



## Arkansas Division of Higher Education

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Asa Hutchinson  
Governor

Maria Markham, Ph.D.  
Director

November 19, 2020

The Honorable David Wallace, Chair  
The Honorable Jim Wooten, Chair  
Arkansas Legislative Council – Personnel Subcommittee  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Wallace and Representative Wooten:

Arkansas State University Jonesboro (ASUJ) requests the establishment of one (1) non-classified position from the Higher Education Central Pool authorized by Act 763 of 2020, ACA §21-5-1415. 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 Manager  
**LIM – FY21:** \$100,370  
**Salary – FY21:** \$40,000  
**Institution Match Rate % – FY21:** 41%  
**Institution Match \$ - FY21:** \$16,400  
**Total Compensation FY21:** \$56,400  
**Number of Positions:** 1

### Recommendation

**Title:** Project/Program Manager  
**LIM – FY21:** \$100,370  
**Salary – FY21:** \$40,000  
**Institution Match Rate % – FY21:** 41%  
**Institution Match \$ - FY21:** \$16,400  
**Total Compensation FY21:** \$56,400  
**Number of Positions:** 1

The Project/Program Manager is requested to build on and improve transfers between two-year schools within Arkansas to enhance recruitment initiatives. This title is currently used at other institutions.

The Project/Program Manager will conduct student engagement activities to enhance enrollment. He/she will serve as a student recruiter. These positions are not able to be edited in Workday. The Project/Program Manager will build relationships with various two year schools to enhance the transfer rate between two-year and four-year institutions.

Sincerely,

  
Maria Markham, Ph. D.  
Director



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

November 18, 2020

Dr. Maria Markham  
Arkansas Department of Higher Education  
114 East Capital  
Little Rock, AR 72201

Dear Dr. Markham:

In accordance with Act 1065 of 2011, Arkansas State University requests a Full Time Non-Classified, Project Program Manager from the Central Pool. Consistent with the current Arkansas State University appropriation act, the following title and line item maximum is requested:

<u>Title</u>	<u>Number</u>	<u>Line Item Max</u>
Project Program Manager	1	\$100,370

**Justification:**

This position will focus on building and improving student transfers between two year schools within Arkansas to enhance recruitment initiatives.

This position requested is for fiscal year 2021 and forward. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in blue ink that reads "Lori A. Winn".

Lori A. Winn  
Assistant Vice Chancellor for Human Resources



## Division of Higher Education Non-Classified Central Pool Justification Form

<b>Institution:</b>	Arkansas State University	<b>Date:</b>	11/18/2020
<b>Requested Authorized Title:</b>	Project Program Manager	<b>LIM:</b>	\$100,370
<b>Working Title:</b>	Transfer Coach Manager	<b>Estimated Salary Range:</b>	\$40,000
<b>Institution Match Rate %:</b>	41%	<b>Institution Match \$:</b>	\$16,400
<b>Total Compensation:</b>	\$56,400	<b>Number of Positions:</b>	1

<b>Board Approval Date:</b>	June 1, 2020
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### Justification:

This position will lead initiatives to build and improve student transfers between the Arkansas State University main campus and the various two-year colleges within Arkansas. This position is critical to our enhanced recruitment initiatives and increased enrollment and student engagement.

### Educational Requirements:

Bachelor's degree in business, communications or a relevant field. Ideal candidate will have exceptional communication skills both verbal and written. Must have the ability to develop relationships across institutions and with various constituency groups.



## Division of Higher Education Non-Classified Central Pool Justification Form

### Duties:

Knowledge of admissions/registrations/advising processes of institutions of higher education.  
Knowledge of the web, basic technology, social platforms, current and future trends.  
Excellent interpersonal, written, and verbal communication skills including ability to interact and communicate effectively with a wide variety of individuals, including external constituents of the university.  
Exceptional listening and presentation skills.  
Strong organizational and time management skills including ability to manage multiple projects with title deadlines at a time, work effectively in a dynamic environment with multiple and sometimes overlapping priorities, and consistently meet deadlines.  
Proven ability to work effectively independently, while also working as part of a team in a fast-paced environment.  
Possess strong computer skills including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and ability to learn other applications as needed.

### Additional Information:

This will be a new hire who will report to the Assistant Director of Global Initiatives.

### Decision (for official use only)

Approved  Rejected  
 Approved with modifications  Deferred

### Justifications:

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### Signatures (for official use only)

Institutional Finance:		Date:	
ADHE Director:		Date:	