GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST - Expedited Processing
Sent to DSP&BC via e-mail 12/15/2014

Site	Position	Justification
GC	CL00039 - Financial Aid Assistant FTE 1.0 Department: Financial Aid (Replacement)	• **What will the position do?** This position is essential in maintaining our goal of delivering financial aid awards to students within the 6 to 8 week mark. This position provides technical assistance and information to students regarding financial aid programs and services; instructs students in correct procedures for completion of forms and applications; explains applications, requirements and restrictions to parents and students; reviews completed forms for accuracy and completeness. This position also prepares completed financial aid applications for our financial aid advisors, who review them for financial aid eligibility. • **Current status of position?** Will become vacant due to an in-house promotion to the EOPS department. Vacant Date: 12/8/14. • **Strategic Staffing Rationale** This position is crucial to maintaining a critical threshold of support services to our students as the employee works in direct contact with students, assisting them in the crucial first steps in the financial aid process. With the promotion of the current employee, the department is now operating at 50% coverage in this position. • **Budget Impact –** Included in the 2014-2015 Adopted Budget using General fund. o Keycode and object – 1331001-2110, CL/25/B o Fiscal impact - $34,392 + benefits
GC	Computer Help Desk Specialist CL-00582 Instructional Computing	• **What will position do? –** This position is a front line responder to the Help Desk for faculty and instructional computing and technology issues. The main function would be to answer calls on the Help Desk and when needed, go out to faculty offices and labs to troubleshoot daily problems. Without this position, we would not be able to cover the volume of calls for assistance from Faculty and would negatively impact instructional delivery in our computer labs • **Current status –** The incumbent resigned. • **Strategic Staffing Rationale –** This position provides a critical threshold of service to faculty and students ensuring that their instructional equipment is functioning and their software questions are answered

	• **Budget Impact:** Included in the 2014-15 Adopted Budget using unrestricted general funds.
	    ○ Key code - 1329009-2110
	    ○ CL/29/B
	    ○ Salary $38,700 plus benefits