males and 1 – AAIANHNPI male.

- 1 – AAIANHNPI male understands relationships within the realm of networking. Has Oracle and knowledge of Microsoft. Expertise in reporting and data analytics and data mining. Experience in the communications industry.
- 1 – White male has great technical background, working in financial, costing/estimating and change control systems with data warehousing and business intelligence platforms.
- 1 – White male (**selected candidate**) has numerous years with analyzing, designing, programming, testing, implementation and documentation of various applications systems in various industries, the last six years being in a higher education environment as applications analyst/programmer on the same learning management system used by the College.

The candidate hired was a **White male**, which is not a goal candidate as WM goals had been met.

Assistant Coordinator, Alternate Route to Certification-Early Child Education

Position Summary: *The Assistant Coordinator will perform a full range of administrative support and advising activities, including data entry, report generation, mail and correspondence preparation and maintenance of candidate files for the Alternate Route to Certification candidates. The Assistant Coordinator will be required to communicate extensively with*

candidates as well as college staff and will assist in the transcript review process for ECE programs. In addition, the Assistant Coordinator will conduct evaluations of student practicums.

Qualifications: Master’s Degree required in early childhood. Experience working in child care center. Knowledge of early child education state and NAEYC requirements. Excellent oral and written communication skills, excellent interpersonal skills in dealing with people of diverse backgrounds; competency in computer applications; ability to prioritize workflow. Ability to adjust to change as the needs of the early childhood programs evolve.

ARC Coord Assistant	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	64	8	56	2	32	1	7	2	6	1	2	1	2	1	7	0
Not Qualified	43	6	37	1	16	1	5	1	6	1	2	1	1	1	7	0
Qualified	21	2	19	1	16	0	2	1	0	0	0	0	1	0	0	0
Offered Interview	10	1	9	1	6	0	2	0	0	0	0	0	1	0	0	0
Withdrew	2	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0
Interviewed	8	1	7	1	4	0	2	0	0	0	0	0	1	0	0	0
Offered	3	1	2	1	2	0	0	0	0	0	0	0	0	0	0	0
Not Accepted	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 64 applications for this position. The candidate pool was composed of the following: 2 - White males, 32 - White females, 1 - Black male, 7 - Black females, 2 - Hispanic males, 6 - Hispanic females, 1 – AAIANHNPI male, 2 - AAIANHNPI females, 1 – 2 or More male, 2 – 2 or More females, 1 - Unknown male and 7 - Unknown females.

Of the 64 applicants, 43 applicants did not meet the minimum qualifications; 1 - White male, 16 - White females, 1 - Black male, 5 - Black females, 1 - Hispanic male, 6 - Hispanic females, 1 – AAIANHNPI male, 2 - AAIANHNPI females, 1 – 2 or More male, 1 – 2 or More female, 1 - Unknown male and 7 - Unknown females.

- 1 – 2 or More male did not submit application documents.
- 1 – AAIANHNPI female applied for the wrong position.
- 2 – White females did not submit cover letter so could not assess communication skills.
- 6 – White females, 2 – Black females and 2 Unknown females had experience working in a childcare center but did not meet the degree requirements.
- 2 – White female, 1 – Black male, 2 – Black females, 1 – Hispanic male, 2 – Hispanic females, 1 – AAIANHNPI male, 1 – 2 or More female, 1 – Unknown male and 1 – Unknown female did not meet the degree requirement or have experience working in a child care center.
- 1 – White male, 4 – White females, 1 – Black female, 4 – Hispanic females and 4 - Unknown females met the degree requirement but had not experience working in a childcare center.
- 1 – White female and 1 – AAIANHNPI female did not list a timeline of her early childcare experience so could not assess years of experience in the required setting.
- 1 – White females experience at child care center was a 1-year internship.

Of the 21 remaining applicants who met minimum qualifications, 11 applicants were not called for interview; 10 – White females and 1 – Hispanic male because even though they had worked in a child care center, they did not have direct experience teaching in that setting.

All remaining 10 applicants were asked to be interviewed: 1 – White male, 6 – White females, 2 - Black females and 1 – 2 or More female.

- 2 – White females declined interview.
- 1 – 2 or More female wasn't articulate in answering questions. Did not speak in full sentences, never directly answered questions and rambled so it was hard to follow answers.
- 1 – Black female early childhood experience was at the manager or director level. Did not mention any direct teaching in early child centers. Gave articulate and clear and at times robotic answers, showing no passion or warmth with no smiles. Wealth of experience with Preschool for All curriculum development, identifying risk factors affecting preschool students. Answers to the problem student scenarios were short and did not explain how to help students through problem spots in the ARC program.
- 1 – Black female was very involved in the school readiness program. Had knowledge and training in NAEYC standards, CT DOTS and state standards in early childhood but no curriculum development. Demonstrated the ability to provide expectations and suggestions in working through the student scenarios in the ARC program.
- 1 – White female planned curriculum using CT ELDS, CCSS and participated in NAEYC accreditation portfolio development. Planned curriculum to develop child's cognitive, emotional, social and physical development ensuring use of best practices. Reactive not proactive to helping student who is having difficulty in the program. Shied away from addressing the student interface scenarios where one needed to directly address an ARC student's failure to meet the expectation of the classroom.
- 1 – White female had experience implementing "creative" curriculum using CT DOTS aligned with CT ELDS, which promotes quality learning by putting together practice, policy and research. Created and implemented nature-based curriculum and lesson plans which followed NAEYC accredited standards but no experience with the accreditation process. Demonstrated the ability to help students through difficult situations in the program given response to the scenarios.
- 1 – White female (**offered and refused**) used the Prosocial Curriculum which has 5 themes, kindness, respect, cooperation, empathy, self-control, encouraging positive social skills in preschool children. She completed the edTPA program so understands the workings of the position. Demonstrated great interpersonal skills and oral communication through explaining how she presented and facilitated workshops for over 40 preschool programs equipping teachers with classroom management techniques. Declined offer due to career plans.
- 1 – White male (**offered and refused**) produced NAEYC portfolio and gained accreditation; implemented CT ELDS and CCSS across curriculum and assessed students using PALS, PELI and DIAL. Used CT DOTS approach to age appropriate content and children learning and receiving support based on each child's growth and development. Demonstrated great interpersonal skills and oral communication through the reactions to different student

interface scenarios of progressively deteriorating situations. Declined offer due to work schedule.

- 1 – White female (**selected candidate**) demonstrated understanding of child development and child behavior through her experience teaching and managing early child centers and educational training in human development and family studies. Has experience coaching teachers using the Practice-Based Coaching model, which offers strategies that require engaging teachers through self-reflection. Spoke knowledgeably about the NAEYC accreditation process. Was part of train the trainer in respect to CT DOTS and CT ELDS standards. Scenario answers demonstrated her ability to set ground rules and expectations at the onset of the program. Accepted offer.

Three candidates were offered the position, 1 – White male and 1 – White female declined the offer. The candidate hired was a **White female**, which is not a goal candidate.

Admissions Counselor

Position Summary: *The Admissions Counselor provides academic and educational counseling to prospective students; develops and executes targeted recruitment activities, cultivates and nourishes relationships with business, military and educational partners; assists in the development of documents, policies and systems congruent with the College’s strategic enrollment management plan.*

Minimum Qualifications:

Bachelor’s degree, and a minimum of four (4) years of relevant experience or Master’s Degree and two (2) years relevant experience; strong oral and written communication skills; the ability to work independently; and competency in computer applications. Some travel and evening hours are required.

Admissions Counselor	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	300	79	217	42	116	13	42	12	31	0	2	5	5	7	21	4
Not Qualified	262	70	188	37	102	13	37	10	27	0	2	4	3	6	17	4
Qualified	38	9	29	5	14	0	5	2	4	0	0	1	2	1	4	0
Offered Interview	7	1	6	1	3	0	1	0	2	0	0	0	0	0	0	0
Withdrew	4	1	3	1	2	0	0	0	1	0	0	0	0	0	0	0
Interviewed	3	0	3	0	1	0	1	0	1	0	0	0	0	0	0	0
Offered	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Not Accepted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 300 applications for this position. The candidate pool was composed of the following: 42 - White males, 116 - White females, 13 - Black males, 42 - Black females, 12 - Hispanic males, 31 - Hispanic females, 2 - AAIANHNPI females, 5 – 2 or More male, 5 – 2 or More females, 7 - Unknown males, 21 - Unknown females and 4 - Unknown.

Of the 300 applicants, 262 applicants did not meet the minimum qualifications; 37 - White males, 102 - White females, 13 - Black males, 37 - Black females, 10 - Hispanic males, 27 - Hispanic females,

2 - AAIANHNPI females, 4 – 2 or More males, 3 – 2 or More females, 6 - Unknown males, 17 - Unknown females and 4 - Unknown.

- 4 – White males, 14 – White females, 1 - Black female, 1 - Hispanic male, 3 - Hispanic females, 1 – 2 or More female, 1 – Unknown male, 4 – Unknown females did not submit cover letter so could not assess communication skills.
- 2 – White females, 1 – Hispanic female, 1 Unknown female did not have the required degree or years of relevant experience.
- 33 – White males, 86 – White females, 13 - Black males, 36 – Black females, 9 – Hispanic males, 23 – Hispanic females, 2 – AAIANHNPI females, 4 – 2 or More males, 2 – 2 or More females, 5 – Unknown males, 12 – Unknown females and 4 - Unknown did not have any relevant student admission counseling experience.

Of the remaining 38 applicants who met the minimum qualifications, 31 were not called to interview: 4 – White males, 11 – White females, 4 – Black females, 2 – Hispanic males, 2 – Hispanic females, 1 – 2 or More male, 2 – 2 or More females, 1 – Unknown male, and 4 – Unknown females.

- 2 – White male, 5 – White females, 3 – Black females, 1 - Hispanic female, 2 – 2 or More females and 1 – Unknown male met the degree requirement with experience in academic or career counseling but no experience in admissions.
- 2 - White female and 1 - Black female worked in admissions for numerous years but at a vocational technical college.
- 2 – White males, 4 – White females, 2 – Hispanic males, 1 – Hispanic female, 1 – 2 or More male, 4 - Unknown females had less than the required years of experience as an admissions counselor.

All remaining 7 applicants were asked to be interviewed: 1 – White male, 3 – White females, 1 – Black female and 2 – Hispanic females.

- 1 – White male, 2 - White females and 1 – Hispanic female withdrew from search.
- 1 – White female has spent over 20 years as an admissions counselor for a culinary program and last 4 years for an online program. Responsible for lead calls and scheduling appointments for admissions team. Focus was more on a sales pitch to recruit students than on counseling students into the correct program.
- 1 – Hispanic female came unprepared. Even though she worked as an admission counselor, her true passion was business with a focus on human resources. Wealth of ideas for social media outreach and the expectations of recruiting students. Admissions experience working with traditional student and thus could not speak to alternative options towards a degree.
- 1 – Black female (**selected candidate**) had a wealth of experience as a senior admissions counselor in an online environment. Discussion showed an emphasis on finding ways to help the student to be successful. Explaining the challenges that the student will encounter, how those challenges can be overcome and all worth it in the end since achieving an education is an investment for lifetime. Showed thoughtfulness and patience when answering questions. Was organized and came with great questions to promote conversation.

The candidate hired was a **Black female**, which is a goal candidate.

Enrollment Services Associate

Position Summary: *The Enrollment Services Associate uses positive and persuasive communication skills to interact with prospective students at various stages in the recruitment and enrollment process with the intent of enrolling students that match the Charter Oak State College profile; disseminates program and course information to prospective students, promotes the advantages of the College’s online course offerings and uses multi-channel communications including phone, text, email and chat to engage prospective students. Some evening hours required.*

Qualifications: *Associate’s degree (Bachelor’s preferred) plus minimum of two (2) years relevant experience, preferably in admissions higher education; dynamic, positive oral and written communication skills; experience in creating appropriate written messages for email, text and chat formats; and demonstrated ability to be a self-starter, work independently and in a team environment, and manage multiple tasks efficiently and effectively.*

Enrollment Services Associate	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	290	80	210	43	101	13	53	17	30	0	7	2	5	5	14	0
Not Qualified	262	75	187	40	90	12	46	17	26	0	6	1	5	5	14	0
Qualified	28	5	23	3	11	1	7	0	4	0	1	1	0	0	0	0
Offered Interview	7	1	6	1	0	0	2	0	4	0	0	0	0	0	0	0
Withdrew	3	0	3	0	0	0	1	0	2	0	0	0	0	0	0	0
Interviewed	4	1	3	1	0	0	1	0	2	0	0	0	0	0	0	0
Offered	2	1	1	1	0	0	0	0	1	0	0	0	0	0	0	0
Not Accepted	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Hired	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 290 applications for this position. The candidate pool was composed of the following: 43 - White males, 101 - White females, 13 - Black males, 53 - Black females, 17 - Hispanic males, 30 - Hispanic females, 7 - AAIANHNPI females, 2 – 2 or More males, 5 – 2 or More females, 5 - Unknown males and 14 - Unknown females.

Of the 290 applicants, 262 applicants did not meet the minimum qualifications; 40 - White males, 90 - White females, 12 - Black males, 46 - Black females, 17 - Hispanic males, 26 - Hispanic females, 6 - AAIANHNPI females, 1 – 2 or More male, 5 – 2 or More females, 5 - Unknown males and 14 - Unknown females.

- 1 – White male, 1 – White female, 1 - Black male, 1 – Black female, 2 – Hispanic females and 1 – Unknown female did not include a resume or cover letter thus could not assess their qualifications for the position.
- 7 – White males, 15 – White females, 1 – Black male, 8 – Black females, 2 – Hispanic males, 5 – Hispanic females, 2 – AAIANHNPI females and 1 – 2 or More females did not submit a cover letter and thus could not assess their communication skills.
- 1 – White male, 1 – White female, 2 – Black females, 3 – Hispanic males, 1 - 2 or More females and 1 Unknown female cover letter showed application to a different position not within the organization and thus not able to create an appropriate message.
- 30 – White males, 67 – White females, 8 – Black males, 33 – Black females, 11 - Hispanic males, 16 – Hispanic females, 4 - AAIANHNPI females, 1 – 2 or More male, 3 – 2 or More females, 5 – Unknown males, 11 – Unknown females did not have the relevant customer service or admissions experience.

- 1 – White male, 6 – White females, 2 – Black males, 2 – Black females, 1 – Hispanic male, 3 – Hispanic females and 1 – Unknown female had experience in customer service but not in an educational setting.

Of those that met the minimum requirements, 21 did not get invited for interview, 2 – White males, 11 - White females, 1 – Black male, 5 – Black females, 1 – AAIANHNPI female and 1 – 2 or More male.

- 3 – White females, 1 – Black male, 2 – Black females, 1 - AAIANHNPI female, 1 – 2 or More male had a wealth of customer service experience but not in an admissions office in higher education.
- 2 – White males, 8 – White females, and 3 – Black females had experience in an educational institution but not in an admissions office.

The remaining 7 applicants accepted offers to interview, 1 – White male, 2 – Black females, and 4 – Hispanic females.

- 1 - Black female and 2 - Hispanic females withdrew from search after initially accepting interview.
- 1 – Hispanic female worked 2 years as enrollment services assistant and academic success center receptionist at a community college. Managed inbound/outbound communications by pulling daily reports from a CRM. Thought that without the technology, management of student interface would be challenging.
- 1 – Black female is currently working on masters in a family therapy program. Has a wealth of experience with helpdesk and customer service which showed in her lengthy answers. Was unsure that a student would be able to follow her explanations of program. However, does have experience with the college’s database system.
- 1 – White male (**selected candidate**) currently fielding calls from students and providing program information. Knows the college’s database system and spoke well when providing answers during phone and chat forums. Suggested alternative ways for a student to earn credit with emphasis on their life experiences and training.
- 1 – Hispanic female (**Offered and refused**) used her “first generation student” experience to inspire students of diverse socioeconomic and cultural backgrounds to succeed in higher education. Her masters in specialization in student development Helps to understand where students are and enables her to assist in the recruitment and outreach of these students. She has reviewed transcripts of prospective students and has developed education plans to help them meet eligibility requirements.

Two candidates were offered the position, 1 – Hispanic female declined the offer. The candidate hired was a **White male**, which is not a goal candidate.

Assistant Bursar

Position Summary: *Charter Oak State College, Connecticut’s online public college, serves adult students who want to complete their degree, expand their skill set, or advance in the workforce. The Assistant Bursar is primarily responsible for student service operations of the Bursar’s office. Must use excellent communication skills in handling complex information and the ability to relate positively to students and staff. The Assistant Bursar is the responsible for responding to student account inquiries from internal and external customers and independently performing a full range*

of professional level fiscal and administrative functions using a computerized financial management system, including accounts receivable, daily deposits, third-party processing and ensuring compliance with State regulations.

Qualifications: Bachelor’s degree and a minimum of two (2) years of relevant experience involving any combination of technical work in accounting, budget preparation, considerable knowledge of principles and practices of public administration with special reference to governmental accounting and budget management; ability to prepare and interpret financial reports; ability to work independently and manage multiple tasks with on time delivery; excellent oral, written and interpersonal communication skills; and knowledge of and experience with automated financial and student systems and the development of database queries and reports; and competency in computer applications.

Assistant Bursar	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	105	30	74	20	36	3	17	2	10	4	2	1	3	0	6	1
Not Qualified	91	27	63	18	31	3	13	2	8	3	2	1	3	0	6	1
Qualified	14	3	11	2	5	0	4	0	2	1	0	0	0	0	0	0
Offered Interview	7	1	6	1	2	0	3	0	1	0	0	0	0	0	0	0
Withdrew	3	1	2	1	0	0	2	0	0	0	0	0	0	0	0	0
Interviewed	4	0	4	0	2	0	1	0	1	0	0	0	0	0	0	0
Offered	2	0	2	0	1	0	1	0	0	0	0	0	0	0	0	0
Not Accepted	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Hired	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 105 applications for this position. The candidate pool was composed of the following: 20 - White males, 36 - White females, 3 - Black males, 17 - Black females, 2 - Hispanic males, 10 - Hispanic females, 4 – AAIANHNPI males, 2 - AAIANHNPI females, 1 – 2 or More male, 3 – 2 or More females, 6 - Unknown females and 1 - Unknown.

Of the 105 applicants, 91 applicants did not meet the minimum qualifications; 18 - White males, 31 - White females, 3 - Black males, 13 - Black females, 2 - Hispanic males, 8 - Hispanic females, 3 – AAIANHNPI males, 2 - AAIANHNPI females, 1 – 2 or More male, 3 – 2 or More females, 6 - Unknown females and 1 - Unknown.

- 1 – White male, 1 – White female and 1 – Black female did not have a cover letter so could not assess communications skills.
- 6 – White females, 1 – Black female, 1 – Hispanic male, 3 – Hispanic females, 1 – 2 or More female and 3 – Unknown females did not have the required degree.
- 8 – White male, 23 – White females, 11 – Black females, 4 – Hispanic females, 2 – AAIANHNPI males, 2 – AAIANHNPI females, 1 – 2 or More male, 2 – 2 or More females, 2 – Unknown females and 1 Unknown met the degree requirements but had no accounting or financial experience.
- 5 – White males and 1 - AAIANHNPI male met the degree requirements but did not have the required 2 years of experience.
- 4 – White males, 1 – White female, 3 – Black males, 1 - Hispanic male, 1 - Hispanic female and 1 - Unknown female met the degree requirements and accounting/financial experience but not in a higher education setting.

Of the 14 applicants that met minimum qualifications and worked in a higher education setting, 7 were not chosen to interview, 1 - White male, 3 - White females, 1 - Black female, 1 - Hispanic female and 1 - AAIANHNPI male.

- 1 – White male, 1 – White female, 1 – Black female and 1 – Hispanic female had some higher education experience but worked as a bookkeeper or financial assistant.
- 1 – AAIANHNPI male managed A/P, A/R, Payroll and General Ledger accounts.
- 1 – White female managed the business office but resume did not give any experience for past 2 years.
- 1 – White female worked as an admissions representative at an educational institution.

7 applicants were asked to be interviewed, 1 – White male, 2 – White females, 3 – Black females and 1 – Hispanic female.

- 1 – White male and 2 – Black females withdrew from the search.
- 1 – Hispanic female had 11 years of experience working at a magnet school as an account payable specialist maintaining and reconciling financial records and payroll. She had no student facing experience.
- 1 – White female had 12 years of experience working for a career training institute with the Title IV federal student loan program analyzing repayment trends, monitoring and evaluating delinquency and default rates and assisting with establishing policies and procedures. She had no student facing experience.
- 1 – White female (**selected candidate**) worked in the business office of a college auditing student accounts, counseling students regarding payments and financial penalties, processing payments and refunds to students, and preparing daily deposits.
- 1 – Black female (**offered and refused**) worked in the business office of a college managing incoming calls, coordinating files and preparing and analyzing financial reports. Has experience inputting information to a student database and using information to help students with their financial questions.

Two candidates were offered the position, 1 – Black female declined offer. The candidate hired was a **White female**, which is not a goal candidate.

Director, Instructional Design

Position Summary: *The Director provides instructional design and pedagogical leadership to ensure that best practices and quality standards guide curriculum development, design, and delivery of all online courses. Working with the Provost, the Director of Undergraduate Programs and Graduate Program Directors, the Director develops a strategic plan for the ID department. The Director coordinates departmental resources and personnel to provide effective and appropriate instructional design support services to faculty. The Director collaborates with department members to provide high quality instructional design support services including, but not limited to course maintenance, assessment materials, digital media integration, and integration with other technologies. The Director does course design as well in order to stay current on the latest pedagogy and technology.*

The Director also provides leadership to the College and system in matters of online learning.

Minimum Qualifications: *Doctorate and minimum of 5 years of relevant experience in higher education, including online course development, outcomes assessment, and instructional design; an understanding of adult learning theory; excellent oral and written communications skills; strong attention to detail; supervisory experience; and competency in a variety of computer software packages and tools to be used in online course development. Available to work evenings and weekend as needed.*

Required Knowledge: Ability to apply adult learning theory and online andragogical/pedagogical best practices to course development; Above average skills in design and development of web-based instructional pages, including extensive knowledge of ADA and WAG 2.0, various learning management systems, HTML, graphic design, multimedia, and screen capture; Ability to interpret faculty needs in course maintenance and instructional design; Ability to manage tasks to meet specified deadlines; Ability to work collaboratively with faculty, staff, and other clients of the College; and Ability to continually adapt and learn new procedures and software programs.

ID Director	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	16	6	10	3	6	2	1	0	0	1	1	0	1	0	1	0
Not Qualified	10	4	6	2	4	1	0	0	0	1	1	0	0	0	1	0
Qualified	6	2	4	1	2	1	1	0	0	0	0	0	1	0	0	0
Offered Interview	4	2	2	1	1	1	0	0	0	0	0	0	1	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed	4	2	2	1	1	1	0	0	0	0	0	0	1	0	0	0
Offered	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Not Accepted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 16 applications for this position. The candidate pool was composed of the following: 3 - White males, 6 - White females, 2 - Black males, 1 – Black female, 1 – AAIANHNPI male, 1 – AAIANHNPI female, 1 – 2 or More female and 1 - Unknown female.

Of the 16 applicants, 10 applicants did not meet the minimum qualifications; 2 - White males, 4 - White females, 1 – Black male, 1 – AAIANHNPI male, 1 – AAIANHNPI female and 1 - Unknown female.

- 1 – White male and 1 – Unknown female did not have instructional design Doctorate degree.
- 1 – White male, 2 – White female, 1 – Black male, 1 – AAIANHNPI male and 1 – AAIANHNPI female did not have instructional design experience, had computer information systems experience instead.
- 2 – White females had only a couple of years with management experience.

Of the 6 applicants who met the minimum qualifications, two were not interviewed; 1 – White female and 1 – Black female.

- Both candidates did not have experience of managing a staff of instructional designers.

The 4 remaining applicants were asked to interview; 1 White male, 1 – White female, 1 - Black male and 1 – 2 or More female.

- 1 – 2 or More female worked as a contractor managing projects and coordinating staff, faculty and executive administrators. She has led instructional design teams in developing training programs, workshop and presentations at a Community College.
- 1 – White female had a breadth of experience as a designer but did not articulate her management of department skillsets or organization of instructional design projects.

- 1 – Black male had a breadth of experience in instructional design and management. Has not been involved in the hands on aspect of instructional design for a number of years. This job requires both design work and management work.
- 1 – White male (**selected candidate**) had a breadth of experience with hands on instructional design, supervision and management, and staff development. He was able to articulate the importance of quality online courses to student success. He also had sound ideas for moving the college and the ID department forward both internally and externally. He would be able to roll up his sleeves and develop courses, using different learning management systems. Brings both industry and college course development to the job.

The candidate hired was a **White male**, which is not a goal candidate.

System Administrator 2

Position Summary: The Systems Administrator II assists with issues related to the technology infrastructure including physical and virtual configuration deployment; provides technical support to the end-user community; develops and maintains physical server-based and virtual technologies, and systems maintenance and deployment.

Minimum Qualifications: Two (2) years relevant experience in the design, implementation, and support of a Windows based network. Demonstrated knowledge of fundamental computing and networking methodologies and technologies, Microsoft server technologies such as Exchange, SQL, SharePoint, and Active Directory.

Preferred Qualifications: Bachelor’s degree in MIS/Computer Science or computer-related field. Technology certifications such as MCP/MCSE, CCNA/CCIE, VCA/VCP.

System Admin 2&3	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	29	22	5	16	3	3	1	0	0	1	1	0	0	2	0	2
Not Qualified	19	14	4	10	3	2	1	0	0	0	0	0	0	2	0	1
Qualified	10	8	1	6	0	1	0	0	0	1	1	0	0	0	0	1
Offered Interview	10	8	1	6	0	1	0	0	0	1	1	0	0	0	0	1
Withdrew	6	4	1	2	0	1	0	0	0	1	1	0	0	0	0	1
Interviewed	4	4	0	4	0	0	0	0	0	0	0	0	0	0	0	0
Offered	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Not Accepted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 29 applications for this position. The candidate pool was composed of the following: 16 - White males, 3 - White females, 3 - Black males, 1 – Black female, 1 – AAIANHNPI male, 1 – AAIANHNPI female, 2 Unknown males and 2– Unknown.

Of the 29 applicants, 19 applicants did not meet the minimum qualifications; 10 - White males, 3 - White females, 2 - Black males, 1 – Black female, 2 – Unknown males and 1 - Unknown.

- 1 – Unknown was not eligible – only had a student visa.
- 1 – Black male had an Associates in computer science. He was not selected since his letter stated that he “makes mistakes often”.

- 2 – White males, 3 – White females, 1 – Black female did not have a computer related degree or work in a computer related field.
- 1 – White male and 1 – Unknown male are currently working on computer related degree with helpdesk experience.
- 1 – Black male was short 7 months on getting his BS with experience as a cable/satellite technician.
- 4 – White males and 1 – Unknown male have a computer science degree but only worked as helpdesk support.
- 1 – White male had a business degree. He had extensive COBOL experience along with working in a call center and producing reports.
- 2 – White males did not have a college degree. Their experience is a wealth of years in a computer related field in big industries working mainly with hardware.

Of the remaining 10 applicants, 6 – White males, 1 – Black male, 1 – AAIANHNPI male, 1 - AAIANHNPI female and 1 - Unknown all were asked to be interviewed.

- 1 – White male withdrew, did not respond to interview offer.
- 1 - Black male, 1 - AAIANHNPI male and 1 - Unknown withdrew, being no longer interested in the position.
- 1 – White male and 1 - AAIANHNPI female withdrew, stating they had just accepted another job offer.
- 1 – White male – gave no real indication of ownership of projects/technology that is expected with over 20 years of experience. His resume indicated no degree and experience listed was only up through 2017. Committee thought he would have an updated copy to distribute at the interview. Mentioned that he was not current working in the IT field and that the company wanted him to relocate to Texas which he could not do. He had very little virtualization technology, with almost no VMware experience, along with limited Windows HyperV and cloud experience.
- 1 – White male – was not a great communicator. He was difficult to get answers from him - had to "spoon feed" for responses. There was no indication about ownership of systems in his 25 years at one organization. He did not demonstrate that he took on responsibility of any systems aside from the one indication of setting up a SharePoint server.
- 1 – White male – had very little system administration experience. His experience was very limited at the Board of Regents and as a temporary employee while earning his degree. There was no indication that he worked with networks and he had no cloud experience.
- 1 – White male – **(selected candidate)** This candidate came with excellent certifications and relevant work experience. He showed he had done his research about Charter Oak and was familiar with the organization prior to the interview. He was well spoken, polite and engaging in conversation – could speak in layman’s terms to those without IT knowledge. He demonstrated a good yearning to learn new systems and demonstrated an ability to learn. He also demonstrated a good approach to security and troubleshooting. He showed an understanding of recent technologies and a willingness and desire to learn. Asked interesting and appropriate questions of the search committee.

The candidate hired was a **White male**, which is not a goal candidate.

Enrollment Services Associate

Position Summary: *The Enrollment Services Associate uses positive and persuasive communication skills to interact with prospective students at various stages in the recruitment and enrollment process with the intent of enrolling students that match the Charter Oak State College profile; disseminates program and course information to prospective students, promotes the advantages of the College’s online course offerings and uses multi-channel communications including phone, text, email and chat to engage prospective students. Some evening hours required.*

Qualifications: *Associate’s degree (Bachelor’s preferred) plus minimum of two (2) years relevant experience, preferably in admissions higher education; dynamic, positive oral and written communication skills; experience in creating appropriate written messages for email, text and chat formats; and demonstrated ability to be a self-starter, work independently and in a team environment, and manage multiple tasks efficiently and effectively.*

Enrollment Services Associate	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	427	89	316	41	118	7	54	7	26	2	3	1	4	31	111	22
Not Qualified	382	83	278	40	101	5	46	6	21	2	3	0	1	30	106	21
Qualified	45	6	38	1	17	2	8	1	5	0	0	1	3	1	5	1
Offered Interview	6	1	5	1	2	0	0	0	1	0	0	0	2	0	0	0
Withdraw	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Interviewed	5	1	4	1	1	0	0	0	1	0	0	0	2	0	0	0
Offered	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0
Not Accepted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0

*AAIANHNPI

We received 427 applications for this position. The candidate pool was composed of the following: 41 - White males, 118 - White females, 7 - Black males, 54 - Black females, 7 - Hispanic males, 26 - Hispanic females, 2 – AAIANHNPI males, 3 - AAIANHNPI females, 1 – 2 or More male, 4 – 2 or More females, 31 - Unknown males, 111 - Unknown females and 22 - Unknown.

Of the 427 applicants, 382 applicants did not meet the minimum qualifications; 40 - White males, 101 - White females, 5 - Black males, 46 – Black females, 6 – Hispanic males, 21 – Hispanic females, 2 – AAIANHNPI males, 3 - AAIANHNPI females, 1 – 2 or More female, 30 - Unknown males, 106 - Unknown females and 21 - Unknown.

- 1 – Unknown female did not submit a resume with her application.
- 1 - Black male, 1 - AAIANHNPI female and 2 - Unknown females letter states applying to different position.
- 7 - White males, 24 - White females, 1 – Black male, 13 – Black females, 2 - Hispanic males, 6 - Hispanic females, 1 – AAIANHNPI male, 2 - AAIANHNPI females, 16 - Unknown males, 52 - Unknown females, and 14 - Unknown did not include a letter of interest so could not assess their written communication skills.
- 2 – White females, 3 – Black females, 2 - Hispanic females and 4 – Unknown females did not have the required degree.
- 3 – White males, 2 – White females, 1 – Black male, 1 – Hispanic male, 1 - Hispanic female, 5 – Unknown males, 4 – Unknown females and 1 Unknown has retail sales/marketing experience.

- 3 – White males, 17 – White females, 7 – Black females, 7 – Unknown females and 1 Unknown has various levels of teaching experience with no office experience.
- 3 – White males, 10 – White females, 3 – Black females, 3 – Hispanic females, 1 - Unknown male and 5 - Unknown females did not have customer service experience and did not articulate in their cover letters how their experience applied to position.
- 1 – Black male, 5 – Black females, 1 – Hispanic male, 4 – Hispanic females and 5 – Unknown females work in an accounting environment with no customer services experience.
- 9 – Black females, 2 – Hispanic males, 2 – Hispanic females and 5 – Unknown females work as youth coordinators/specialists, clinicians or case managers.
- 24 – White males, 45 – White females, 1 – Black male, 5 – Black females, 3 – Hispanic females, 1 – AAIANHNPI male, 1 – 2 or More female, 8 – Unknown males, 20 Unknown females and 5 – Unknown did not have any relevant experience recruiting with students.
- 1 – White female, 1 – Black female and 1 – Unknown female had experience working in a Higher Education but had not experience recruiting students.

Of the remaining 45 applicants who met the minimum qualifications, 39 were not asked to be interviewed: 15 – White females, 2 – Black males, 8 – Black females, 1 – Hispanic male, 4 – Hispanic females, 1 – 2 or More male, 1 – 2 or More female, 1 – Unknown male, 5 - Unknown females and 1 – Unknown.

- 1 – White female, 2 – Black females, 1– Hispanic females worked in higher education in administrative assistant roles but did not have student recruiting experience.
- 1 – White female, 1 – Black female and 2 – Hispanic females worked as a student worker or graduate assistant roles but did not have student recruiting experience.
- 13 – White females, 2 – Black males, 5 - Black females, 1 – Hispanic male, 1 – Hispanic female, 1 – 2 or More male, 1 – 2 or More female, 1 – Unknown male, 5 – Unknown females and 1 - Unknown worked as an admissions representative/academic counselor/ guidance counselor/career coach/instructor in a higher education institution where the communication skill is working with existing students not prospective students.

The remaining 6 applicants, 1 - White male, 2 - White females, 1 - Hispanic female and 2 – 2 or More females were offered an interview.

- 1 – White female did not respond to the interview.
- 1 – White female was an experience recruiter for human resources and then moved to college admissions. She was the second point of contact, applicants came from the call center - worked on quota each semester; student population similar to COSC. Candidate wants to be an adjunct faculty and/or guidance counselor.
- 1 – 2 or More female had experience working on an applicant pool not in working with moving prospective students into applicants. She dealt with helping students on next steps, expectations at each step and closing the deal on moving students to academic program. Wants to use this position as step ladder to a management position.

Three applicants were asked back for a second interview which was to assess communication over the phone and through live chat.

- 1 – Hispanic female had good but lengthy answers to questions asked. Experience working with students entering college for the first time – needing letters of recommendation, SAT/ACT scores and the common app. Explanation of the process was hard to follow – forgetting steps along the way and needing to retract numerous times. During the chat, her answers were slow coming but became more concise throughout the question/answer process. Could not keep us engaged, due to lengthy answers so wondered if she could keep the student engaged. Never provide links for students to use after phone/chat.
- 1 – White male did not follow instructions for phone interview - was to phone in and not use webex; was to discuss his school not COSC; given that - did not do research COSC programs, accreditor or FA (though similar to his school). His conversation on phone was asking questions to help student get to answer, however at times just wanted to know the answer to question. With chat - when asked about program in Community College, he spoke about transfer to 4 year school. It was good that he was trying to get to specifics of what the student wanted, but at times it was too many questions. Did provide links along the way which was helpful.
- 1 – 2 or More female (**selected candidate**) did her research. She knew the accreditors, programs and FA info of her school; gave concise information regarding the various ways credits could be learned and next steps during the phone interview; provided links in the chat to give information to the student to move the conversation along and keep the student engaged. Great tone on the phone - pleasant, answered questions quickly - gave just enough information to move conversation along; but not too much to overload student; gave contact information if more questions needed answers.

The candidate hired was a **2 or More female**, which is not a goal candidate.

AVHS Coordinator & Instructional Designer

Position Summary: *This position is a combination of coordinating the Adult Virtual High School (AVHS) and online course design. In both aspects of the job, the AVHS Coordinator and Instructional Designer works with instructors, faculty and staff to provide instructional design and pedagogical support related to course developments for the college's majors, concentrations and the AVHS courses. The Instructional Designer is a member of Charter Oak State College's course development/design team and ensures that best practices and quality standards are employed for curriculum development and delivery of all online courses. Although this position reports to the Director of Instructional Design, the Coordinator will work closely with the Provost, Business Office, and IT to ensure that all the needs of AVHS are met.*

Required Knowledge: *Knowledge of ADA requirements for online learning; experience in online teaching and a passion for online learning, interface design and educational technology. Experience applying adult learning theory to course development and experience with course management systems, specifically, Blackboard Learning Management System. Ability to use such tools as Web Authoring, Flash, HTML, graphic design, Photoshop, multimedia and screen capture in course design. Knowledge of high impact practices and learner-centered pedagogy. Extensive knowledge of ADA requirements and WCAG 2.0 guidelines.*

Qualifications: *Bachelor's degree required, Master's degree preferred, in education with 7-12 grade certification and teaching experience as well as experience in instructional/curriculum design. Minimum of three years' experience in online curriculum development and delivery. Strong project management skills; ability to work both independently and in a collaborative environment and to a variety of instructional methods, course facilitation techniques and assessments to course development. Excellent verbal and written communication skills, including strong collaborative qualities as well as the ability to explain technical concepts in non-technical terms to faculty and students. Excellent editorial skills, including the ability to edit and author (as needed) course content in a conversational tone. Ability to work efficiently and*

effectively with minimal supervision. Creative, practical problem-identification, problem-reporting, and problem-solving skills, including the application of those skills to the design and development of the final product.

AVHS Coordinator & ID	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	21	9	12	7	7	0	1	0	1	0	1	1	0	1	2	0
Not Qualified	16	8	8	6	4	0	0	0	1	0	1	1	0	1	2	0
Qualified	5	1	4	1	3	0	1	0	0	0	0	0	0	0	0	0
Offered Interview	5	1	4	1	3	0	1	0	0	0	0	0	0	0	0	0
Withdrew	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviewed	5	1	4	1	3	0	1	0	0	0	0	0	0	0	0	0
Offered	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Not Accepted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 21 applications for this position. The candidate pool was composed of the following: 7 - White males, 7 - White females, 1 – Black female, 1 - Hispanic female, 1 – AAIANHNPI female, 1 – 2 or More male, 1 – Unknown male and 2 – Unknown females.

Of the 21 applicants, 16 applicants did not meet the minimum requirements: 6 - White males, 4 - White females, 1 - Hispanic female, 1 – AAIANHNPI female, 1 – 2 or More male, 1 – Unknown male and 2 – Unknown females.

- 1 – Hispanic female had no degree or instructional design experience.
- 1 – White male and 1 – Unknown female met the degree requirement but had no instructional design experience or teaching experience.
- 5 – White males and 2 – White females met the degree requirement and teaching experience but did not have the instructional design experience.
- 1 – 2 or More male and 1 – Unknown male met the degree requirement and worked with Learning Management Systems but did not have the instructional design experience.
- 2 – White females met the degree requirement, but experience in design and development were of training and orientations materials with no teaching experience.
- 1 – AAIANHNPI female met the degree requirement, but instructional design experience was working with school teachers and teacher assistants in designing curriculum.
- 1 – Unknown female worked as instructional designer 5 years ago with no teaching experience.

Of the remaining 5 applicants, 1 – White male, 3 – White females, 1 – Black female were offered an interview.

- 1 – Black female was looking for a remote assignment – would be able to come into the office as needed. Has used an online learning management platform to coordinate a Bachelors’ degree program for adult learners. Currently an online instructor.
- 1 - White female currently works as an Educational Consultant developing curricula, instruction and technology for a public school. Seems to have the technical skills but when

asked about design tools used in her work, could not give examples. Spoke about her administrative skills in getting projects done than addressing her technical skills – strategies and learning practices. Taught computer science courses.

- 1 - White female teaches high school English. Has developed high school curriculum using Google apps, Photoshop, Publisher and other media creation applications. Could not articulate any course design during the curriculum development.
- 1 - White male experience was as technology coordinator/specialist. Finishing up his e-Learning Instructional Design/Development Certificate so his answers to technical questions was point on. However, his practical experience would need to be taught since he did not have any actual instructional design experience other than from class work.
- 1 – White female (**selected candidate**) answers to all the committee questions was concise and to the point. Very creative ideas as to how to make courses more appealing to the high school student by differentiating assignments and assessments based on student needs. Currently uses the inquiry-based learning model of instruction in her classroom. She also works as an instructional designer consultant working in BB learning management system to support course development, verifying course content and availability of teaching shells.

The candidate hired was a **White female**, which is not a goal candidate.

Administrative Assistant to the Provost

Position Summary: *The Assistant to the Provost provides administrative support to the Provost, and as needed to the Academic Affairs department and coordinates the commencement ceremony. The administrative support duties include providing clerical support to the Provost, coordinating the faculty review of student concentrations, the maintenance of faculty records and coordination of faculty meetings, the development of publications for Academic Affairs, editing and producing and distributing the UPDATE newsletter, and maintenance of all official records for Academic affairs, including committee minutes. S/he understands the requirements associated with handling confidential information. The role of Commencement Coordinator includes overseeing the virtual or on ground ceremony preparations, working with the appropriate offices to ensure that all aspects of the commencement or completed; and serves as the point person the day of the ceremony.*

Qualifications: *Bachelor's degree and a minimum of three (3) years of relevant experience in higher education and/or publications; experience with administrative detail; good written and oral communication skills; and competency in computer applications, spreadsheets, desktop publishing and graphics software. These qualifications may be waived for individuals with appropriate alternate experience.*

Assistant Admin - Provost	Total	TM	TF	WM	WF	BM	BF	HM	HF	AAM*	AAF*	2M	2F	UM	UF	UU
Total Applicants	329	31	282	22	158	3	25	2	27	0	5	2	9	2	58	16
Not Qualified	309	30	263	21	149	3	22	2	24	0	5	2	8	2	55	16
Qualified	20	1	19	1	9	0	3	0	3	0	0	0	1	0	3	0
Offered Interview	6	1	5	1	2	0	1	0	2	0	0	0	0	0	0	0
Withdrew	2	0	2	0	1	0	0	0	1	0	0	0	0	0	0	0
Interviewed	4	1	3	1	1	0	1	0	1	0	0	0	0	0	0	0
Offered	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Not Accepted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hired	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0

*AAIANHNPI

We received 329 applications for this position. The candidate pool was composed of the following: 22 - White males, 158 - White females, 3 – Black males, 25 - Black females, 2 – Hispanic males, 27 - Hispanic females, 5 - AAIANHNPI females, 2 – 2 or More males, 9 – 2 or More females, 2 – Unknown male, 58 – Unknown females and 16 – Unknown.

Of the 329 applicants, 309 applicants did not meet the minimum requirements: 21 - White males, 149 - White females, 3 – Black males, 22 - Black females, 2 – Hispanic males, 24 - Hispanic female, 5 - AAIANHNPI females, 2 – 2 or More males, 8 – 2 or More females, 2 – Unknown males, 55 – Unknown females and 16 – Unknown.

- 1 - White male, 9 - White females, 4 - Black females, 1 - Hispanic female, 1 - AAIANHNPI female, 1 – 2 or More male, 1 – 2 or More female, 2 - Unknown males, 28 - Unknown females and 5 - Unknown did not submit a cover letter with their application so could not assess writing skills which is needed for newsletters, reports and letters.
- 6 - White females, 5 - Hispanic females, 15 - Unknown females and 3 - Unknown did not have the required Bachelors' degree or cover letter.
- 2 – White males, 34 – White females, 6 - Black females, 1 - Hispanic male, 7 - Hispanic females, 1- 2 or More female, 3 - Unknown females, 2 - Unknown did not have the required Bachelors' degree.
- 16 – White males, 82 – White females, 3 – Black male, 10 – Black females, 1 – Hispanic male, 9 – Hispanic females, 3 - AAIANHNPI females, 3 – 2 or More females, 8 – Unknown females and 6 - Unknown had the required Bachelors' degree but did not have the required 3 years of administrative assistant experience.
- 1 – White female mentions administrative assistant and higher education experience but did not supply dates with her experience.
- 2 – White males, 3 - White females, 1 – AAIANHNPI female, 1 – 2 or More male and 1 – Unknown female had less than 3 years of administrative assistant experience as well as no higher education experience.
- 14 – White females, 2 – Black females, 2 – Hispanic females and 3 – 2 or More females had higher education experience but less than 3 years of administrative assistant experience.

Of the 20 applicants who met the minimum qualifications, 14 were not interviewed; 7 – White females, 2 – Black females, 1 – Hispanic female, 1- 2 or More female and 3 - Unknown females.

- 4 - White females, 2 – Black females, 1 – Hispanic female and 2 Unknown females did not have the preferred higher education experience.
- 1 – Unknown female was an office coordinator mainly interacting with students as a recruiter/academic advisor.
- 1- 2 or More female has admission counselor experience but less than 3 years administrative assistant experience.
- 1 – White female collecting data and reporting out to the Chief Financial Officer.
- 1 – White female was an administrative secretary managing a student caseload.
- 1 – White female was an administrative assistant event planning and managing grant accounts.

The remaining 6 applicants were called in for an interview, 1 - White male, 2 - White females, 1 – Black female, 2 – Hispanic females.

- 1 – White female withdrew stating acceptance of another position.
- 1 – Hispanic female never showed for interview.
- 1 – Black female - current position put her in a position of autonomy, power or authority - very passionate about student success - focus was student driven. No support needed from supervisor - she would handle the situation and would make staff do anything she needed done - her career goals is not of support but to supervise; rambled on - not focused on question - constantly stating she was sorry for continually going back to what the student needs for a successful college experience - never really answering the questions.
- 1 – Hispanic female is currently a virtual executive assistant- owns own company (virtually keep track of CEO calendars remotely) - thought this was remote position since online college - knowledge of MS Access, however no student database; created her company's website; new technologies learned through you-tube; zoom but not webex - transcriptions of meeting notes a long time ago; wants a position that is more than an assistant - wants to be in a position where her ideas count - has not coordinated any big events.
- 1 – White female is an executive assistant - selected w/o degree due to software experience mentioned in letter/resume. Was not concise in her answers - mentioned the technology that was used in various situations but could not articulate how she used her technology experience and knowledge with projects, event setup, meeting or in organizing information. Rambled on, going from thought to thought without a definitive answer to question. Numerous times the committee members needed to stop and guide her to keep the conversation on track.
- 1 – White male (**selected candidate**) is an executive assistant with technical experience; financial background - good foundation; analysis of data, good judgement when using email vs talking directly, transparent, people person.

The candidate hired was a **White male**, which is not a goal candidate.

RN to BSN Program Director (open to CSCU employees)

Position Summary: *The RN to BSN Program Director is responsible for directing the Bachelor of Science RN to BSN program, including positioning the program to acquire and maintain nursing accreditation; recruiting, hiring developing, and assessing faculty; working with Admissions to recruit students; advising and working with Advising to provide student support; overseeing the curriculum; establishing practicum/internships experiences in conjunction with the faculty; and conducting community outreach to establish partnerships essential to the program. The Director also teaches one course per semester.*

Minimum Qualifications: *Master's degree in nursing, doctorate preferred; experience with nursing accreditation; three to five years' teaching experience, preferably in an online environment; 3 to 5 years' higher education program administration; experience developing curriculum; effective communication skills; ability to motivate and manage a team at a distance; excellent organization skills and attention to detail. Evening and weekend hours may be required.*

We received 1 application for this position, 1 – White female.

- The candidate had 20 years in Higher Education. She worked 8 years progressing from an Assistant Professor of Nursing to the Director of the Nursing and Allied Health at Three Rivers CC. Currently she works as a Nursing Workforce Data Analysis Consultant for CLN/CNW and Interim Director, RN to BSN Program/Director of System Nursing Curricular

Operations at the CT State Colleges & Universities. She brings a wealth of knowledge and expertise to get the RN to BSN Nursing program on its way to accreditation.

The candidate hired was a **White female**, which is not a goal candidate.

Administrative Assistant, President's Office (open to COSC employees)

Position Summary: *This position interfaces with our students, the public, and the executive team, and as such, demands exceptional customer service and administrative skills; is responsible for reception duties and administrative support functions for the President as well as the executive offices as needed.*

Minimum Qualifications:

Associate Degree with a minimum of two years of administrative experience. The successful candidate will hold outstanding customer service abilities and excellent written and oral communication skills with an ability to multi-task and attention to detail. Ability to manage outlook calendars and executive scheduling with strong skills in prioritization and organization. Must be a self-starter and able to resolve issues and conflicts. Must understand and safeguard sensitive personal/academic data and student information with proven reliability in a workplace setting. Experience with Microsoft Office Suite preferred. These qualifications may be waived for individuals with appropriate alternate experience.

We received 1 application for this position, 1 – White female.

- The candidate showed customer service experience through 4 years of experience in a sales manager position and 5 years of experience in a sales operation analyst position. Demonstrated technical skills experience working in a part time position for the President's Office.

The candidate hired was a **White female**, which is not a goal candidate.

Instructional Designer 1 (moved from PT to FT)

Position Summary: *The Instructional Designer (ID) is a member of Charter Oak State College's course development/design team. The ID reports to the Director of Instructional Design. The ID works with faculty and staff to provide instructional design and pedagogical support related to course developments for the college's majors/concentrations. The ID ensures that best practices and quality standards are employed for curriculum development and delivery of all online courses.*

Qualifications: *Bachelor's degree required, Master's degree preferred, in instructional design, instructional technology, curriculum development or related field. Minimum of three years' experience in online curriculum development and delivery. Strong project management skills; Ability to work both independently and in a collaborative environment and to a variety of instructional methods, course facilitation techniques and assessments to course development. Excellent verbal and written communication skills, including strong collaborative qualities as well as the ability to explain technical concepts in non-technical terms to faculty and students. Excellent editorial skills, including the ability to edit and author (as needed) course content in a conversational tone. Ability to work efficiently and effectively with minimal supervision. Creative, practical problem-identification, problem-reporting, and problem-solving skills, including the application of those skills to the design and development of the final product.*

A vacancy created by the resignation of an Instructional Designer. Through an internal search, a part time internal candidate applied, 1 - White male.

- 1 - White male has worked in the ID department since 2015 in the role of a course developer. In 2016, he successfully took on a secondary project work as an instructional designer for the CAMI grant. With the resignation of the Instructional Designer, he again

successfully took on the secondary project work to cover the vacancy, having previously demonstrated his instructional designer skills.

The candidate promoted is a **White male**, not a goal candidate.

Accessibility Specialist (moved from P/T to F/T)

Position Summary: *The Accessibility Specialist is responsible for providing administrative support and academic focused decision making for the Office of Accessibilities (OAS), which includes review of documentation, identification of appropriate accommodations based on the American Disabilities Act and Section 504, interacting with students/faculty/staff, knowledge of specific learning strategies and assistive technologies, organized record keeping and confidential communication.*

Minimum Qualifications: *Strong interpersonal skills, ability to build trust, and connect with students in a warm but professional manner both by phone and email; Ability to adapt to changing student and office needs and handle frequent interruptions; Knowledge of laws pertaining to people with disabilities including ADA and Section 504; Must work collegially with other departments (i.e. Academics, Instructional Design, etc.) May require occasional evening or weekend hours, must be available at Commencement; Bachelor's degree in Special Education, Education, Psychology, Counseling or a directly related field from a regionally accredited college or university. **Preferred Qualifications:** Prior experience in higher education and/or online learning; Working knowledge of relevant accessibility laws and regulations; Master's degree*

With the increase in the number of students that need their documentation to be evaluated for appropriate and reasonable accommodations and preparation of confidential disability disclosure documentation this position was moved to full-time. Employee is an integral part of the Academic Services team and provides thoughtful and consistent accessibility services to our students, enabling them equal access and opportunity for success. Has become the go-to person when it comes to compliance in supporting students, faculty and staff.

The candidate moving to full-time is a **White female**, not a goal candidate.

Program Goals Attainment

Work with the CADEP (Connecticut Association of Diversity and Equity Professionals) to find ways to do outreach to the Black and Hispanic female population. This will be done through the attendance of their annual meetings.

- Achieved – Attended meetings to engage with participants regarding outreach efforts.
- Achieved – Utilized the CADEP list serv to announce open positions

Review the full list of recruitment sources to find which have been most effective in reaching the Black and Hispanic female applicants. When posting a position, the Associate for Business Services will contact these sources to encourage these groups to apply.

- Achieved - See new Recruitment Strategies Narrative in Section 46a-68-80
- Achieved – When recruitment sources were contacted during this reporting period, email address were acquired for future job posting

Make available the offerings of workshops on diversity and inclusion that are presented at other State Colleges and Universities.

- Achieved – See new Career Mobility Narrative 46a-68-91
- Achieved - See new Good Faith Efforts Narrative Section 46a-68-92

Section 46a-68-91
Career Mobility

CAREER MOBILITY

Charter Oak State College recognizes the value of career mobility within State service and believes that making greater use of employees' skills and abilities as well as developing employees for higher level work are essential aspects of sound management and affirmative action. However, the College has experienced challenges in creating a career mobility program within the College. The collective bargaining agreement that covers most of the professional employees does not have a mechanism for promotion. The size of the College's workforce (67 full-time positions) and specialized job structure (characteristic of most of the positions in this workforce) also limit career mobility and promotional opportunities. The College currently has two groups of employees: administrators (executive management) and professionals.

The skills required for the administrators and professionals are specialized and technical in nature. Therefore, Charter Oak State College, while limited to affect a great amount of change in this job structure, supports and encourages employee efforts to seek to qualify themselves for higher ranked positions in a number of ways.

1. The College has established a successful program to provide staff professional development opportunities, both in-house and through outside contractors. The College encourages staff participation in formalized educational pursuits.
 - a. DAS supported training programs through the Community College. During this reporting period six employees participated in selecting an offering from the Spring 2019-20 and/or Fall 2019-20 catalogs (1 White male, 6 White females 1 Black female and 2 Hispanic females). The courses taken were Practical Project Management, Communicating in Time of Stress, Effective Leadership Skills for Women, Positive Psychology, Mental Health First Aid, Spanish, Managerial Accounting and 3 Excel courses.
 - b. Employees continue with ongoing professional development opportunities funded through collective bargaining or institutional funds aimed at maintaining or expanding current knowledge of professional issues through conferences or workshops as well as educational degrees outside the College. During this reporting period 19 employees participated in each of the years for a total of 38 (5 White males, 22 White females, 2 Black female, 2 Black male, 6 Hispanic females and 1 - 2 or more Race female).
 - c. A tuition waiver program is available for Charter Oak employees who wish to take courses towards a degree at Charter Oak. Eight employees are participating (2 White males, 4 White females, 1 Black male and 1 Black female). The 2 White males completed their graduate degrees.
 - d. Training funds are usually included in departmental budgets to send staff to specialized training or conferences. Some of the conferences/training attended by employees were the following: In 2019, employees attended various Seminars and Conferences (7 White males, 17 White females, 1 Black male, 1 Black female, 1 Hispanic female and 1 - 2 or more Race female) as well as various training

- opportunities (1 White male, 7 White females, 1 Black male and 1 AAIANHNPI female). In 2020, employees attended various Seminars and Conferences (9 White males, 15 White females, 1 Black male, 1 Black female, 1 Hispanic female and 1 - 2 or more Race female) as well as various training opportunities (4 White males, 4 White females and 1 AAIANHNPI male).
- e. Formal career counseling is made available to all staff upon request or to those whose performance suggests that they would benefit from it. The Manager for Personnel and Finance, as well as Charter Oak State College counselors/advisors provides this counseling. During this reporting period, 12 career counseling meetings were conducted (3 White males, 5 White females, 1 Black female, 1 Hispanic male, 1 Hispanic female and 1 AAIANHNPI male).

As stated previously, the opportunity for promotions from one occupational category to another does not exist. All movement to a higher class is through an internal search or reclassification process within the Professional category. The latter process moves employees to a higher level due to the evolution of position responsibilities and only after review by the CSCU System Office and an independent evaluator. For Administrator (executive management) positions, staff can be promoted to a higher level only by System Office approval.

Reclassification requests remain as the primary vehicle for upgrading the level of a position for professional staff. This process is initiated when the employee, supervisor, executive manager and personnel manager all agree that duties and responsibilities have increased to a level justifying a position reclassification. This past year, 1 White male, 3 White females and 1 Hispanic female had their position level increased due to reclassification and/or promotion within category. The decision of the outside reviewer confirms or denies the reclassification request.

In addition to promotions and reclassifications, merit awards were approved in the professional union contract beginning July 1, 2000 and continues to be awarded as outlined in the current contract. Merit awards are based upon outstanding performance, innovative projects or initiatives, or other efforts or undertakings that have or would greatly benefits the College and/or its students. This program consists of employees submitting nominations of their peer's contributions to a Labor-Management Committee. This Committee then makes recommendations to the President. The President makes the final selections from the list of recommendations.

The Human Resources office does not have a program for persons with disabilities, but it does work individually with staff that have a disability. For example, the College has an interpreter present at meetings when needed. Through the assessment of the employee's needs, accommodations are made to assist with her transition and participation in the workforce. Please note, this employee does not identify herself as being disabled and thus is not reported as such in our HR data system. All assistance is on a case-by-case basis. The College also employs an Accessibility Counselor that is helpful with identifying the accommodation needs of an employee.

Finally, please note, most of the positions at the College are unionized. The administrators, along with three professional staff are not unionized.

Section 46a-68-92
Good Faith Efforts

GOOD FAITH EFFORTS

1. Charter Oak is committed to promoting equal opportunity in order to have a workplace free of discrimination. Charter Oak displays this commitment through ensuring that all employees take Diversity training and Sexual Harassment Prevention training shortly after being hired. Besides this training Charter Oak also shows its commitment through the following:
 - a. Charter Oak communicates this commitment to the employees who sit on a search committee. The supervisor sits as chair of the search committee. Search committees are composed of staff who work directly with the employee in the position. The Affirmative Action Officer meets with all search committees prior to the review of applicants and provides an overview of what equal employment opportunity and affirmative action means to the College. At this time, hiring goals and evaluating criteria are discussed. The Affirmative Action Officer also sits in on every search committee to ensure that all candidates are evaluated objectively and without bias.
 - b. To ensure that employees are aware of nondiscrimination policies and procedures, Charter Oak posts its Affirmative Action Policy Statement and Sexual Harassment Policy on the College's intranet along with posting a notice on each kitchen bulletin board at its two locations. Likewise, the CT State Colleges & Universities (CSCU) policies are also available for all employees' access via the intranet.
 - c. Supervisor's performance appraisals document their good faith efforts in equal employment opportunity and affirmative action abilities. Furthermore, the Executive Manager of each College department, as well as the Personnel Manager, reviews a supervisor's evaluations of their direct reports to ensure that departmental processes, procedures and systems are nondiscriminatory and free of bias for all employees.
 - d. Requests for reasonable accommodations are reviewed on a case-by-case basis. The College provides hearing impaired services through a contracted interpreting service. Furthermore, with information received while attending the Department of Administrative Services ergonomics training, the College continues to provide healthy work environment stations, i.e., standing workstations, special chairs and footrests for employees with back problems. Additionally, during the pandemic, the Personnel Manager worked with the Facility Manager and VP of Administration to ensure that during the teleworking arrangements reasonable accommodations were made for employees who needed to turn home areas into offices.
 - e. If there is an allegation of sexual harassment, we immediately investigate the allegation. We speak with all parties involved in fact finding and then take the appropriate action. We had no claims this reporting period.
2. Every year, all of our employees completed an online sexual harassment prevention training. With the changes in Title IX, all employees were required to take the new

CHRO training this Fall. All new employees are required to take this training along with an on-ground Diversity training shortly after being hired.

3. Charter Oak continues to find innovative ways to recruit qualified applicants in the underutilized groups. During this period, we reached out to the CADEP and Council on Equity and Opportunities to help reach underutilized candidate groups. However, as mentioned in Section 46a-68-87, we need to do more to attract the Hispanic females.
 - a. At the College's monthly staff meeting in April, the Affirmative Action Officer discusses the plan just filed along with the findings of our goal analysis. We emphasize and ask for assistance to identify goal candidates as job openings become available.
 - b. This plan year, we worked at determining email addresses for all organizations we send position announcements. As mentioned, we will continue to reach out to our State counterparts to ascertain if they could provide suggestions as to successfully reaching this pool of applicants. However, with the move to CSCU Shared Services, this process will change.
 - c. Through our continued efforts our applications received for Black females (dipped to 12% of all applications received) and Hispanic males held steady at 3% of all applications received. However, we did see a slight gain with attracting applications received for Hispanic female (5% to 8% of all applications received). We continually worked with members of the CADEP along with our sister institutions at CSCU to help us make gains with this applicant pool.

4. Charter Oak is committed to having a fair and nondiscriminatory selection process. As seen in Section 46a-68-80, the process shows the involvement starting at the President and its progression down through the search committee.
 - a. With the Affirmative Action Officer involved at all selection stages, from meeting with the search committee to reviewing the candidates, ensures that all applicants are treated fairly and consistently.
 - b. With the Affirmative Action Officer sitting on all the search committee, it ensures that the interview format and questions are without bias. All questions are geared directly to assessing the skills of each candidate in relation to the needs of the position. After each candidate interview the committee reviews the candidate's qualifications. First impressions or stereotyping is addressed as needed.
 - c. Accommodations are provided for each interviewee through a confirmation email giving details of the interview and a contact number for any questions or concerns.
 - d. Besides the Affirmative Action Officer, all search committees include the supervisor, a departmental employee and an employee from another department in which the candidate will be working closely.
 - e. Prior to the committee reviewing the candidates, the supervisor goes over the selection criteria to be used. The qualifications from the position description are reiterated and the questions are produced.

- f. The committee considers the years of experience as well as the educational degree attained by each candidate so as not to exclude any meaningful qualifications of a candidate.
 - g. The committees come up with at least 5 candidates to interview. The Affirmative Action Officer reviews the list for goal candidates and may add qualified applicants to increase the goal candidates of the pool.
 - h. Prior to starting the interviews, the search committee produces a list of non-qualified and qualified candidates with the reason they were not chosen. This list is reviewed by the Affirmative Action Officer to ensure that the reasons for not being selected are due to the candidate's ability to perform the duties of the position.
 - i. The College uses an online recruiting system that accepts and time stamps the receipt of the applicants resume and cover letter. It also time stamps the acknowledgements upon receipt of the documents. Once the committee has reviewed and decided on which candidates to interview, a list is sent to the Associate to enter the reasons as to their categorization. The Associate moves each applicant along the process documenting the reasons for their categorization. Once a candidate is chosen for hire, all applicants not hired are sent a notice of non-selection. Therefore, when an applicant calls to find out why they were not chosen, it is readily available for discussion.
5. As mentioned in Section 46a-68-91, Charter Oak provides various career development opportunities to all employees along with encouraging all staff to participate in various committees to enhance their skills.
- a. Through the Community College In-Service training, we encourage staff to hone their skills in various areas of interest.
 - b. Through Union funds, we encourage staff to participate in workshops and conferences and to pursue degrees that are not offered at Charter Oak.
 - c. Through tuition waiver, we encourage staff to pursue an Associate, Bachelor or Master's degree at Charter Oak.
 - d. Through departmental budgets, we encourage staff to participate in cutting-edge training for their growth and the growth of the departments.
 - e. Through participation in agency committees, such as Strategic Planning, we encourage staff to take a lead in developing efficient processes.
 - f. All staff is notified of any training or development opportunities. As noted previously, there are very few opportunities for promotion other than through reclassification.
 - g. Career counseling is available to all staff upon request. They can contact the Manager for Personnel & Finance, along with admission/academic advisors. An Employee Assistance Program contracted through UCONN Health Center is also available free of charge.

Section 46a-68-93
Innovative Programs

INNOVATIVE PROGRAMS

The development and implementation of programs not covered elsewhere in Sections 46a-68-78 through 46a-68-92, inclusive, is an opportunity for creative and innovative agency measures. These measures may ultimately create opportunities not otherwise available to achieve the full and fair participation of all protected group members. Programs offered through Charter Oak State College aimed to increase opportunities for members of all protected groups include:

- utilization of non-competitive positions – currently, all of the 67 full-time positions at the College are potentially non-competitive;
- utilization of members of Charter Oak’s 255 consulting faculty as additional recruitment sources. Charter Oak’s consulting faculty are employed full time at other Connecticut colleges – used during this reporting period’s external searches- see Section 48a-68-80;
- utilization of outreach advisors as additional recruitment sources when contacting businesses and organizations, including those which target a protected class audience – used during the external searches of this reporting period – see Section 48a-68-80;
- utilization of Charter Oak State College’s website for position announcements;
- conversion of addresses of recruitment sources to e-mail addresses – this not only saves time and money, but also ensures that job announcements reach a greater applicant pool – used during this period’s external searches;
- a flex-time work week policy for employees to allow for educational and family responsibilities. Each College employee has been able to select his/her work schedule between 7:00 a.m. and 5:30 p.m. on Monday, Tuesday, Thursday and Friday, and between 7:00 a.m. and 6:30 p.m. on Wednesday;
- a formal policy for reducing work week hours, a full-time employee may request of management that their position be adjusted to a part-time status of 39 hours/week or less but not below 20 hours/week;
- implementation of the voluntary schedule reduction program, but not below 20 hours/week;
- tuition waivers for employees enrolled in Charter Oak State College Certificate, Associates, Bachelors, Masters degree programs;
- participation in the Department of Administrative Services In-Service Training Program to foster professional development;

- a professional development fund for union employees for tuition reimbursement or professional development;
- utilization of internal budget dollars for professional development of staff;
- agency-wide training on technology changes and strategic initiatives like customer service;
- utilization of operating funds to support employee training;
- diversity, mandatory reporter, workforce violence prevention, and sexual harassment prevention training for all new employees as mandated by the Connecticut legislature;
- internships/student workers – 2 students from colleges and universities;
- use of higher education focused webinars for staff to keep updated on current issues in higher education;
- participation in college fairs;
- utilization of media that advertise positions on the Internet and in print are used during the external searches of this reporting period – see Section 48a-68-80; and
- a telecommuting program adopted by the College in November 2001. Telecommuting is a voluntary employment alternative that avoids the normal work commute and allows the opportunity to work at home, primarily on a part-time basis. During the pandemic, staff are currently teleworking. Some are scheduled to work in the office on an as needed basis.

Section 46a-68-94
Concluding Statement

CONCLUDING STATEMENT

I, Ed Klonoski, President of Charter Oak State College, acknowledge that the ultimate responsibility for promoting and enforcing affirmative action rests with me. Every good faith effort to achieve the goals and objectives of the plan have been made. I also attest that Rowena McGoldrick, the Affirmative Action Officer for the College, reported directly to me during the reporting period. Leah Glende, the CSU Director of Diversity and Inclusion is handling this responsibility until her replacement is selected.

I pledge that the College and I will make every good faith effort to achieve the new objectives, goals, and timetables set forth in this plan.



Ed Klonoski
President, Charter Oak State
College

March 30, 2021