

SOUTHERN CONNECTICUT STATE UNIVERSITY
New Haven, CT
POSITION DESCRIPTION

POSITION TITLE: Senior Director, Community Initiatives
RANK: Administrator VI
DEPARTMENT: College of Health and Human Services
SUPERVISOR: Dean, College of Health and Human Services

POSITION SUMMARY:

Oversees 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 at the College of Health and Human Services. Leads the development of initiatives and partnerships to deliver community engaged projects that are aligned with mission of CHHS and its programs and departments of the College of Health and Human Services. Seeks external funding to support and maintain projects and partnerships.

POSITION RESPONSIBILITIES:

Oversees administrative functions, strategic direction, and sustainability of the Community Alliance for Research and Engagement (CARE) and other community-engaged initiatives at the College of Health and Human Services. Provides direct supervision to the CARE Director.

Serves as Principal Investigator for all grants and contracts for the Community Alliance for Research and Engagement (CARE).

Oversees organizational staffing structure of CARE. Approves all human resource operations, including creation of job descriptions, search processes, and hiring.

Develops and oversees multi-million-dollar organizational budgets. Supports the CARE Director and administrators of other community initiatives in managing complex budgets from multiple funding sources, ensuring adherence with expenditure policies and procedures.

Provides administrative leadership in the College of Health and Human Services to envision, strategize, and plan community-engaged initiatives that align with the mission and vision of the College and its departments and programs. Engages with internal and external stakeholders to develop and implement community- engaged initiatives at CHHS, including research opportunities. Initiates and launches projects.

Initiates and implements a development plan to expand CHHS's external funding. Cultivates relationships and partnerships with key contacts at foundations, corporations, governmental entities, etc. Leads the development and submission of proposals to external funding sources.

Establishes and launches strategic and organizational infrastructure to implement externally-funded community engaged projects within CHHS.

Serves on committees, task forces, and special projects in service to 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.

QUALIFICATIONS:

Master's Degree in public health, social work, or other related discipline. Minimum of 6 years of experience with developing and administering community-based research and community engaged programming at the Director level.

Experience initiating and managing large-scale community-engaged initiatives. Expertise in mobilizing and coordinating community partnerships. Demonstrated track record with seeking and securing external funding. Demonstrated cultural humility and commitment to equity. Ability to transmit information effectively and professionally in both oral and printed communications.



For the University

9/13/2023

Date

 09/10/2023

For SUOAF Date

Tracking# 23091002JD

APPENDIX B
SUOAF-AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position title &

rank: Senior Director, Community Initiatives, Admin VI

University: Southern

Date: 09/10/2023

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.

08/25/2023

SUOAF univ. review & recom. by

Wes Meeker, SUOAF-SCSU Chapter VP

Date of SUOAF university review

09/06/2023

The above-mentioned package has been forwarded to the Local Union by the university Chief Human Resources Officer. Date: 08/25/2023

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: 09/10/2023

Disposition at SUOAF Local level: approve proposed rank & salary

disapprove proposed rank & salary

Comments or recommendations: Tracking# 23091002JD

Date returned to Univ. Chief Human Resources Officer: 09/10/2023

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: 8/25/2023

Disposition at Council Level: approve disapprove

Comments or Recommendations:

Chancellor/designee:  Date: 9/13/2023

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