

**CUYAMACA COLLEGE**

**CRITICAL HIRE/UNEXPECTED VACANCY**

**October 8, 2012**

Site	Position	Rationale
CC	<b>Admissions and Records Assistant Senior</b>	<ul style="list-style-type: none"> <li>• <b>What will position do?</b> - The A&amp;R Assistant Senior position plays a key role in the daily operations of the Admissions and Records department. The person fills numerous roles such as: imaging student records into ImageNow, Update student records, monitor high school college credit students, credit by exam processing, tech prep, and processing honor society applicants and provides assistance to counseling, faculty, financial aid regarding policies, procedures and WebAdvisor.</li> <li>• <b>Staffing plan criteria for critical hire</b> - Critical threshold of educational or support services for the Admissions and Records office and helps us stay compliant with title 5 and California Ed code regarding student records and High School Students.</li> <li>• <b>Current status</b> - The position is currently vacant. The person who previously held the position was promoted to another position.</li> <li>• <b>Budget Impact</b> - Funded in current year unrestricted general fund.</li> </ul>
CC	<b>Financial Aid Assistant , Sr.</b>	<ul style="list-style-type: none"> <li>• <b>What will position do?</b> - The Financial Aid Assistant Senior is the coordinator of the Federal Work-Study program and the Federal Direct Loan program. As the work-study coordinator, this position is responsible for conducting the work-study orientation for students, providing training and guidance to work-study supervisors and placing work-study students.</li> <li>• <b>Staffing plan criteria for critical hire</b> – critical threshold of educational or support services. The FA Assistant Sr. plays a critical role in the administration of Title IV Federal Financial Aid for our Financial Aid program. The position helps us stay compliant with Title IV regulations for both the work-study and student loan programs.</li> <li>• <b>Current status</b> - The position is vacant. The former FA Assistant Sr. was offered a promotion as Advisor.</li> <li>• <b>Budget Impact</b> - Restricted funds (BFAP)</li> </ul>
CC	<b>Budget Analyst</b>	<ul style="list-style-type: none"> <li>• <b>What will position do?</b> - The Budget Analyst plays a key role in the College finance, budgeting, fiscal management of grants, liaison with fiscal staff in the district and prepares for audits.</li> <li>• <b>Staffing plan criteria for critical hire</b> - Critical threshold of educational or support services. The position helps us stay compliant with Title 5 regulations , fiscal policies and regulations and grant management.</li> <li>• <b>Current status</b> – Vacant 10/2012, due to resignation.</li> <li>• <b>Budget Impact</b> - Funded in current year unrestricted general fund.</li> </ul>