

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
August 31, 2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Advisor Position #: CL-00421 FTE: 1.0 Level: 35 Department: Financial Aid	<p>1. Key responsibilities of position: This position performs specialized duties and provides technical assistance in support of financial aid programs and services.</p> <ul style="list-style-type: none"> ○ Coordinate and administer the college scholarship and emergency grant programs to retain and support students seeking additional financial assistance to complete their educational goals. ○ Work closely with students to provide assistance with completion of scholarship and emergency grant applications; advise students on requirements and restrictions and review completed forms for accuracy, completeness and process applications. ○ Chair the Grossmont College Scholarship Advisory Committee. ○ Financial Aid Liaison to the Foundation for Grossmont & Cuyamaca Colleges. ○ Read, interpret and apply knowledge regarding regulations, policies and procedures related to student scholarship and emergency grant programs. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the current budget. <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ Critical threshold of educational or support services – this position is solely responsible for coordinating the college’s entire Scholarship program. They also process all outside agency scholarships, process incoming funds, award student scholarships and is essential in delivering timely financial aid services to our students. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Restricted ○ Smartkey and Salary Object: 1331090-2110 ○ Annual Salary at Step B: \$69,613

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08/31/2023

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: SSSP Program Specialist</p> <p>Position #: CL-00664</p> <p>FTE: 1.0</p> <p>Level: CL-34</p> <p>Department: First Year Services & Retention</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ The SSSP Program Specialist will assist with the coordination of SSSP/First Year core services which impacts facilitating the core mandate, which lends to the students' success in an organized manner. These core services include orientation, placement and coordinating counselors for AEPS. This position works closely with GUHSD as well as surrounding high school districts and community partners to onboard students. ○ This position also coordinates Family Orientations throughout the semester, Super Saturday and Super Tuesday Events. ○ Oversees all elements of GCCCD Promise ○ Assisting with registration workshops <ul style="list-style-type: none"> ○ Supporting the team with retention efforts in terms of probation/dismissal efforts. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget: YES: ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates – coordinate core matriculation services under SB1456 "Student Success Act of 2012" including orientation, assessment/placement, educational planning and follow-up services to first time students. ○ Critical threshold of educational or support services – under the Student Success and Support Program (SSSP) now called SEA (Student Equity Achievement) plan and program guidelines the position will assist in coordination of SSSP core services, along with supportive services to impact student success in an organized manner. ○ In accordance with the College's strategic plan, retention is a focal point and this position aligns it work in regards to retention with probation and dismissal workshops as well as working in conjunction with the Success Coaches in providing workshops and supports.

		<p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget? Yes / No○ Funding Source? Unrestricted / Restricted○ Smartkey and Salary Object: 1333291-2110○ Annual Salary at Step B: \$52,776

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Student Services Specialist Position #: Z-00006500 FTE: 1.0 Level: CL-28 Department: Outreach	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Provide comprehensive outreach services which include follow-up invitations for tours, connecting to programs/services based on their need, tracking of applications as well as conduct a wide range of outreach workshops and participation in community and cultural events. ○ Assist in the recruitment of Grossmont College ambassadors, as well as provide training of the ambassadors and supporting them at Outreach events in-person and virtually. ○ Oversee the implementation of policies and procedures of the Outreach Department in coordination with the college campus outreach plan. ○ Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required. ○ ○ 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget: YES ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services This position brings value to the college, as it is student-centered focused on creating awareness of Grossmont College in the community and region as well as helping increase enrollments. ○ Essential supervision 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted

		<ul style="list-style-type: none">○ Smartkey and Salary Object: 1333291-2110○ Annual Salary at Step B: \$46,416

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Tutoring Center Specialist Position #: CL-00676 FTE: .625 Level: 32 Department: LTR-Tutoring	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Organize, coordinate, and oversee services, tutors, and student workers in the General Tutoring Center ○ Gather data, prepare reports, monitor budget, ensures payroll is completed in a timely and accurate manner ○ Train and provide professional development as needed. ○ Assist LRC Tutoring supervisor in implementing new processes, tools, and updating practices to ensure student success 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) 3. Strategic Staffing Rationale: Please address at least one of the following items: <p>Both legal and Accreditation standards require a designated classified staff member to directly oversee the work of student tutors. Without this staff person on site, there are not adequate numbers of Tutoring Center Specialists to maintain required levels of supervision across multiple discreet locations. This represents a direct safety concern and would require that we reduce the number of hours of available tutoring in the LTRC.</p> 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source Unrestricted / Restricted ○ Smartkey and Salary Object: 1330192-2110 ○ Annual Salary at Step B: \$31,088

Agustin Albarran 8/3/23