

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

GROSSMONT COLLEGE

UNEXPECTED VACANCIES - EMERGENCY HIRING

Position	Rationale
Clerical Assistant - .4 FTE Student Affairs CL-00305	<ul style="list-style-type: none"> • Vacancy due to fall 2010 resignation • Only Evening Support Staff person on campus for the Evening Dean (current configuration) and to the Director of Student Activities position (Open Position) on the campus. • Responsible for the management & dissemination of the Instructor's Absence Hotline. • Performs liaison support with Public Safety for Evening Dean/Director of Student Activities. • Integral part of campus emergency protocols & procedures in the evenings.
Student Services Assistant Sr. - .4 FTE Transfer Center CL-00438	<ul style="list-style-type: none"> • Vacancy due to fall 2010 resignation • Assists the College in carrying out Board Policy 3260 Transfer Centers. • Serves all evening students as sole Transfer Center representative after 4pm
Clerical Assistant, Sr. - 1 FTE Child Development Center CL-00284	<ul style="list-style-type: none"> • Vacancy due to fall 2010 resignation • Intake specialist for collecting the required documentation necessary to ensure eligibility for the CDE CDD funded grant for the Child Care Food and Nutrition Program. • Title 22 and Title 5 tracking of immunizations, medical clearance, and emergency contacts are maintained for each child. • Meeting reporting requirements for CDC grants. • Support NAEYC accreditation standards for program. • Funded by outside grants rather than general fund.
Clerical Assistant, Sr. - .725 FTE American Collegiate English Program CL-00416	<ul style="list-style-type: none"> • Vacancy due to fall 2010 resignation • Primary contact for international students for verifying student visas, enrollment in college. • Liaison between ESL department and international students. • Liaison between international students and Admissions & Records, Assessment and Counseling • Day to day operations of the ACE program including: reporting, posting records, enrolling students in courses, research, and tracking of ACE program students. • Funded by ACE program restricted funds
Custodian – 1 FTE Administrative Services CL-00459	<ul style="list-style-type: none"> • Vacancy due to failure to permanently hire approved position from October 2009 • The custodial department is understaffed per square footage, particularly with new Health and Sciences Complex added to their workload. • Critical to be able to maintain health and safety requirements, and to maintain an appropriate learning and working environment for our students, faculty and staff.