



# Southeast Arkansas College

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September 17, 2013

Mr. Shane Broadway  
Arkansas Department of Higher Education  
423 Main Street  
Little Rock, AR 72201

Dear Director Broadway:

We are requesting two positions from the Central Pool:

1. Network Support Analyst

Southeast Arkansas College currently has several projects underway to strengthen our technology services. These projects are critical not only to the faculty and staff but also our students. The projects include the following: server virtualization, replacing an outdated and unsupported wireless network system and several software upgrades and additions. We are requesting a Network Support Analyst position from the central pool to assist with implementation and continued maintenance and support of these projects.

2. Research Project Analyst

The college has advertised and recruited for almost Two Years to find a qualified and skilled candidate for the area of Institutional Research. The college has not been able to attract qualified candidates to perform the extensive database management, data extraction and data analyses required for institutional research and reporting. We are requesting a Research Project Analyst position from the central pool to attract qualified candidates that possess the qualifications and skills needed to perform the duties in the area of institutional research.

Approval of these positions will assist the college in making data driven decisions. We appreciate your consideration of our requests. If we can answer any questions concerning these requests, please let us know.

Sincerely,

Dr. Stephen Hilterbran, ED. D.  
President

Southeast Arkansas College

Debbie Wallace  
VP for Fiscal Affairs  
Southeast Arkansas College