



Arkansas Department of Higher Education

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Mike Beebe
Governor

Shane Broadway
Director

May 6, 2014

The Honorable Uvalde Lindsey, Chair
The Honorable Andrea Lea, Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Lindsey and Representative Lea:

Arkansas Tech University (ATU) requests the establishment of twenty-six (26) positions, twenty-five (25) non-classified positions and one (1) classified positions from the Higher Education Central Pool authorized by Act 1397 of 2013. 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: Academic Advisor
LIM – FY14: \$76,868
Number of Positions: 2

Recommendation

Title: Academic Advisor
LIM – FY14: \$58,223
Number of Positions: 2

Requested

Title: Computer Support Specialist
Grade – FY14: C119
Number of Positions: 1

Recommendation

Title: Computer Support Specialist
Grade – FY14: C119
Number of Positions: 1

Requested

Title: Coordinator of Off-Campus Courses
LIM – FY14: \$97,659
Number of Positions: 1

Recommendation

Title: Coord. Off-Campus Courses
LIM – FY14: \$102,671
Number of Positions: 1

Requested

Title: Graduate Assistant
LIM – FY14: \$24,275
Number of Positions: 20

Recommendation

Title: Graduate Assistant
LIM – FY14: \$23,568
Number of Positions: 20

Requested**Title:** Special Projects Coordinator**LIM – FY14:** \$84,162**Number of Positions:** 1**Recommendation****Title:** Special Projects Coordinator**LIM – FY14:** \$81,710**Number of Positions:** 1**Requested****Title:** Student Development Specialist**LIM – FY14:** \$76,868**Number of Positions:** 1**Recommendation****Title:** Student Development Specialist**LIM – FY14:** \$74,868**Number of Positions:** 1

These positions are being requested to due to expansion of the Academic Advising Center, to provide computer support services to the Arkansas Tech Career Center (ATCC), the commitment to improve college readiness and increased enrollment. These titles currently exist at many institutions across the state.

The Academic Advisor will advise students across all associate and bachelor degree programs. This individual will interpreting policies and the ability to recommend procedural changes in student service processes as necessary. In addition, the Academic Advisor will complete document analysis to evaluate course transfer standards for incoming and out-going transfer students. He/she will educate students on curriculum requirements and provide guidance in identifying student deficiencies required for meeting graduation requirements.

The Computer Support Specialist will maintain all computer hardware and software on a regular basis to ensure ongoing services. This individual will respond to specialized requests for assistance with computer hardware, software and networking. In addition, the Computer Support Specialist will implement necessary adjustments to computer applications to accommodate user requirements. He/she will install software updates. The Computer Support Specialist will recommend changes or updates to computer operations for optimal performance.

The Coord. Off-Campus Courses will oversee and process all concurrent admission. This individual will ensure consistency and quality of concurrent enrollment classes and programs. In addition, the Coord. Off-Campus Courses will develop a yearly schedule of concurrent enrollment classes and ensure all classes are built for semester. He/she will ensure the completion of required college processes including assessment, grading and attendance policies, and data collection. The Coord. Off-Campus Courses will work collaboratively with Academic Deans and Department Heads for program development, implementation, faculty qualifications, and faculty evaluations.

The Graduate Assistants duties and responsibilities will vary depending on the department where the graduate assistant is housed. This individual will have common duties of answering the telephone, filing and miscellaneous office tasks. In addition, the Graduate Assistant will assist faculty with course administration, including grading, keeping attendance, and test administration for courses with large enrollments, programmatic support including assisting with departmental events and activities.

The Special Projects Coordinator will handle special projects as assigned and could include working with contractors, financial analysis, investment analysis and other areas in Administration and Finance. This individual will responsible for the analysis of data and providing information that will assist and enhance fiscal operations on campus.

The Student Development Specialists duties will include student and parent services in the areas of outreach, orientation, student support, financial aid guidance and academic advising. This individual will be responsible for enrollment management, coordination of special events and supervision of student activities

Thank you for your consideration.

Sincerely,

Shane Broadway
Director