



### Division of Higher Education

4 Capitol Mall, Box 21 • Little Rock, Arkansas • 72201-3827 • (501) 371-2000 • Fax (501) 371-2001

Jacob Oliva  
Secretary

Ken Warden, Ed.D.  
Commissioner

March 13, 2026

The Honorable Breanne Davis, Co-Chair  
The Honorable Les Warren, Co-Chair  
Arkansas Legislative Council - Personnel  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Davis and Representative Warren:

The Arkansas State University - Jonesboro (ASUJ) requests the establishment of nine (9) positions from the Higher Education Central Pool authorized by Act 778 of 2023, ACA §6-63-319. In accordance with the provisions of the act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

**Requested**

**Title:** Communication Specialist  
**LIM - FY26:** \$121,181  
**Salary - FY26:** \$60,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$19,800  
**Total Compensation - FY26:** \$79,800  
**Number of Positions:** 1

**Title:** Computer Support Technician  
**LIM - FY26:** \$68,562  
**Salary - FY26:** \$50,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$16,500  
**Total Compensation - FY26:** \$66,500  
**Number of Positions:** 1

**Title:** Laboratory Coordinator  
**LIM - FY26:** \$57,515  
**Salary - FY26:** \$55,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$18,150  
**Total Compensation - FY26:** \$73,150  
**Number of Positions:** 1

**Title:** Laboratory Technician  
**LIM - FY26:** \$55,302  
**Salary - FY26:** \$47,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$15,510  
**Total Compensation - FY26:** \$62,510  
**Number of Positions:** 4

**Title:** Mental Health Clinician  
**LIM - FY26:** \$121,808  
**Salary - FY26:** \$70,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$23,100  
**Total Compensation - FY26:** \$93,100  
**Number of Positions:** 1

**Title:** Project Program Specialist  
**LIM - FY26:** \$106,139  
**Salary - FY26:** \$65,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$21,450  
**Total Compensation - FY26:** \$86,450  
**Number of Positions:** 2

**Title:** Sr. Project/Program Director  
**LIM - FY26:** \$167,382  
**Salary - FY26:** \$150,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$49,500  
**Total Compensation - FY26:** \$199,500  
**Number of Positions:** 1

**Recommendation**

**Title:** Clinic Director  
**LIM - FY26:** \$317,246  
**Salary - FY26:** \$150,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$49,500  
**Total Compensation - FY26:** \$199,500  
**Number of Positions:** 1

**Title:** Communication Specialist  
**LIM - FY26:** \$121,181  
**Salary - FY26:** \$60,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$19,800  
**Total Compensation - FY26:** \$79,850  
**Number of Positions:** 1

**Title:** Computer Support Technician  
**LIM - FY26:** \$68,562  
**Salary - FY26:** \$50,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$16,500  
**Total Compensation - FY26:** \$66,500  
**Number of Positions:** 1

**Title:** Lab Mgr. Adm.  
**LIM - FY26:** \$93,419  
**Salary - FY26:** \$65,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$21,450  
**Total Compensation - FY26:** \$86,450  
**Number of Positions:** 1

**Title:** Laboratory Coordinator  
**LIM - FY26:** \$57,515  
**Salary - FY26:** \$55,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$18,150  
**Total Compensation - FY26:** \$73,150  
**Number of Positions:** 1

**Title:** Laboratory Technician  
**LIM - FY26:** \$55,302  
**Salary - FY26:** \$47,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$15,510  
**Total Compensation - FY26:** \$62,510  
**Number of Positions:** 4

**Title:** Mental Health Clinician  
**LIM - FY26:** \$121,808  
**Salary - FY26:** \$70,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$23,100  
**Total Compensation - FY26:** \$93,100  
**Number of Positions:** 1

**Title:** Project Program Administrator  
**LIM - FY26:** \$106,139 - \$207,294  
**Salary - FY26:** \$65,000  
**Institution Match Rate % - FY26:** 33%  
**Institution Match \$ - FY26:** \$21,450  
**Total Compensation - FY26:** \$86,450  
**Number of Positions:** 1

The positions are requested in preparation for the admission of the inaugural class of the College of Veterinary Medicine (CVM) students this fall. These titles are currently utilized by many higher education institutions.

The Clinic Director will develop, implement, and oversee the clinical education infrastructure for the veterinary degree program. He/This position will conduct needs assessment and implement improvements as necessary.

The Communication Specialist will support the launch and ongoing development of the CVM by managing web content and ensuring brand consistency. This position will also design and distribute promotional materials and assist with event planning.

The Computer Support Technician will function as an Endpoint Management Technician, supporting faculty, staff, and students. Responsibilities include coordinating devices updates, redeployments, and offboarding processes, as well as collaborating closely with systems and networking teams to resolve hardware-related issues. This position will also complete required documentation and ensure compliance with asset management and property accounting procedures.

The Lab Mgr. Adm. will manage specimen collection & conduct specimen embalming, maintain laboratory equipment, manage inventory and documentation, and ensure compliance with regulatory standards for specimen disposal. This position will also assist with outreach tours of prospective students and maintain the cleanliness and functionality of facilities, including animal storage areas.

The Laboratory Coordinator will support the CVM by assisting with laboratory operations, including specimen preparation, and educational resources of Doctor of Veterinary Medicine (DVM) students. This position will assist with many of the duties of the Lab Mgr. Adm.

The Laboratory Technician will provide instructional support and maintain laboratory safety standards. This position will assist in meeting accreditation requirements for clinical and laboratory training and will be responsible for the procurement, receipt, and organization of laboratory equipment and supplies.

The Mental Health Clinician will provide individual and group counseling, crisis intervention, case management, and prevention-focused outreach for DVM students. This position will also offer training and consultation for CVM faculty and staff.

The Project/Program Administrator pool will include a Project/Program Specialist position. This role will serve as the coordinator for the DVM student curriculum and the administrator of examination software for second-year DVM students. Additionally, the position will collaborate with the CVM and the Registrar's Office to assist with student registration and related documentation.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Warden", with a stylized flourish at the end.

Ken Warden, Ed. D.  
Commissioner



OFFICE OF HUMAN RESOURCES

P.O. Box 1500, State University, AR 72467 | o: 870-972-3454 | f: 870-972-3337

March 4, 2026

Dr. Ken Warden  
Arkansas Department of Higher Education  
114 East Capitol  
Little Rock, AR 72201

Dear Dr. Warden:

In accordance with Act 1065 of 2011, Arkansas State University requests nine (9) positions from the Central Pool. One (1) Computer Support Technician (Endpoint Management Technician), two (2) Project/Program Specialists (Year 2 Academic Coordinator and Veterinary Anatomy Lab Manager), one (1) Laboratory Coordinator (Anatomy Lab Coordinator), four (4) Laboratory Technicians (Clinical Skills Lab Technician), and one (1) Sr. Project Program Director (Director of Clinical Programs). Consistent with the current Arkansas State University appropriation act, the following titles and line item maximums are requested:

<u>Title</u>	<u>Number</u>	<u>Line Item Max</u>
Computer Support Technician	1	\$68,562
Project Program Specialist	2	\$106,139
Laboratory Coordinator	1	\$57,515
Laboratory Technician	4	\$55,302
Sr. Project/Program Director	1	\$167,382

**Justification – Computer Support Technician**

Arkansas State University will be admitting its first class of veterinary students this fall. The College of Veterinary Medicine requests a 'Computer Support Technician' position. This position will act as an Endpoint Management Technician and support the college's faculty, staff, and students.

**Justification – Project Program Specialist (Year 2 Coordinator)**

Arkansas State University will accept its first class of veterinary students in Fall of 2026. This is a 12-month, full-time staff position that operates within the CVM's Office of Student Programs and Admissions. The Academic Year Coordinator provides administrative and curricular support for all second-year DVM courses and student-related activities.

**Justification – Project Program Specialist (Veterinary Anatomy Lab Manager)**

Arkansas State University will accept its first class in Fall of 2026. The College of Veterinary Medicine requests a 'Veterinary Lab Manager' position. This position will support the newly established college by managing the anatomy lab operations.

**Justification: Laboratory Coordinator (Anatomy Lab Coordinator)**

Arkansas State University will be admitting its first class of veterinary students this fall. This is a 12-month, full-time staff position that will operate under the 'Veterinary Anatomy Lab Manager' position. The Anatomy Lab Coordinator will support the college by working with the lab manager to ensure that the anatomy lab operates properly.



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OFFICE OF HUMAN RESOURCES  
P.O. Box 1500, State University, AR 72467 | o: 870-972-3454 | f: 870-972-3337

**Justification: Laboratory Technician (Clinical Skills Lab Technician)**

Arkansas State University will be admitting its first class of veterinary students this fall. The College of Veterinary Medicine requests four (4) Laboratory Technician positions to work within the college's clinical skills laboratories. The Laboratory Technicians will promote and support the education of veterinary students in clinical simulation laboratories.

**Justification: Sr. Project/Program Director (Director of Clinical Programs)**

Arkansas State University will accept its first class of veterinary students in the fall of 2026. This is a 12-month, full-time staff position that operates within the College of Veterinary Medicine. This position will support the college through training, assessment, and organization of clinical courses.

Sincerely

A handwritten signature in black ink that reads "Russ Hannah". The signature is fluid and cursive, with a large, sweeping 'H'.

Russ Hannah, Ed.D.  
Vice Chancellor  
Arkansas State University



OFFICE OF HUMAN RESOURCES  
P.O. Box 1500, State University, AR 72467 | o: 870-972-3454 | f: 870-972-3337

March 4, 2026

Dr. Ken Warden  
Arkansas Department of Higher Education  
114 East Capitol  
Little Rock, AR 72201

Dear Dr. Warden:

In accordance with Act 1065 of 2011, Arkansas State University requests one (1) Mental Health Clinician and one (1) Communication Specialist position. Consistent with the current Arkansas State University appropriation act, the following titles and line-item maximums are requested:

<u>Title</u>	<u>Number</u>	<u>Line Item Max</u>
Mental Health Clinician	1	\$121,808.00
Communication Specialist	1	\$121,181.00

**Justification – Mental Health Clinician**

Arkansas State University will be admitting its first class of veterinary students this fall. The College of Veterinary Medicine requests a 'Mental Health Clinician' position. The position will be responsible for providing individual and group counseling, crisis intervention, case management, and prevention-focused outreach for Doctor of Veterinary Medicine (DVM) students.

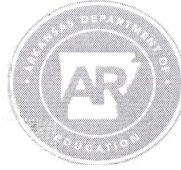
**Justification – Communication Specialist**

Arkansas State University will be admitting its first class of veterinary students this fall. The College of Veterinary Medicine requests a 'Communication Specialist' position. A dedicated Communications Specialist is essential to support the successful launch, growth, and long-term sustainability of the program.

Sincerely

A handwritten signature in black ink, appearing to read "Russ Hannah".

Russ Hannah, Ed.D.  
Vice Chancellor  
Arkansas State University



## Division of Higher Education Central Pool/Surrender Pool Justification Form

<b>Institution:</b>	<b>Arkansas State University</b>	<b>Date:</b>	<b>3/3/2026</b>
<b>Item # of Position(s) Surrendered:</b>	<b>NA</b>		
<b>Surrendered Title:</b>	<b>NA</b>	<b>Surrendered Salary Range:</b>	<b>NA</b>
<b>Date Surrendered Positions Vacated:</b>	<b>NA</b>	<b>Number of Positions Surrendered:</b>	<b>NA</b>
<b>Requested Authorized Title:</b>	Computer Support Technician	<b>LIM:</b>	\$68,562
<b>Working Title:</b>	Endpoint Management Technician	<b>Estimated Salary Range:</b>	\$50,000
<b>Institution Match Rate %:</b>	33%	<b>Institution Match \$:</b>	\$16,500
<b>Total Compensation:</b>	\$66,500	<b>Number of Positions:</b>	1

**Board Approval Date:** \_\_\_\_\_

**Justification:**  
 Arkansas State University will be admitting its first class of veterinary students this fall. The College of Veterinary Medicine requests a 'Computer Support Technician' position to act as an Endpoint Management Technician.

**Educational Requirements:**  
 The formal equivalent of a high school diploma and two (2) years of experience providing technical support to endpoint devices, OR the completion of technical training in Information Technology, Computer Support, Computer Science, or a related field.



## Division of Higher Education Central Pool/Surrender Pool Justification Form

### Duties:

This is a 12-month, full-time staff position that will operate within the College of Veterinary Medicine to provide endpoint management for its faculty, staff, and students.

Duties & Responsibilities:

#### **Endpoint Management & Device Lifecycle**

- Serve as the primary Tier 2 support resource for endpoint issues escalated from the Help Desk.
- Reimage, reset, and redeploy institutional devices using Microsoft Intune.
- Enroll devices into endpoint management systems and validate compliance with institutional security baselines.
- Apply and troubleshoot configuration profiles, security policies, software deployments, and updates using Microsoft Intune.
- Ensure devices adhere to institutional naming standards, encryption requirements, and compliance policies.

#### **Campus Support**

- Provide on-site technical support to assigned campus zones, departments, and units. Provide backup support to other areas as necessary to ensure end users receive critical support in alignment with ITS Service Level Agreement (SLA) framework.
- Act as a consistent point of contact for departmental technology needs beyond Tier 1 support.
- Assist with new employee device setups, device replacements, and role-based configuration changes.
- Coordinate device refreshes, redeployments, and offboarding transitions.

#### **Collaboration & Escalation**

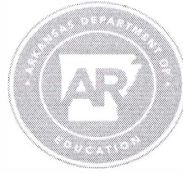
- Collaborate closely with Systems and Networking teams, particularly during Intune deployment and modernization initiatives.
- Escalate hardware-related issues requiring physical repair to Hardware Services Engineers.
- Assist in identifying systemic issues related to endpoint performance, configuration, or policy enforcement.

#### **Documentation & Process Adherence**

- Document work, resolutions, and device actions within the ticketing system (e.g., TeamDynamix).
- Follow and contribute to institutional standards, SOPs, and endpoint management documentation.
- Support continuous improvement efforts related to endpoint workflows and Tier 2 processes.

#### **Asset Management & Property Accounting Coordination**

- Serve as the primary operational owner for institutional endpoint asset management within assigned campus zones.
- Coordinate with Property Accounting to ensure accurate tracking of institutional computing assets throughout their lifecycle, including:
  - New asset intake and tagging
  - Assignment to departments and end users



## Division of Higher Education Central Pool/Surrender Pool Justification Form

- Transfers between users or units
- Status changes (in service, M&R, in storage etc.)
- Ensure devices are properly inventoried in asset management systems and aligned with endpoint management records (e.g., Intune, TDX ticketing system).
- Validate asset information including serial numbers, device names, assigned users, and locations.
- Support annual and ad hoc physical inventory audits in collaboration with Property Accounting.
- Initiate and document asset M&R process, surplus, or disposal workflows in accordance with institutional policy.
- Maintain accurate asset documentation during onboarding, offboarding, device refreshes, and reassignments.

**Additional Information:**

**Decision (for official use only)**

<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred

**Justifications:**

**Signatures (for official use only)**

<b>Institutional Finance:</b>		<b>Date:</b>	
<b>ADHE Commissioner:</b>		<b>Date:</b>	



## Division of Higher Education Central Pool/Surrender Pool Justification Form

<b>Institution:</b>	<b>Arkansas State University</b>	<b>Date:</b>	<b>3/3/2026</b>
<b>Item # of Position(s) Surrendered:</b>	<b>NA</b>		
<b>Surrendered Title:</b>	<b>NA</b>	<b>Surrendered Salary Range:</b>	<b>NA</b>
<b>Date Surrendered Positions Vacated:</b>	<b>NA</b>	<b>Number of Positions Surrendered:</b>	<b>NA</b>
<b>Requested Authorized Title:</b>	Project/Program Specialist	<b>LIM:</b>	\$106,139
<b>Working Title:</b>	1) Veterinary Anatomy Lab Manager 2) Academic Year Coordinator	<b>Estimated Salary Range:</b>	\$65,000
<b>Institution Match Rate %:</b>	33%	<b>Institution Match \$:</b>	\$21,450
<b>Total Compensation:</b>	\$86,450	<b>Number of Positions:</b>	2

<b>Board Approval Date:</b>	
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**Justification:**

Arkansas State University will be admitting its first class of veterinary medicine students this fall. The College of Veterinary Medicine requests two (2) Project/Program Specialist positions – one acting as a Veterinary Lab Manager and the other acting as an Academic Year Coordinator.

**Educational Requirements:**

**Veterinary Anatomy Lab Manager Education Requirements:** An earned bachelor’s degree in veterinary anatomy, Veterinary Science, Biomedical Sciences, Animal Sciences, Biology, or a related field. An equivalent combination of years of experience and education may be substituted for the educational requirement.

**Academic Year Coordinator:** An earned bachelor’s degree or an equivalent combination of years of experience and education can be substituted for the educational requirement.



## Division of Higher Education Central Pool/Surrender Pool Justification Form

### Duties:

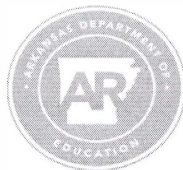
Both positions will be 12-month, full-time staff positions that will operate within the College of Veterinary Medicine.

#### **Veterinary Anatomy Lab Manager Duties:**

- Coordinate anatomy lab space, including scheduling, organization, setup, and maintenance for optimal teaching and research use.
- Manage specimen collection, ensuring ethical sourcing and transport.
- Conduct embalming of specimens to preserve anatomical structures for instructional purposes.
- Oversee development of skeletal models for educational purposes.
- Oversee maintenance of equipment, inventory supplies, and documentation; uphold biosafety, OSHA, and institutional standards.
- Assist faculty with lab-based curriculum, student training, and research specimen needs.
- Contribute to the instructional delivery of anatomy
- Assist with outreach tours to high school/junior high students given throughout the year
- Oversee disposal of tissues and specimens in accordance with regulatory standards
- Oversee maintenance of cleanliness and function of facilities, equipment, animal storage areas (cooler, freezers, bone room, stalls, embalming room, etc.)
- Supervise anatomy technician(s) and graduate teaching assistants in the anatomy laboratory
- Ordering and stocking chemicals, cadaver bags, supplies, etc., when needed
- Manage anatomy lab budget with oversight of lead anatomist

#### **Academic Year Coordinator Duties:**

- Serve as primary coordinator for the second-year DVM student curriculum, including the creation and management of the lecture, laboratory, and examination schedules in collaboration with course coordinators.
- Serve as primary administrator for examination software for first year students, including assisting students with account creation, exam downloads/submissions, proctoring, and liaising with IT as needed.
- Work with CVM leadership, the Office of Student Programs and Admissions, and the University on initiatives that promote teaching, learning, and assessment excellence.
- Assist with maintaining accurate course information, syllabi, and schedules throughout the semester and communicate updates to students and faculty.
- Support faculty with learning management system (LMS) Canvas operations (e.g., posting schedule changes, ensuring excused absences are recorded).
- Support students with reasonable accommodations and help coordinate appropriate lecture and laboratory arrangements with faculty.
- Assist with the coordination of an early alert and peer tutoring system for students in need of academic support.
- Work collaboratively with the CVM and the A-State Registrar's Office to assist with registration and related documentation related to first-year student enrollment.
- Assist in planning and providing new student orientation and other onboarding activities.
- Track and manage student records and documentation.



## Division of Higher Education Central Pool/Surrender Pool Justification Form

- Track and manage student records and documentation.
- Manage the excused absences for first-year students and assist in managing the extended leave database, maintaining accurate records, and communicating with students and faculty regarding approvals and returns.
- Initiate and compile course evaluations, encourage student feedback, and assist in data collection for program improvement.
- Assist in organizing and supporting wellness activities, community-building events, and ceremonies (e.g., orientation and White Coat Ceremony).
- Help develop and maintain a supportive and inclusive environment that promotes student wellbeing and success.
- Direct students to appropriate university and CVM services for academic, health, and personal support.

### Additional Information:

Preferred Qualifications (Vet. Anatomy Lab Manager): Practical experience in lab coordination, specimen handling, and embalming

Preferred Qualifications (Academic Year Coordinator): An earned master's degree in education, educational leadership, higher education administration, college student personnel, psychology, educational psychology, sociology, or a related field.

Experience Requirements (Academic Year Coordinator): One or more years of experience in higher education

### Decision (for official use only)

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Approved                    | <input type="checkbox"/> Rejected |
| <input type="checkbox"/> Approved with modifications | <input type="checkbox"/> Deferred |

### Justifications:

### Signatures (for official use only)

<b>Institutional Finance:</b>		<b>Date:</b>	
<b>ADHE Commissioner:</b>		<b>Date:</b>	



## Division of Higher Education Central Pool/Surrender Pool Justification Form

<b>Institution:</b>	<b>Arkansas State University</b>	<b>Date:</b>	<b>3/3/2026</b>
<b>Item # of Position(s) Surrendered:</b>	<b>NA</b>		
<b>Surrendered Title:</b>	<b>NA</b>	<b>Surrendered Salary Range:</b>	<b>NA</b>
<b>Date Surrendered Positions Vacated:</b>	<b>NA</b>	<b>Number of Positions Surrendered:</b>	<b>NA</b>
<b>Requested Authorized Title:</b>	Laboratory Coordinator	<b>LIM:</b>	\$57,515
<b>Working Title:</b>	Anatomy Laboratory Coordinator	<b>Estimated Salary Range:</b>	\$55,000
<b>Institution Match Rate %:</b>	33%	<b>Institution Match \$:</b>	\$18,150
<b>Total Compensation:</b>	\$73,150	<b>Number of Positions:</b>	1

**Board Approval Date:** \_\_\_\_\_

**Justification:**  
 Arkansas State University will be admitting its first class of veterinary students this fall. The College of Veterinary Medicine requests one ‘Laboratory Coordinator’ position. This position will support the College of Veterinary Medicine by assisting with laboratory operations, specimen preparation, and educational resources for Doctor of Veterinary Medicine (DVM) students.

**Educational Requirements:**  
 An earned bachelor’s degree is required for this position.  
  
 An equivalent combination of years of experience and education may be considered for substitution of the educational requirements.



## Division of Higher Education Central Pool/Surrender Pool Justification Form

### Duties:

This will be a 12-month, full-time staff position that operates within the College of Veterinary Medicine.

#### Duties & Responsibilities:

- Manage specimen collection from sources like livestock or equine, ensuring ethical sourcing and transport.
- Conduct embalming of specimens to preserve anatomical structures for instructional purposes.
- Development of skeletal models for educational purposes.
- Maintain equipment, inventory supplies, and documentation; uphold biosafety, OSHA, and institutional standards.
- Assist with outreach tours to high school/junior high students given throughout the year
- Disposes of tissues/specimens in accordance with regulatory standards
- Maintain cleanliness and function of facilities, animal storage areas (cooler, freezers, bone room, stalls, embalming room, plastination area, etc.)

### Additional Information:

Required Experience: Practical experience in specimen handling and/or embalming is required.

### Decision (for official use only)

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Approved                    | <input type="checkbox"/> Rejected |
| <input type="checkbox"/> Approved with modifications | <input type="checkbox"/> Deferred |

### Justifications:

### Signatures (for official use only)

<b>Institutional Finance:</b>		<b>Date:</b>	
<b>ADHE Commissioner:</b>		<b>Date:</b>	



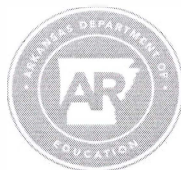
## Division of Higher Education Central Pool/Surrender Pool Justification Form

<b>Institution:</b>	<b>Arkansas State University</b>	<b>Date:</b>	<b>2/24/2026</b>
<b>Item # of Position(s) Surrendered:</b>	<b>NA</b>		
<b>Surrendered Title:</b>	<b>NA</b>	<b>Surrendered Salary Range:</b>	<b>NA</b>
<b>Date Surrendered Positions Vacated:</b>	<b>NA</b>	<b>Number of Positions Surrendered:</b>	<b>NA</b>
<b>Requested Authorized Title:</b>	Laboratory Technician	<b>LIM:</b>	\$55,302
<b>Working Title:</b>	Clinical Skills Lab Technician	<b>Estimated Salary Range:</b>	\$47,000
<b>Institution Match Rate %:</b>	33%	<b>Institution Match \$:</b>	\$15,510
<b>Total Compensation:</b>	\$62,510	<b>Number of Positions:</b>	4

**Board Approval Date:**

**Justification:**  
 Arkansas State University will be admitting its first class of veterinary students this fall. The College of Veterinary Medicine requests four (4) ‘Laboratory Technician’ positions. The Laboratory Technicians will deliver the required hands-on instruction, maintain appropriate safety standards, and assist in meeting accreditation expectations for clinical and laboratory training.

**Educational Requirements:**  
 An earned bachelor’s degree or completion of a Registered/Licensed Veterinary Technician program will be required for these positions.  
  
 An equivalent combination of years of experience and education may be considered for the substitution of the education requirements.



## Division of Higher Education Central Pool/Surrender Pool Justification Form

### Duties:

Each position will be a full-time, 12-month staff position that will operate within the College of Veterinary Medicine.

#### Clinical Skills Lab Technician Duties:

- Assist clinical faculty in the instruction and supervision of veterinary students during laboratory sessions in the pre-clinical curriculum
- Prepare, set up, and conduct clinical skills laboratories, ensuring all materials, models, and specimens are ready for instruction
- Demonstrate clinical procedures and techniques to students and provide constructive, skill-based feedback during practice sessions
- Support the scheduling and logistical coordination of laboratory training sessions, practical examinations, and related academic activities
- Set up and help to administer structured clinical skills examinations (OCSEs)
- Utilize a variety of teaching tools – including simulation models, anatomic specimens (cadavers), and live animals – to train students in clinical skills across principal veterinary species (e.g., dogs, cats, horses, livestock)
- Facilitate the procurement, receipt, and organization of the laboratory equipment, supplies, and consumables

### Additional Information:

Experience Requirements for Clinical Skills Lab Technicians: Two years of experience handling large or small animals is required for this position.

### Decision (for official use only)

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Approved                    | <input type="checkbox"/> Rejected |
| <input type="checkbox"/> Approved with modifications | <input type="checkbox"/> Deferred |

### Justifications:

### Signatures (for official use only)

<b>Institutional Finance:</b>		<b>Date:</b>	
<b>ADHE Commissioner:</b>		<b>Date:</b>	



## Division of Higher Education Central Pool/Surrender Pool Justification Form

<b>Institution:</b>	<b>Arkansas State University</b>	<b>Date:</b>	<b>2/24/2026</b>
<b>Item # of Position(s) Surrendered:</b>	<b>NA</b>		
<b>Surrendered Title:</b>	<b>NA</b>	<b>Surrendered Salary Range:</b>	<b>NA</b>
<b>Date Surrendered Positions Vacated:</b>	<b>NA</b>	<b>Number of Positions Surrendered:</b>	<b>NA</b>
<b>Requested Authorized Title:</b>	Sr. Project/Program Director	<b>LIM:</b>	\$167,382
<b>Working Title:</b>	Director of Clinical Programs	<b>Estimated Salary Range:</b>	\$150,000
<b>Institution Match Rate %:</b>	33%	<b>Institution Match \$:</b>	\$49,500
<b>Total Compensation:</b>	\$199,500	<b>Number of Positions:</b>	1

**Board Approval Date:** \_\_\_\_\_

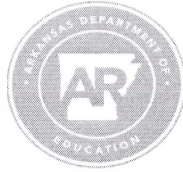
**Justification:**

Arkansas State University will be admitting its first class of veterinary students this fall. The College of Veterinary Medicine requests a ‘Sr. Project/Program Director’ position. This position is essential to develop, implement, and oversee the clinical education infrastructure required for a professional veterinary degree program.

**Educational Requirements:**

An earned DVM (Doctor of Veterinary Medicine) is required for this position.

An equivalent combination of years of experience and education may be considered for the substitution on educational requirements.



## Division of Higher Education Central Pool/Surrender Pool Justification Form

### Duties:

This is a 12-month, full-time staff position that will operate within the College of Veterinary Medicine's Office of Clinical Programs.

#### Duties and Responsibilities:

- Direct training, assessment, and organization of clinical courses
- Coordinate, train, and lead hub liaisons
- Recruit and select clinical practice sites
- Maintain clinical and student handbook
- Ensure timely and continuous feedback between sites, students, lead veterinarians, and hub liaisons
- Review and provide clinical site, leader veterinarian, and hub liaison training
- Convene meetings with hub liaisons and lead veterinarians regularly
- Determine appropriate response to areas of improvement for Primary Clinical Educators, veterinarians, and staff
- Conduct needs assessment with Associate Dean and other administration, making continuous adjustments and improvements
- Work to continuously improve the student learning experience
- Provide oversight of course content delivery and student requirements – ensures adequacy of case load and case diversity
- Communicate immediately unsatisfactory progress of students to the Associate Dean for Clinical Programs
- Participate in and co-deliver clinical practice site training
- Provide input to the Associate Dean for Clinical Programs regarding clinical sites
- Work to continuously improve courses, clinical sites, and primary clinical educator training
- Coordinate public events (exhibit booths, meetings, etc.)
- Coordinate with Communications Specialist to create and distribute messaging regarding clinical programs (social media and newsletters)

### Additional Information:

Experience Requirements: Two (2) years of experience in clinical practice is required for this position.

Preferred Experience: One (1) year of experience working in an academic setting or managing a hospital is preferred.



## Division of Higher Education Central Pool/Surrender Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Deferred
<b>Justifications:</b>	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Commissioner:		Date:	



## Division of Higher Education Central Pool/Surrender Pool Justification Form

<b>Institution:</b>	<b>Arkansas State University</b>	<b>Date:</b>	<b>3/19/2026</b>
<b>Item # of Position(s) Surrendered:</b>	<b>NA</b>		
<b>Surrendered Title:</b>	<b>NA</b>	<b>Surrendered Salary Range:</b>	<b>NA</b>
<b>Date Surrendered Positions Vacated:</b>	<b>NA</b>	<b>Number of Positions Surrendered:</b>	<b>NA</b>
<b>Requested Authorized Title:</b>	Mental Health Clinician	<b>LIM:</b>	\$121,808
<b>Working Title:</b>	Mental Health Clinician	<b>Estimated Salary Range:</b>	\$70,000
<b>Institution Match Rate %:</b>	33%	<b>Institution Match \$:</b>	\$23,100
<b>Total Compensation:</b>	\$93,100	<b>Number of Positions:</b>	1

**Board Approval Date:** \_\_\_\_\_

**Justification:**

Arkansas State University will be admitting its first class of veterinary students this fall. The College of Veterinary Medicine requests a ‘Mental Health Clinician’ position. The position will be responsible for providing individual and group counseling, crisis intervention, case management, and prevention-focused outreach for Doctor of Veterinary Medicine (DVM) students.

**Educational Requirements:**

An earned master’s degree in social work as well as LMSW/LCSW licensure is required for this position.



# Division of Higher Education Central Pool/Surrender Pool Justification Form

### Duties:

This is a 12-month, full-time staff position that will operate within the College of Veterinary Medicine and report directly to the Associate Dean for Admissions, Students, and Outreach.

### Duties & Responsibilities:

- Provide clinical services, including consultation, assessment, and individual counseling for DVM students.
- Provide case management, facilitate referrals to internal and external resources, and coordinate follow-up.
- Provide therapeutic crisis intervention.
- Conduct and interpret and/or facilitate referrals for psychometric testing (doctoral-level psychologists only) for accommodation considerations and work alongside the Access and Accommodations Service in helping determine reasonable accommodations during the DVM student education.
- Support incoming DVM students and participate in orientation programming.
- Collaborate with the Wilson Counseling Center to offer workshops, outreach events, and wellness initiatives tailored to the needs of veterinary students.
- Provide training and consultation for CVM faculty and staff on relevant mental health topics, including suicide prevention, trauma response, burnout, professional identity development, and supporting distressed students.
- Develop and deliver psychoeducational programs aimed at reducing mental health stigma and promoting resilience and well-being within the DVM community.
- Contribute website content, written materials, and messaging related to mental health and wellbeing.
- Attend key CVM events and maintain visibility within the student and faculty community.

### Additional Information:

Preferred Experience Qualifications: 1) Clinical experience providing psychotherapy to young adults or university students; 2) Clinical experience working with professional students, medical trainees, veterinary professionals, or comparable high-stress populations; 3) Experience developing or leading psychoeducational programs, workshops, or community outreach; 4) Understanding of the mental health needs and stressors uniquely affecting veterinary students and the veterinary profession

### Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred



## Division of Higher Education Central Pool/Surrender Pool Justification Form

Decision (for official use only)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
<b>Justifications:</b>	

Signatures (for official use only)			
Institutional Finance:		Date:	
ADHE Commissioner:		Date:	



## Division of Higher Education Central Pool/Surrender Pool Justification Form

<b>Institution:</b>	<b>Arkansas State University</b>	<b>Date:</b>	<b>2/24/2026</b>
<b>Item # of Position(s) Surrendered:</b>	<b>NA</b>		
<b>Surrendered Title:</b>	<b>NA</b>	<b>Surrendered Salary Range:</b>	<b>NA</b>
<b>Date Surrendered Positions Vacated:</b>	<b>NA</b>	<b>Number of Positions Surrendered:</b>	<b>NA</b>
<b>Requested Authorized Title:</b>	Communication Specialist	<b>LIM:</b>	\$121,181
<b>Working Title:</b>	Communication Specialist	<b>Estimated Salary Range:</b>	\$60,000
<b>Institution Match Rate %:</b>	33%	<b>Institution Match \$:</b>	\$19,800
<b>Total Compensation:</b>	\$79,800	<b>Number of Positions:</b>	1

**Board Approval Date:**

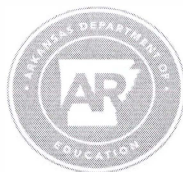
**Justification:**

Arkansas State University will be admitting its first class of veterinary students this fall. The College of Veterinary Medicine requests a ‘Communication Specialist’ position. A dedicated Communications Specialist is essential to support the successful launch, growth, and long-term sustainability of the program.

**Educational Requirements:**

Education: An earned Bachelor’s Degree in Marketing, Public Relations, Communications, or a related field is required for this position.

An equivalent combination of years of experience and education may be considered for the substitution of educational requirements.



## Division of Higher Education Central Pool/Surrender Pool Justification Form

### Duties:

This will be a 12-month, full-time staff position that operates within the College of Veterinary Medicine.

- Digital & Social Media Management: Develop and maintain web content, manage social media accounts, and produce digital marketing materials (e-newsletters, videos, etc.).
- Brand & Public Relations: Maintain brand consistency across all mediums and act as a liaison for media inquiries.
- Marketing & Promotions: Design and distribute promotional materials for events, recruiting, and development (alumni/donor) initiatives, including CVM newsletters.
- Event Support: Assist with event planning, such as conferences, open houses, and community outreach, including on-site coverage.
- Serve as a point of contact for any queries from students/staff regarding the appropriateness of posting content on social media.

### Additional Information:

One or more years of experience in higher education is preferred.

### Decision (for official use only)

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Approved                    | <input type="checkbox"/> Rejected |
| <input type="checkbox"/> Approved with modifications | <input type="checkbox"/> Deferred |

### Justifications:

### Signatures (for official use only)

<b>Institutional Finance:</b>		<b>Date:</b>	
<b>ADHE Commissioner:</b>		<b>Date:</b>	