

SOUTHERN CONNECTICUT STATE UNIVERSITY
New Haven, CT
POSITION DESCRIPTION

POSITION TITLE: Director of Community Alliance for Research and Engagement (CARE)
RANK: Administrator VI
DEPARTMENT: College of Health and Human Services
SUPERVISOR: Dean, College of Health and Human Services

POSITION SUMMARY:

The Director of CARE provides leadership for the Community Alliance for Research and Engagement, a community health research center, which is a partnership between Southern Connecticut State University and Yale University School of Public Health. Seeks partnerships, contracts, and sources of external funding necessary to deliver community engaged research and programs that improve the health of residents in New Haven. Responsible for strategic planning, budget management, fundraising, grant writing, recruiting, training, supervision and evaluation of students and other CARE staff. Provides leadership for the development and delivery of a community-based research agenda for the College of Health and Human Services.

POSITION RESPONSIBILITIES:

Provides overall administrative leadership for the CARE office at SCSU and coordinates with CARE faculty and staff from Yale University School of Public Health.

Develops and implements strategic direction, to advance the mission of CARE, including a strategic plan and periodic evaluation to assess progress and direct quality improvements.

Engages with SCSU stakeholders and New Haven community stakeholders to develop a strategic plan for community engagement at CHHS.

Leads development of grant and contract proposals and submission process; leads the creation of all key elements of proposals, including developing budgets.

Establishes, maintains, and manages multi-million-dollar grant and contract awards that provides infrastructure for CARE as an externally funded research center at SCSU.

Initiates and implements a development plan to diversify CARE's funding sources beyond federal and state grants and contracts and to include sources such as individual giving and development of an endowment for CARE.

Develops and maintains community-based practicum experiences for SCSU students that include assistantships, field placements, internships, and service learning opportunities.

Develops and implements community-based scholarship opportunities for SCSU faculty.

Recruits and supervises full-time and part-time staff members who manage grant funded or contracted research and evaluation projects.

Manages multi-million-dollar organizational budget. Manages and monitors complex budgets from multiple funding sources, ensuring adherence with expenditure policies and procedures; review financial reports and projections for continuous fiscal management.

Provides substantial opportunities for SCSU faculty, staff, students, and community partners to plan, implement, and evaluate community engaged activities and programs.

Oversees staff who manage current CARE website, develop and disseminate regular internal and external communications about CARE and HHS.

Serves on committees, task forces, and special projects as determined necessary by the Dean of the College of Health and Human Services.

Performs other duties and responsibilities related to those described above which do not alter the basic responsibility of the position.

Tracking# 22040301JD

QUALIFICATIONS:

Required: Master's Degree in public health, social work, or other related discipline. Minimum of 6 years of experience with administrating community-based research and community engaged programming at the Director or Assistant Director or equivalent level including a minimum of 5 years of experience with supervising staff.

Demonstrated ability to engage and collaborate with agency partners and residents. Demonstrated success with community organizing and advocacy. Experience with seeking and securing external funding. Record of successful dissemination and publication of research and programs. Demonstrated cultural competence and knowledge of social determinants of health; Ability to transmit information effectively and professionally in both oral and printed communications.

Preferred: Experience working with technology-based applications and communication systems. Knowledge of New Haven communities and health issues that impact residents. These qualifications maybe waived for individuals with appropriate alternate experience.

FLSA: Exempt

Created April 2018
Revised March 2022

Director of Community Alliance for Research and Engagement (CARE)
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For the University

4/3/2022
Date



For SUOAF

04/03/2022
Date

Tracking# 22040301JD

APPENDIX B
SUOAF-AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position title &

rank: Director of Community Alliance for Research and Engagement (CARE), Admin VI

University: Southern Date: 04/03/2022

Level 1, Day 0 – Univ. Chief Human Resources Officer creates and presents package to Chapter level SUOAF designee for review. Attachments shall include the following items where applicable: (1) a copy of this form; (2) new and former position descriptions; (3) salary, rank, and rationale; and (4) any additional information required.

Initiating president or designee

LaKecia Anderson, University HR Administrator

Date presented to univ. SUOAF rep.

03/16/2022

SUOAF univ. review & recom. by

Robert DeMezzo, SUOAF-SCSU Chapter President

Date of SUOAF university review

04/01/2022

The above-mentioned package has been forwarded to the Local Union by the university Chief Human Resources Officer. Date: 03/16/2022

Level 2, Not to exceed 10 working days after receipt – Statewide SUOAF review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval, SUOAF shall return all materials to the initiating University Chief Human Resources Officer or designee.

SUOAF Local Pres./desig.: Jon Derman Date: 04/03/2022

Disposition at SUOAF Local level: approve proposed rank & salary

disapprove proposed rank & salary

Comments or recommendations: Tracking# 22040301JD

Date returned to Univ. Chief Human Resources Officer: 04/03/2022

Level 3, Not to exceed 10 working days after receipt – Univ. Chief HR Officer brings paperwork to Council on Employee Relations meeting for review. If no further issues arise, the form is signed by and remains with the Chancellor/designee. If significant changes are required, docs. are returned at Level 1. Minor changes may be affected by appropriate phone consultation.

Date considered by CER: 3/16/2022

Disposition at Council Level: approve disapprove

Comments or Recommendations:

Chancellor/designee:  Date: 4/3/2022

The Univ. Chief Human Resources Officer will provide a signed copy of this form to the SUOAF chapter president.