

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

1/8/15

Date

Site	Position	Justification
GC	Clerical Assistant CL-00279 0.475 Mathematics	<p>What will the position do? The work of the mathematics clerical assistant (CA) is crucial to the Department of Mathematics. This person handles all the adjunct needs, for over 50 adjuncts each semester, including distributing all teaching materials, coordinating a coherent substitute list for all faculty, assisting the chairs with scheduling, working with faculty in purchasing all required supplies, assisting the chairs with the department budget, keeping and documenting all syllabi and SLO materials in our shared drive. The CA also attends all departmental meetings and maintains all the agendas and takes minutes at those meetings. This person is also key in the hiring process of new adjuncts, as they are the liaison to the college and HR during the process. At the beginning of the semester, the CA assists the department chairs with all the facility requests and makes sure all the adjuncts are aware of the workshops and other meetings during flex week.</p> <p>Current status of position? Current employee retired the first week of January 2015.</p> <p>Strategic Staffing Rationale This position is required to maintain the critical threshold of educational support for the department and students. The mathematics clerical assistant performs important functions and duties that may not be completed until the position is filled. This will affect scheduling, ordering educational materials, coordination, and distribution of all materials to adjunct faculty.</p> <p>Budget Impact – Identify the following The position is included in the 2014-15 unrestricted budget.</p> <ul style="list-style-type: none"> • CL/23/B • Key and object codes: 1383001-2217 • Total cost: \$17,357 (no benefits, 0.475 FTE)