

**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY
TRANSFER AND ARTICULATION (TAP) PROGRAM MANAGER**

Open To: The Public

Location: 61 Woodland Street, Hartford, CT 06105

Hours: 8:00 a.m. – 5:00 p.m.

Salary: Commensurate With Experience

Closing Date: November 15, 2013

General Definition

The Connecticut State Colleges & Universities (ConnSCU) invites applications for the position of Transfer and Articulation (TAP) Program Manager. Governed by a Board of Regents (BOR), ConnSCU encompasses four universities, twelve community colleges, one on line institution (Charter Oak State College), and a System Office serving more than 100,000 students. ConnSCU is the largest public university system in Connecticut. Its universities and colleges offer high-quality graduate and undergraduate programs and provide extensive opportunities for internships, community service and cultural engagement. The System Office coordinates and supports the seventeen ConnSCU institutions and serves as staff to the BOR.

Background and Position

The TAP Program Manager has primary day-to-day responsibility for the implementation of TAP and communication among all groups about TAP, with special focus in Fiscal Year 14 of pathways creation and approval. The TAP Program Manager is a permanent, full-time employee of the BOR and reports to the Provost and Senior Vice President for Academic and Student Affairs, or designee. The duties of the position will evolve from implementation to maintenance and evaluation over time.

Examples of Duties

Representative duties include:

- Prepares layout of uniform pathways template.
- Conducts pathways co-chair orientation.
- Reviews and guides activity of TAP Pathways Work Groups, including development, monitoring, and implementation of project work plan.
- Incorporates feedback to report to council, assists with scheduling, coordinates communication among all groups.
- Oversees website construction, content, and updates with technical support from BOR IT.
- Responsible for communication among all groups about TAP.
- Provides regular reports to TAP Coordinating Council, TAP Framework Review and Implementation Committee, and TAP Pathways Work Group.

- Monitors curricular changes and adjustments that may implement TAP Pathways.
- Communicate at least monthly a formal progress report to the Coordinating Council, TAP Framework Review and Implementation Committee, TAP Pathways Work Groups, and the ConnSCU Academic Council.
- Related duties as required.

Minimum Education, Experience, and Training Required:*

Qualification:

Knowledge, Skill and Ability:

The ideal candidate for this position will have the following professional qualifications and personal characteristics, among others: (1) an earned doctorate; (2) outstanding leadership ability; (3) an understanding of the academic mission and cultures of higher education and public institutions; (4) considerable understanding of student transfer issues, articulation, and curricular design; (5) ability to work with faculty and administrators; (6) strong project management skills; (7) strong organizational, interpersonal and communication skills; (8) strength of character, integrity, and high ethical standards.

General Experience:

Three to five years of relevant experience working in higher education.

*Education, experience, and training comparable to the requirements set forth herein may be substituted in lieu thereof.

Application Instructions:

Interested candidates should submit a letter of application and resume with details of experience and training, along with names and contact information for three (3) professional references to:

Connecticut State Colleges & Universities
Board of Regents for Higher Education
Steven Weinberger, Vice President for Human Resources
61 Woodland Street
Hartford, CT 06105
Telephone: (860) 723-0252
Fax: (860) 723-0885
Email: weinbergers@ct.edu

Applications must be postmarked no later than the closing date listed above. **All required documents must be submitted to be considered for interview.**

The Board of Regents for Higher Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Board does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal**

nondiscrimination laws. The Board does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Board's nondiscrimination policies should be directed to Leah Glende, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut, Board of Regents for Higher Education, 61 Woodland Street, Hartford, CT 06105, (860) 723-0794. lglende@commnet.edu.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER