

Non-Classified Central Pool Justification Form



Institution:	Arkansas Tech University	Date:	4/30/2014
Requested Authorized Title:	Special Projects Coordinator	LIM:	\$84,162
Working Title:	Special Projects Coordinator	Estimated Salary Range:	

Board Approval Date	April 17, 2014
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Justification

The position is requested because of the growth of the University since 1997 as illustrated below:

Description	1997	Fall 2013	Net Change %
Student Headcount	4238	11369	168.3%
SSCH Produced	53747	128544	139.2%
Programs			
• Associate	5	18	260.0%
• Bachelor	41	55	34.1%
• Masters	7	24	242.9%
• Educational Specialist	0	1	100.0%
Full-Time Faculty	187	331	77.0%
International Student Population	61	395	547.5%

Growth of this magnitude impacts all operating areas in administration and we are requesting this position to improve the overall management of our operating area.

Educational Requirements

Bachelor's Degree in Business Administration

Duties

Duties include special projects as assigned and could include working with contractors, financial analysis, investment analysis and other areas in Administration and Finance. This position would be responsible for the analysis of data and providing information that will assist and enhance fiscal operations on campus.

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Additional Information

This position can be filled by a new hire or by promotion. This job is not currently being done and will report to the Vice President for Administration and Finance.

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 Director		Date:	