

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

March 11, 2013

Site	Position	Rationale
GC	Admissions & Records Specialist- Veterans CL-00492	<ul style="list-style-type: none"><li>• <b>What will position do?</b> - This position has the responsibility of providing support for enrolled Veterans, including checking courses and verifying degree audits, certifying payable courses to the VA for payment to the student, billing the VA for tuition and fees for the Post 9/11, Chapter 33 Veterans, verifying accuracy of payments, and provide oversight for VA Workstudy students.</li><li>• <b>Staffing plan criteria for critical hire</b> - The US Department of Veteran’s Affairs Auditor made it clear that the College needs to add another certifying agent due to the large number of students on the GI bill at Grossmont College (1036 students). With this current vacancy, Grossmont College has <u>no</u> certifying official. This position is essential for operations and supervision.</li><li>• <b>Current status</b> - The position is vacant due to the incumbent accepting a new position at the college. This position is an absolute required to meet the compliance needs of the college in serving Chapter 33 veterans (post 9/11 GI bill).</li><li>• <b>Budget Impact</b> - Position is included in the Adoption Budget - UGF</li></ul>