

GROSSMONT-CUYMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

10/16/17

Date

Site	Position	Justification
Grossmont College	Admissions & Records Assistant (25) CL 00172 FTE: 1 Admissions & Records	<ul style="list-style-type: none"> • What will the position do? Provide a wide variety of specialized and complex clerical duties related with Admissions & Records. This position also processes official transcript requests and prepares electronic files, paper transcripts, and mail transcripts as requested by students and other educational institutions in a timely manner and according to established guidelines and procedures. • Current status of position? Filling a vacancy - (This position is vacant due to promotion of former holder of position (Cheryl Quitiquit-Kerns to Master Class Scheduler, Instructional Operations) • Strategic Staffing Rationale Maintain a critical threshold of educational or support services – This position is essential to processing official transcript requests and for preparing electronic files, paper transcripts and mail transcripts as requested for students in a timely manner and according to established guidelines and procedures This position is already allotted and budgeted with General funds and will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access point; the application, and the progress and success point; transcripts. This position addresses both, strategic and institutional priorities by providing access to a diverse community college student population which is not only an institutional goal but also a component of the College’s mission. • Budget Impact – Identify the Following: <ul style="list-style-type: none"> ○ Included in current budget ○ Unrestricted ○ 1332001-2110 ○ Fiscal Impact: <ul style="list-style-type: none"> - 32,520 - Includes benefits ○ RAF impact – No impact

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<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title BOT Instructor</p> <p>Unit/Classification AFT</p> <p>Position # IN-00026</p> <p>FTE 1.0</p> <p>Department BOT</p>	<ol style="list-style-type: none"> 1. What will the position do? <ol style="list-style-type: none"> a. Experience and proficiency in teaching Business Office Technology at the college level. b. Ability to teach and proficiency in a variety of B.O.T. courses within the division, such as Accounting, MS Office applications, Business English, keyboarding, etc. c. Ability to use and incorporate technology in your instruction. d. Experience motivating students from a broad spectrum of academic, socioeconomic, cultural, language, disability, and ethnic background. e. Ability to communicate effectively orally and in writing. f. Demonstrated ability to work independently and as a team. g. Demonstrated commitment to the goals and philosophy of the community college. h. Experience that demonstrates successful, active participation in community and/or professional organizations and institutions of higher education. i. Grant writing and acquisition, fund raising, and report writing. 2. Current status of position? <ol style="list-style-type: none"> a. Filling a vacancy – Position is vacant due to a death 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ol style="list-style-type: none"> a. Legal mandates b. Critical threshold of educational or support services: <p>Due to the untimely death of a BOT Faculty member, we need to temporarily replace this position until a permanent posting can be done in order to ensure the continuity of the Office Professional Training (OPT) program offering for our students.</p> 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget b. Key code and Object code – 1370201-1110 (Unrestricted) c. Fiscal Impact: Salary amount - \$46,617 (Class I, Step 1) - \$102,045 (Class VII, Step 30)/Yr. Includes benefits, or not – Yes. d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input type="checkbox"/> No impact – funded by _____ Restricted Funds <input type="checkbox"/> No impact – funded by _____ <input type="checkbox"/> No impact – restructure within existing funds <input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number