



## Arkansas Department of Higher Education

114 East Capitol • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Mike Beebe  
Governor

Shane Broadway  
Interim Director

June 4, 2012

The Honorable Michael Lamoureux, Chair  
The Honorable Bryan King, Chair  
Personnel Subcommittee of the Arkansas Legislative Council  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Lamoureux and Representative King:

Arkansas Tech University (ATU) requests the establishment of ten (10) non-classified positions and seven (7) classified positions from the Higher Education Central Pool authorized by Act 1065 of 2011. 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:** Director of Student Health Services  
**LIM – FY12:** \$95,515  
**Number of Positions:** 1

**Title:** Faculty  
**LIM – FY12:** \$70,405-\$122,948  
**Number of Positions:** 6

**Title:** Special Projects Coordinator  
**LIM – FY12:** \$79,330  
**Number of Positions:** 1

**Title:** Student Development Specialist  
**LIM – FY12:** \$72,456  
**Number of Positions:** 2

**Title:** Public Information Coordinator  
**Grade – FY12:** C120  
**Number of Positions:** 1

**Title:** Campus Maintenance Supervisor  
**Grade – FY12:** C119  
**Number of Positions:** 1

### **Recommendation**

**Title:** Director of Health Services  
**LIM – FY12:** \$89,739  
**Number of Positions:** 1

**Title:** Asst. Professor  
**LIM – FY12:** \$90,240  
**Number of Positions:** 6

**Title:** Special Projects Coordinator  
**LIM – FY12:** \$77,020  
**Number of Positions:** 1

**Title:** Student Development Specialist  
**LIM – FY12:** \$70,345  
**Number of Positions:** 2

**Title:** Public Information Coordinator  
**Grade – FY12:** C120  
**Number of Positions:** 1

**Title:** Campus Maintenance Supervisor  
**Grade – FY12:** C119  
**Number of Positions:** 1

**Title:** Financial Analyst II  
**Grade – FY12:** C121  
**Number of Positions:** 1

**Title:** Financial Analyst II  
**Grade – FY12:** C121  
**Number of Positions:** 1

**Title:** Systems Specialist  
**Grade – FY12:** C124  
**Number of Positions:** 1

**Title:** Systems Specialist  
**Grade – FY12:** C124  
**Number of Positions:** 1

**Title:** Fiscal Support Analyst  
**Grade – FY12:** C115  
**Number of Positions:** 1

**Title:** Fiscal Support Analyst  
**Grade – FY12:** C115  
**Number of Positions:** 1

**Title:** Research Project Analyst  
**Grade – FY12:** C117  
**Number of Positions:** 1

**Title:** Research Project Analyst  
**Grade – FY12:** C117  
**Number of Positions:** 1

**Title:** Maintenance Coordinator  
**Grade – FY12:** C117  
**Number of Positions:** 1

**Title:** Maintenance Coordinator  
**Grade – FY12:** C117  
**Number of Positions:** 1

The additional positions are requested due to the growing demand for health services, more advanced technology and enrollment growth. These position titles currently exist in many of the universities across the state.

The Director of Health Services will be responsible for supervising a staff of nurses and clerical support staffs, developing health education programs, and monitoring the dispensing of medications. The position will also prepare budget recommendations and complete equipment and supply purchases.

The Assistant Professor will be responsible for providing instruction for students in the University's undergraduate and graduate programs. These positions will provide instruction in Professional Studies, Chemistry, Early Childhood Education, Nursing, Educational Leadership and English.

The Special Projects Coordinator position will conduct site visits of schools participating in the Project Lead The Way (PLTW) programs. This position will be responsible for developing relationships with businesses to help raise support for the programs and training counselors at participating schools.

The Student Development Specialist will be responsible for retention services, minority services, judicial and student conduct administration. This position will also provide parent services and outreach, orientation programs, leadership development programs, coordinate graduate assistant placement and coordinate special events.

The Public Information Coordinator will be responsible for preparing publications, designing and maintaining web-based services and other electronic media to communicate with students and the community.

The Campus Maintenance Supervisor will be responsible for oversight of the physical plant operations and facilities improvements on the Ozark Campus.

The Financial Analyst II will be responsible for maintaining databases, monitoring, updating and ensuring accuracy of billing and collections. This position will also work with individuals to determine the best methods of financing their education.

The Systems Specialist position will be responsible for general scripting, template development and the creation of a library code. This position will also develop databases and applications.

The Fiscal Support Analyst will be responsible for cash handling, processing of accounts payable and receivable, maintain files and prepare reports. The position will also manage budgets and assist with researching files and compliance.

The Research Project Analyst will be responsible for providing oversight for the data generated for program assessment, progress reporting, student retention data, and support for student success to a number of offices and support services on campus. The position will also coordinate transcript evaluations and student advising.

The Maintenance Coordinator will be responsible for housing maintenance. This position will also supervise and issue work orders to apprentices and skilled workers, record inventory items, contact vendors and coordinate repair projects.

If approved, Arkansas Tech University (ATU) requests this position be continued through FY13, authorized by Act 247 of 2012.

Thank you for your consideration.

Sincerely,

Shane Broadway  
Interim Director