

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**CRITICAL HIRE/UNEXPECTED VACANCY**

**August 12, 2013**

<b>Site</b>	<b>Position</b>	<b>Rationale</b>
CC	Administrative Assistant I CL-00527 (.475 FTE)	<ul style="list-style-type: none"> <li>• <b>What will position do?</b> – This position is responsible for a variety of secretarial duties and clerical duties for assigned administrator and other staff relieving them of a variety of operational duties. Prepare agenda items for Academic Senate meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required.</li> <li>• <b>Staffing plan criteria for critical hire</b> - This position is essential for accreditation requirements and is a critical threshold of educational and support services.</li> <li>• <b>Current status</b> – This position is vacant due to resignation as of August 1, 2013.</li> <li>• <b>Budget Impact</b> – This position will be included in the adoption budget, unrestricted general fund.</li> </ul>
CC	Admissions & Records Specialist CL-00079 (1 FTE)	<ul style="list-style-type: none"> <li>• <b>What will position do?</b> – The Admissions &amp; Records specialist will primarily interpret, apply and explain federal, state and district laws, rules and regulations related to residency; determine residency status; examine documents in support of claims of residency; respond in a timely manner in writing via e-mail regarding residency determination; and review immigration documents for purposes of residency.</li> <li>• <b>Staffing plan criteria for critical hire</b> - This position is a critical threshold of educational and support services.</li> <li>• <b>Current status</b> – Vacant due to retirement in 2008.</li> <li>• <b>Budget Impact</b> – This position will be included in the adoption budget, unrestricted general fund.</li> </ul>
CC	Financial Aid Advisor CL-00366 (1 FTE)	<ul style="list-style-type: none"> <li>• <b>What will position do?</b> – The financial Aid Advisor performs complex and advanced financial aid related duties including student advising, financial needs analysis and financial aid packaging. The Financial Aid Advisor interprets, applies and explains complex state and federal regulations and institutional policies. In addition to determining financial need, the Financial Aid Advisor reviews financial aid petitions to determine continued aid; monitors continued eligibility of students; amends student awards as necessary; and conducts workshops.</li> <li>• <b>Staffing plan criteria for critical hire</b> - This position is a critical threshold of educational and support services.</li> <li>• <b>Current status</b> – Vacant</li> <li>• <b>Budget Impact</b> – This position will be included in the adoption budget, unrestricted general fund.</li> </ul>