

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST**

**8/27/18**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title Student Services Assistant, SR.</p> <p>Unit/Classification CSEA</p> <p>Position # CL-00154</p> <p>FTE 1.0</p> <p>Department General Counseling</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>o Student Services Assistant Senior, under the direction of an assigned supervisor, will provide vital support to our General Counseling and Transfer Services team by increasing students' ability to access services within these areas. Specifically this person will assist in addressing student access to appointments with counselors, orientations, probation, financial aid and academic division related workshops for new and continuing students. Identifying the multifaceted needs of students seeking academic, personal, and career counseling, and making appropriate referrals as needed.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>o Filling a vacancy- Marie Eden resigned effective 6/27/2018</li> </ul> <p><b>3. Strategic Staffing Rationale</b> The immediate refill of this position is a critical threshold in meeting the growing support services demands of students specifically within General Counseling and Transfer Services. With the dramatic increase of accountability measured coupled with the expectations that more students be served in a comprehensive manner within General Counseling and Transfer Services, it is essential that this position be immediately refilled.</p> <p><b>4. Budget Impact – Identify the Following:</b> This position is included in the current budget</p> <ul style="list-style-type: none"> <li>a. Key code and Object code: 1333005-2110</li> <li>b. Fiscal Impact:             <ul style="list-style-type: none"> <li>i. Salary amount: \$37,140- \$46,440 + 49% benefits</li> </ul> </li> <li>c. RAF impact (check one):             <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ul>