

teGROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST (EMERGENCY)

July 8, 2014

Date

Site	Position	Justification
GC	Admissions and Records Office Supervisor SU-00027 1.0 FTE	<ul style="list-style-type: none"> • What will position do? Provide direct supervision of all Admissions and Records staff and services, including Evaluations and International Students. • Current status of the position? This position is vacant due to a resignation. With the impending retirement of the A&R Technical Supervisor in October 2014, Admissions and Records will be without any Supervisor for the contract staff of 20 individuals. Filling the Office Supervisor position will allow us to operate Admissions and Records effectively while keeping the Technical Supervisor position vacant for the foreseeable future. • Strategic Staffing Rationale: This position is required to provide a critical threshold of support services to college staff, faculty and students. A vacancy in the position would preclude timely support, thus impacting the efficient operation of the college. • Budget Impact: Position is included in the 2014/15 Tentative Budget. Key code: 1332001-2120