

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

5/13/14

Site	Position	Rationale
GC	Administrative Assistant II Student Affairs CL-00508 1.0 FTE	<ul style="list-style-type: none"> • What will position do? This 1.0 FTE position provides administrative support to the Associate Dean of Student Affairs and the Director of Student Activities. Position is responsible for greeting office visitors; directing calls and visitors to appropriate personnel; intake of confidential verbal and written reports related to student conduct and discipline; confidential communication with college staff and faculty about grievances, complaints and related student issues; running reports; taking and transcribing meeting minutes; and assisting with business process questions and forms. • Current status of the position? This position is vacant due to an internal promotion. • Strategic Staffing Rationale: This position is required to provide a critical threshold of support services to college staff, faculty and students. A vacancy in the position would preclude timely support, thus impacting the efficient operation of the college. • Budget Impact: Position is included in the 2013/14 Adoption Budget. 1326001-2110