

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

September 11, 2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Director of Financial Aid  <b>Position #:</b> MG-00002  <b>FTE:</b> 1.0  <b>Department:</b> Financial Aid	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Plan, organize, develop and direct financial aid programs; prepare applications for federal and state funding; interpret and explain federal and state regulations pertaining to CSA and Title IV programs; coordinate and supervise the process for the delivery of financial aid funds; participate in federal and state audits as needed, coordinate and interface financial aid programs with other college departments and agencies. Maintain financial aid program quality and integrity; define program goals and philosophies; and assure programs comply with federal, state and local requirements.</li> </ul> <p><b>2. Current status of position:</b></p> <p>Vacancy due to a retirement.</p> <ul style="list-style-type: none"> <li>○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget</li> <li>○ <input type="checkbox"/> Filling a restructured position included in the budget             <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Filling a new position             <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services Responsible for the function of financial aid packaging, disbursements, scholarships, and federal and state compliance reports.</li> <li>b. <input checked="" type="checkbox"/> Legal mandate Title IV compliance.</li> <li>c. <input checked="" type="checkbox"/> Accreditation requirements ER</li> <li>d. <input type="checkbox"/> Health and safety priorities</li> <li>e. <input checked="" type="checkbox"/> Essential supervision Supervises multiple financial aid programs from federal and state entities.</li> </ul>
		<p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/></li> <li>○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1331001/2140</li> <li>○ Annual Salary at Step B: \$99,665 plus benefits</li> </ul>

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Student Success Liaison  <b>Position #:</b> <b>CL-00671</b>  <b>FTE:</b> 1.0  <b>Level:</b>  CL-36  <b>Department:</b> First Year Services & Retention	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Assists with connecting students to resources related to retention and graduation.</li> <li>○ Collaborates with instructional faculty and student services faculty to provide holistic support for students.</li> <li>○ Identify and refer students who need additional support and connects them to appropriate services.</li> <li>○ Schedule workshops that focus on retention.</li> <li>○ Collaborates with FYE, Umoja, Puente, A2Mend as a support and resource for students.</li> </ul> </li>   <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li><b>Filling a replacement position included in the budget : Yes</b> <ul style="list-style-type: none"> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> </li>   <li><b>3. Strategic Staffing Rationale:</b>                Please address at least one of the following items:               <ul style="list-style-type: none"> <li>○ Legal mandates</li> <li>○ Accreditation requirements</li> <li>○ Health and safety priorities</li> <li>○ <b>Critical threshold of instruction or support services-</b> Based on our data, the Student Success Liaison is in an integral part of our retention efforts. With our enrollment dropping, it is important to keep the students we have. We currently lose about 25% of our students from fall to spring and 50% of our students from fall to fall with focus on disproportionately impacted students.</li> <li>○ Essential supervision</li> </ul> </li>   <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes / No</b></li> <li>○ Funding Source? Unrestricted / <b>Restricted</b></li> <li>○ Smartkey and Salary Object: 1372391-2110</li> <li>○ Annual Salary at Step B: = \$55,992</li> </ul> </li> </ul></li></ol>

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