



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

January 26, 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 three (3) 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: Project Program Director
LIM - FY26: \$135,750
Salary - FY26: \$80,000
Institution Match Rate % - FY26: 33%
Institution Match \$ - FY26: \$26,400
Total Compensation - FY26: \$106,400
Number of Positions: 1

Title: Project Program Specialist
LIM - FY26: \$106,139
Salary - FY26: \$50,000
Institution Match Rate % - FY26: 33%
Institution Match \$ - FY26: \$16,500
Total Compensation - FY26: \$66,500
Number of Positions: 2

Recommendation

Title: Project/Program Administrator
LIM - FY26: \$106,139 - \$207,294
Salary - FY26: \$50,000 - \$80,000
Institution Match Rate % - FY26: 33%
Institution Match \$ - FY26: \$16,500 - \$26,400
Total Compensation - FY26: \$66,500 - \$106,400
Number of Positions: 3

The positions are requested for admission of the first class of veterinary students this fall. These titles are currently used by many higher education institutions.

The Project/Program Administrators pool will include one (1) Project/Program Director and two (2) Project/Program Specialist positions as requested. The Project/Program Director will be responsible for developing and implementing a recruitment strategy, advising pre-veterinary students, and counseling prospective students on career pathways. In addition, he/she will oversee the Doctor of Veterinary Medicine (DVM) Student Ambassador Program. One of the Project/ Program Specialist positions will

serve as the coordinator for DVM student curriculum and the administrator of examination software for first-year DVM students. The other Project/Program Specialist will provide student support services including answering student questions and concerns. In addition, they will coordinate and oversee student wellness initiatives.

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

January 12, 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 three (3) positions from the Central Pool. Project Program Director (Director of Student Programs), two (2) Project/Program Specialists (Year 1 Coordinator and Student Programs Coordinator). Consistent with the current Arkansas State University appropriation act, the following titles and line item maximum are requested:

<u>Title</u>	<u>Number</u>	<u>Line Item Max</u>
Project Program Director	1	\$135,750
Project Program Specialist	2	\$106,139

Justification – Project Program Director

Arkansas State University will accept its first class in Fall of 2026. This position collaborates closely with the Associate Dean for Admissions, Students, and Research and operates within the CVM's Office of Student Programs and Admissions. The Director of Student Programs is responsible for developing and implementing a comprehensive recruitment strategy, advising pre-veterinary students, and counseling prospective students on career pathways. This role also overseeing the DVM Student Ambassador Program and other responsibilities as assigned.

Justification – Project Program Specialist (Year 1 Coordinator)

Arkansas State University will accept its first class 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 first-year DVM courses and student-related activities.

Justification – Project Program Specialist (Coordinator of Student Programs)

Arkansas State University will accept its first class in Fall of 2026. The Coordinator of Student Programs is responsible for developing, implementing, and managing programs that support the academic success, professional development, wellness, and engagement of DVM students. This position oversees a wide range of student-centered initiatives, including, but not limited to the DVM Student Ambassador Program, peer tutoring program, registered student organizations (student clubs), and wellness activities as well as leading key administrative processes related to policy compliance and the CVM student dosimetry program.

Sincerely

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



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	Arkansas State University	Date:	1/20/2026
Item # of Position(s) Surrendered:	NA		
Surrendered Title:	NA	Surrendered Salary Range:	NA
Date Surrendered Positions Vacated:	NA	Number of Positions Surrendered:	NA
Requested Authorized Title:	Project Program Director	LIM:	\$135,750.00
Working Title:	Director of Student Programs	Estimated Salary Range:	\$80,000.00
Institution Match Rate %:	33%	Institution Match \$:	\$26,400.00
Total Compensation:	\$106,400.00	Number of Positions:	1

Board Approval Date:	
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Justification:

Arkansas State University will be admitting its first class of veterinary students this fall and needs to be able to support the student recruitment and admissions process for this new college. Therefore, it is seeking to add support staff positions to meet this need.

Educational Requirements:

Master's degree in education, educational leadership, higher education administration, college student personnel, psychology, educational psychology, sociology, or a similar field.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:

This is a 12-month, full-time staff position that collaborates closely with the Associate Dean for Admissions, Students, and Research and operates within the CVM's Office of Student Programs and Admissions. The Director of Student Programs is responsible for developing and implementing a comprehensive recruitment strategy, advising pre-veterinary students, and counseling prospective students on career pathways. This role also oversees the DVM Student Ambassador Program and other responsibilities as assigned.

Duties & Responsibilities:

- Develop, implement and manage a comprehensive recruitment plan aligned with the CVM, including outreach to undergraduate and post-baccalaureate institutions, organizing on-campus visits and virtual information sessions, and coordinating campus visits for prospective students and their families.
- Enhance the prospective student experience by proactively engaging with potential students and their families, responding to inquiries, and providing detailed guidance on admissions procedures and required documentation.
- Prepare applicant files for review by the Admissions Committee, including verification of prerequisite coursework and calculation of GPAs.
- Support and oversee the work of the Admissions Committee by ensuring timely and accurate processing of applicant files, and by communicating admissions decisions to students.
- Assist with designing and delivering training for Admissions Committee members, with an emphasis on holistic review practices, bias mitigation, and A-State admissions processes.
- Serve as college liaison to the Veterinary Medicine College Application System (VMCAS) and ensuring seamless integration of the VMCAS system with A-State's admissions system.
- Collaborate with A-State's undergraduate and graduate Admissions Offices to promote A-State CVM DVM program and A-State Beebe Veterinary Technician programs to high school, undergraduate, and graduate student populations.
- Collaborate with the Associate Dean for Admissions, Students and Research to collect and review qualitative and quantitative data from applicants, enrolled students, and the Admissions Committee to enhance the admissions process.
- Ensure accurate maintenance of student records and applicant data in accordance with institutional and accreditation standards.
- Coordinate with the communications director to help update as needed the A-State CVM website, CVM Student Handbook, and associated social media platforms with current admissions information.
- Assist with incoming student engagement, including orientation and the white coat ceremony.
- Perform other duties as assigned.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Additional Information:

Experience – Two or more years of experience working in student services or student affairs at the graduate level in higher education, preferably for a professional degree program.

Decision (for official use only)

☐

Approved

☐

Rejected

☐

Approved with modifications

☐

Deferred

Justifications:

Signatures (for official use only)

Institutional
Finance:

Date:

ADHE
Commissioner:

Date:



Division of Higher Education Central Pool/Surrender Pool Justification Form

Institution:	Arkansas State University	Date:	1/20/2026
Item # of Position(s) Surrendered:	NA		
Surrendered Title:	NA	Surrendered Salary Range:	NA
Date Surrendered Positions Vacated:	NA	Number of Positions Surrendered:	NA
Requested Authorized Title:	Project Program Specialist	LIM:	\$106,139.00
Working Title:	(1) Academic Year Coordinator; (2) Student Programs Coordinator	Estimated Salary Range:	\$50,000.00
Institution Match Rate %:	33%	Institution Match \$:	\$16,500.00
Total Compensation:	\$66,500.00	Number of Positions:	2

Board Approval Date:	
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Justification:

Arkansas State University will be admitting its first class of veterinary students this fall and needs to be able to support the student recruitment and admissions process for this new college. Therefore, it is seeking to add support staff positions to meet this need.

Educational Requirements:

Master's degree in education, educational leadership, higher education administration, college student personnel, psychology, educational psychology, sociology, or a similar field.



Division of Higher Education Central Pool/Surrender Pool Justification Form

Duties:

Both positions will be 12-month, full-time staff positions that operate within the College of Veterinary Medicine's Office of Student Programs and Admissions.

Academic Year Coordinator Duties:

- Serve as primary coordinator for the first-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 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.
- 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.
- Perform other duties as assigned.

Student Programs Coordinator Duties:

- Serve as a primary point of contact for student questions and concerns related to student services.
- Monitor student feedback and concerns, ensuring timely, appropriate, and compassionate follow-up and support.



Division of Higher Education Central Pool/Surrender Pool Justification Form

- Maintain regular communication with students regarding upcoming events, resources, and campus updates.
- Development, implement, and oversee the DVM Student Ambassador Program.
- Provide leadership and coordination for the peer tutoring program, including tutor recruitment, training, scheduling, and tracking program use.
- Support registered student organizations, including faculty advisor assignments, event planning and resource coordination.
- Support and coordinate activities related to DVM student representatives, including class officers, industry representatives, and CVM committees.
- Monitor and track student vaccinations, titers, health insurance, and other required documentation to ensure compliance with university and clinical site requirements.
- Coordinate the radiation dosimetry program alongside the clinical skills team lead and Associate Dean for Clinical Programs for students participating in courses and clinical rotations involving radiation exposure.
- Coordinate and oversee student wellness initiatives, including mental health, physical wellness, and stress management activities.
- Organize and assist with major student events and ceremonies, such as orientation, White Coat Ceremony, and graduation.
- Assist in maintaining current student information within the CVM Student Handbook, website, and social media platforms.
- Support relevant CVM committees related to student programs, curriculum, or wellness.
- Collaborate with university offices such as Student Affairs, Counseling Services, and Health Services to support DVM students.
- Manage the excused absences and extended leave database, ensuring timely documentation, communication, and compliance with CVM policies.
- Collect and maintain student data related to engagement, wellness, and compliance for reporting and continuous program improvement.
- Perform other duties as assigned.

Additional Information:

Example: Will this be a new hire?

Example: Is this job currently being done? If so please explain.

Example: Who will this position report to?



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
Justifications:	

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