



April 30, 2014

The Honorable Shane Broadway
Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201

RE: Request for Non-classified Positions from Central Pool

Dear Mr. Broadway:

In accordance with Section 40 of Act 1397 of the 2013 Legislative Session, the NorthWest Arkansas Community College is respectfully requesting three (3) non-classified positions from the Higher education Central Pool. Two (2) of these positions are for Academic Advisors and one (1) is for a Director of Testing in our Learner Services Area.

JUSTIFICATION:

The testing center holds multiple certifications, and serves incoming, current, and continuing education students. A Director of Testing position is necessary to oversee and continue to expand the testing center operation. Last year the testing area administered over 35,000 tests to our prospective and current students. Obtaining the director of testing position will allow the college to expand its efforts in strengthening the link between entrance and placement testing and curriculum development. Specifically, the college's ability to attract a qualified individual to this position will be greatly enhanced by the ability to advertise and recruit for this position at the director level.

Finally, the Learner Services area seeks to acquire two (2) additional Academic Advisors to serve our prospective and existing student population. The Academic Advisors are critical to the successful start of all students. Northwest Arkansas Community College's current advising work load demands an advisor to student ratio of approximately 1000:1. The college strongly believes that its ability to work more closely with students, assist them in selecting an appropriate academic pathway, and ultimately increase student success is dependent upon its ability to increase its advising team. These positions will work directly with students on a regular basis, and provide critical support to an ever-changing, diverse student population.

These positions are important to the success of the NorthWest Arkansas Community College in providing services to our students. I respectfully request your approval of these positions for immediate needs.

If you have questions, or would like additional information, please contact Wendi Cadle, Director of Human Resources at (479) 619-3149 or wcadle@nwacc.edu.

Thank you for your consideration of this request.

Sincerely,


Evelyn E Jorgenson
President NorthWest Arkansas Community College

Attachment

Non-Classified Central Pool Justification Form



Institution:	NorthWest Arkansas Community College	Date:	April 29, 2014
Requested Authorized Title:	Director Testing	LIM:	80,286
Working Title:	Director Testing	Estimated Salary Range:	\$40,000-\$45,000

Board Approval Date	
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Justification

Please provide a detailed justification including enrollment growth, new programs, etc.
 The director of testing position will allow the NorthWest Arkansas Community College to expand its efforts in strengthening the link between entrance and placement testing and curriculum development. Specifically, the College's ability to attract a qualified individual to this position will be greatly enhanced by the ability to advertise and recruit for this position at the director level. The testing center holds multiple certifications, and serves incoming, current, and continuing education students.

Educational Requirements

What are the educational requirements to perform this job?
What are the unique skills needed to perform this job?
Is certification required?
 Bachelor's degree

Duties

- Please list in order of priority and include supervisory responsibilities if applicable.**
1. Supervise and evaluate testing staff.
 2. Maintain testing budget.
 3. Administer COMPASS testing to incoming students for placement into classes.
 4. Administer testing for distance learning classes for retention of that program.
 5. Administer make-up tests to support retention.
 6. Travel to high school students to administer COMPASS for recruitment and placement into step ahead.
 7. Administer accommodations testing for disabled students to support retention.
 8. Administer COMPASS pre and exit testing for developmental classes.
 9. Administer and proctor tests for other institutions to promote relationships earn revenue.
 10. Administer workforce certification testing for businesses in the area to earn revenue and support relations.
 11. Gather and analyze data for testing program.
 12. Maintain equipment and software for 35 computers, security cameras, and 20 testing stations.
 13. Research, study, and maintain information on testing procedures, security, and certification to offer
 14. Work with faculty to determine and maintain appropriate placement and exit standards and scoring.

Non-Classified Central Pool Justification Form



Additional Information

Example: Will this be a new hire? Yes

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

Example: Who will this position report to? Dean Learner Services

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:	

Non-Classified Central Pool Justification Form



Institution:	NorthWest Arkansas Community College	Date:	April 29, 2014
Requested Authorized Title:	Academic Advisor	LIM:	54,031
Working Title:	Academic Advisor	Estimated Salary Range:	36,000-42,000

Board Approval Date	
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Justification

Please provide a detailed justification including enrollment growth, new programs, etc.

The academic advisor is critical to the successful start of any student. Northwest Arkansas Community College's current advising work load demands an advisor to student ratio of approximately 1000:1. The college strongly believes that its ability to work more closely with students, assist them in selecting an appropriate academic pathway, and ultimately increase student success is dependent upon its ability to increase its advising team. The mid-level positions will work directly with students on a regular basis, and provide critical support to an ever-changing, diverse student population.

Educational Requirements

What are the educational requirements to perform this job?
 What are the unique skills needed to perform this job?
 Is certification required?
 Bachelors Degree

Non-Classified Central Pool Justification Form



Duties

Please list in order of priority and include supervisory responsibilities if applicable.

1. Serves as an academic advisor in the Learner Success Center advising first-time, continuing, returning and transfer-in student populations.
2. Provide developmental academic advising for first-time entering students through orientation by interpreting placement test scores and assessing student needs and career/educational goals.
3. Continue to assist students with their academic planning and course selection in keeping with the students' educational and career goals.
4. Advisor will be assigned to advisees within an Academic Division serving as the expert and liaison for the team fostering strong relations with the academic division.
5. Identifies & determines specific degree requirements based on students' academic history, goals, assessment and/or prior learning experiences.
6. Advisor will serve on committees, task forces, meetings as needed within their assigned division.
7. Utilize Banner, Advisortrac and other technology resources to monitor, maintain and update student records and information.
8. Provides strategic advising and intervention by monitoring academic progress of students and refers students to additional resources including, but not limited to tutoring, writing center, career services, transfer services or any other additional resources for assistance.
9. Communicates effectively & professionally with students via phone, email or in person concerning academic progress to determine student needs.
10. Proactively engages, builds rapport and teaches each student the role and importance of advising for their continued success.
11. Actively participates in cross-training & professional development opportunities to advance departmental services.
12. Knowledge of divisional and institutional mission, values, policies, processes, goals and objectives.
13. Working knowledge of transfer-related information and resources.
14. Supervise part-time enrollment position (s).

Additional Information

Example: Will this be a new hire? Yes

Example: Is this job currently being done? If so please explain. Yes there are other advisors

Example: Who will this position report to? Director of Advising and Admissions

Decision (for official use only)

Approved

Rejected

Approved with modifications

Deferred

Justifications

Non-Classified Central Pool Justification Form



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