

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

September 22, 2014

Date

Site	Position	Justification
GC	Admissions and Records Specialist, International Students CL-00065 Admissions and Records	<ul style="list-style-type: none"> • What will the position do? The position serves as DSO (Designated School Official) for the International Student F1 Visa program, providing issuance of required documents such as form I-20, I-539, I-165 for travel, transfers, extensions of stay, on and off campus employment, practical training and economic hardship. Oversees issuance of immigration documents for American Collegiate English (ACE) language programs. Inputs, maintains, and updates student’s F1 Visa status using Department of Homeland Security’s Student Exchange Visitor Information System (SEVIS) • Current status of position? Position is vacant. Out-of-class assignment is being used to fulfill the work demands. • Strategic Staffing Rationale: This position is required to provide a critical threshold of student support services for the college’s 700+ International (F1 Visa) students and to keep the college in full, constant compliance with Federal Department of Homeland Security regulations. The position was ranked third on the most recent list of prioritized classified positions for 2014-15. • Budget Impact: Increase salary expense allocated to the 2014-15 Adopted Budget using Unrestricted General Fund. <ul style="list-style-type: none"> ○ CL/32/AA ○ Key code- 1326011 ○ Salary \$39,996