Board of Regents

Affirmative Action Plan
December 1, 2018 to November 30, 2020

EDWARD D. KLOKOSKI
President

CHARTER OAK STATE COLLEGE

55 Paul Manafort Drive ♦ New Britain, CT 06053
85 Alumni Road ♦ Newington, CT 06111
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Leah Glende
Director, Diversity and Inclusion
CSCU Shared Services

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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Policy Statement
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 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 advance 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 – AAIAANHNPI 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.
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.

Edward D. Klonoski
February 6, 2021
Date
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.
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.


Rowena McGoldrick
Manager, Personnel & Finance
Charter Oak State College
85 Alumni Road
Newington, CT 06111
Phone: 860-515-3751
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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

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<th>TOTAL BLACK</th>
<th>TOTAL HISPANIC</th>
<th>TOTAL AAIANHPI</th>
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</table>

HIRING GOALS FOR 2020 (New Plan)

Hiring goals are as follows:

Administrative Group: Professional Staff Group:
- 1 White female
- 1 Black female
- 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
lดาfoe@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
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
Located at Classified Department
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  
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
Atttn: Mr. John Allen

Northeast Minority News
Atttn: Mika

Inner City Newspaper
Atttn: 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

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

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

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

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
### EB-7646912032 Closed 100818 Controller

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<th>Disability</th>
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### EB-8089812077 Closed - 123018 Staff Associate

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

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

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

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

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EB-2988971593 Closed 6/20/19 - Marketing & Web Technologist
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**EB-1483910001 Closed 9/16/19 - Admissions Counselor**

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

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<th>Veteran Type</th>
<th>Disability</th>
<th>Source</th>
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<td>Americas.JobBank-1</td>
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<td>charteroak.edu-12</td>
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**EB-1384659666 Closed 10/14/19 - Enrollment Services Associate**

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<td>Veteran Type</td>
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<td>---------------</td>
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<td>------------</td>
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<td>Asian (Not Hispanic or Latino)</td>
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<tr>
<td>Race/Ethnicity</td>
<td>Gender</td>
<td>Veteran Status</td>
<td>Veteran Type</td>
<td>Disability</td>
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<td>Race/Ethnicity</td>
<td>Gender</td>
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<td>Veteran Type</td>
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<td>Male-80</td>
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EB-9519262753 Closed 010720 Director, RN to BSN Program

Race
- Hispanic or Latino: 2
- White (Not Hispanic or Latino): 14

Gender
- Male: 16

Veteran Status
- I AM NOT A PROTECTED VETERAN: 1
- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERANS LISTED: 2
- I PREFER NOT TO ANSWER: 5

Disability
- NO, I DON'T HAVE A DISABILITY: 17
- YES, I HAVE A DISABILITY (or previously had a disability): 11

Source
- Current Interim Director of Program

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

Race
- Hispanic or Latino: 1
- Black or African American (Not Hispanic or Latino): 61
- White (Not Hispanic or Latino): 14

Gender
- Male: 89

Veteran Status
- I AM NOT A PROTECTED VETERAN: 1
- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERANS LISTED: 2
- I PREFER NOT TO ANSWER: 1

Disability
- NO, I DON'T HAVE A DISABILITY: 17
- YES, I HAVE A DISABILITY (or previously had a disability): 11

Source
- Current Connecticut community college employee and was forwarded the posting
- Friend
- Google.com

EB-3522323685 Closed AVHS Coordinator and Instructional Designer

Race
- Hispanic or Latino: 1
- White (Not Hispanic or Latino): 159

Gender
- Female: 12

Veteran Status
- I AM NOT A PROTECTED VETERAN: 1
- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERANS LISTED: 2
- I PREFER NOT TO ANSWER: 5

Disability
- NO, I DON'T HAVE A DISABILITY: 17
- YES, I HAVE A DISABILITY (or previously had a disability): 11

Source
- Charter Oak State College's CT AVHS program
- Indeed.com

EB-1787293400 Closed - Administrative Assistant to the Provost

Race
- Hispanic or Latino: 4

Gender
- Female: 282

Veteran Status
- ARMED FORCES SERVICE MEDAL VETERAN: 1
- DISABLED VETERAN: 1
- I AM NOT A PROTECTED VETERAN: 1
- I PREFER NOT TO ANSWER: 1

Disability
- I DON'T WISH TO ANSWER: 3
- NO, I DON'T HAVE A DISABILITY: 17
- YES, I HAVE A DISABILITY (or previously had a disability): 11

Source
- Careerbuilder.com
- SimplyHired.com

https://www2.pcrecruiter.net/pcrbin/eeorpt.exe 8/30/2020
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<td>I PREFER NOT TO ANSWER-11</td>
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<td>ARMED FORCES SERVICE MEDAL VETERAN-2</td>
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<td>DISABLED VETERAN-1</td>
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<td>CTJobs.com</td>
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<td>Glassdoor</td>
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<td>Google.com</td>
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<td>HigherEdJobs.com</td>
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<td>Indeed.com</td>
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<tr>
<td>My mentor at CCSU referred me to your institution</td>
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<td>My.Jobhelper</td>
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<td>Person/Organization</td>
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<td>SimplyHired.com</td>
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<td>CACER job posting</td>
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<td>Capital Community College website</td>
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<td>Careerbuilder.com</td>
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<td>CT Works</td>
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<td>Current Interim Director of Program</td>
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<td>DAS Website</td>
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<td>Dept of Labor Website</td>
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<td>e-mail through Tunxis COMMUNITY College</td>
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<td>Email to NETA Members from Director of Admissions</td>
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<td>Employee Iwona</td>
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<tr>
<td>Family Member</td>
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<td>family memeber</td>
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<td>Friend</td>
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<td>Google.com</td>
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<td>I am an adjunct for Charter Oak State College's CT AVHS program</td>
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<td>Indeed</td>
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<td>itjobsweb.com</td>
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My mentor at CCSU referred me to your institution.

Notified of position from an employee of Charter Oak State College.

Posting was given to me by a co-worker at CCSU.

through a mutual friend and state employee TXCC email.

word of mouth.
Candidate Inquiry Information
11/30/2020

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<td>charteroak.edu</td>
<td>252</td>
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<td>NorthEast News Today</td>
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</table>

5 applicants were overlap in Systems Administrator II & III
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](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.**

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://www.CharterOak.edu)  
[http://CharterOak.edu/facebook](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](http://www.charteroak.edu/AboutUs/Employment) and apply with cover letter and resume by March 24, 2019.

**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
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.
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](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.**

---

**Silas Shannon III**  
*Associate for Business Services*  
*Charter Oak State College*  
*85 Alumni Road*  
*Newington, CT 06111*  
*Phone: (860) 515-3755*  
*Fax: (860) 606-9610*

---

**Charter Oak State College**  
Connecticut's public online college  
*What's new at Charter Oak?*  
*Our online RN to BSN!*  
*See all Programs of Study*

---

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Page - 1 (Summary)

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>Number</th>
<th>YEAR TO DATE</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTALS ($)</td>
<td>Contracts</td>
<td>TOTALS ($)</td>
<td>Contracts</td>
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<tr>
<td>5) Total Agency FY Expenditures for Purchases and Contracts</td>
<td>$116,622.21</td>
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<td>$249,359.25</td>
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<td>6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors, Combined TOTALS OF SBE AND MBE EXPENDITURES</td>
<td>$31,968.42</td>
<td>14</td>
<td>$44,526.23</td>
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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) | $21,866.75 | 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) | $ | - | $ | - |
WBTE TOTAL [Lines L - W] | $21,866.75 | $24,666.15 |
MBE TOTAL (Lines A - W) | $21,866.75 | $24,666.15 |
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 $ __________

<table>
<thead>
<tr>
<th>QUARTER</th>
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</tr>
</thead>
<tbody>
<tr>
<td>TOTALS ($)</td>
<td>Contracts</td>
<td>TOTALS ($)</td>
<td>Contracts</td>
</tr>
<tr>
<td>5) Total Agency FY Expenditures for Purchases and Contracts</td>
<td>$ 129,519.25</td>
<td>36</td>
<td>$ 378,878.50</td>
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<tr>
<td>6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors, Combined TOTALS OF SBE AND MBE EXPENDITURES</td>
<td>$ 22,671.90</td>
<td>10</td>
<td>$ 67,196.19</td>
</tr>
</tbody>
</table>

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) | |

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**

**SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT**

**Fiscal Year Quarter**: 3RD

**Agency Name**: Charter Oak State College
**Prepared by**: Rafaela Almeida
**Tel. #**: 860-515-3765

**Back-Up Sheets require Totals for each MBE Category**

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

---

1. **TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET**
   - Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTION/EXEMPTIONS

2. **25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)**

3. **25% of line # 3 Total - Set Aside - Minority Business Enterprises only**

---

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<tr>
<td>TOTALS ($)</td>
<td>Contracts</td>
<td>TOTALS ($)</td>
<td>Contracts</td>
</tr>
<tr>
<td>BORAA</td>
<td></td>
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<td></td>
</tr>
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</table>

5. **Total Agency FY Expenditures for Purchases and Contracts**
   - $183,799.42
   - Number: 39
   - $562,677.92
   - Number: 136

6. **Total Agency FY Expenditures for Purchases and Contracts**
   - Combined TOTALS OF SBE AND MBE EXPENDITURES
   - $27,684.67
   - Number: 11
   - $94,882.76
   - Number: 41

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)

   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 (NW)

   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)


   WBE TOTAL (Lines L - W)

   MBE TOTAL (Lines A - W)

   | |  
|---|---|---|
| TOTALS ($) | 11,456.78 | $ |
| Contracts | $39,696.53 | 21 |

---

Page - 1 (Summary)
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 $  

<table>
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<tr>
<td>TOTALS ($)</td>
<td>Contracts</td>
<td>TOTALS ($)</td>
<td>Contracts</td>
</tr>
<tr>
<td>5) Total Agency FY Expenditures for Purchases and Contracts</td>
<td>$217,861.71</td>
<td>39</td>
<td>$217,861.71</td>
</tr>
</tbody>
</table>
| 6) Total Agency FY Expenditures for Purchases and Contracts  
   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 | $7,464.26 | 7 |
| **DEPARTMENT OF ADMINISTRATIVE SERVICES** |
| **SUPPLIER DIVERSITY PROGRAM** |
| **SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT** |
| **Fiscal Year Quarter** | **1ST / 2ND / 3RD / 4TH** |
| **Fiscal Year Period** | **2019-2020** |

**Agency Name:** Charter Oak State College  
**Prepared by:** Rafaela Almeida  
**Tel. #:** 860-515-3765  
**E-mail:** ralmeida@charteroak.edu  

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)**  
   $34,872.75

4) **25% of line # 3 Total - Set Aside - Minority Business Enterprises only**  
   $8,668.19

<table>
<thead>
<tr>
<th><strong>QUARTER</strong></th>
<th><strong>Number</strong></th>
<th><strong>YEAR TO DATE</strong></th>
<th><strong>Number</strong></th>
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<td><strong>Contracts</strong></td>
<td><strong>TOTALS ($)</strong></td>
<td><strong>Contracts</strong></td>
</tr>
</tbody>
</table>

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)**  
   $  

   $  

   **WBE TOTAL (Lines L - W)**  
   $17,409.94  
   8  
   $24,874.20  
   15

   **MBE TOTAL (Lines A - W)**  
   $17,409.94  
   $24,874.20
### SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

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

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

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

---

1. **1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET**  
   **Page 1 (Summary Page) From The Annual Goals Calculations Report**  
   **QUARTERLY TOTALS ($)**: $16,999,691.00

2. **2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS**  
   **QUARTERLY TOTALS ($)**: $138,691.00

3. **3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)**  
   **QUARTERLY TOTALS ($)**: $34,672.75

4. **4) 25% of line # 3 Total - Set Aside - Minority Business Enterprises only**  
   **QUARTERLY TOTALS ($)**: $8,668.19

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<th>Contracts</th>
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<td>TOTALS ($)</td>
<td>Contracts</td>
<td>TOTALS ($)</td>
</tr>
<tr>
<td>5) Total Agency FY Expenditures for Purchases and Contracts</td>
<td>$128,345.22</td>
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<td>$513,131.15</td>
<td>109</td>
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<td>6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors, Combined TOTALS OF SBE AND MBE EXPENDITURES</td>
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<td>$77,242.28</td>
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<th>YEAR TO DATE</th>
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<th>Number</th>
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<tr>
<td>A) American Indian (N)</td>
<td>$</td>
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<td>-</td>
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</tr>
<tr>
<td>B) Asian (A)</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>C) Black (B)</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>D) Disabled Individual (D)</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>E) Hispanic (H)</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>F) Iberian Peninsula (I)</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>G) Disabled American Indian (DN)</td>
<td>$</td>
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</tr>
<tr>
<td>H) Disabled Asian American (DA)</td>
<td>$</td>
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<tr>
<td>I) Disabled Black American (DB)</td>
<td>$</td>
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<tr>
<td>J) Disabled Hispanic American (DH)</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>K) Disabled Iberian Peninsula American (DI)</td>
<td>$</td>
<td>-</td>
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<tr>
<td>L) Woman (W)</td>
<td>$5,497.05</td>
<td>6</td>
<td>$30,371.25</td>
<td>21</td>
</tr>
<tr>
<td>M) Woman American Indian (NW)</td>
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<tr>
<td>N) Woman Asian (AW)</td>
<td>$</td>
<td>-</td>
<td>-</td>
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<tr>
<td>O) Woman Black (BW)</td>
<td>$</td>
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<td>-</td>
<td></td>
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<tr>
<td>P) Woman Disabled (DW)</td>
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<tr>
<td>Q) Woman Hispanic (HW)</td>
<td>$</td>
<td>-</td>
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<td></td>
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<tr>
<td>R) Woman Iberian Peninsula (IW)</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td></td>
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<tr>
<td>S) Disabled American Indian Woman (DNW)</td>
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<tr>
<td>T) Disabled Asian American Woman (DAW)</td>
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<tr>
<td>U) Disabled Black American Woman (DBW)</td>
<td>$</td>
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<td>-</td>
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</tr>
<tr>
<td>V) Disabled Hispanic American Woman (DHW)</td>
<td>$</td>
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<td>-</td>
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</tr>
<tr>
<td>W) Disabled Iberian Peninsula American Woman (DIW)</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, &amp; W)</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>WBE TOTAL (Lines L - W)</td>
<td>$5,497.05</td>
<td>6</td>
<td>$30,371.25</td>
<td>21</td>
</tr>
<tr>
<td>MBE TOTAL (Lines A - W)</td>
<td>$5,497.05</td>
<td>-</td>
<td>$30,371.25</td>
<td>-</td>
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<td>TOTALS ($)</td>
<td>Contracts</td>
</tr>
<tr>
<td>5) Total Agency FY Expenditures for Purchases and Contracts</td>
<td>$86,588.17</td>
<td>38</td>
<td>$599,719.32</td>
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<tr>
<td>6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors Combined TOTALS OF SBE and MBE EXPENDITURES</td>
<td>$9,573.66</td>
<td>8</td>
<td>$86,915.94</td>
</tr>
<tr>
<td>A) American Indian (N)</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>B) Asian (A)</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>C) Black (B)</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>D) Disabled Individual (D)</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>E) Hispanic (H)</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>F) Iberian Peninsula (I)</td>
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<tr>
<td>G) Disabled American Indian (DN)</td>
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<tr>
<td>H) Disabled Asian American (DA)</td>
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<td>J) Disabled Hispanic American (DH)</td>
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<tr>
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<td>$</td>
<td>-</td>
<td>-</td>
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<tr>
<td>L) Woman (W)</td>
<td>$3,793.58</td>
<td>3</td>
<td>$34,164.83</td>
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<tr>
<td>M) Woman American Indian (NW)</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>N) Woman Asian (AW)</td>
<td>$</td>
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</tr>
<tr>
<td>O) Woman Black (BW)</td>
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</tr>
<tr>
<td>P) Woman Disabled (DW)</td>
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<tr>
<td>Q) Woman Hispanic (HW)</td>
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<tr>
<td>R) Woman Iberian Peninsula (IW)</td>
<td>$</td>
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<tr>
<td>S) Disabled American Indian Woman (DNW)</td>
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<tr>
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<td>$34,164.83</td>
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<tr>
<td>MBE TOTAL (Lines A - W)</td>
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<td>3</td>
<td>$34,164.83</td>
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</table>
DEPARTMENT OF ADMINISTRATIVE SERVICES  
SUPPLIER DIVERSITY PROGRAM  

SMALL MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT  

Fiscal Year Quarter: 1ST  2ND  3RD  4TH  
Fiscal Year Period:  2020-2021  

ENTER THIS QTR-  

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th>Charter Oak State College</th>
<th>Agency Number:</th>
<th>BORAA</th>
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<tbody>
<tr>
<td>Prepared by:</td>
<td>Rafaela Almeida</td>
<td>E-mail Address:</td>
<td><a href="mailto:ralmeida@charteroak.edu">ralmeida@charteroak.edu</a></td>
</tr>
<tr>
<td>Tel. #:</td>
<td>860-515-3765</td>
<td></td>
<td></td>
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</table>

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  

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>Number</th>
<th>YEAR TO DATE</th>
<th>Number</th>
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<td>TOTALS ($)</td>
<td>Contracts</td>
<td>TOTALS ($)</td>
<td>Contracts</td>
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</tbody>
</table>

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 (DANW) | $ | -  
| 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 | -  

Page - 1 (Summary)
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
55 Paul J. Manafort Drive, New Britain, CT 06053-2150 • Telephone: (860) 515-3800 • www.CharterOak.edu
AA/EEO
• 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.
Charter Oak State College  
Attn: Silas Shannon Ill  
Business Services  
85 Alumni Road  
Newington, CT 06111

<table>
<thead>
<tr>
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<th>Blanket Order No:</th>
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**Ad Title:** Controller

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<td>9/20/2018</td>
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<td>Display Ad</td>
<td>$378.00</td>
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|  | Ad Subtotal | $375.00 |
|  | Ad Subtotal | $170.59 |
|  | Ad Subtotal | $400.00 |
|  | Ad Subtotal | $378.00 |

**INVOICE TOTAL**

$1,323.59

**Payment Terms:** Strictly 30 days. Due Date: 11/3/2018

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

Amount Due if paid after due date: $1,343.45

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

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: 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; Salary: $80,233. See complete job description at http://www.charteroak.edu/AboutUs/Employment and apply with cover letter and resume by October 8, 2018. No phone calls please.
Controller jobs in Newington, CT

Recommended Jobs - 5 new

My recent searches

Business manager special assistance - OH
business Manager - Cleveland, OH
Dental Assistant Registered - Cambridge, MA
physical Assistant - Clinical L. - Stony Brook, NY
head women's softball coach - Delhi, NY

telecommunications analyst - San Antonio, TX

Sort by:
relevance - date

Distance:
within 25 miles

Salary Estimate
$45,000 (172)
$50,000 (172)
$85,000 (105)
$100,000 (74)
$120,000 (33)

Job Type
Full-time (198)
Contract (12)
Temporary (7)
Part-time (6)
Internship (5)

Location
Newington, CT (133)
West Hartford, CT (100)
Farmington, CT (98)

Company
Bancroft & Whitney (14)
Polationer Precision, Inc. (6)
Prudential (6)
stanley Black & Decker (7)
Bank Of America (6)

Experience Level
Mid Level (34)
Entry Level (47)
Senior Level (33)

Controller
Charter Oak State College
Newington, CT
$60,233 a year

The position is responsible for the management and supervision of the Associate Controller and staff. The Controller, as department head will act as the lead...

Microsoft Powerpoint
Microsoft Word
GAAP Elucian

Sponsored 3 days ago save job

Assistant Controller
Creative Financial Staffing
New Britain, CT
$60,233 a year

The position is responsible for the management and supervision of the Associate Controller and staff. The Controller, as department head will act as the lead...

BanK Reconciliation
Account Analysis
Excel

Sponsored 3 days ago save job

Central Finance Program Manager
Stanley Black & Decker
New Britain, CT 06051

$60,233 a year

The position is responsible for the management and supervision of the Associate Controller and staff. The Controller, as department head will act as the lead...

BanK Reconciliation
Account Analysis
Excel

Sponsored 3 days ago save job

Accounting - Controller
Quest Pro
Hartford, CT
$60,233 a year

The position is responsible for the management and supervision of the Associate Controller and staff. The Controller, as department head will act as the lead...

GAAP IFRS

Sponsored save job

Controller
Charter Oak State College
Newington, CT
$60,233 a year

The position is responsible for the management and supervision of the Associate Controller and staff. The Controller, as department head will act as the lead...

Microsoft Powerpoint
Microsoft Word
GAAP Elucian

2 days ago save job

Assistant Controller
Keystone Human Services
Middletown, CT 06257
$60,233 a year

The position is responsible for the management and supervision of the Associate Controller and staff. The Controller, as department head will act as the lead...

Financial Statement Preparation
Time Management
Excel

Microsoft Office

10 days ago save job

Graphics Operator / Controller, Motion Graphics
ESPN
Bristol, CT 06010
$60,233 a year

Minimum of one year of on-air graphics systems controller experience in a major market or at the network level is desired...

20 days ago save job
Finance, Associate Vice President & Controller
University of Saint Joseph 27 reviews
West Hartford, CT 06117 (Downtown area)
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...
CPA  Microsoft Office  Windows
Easily apply
30+ days ago  save job  more...

Merchandise Controller
The TJX Companies, Inc. 4,881 reviews
Bloomfield, CT
Make home yours! Check out the opportunities at HomeGoods, where we strive to provide opportunities for growth, recognition and work-life balance. HomeGoods...
25 days ago  save job  more...

Controller
RJ Media Group
Meriden, CT
The Controller will manage the accounting team including accounts payable, accounts receivable, and payroll functions....
GAA  CPA
Easily apply
30+ days ago  save job  more...

Controller
The Mark Twain House & Museum
Hartford, CT 06105 (Asylum Hill area)
The Mark Twain House & Museum seeks a Controller. The Controller will maintain and continue to build and manage effective and streamlined administrative...
CPA  Microsoft Office  QuickBooks
Easily apply
30+ days ago  save job  more...

MRP Controller
HKA Enterprises 44 reviews
East Hartford, CT
$24 - $25 an hour
This is a multi-faceted entry level position in the F100/F119/F135 Military Spares Planning and Schedule Management Group as an MRP Controller....
SAP
Easily apply
2 days ago  save job  more...

Assistant Director of Financial Aid
Trinity College 83 reviews
Hartford, CT
Position Information Title Assistant Director of Financial Aid Department Financial Aid Office Regular or Temporary Regular Hours Per Week 40 FLSA...
Microsoft Office
26 days ago  save job  more...

Chief Financial Officer
Catholic Charities - Archdiocese of Hartford
Hartford, CT
Position Type: Management IV/Chief Financial Officer/Other Posting: 9/5/2018 Location: Hartford, CT 06105 Asylum Ave., 06105 Closing Date: 10/08/2018...
GAA  CPA  Strategic Planning
4 days ago  save job  more...

Controller
Robert Half Finance & Accounting 146 reviews
Hartford, CT 06103 (Downtown area)
$70,000 - $80,000 a year
5+ years of progressive accounting experience, including as a Controller preferred. A successful company is seeking a Controller through Robert Half Finance In...
Time Management  CPA  Management Experience
https://www.indeed.com/jobs?q=Controller&l=Newington%2C+CT
Controller
RJ Media Group
Meriden, CT

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

GAAP CPA

Results Page: 1 2 3 4 5 Next »

People also searched: accounting - cfo - accounting manager - accountant - finance - director of finance - chief financial officer - assistant controller - senior accountant - financial analyst

Related Forums: Assistant Controller - Controller - CFO - Newington, Connecticut

Salaries in Newington, CT: Assistant Controller salary - Controller salary - CFO salary

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Jobs - Career Advice - Hiring Lab - Browse Jobs - Tools - Employer Events - Work at Indeed - About - Help Center
Controller
Charter Oak State College 4 reviews
Newington, CT
$80,233 a year

Assistant Controller
Creative Financial Staffing 129 reviews
West Hartford, CT

Central Finance Program Manager
Stanley Black & Decker 1,059 reviews
New Britain, CT

Accounting - Controller
QuestPro
Hartford, CT

Job Description Purpose and Objective: To assist the VP and Head of Finance, US Retirement by overseeing the financial reporting, valuation and planning for...
Controller

Charter Oak State College • New Britain, CT

Posted 3 days ago

Job Snapshot

Full-Time
Education - Teaching - Administration
Education

Job Description

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Rank: Director 1
Supervisor's Title: Chief Financial Officer
Starting Salary: $80,233
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Opositores a la venta de la Isla Plum ganan terreno

Una coalición de grupos ambientales que 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 conceder un nuevo estudio sobre el impacto ambiental en la flora y fauna diversa de 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

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, psiquiatría y atención primaria, provinieron de ubicaciones fuera del predio, administradas por hospitales y redes de salud.

Jake Kara y 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 Durán. Esto fue el 19 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 co-patrocinada 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 ajustes tributarios federales. La exención tributaria ha sido extendida para permitir que los padres y parientes usen estas cuentas 529 para escuela privada, elemental y secundaria. Es así 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 un nuevo esquema de impuestos inmobiliarios que provoca a los Puertorriqueños de Connecticut a deshacerse de su reputación como votantes improductibles. "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.

Mas estudiantes hispanos están tomando clases AP

El estado ha visto un aumento drástico en la participación en cursos AP entre estudiantes de Connecticut de familias de bajos recursos, más notable 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

Controller

The Controller, as department head will act as the lead agent for tax matters identified above. Successful candidates will work in close coordination with city officials and other departmental staff to ensure the successful implementation of tax initiatives. Responsibilities include:

- Development and coordination of tax initiatives, including the implementation of a new tax system.
- Overseeing the preparation of annual tax reports and financial statements.
- Coordination with city officials to ensure compliance with all relevant tax laws and regulations.
- Developing and implementing strategies to improve the efficiency and effectiveness of tax collection processes.
- Managing a team of tax professionals, including tax analysts, accountants, and auditors.

Qualifications:

- Bachelor’s degree in Accounting, Business Administration, or a related field.
- CPA designation or equivalent certification.
- Minimum of 10 years of experience in tax administration or similar field.
- Strong leadership and interpersonal skills.
- Ability to manage a team and delegate work effectively.
- Excellent analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Proficiency in tax software and database management.

Salary: $100,000 - $125,000

Interested candidates are invited to submit their resumes and cover letters to the Human Resources Department by October 10, 2018. Only qualified candidates will be contacted.
Controller

The Controller, as department head will act as the lead entity for the matters identified above. Applicants will be required to possess sound fiscal management across the institution. The position is responsible for the management and supervision of the Associate Controller and staff, as well as the Controller's office which may evolve over time. The Controller represents a crucial resource to the Chief Financial Officer providing guidance to the institution's initiatives and goals as they are achieved. Bachelor's degree in accounting or relevant business concentration; historical experience working in accounting with Fluid/tem knowledge of U.S. GAAP; Direct experience producing cash flow and accrual based financial statements; Unmanaged ability to design, implement, and monitor internal controls; Advanced knowledge of Microsoft Word, Excel, PowerPoint and Outlook; Advanced skills maintaining online policies, directives and regulations of financial information. Proven ability to lead, train and coach Finance personnel in the successful completion of duties. Outstanding customer service abilities including excellent written and oral communication skills. Salary: $80,233. See complete job description at https://www.charteroak.edu/about/careers/employment and apply with cover letter and resume by October 8, 2018. No phone calls please.

GARRITY ASPHALT RECLAIMING, INC

seeks: Construction Equipment Mechanic preferentially 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
Email: dpeterson@garrityasphalt.com

Women & Minority Applicants are encouraged to apply! Affirmative Action/Equal Opportunity Employer We offer excellent hourly rate & excellent benefits

GARRITY ASPHALT RECLAIMING, INC

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
Phone: 860-243-2300
Email: dana.briere@garrityasphalt.com

Women & Minority Applicants are encouraged to apply Affirmative Action/Equal Opportunity Employer
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.
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**

ASSSESSOR

TOWN ASSessor


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:

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

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

Apply online at www.pdsinc.com.

**An Affirmative Action / Equal Opportunity Employer**
15 de Diciembre: Fecha límite de inscripción de cobertura de salud


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 vecindarios, 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 préstamo 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 la guía a través de un riguroso proceso de autoevaluación y cambio focalizado. El objetivo es que todas las instituciones de CSGU finalmente se unan a la iniciativa Cultura de Respeto. The Culture of Respect fue fundada en 2013 por los pares de estudiantes universitarios que estaban alarmandos 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.

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 varios 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 electoral estatal Matthew Lesser; Bert Hallen, 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 cace 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.

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 prohibe la reelección inmediata de parlamentarios de la República”; y, 4) “Ley que modifica diversos artículos de la Constitución Política de 1993, para establecer la bicamerabilidad 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 CCREC, 160-172 HuysHope Ave. Hartford, CT 06106.

Staff Associate, Registrar Office

The Staff Associate is responsible for creating student master evaluate evaluations for review, manages the student attendance process and interpersonal communication regarding student attendance, processes incoming and outgoing transcript requests, responsible for self-service registration processes and manages the other’s information in the student portal, is responsible for maintaining the updated version of the student information system, attends annual 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, communications with students to explain or rectify issues with student records and other items as assigned. Associates degree and minimum of two (2) years relevant experience working in Higher Education and within the Registrar’s Office is preferred. Demonstrates competency in computer applications. Must possess strong verbal and written communication skills, as well as, outstanding customer service skills. Demonstrated ability to work in fast-paced office, assessing 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 $46,892. See completed job description at http://www.charteroak.edu/AboutUs/Employment and apply with cover letter and resume by December 30, 2018. No phone calls please.
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.

Identidad Latina
Size: 1/8 page 3 (5.1" x 3.5")
Issue: 12-6-18
Staff Associate
Charter Oak State College ✭✭✭✭✭ 5 reviews - New Britain, CT 06053
$46,492 a year

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...
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Charter Oak State College

Contact Info

- New Britain, CT

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

Minimum Qualifications:

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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
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- 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
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- 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.

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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

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: 132619

Ad Title: Staff Associate, Registrar Office

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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

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PAID
Date: 1-2-19
Expenditure List: 16 323
Initial: SS
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.
Charter Oak State College  
Attn: Silas Shannon III  
Business Services  
85 Alumni Road  
Newington, CT 06111

Order No:  
Contact: Silas Shannon III

Blanket Order No:  
Job No: 134731

Ad Title: Director, Enterprise Systems

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Ad Subtotal: $400.00
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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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/EOC
Director Jobs, Employment in New Britain, CT | Indeed.com

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baylor postdoctoral fellow - Texas

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relevance - date

Distance:
within 25 miles

Salary Estimate
$55,000 (556)
$75,000 (423)
$95,000 (226)
$115,000 (215)
$135,000 (113)

Job Type
Full-time (635)
Part-time (10)
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 Aeroesp... (16)

more »

Experience Level
Mid Level (293)
Senior Level (158)
Entry Level (72)

more »

Directory, 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...

Communications Director
Working Families 4 reviews
Hartford, CT 06108

$65,000 - $85,000 a year
Connecticut Working Families is seeking a talented and energetic Communications Director. The Communications Director will serve as a key strategist, a key...

https://www.indeed.com/jobs?q=Director+&l=New+Britain%2C+CT
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<td>Associate Director</td>
<td>Prudence Crandall Center</td>
<td>New Britain, CT</td>
<td>1/31/2019</td>
<td>Lead the team that</td>
<td>$70,000 a year</td>
<td>The Associate Director is the senior staff member working in partnership with the Executive Director, Management Team, and Board committees to develop and carry out programs and services.</td>
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<td>Associate Program Director</td>
<td>Community Solutions, Inc.</td>
<td>Hartford, CT</td>
<td></td>
<td></td>
<td></td>
<td>Participate in community civic groups or Advisory Board committees, Board of Directors' committee meetings, training sessions, and community presentations.</td>
</tr>
<tr>
<td>Associate Director, Public Safety</td>
<td>University of Saint Joseph</td>
<td>West Hartford, CT</td>
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<td></td>
<td>The Associate Director assists the Director with all aspects of department management and operations, and acts for the Director in their absence.</td>
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<td>Leadership Program Director</td>
<td>Girl Scouts of Connecticut</td>
<td>Bristol, CT</td>
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<td></td>
<td></td>
<td>Reports needed repairs of equipment and facilities to the Camp Director. Position works closely with the Camp Director and administration team to develop leadership and training programs.</td>
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<tr>
<td>Associate Director I</td>
<td>ESPN</td>
<td>Bristol, CT</td>
<td>1/31/2019</td>
<td></td>
<td></td>
<td>The program audio may be in Spanish, and the Director and Associate Director will make his/her commands in English.</td>
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<tr>
<td>Technical Director</td>
<td>Landmark Community Theatre</td>
<td>Thomaston, CT</td>
<td>1/31/2019</td>
<td></td>
<td>$36,000 - $45,000</td>
<td>Responsible for overseeing or advising on all technical aspects of Landmark Community Theatre productions and rental productions including setup, run, and tear down.</td>
</tr>
</tbody>
</table>

https://www.indeed.com/jobs?q=Director&l=New+Britain%2C+CT
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
New Britain, CT 06053
$60,233 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,...
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Director, Enterprise Systems
Charter Oak State College ★★★★★ 5 reviews - New Britain, CT 06053
$92,223 a year

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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...
Director, Enterprise Systems
Charter Oak State College • New Britain, CT

Posted 7 days ago

Job Snapshot

Full-Time
Education - Teaching - Administration

Job Competition

Job Description

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.

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**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.

PI107203474

Job ID: 26194184

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Charter Oak State College

Contact Info

• New Britain, CT

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EVENTOS

FEBRERO


Viernes 8, 5:30pm-8:30pm HAPPy HOUR EN El SCIENCE CENTER EN HARTFORD. Explora la conexión entre la comida y el amor con actividades prácticas, expertos en cocina, entretenimiento y cócteles. Lugar: Connecticut Science Center, 200 Columbus Blvd. Hartford, CT. Más info: (860) 249-6000. www.termsproduction.com

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

Viernes 8, 6:00pm-9:00pm RAY SANTIAGO’S SALSA JUEVES EN HARTFORD. Lugar: El 8 de Septiembre, 681 Wethersfield Ave. Hartford, CT. Más info: (203) 777-7700. germenobarrand@gmail.com

Miercoles 13, 6:30pm-9:30pm DAVID GOYA GONZALEZ & SINCOPA JAZZ BAND EN HARTFORD. Lugar: Casana, 681 Wethersfield Ave. Hartford, CT. Más info: (860) 515-5590. Dinner/Party Reservations: (860) 578-8416.

Sabado 16, 8:00pm-9:00pm ROMANCE DE LA GUITARRA EN WEST HARTFORD. Lugar: The Attic Bar & Southwest Grill, 271 Crown St. Hartford, CT. Más info: (203) 777-7700. germenobarrand@gmail.com

DOMINGO 17, 6:00pm RAQUEL MALDONADO, PAULA LOPEZ Y RACHEL MARIE EN ENFIELD. Lugar: Old Country Barn, 4 Salem Ave. Enfield, CT. Más info: (413) 885-6915.

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 Huyshope Ave. Hartford, CT. Más info: (860) 431-9385. https://hookerbrewer.com/coll/.

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


Jueves 21, 6:00pm-9:00pm JASON JENNINGS SOLO FLAMENC/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 HIERRO EN HARTFORD. Hamburguesas y cubos de Miller High Life $6. Lugar: Dish & Bar & Grill, 900 Main St. Hartford, CT. Más info: (860) 249-3474. dishesbarandgrill@gmail.com

Viernes 22, 5:00pm-9:00pm MARIO PUEBLO Y LOS SABORES DE LA SALSA EN HARTFORD. Lugar: Casa, 681 Wethersfield Ave. Hartford, CT. Más info: (860) 515-5590. Dinner/Party Reservations: (860) 578-8416.

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


CharterOak 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 advises, collaborates with, and oversees college leadership on enterprise systems, working closely with the chief officer and various units of Information Technology in systems development, project management, testing, and implementations. Includes periodic progress reports, Research, evaluations, 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; overseeing systems, project management, standards, communications, and other support projects. Manages the data and integration analysis to interpret and evaluate information in the development of new solutions for complex technical problems and conflicting priorities. Coordinates data access and job priorities. Advises superintendents and committees on system issues; participates in budgeting and strategic planning; Analyzes the development, implementation, and maintenance of the strategic master plan for technology infrastructure for the college. Advises superintendents and committees on system issues; participates in budgeting and strategic planning; Analyzes the development, implementation, and maintenance of the strategic master plan for technology infrastructure for the college. Provides responsive service, advice, and counsel. Performs IT, and on behalf of the CIO on committees, vendor groups, and other strategic planning activities internally and externally. Manages the Director’s MIS or Computer Science and a minimum of six (6) years experience in managing technology-specific, internal and external information systems environment; strategic planning, managing vendors, project management, and technology systems planning. Collaborates with clients, vendors, and other stakeholders in designing, implementing, and maintaining the strategic IT master plan for technology that is based on collaborative and participative planning. Participates in the college’s digital delivery service, providing responsive service, advice, and counsel. Performs IT, and on behalf of the CIO on committees, vendor groups, and other strategic planning activities internally and externally. Manages the Director’s MIS or Computer Science and a minimum of six (6) years experience in managing technology-specific, internal and external information systems environment; strategic planning, managing vendors, project management, and technology systems planning. Collaborates with clients, vendors, and other stakeholders in designing, implementing, and maintaining the strategic IT master plan for technology that is based on collaborative and participative planning. Participates in the college’s digital delivery service, providing respons...
Charter Oak State College

Director, Enterprise Systems

The Director will be responsible for overseeing College Enterprise Systems including student information systems, CDS systems, and document imaging. Responsible for strategic planning, implementation, and operational oversight. The Director will lead a team of Information Technology professionals in systems development, project management, training, and implementation programs provide project support. Develops, ensures, systems, and issues, oversees technology-based organizations for integrated college operations and services. Communicates with college, state, and technology staff to develop and report results to key stakeholders and various stakeholders, including IT staff, staff, and users. Participates in grant planning and development and focuses on infrastructure improvements. Leads innovation and development of new technology for effective problem resolution. Supports and maintains data access and production environments. Leads vendor and partnership efforts. Directs and oversees the College’s tech support function in building and maintaining technology planning. Aids with the development, implementation, and maintenance of the College’s Finance and Accounting systems. Leads efforts to ensure the College’s Finance and Accounting systems are provided to meet the needs of the College’s administration and reporting needs. Directs and manages the College’s technology infrastructure. Manages and develops the College’s technology infrastructure. Participates in the College’s technology infrastructure. Manages and develops the College’s technology infrastructure. Participates in the College’s technology infrastructure. Manages and develops the College’s technology infrastructure. Participates in the College’s technology infrastructure. Manages and develops the College’s technology infrastructure. Participates in the College’s technology infrastructure. Manages and develops the College’s technology infrastructure. Participates in the College’s technology infrastructure. Manages and develops the College’s technology infrastructure. Participates in the College’s technology infrastructure. Manages and develops the College’s technology infrastructure. Participates in the College’s technology infrastructure. Manages and develops the College’s technology infrastructure. Participates in the College’s technology infrastructure. Manages and develops the College’s technology infrastructure. Participates in the College’s technology infrastructure. Manages and develops the College’s technology infrastructure. Participates in the College’s technology infrastructure. Manages and develops the College’s technology infrastructure. Participates in the College’s technology infrastructure.

Requirements
- Bachelor’s degree in computer science or related field
- Minimum of 5 years of experience in managing technology infrastructure
- Experience in technology development and implementation
- Demonstrated ability to lead and manage technology projects
- Excellent communication and interpersonal skills
- Knowledge of Microsoft Office applications

Preferred Qualifications
- Master’s degree in computer science or related field
- Experience with cloud computing and virtualization
- Experience with network security and disaster recovery

Salary
- Competitive salary commensurate with experience and qualifications

Application
- Applications will be accepted until the position is filled
- For more information, please visit the College’s website

Charter Oak State College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity or any other characteristic protected by law.

CharterOak

STATE COLLEGE

Degrees Without Boundaries

[Application Information]

[Send Application to hr@charteroak.edu]
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.
Thanks,

Sherri

From: Sherri Luba
Sent: Friday, February 22, 2019 10:46 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,

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.
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

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!
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
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, job title: Associate Director, Admission.

Are you able to find that?

Thanks,

Sherri

---

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 ran 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
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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Charter Oak State College

Contact Info

• 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.

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.

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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
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Job title, keywords, or company

Where
City, state, or zip code

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Distance:
Within 25 miles

Salary Estimate
$32,000 (33)
$45,000 (35)
$55,500 (22)
$63,700 (13)
$70,000 (7)

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

Location
Waterbury, CT (8)
Woodbridge, CT (9)
West Hartford, CT (4)
Hartford, CT (4)
New Haven, CT (3)

- more »

Company
Brookdale Senior Living (12)
Naugatuck Valley Commu... (7)
The Village For Families & ... (9)

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

OASIS Registered Nurse (RN)
Sunbelt Staffing 99 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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Sunbelt Staffing 99 reviews
East Hartford, CT
The director is ready to review your resume and interview qualified candidates, so please apply today for immediate consideration...

OASIS Registered Nurse (RN)
Sunbelt Staffing 99 reviews
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Associate Director of Admissions
Charter Oak State College 5 reviews
New Britain, CT 06053
$68,775 a year

CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

Position Title: Associate Director, Admissions
Salary: $68,775

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Position Responsibilities:
Administrative Assistant
Trinity College
Hartford, CT
91 reviews
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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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....
6 days ago  save job  more...

Associate Dean of Business and Professional Programs
Naugatuck Valley Community College  36 reviews
Waterbury, CT
$73,200 - $95,400 a year
Jacquie 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
$68,775 a year  
Associate Director, Admissions. The Associate Director provides operational, communication, and admissions technology leadership and management expertise to...

3 days ago  save job  more...

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....

4 days ago  save job  more...

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....

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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
Associate Director of Admissions
Charter Oak State College
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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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
East Hartford, CT
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
New Britain, CT 06053
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
# Invoice

**Invoice No. 136185-522887**

**Date:** March 27, 2019

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

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**Ad Subtotal** $1,153.00

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**Payment Terms:**

Strictly 30 days. Due Date: 4/26/2019
Finance Charges of 1.50% per month if not paid within terms.

---

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

---

**Received**

MAR 28 2019
Business Office
Charter Oak State College

---

**PAID**

Date: 3-28-19
Expenditure List: 17084
Initial: SS
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

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

---

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

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

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**Ad Subtotal** $375.00  
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**Ad Subtotal** $400.00  
**Ad Subtotal** $378.00

**INVOICE TOTAL** $1,336.45

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**Payment Terms:** Strictly 30 days. Due Date: 3/22/2019  
Finance Charges of 1.50% per month if not paid within terms.

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

**Date:** 2/25/2019  
**Expenditure List:** 1984  
**Initial:**
Directs, 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 repositioning the Health Care Administration and Health Informatics program. The Director administers and evaluates Master's degree in Health Care Administration and Health Informatics, including the degree, curricular, faculty development, and evaluation processes, advises students, and covers the majority of full-time faculty. The Director prepares, develops, and evaluates program budgets, directs academic policies in collaboration with the Provost, appropriate academic committees, and faculty, oversees online library, and communication with the Provost, including evaluation resources based on pedagogical need and scope. Establishes course schedules, oversees course development, and course content remains relevant, works with the Provost to facilitate core faculty advisory committee meetings. Directs in updating the Catalog, coordinates internal/external assessment with the Office of Institutional Effectiveness and the faculty, prepares: curriculum, delivered national/international conferences, academic advising, and development and evaluation of academic programs. Assists with the development and implementation of new degrees and programs. The Director reports to the Associate Provost and interacts with external agencies; reviews current trends in the field by attending or presenting at conferences, establishing and maintaining research and develops the admissions process in collaboration with the Admissions Office. The Director, higher education administrators, and graduate student Directors, degree programs are regularly reviewed by the Graduate, minimum 30 credits of higher, a Master's degree, or a Ph.D. in education, minimum 6 years of teaching experience and curriculum development at the graduate level. Strong interpersonal and communication skills required. Salary $60,000 - $80,000 commensurate with qualifications at http://www.charteroak.edu/About/employment and apply with cover letter and resume by February 13, 2019. No phone calls please.

AEO:

Major Categories

EMPLOYMENT (MISC)

Search Classifieds:

http://nenewstoday.com/index0.htm?twindow=Classifieds&smenu=81&mad=No&name=target_classifieds.asp&c
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 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. AAEEEO
ENERO

EVENTOS

Viernes 26, 7:00pm-10:00pm
JASON JENKINS SOLO FLAMENCO/ACOUSTIC GUITAR EN CHESIRE.
Lugar: Waverly Inn, 266 Maple Ave.
Cheshire, Conn. Tel. 205-272-5999.

Domingo 27, 5:00pm-8:00pm
LOS TROVADORES DE AMERICA MARIACHI ES NEWINGTON.

Domingo 27, 5:30pm
CONCIERTO DE INVIERNO EN NEW HAVEN.
Disfruta de los sonidos de Caribe con Vibe Steel Drum Band lo mejor en música de tambor de acero para personas de todas las edades.

Lunes 28, 6:00pm-10:00pm
CERVEZA Y CURiosIDADES EN HARTFORD.
Entrena tu cerebro mientras disfrutas de $ 4 borradores de cerveza y jugos por premio.

Martes 29, 7:00pm-9:00pm
CONCIERTO DE MEDITACIÓN DE FLAMENCO/ACOUSTIC GUITAR EN MANCHESTER.
Lugar: Cavesy's, 45 East Center St. Manchester, CT. Más info: 860-643-2751.

FEBRERO

Viernes 1, 6:30pm-9:30pm
JOEYAZYBORN EN HARTFORD.
Reservaciones: (860) 579-6416.

Viernes 1, 7:00pm-8:00pm
CONCIERTO DE MEDITACIÓN DE SONIDOS 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 Bunnalide Ave. Suite 1, East Hartford, CT. Más info: (860) 886-4514.

Viernes 2, 9:30pm
GRUPO TENTACION SALSA, CUMBIA, MERENGUE, BACHATA EN HARTFORD.

Sábado 2, 9:00am-1:00pm
EXPOSICION COMUNITARIA DE SALUD EN AVON.
Los vendedores ofrecerán información, y presentaciones. Un evento comunitario dirigido por el Dr. The Residence at Brookside, 1173 Sibsmury Rd. Avon, CT. Más info: (860) 651-7307, info@simbsmyrnc.com.

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

MIÉRCOLES 30, 6:30pm-9:30pm

Sábado 30, 6:00pm-11:00pm
HAMBURGUESAS Y CUBOS DE CERVEZAS EN HARTFORD. Hamburguesas $3 y cubos de Miller High Life $5. Lugar: Dish Bar & Grill, 900 Main St Hartford, CT. Más info: (860) 249-5747, dishbargrillrugio@gmail.com.

Sábado 30, 8:00pm-9:00pm
JASON JENKINS SOLO FLAMENCO/ACOUSTIC GUITAR EN CHESIRE.
Lugar: Waverly Inn, 266 Maple Ave.
Cheshire, Conn. Tel. 205-272-5999.

Sábado 2, 9:00pm (Door)
PRESENTACION DE “GRUPO TENTACION” EN HARTFORD.
Salsas, Cumbia, Merengue, Bachata y Regueton. Lugar: Piolin Bar & Restaurant, 395 Franklin Ave. Hartford, CT.

Martes 5, 6:00pm-7:30pm

MIÉRCOLES 6, 15:30pm-7:45pm
PODEROSA MEDITACIÓN EN HARTFORD. Entrada Gratuita. Abierto para personas en todas las etapas de prácticas de meditación. Experimenten los innumerables beneficios de la meditación de atención plena, para menor estrés y ansiedad, calma mental y un mejor sueño.

Martes 12, 6:00pm-11:00pm

Jueves 14, 8:30pm-9:30pm
ROMANCE DE LA GUITARRA EN WEST HARTFORD.
Lugar: The Auditorio Center for the Arts & Humanities University of Saint Joseph, 1676 Asylum Ave. West Hartford, CT. Más info: (860) 231-5556. raiderginsburg@usj.edu.

Viernes 15, 6:30pm-8:30pm
JOEL SANCHEZ Y LOS BOHEMIOS: NOCHEROMANTICAENHARTFORD.

Viernes 15, 7:30pm-9:30pm
MARIO PUEBLO Y LOS SARGROS DE LA SALSA EN HARTFORD.

Para más información, escribe a: fmcnuth@yahoo.com

Para más información, escribe a: 860-899-5355

Director: Master's Degree in Health Care Administration and Information

The Director will be responsible for promoting the mission of Charter Oak State College, and directing the Health Care Administration and Information Programs. The Director administers and evaluates Master’s degree in Health Care Administration and Information, maintains the faculty recruitment, faculty development, and evaluation process, advises students through two academic years in pursuit of, and after the, Master’s degree, monitors, and evaluates the quality of the academic program, and collaborates with the President, accreditation agencies, and faculty members to keep the College's educational programs at a level of excellence.


Nueva Dirección: 199 Oakwood Ave. West Hartford, CT 06119
Director, Masters Degree in Health Care Administration and Health Informatics Jobs in New Britain, CT - Charter Oak State College

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

https://www.careerbuilder.com/job/J%3A5G62C5P8ZVGKH1P?ipath=J...66%3AAPA67ITVbav0WvQ0d3KNpkrRAJnyN%3A%3D%3D&siteid=ns_us_g
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.

PI106796952

Job ID: 26173896
Help us improve CareerBuilder by providing feedback about this job: Report this Job.

**CAREERBUILDER TIP**
For your privacy and protection, when applying to a job online, never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction. Learn more.
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

✉️

Don't miss out on new jobs like this
Get the latest jobs delivered to your inbox. Unsubscribe at any time.

Saving Your Job Alert

**Job Alert Created**

Well, this is embarrassing. We are having trouble saving your search. You can try again or come back at a later time.

**Maximum Email Alerts**

This email address has reached the maximum of 5 email alerts. To create a new alert, you will need to log into your email and unsubscribe from at least one.
2019

Director Health Care Charter Oak State College Jobs, Employment in New Britain, CT | Indeed.com

Upload your resume - Let employers find you

Director, Health Care
Charter Oak State College
New Britain, CT 06053
$80,233 a year

CHARTER OAK STATE COLLEGE. CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. The Director will be responsible for promoting the...

Program Assistant 1, UCP 3
University of Connecticut
585 reviews
The successful candidate will, under the general direction of designated administrator or faculty member, provide responsible administrative support as well...

Career Specialist
Goodwin College
45 reviews
East Hartford, CT 06118
Ability to compile reports and utilize student information systems. A minimum of 3 years’ experience as a Career Assistant in a college or university or as a...

Program Assistant 1 (UCP 3), Program Development
University of Connecticut
595 reviews
Connecticut
The successful candidate will, under the general direction of designated administrator or faculty member, provide responsible administrative support as well...

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Let Employers Find You

Upload Your Resume

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 innovative 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 coursework or a master’s degree in the non-Ph.D. track. Ten to three years of experience managing a higher education graduate program at the directorial or management level, along with a minimum of five years of teaching experience and curriculum development at the graduate level. Strong...
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;
- 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;
- 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.

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. 140324-536037**  
**Date:** June 14, 2019  

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

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**Ad Title:** Marketing & Web Technologist

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**Note:** All amounts are in dollars. The invoice includes various advertisements with different dates and sizes, totaling over $300 for each description. The gross amount includes a 10% admin fee. The total amount due for the invoice is the sum of all subtotals.
### Graystone Group

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

---

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**Payment Terms:** Strictly 30 days. Due Date: 7/14/2019

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

Amount Due if paid after due date: $2,981.51
American Marketing Association Job Board

Charter Oak State College
Marketing & Web Technologist

APPLY NOW
(HTTP://WWW.CHARTEROAK.EDU/ABOUTUS/EMPLOYMENT?)

Description

View your connections at Charter Oak State College

Job Information
Location:
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:

- Maintains the College’s expanding website, thinks through high end maintenance and growth strategies including navigation, section additions, logic and breadcrumbing;
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- 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;

https://jobs.ama.org/job/marketing-web-technologist/48728941/
• 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;
• 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;
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Social Media:

• Repurposes website content to contribute to social media streams
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• Duties as assigned.

Qualifications:

• Tech and Marketing savvy communications pro with 3 to 5 years of website administration
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• 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.

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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:

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Qualifications:

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Charter Oak State College

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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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Charter Oak State College

Marketing & Web Technologist

Description

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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Charter Oak State College

Marketing & Web Technologist

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Description

Job Information
Location:
New Britain, Connecticut,
United States

Job ID:
48728947
CHARTER OAK STATE COLLEGE

POSITION ANNOUNCEMENT

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https://jobs.marketingjobs.com/job/marketing-web-technologist/48728947/
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Marketing & Web Technologist
Charter Oak State College
New Britain, CT, USA
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Full Time  Marketing

JOB DESCRIPTION

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Customer Relationship Management:
• Open link (http://www.mpndiversityjobs.com/system/class/26/application_redirect?opening_id=58209) communications strategies to "top of funnel" prospects,

About Charter Oak State College

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To Apply: Interested candidates should

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Minimum Qualifications: Bachelor’s degree in related field; 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; Enjoys working as a member of a collaborative, results oriented marketing team; Deadline oriented and attention to detail a must. Salary $63,043. See complete job description at http://www.charteroak.edu/AboutUs/Employment and apply with cover letter and resume. Application review will begin June 17, 2019. Position is open until filled.

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Por Tamara Santana, Office Manager.

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**Necesitan**

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Si estás buscando alguien que te prepare la comida servida, buffet o simplemente un aperitivo para tus fiestas, reuniones, casamiento, quinceañero... Es muy fácil, solo tienes que llamar para coordinar al: (860) 233-2233 o email: vihlabrasilcarfe1@gmail.com

---

**Salon de Nails**

BUSCAMOS MANICURISTA Y PEDICURISTA para trabajar en Cheshire, CT. Buen trabajo y Excelentes propinas.

No se necesita experiencia, damos entrenamiento. Llamar a Ken al: (860) 815-7438.

---

**ANUNCIE AQUI** por email a news@identidadlatina.com

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¿Quieres tener tu propio negocio? Yo puedo ayudarte, enseñarte en conste el negocio y como compartir.

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** ELEMENTEROS**

Ventas y Comisiones

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**ANUNCIE AQUI** por email a news@identidadlatina.com

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**Charter Oak State College**

**Marketing & Web Technologist**

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, oversee dynamic email communications to engage prospects within the College’s CRM platform; and employ MarTech strategies to employ email and content internal communications. The Marketing & Web Technologist will maintain the College’s expanding website. Works through third party software and Internet growth strategies including analytics, search engine optimization, Web site selling, content, email, social media, SEO, Web analytics and reporting. Manages all staff requests for website changes, website content and usage to meet College objectives. Provides management level support to implement new features and functions and trains staff to implement new features and functions. Requires strong technical skills and experience. B.S. degree and 2 years experience in a related field, B.A. degree and 2 years experience in a related field.

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**ANUNCIE AQUI** por email a news@identidadlatina.com
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.

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 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.

CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED CLASSES ARE ENCOURAGED TO APPLY.
"Connecticut Critics Circle” anuncia finalistas para premios teatrales: Resaltan Latinos en escenarios locales

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 engalana 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.

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

- "My Name is Ben" en Terns Theater en Chetten, cuenta con David Baida y Carlos López en su elenco. En "Flamingo Kid" en Hartford Stage, está el actor Omar López Copeda, y el estudiante de teatro de la Universidad de Hartford, Gregory Rodríguez. En Long Wharf Theatre, en New Haven, la actriz Maggie Boillí y el actor Jorge Cordova tienen las papeles principales en la obra "Dolly 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 Miguel de la O, Jennie Sophia Lawton, Jonathan Nichols, María-Christina Oliveras, Jennifer Paredes Adria.P de Naehnich y Arturo Soria. Mientras que la dramaturga, Cindy Martinez, estrenó su obra "Pega" en finales de mayo, en una producción de HartBeat Ensemble en Hartford.


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. Del otro lado, la obra "Pega" ha recibido varias nominaciones por su producción y su impacto en la comunidad latina.

El coro de Marcos Santana, nominado por la obra "In the Heights" en Pueden leer mi reseña de la obra "The Music Man" en http://identidadlatina.com/resena-de-teatro-the-music-man­-goodspeed-musicals-por-bessy-reyna/.

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.

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"Gracias a ti, celebramos una década en Univision, a las 11am" colma tus expectativas con temas de gestión social, entretenimiento, compromiso, civico, salud, desarrollo económico, gobierno, y la vida real. Tu amiga, Ana Alfaro, conductora, te agradece por tu apoyo!

Email: analvehstvshow@gmail.com
Website: analvehstvshow.com
Phone: 965-361-6098

El show de Ana en Univision en Connecticut es transmitido en colaboración con Capital Community Colleges, la Asociación de Community Colleges, y la Asociación de Univision y Univision.
To Apply: Interested candidates should submit a resume and cover letter by June 20, 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.
Assistant Coordinator, Alternate Route to Certification-Early Child Education
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

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

o Conducts candidate observations throughout CT;

o Works a minimum of two Saturdays per month;

o Consolidates candidate assessments to report to CSDE;

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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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Charter Oak State College

Contact Info

• New Britain, CT

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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.

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Responsibilities:

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- 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

Posted 24 hours ago

Job Snapshot

Full-Time
Education - Teaching - Administration
Education

Job Description

CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

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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

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applications; ability to prioritize workflow. Ability to adjust to change as the needs of the early childhood programs evolve.

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• 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
Assistant Coordinator, Alternate Route to Certification—Early Child Education

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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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

https://www.wihe.com/job-details/8360/assistant-coordinator-alternate-n-early-child-education/?kw=charter+oak+state+college#top-pagination
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;
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To Apply: Interested candidates should submit a resume and cover letter by June 20, 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.

Apply Here (http://www.Click2Apply.net/v9k9zjtpjctwdys)
Assistant Coordinator, Alternate Route to Certification - Early Child Education

Charter Oak State College, New Britain, CT, USA

JOB DESCRIPTION

CHAIRER 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.

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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 assists with the acceptance process including:
  - Review of application for new candidates;
  - Scheduling of interviews;
  - Providing information about the program and the acceptance process;
- Scheduling of interviews;
- Reviewing applications to determine if candidates meet the requirements of the ARC programs, in writing and verbally; and

## Assistant Coordinator, Alternate Route to Certification

**Charter Oak State College**

- **New Britain, CT 06053**
- **$60,178 a year**

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

**Salary:** $60,178 a year

**Position Summary:** 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:**

- Conduct evaluations of student practicums.
- Assist in the transcript review process for ECE programs.
- Conduct evaluations of student practicums.

---

## Assistant Coordinator of Resident Supports

**Harc Inc.**

- **14 reviews**
- **Hartford, CT 06105**

**Position Title:** Assistant Coordinator of Resident Supports

**Salary:**

- Full-time (3)
- Temporary (1)

**Location:**

- Connecticut (CT)
- Hartford (CT)
- New Britain (CT)
- New Haven (CT)
- New London (CT)
- Newington (CT)
- Portland (CT)
- Storrs (CT)
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- West Simsbury (CT)
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## Driver & Recreational Aide

**DayBreak at Farmington**

- **Plainville, CT**

**Position Title:** Driver & Recreational Aide

**Salary Estimate:**

- $30,000+ (2)
- $60,100+ (1)

---

## Assistant Coordinator of Resident Supports

**Harc Inc.**

- **14 reviews**
- **Hartford, CT 06105**

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- New London (CT)
- Newington (CT)
- Portland (CT)
- Storrs (CT)
- West Hartford (CT)
- West Simsbury (CT)
- Wilcox (CT)
"assistant Coordinator" jobs nationwide

Company
Harc Inc (1)
Klingberg Family Centers (1)
Charter Oak State College (1)
DayBreak at Farmington (1)

Experience Level
Entry Level (3)

Assistant Coordinator of Resident Supports
Harc Inc 14 reviews
Hartford, CT 06105 (Asylum Hill area)
Have the ability to supervise, guide, and serve as a mentor to other staff while acting on behalf of the Coordinator of Resident Supports....
4 months ago save job more...

Volunteer Mentor
Klingberg Family Centers 25 reviews
Rockville, CT
Call Youth Services Coordinator or Assistant Coordinator, Youth Mentor Program Coordinator Assistant, Youth Mentor Program Coordinator....
Express apply
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Driver & Recreational Aide
DayBreak at Farmington
Plainville, CT
Day-Break at Farmington is actively hiring for an Activity Assistant Coordinator. This position is a full time position...
Express apply

https://www.indeed.com/jobs?q=Assistant+Coordinator&l=Newington%2C+CT
Assistant Coordinator, Alternate Route to Certification - Early Child Education

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. The Assistant Coordinator will respond to phone and e-mail inquiries and provides information to prospective candidates regarding the program and the application process; Assists students and faculty with acquisition of textbooks, if needed, and other course materials; 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. Minimum 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. Salary: $60,178. See complete job description at http://www.charteroak.edu/AboutUs/Employment and apply with cover letter and resume by June 20, 2019.
AA/EEO

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Amount Due if paid after due date: $1,602.12

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## Invoice

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**Date:** June 03, 2019

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

**PO #** 179

### Order No:
- **Contact:** Silas Shannon III

### Blanket Order No:
- **Job No:** 139841

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

<table>
<thead>
<tr>
<th>Insert Date</th>
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<th>Amount</th>
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<tbody>
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<td>5/20/2019</td>
<td>1 x 1</td>
<td>Web</td>
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<tr>
<td>Division for Early Childhood</td>
<td>5/22/2019</td>
<td>1 x 1</td>
<td>Web</td>
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<td>Identidad Latina</td>
<td>5/23/2019</td>
<td>3 x 3.5</td>
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**Ad Subtotal**  
- $375.00  
- $175.00  
- $183.45  
- $400.00  
- $150.00  
- $295.00  
**Total Ad Subtotal**  
- $1,288.90

---

**PAID**

**Date:** 6/21/19

**Expenditure List: 19621**

**Initial:** PA
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.

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.

Responsibilities:  
- Recruits and advises prospective students in person and remotely using various technological resources;  
- Assists prospective students in understanding academic requirements and degree plan options;  
- Works as part of the Enrollment Services team to achieve enrollment goals in accordance with departmental and college strategic plans;  
- Cultivates and nurtures relationships with college partners including community college staff and faculty, military officers and educational counselors and human resources and staff development officers;  
- 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

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

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**National Association for College Admissions Counseling**

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**Women in Higher Education - John Wiley & Sons**

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**Ad Subtotal**

- CAREERBUILDER.COM: $375.00
- Identidad Latina: $166.77
- INDEED.COM: $400.00
- Minority Professional Network: $150.00
- National Association for College Admissions Counseling: $475.00
- Women in Higher Education - John Wiley & Sons: $295.00

**Ad Subtotal** = **$1,477.00**

---

**Date:** 9-24-19  
**Expenditure List:** 18376  
**Initial:** SS
Payment Terms: Strictly 30 days. Due Date: 10/20/2019
Finance Charges of 1.50% per month if not paid within terms.

INVOICE TOTAL $1,878.45

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

Graystone Group provides quality advertising services at very close margins therefore 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 en las primarias

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 DeLaur

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 enfermas más de 450 personas se han enfermado en 3 personas han muerto. Recientemente los funcionarios consumidores que consideraran no usar pr

Gobernador y Co

Recientemente el Gobernador Ned Lamont y el Miguel Cardona, presentaron una agenda que de pasantías, aumentar el número de maestro rendimiento, garantizar que todos los estudiantes en la informática y la codificación de clases. Va asistieron a la reunión dijeron que, si bien es amplia del Gobernador, no escucharon much 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 de escuelas públicas chartér de Connecticut y realineamiento, la organización se denomina "Asociación" (en español, la Asociación de Escuelas Chartér) ctcharters.org

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**CharterOak 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 Bilingüe Counseling Service**

¿Te sientes deprimido? ¿A veces has sufrido alguna pér
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

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

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Bachelor's degree, and a minimum of four (4) years of relevant experience. Degree and two (2) years relevant experience; strong oral and written communication skills; the ability to work independently; and competency in computer applications. Travel and evening hours are required.

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- Maintains current knowledge of professional issues;
- Performs other duties as assigned.
Admissions Counselor jobs in Newington, CT

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

Admissions Counselor
Charter Oak State College
New Britain, CT 06053

Admissions Counselor - ADP
Post University
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...

Military Advisor - ADP Admissions
Post University
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...

See new jobs for this search
Admissions Counselor - University of Saint Joseph

University of Saint Joseph
West Hartford, CT
+1 location

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

Military Advisor - ADP Admissions

Post University
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...

Assistant Director of Admissions - ADP (Undergraduate)

Post University
Waterbury, CT 06708

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

We have removed 1 job posting very similar to those already shown. To see the additional result, you may repeat your search with the omitted job posting included.

Post your resume - It only takes a few seconds
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.

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...

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)
Admissions Counselor

Charter Oak State College  New Britain, CT, USA  105 views

Full Time  Academia

JOB DESCRIPTION

Position: Admissions Counselor

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

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Responsibilities:

www.mpndiversityjobs.com/job/58328/admissions-counselor/
Recruits and advises prospective students in person and remotely using various technological resources;
Assists prospective students in understanding academic requirements and degree plan options;
Works as part of the Enrollment Services team to achieve enrollment goals in accordance with departmental and college strategic plans;
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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.

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

Pi713000930

EDUCATION REQUIREMENTS

Bachelor's Degree
Admissions Counselor
Charter Oak State College

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

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- Cultivates and nurtures relationships with college partners including community college staff and faculty, military officers and educational counselors and human resources and staff development officers;

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;
• 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;
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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.

About Charter Oak State College

We are an advertising agency specializing in recruitment advertising.
Admissions Counselor

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

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. 145108-557461  
Date: October 10, 2019

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

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**Ad Title:** Enrollment Services Associate

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**Ad Subtotal:**  
- Aacrao Jobs Online: $420.00  
- CAREERBUILDER.COM: $375.00  
- Identidad Latina: $183.45  
- INDEED.COM: $400.00  
- Minority Professional Network: $150.00  
- Women in Higher Education - John Wiley & Sons: $295.00

**Expenditure List:**  
10/11/19  
10/5/19

**Date:** 10/15/19  
**Paid:**

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**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
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**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

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

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

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Apply Here: http://www.Click2Apply.net/56ent/hkwr0y948x
Apply to this job.
Think you’re the perfect candidate?
Apply on company site
Enrollment Services Associate

Charter Oak State College New Britain Full-Time
Apply on company site
Job Details

CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

Position: Enrollment Services Associate

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

https://www.careerbuilder.com/job/JDB73H71DKFC377BWM1?ipath=CRJIR2
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:

URL blocked - click to apply 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.

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- 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 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.

Recommended skills

Self Motivation
Communication

Recommended Jobs

Enrollment Services Associate
Charter Oak State College New Britain Full-Time
No salary data

Location
Salary Estimator

Based on Job Title, Location and Skills
$48K
Below Avg. Average Above Avg.

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Company
Charter Oak State College [1]

Experience Level
Mid Level [1]

Enrollment Services Associate
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$54,870 a year

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"enrollment Services Assoc... nationwide

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

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https://www.jobslnadmissions.com/job-details?title=Enrollment_Services_Associate&id=1618662
About

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Enrollment Services Associate
Charter Oak State College  New Britain, CT, USA
39 views

Full Time  Education

JOB DESCRIPTION

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http://www.mpndiversityjobs.com/job/58369/enrollment-services-associate/
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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.

AA/EEO
El calentamiento global y la Amazonía

Por Armando Zarazú
azarazu@aol.com
Identidad Latina Newspaper
@identidadln!

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 tácito del nuevo presidente brasileño estaban 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 conocido por ser un desbocado, fue despedido por Bolsonaro 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 Sezzer, estudioso del tema, estimó que el 99% de los incendios
# Invoice

**Invoice No.** 145108-557461  
**Date:** October 10, 2019

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

<table>
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<tr>
<th>Order No:</th>
<th>Blanket Order No:</th>
</tr>
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<tr>
<td>Contact:</td>
<td>Silas Shannon III</td>
</tr>
</tbody>
</table>

**Ad Title:** Enrollment Services Associate

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<th>Size</th>
<th>Description</th>
<th>Amount</th>
</tr>
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<td>9/16/2019</td>
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<td>Web</td>
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<td>9/26/2019</td>
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<td>INDEED.COM</td>
<td>9/16/2019</td>
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<td>Web</td>
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<tr>
<td>Women in Higher Education - John Wiley &amp; Sons</td>
<td>9/16/2019</td>
<td>1 x 1</td>
<td>Web</td>
</tr>
</tbody>
</table>

**Total Amount:** $1,403.00

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10/10/2019 10:31:21 AM Invoice V2.4  
**Page 1 of 2**
Payment Terms: Strictly 30 days. Due Date: 11/9/2019
Finance Charges of 1.50% per month if not paid within terms.

INVOICE TOTAL $1,923.45

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

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

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9113736836

About

Jobs in Admissions is an international job board dedicated to Registrars and Admissions Officers. Focusing on issues of admissions, enrollment management, registration and other related issues of interest to job seekers in the student services profession in higher education. Along with sister sites, Jobs4Registrars.com & JobsinStudentAffairs.com, JobsinAdmissions.com provides one of the largest sources of employment opportunities for admissions professionals worldwide.
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

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;

http://www.mpndiversityjobs.com/job/58369/enrollment-services-associate/
Enrollment Services Associate | Minority Professional Network (mpnDiversityJobs.com)

- 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).

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

http://www.mpndiversityjobs.com/job/58369/enrollment-services-associate/
Charter Oak State College

Enrollment Services Associate

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Enrollment Services Associate

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AA/EO
El calentamiento global y la Amazonía

Por Armando Zarazú
azarazu@aol.com

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 despedido por Bolsonaro dijo, "si 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 Amazonia 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 propagan 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...
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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;
• Manages 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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# Invoice

**Invoice No. 145109-557462**  
**Date:** October 10, 2019

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

<table>
<thead>
<tr>
<th>Order No:</th>
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<th>Insert Date</th>
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<td>Display Ad</td>
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<td>1 x 1</td>
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<td><strong>NACUBO</strong></td>
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<td>Web</td>
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<td><strong>Women in Higher Education - John Wiley &amp; Sons</strong></td>
<td>9/16/2019</td>
<td>1 x 1</td>
<td>Web</td>
</tr>
</tbody>
</table>

| **Ad Subtotal** | $375.00 |
| **Ad Subtotal** | $166.77 |
| **Ad Subtotal** | $400.00 |
| **Ad Subtotal** | $150.00 |
| **Ad Subtotal** | $375.00 |
| **Ad Subtotal** | $295.00 |

**INVOICE TOTAL:** $1,778.45

**Payment Terms:** Strictly 30 days. Due Date: 11/9/2019  
Finance Charges of 1.50% per month if not paid within terms.

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

CHARTER OAK STATE COLLEGE

ANNOUNCEMENT OF POSITION OPENING

Position: Assistant Bursar

Salary: $45,304 annual ($26.28/hour)

Hours: Full time, eight-hour hours available to qualified and licensed, plus State supported benefits

Position Summary: Charter Oak State College, Connecticut's online public college, serves visiting 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 organizational skills in handling complex information and the ability to relax evidence in students and staff. The Assistant Bursar is responsible for assisting in 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 other accounting transactions.

Qualifications: Bachelor's degree and a minimum of two (2) years of related experience involving any combination of technical work in an accounting budget function, and 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 an emphasis on detail, excellent oral and written communication skills and knowledge and experience with automated financial and student systems and the development of database queries and reports. Knowledge and experience with computer applications.

Responsibilities:
- Performs a variety of professional fiscal and administrative functions, including: receipt, daily deposits, and third-party processing; ensuring compliance with State requirements;
- Assists the Bursar and Controller with budget projections, preparation, development, and management by compiling and forecasting data;
- Maintains effective procedures for the timely collection of student accounts;
- Performs reconciliation of various accounts, including the receipt of student accounts, general ledger, and student activity;
- Prepares and monitors third-party billing statements;
- Monitors student payment plans and holds and past due accounts;
- Assists in planning, designing and implementing fiscal procedures and systems, and recommends accounting related improvements;
- Prepares various financial and administrative reports utilizing the State and college's information technology systems for decisional purposes;
- Must be able to demonstrate excellent communication skills when handling complex information with students and staff;
- Participates in internal committees as assigned.

Apply to this job. Think you're the perfect candidate? process as per policies and procedures.
Assistant Bursar
Charter 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...

Enrollment Services Associate
Charter 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...

Andover - Direct Care Workers
ABI Resources LLC 8 reviews
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...
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...
30+ days ago  save job  more...

Andover - ABI Independent Living Skills Instructor ILST
ABI Resources LLC  8 reviews
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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Prospect - Elder Care Aide - 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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Tolland - Job Coach - Part-time - Home Healthcare
ABI Resources LLC  8 reviews
Tolland, CT 06084
Lots of energy, loves conversation. Hiring experienced team members to work one on one

https://www.indeed.com/jobs?q=Charter+Oak+State+College&l=Newington%2C+CT

Get email alerts for this search  Subscribe
Bethany - Senior Care Aide - Part-time -
Home Healthcare
ABI Resources LLC 8 reviews
Bethany, CT 06524
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...
30+ days ago  save job  more...

NAUGATUCK / 1ST / TUES - WED / HOME HEALTH AIDE / COMPANION
ABI Resources LLC 8 reviews
Naugatuck, CT 06770 +1 location
VALID DRIVER'S LICENSE AND CAR REQUIRED.
Top consideration is given to those with experience working with individuals exhibiting challenging medical, physical...
30+ days ago  save job  more...

Cheshire - Weekends - 1st and 2nd shifts -
Companions - Care...
ABI Resources LLC 8 reviews
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.
30+ days ago  save job  more...

We have removed 2 job postings very similar to those already shown.
To see these additional results, you may repeat your search with the omitted job postings included.

» Post your resume - It only takes a few seconds
What
Job title, keywords, or company.

Where
City, state, or zip code.

Distance:
within 25 miles.

Salary Estimate
$31,300 + (6)
$35,600 + (5)
$53,700 + (3)

Job Type
Full-time (8)
Part-time (5)

Location
Andover, CT (3)
Prospect, CT (2)
Cheshire, CT (1)
New Britain, CT (1)
Bethany, CT (1)

Charter Oak State College jobs in Newington, CT

Assistant Bursar
Charter Oak State College ★★★★★ 8 reviews
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$54,870 a year
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Sponsored 1 day ago save job

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New Britain, CT 06053
$54,870 a year
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Assistant Bursar
Charter Oak State College New Britain, CT, USA
12 views

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**Charter Oak State College**

**ANNOUNCEMENT OF POSITION OPENING**

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- Performs reconciliation of various accounts including fiscal receipts to student accounts, general ledger
- Prepares and monitors third party billings;

**About Charter Oak State College**

Charter Oak State College offers degrees online through their virtual campus, allowing students to pursue their education without the need to attend classes on campus. The college offers a variety of programs at the associate and bachelor's degree levels, with a focus on providing flexible and convenient options for working adults. With a student-centered approach, Charter Oak State College is dedicated to providing high-quality education and support to its students, regardless of their location or schedule.

**Company Profile**

(www.mpndiversityjobs.com/companoak-state-college/)

http://www.mpndiversityjobs.com/job/58375/assistant-bursar/
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Apply here (http://www.Click2Apply.net/3w9qxq6w6mp24yn)

P113736998
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Assistant Bursar

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ANNOUNCEMENT OF POSITION OPENING

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receivable, daily deposits, third-party

https://www.wihe.com/job-details/9994/assistant-bursar/?kw=charter+oak&ix=1#top-pagination
processing and ensuring compliance with State regulations.

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To Apply: Interested candidates should submit a resume and cover letter by October 14, 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.
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

OCTUBRE

Miércoles 2, 6:00pm-9:00pm

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

Sábado 5, 8pm-2am
ALA JAZA GRAN ARTISTA DOMINICANA 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 29, 5:00pm-8:00pm
LOS TROVADORES DE AMERICA CON JAIME CHILUISA EN NEWINGTON. Lugar: Puerto Vallarta, 2385 Berlin Turnpike Newington, CT.

Sábado 5, 8:00pm-2:00am
ROCK EN FAVELA, EN HARTFORD. Bandas en vivo: Esquina Baja, Unify Rock y desde Boston Dioniso, Lugar: Favela

Eventos en octubre

Viernes 27, 6:00pm-9:00pm

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, 7:30pm
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

ANUNCIE GRATIS SU EVENTO enviolo a:
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

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

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

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**Order No:**  
**Contact:** Silas Shannon III

**Blanket Order No:** PO 145519  
**Job No:** 145519

**Ad Title:** Director, Instructional Design

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<th>Insert Date</th>
<th>Size</th>
<th>Description</th>
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<tr>
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<td>Web</td>
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**Ad Subtotal** | $375.00  
**Ad Subtotal** | $183.45  
**Ad Subtotal** | $490.00  
**Ad Subtotal** | $50.00  
**Ad Subtotal** | $150.00  
**Ad Subtotal** | $295.00

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**Ok to Pay**  
10-23-19

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

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Email: AccountingDept@GraystoneAdv.com  
Federal ID# 06-1422266
Payment Terms: Strictly 30 days. Due Date: 11/21/2019
Finance Charges of 1.50% per month if not paid within terms.

INVOICE TOTAL $1,453.45

INVOICE TOTAL $1,453.45
Amount Due if paid after due date $1,475.25

Graystone Group provides quality advertising services at very close margins therefore prompt processing of this invoice would be appreciated!
**Director, Instructional Design**  
Charter Oak State College | New Britain | Full-Time

**Job Details**

**Position:** Director, Instructional Design

**Salary:** $83,000 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, delivery, and delivery of all online courses. Working with the Provost, the Director of Undergraduate Programs and Director of Program Directors, the Director develops a strategic plan for the ID Department. The Director coordinates transformational resources and personnel to provide effective and innovative instructional design solutions to faculty. The Director collaborates with department members to provide high-quality instructional design support services and provides content for course developments. The Director also provides leadership to the College and ensures the effective utilization of online learning.

**Minimum Qualifications:**
- Degree in instructional design, educational technology, or related field.
- At least five years of experience in instructional design.
- Knowledge of adult learning theory, instructional design, and the integration of technology in online learning.

**Available to work evenings and weekends if needed.**

**Required Knowledge:**
- Ability to apply adult learning theory and online and blended/adult pedagogy in course development.
- Ability to work independently while maintaining effective communications.

**Apply to this job.**

**Think you’re the perfect candidate?**

- Ability to manage teams & meet deadlines;
- Ability to work collaboratively with faculty, staff, and other groups;
- Ability to think creatively and interpret user and business requirements.

**Responsibilities:**
- Coordinates resources, personnel, and processes to ensure that instructional design projects and course developments are delivered in a timely manner meeting the agreed-upon standards and objectives.
- Works with the Provost and ID and Undergraduate staff to develop models of course development and online courses.
- Serves as an advanced level faculty in providing support to faculty in the implementation of instructional design and the use of online instructional technology.
- Designs online courses.
- Designs online courses.
- Utilizes best practices, quality control measures, and new technologies to achieve high standards of instructional design.
- Manages all curriculum developments for the department based on department needs and in consultation with the Provost.

**Apply to this job.**

**Think you’re the perfect candidate?**
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

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.

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

Apply Here: http://www.Click2Apply.net/6nfb2gvz4fjp35zfPi113967749
Instructional Design Jobs

Welcome to Instructional Design Central's job board. Browse and post instructional design jobs and other eLearning, training, learning related jobs. Find jobs in business, academia, non-profit, and government sectors.

September 27, 2019
DIRECTOR, INSTRUCTIONAL DESIGN
Director, Instructional Design
Charter Oak State College
New Britain, CT 06053

$83,042 a year

The Director provides instructional design and pedagogical leadership to ensure that best practices and quality standards guide curriculum development, design,..

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Company
Charter Oak State College (1)

Experience Level
Mid Level (1)

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Director, Instructional Design
Charter Oak State College ★★★★★ 8 reviews
New Britain, CT 06053
$83,042 a year

The Director provides instructional design and pedagogical leadership to ensure that best practices and quality standards guide curriculum development, design,...

Sort by:
relevance - date

Distance:
within 25 miles

Job Type
Full-time (1)

Location
Director, Instructional Design
Charter Oak State College  160 views
New Britain, CT, USA

Full Time  Education

Position: Director, Instructional Design
Salary: $83,042 approximate annual, plus State supported benefits

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**Director, Instructional Design**

**Position**: Director, Instructional Design  
**Salary**: $83,042 approximate annual, plus State supported benefits

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- 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.
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• Works collaboratively with IT department and serves as the College’s liaison to our LMS provider and to the system office on ID issues.

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CHARTER OAK STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. MEMBERS OF MINORITY GROUPS AND PROTECTED
Charter Oak
STATE COLLEGE
Degrees Without Boundaries

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 weekends 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.

Identidad Latina

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

Issue: 10-16-19
EVENTOS

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, 8:00pm | VINNY & RAY A NIGHT OF SALSA & AFRO-CUBAN MUSIC EN BRIDGEPORT. Lugar: Bijou Theatre - 275 Fairfield Ave, Bridgeport - Tickets $10 www.BijouTheatreticketfly.com |
| Viernes 11, 8:00pm | WILLIE GONZALES EN STAMFORD. Lugar: The Palms Night Club - 129 Atlantic St. Stamford. Tickets $10 before 10pm. |
| Sabado 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 |
| Sabado 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: 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 Tnpk. 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 | DISABILITY 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: 203-987-4030 x254. |
| Miércoles 23, 6:00pm-9:00pm | JASON JENKINS EN GUILFORD. Lugar: Quatto's Restaurant, 14 Waters St. Guilford. Info: 203-453-6575. |
| Miércoles 23, 5:00pm-8:00pm | LOS TROVADORES DE AMERICA CON JAIME CHILUISA EN NEWINGTON. Lugar: Puerto Vallarta, 2385 Berlin Tnpk. Newington CT. |
| Sabado 19, 8:00pm-11:00pm | JASON JENKINS EN EAST HAVEN. Lugar: Bistro Mediterranean - 383 Main St. East Haven. Info: 203-467-2500. |
| Domingo 20, 5:00pm-8:00pm | 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 Tnpk. Newington CT. |

¡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. |
| Jueves 11, 5:30pm-7:30pm | DESFILE DE MODA POR YOUMEDIA. Lugar: Hartford Public Library Downtown - 500 Main St. Hartford, CT. Info: 860-695-7640. |
| Viernes 11, 6:00pm-9:00pm | FABRICACION DE MASCARAS Y FESTIVAL DE OTONO. Lugar: Biblioteca Dwight, 7 New Park Ave, hartford, CT. Info: 860-695-7640. |
| Jueves 15, 4:00pm-5:00pm | CUENTOS ESPELUZINANTES ANTICIPANDO HALLOWEEN. Lugar: Biblioteca Rawson, 260 Holcomb Street, hartford. Info: 860-695-7481. |
| Jueves 19, 10:00am-4:00pm | CELEBRACION DE LAS PERSONAS INDIGENAS. Lugar: Hartford Public Library Downtown - 500 Main St. hartford, CT. Info: 860-695-7640. |
| Jueves 24, 4:30pm | "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 1 de 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: 860-695-7640. |
| Jueves 24, 4:00pm-5:00pm | CUENTOS ESPELUZINANTES ANTICIPANDO HALLOWEEN. Lugar: Biblioteca Rawson, 260 Holcomb Street, hartford. Info: 860-695-7481. |
| Jueves 16, 4:30pm | "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 1 de Diciembre. Info: 860-695-7500. |

DÍAS FESTIVOS:

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| Jueves 19, 10:00am-4:00pm | CELEBRACION DE LAS PERSONAS INDIGENAS. Lugar: Hartford Public Library Downtown - 500 Main St. Hartford, CT. Info: 860-695-7640. |
| Jueves 24, 4:30pm | "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 1 de Diciembre. Info: 860-695-7500. |
| Jueves 16, 4:30pm | "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 1 de Diciembre. Info: 860-695-7500. |
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.
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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.

To Apply: Interested candidates should submit a resume and cover letter by October 27, 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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**Ad Title: Systems Administrator II**

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**Ad Subtotal**: $375.00

**Ad Subtotal**: $330.00

**Ad Subtotal**: $183.45

**Ad Subtotal**: $400.00

**Ad Subtotal**: $150.00

**Ad Subtotal**: $295.00

**Paid**

Date: 10-25-19

Expenditure List: 18574

Initial: SS

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

Invoice No. 145983-560100
Date: October 22, 2019
Payment Terms: Strictly 30 days. Due Date: 11/21/2019
Finance Charges of 1.50% per month if not paid within terms.

INVOICE TOTAL $1,733.45

Amount Due if paid after due date: $1,759.45

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

Search Jobs

What job do you want?

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

US-System Administrator
Experis CT - Hartford Full-Time
Pega Developer
CT - Hartford Contractor

Linux Admin Specialist
Experis CT - Hartford Full-Time
Systems Administrator II

Charter Oak State College New Britain Full-Time

Apply on company site
Job Details

CHARTER OAK STATE COLLEGE ANNOUNCEMENT OF POSITION OPENING

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• 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.

Recommended skills

VMware Certified Associate
Cisco Certified Network Associate
Server (Computer Science)
VMware 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

Salary Estimator

Based on Job Title, Location and Skills
$75K
Below Avg. Average Above Avg.

Career Path

See the next step in your career
Systems Administrator II
Systems Engineer (Computer And Mathematical)
Estimated Salary: $120K

Apply to this job.
Think you're the perfect candidate?
Apply on company site

CAREERBUILDER TIP

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Job Details
Systems Administrator II

Newington Connecticut - $54,870 Approximate Annual + State Supported Benefits

Full Time

Posted: Wednesday, 9 October 2019

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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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: IT
Rate: $54,870 Approximate Annual + State Supported Benefits
Employment Agency: Charter Oak State College
Contact: HR & Recruiting
Reference: CJPi114197360
Posted Date: 10/9/2019 8:04:34 AM
Permalink: http://www.computerjobs.com/HOb77
We strongly recommend that you should never provide your bank account details to an advertiser during the job application process. Should you receive a request of this nature please contact support giving the advertiser's name and job reference.
systems administration II jobs in Newington, CT

My recent searches

"chief technology officer" - Tallahassee, FL
"deputy chief information officer..." - Tallahassee, FL
"director of project management" - Tallahassee, FL
"school of medicine assistant/a..." - Birmingham, AL
"assistant/associate professor r..." - Birmingham, AL

Sort by:
relevance - date

Distance:
within 25 miles

Job Type
Full-time (1)

Location
Newington, CT (1)

Company
Charter Oak State College (1)

Experience Level
Mid Level (1)

Systems Administration II
Charter Oak State College 6 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;
Sponsored 2 days ago save job

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Page 1 of 1 jobs

https://www.indeed.com/jobs?q="systems+administration+II"&l=Newington%2C+CT
systems administration II jobs in Newington, CT

My recent searches

- "chief technology officer" - Tallahassee, FL
- "deputy chief information officer..." - Tallahassee, FL
- "director of project management" - Tallahassee, FL
- "school of medicine assistant/a..." - Birmingham, AL
- "assistant/associate professor r..." - Birmingham, AL
- "clear searches"

Sort by:
- relevance - date

Distance:
- within 25 miles

Job Type
- Full-time (1)

Location
- Newington, CT (1)
- "systems Administration II", nationwide

Company
- Charter Oak State College (1)

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Upload your resume - Let employers find you

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

JOB DESCRIPTION

CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

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• Performs other duties as assigned.

http://www.mpndiversityjobs.com/job/58406/systems-administrator-ii/
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.

APPLY NOW (HTTP://WWW.MPNDIVERSITYJOBS.COM/SYSTEM/CLASSIFIEDS/APPLICATION_REDIRECT/?LISTING_ID=58406)

http://www.mpndiversityjobs.com/job/58406/systems-administrator-ii/
Systems Administrator II

CHARTER OAK STATE COLLEGE

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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.
Systems Administrator II

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. The systems administrator monitors network and data center systems; 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; Assist with management of all ancillary Information Technology resources (Servers, Client computers, telecommunication equipment); Maintains current knowledge of professional issues; Performs other duties as assigned. 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. Salary: $54,870.

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 permanentemente 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.
### Invoice

**Invoice No.** 155351-595344  
**Date:** June 25, 2020  
**Ok to Pay**  
6/25/2020

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

---

**Date:** 6/25/2020

**Ok to Pay**  
6/25/2020

**Silas Shannon**

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**Charter Oak State College**

Attn: Accounts Payable

55 Paul Manafort Drive
New Britain, CT 06053

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**Order No:**  
**Blanket Order No:**

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**Contact:** Silas Shannon III  
**Job No:** 155351

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**Ad Title: Enrollment Services Associate**

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**Ad Subtotal**:

$390.00  
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$183.45  
$200.00  
$100.00  
$100.00  
$295.00

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**PAID**

7-14-2020  
**Voucher:** 20221

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**SS**
INVOICE TOTAL $1,643.45

Payment Terms: Strictly 30 days. Due Date: 7/25/2020
Finance Charges of 1.50% per month if not paid within terms.

Amount Due if paid after due date: $1,668.10

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

Enrollment Services Associate

Charter Oak State College

Website
Position: Enrollment Services Associate

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

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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.

Job Traveling: None

Apply for job

Date Posted:
Posted 2 hours ago

Expiration date:
July 3, 2020

Location:
New Britain, CT, USA
Position: Enrollment Services Associate

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

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Enrollment Services Associate

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- 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:** 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.

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.
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. Qualifications: 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. Salary: $54,870. 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

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)

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 con 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 instigando 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 antidemocrático y una seria amenaza para nuestro sistema democrático”, escribieron los Senadores.

Ana Radelat (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 han empezado desde el personal que no usaba equipo de protección hasta la mezcla de residentes infectados con el virus con aquéllos 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 Ahmad Arbery y Breonna Taylor. Sus asesinatos son parte de un marco más amplio de iniquidad, 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 esta indignación alimenta mi compromiso personal para impulsar esta conversación y nuestro trabajo”.

Jeffrey Flaks, Presidente y Director Ejecutivo de Hartford Healthcare

Fotos: Allan Vega

CharterOak State College

Degrees Without Boundaries

Enrollment Services Associate

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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.
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;
  - Troubleshoot challenges encountered in the delivery of online learning environments;
  - Advise on instructional design methods for achieving desired learning outcomes;
  - Provide faculty development to foster best practices for online course development and teaching.
- Coach faculty in the use of our course management system and other supported tools.
  - Provide feedback to faculty on newly developed courses and course redesigns;
  - 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.

**Chart 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  
Attn: Accounts Payable  
55 Paul Manafort Drive  
New Britain, CT 06053

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Charter Oak State College

Order No:  
Blanket Order No: PO# PO1537  
Job No: 155890

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Ad Subtotal $1,201.77

Payment Terms: Strictly 30 days. Due Date: 8/23/2020  
Finance Charges of 1.50% per month if not paid within terms.

Amount Due if paid after due date: $1,219.79

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AVHS Coordinator & Instructional Design
Charter Oak State College New Britain Full-Time

Paraprofessional/Teachers Aides in Hamden, CT!
Kelly Educational Staffing Hamden
$11.00 - $14.50/Hour

Clerical Support - part time evenings
Kelly Middletown
$15.50/Hour

Customer Success Representative-Virtual Interview & Training!
D&S Recruiting LLC Middletown
$75,000 - $85,000/Year

Customer Service Representative
Hartford

Customer Service Representative
Talentify Hartford

Substitute Teacher
ESS Education Manchester

Customer Service Representative
ICONMA Orange

Benefits Customer Service representative
A-Line Staffing Solutions New Haven
$16.25 - $16.75/Hour
Science Teacher - Special Education
Hartford HealthCare Hartford

Art/Music Teacher - Behavioral Health
Hartford HealthCare Durham

CUSTOMER SERVICE REPRESENTATIVE
Family Dollar Stores, Inc. Newington

Customer Service Representative
Robert Half Bridgeport
$13.00 - $15.00/Hour

SAT Prep Instructor - Hartford, CT
Kaplan Test Prep Hartford

Army Soldier - up to $40K Bonus!
The Army Bristol

Army Soldier - up to $40K Bonus!
The Army Meriden

Survey Assistant - Customer Service - Work from Home
HomeJobStaffing Hartford
$12.00 - $40.00/Hour

Remote Billing/Collections- Hartford, CT
Aerotek Hartford

Customer Service - New Path for Customer Service Reps
Bankers Life New Haven
$41,000 - $62,000/Year
478 - ASL Fluent Substitute Support Staff
Marrakech, Inc. Winsted

472 - New Milford Day Program Instructor (FT)
Marrakech, Inc. New Milford

Survey Assistant - Customer Service - Work from Home
Home Job Staffing New Haven
$12.00 - $40.00/Hour

Customer Service Representative
Kforce Technology Trumbull

Customer Service/Supply chain
PDS Tech, Inc. Trumbull

M WELDING CAREER TRAINING – LOCAL WELDING TRAINING AVAILABLE
My Welding Career Southwick

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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
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➢ Coach faculty in the use of our course management system and other supported tools.

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  o 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.

  o Create learning resources and activities for a diverse population of online students;

  o Research emerging educational technologies for online teaching and learning;

  o 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 [Link removed] - Click here to apply to AVHS Coordinator & Instructional Design.

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

Instructional Design
Curriculum Development
Learning
Adult Education
Learning Management Systems
Web Authoring

Recommended Jobs

Teacher Teacher Assistant New Britain Ct Teacher Assistant, New Britain Ct
 окру

AVHS Coordinator & Instructional Design
Charter Oak State College New Britain Full-Time

Kelly
Paraprofessional/Teachers Aides in Hamden, CT!
Kelly Educational Staffing Hamden
$11.00 - $14.50/Hour

Kelly
Clerical Support - part time evenings
Kelly Middletown
$15.50/Hour
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CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

Position: AVHS Coordinator & Instructional Design

Advise on instructional design methods for achieving desired learning outcomes;
Project manage the course design, development and production process;

$67,534 a year

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CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

Position: AVHS Coordinator & Instructional Design
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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Instructional Design Jobs

Welcome to Instructional Design Central's job board. Browse and post instructional design jobs and other eLearning, training, learning related jobs. Find jobs in business, academia, non-profit, and government sectors.

July 08, 2020
AVHS COORDINATOR & INSTRUCTIONAL DESIGN
Charter Oak State College, New Britain, CT
APPLY NOW

June 16, 2020
INSTRUCTIONAL TECHNOLOGY MANAGER
Harvard Law School, Cambridge, Massachusetts, United States
APPLY NOW

June 01, 2020
INSTRUCTIONAL DESIGNER
Xanterra Travel Collection, Greenwood Village, CO
APPLY NOW

Post on IDC Job Board
Post a job on our job board to find and recruit top instructional design, eLearning and other learning related talent. Currently, we are offering a 50% discount on job postings.

Other Instructional Design Job Boards
Below is list of multiple instructional design job boards that are targeted towards instructional design jobs, eLearning jobs, instructional technology jobs, educational technology jobs, and other jobs in education.

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

APPLY NOW

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

APPLY NOW

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 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
salary in the US makes $67,047 according to recent data on Glassdoor.com.

Instructional design jobs, training jobs, educational technology jobs, instructional technology jobs, and jobs in education are in high demand as organizations are turning towards instructional design professionals to solve business performance problems and to deliver rich learning products and experiences.
American Society of Clinical Oncology, Alexandria, VA  
APPLY NOW

December 21, 2019  
INSTRUCTIONAL DESIGNER (PROJECT POSITION)  
Pierce College District, Lakewood, WA  
APPLY NOW

December 12, 2019  
CURRICULUM DEVELOPMENT COORDINATOR  
PennState University  
APPLY NOW

December 06, 2019  
TECH TOUCH PROGRAM MANAGER  
Widen Enterprises, Inc., Madison, WI  
APPLY NOW

November 27, 2019  
TRAINING DEVELOPER  
University of California Los Angeles  
APPLY NOW

November 26, 2019  
INSTRUCTIONAL DESIGN COORDINATOR  
Des Moines University, Des Moines, IA  
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
APPLY NOW

July 24, 2019
ONLINE INSTRUCTIONAL DESIGNER
The Johns Hopkins Center for Talented Youth
APPLY NOW

July 20, 2019
INSTRUCTIONAL DESIGN
University of the Pacific
APPLY NOW

July 04, 2019
RESEARCH ASSISTANT
WESTAT, Rockville, Maryland
APPLY NOW

June 28, 2019
INSTRUCTIONAL DESIGNER
LearningMate Solutions, Remote
APPLY NOW

June 20, 2019
ELEARNING SPECIALIST
The American Institute of Chemical Engineers, New York City
APPLY NOW

June 19, 2019
INSTRUCTIONAL DESIGNER
AORN - Association of periOperative Registered Nurses, Denver, CO
APPLY NOW

June 03, 2019
INSTRUCTIONAL DESIGNER
Penn State University, University Park, PA
APPLY NOW

May 28, 2019
TRAINING COORDINATOR
UMKC-Institute for Human Development, Kansas City, MO
APPLY NOW

May 28, 2019
INSTRUCTIONAL DESIGN MANAGER, EDUCATIONAL ACTIVITIES
IEEE, Piscataway, NJ
APPLY NOW

May 21, 2019
INSTRUCTIONAL DESIGNER/DEVELOPER
Valencia College, Orlando, FL 32835
May 21, 2019
ELEARNING SPECIALIST
The American Institute of Chemical Engineers, New York City

May 08, 2019
INSTRUCTIONAL DESIGNER
M&T Bank, Buffalo, NY (will consider Remote)

April 17, 2019
INSTRUCTIONAL DESIGNER
University of Wisconsin-Platteville Center for Distance Learning, Platteville, Wisconsin

April 11, 2019
SENIOR INSTRUCTIONAL DESIGNER-CONTRACT
The Joint Chiropractic, Scottsdale, AZ

April 10, 2019
HUMAN RESOURCES INSTRUCTIONAL DESIGNER
Stuller Inc., Lafayette, LA
April 04, 2019
INSTRUCTIONAL TECHNOLOGIST
Bryant & Stratton College, Online Campus, Orchard Park, NY
APPLY NOW

March 25, 2019
INFORMATION TECHNOLOGY FACULTY
North Central State College, Mansfield, OH
APPLY NOW

March 11, 2019
INSTRUCTIONAL DESIGNER / WRITER
CraneMorley Inc., Long Beach, CA
APPLY NOW

March 04, 2019
INSTRUCTIONAL DESIGNER
Wor-Wic Community College, Salisbury, Maryland
APPLY NOW

March 04, 2019
INSTRUCTIONAL DESIGNER
University of Wisconsin-Platteville Center for Distance Learning, Platteville, Wisconsin
APPLY NOW
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.
Instructional Design Central (IDC) | Instructional Design Job Posting

- 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;
- Troubleshoot challenges encountered in the delivery of online learning environments;
- Advise on instructional design methods for achieving desired learning outcomes;
- Provide faculty development to foster best practices for online course development and teaching;
- Coach faculty in the use of our course management system and other supported tools.
- Provide feedback to faculty on newly developed courses and course redesigns;
- 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

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

**Salary:** $67,534 approximate annual, plus State supported benefits

Grant Funded – approximate start 8/1/2020

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About Charter Oak State College

Company Profile

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AVHS Coordinator & Instructional Design

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Share
AVHS Coordinator & Instructional Designer

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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 afroamericana), 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 septiembre. Habrá una ceremonia virtual para estrenar los murales. Bridge 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”.


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 Rebimbas 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 sin 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)
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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Payment Terms: Strictly 30 days. Due Date: 9/13/2020
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Administrative Assistant to the Provost

Charter Oak State College | New Britain, Connecticut, United States
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**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 professional files, and other duties as assigned.

**Position Title:** Administrative Assistant to the Provost

**Salary:** $56,791, approximate annual, plus State supported Benefits
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Job Information

Job ID: 54389380

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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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

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Job Information

Job ID: 54399363

Location:
New Britain, Connecticut, United States

Position Title: Administrative Assistant to the Provost

Company Name: Charter Oak State College

Job Function: Other

Jobs You May Like
Administrative Assistant to the Provost
Charter Oak State College, New Britain, CT - Full Time
$46,770/yr

Position Title: Administrative Assistant to the Provost
Salary: $46,770, plus 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 assistant 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, helping in the production of the Update newsletter, and the maintenance of all official records for Academic Affairs, including curricular records. She understands the requirements associated with handling confidential information. The role of Commencement Coordinator includes overseeing the virtual or in-person commencement proceedings, working with the appropriate offices to ensure that all aspects of the commencement are completed, and serves as the point person for the day of the ceremony.

Apply to this job.
Think you're the perfect candidate?

- Provides administrative support to Provost and in Academic Affairs, as needed.
- Produces final copies of all commencement documents, and arranges commencement venue.
- Responsible for timely and accurate faculty records, including meeting minutes and maintaining faculty databases.
- Manages the Commencement Planning process, including faculty rosters.
- Manages web content for Academic Affairs, including maintaining departmental websites and changes needed to the websites or removing changes;
- Manages and maintains the website, including faculty pages;
- Maintains a record of all academic changes;
- Responsible for the Update newsletter, including soliciting articles, editing, and publishing the newsletter.

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- Coordinates the ordering of office supplies, their distribution, storage, and inventory management.
- Communicates with the CGS departments that have responsibilities for the commencement ceremony;
- Work with Registrar’s Office to ensure that the website has accurate information regarding commencement ceremonies.
Administrative Assistant to the Provost
Charter Oak State College  4.2 ★
New Britain, CT 06053

$56,791 a year
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Administrative Assistant to the Provost
Charter Oak State College 4.2★
New Britain, CT 06053

$56,791 a year

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Administrative Assistant to the Provost

Charter Oak State College  New Britain, CT  21 views

Full Time  Admin-Clerical

JOB 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 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 (http://www.charteroak.edu/AboutUs/Employment).
OCCUPATIONS

Administrative Support

EDUCATION REQUIREMENTS

Bachelor's Degree

SALARY

$56,791, approximate annual, plus State supported Benefits

About Charter Oak State College

(www.mpndiversityjobs.com/company/3207/charter-oak-state-college/)
Administrative Assistant to the Provost

CHARTER OAK STATE COLLEGE
ANNOUNCEMENT OF POSITION OPENING

Position Title: Administrative Assistant to the Provost
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https://www.wihe.com/job-details/12687/administrative-assistant-to-the-provost/
includes overseeing the virtual or on-ground ceremony preparations, working with the appropriate offices to ensure that all aspects of the commencement are completed; and serves as the point person the day of the ceremony.

Position Responsibilities include:

**Administrative Support**

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- 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;
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- 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.

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

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. The assistant to the provost 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; Manages web content for Academic Affairs, including informing web manager of additions and changes needed to the website or making changes; Manage all travel arrangements and reimbursements; Coordinates the ordering of office supplies, their distribution, storage, and budgetary assignment. The commencement coordinator secures commencement venue and make arrangements, including refreshments, signage, music, webcasting; and 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. Salary: $56,791. See complete job description at http://www.charteroak.edu/AboutUs/Employment and apply with cover letter and resume by August 24, 2020. No phone calls please. Incomplete applications will not be considered. AA/EOE

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 sufriendo indudablemente a causa de una miocarditis, una afección cardíaca ahora relacionada con el COVID-19, incluso en pacientes sin antecedentes de enfermedad cardiaca.

Los Red Sox dicen que no hay una lista de prohibiciones en la que incluyan a Rodríguez, pero el lanzador ha tenido problemas con la salud durante el tiempo de su carrera. "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 indican que hasta el 80% 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 de Central Connecticut en New Britain. "Pero puede pasar a cualquier otro".

Incluso a pacientes sin antecedentes cardiacos, los signos pueden parecer inmediatamente mortales: un ritmo cardíaco anormal y altas niveles de troponina en la sangre que indican daño en el músculo cardíaco. Los médicos podrían considerar lógicamente que el paciente tiene arterias bloqueadas, pero cuando la inflamación es causada por el COVID-19, esto 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 dificultad respiratoria. La inmunización es un subproducto de la respuesta del sistema inmunológico al virus, y en el corazón viral. El daño se ve al escáner 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 del coronavirus en el 18 de julio, se parecía a nada que hubiera experimentado antes. "Sentí como que tenía 100 años", dijo. "Mi cuerpo estaba cansado todo el tiempo. Dormía de día, dormía de noche... todos los momentos."

Se estima que un 10% de los pacientes con el COVID-19 también tienen una enfermedad cardiovascular: "prevendrán, una tercera de las personas que se mueren con el COVID-19, que no tienen antecedentes de problemas cardíacos. La presión arterial alta, la hipertensión, también puede aumentar el riesgo.

Algunos medicamentos para la presión arterial, como los inhibidores de la enzima conversora de angiotensina (ECA) y los bloqueadores de los receptores de angiotensina (BRA), han sido utilizados 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 preocupan si deberemos tomar su inhibidor de la ECA o el BRA. Pero, en este momento, el Colegio Americano de Cardiólogos y la Asociación Estadounidense del Corazón recomiendan que estos medicamentos continúen".

La edad es un riesgo principal 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. "Puede ser un problema claro con la falta de inmunidad. Y a medida que envejecemos, todas nuestras sistemas inmunes disminuyen su eficacia".

La Liga Mayor de Béisbol permite a los jugadores considerarlos de alto riesgo optar por no jugar en la temporada recordada que acaba de comenzar. Los jugadores recibirán 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.


ULTIMO MOMENTO: Explosión en Beirut: ¿Negligencia o atentado?

Al menos 177 personas han muerto, 80 han desaparecido y alrededor de 300.000 han sido desplazados de un lugar en Beirut, capital de Libano debido a las explosiones el 4 de agosto. La primera explosión parece haber sido causada por rebotos artificiales, y causó una explosión más grande por los explosivos estocados de nitrato de azufre 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 puerto africano de Mozambique. El nitrato es un material que se puede usar para fertilizantes y también explosivos. Por razones inmunes no conocidas, el barco terminó 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 Libano". Libano es una excelente de Francia.

Alonso Vázquez
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.

<table>
<thead>
<tr>
<th>Administrator</th>
<th>2017 Plan Year</th>
<th>1 Black female (no hire)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>2018 Plan Year</td>
<td>1 White female, 2 Black females (no hires)</td>
</tr>
<tr>
<td>Administrator</td>
<td>2019 Plan Year</td>
<td>1 Black female (no hire)</td>
</tr>
<tr>
<td>Administrator</td>
<td>2021 Plan Year</td>
<td>1 White female, 1 Black female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional</th>
<th>2017 Plan Year</th>
<th>1 Black female, 1 Hispanic Male, 1 Hispanic female, 1 AAIANHNPI female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional</td>
<td>2018 Plan Year</td>
<td>2 Black females, 1 Hispanic male, 1 Hispanic female, 1 AAIANHNPI male (no goal hires)</td>
</tr>
<tr>
<td>Professional</td>
<td>2019 Plan Year</td>
<td>4 White males, 2 Black females, 1 Hispanic male, 1 AAIANHNPI male, 1 AAIANHNPI female</td>
</tr>
<tr>
<td>Professional</td>
<td>2021 Plan Year</td>
<td>2 Black females, 2 Hispanic males, 1 AAIANHNPI male</td>
</tr>
</tbody>
</table>

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
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

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>PAY SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrator</strong></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>$160,200 - $199,600</td>
</tr>
<tr>
<td>Executive 1 (Provost &amp; VP of Admin/CFO)</td>
<td>$118,003 - $177,005</td>
</tr>
<tr>
<td>Manager 3 (Dean)</td>
<td>$99,994 - $149,990</td>
</tr>
<tr>
<td><strong>Professional</strong></td>
<td></td>
</tr>
<tr>
<td>Director 2</td>
<td>$98,792 - $131,766</td>
</tr>
<tr>
<td>Director 1</td>
<td>$85,949 - $116,645</td>
</tr>
<tr>
<td>Associate Director</td>
<td>$73,675 - $98,228</td>
</tr>
<tr>
<td>Manager 1 (Professional/Technical)</td>
<td>$72,845 - $109,267</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>$67,534 - $92,088</td>
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<tr>
<td>Senior Associate</td>
<td>$64,465 - $87,484</td>
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<tr>
<td>Professional 3 (Professional/Technical Associate)</td>
<td>$62,003 - $93,005</td>
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<tr>
<td>Associate 2</td>
<td>$56,791 - $78,278</td>
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<tr>
<td>Associate 1</td>
<td>$49,805 - $68,259</td>
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<td>Assistant 2</td>
<td>$42,980 - $58,324</td>
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<tr>
<td><strong>Temporary</strong></td>
<td></td>
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<tr>
<td>Assistant 1 (Proctors)</td>
<td>Various Hourly Rates</td>
</tr>
</tbody>
</table>
Section 46a-68-83
Workforce Analysis
## WORKFORCE ANALYSIS

### TOTAL WORKFORCE

**AGENCY:** Charter Oak State College

**REPORTING DATE:** November 30, 2020

<table>
<thead>
<tr>
<th>OCCUPATIONAL CATEGORY/JOB TITLE</th>
<th>GRAND TOTAL</th>
<th>TOTAL MALE</th>
<th>TOTAL FEMALE</th>
<th>WHITE</th>
<th>BLACK</th>
<th>HISPANIC</th>
<th>AAIAHNPNI</th>
<th>2 OR MORE RACES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOTAL</td>
<td>MALE</td>
<td>FEMALE</td>
<td>MALE</td>
<td>FEMALE</td>
<td>MALE</td>
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<tr>
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<td>1</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>%TOTAL</td>
<td>100.0%</td>
<td>66.7%</td>
<td>33.3%</td>
<td>66.7%</td>
<td>33.3%</td>
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<td>Professionals</td>
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<td>20</td>
<td>44</td>
<td>17</td>
<td>33</td>
<td>2</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>%TOTAL</td>
<td>100.0%</td>
<td>31.3%</td>
<td>68.8%</td>
<td>26.6%</td>
<td>51.6%</td>
<td>3.1%</td>
<td>4.7%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

### TOTAL

| TOTAL                     | 67          | 22         | 45            | 19    | 34    | 2        | 3         | 0             | 4         | 1       | 2      |
| %TOTAL                   | 100.0%      | 32.8%      | 67.2%         | 28.4% | 50.7% | 3.0%     | 4.5%      | 0.0%          | 6.0%      | 1.5%    | 3.0%   |
## WORKFORCE ANALYSIS

**FULL-TIME WORKFORCE BY POSITION/JOB TITLE WITHIN OCCUPATIONAL CATEGORY**

**AGENCY:** Charter Oak State College  
**REPORTING DATE:** November 30, 2020

**OCCUPATIONAL CATEGORY:** Administrator

<table>
<thead>
<tr>
<th>JOB TITLES (UNDER 25 EMPLOYEES)</th>
<th>GRAND TOTAL</th>
<th>TOTAL MALE</th>
<th>TOTAL FEMALE</th>
<th>WHITE MALE</th>
<th>WHITE FEMALE</th>
<th>BLACK MALE</th>
<th>BLACK FEMALE</th>
<th>HISPANIC MALE</th>
<th>HISPANIC FEMALE</th>
<th>AA/AN/HNPI MALE</th>
<th>AA/AN/HNPI FEMALE</th>
<th>2 OR MORE RACES MALE</th>
<th>2 OR MORE RACES FEMALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
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**TOTAL**  
3 2 1 2 1 0 0 0 0 0 0 0 0 0 0
# WORKFORCE ANALYSIS

## 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 MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AAIANHNPI MALE | AAIANHNPI FEMALE | 2 OR MORE RACES MALE | 2 OR MORE RACES FEMALE |
|---------------------------------|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Director, Admissions            | 1           | 0          | 1            | 0          | 1            | 0          | 0            | 0             | 0              | 0              | 0              | 0              | 0                |
| Director, Academic Services     | 1           | 0          | 1            | 0          | 1            | 0          | 0            | 0             | 0              | 0              | 0              | 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              | 0              | 0              | 1                |
| 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             | 0              | 1              | 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             | 0              | 1              | 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
<p>| JOB TITLES (UNDER 25 EMPLOYEES)                                      | GRAND TOTAL | TOTAL MALE | TOTAL FEMALE | WHITE MALE | WHITE FEMALE | BLACK MALE | BLACK FEMALE | HISPANIC MALE | HISPANIC FEMALE | AA/IAN/HNPI MALE | AA/IAN/HNPI FEMALE | 2 OR MORE RACES |
|---------------------------------------------------------------------|-------------|------------|--------------|------------|--------------|------------|--------------|---------------|----------------|-----------------|-------------------|------------------|-----------------|
| Associate Director, Prior Learning Assessment                       |             | 1          | 0            | 1          | 0            | 0          | 0            | 0             | 0              | 0               | 0                 | 0                |
| Programmer IV                                                        |             | 1          | 1            | 0          | 0            | 0          | 0            | 0             | 0              | 1               | 0                 | 0                |
| Database Administrator                                              |             | 1          | 0            | 1          | 0            | 0          | 0            | 0             | 0              | 0               | 0                 | 0                |
| SIS Analyst                                                         |             | 1          | 1            | 0          | 1            | 0          | 0            | 0             | 0              | 0               | 0                 | 0                |
| Systems Administrator                                               |             | 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                |
| Assistant Director, Health Information Management                   |             | 1          | 1            | 0          | 1            | 0          | 0            | 0             | 0              | 0               | 0                 | 0                |
| Assistant Director, Financial Aid                                    |             | 1          | 0            | 1          | 0            | 1          | 0            | 0             | 0              | 0               | 0                 | 0                |
| Instructional Designer I                                             |             | 2          | 1            | 1          | 1            | 1          | 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                |
| Assistant Director, Corporate Recruitment &amp; Alumni Relations         |             | 1          | 0            | 1          | 0            | 1          | 0            | 0             | 0              | 0               | 0                 | 0                |
| Technical Support Manager                                           |             | 1          | 1            | 0          | 1            | 0          | 0            | 0             | 0              | 0               | 0                 | 0                |
| AVHS Coordinator &amp; Instructional Designer                            |             | 1          | 0            | 1          | 0            | 1          | 0            | 0             | 0              | 0               | 0                 | 0                |
| Marketing, Tech &amp; Communications Asst Dir                           |             | 1          | 1            | 0          | 1            | 0          | 0            | 0             | 0              | 0               | 0                 | 0                |
| Data Center Administrator                                           |             | 1          | 1            | 0          | 1            | 0          | 0            | 0             | 0              | 0               | 0                 | 0                |
| Manager for Personnel &amp; Finance                                     |             | 1          | 0            | 1          | 0            | 1          | 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                |
| Academic Counselor                                                  |             | 5          | 0            | 5          | 0            | 0          | 0            | 0             | 0              | 0               | 0                 | 0                |
| Admissions Counselor                                                |             | 3          | 1            | 2          | 0            | 0          | 1            | 1             | 0              | 0               | 0                 | 0                |
| Financial Aid Counselor                                             |             | 2          | 0            | 2          | 0            | 1          | 0            | 1             | 0              | 0               | 0                 | 0                |
| <strong>SUBTOTAL</strong>                                                        | <strong>28</strong>      | <strong>8</strong>      | <strong>20</strong>       | <strong>6</strong>      | <strong>17</strong>       | <strong>1</strong>      | <strong>2</strong>        | <strong>0</strong>          | <strong>0</strong>           | <strong>1</strong>           | <strong>0</strong>             | <strong>1</strong>            |</p>
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## Full-Time Workforce by Labor Market Area

**Agency:** Charter Oak State College  
**Reporting Date:** November 30, 2020

**Labor Market Area:** Statewide

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<th>Occupational Category</th>
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AGENCY: Charter Oak State College
REPORTING DATE: November 30, 2020

LABOR MARKET / Statewide

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## WORKFORCE ANALYSIS

### TOTAL FULL-TIME WORKFORCE BY AGE

| AGENCY: Charter Oak State College | REPORTING DATE: November 30, 2020 |

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## WORKFORCE ANALYSIS
### TOTAL PART-TIME WORKFORCE

**AGENCY:** Charter Oak State College

**REPORTING DATE:** November 30, 2020

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### Workforce Analysis
#### Total Durational/Other Workforce

**Agency:** Charter Oak State College  
**Reporting Date:** November 30, 2020

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Section 46a-68-84
Availability Analysis
### AVAILABILITY ANALYSIS

**Agency:** Charter Oak State College  
**Occupational Category:** Administrators  
**Labor Market Area:** Statewide

#### Position Classification (25+)

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#### FINAL AVAILABILITY BASE PERCENTAGE

- White: 51.0  
- Black: 49.0  
- Hispanic: 43.9

#### AA/ANHPI/Other

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#### FINAL AVAILABILITY BASE PERCENTAGE

- AA/ANHPI/Other: 2.0

### AVAILABILITY ANALYSIS

**AGENCY:** Charter Oak State College  
**REPORTING PERIOD:** November 30, 2020  
**OCCUPATIONAL CATEGORY:** Professionals  
**LABOR MARKET AREA:** Statewide  
**POSITION CLASSIFICATION (25+):**

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#### AAIAN/HNPI/Other 2 OR MORE RACES

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### Amalgamated Titles: Job Category - Administrators

#### Connecticut Occupational Statistics 2000

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#### Digest of Education Statistics

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- http://www1.ctdol.state.ct.us/lmi/affirm/affirm.asp
- click on 2000 bullet - under Other Miscellaneous Info
- click on Volume 2 - Eastern CT
### Connecticut Occupational Statistics - 2000

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<thead>
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<th>Amalgamated Titles: Job Category - Professionals</th>
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<th>%</th>
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### Digest of Educational Statistics

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<th>TOTALS</th>
<th>%</th>
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<tbody>
<tr>
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<td>212,892</td>
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<td>169,370</td>
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## Connecticut Occupational Statistics

for Equal Employment Opportunity and Affirmative Action Planning

2000 Census of Population and Housing - Special EEO Tabulation

### Statewide

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<th>Total All Races</th>
<th>Total Civilian Labor Force</th>
<th>Total Non-Hispanic</th>
<th>White Non-Hispanic</th>
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<td></td>
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<td>Male</td>
<td>Female</td>
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<tr>
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*Estimates may not add to the total due to rounding. For information on rounding and confidentiality, see Appendix E.*
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<th>Black Non-Hispanic</th>
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<td>Male % Female %</td>
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<td>145 2.3</td>
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<td>30 4.3</td>
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<tr>
<td>185 6.0</td>
<td>39 1.3</td>
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<td>617 1.3</td>
<td>846 1.7</td>
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**Total Civilian Labor Force**

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<thead>
<tr>
<th>Occupation</th>
<th>Male % Female %</th>
</tr>
</thead>
<tbody>
<tr>
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<td>(111000)</td>
</tr>
<tr>
<td>Chief Executives</td>
<td>(111011)</td>
</tr>
<tr>
<td>General &amp; Operations Mgrs.</td>
<td>(111021)</td>
</tr>
<tr>
<td>Legislators</td>
<td>(111031)</td>
</tr>
<tr>
<td>Advertising &amp; Promotions Mgrs.</td>
<td>(112011)</td>
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<tr>
<td>Marketing &amp; Sales Mgrs.</td>
<td>(112020)</td>
</tr>
<tr>
<td>Public Relations Mgrs.</td>
<td>(112031)</td>
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<tr>
<td>Operations Specialties Mgrs.</td>
<td>(113000)</td>
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<tr>
<td>Administrative Services Mgrs.</td>
<td>(113011)</td>
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<tr>
<td>Computer &amp; Info. Systems Mgrs.</td>
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<tr>
<td>Financial Managers</td>
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<td>Human Resources Mgrs.</td>
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<tr>
<td>Industrial Production Mgrs.</td>
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</tr>
<tr>
<td>Purchasing Managers</td>
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<tr>
<td>Transp., Storage, &amp; Dist. Mgrs.</td>
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<tr>
<td>Farm, Ranch, &amp; Other Agric. Mgrs.</td>
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<td>Farmers &amp; Ranchers</td>
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<td>Food Service Managers</td>
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<td>Funeral Directors</td>
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<tr>
<td>Gaming Managers</td>
<td>(119071)</td>
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<tr>
<td>Lodging Managers</td>
<td>(119081)</td>
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<td>Medical &amp; Health Services Mgrs.</td>
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<td>Natural Sciences Managers</td>
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<td>Postmasters &amp; Mail Superintendents</td>
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<td>Prop., Real Est., &amp; Comm. Assoc. Mgrs.</td>
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<tr>
<td>Social &amp; Community Service Managers</td>
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<td>Managers, All Other</td>
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<tr>
<td>Business Operations Specialists</td>
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<td>Agents &amp; Bus. Mgrs. of Artists, Etc.</td>
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</tr>
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<td>Purch. Agts. &amp; Buyers, Farm Prod.</td>
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<td>Whale &amp; Retail Buyers, Exc. Farm Prod.</td>
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<td>Claims Adj., Appr., Examiners, &amp; Invest.</td>
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<td>Cost Estimators</td>
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<td>Logisticians</td>
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<td>Meeting &amp; Convention Planners</td>
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<tr>
<td>Other Business Operations Specialists</td>
<td>(13111X)</td>
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<td>Financial Specialists</td>
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<td>Appraisers &amp; Assessors of Real Estate</td>
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### DIGEST OF EDUCATION STATISTICS

#### TABLE 314.40 - FALL 2018 EMPLOYEES IN DEGREE GRANTING POSTSECONDARY INSTITUTIONS

(Fall 2018 - Table Prepared November 2019)

<table>
<thead>
<tr>
<th>STAFF</th>
<th>TOTAL</th>
<th>TOTAL MALE</th>
<th>TOTAL FEMALE</th>
<th>WHITE MALE</th>
<th>WHITE FEMALE</th>
<th>BLACK MALE</th>
<th>BLACK FEMALE</th>
<th>HISPANIC MALE</th>
<th>HISPANIC FEMALE</th>
<th>AAIAHNPI MALE</th>
<th>AAIAHNPI FEMALE</th>
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<tr>
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<td>6,000</td>
<td>10,379</td>
<td>5,384</td>
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<td>699082</td>
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<td>533,950</td>
<td>41,524</td>
<td>63,856</td>
<td>39,229</td>
<td>41,444</td>
<td>69339</td>
<td>59832</td>
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<td>Computers, Engineering &amp; Science</td>
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<td>57,359</td>
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<td>13051</td>
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<td>Community, Social Service, Legal, Arts, Design, Entertainment, Sports &amp; Media</td>
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<td>77797</td>
<td>95939</td>
<td>59,792</td>
<td>70,640</td>
<td>9,672</td>
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<td>5,634</td>
<td>8,996</td>
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<td>4679</td>
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<td>2,463</td>
<td>5,624</td>
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<td>857</td>
<td>1,502</td>
<td>659</td>
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**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

AGENCY: Charter Oak State College
REPORTING DATE: November 30, 2020
OCCUPATIONAL CATEGORY: Administrators
LABOR MARKET AREA: Statewide

POSITION CLASSIFICATION (25+):

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<th>TOTAL MALE</th>
<th>TOTAL FEMALE</th>
<th>WHITE MALE</th>
<th>WHITE FEMALE</th>
<th>BLACK MALE</th>
<th>BLACK FEMALE</th>
<th>HISPANIC MALE</th>
<th>HISPANIC FEMALE</th>
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<tr>
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<td>51.0%</td>
<td>49.0%</td>
<td>43.9%</td>
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HIRING GOALS

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<th>CURRENT PLAN GOALS</th>
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<tr>
<td>CURRENT PLAN HIRES</td>
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PROMOTIONAL GOALS

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<td>CURRENT PLAN PROMOTIONS</td>
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UPWARD/CAREER MOBILITY GOALS

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<tbody>
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</tr>
<tr>
<td>CURRENT PLAN PROMOTIONS</td>
<td></td>
<td></td>
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<tr>
<td>CURRENT PLAN GOALS</td>
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</table>
## UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD/CAREER MOBILITY

**AGENCY:** Charter Oak State College  
**REPORTING DATE:** November 30, 2020  
**OCCUPATIONAL CATEGORY:** Professionals  
**LABOR MARKET AREA:** Statewide

### POSITION CLASSIFICATION (25+):

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<tr>
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### HIRING GOALS

| PREVIOUS PLAN GOALS | 9 | 6 | 3 | 4 | 0 | 0 | 2 | 1 | 0 | 1 |
| CURRENT PLAN HIRES | 20 | 10 | 10 | 10 | 7 | 0 | 1 | 0 | 0 | 2 |
| CURRENT PLAN GOALS | 5 | 3 | 2 | 0 | 0 | 0 | 2 | 2 | 0 | 1 |

### 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
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### EMPLOYMENT PROCESS ANALYSIS

**AGENCY:** Charter Oak State College

**OCCUPATIONAL CATEGORY:** Professionals

**REPORTING DATE:** November 30, 2020

**LABOR MARKET AREA:** Statewide

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**NO CHANGE(+/-) WITHIN CATEGORY**
## APPLICANT FLOW ANALYSIS

**AGENCY:** Charter Oak State College  
**REPORTING DATE:** November 30, 2020

**OCCUPATIONAL CATEGORY:** Professionals  
**LABOR MARKET AREA:** Statewide

**POSITION CLASSIFICATION (25+):**

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**NO CHANGE(+/−) WITHIN CATEGORY**  
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# APPLECTANT FLOW ANALYSIS

**AGENCY:** Charter Oak State College  
**REPORTING DATE:** November 30, 2020  
**OCCUPATIONAL CATEGORY:** Professionals  
**LABOR MARKET AREA:** Statewide

**POSITION CLASSIFICATION (25+):**

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**NO CHANGE(+/-) WITHIN CATEGORY**

No Applicant Promotions or Exams
## PERSONNEL EVALUATION ANALYSIS

**AGENCY:** Charter Oak State College | **REPORTING DATE:** November 30, 2020

**OCCUPATIONAL CATEGORY:** Administrators

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**REPRIMANDS**

**Note:** All of the employees in this group have been excluded from the Personnel Evaluation Analysis. Administrators prepare a self-evaluation and the agency head prepares an evaluation narrative based on the self-evaluation. No rating system is used.

**SUSPENSIONS**

**DEMOTIONS**

Within Occ. Category

Lower Occ. Category

**TRANSFERS**

Intra-agency

Outside Agency
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**NOTE: The above data does not include three employees who are confidential employees and are evaluated on the same system as the Administrators. It also does not include three employees who were still in their probation period. It also does not include three employees who were hired after the evaluation period was completed.
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 CSCU 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

   (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:
1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
4. _______________________________________________________________________
5. _______________________________________________________________________
6. _______________________________________________________________________
7. _______________________________________________________________________
8. _______________________________________________________________________
9. _______________________________________________________________________
10. _______________________________________________________________________
11. _______________________________________________________________________
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: ____________________________
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<th>RESOLUTION</th>
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*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 to 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.

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*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.
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 - AA/AN/HPI 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 Table](image)

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 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.
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.

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*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.
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
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.

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*AAIANHNP

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 – AAIANHNP male, 2 - AAIANHNP 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 – AAIANHNP male, 2 - AAIANHNP 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 – AAIANHNP 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 – AAIANHNP 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 – AAIANHNP 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.

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*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.

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*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 - AAIONHNPI 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 - AAIONHNPI 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 – AAIONHNPI 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 - AAIONHNPI 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 – AAANHPI female and 1 – 2 or More male.

- 3 – White females, 1 – Black male, 2 – Black females, 1 - AAANHPI 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.

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*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 - AAIANHNP 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 – 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.

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*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.

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*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”.

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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.

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*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 – AA/AN/HNPI 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.

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*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.

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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 AA/AN/A Native American 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 AA/AN/A Native American 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 AA/AN/A Native American 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 benefit 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 it 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 employee’s 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 CSCU 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.

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Ed Klonoski
President, Charter Oak State College

March 30, 2021