

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

3/2/15

Date

Site	Position	Justification
<p>CC</p>	<p>Tutoring Center Specialist CL-00566</p> <p>.80 FTE 11 months</p> <p>Department: Learning & Technology Resources (Tutoring)</p>	<ul style="list-style-type: none"> • What will the position do? This is to replace the existing position of Tutoring Center Specialist, which was vacated as of November 17, 2014, due to the incumbent being hired into another role on campus. This position is responsible for the following: Organize and coordinate the day-to-day operations of the assigned area (the STEM Achievement Center); provide direction to hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester. Assist in recruiting, interviewing, evaluating, hiring, and training of part-time tutors and clerical workers; prepare employment forms; monitor hours and schedules to ensure center coverage. Run computer programs; prepare and maintain records, files, and reports related to the tutorial assistance program; prepare and monitor the program budget. • Current status of position? <ul style="list-style-type: none"> ○ Filling a vacancy ○ Currently the position is being assigned as an Out-of-Class assignment • Strategic Staffing Rationale This position meets the following criteria: <ul style="list-style-type: none"> ○ Accreditation Mandates: The accrediting commission requires colleges to provide comparable services to online and on-campus students, with tutoring being one of those services. This position would be partly responsible for assisting with the implementation and maintenance of the online tutoring program. ○ Health and safety priorities: This position is responsible for the day-to-day operations of the STEM Achievement Center, which is a very large area that students heavily frequent during operating hours. A classified staff member is essential in helping to ensure the safety of our students in this large area. ○ Critical threshold of educational or support services: The tutorial services in the STEM Achievement Center cannot be provided to students without this position. ○ Essential operations and supervision: The operations of the STEM Achievement Center cannot function without this position. • Budget Impact – Identify the following <ul style="list-style-type: none"> ○ This position is included in the 2014-2015 Adopted Budget ○ Unrestricted General Fund ○ Keycode - 1425801-2110 ○ Salary \$27,553 plus benefits ○ RAF Impact – Replacement position, no RAF impact