



## Arkansas Division of Higher Education

423 Main Street, Suite 400 • Little Rock, Arkansas • 72201-3818 • (501) 371-2000 • Fax (501) 371-2001

Johnny Key  
Secretary

Maria Markham, Ph.D.  
Director

October 5, 2021

The Honorable David Wallace, Chair  
The Honorable David Hillman, Chair  
Arkansas Legislative Council – Personnel Subcommittee  
State Capitol Building  
Little Rock, AR 72201

Dear Senator Wallace and Representative Hillman:

Arkansas State University-Beebe (ASUB) requests the establishment of one (1) classified position from the Higher Education Central Pool authorized by Act 763 of 2019, ACA §21-5-1415. 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:** Special Events Coordinator  
**Grade – FY22:** C112  
**Salary – FY22:** \$25,773 - \$50,625  
**Institution Match Rate % – FY22:** 69%  
**Institution Match \$ - FY22:** \$17,783 - \$34,931  
**Total Compensation FY22:** \$43,556 - \$85,556  
**Number of Positions:** 1

### Recommendation

**Title:** P053C/Special Events Coordinator  
**Grade – FY22:** C112  
**Salary – FY22:** \$25,773 - \$50,625  
**Institution Match Rate % – FY22:** 69%  
**Institution Match \$ - FY22:** \$17,783 - \$34,931  
**Total Compensation FY22:** \$43,556 - \$85,556  
**Number of Positions:** 1

This position is requested to align the duties of the incumbent who fulfilled the job duties of this position. This title is used at other institutions.

The Special Events Coordinator will oversee on-campus event coordination. He/She will be responsible for supporting Student Center staff with facilities setup and technical assistance to program sponsors including greeting and directing visitors as well as resolving problems and complaints. In addition, the Special Events Coordinator will provide oversight of the campus switchboard and campus ID card production, including coordinating part-time and/or student workers by making work assignments and observing performance.

Sincerely,

Maria Markham, Ph. D.  
Director



October 4, 2021

Dr. Maria Markham  
Arkansas Department of Higher Education  
114 East Capital  
Little Rock, AR 72201

Der Dr. Markham:

In accordance with Act 496 of 2021, Arkansas State University-Beebe requests a full-time classified position, Special Events Coordinator from the Central Pool. Consistent with Act 496, the following title and class is requested.

<u>Title</u>	<u>Number</u>	<u>Classification</u>
Special Events Coordinator	1	C112

**Justification:**

This position will oversee on-campus event coordination. These tasks were previously handled by an Administrative Specialist; however, the duties of the Special Events Coordinator reflect the daily responsibilities of this position. While ASU-Beebe's Appropriation Act does include the Administrative Specialist position, the Special Events Coordinator is not a position including in the Appropriations Act. This position is not included in the 2021-2023 Biennium and will need to be added in our continued positions for 2023 and beyond. The incumbent in the Administrative Specialist position has resigned and we are in need of hiring the Special Events Coordinator as soon as possible.

Thank you for your consideration of this request.

Respectfully,

Jennifer Methvin, Ed.D.  
Chancellor  
Arkansas State University-Beebe

Physical Address

P.O. Address

City, State, Zip

Phone: 501-882-8956

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#ASUBeebe



# Division of Higher Education Classified Central Pool Justification Form

INSTITUTION: Arkansas State University-Beebe

DATE: 09/28/2021

## CLASSIFICATION REQUESTED

<u>CLASS CODE/TITLE</u> P0537/Special Events Coordinator	<u>GRADE</u> C112
<u>MINIMUM SALARY</u> \$25,773	<u>NUMBER OF POSITIONS</u> 1
<u>INSTITUTION MATCH RATE %</u> 69%	<u>INSTITUTION MATCH \$</u> \$17,783
<u>TOTAL COMPENSATION</u> \$43,556	

I HEREBY CERTIFY THAT:

- A. The position requested is a full-time position that is critical to the operation of the institution and will not be used for any other purpose than that which is outlined in the position description and the narrative justification of the position submitted on page 2 and page 3 of this request.
- B. Sufficient funds are available to fund this position at the requested grade.

Teri Roper  
INST PER REPRESENTATIVE

September 28, 2021  
DATE

Dr. Jennifer Methvin  
INST PRESIDENT/CHANCELLOR

September 28, 2021  
DATE

## DIVISION OF HIGHER EDUCATION - RECOMMENDATION

<u>CLASS CODE/TITLE</u> P053C/Specials Events Coordinator	<u>GRADE</u> C112
<u>MINIMUM SALARY</u> \$25,773	<u>NUMBER OF POSITIONS</u> 1
<u>INSTITUTION MATCH RATE %</u> 69%	<u>INSTITUTION MATCH \$</u> \$17,783
<u>TOTAL COMPENSATION</u> \$43,556	

LEGISLATIVE COUNCIL/JBC REVIEW:  
FAVORABLE  UNFAVORABLE

DATE:



# Division of Higher Education Classified Central Pool Justification Form

## POSITION DESCRIPTION

**(1) % of TIME AND WORK PERFORMED**

**NOTE:** Indicate % of time for each example of work, single space within each example of work and double space between examples.

1. Assists Dean of Students and Student Center Staff with managing the Campus Events Calendar for all campuses in coordination with various offices/departments/division of the colleges. Daily -- 20%
2. Coordinates internal and external reservations of facilities for all campuses in collaboration with designated building managers and Facilities Use Committee in compliance with the Facilities Use Manual. Daily – 20%
3. Support Student Center staff with facilities setup and technical assistance to program sponsors. Greets and directs visitors and resolves problems and complaints. Daily – 20%
4. Assists Dean of Students and campus organizations in developing messaging for student-oriented correspondence and promotional materials related to programming, activities, services and coordinated student support. Weekly – 10%
5. Greeting students/visitors, answering the telephone, and offering general assistance in a positive customer service-centered manner. Weekly – 10%
6. Provides oversight of the campus switchboard and campus ID card production, including coordinating part-time and/or student workers by making work assignments and observing performance. Daily 10%
7. Provides support to colleagues and service within the Unit of Student Services on implementing programming. As needed.
8. Support the goals of the college’s mission, vision, and strategic plan, including other duties as assigned by the Dean of Students.
9. Perform others duties as required or assigned.

(2) Name and title of your immediate supervisor:

Zackery Tucker, Project/Program Specialist -Dean of Students



## Division of Higher Education Classified Central Pool Justification Form

(3) Payroll titles of employees supervised and number of employees per title. If employees supervised, enter "None":  
None

**(4) Machines or equipment used regularly in your work. Give percent of time spent in operation of each.**

75%	Computer
20%	Audiovisual and video equipment
5%	ID Badge machine
%	

**(5) Basic Qualifications**

Education, general:	High School diploma or equivalent
Education, special or professional:	
Experience, length in years and kind:	Two years related experience or training or equivalent combination of education and experience.
Licenses, certificates, or registration	
Special knowledge, abilities and skills:	Effective communication Decision making skills, ability to coordinate and plan events, tact, and judgement. Knowledge of special event programs. Knowledge of facility and equipment requirements. Ability to maintain files and records. Ability to operate audiovisual and video equipment.
Physical Requirements	Regularly walk, talk or hear. Frequently required to sit. Use hands to finger, handle or feel reach with hands and arms. Occasionally required to stand, climb or balance, stoop, kneel, crouch or crawl, taste or smell. Must frequently lift and move up to 25 pounds. Close vision and color vision are required.



## Division of Higher Education Classified Central Pool Justification Form

### NARRATIVE JUSTIFICATION

For the past several years, an Administrative Specialist has performed these job duties. The knowledge and experience were not always satisfactory for this position and the individual at times failed to perform adequately. This position has recently been vacated and the need is apparent to recruit an individual who can perform the duties of the Special Events Coordinator which better matches the duties and skills required for this position. We do not have the Special Events Coordinator title in our Appropriations Act and are requesting it from ADHE's Central Pool positions. The position requires the ability to handle multiple projects simultaneously, provide technical expertise for patrons, provide exemplary customer service, resolve problems and complaints, coordinate among various college entities, and collaborate with individuals from all levels of the college as well as external customers and suppliers. To better serve our students, faculty, staff and community the skills and experience for this role is best supported by the Special Events Coordinator job